



Town of Paradise

Town Council Meeting Agenda

6:00 PM – September 10, 2019

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

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

Town Manager, Lauren Gill
Town Attorney, Dwight L. Moore
Town Clerk, Dina Volenski
Acting Community Development Director, Susan Hartman
Administrative Services Director/Town Treasurer, Gina Will
Public Works Director/Town Engineer, VACANT
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
 - A. If you wish to address the Council regarding a specific agenda item, please complete a "Request to Address Council" card and give it to the Town Clerk prior to the beginning of the meeting. This process is voluntary and allows for citizens to be called to the speaker podium in alphabetical order. Comments and questions from the public must be directed to the Presiding Chair and Town Council Members (please do not address staff.) Town staff is available to address citizen concerns Monday through Thursday at Town Hall between the hours of 8am and 5pm.
 - B. If you wish to address Council regarding an item not on the agenda, you may do so under Item 4, "Public Communication." Again, please fill out a card and give it to the Town Clerk before the meeting. State Law prohibits Council action on items not listed on a public agenda.

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

1. OPENING

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

- 1e. p8 Proclamation - Retirement of Police Department Administrative Assistant Valerie Lynch
- 1f. Presentation on 2020 Census - David Banuelos Jr.
- 1g. Presentation/Information on the Wildfire Assistance Program.

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. p9 Approve minutes from the July 9, 2019 Regular and July 23, 2019 Special Town Council meeting.
- 2b. p16 Approve August 2019 cash disbursements in the amount of \$4,447,410.48
- 2c. p25 1. Approve the Program Supplement Agreement No. F020 to Administering Agency-State Agreement for Federal-aid Projects No. 03-5425F15 to assure receipt of \$425,000 in state funds for the Paradise ATP Gateway Project; and, 2. Approve the Program Supplement Agreement No. F021 to Administering Agency-State Agreement for Federal-aid Projects No. 03-5425F15 to assure receipt of \$248,288 in state funds for the Oliver Curve Pathway project; and, 3. Adopt Resolutions No. 19-24 and 19-25, A Resolution of the Town Council of the Town of Paradise authorizing the Town Manager, or her designee, to sign the Program Supplement Agreement Nos. F020 and F021 to Administering Agency-State Agreement for Federal-Aid Projects No. 03-5425F15.
- 2d. p43 Authorize the Town Manager to execute a three-year agreement for financial audit services with Mann, Urrutia, and Nelson CPA's and Associates, LLP
- 2e. p80 Review and file the 4th Quarter Investment Report for the Fiscal Year Ended June 30, 2019.
- 2f. p85 1. Concur with staff's recommendation of ARRB Group, Inc.'s to perform road network survey management services for the Town's 100 centerline mile roadway network; and, 2. Approve the attached Professional Services Agreement with ARRB Group, Inc. and authorize the Town Manager to execute.
- 2g. p90 1. Authorize the Town Manager to execute the attached agreement with Rotary Club of Paradise to access the Town-owned property located at Skyway and Foster Rd. to construct a Camp Fire Memorial; and, 2. Authorize staff to transfer \$15,801.95 from the general fund to the gas tax/street maintenance fund, and approve related budget adjustments to reimburse for the purchase of the property in March 2016.

- 2h. p91 1. Authorize the Police Department to pursue grant funding to purchase a new Animal Control Vehicle; and, 2. Appropriate a Town funding match of up to \$40,000; and, 3. Authorize the Town Manager to execute agreements to complete the purchase of the vehicle in compliance with Town of Paradise purchasing rules.
- 2i. p93 1. Authorize the Police Department to pursue grant funding to purchase TASER X26P conducted electrical weapons and VieVu LE5 body cameras, and to install radio equipment at the Police Department; and, 2. Authorize the Town Manager to execute agreements to complete the purchase of equipment in compliance with Town of Paradise purchasing rules.
- 2j. p95 Accept the various private citizen and business donations offered to the Town of Paradise during the month of August 2019 in the amount of \$1,121.39.
- 2k. p100 Approve the recommended General Fund Budget adjustments.

3. ITEMS REMOVED FROM CONSENT CALENDAR

4. PUBLIC COMMUNICATION

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

5. PUBLIC HEARINGS

For items that require a published legal notice and/or a mailed notice.

Public Hearing Procedure:

- A. Staff Report
- B. Mayor opens the hearing for public comment in the following order:
 - i. Project proponents (in favor of proposal)
 - ii. Project opponents (against proposal)
 - iii. Rebuttals – if requested
- C. Mayor closes the hearing
- D. Council discussion and vote

- 5a. p122 Conduct the duly noticed and scheduled public hearing and upon conclusion of the public hearing consider the following:

1. Concurring with the project “CEQA determination” finding adopted by the Planning Commission on July 16, 2019, and embodied within Planning Commission Resolution No. 19-03; and, Waiving the first reading of Town of Paradise Ordinance No. 579 and read by title only; and 3. Introducing Town of Paradise Ordinance No. 579 , “An Ordinance Amending Text Regulations within Paradise Municipal Code Title 17 [Zoning] Relative to Accessory Building; Primary Dwelling; Railroad Tie Materials in Site Structures and Mobile Home Provisions”. (ROLL CALL VOTE)

- 5b. p135 Conduct the duly noticed and scheduled public hearing and upon conclusion of the public hearing consider the following:
1. Concurring with the project "CEQA determination" finding adopted by the Planning Commission on August 20, 2019, and embodied within Planning Commission Resolution No. 19-04; and 2. Waiving the first reading of Town of Paradise Ordinance No. 580 and reading by title only; and, 3. Introducing Town of Paradise Ordinance No. 580 an Ordinance of the Town Council of the Town of Paradise Amending Paradise Municipal Code Title 17 Text Regulations Relative to the Reconstruction of Nonconforming Uses. (ROLL CALL VOTE)
- 5c. p145 Conduct the duly noticed and scheduled public hearing to solicit comments and/or suggestions regarding the 2019-2020 Annual Plan for the Community Development Block Grant Program (CDBG) (This is the first of two public hearings, no action is requested at this time.)

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. p148 1. Consider providing direction to staff regarding the potential project delivery process in the future for the Paradise Sewer Project Preliminary Engineering and Environmental Study. The potential delivery options include traditional "Design-Bid-Build" or "Design-Build" processes. Both options have potential benefits for the Town. If there is a potential for the Town to use the "Design-Build" process, then the Town is required to develop a Conflict of Interest policy that defines who is eligible to pursue the "Design-Build" contract.
2. Consider providing direction to staff regarding release of project specific information in the RFP, specifically, the preferred "vicinities" where the Town's Waste Water Treatment Plant (WWTP) may be located. Providing this information in the RFP will focus the approach of the potential consultants, streamline the review process, and allow for easier comparison of each consultant's ideas and qualifications.
3. Concurring with the staff recommendation to proceed with preparation and release of the RFP for Preliminary Engineering and Environmental Clearance Services. (ROLL CALL VOTE)
- 6b. p363 Consider reviewing and approving the attached response to the 2018-2019 Butte County Grand Jury Report. (ROLL CALL VOTE)
- 6c. p366 Consider a public discussion Introducing an Ordinance Adding Chapter 8.58 to the Paradise Municipal Code Relating to Defensible Space and Hazardous Fuel Management; upon conclusion of the public discussion; 1. Consider waiving the first reading of Town Ordinance No. 581 and reading by title only; and, 2. Introducing Ordinance No. 581 an Ordinance of the Town Council of the Town of Paradise Adding Chapter 8.58 to the Paradise Municipal Code Relating to Defensible Space and hazardous Fuel Management. (ROLL CALL VOTE)

- [6d.](#) p377 Consider Introducing an Ordinance Amending Paradise Municipal Code Title 15 [Buildings and Construction] Relating to: Accessory Structures and Wildland Urban Interface Requirements; and Non-Combustible Roof Gutters; and, 1. Waiving the first reading of Town Ordinance No. 582 and read by title only; AND, 2. Introducing Town Ordinance No. 582. "An Ordinance Amending Regulations Within Paradise Municipal Code Title 15 [Buildings and Construction] Relative to Accessory Structures and Wildland Urban Interface Requirements; and Non-Combustible roof gutters". (ROLL CALL VOTE)
- 6e. 1. Consider Council authorization to use the Town's Green Waste Yard on American Way and Clark Road for a pilot vegetative remediation project, that includes fire curtain burners donated by CAL Fire; and, 2. Authorizing the Town Manager to sign on an agreement after approval by the Town Attorney. (No staff report) (ROLL CALL VOTE)
- [6f.](#) p382 Consider adopting Resolution No. 19-26, A Resolution of the Town Council of the Town of Paradise Designating November 8th as Camp Fire Memorial Day. (ROLL CALL VOTE)
- [6g.](#) p383 1. After discussion, consider waiving the first reading of Town Ordinance No. 583, and read by title only; and, introduce Town Ordinance No.583, " An Ordinance of the Town Council of the Town of Paradise, California, establishing a "Dig Once" Policy. (ROLL CALL VOTE); and, 2. Discuss and provide direction to staff regarding placement of all utilities underground.
- [6h.](#) p393 1. Consider accepting the Classification and Total Compensation Study report as presented by consultants, Koff and Associates; and, 2. Adopting Resolution 19-27, A Resolution of the Town Council of the Town of Paradise adopting the new job classifications descriptions as recommended as set forth in the Classification Study by Koff and Associates.

7. COUNCIL INITIATED ITEMS AND REPORTS

7a. Council initiated agenda items

- [7a1.](#) p763 Discuss Wildfire Victim Recovery Bonds, provide direction to staff to write a letter of support for AB 235. (JONES)
- [7a2.](#) P764 Discuss SB 156 which would allow limited-term emergency medical services to be provided in a standalone setting at the existing Feather River Hospital site for Butte County residents affected by the 2018 Camp Fire, and provide direction to staff to write a letter of support. (JONES)
- 7b. Council reports on committee representation
- 7c. Future Agenda Items

8. STAFF COMMUNICATION

8a. Town Manager Report

9. CLOSED SESSION

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

The Town Council will reconvene to consider the following:

1. Consider adopting Resolution No. 19-27, A Resolution of the Town Council of the Town of Paradise Approving the Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Police Officers Association Relating to Employment Covering the Period from July 1, 2019 to June 30, 2022. (ROLL CALL VOTE)
2. Consider adopting Resolution No. 19-28, A Resolution of the Town Council of the Town of Paradise Approving the Memorandum of Understanding Between the Town of Paradise and the Town of Paradise General Employees Unit Relating to Employment Covering the Period from July 1, 2019 to June 30, 2022. (ROLL CALL VOTE)
3. Consider adopting Resolution No. 19-29, A Resolution of the Town Council of the Town of Paradise Approving the Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Police Management and Mid-Management Association Relating to Employment Covering the Period from July 1, 2019 to June 30, 2022. (ROLL CALL VOTE)
4. Consider adopting Resolution No. 19-30, A Resolution of the Town Council of the Town of Paradise Approving the Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Confidential and Mid-Management Association Relating to Employment Covering the Period from July 1, 2019 to June 30, 2022. (ROLL CALL VOTE)
5. Consider adopting Resolution No. 19-31, A Resolution of the Town Council of the Town of Paradise Approving the Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Management Group Relating to Employment Covering the Period from July 1, 2019 to June 30, 2022. (ROLL CALL VOTE)

- 9b1. Pursuant to Government Code Section 54957.6 the Town Council will hold a closed session to meet with Gina Will, its designated labor representative, to review amending and restating of the agreement between the Town of Paradise and Dwight L. Moore for Town Attorney services.

The Town Council will reconvene to consider the following:

To consider approving the amended and restated agreement between the Town of Paradise and Dwight Moore relating to Town Attorney legal services pertaining to compensation. **(ROLL CALL VOTE)**

- 9b2. Pursuant to Government Code Section 54957.6 the Town Council will hold a closed session to meet with Gina Will, its designated labor representative, to review amending and restating of the agreement between the Town of Paradise and Lauren Gill for Town Manager services.

The Town Council will reconvene to consider the following:

To consider approving the amended and restated agreement between the Town of Paradise and Lauren Gill relating to Town Manager services pertaining to compensation. **(ROLL CALL VOTE)**

10. ADJOURNMENT

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

WHEREAS, Valerie Lynch began her career with the Town of Paradise on November 12, 2001 as a Secretary II to the Police Chief; and,

WHEREAS, on July 1, 2006 Valerie was reclassified to an Administrative Assistant II; and,

WHEREAS, Valerie has been an asset to the Police Department and is respected by the entire department and Town staff; and,

WHEREAS, Valerie keeps everyone organized, in line and on track with whatever project they are working on; and,

WHEREAS, Valerie has assisted in managing the budget during good and challenging times and has always made sure that the department stays within the allocated budget; and,

WHEREAS, Valerie continually makes sure that everyone is recognized whether it be for an official swear in or for the annual recognition awards; and,

WHEREAS, Valerie has trained, endured and outlasted five Police Chiefs and has assisted Chief Reinbold with his transition; and,

WHEREAS, Valerie's institutional knowledge will be an enormous loss to the department; and,

WHEREAS, on September 27, 2019 Valerie Lynch will retire from the Paradise Police Department and relocate out of state after losing her home to the Camp Fire, where she, her husband Greg and dog Guinness will enjoy outdoor activities, catching up and enjoying their retired life together.

NOW, THEREFORE, I, Jody Jones, Mayor of the Town of Paradise, hereby recognize and acknowledge all the professionalism, time and dedication that Valerie Lynch has brought to the Paradise Police Department

IN WITNESS WHEREOF I have hereunto set my hand and caused the official seal of the Town of Paradise to be affixed hereto this 10th day of September, 2019.

Jody Jones, Mayor

MINUTES
PARADISE TOWN COUNCIL
REGULAR MEETING – 6:00 PM – July 09, 2019

1. OPENING

The Regular meeting of the Paradise Town Council was called to order by Mayor Jones at 6:02 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 Vice Mayor Bolin.

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

COUNCIL MEMBER ABSENT: None

STAFF PRESENT: Town Manager Lauren Gill, Town Attorney Dwight Moore, Town Clerk Dina Volenski, Administrative Services Director Gina Will, Administrative Analyst Colette Curtis, Business and Housing Services Director Kate Anderson, Acting Community Development Director Susan Hartman, Police Chief Eric Reinbold, Senior Accountant Sandi Miller and Division Chief John Messina.

1a. Agency Updates from the following:

- Paradise Police Department –Chief Reinbold
- California Highway Patrol- Captain April Baxter
- Paradise Fire Department/Cal FIRE- John Messina
- Paradise Irrigation District- Kevin Phillips
- Paradise Unified School District – Reiner Light
- Paradise Recreation and Park District – Dan Efseff
- Paradise Chamber of Commerce – Monica Nolan
- Butte County Mosquito and Vector Control – Matt Ball
- Standing Burnt Trees- Greg Eaton

2. CONSENT CALENDAR

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

2a. Approved minutes from the May 14, 2019 Town Council meeting.

2b. Approved Cash Disbursements for June 2019 in the amount of \$754,357.59 (310-10-033)

2c. Accepted the 2018 Annual Report of the Paradise Planning Commission to the Town Council Regarding the Implementation Status of the 1994 Paradise General Plan. (760-40-55)

- 2d. Reviewed and filed the 3rd Quarter Investment Report for the Fiscal Year Ended June 30, 2019. (360-30-06)
- 2e. Accepted the various private citizen and business donations offered to the Town of Paradise during the month of June 2019 in the amount of \$535,732.97. (395-50-024)

3. ITEMS REMOVED FROM CONSENT CALENDAR- None

4. PUBLIC COMMUNICATION

- 1. Ward Habriel stated he won a special recognition award which he could not have won if it wasn't for the community.
- 2. MJ Burnham is concerned with the staging area created by Argonaut Trucking across from her house on Camellia court. Asked Council to use influence to have Argonaut move their staging area.
- 3. Maureen Wisener represented Paradise Adventist Church, stated the Church plans to convert their prayer garden into a memorial for those who lost their lives in the Camp Fire.
- 4. Lorna Cunkle stated that there is a prevalence of trash and signs along the walkways of Paradise, which pose a safety hazard. Asked the Council to address the problem.
- 5. John Miller George thanked Lauren and Colette for acquiring the Bank of America building; asked to meet with Lauren to help the Town multiply the money they will be receiving from PG&E and he would like to see Building Department permit fees waived for every burned property in town.
- 6. Steve Culleton asked the Council again to address the issue of private roads requiring maintenance and would like all private roads to be made public.

5. PUBLIC HEARINGS - None

6. COUNCIL CONSIDERATION

- 6a. Administrative Analyst Collette Curtis presented the Council with a synopsis of the Town of Paradise Flag License Agreement which would allow the Town to distribute the Town flag.

Council Member Zuccolillo asked if there is a licensing fee.

Attorney Moore stated there is a fee in the agreement but it is unspecified.

Council Member Schuster asked the purpose of the agreement.

Attorney Moore stated the flag could not be altered or used without Town permission.

Council Member Bolin asked if there was a sunset to the agreement.

Attorney Moore stated possibly a 6 to 12 month term that will be specified in the agreement.

Mayor Jones stated a fee should be decided upon whether an organization is selling at cost or for profit.

1. Steve Culleton commented that the Town of Paradise does not need to charge any more fees and that there should not be a fee associated with using the flag.

MOTION by Bolin, seconded by Zuccolillo, authorized the Town Manager to enter into a Town of Paradise Flag License Agreement with no fees. Roll call vote was unanimous. (110-10-23)

7. COUNCIL INITIATED ITEMS AND REPORTS

7a. Council initiated agenda items

- 7a. The Town Council nominated Council Member Schuster as the voting delegate for the League of California Cities 2019 Annual Conference to be held October 16-18 in Long Beach, CA. Alternates chosen are Councilmembers Zuccolillo and Crowder. Town Council unanimously concurred. (180-30-099)

7b. Council reports on committee representation

Council Member Zuccolillo commented that the Parade of flags is up to 400 flags.

Council Member Schuster participated in the Home Builders Expo which was very successful.

Vice Mayor Bolin participated in the Home Builders Expo.

Council Member Crowder participated in the Parade of Flag, attended Phil John's Celebration of Life and attended a meeting with Kamila Harris' Office.

Mayor Jones attended the BCAQMD meeting, stated they have not had a single occurrence of poor air quality during the debris removal; there has been success in moving the sewer project forward and that the Governor has included \$800,000 in the budget for the environmental review portion.

7c. Future Agenda Items

Council Member Zuccolillo would like a green waste yard reestablished and also would like to see November 8th recognized as a memorial day within the Town of Paradise.

8. STAFF COMMUNICATION

Town Manager Report - None

9. CLOSED SESSION

At 7:49 Mayor Jones announced that the Town Council would adjourn to closed session to discuss only agenda item 9(b), item 9(a) was removed from the discussion.

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

9b. Pursuant to Government Code section 54956.8, the Town Council will hold a closed session to confer with the Town's negotiators about the terms to transfer real property from the Bank of America to the Town of Paradise. (510-20-238, 820-10-41)

Property location: 6295 Skyway, Paradise, California
Town negotiators: Lauren M. Gill and Dwight L. Moore
Bank of America negotiator: Lori Limberg

At 8:13 p.m. Mayor Jones announced the following action:

MOTION by Jones, seconded by Crowder, to approve Resolution no. 19-14, A Resolution of the Town Council of the Town of Paradise Accepting and Approving the Bank of American Donation Agreement. Roll call vote was unanimous.

10. ADJOURNMENT

Mayor Jones adjourned the Council meeting at 8:13 p.m.

Date Approved:

By: _____
Jody Jones, Mayor

Attest:

Dina Volenski, CMC, Town Clerk

MINUTES
PARADISE TOWN COUNCIL
SPECIAL MEETING – 6:00 PM – July 23, 2019

1. OPENING

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

COUNCIL MEMBER PRESENT: Greg Bolin, Steve Crowder, Melissa Schuster, Mike Zuccolillo 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, Administrative Analyst Colette Curtis, Business and Housing Services Director Kate Anderson, Police Chief Eric Reinbold, Fire Chief John Messina and Acting Community Development Director Susan Hartman

- 1a. A Presentation of the MakeitParadise.org relaunch was made by Valerie and Lindsey of Blue Flamingo.

2. CONSIDERATION

- 2a. Administrative Services Director/Finance Director Gina Will gave a comprehensive presentation of the proposed budget for Fiscal Year 2019/2020.
 1. Steve Culleton stated that the budget wasn't available until noon yesterday to the public and the Town Council, suggested that the Council postpone approving the 305 page budget until everyone has sufficient time to review it. Mr. Culleton is also concerned with the proposed projects moving forward with limited staff.
 2. Ward Habriel thanked Gina for the presentation, asked if the comparison of 2008 to 2018 budget accurately reflects the necessary services for the residents and businesses of the Town, does not know if the Town can afford everything presented in the budget.
 3. Mike Greer was surprised at the length of time provided to review budget document and thinks more time is needed to review and understand the document.

After discussion, the Town Council determined that adoption of the budget could be carried over to the August meeting, without the presentation, to provide citizens time to review the budget. (items 2b through 2g were not adopted and were postponed to the August meeting.)

MOTION by Jones, seconded by Zuccolillo to postpone adoption of the Budget to the August 13, 2019 Town Council meeting; requested that a copy of the budget presentation be posted with the online agenda; that the budget be an action item, without the presentation. Roll call vote was unanimous.

Mayor Jones adjourned the meeting for a five minute recess at 6:58 p.m.

Mayor Jones reconvened the meeting at 7:05 p.m.

2h. Administrative Services Director Gina Will provided an update on the proposed Public Safety Recruitment Incentives which would include a \$5,000 sign-on bonus for candidates who have already gone through the academy, \$20,000 bonus to lateral candidates with \$10,000 at time of signing and \$10,000 after passing probation.

Town Council asked Police Chief Reinbold if this proposal would recruit qualified candidates and if the three-year commitment was acceptable.

Police Chief Reinbold stated that this incentive would reduce training time; that this incentive has never been offered before, but would be attractive to candidates and supports the three-year commitment.

MOTION by Crowder, seconded by Schuster/Zuccolillo to authorize for Enhanced Public Safety Recruitment Incentives effective July 25, 2019 through June 30, 2022. Roll call vote was unanimous.

2i. Provide direction to staff related to setting priorities for the Long-Term Recovery Plan Projects.

Town Manager Gill provided an overview of the Long-Term Recovery priorities that the Community and Town Council identified during the listening sessions with Urban Design Associates (UDA). Prior to the meeting the Town Council identified their priorities for long-term recovery projects. Attached is the list of Council Priorities for the Long-Term Recovery Projects and the Town Led and Partner Led Projects for the Town of Paradise.

Mayor Jones announced that the next meeting would be a community meeting on Tuesday, August 6th at the Paradise Alliance Church and that the next Council meeting would be on Tuesday, August 13, 2019.

ADJOURNMENT:

Mayor Jones adjourned the Council meeting at 7:40 p.m.

Date Approved:

By: _____
Jody Jones, Mayor

Attest:

Dina Volenski, CMC, Town Clerk

Priority Projects (Town-led)	Mayor Jones	Vice Mayor Bolin	Councilmember Crowder	Councilmember Schuster	Councilmember Zuccolillo	Total Score
Supporting Homeowners	1	1	1	1	1	5
Standing Burnt Trees on Private Property	1	1	1	1	1	5
Fuels Management Plan	1	1	1	1	1	5
Sewer System	1	1	1	1	1	5
Emergency Notification System (Siren)	1	1	1	2	1	6
Resiliency Permit & Housing Resource Ctr.	1	1	2	1	2	7
Residential Fire Safe Education	1	2	2	1	2	8
Missing Road Segments	2	2	1	2	1	8
Planning and Zoning (General Plan)	2	3	1	1	1	8
Evacuation Routes	2	1	2	2	2	9
Long Dead-End Streets	2	2	2	2	1	9
Residential Codes and Standards	3	1	2	2	2	10
Interconnected Path System	2	3	1	3	1	10
New Fire Station (Pentz Road)	2	1	2	2	3	10
Walkable Downtown	3	2	3	1	3	12
New Civic Center	3	1	3	3	3	13

Recovery Projects

Town Led Projects

- Resiliency Permit and Housing Resource Center
- Supporting Homeowners
- Residential Codes and Standards
- Resident Fire Safe Education
- Standing Burned Trees on Private Property
- Emergency Notification System
- Evacuation Routes
- Interconnected Path System
- Missing Road Segments
- Long Dead-End Streets
- Walkable Downtown
- Fuels Management Plan
- Sewer System
- Planning and Zoning
- New Fire Station 82
- New Civic Center

Partner Led Projects

- Underground Utilities
- PID Water System
- Housing Affordability
- Housing Market Study
- Economic Development Strategy
- Workforce Development Plan
- High-Speed Data Network
- Educational Campus/Resiliency Research Center
- Opportunity Zone
- Chamber of Commerce
- Volunteers
- Live/Work Space for Entrepreneurs
- Elementary and Secondary Education
- Healthcare Services
- Outdoor Destination
- Early Childhood Education
- Public Transportation
- Gold Nugget Museum and Norton Buffalo Hall
- 2019 Building Energy Efficiency Standards
- Sustainable Storm water and Drainage
- Sustainable Development
- Sustainable Building Programs

9

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

**FOR THE PERIOD OF
AUGUST 1, 2019 - AUGUST 31, 2019**

August 1, 2019 - August 31, 2019

Check Date	Pay Period End	DESCRIPTION	AMOUNT
08/09/19	08/04/19	Net Payroll - Direct Deposits & Checks	\$105,591.81
08/23/19	08/18/19	Net Payroll - Direct Deposits & Checks	\$113,848.03
TOTAL NET WAGES PAYROLL			\$219,439.84
Accounts Payble			
PAYROLL VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.			\$230,723.34
OPERATIONS VENDORS: SUPPLIES, CONTRACTS, UTILITIES, ETC.			\$3,997,247.30
TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE			<u>\$4,227,970.64</u>
(Detail attached)			
GRAND TOTAL CASH DISBURSEMENTS			<u><u>\$4,447,410.48</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: 8/1/2019 - To Payment Date: 8/31/2019

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>									
74449	08/01/2019	Open			Accounts Payable	Asbury Environmental Services	\$134.69		
74450	08/01/2019	Open			Accounts Payable	AT&T & CALNET3 - CIRCUIT LINES	\$108.98		
74451	08/01/2019	Open			Accounts Payable	AT&T & CALNET3 - CIRCUIT LINES	\$1,624.75		
74452	08/01/2019	Open			Accounts Payable	AT&T MOBILITY	\$261.64		
74453	08/01/2019	Open			Accounts Payable	AT&T/CALNET3 - REPEATER LINES	\$296.45		
74454	08/01/2019	Open			Accounts Payable	AT&T/CALNET3 - COMMUNITY PARK	\$21.24		
74455	08/01/2019	Open			Accounts Payable	AT&T/CALNET3 - Summary	\$3,719.30		
74456	08/01/2019	Open			Accounts Payable	AT&T/CALNET3 - TH/FDPD FIBER LINES	\$1,113.66		
74457	08/01/2019	Open			Accounts Payable	Big O Tires	\$25.00		
74458	08/01/2019	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$119.00		
74459	08/01/2019	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$128.00		
74460	08/01/2019	Open			Accounts Payable	Central Restaurant Products	\$3,069.80		
74461	08/01/2019	Open			Accounts Payable	CITY OF FOSTER CITY	\$3,500.00		
74462	08/01/2019	Open			Accounts Payable	COMCAST CABLE	\$258.16		
74463	08/01/2019	Open			Accounts Payable	CRAIG DREBERTS AUTOMOTIVE	\$1,115.61		
74464	08/01/2019	Open			Accounts Payable	DEPARTMENT OF FORESTRY & FIRE PROTECTION	\$2,272,080.68		
74465	08/01/2019	Open			Accounts Payable	DURHAM PENTZ TRUCK CENTER	\$2,851.25		
74466	08/01/2019	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$299.00		
74467	08/01/2019	Open			Accounts Payable	ENTERPRISE FM TRUST	\$1,073.32		
74468	08/01/2019	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$95.66		
74469	08/01/2019	Open			Accounts Payable	EXPRESS LUBE & OIL, ,	\$43.00		
74470	08/01/2019	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$129.31		
74471	08/01/2019	Open			Accounts Payable	Helmick, Elaine	\$1,618.00		
74472	08/01/2019	Open			Accounts Payable	Herc Rentals Inc.	\$2,324.52		
74473	08/01/2019	Open			Accounts Payable	HLP, INC / CHAMELEON SOFTWARE PRODUCTS	\$1.05		
74474	08/01/2019	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$49.28		
74475	08/01/2019	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$21.95		
74476	08/01/2019	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$375.00		
74477	08/01/2019	Open			Accounts Payable	Kanner, Justin	\$78.00		
74478	08/01/2019	Open			Accounts Payable	Kevin Sharrah Designs	\$92.90		
74479	08/01/2019	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$2,557.89		
74480	08/01/2019	Open			Accounts Payable	Koff & Associates	\$20,636.00		
74481	08/01/2019	Open			Accounts Payable	LEHR AUTO ELECTRIC STOMMEL, INC.	\$49,002.06		
74482	08/01/2019	Open			Accounts Payable	LIEBERT CASSIDY WHITMORE	\$4,300.00		
74483	08/01/2019	Open			Accounts Payable	MILLER GLASS INC	\$275.00		
74484	08/01/2019	Open			Accounts Payable	Miwall Corporation	\$6,121.02		
74485	08/01/2019	Open			Accounts Payable	MOORE, DWIGHT, L.	\$15,483.00		
74486	08/01/2019	Open			Accounts Payable	Mt Shasta Spring Water Co., Inc	\$76.06		
74487	08/01/2019	Open			Accounts Payable	NCCSIF TREASURER	\$19,840.00		
74488	08/01/2019	Open			Accounts Payable	NCCSIF TREASURER	\$188,554.00		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 8/1/2019 - To Payment Date: 8/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
74489	08/01/2019	Open			Accounts Payable	NCCSIF TREASURER	\$98,221.50		
74490	08/01/2019	Open			Accounts Payable	NORTHERN RECYCLING & WASTE SERVICES, INC.	\$21,495.40		
74491	08/01/2019	Open			Accounts Payable	O'REILLY AUTO PARTS	\$494.01		
74492	08/01/2019	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$489.93		
74493	08/01/2019	Open			Accounts Payable	OROVILLE FORD	\$555.06		
74494	08/01/2019	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$86.93		
74495	08/01/2019	Open			Accounts Payable	PARADISE ALLIANCE CHURCH	\$95.00		
74496	08/01/2019	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$617.35		
74497	08/01/2019	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$121.81		
74498	08/01/2019	Open			Accounts Payable	PBM SUPPLY & MFG INC	\$717.79		
74499	08/01/2019	Open			Accounts Payable	PLATT ELECTRIC SUPPLY	\$24.62		
74500	08/01/2019	Open			Accounts Payable	Precision Wireless Service	\$2,582.75		
74501	08/01/2019	Open			Accounts Payable	R B SPENCER INC	\$1,082.50		
74502	08/01/2019	Open			Accounts Payable	Riebes Auto Parts-Motorpool	\$113.07		
74503	08/01/2019	Open			Accounts Payable	SBA Monarch Towers III LLC	\$142.32		
74504	08/01/2019	Open			Accounts Payable	Shelby's Pest Control, Inc.	\$100.00		
74505	08/01/2019	Open			Accounts Payable	Spherion Staffing	\$7,087.03		
74506	08/01/2019	Open			Accounts Payable	Stratti	\$5,200.00		
74507	08/01/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$688.36		
74508	08/01/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$96.18		
74509	08/01/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$28.92		
74510	08/01/2019	Open			Accounts Payable	THRIFTY ROOTER	\$342.90		
74511	08/01/2019	Open			Accounts Payable	TIAA COMMERCIAL FINANCE, INC	\$906.47		
74512	08/01/2019	Open			Accounts Payable	U.S. Bankcorp Government Leasing and Finance	\$10,992.77		
74513	08/01/2019	Open			Accounts Payable	UNITED RENTALS, INC.	\$2,049.73		
74514	08/01/2019	Open			Accounts Payable	Urban Design Associates. LTD	\$178,500.00		
74515	08/01/2019	Open			Accounts Payable	Walters, Perry	\$363.00		
74516	08/01/2019	Open			Accounts Payable	WITTMEIER AUTO CENTER	\$234.42		
74517	08/05/2019	Open			Accounts Payable	Aflac	\$146.92		
74518	08/05/2019	Open			Accounts Payable	Met Life	\$6,655.47		
74519	08/05/2019	Open			Accounts Payable	OPERATING ENGINEERS	\$850.00		
74520	08/05/2019	Open			Accounts Payable	PARADISE POLICE OFFICERS ASSOCIATION	\$2,020.74		
74521	08/05/2019	Open			Accounts Payable	SUN LIFE INSURANCE	\$3,948.70		
74522	08/05/2019	Open			Accounts Payable	SUPERIOR VISION SVC NGLIC	\$550.22		
74523	08/05/2019	Open			Accounts Payable	TOP CONFIDENTIAL MID MGMT ASSOCIATION	\$90.00		
74524	08/09/2019	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$194.76		
74525	08/15/2019	Open			Accounts Payable	4LEAF, Inc	\$86,227.31		
74526	08/15/2019	Open			Accounts Payable	ACCESS INFORMATION PROTECTED	\$84.19		
74527	08/15/2019	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$35.00		
74528	08/15/2019	Open			Accounts Payable	ALLDATA	\$1,616.25		
74529	08/15/2019	Open			Accounts Payable	American River Benefit Administrators	\$14.80		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 8/1/2019 - To Payment Date: 8/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
74530	08/15/2019	Open			Accounts Payable	AT&T MOBILITY	\$47.10		
74531	08/15/2019	Open			Accounts Payable	Baker, Ronald	\$284.34		
74532	08/15/2019	Open			Accounts Payable	Big O Tires	\$239.95		
74533	08/15/2019	Open			Accounts Payable	Biometrics4ALL, Inc	\$9.00		
74534	08/15/2019	Open			Accounts Payable	BUTTE CO AIR QUALITY MANAGEMENT DISTRICT	\$522.60		
74535	08/15/2019	Open			Accounts Payable	BUTTE CO RECORDER	\$236.00		
74536	08/15/2019	Open			Accounts Payable	BUTTE CO SHERIFF'S OFFICE	\$4,760.00		
74537	08/15/2019	Open			Accounts Payable	BUTTE COLLEGE, PUBLIC SERVICE CENTER	\$171.50		
74538	08/15/2019	Open			Accounts Payable	CALIFORNIA POLICE CHIEFS ASSOCIATION	\$145.00		
74539	08/15/2019	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$542.00		
74540	08/15/2019	Open			Accounts Payable	COMCAST CABLE	\$243.16		
74541	08/15/2019	Open			Accounts Payable	COMCAST CABLE	\$78.16		
74542	08/15/2019	Open			Accounts Payable	CRAIG DREBERTS AUTOMOTIVE	\$904.91		
74543	08/15/2019	Open			Accounts Payable	Dude Solutions, Inc	\$981.75		
74544	08/15/2019	Open			Accounts Payable	Emblem Enterprises, Inc.	\$75.00		
74545	08/15/2019	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$4,902.00		
74546	08/15/2019	Open			Accounts Payable	ENTENMANN-ROVIN COMPANY	\$565.95		
74547	08/15/2019	Open			Accounts Payable	Entersect	\$109.95		
74548	08/15/2019	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$244.32		
74549	08/15/2019	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$141.00		
74550	08/15/2019	Open			Accounts Payable	GREEN RIDGE LANDSCAPING	\$10,860.25		
74551	08/15/2019	Open			Accounts Payable	Haling and Associates	\$4,076.55		
74552	08/15/2019	Open			Accounts Payable	HEGENBART SEPTIC TANK CLEANING, ,	\$624.00		
74553	08/15/2019	Open			Accounts Payable	Herc Rentals Inc.	\$2,350.89		
74554	08/15/2019	Open			Accounts Payable	HireRight, Inc.	\$8.13		
74555	08/15/2019	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$2,321.19		
74556	08/15/2019	Open			Accounts Payable	INDUSTRIAL POWER PRODUCTS	\$1,715.92		
74557	08/15/2019	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$1,150.23		
74558	08/15/2019	Open			Accounts Payable	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	\$210.00		
74559	08/15/2019	Open			Accounts Payable	INTERSTATE OIL COMPANY	\$448.13		
74560	08/15/2019	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$650.00		
74561	08/15/2019	Open			Accounts Payable	JOURNYX, INC.	\$4,350.00		
74562	08/15/2019	Open			Accounts Payable	K-Gas, Inc.	\$1,362.57		
74563	08/15/2019	Open			Accounts Payable	KEN'S HITCH & WELDING	\$760.04		
74564	08/15/2019	Open			Accounts Payable	Kish, Marie	\$16.00		
74565	08/15/2019	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$506.54		
74566	08/15/2019	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$500.00		
74567	08/15/2019	Open			Accounts Payable	KP Research Services, Inc.	\$1,216.24		
74568	08/15/2019	Open			Accounts Payable	LES SCHWAB TIRE CENTER - MOTORPOOL	\$40.17		
74569	08/15/2019	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$611.46		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 8/1/2019 - To Payment Date: 8/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
74570	08/15/2019	Open			Accounts Payable	Meyers Police K-9 Training, LLC	\$600.00		
74571	08/15/2019	Open			Accounts Payable	Mt Shasta Spring Water Co., Inc	\$33.20		
74572	08/15/2019	Open			Accounts Payable	MUNICIPAL CODE CORP	\$1,713.55		
74573	08/15/2019	Open			Accounts Payable	North State Tire Co. Inc.	\$1,317.18		
74574	08/15/2019	Open			Accounts Payable	NORTHERN RECYCLING & WASTE SERVICES, INC.	\$1,283.78		
74575	08/15/2019	Open			Accounts Payable	NORTHSTATE AGGREGATE, INC.	\$1,087.75		
74576	08/15/2019	Open			Accounts Payable	O'REILLY AUTO PARTS	\$1,038.84		
74577	08/15/2019	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$64.56		
74578	08/15/2019	Open			Accounts Payable	OROVILLE FORD	\$657.55		
74579	08/15/2019	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$127.30		
74580	08/15/2019	Open			Accounts Payable	PARADISE AUTO BODY	\$5,814.99		
74581	08/15/2019	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$351.84		
74582	08/15/2019	Open			Accounts Payable	PBM SUPPLY & MFG INC	\$50.20		
74583	08/15/2019	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$1,200.00		
74584	08/15/2019	Open			Accounts Payable	RASH Homes, Inc	\$1,271.34		
74585	08/15/2019	Open			Accounts Payable	Riebes Auto Parts-Motorpool	\$8.88		
74586	08/15/2019	Open			Accounts Payable	Rivera, Martin	\$104.22		
74587	08/15/2019	Open			Accounts Payable	S.T. Rhoades Construction, Inc.	\$37,940.71		
74588	08/15/2019	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$604.75		
74589	08/15/2019	Open			Accounts Payable	Spherion Staffing	\$5,202.73		
74590	08/15/2019	Open			Accounts Payable	T and S DVBE Inc.	\$471.41		
74591	08/15/2019	Open			Accounts Payable	Tahoe Pure Water Co.	\$67.50		
74592	08/15/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$1,140.24		
74593	08/15/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$44.80		
74594	08/15/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$64.63		
74595	08/15/2019	Open			Accounts Payable	THRIFTY ROOTER	\$99.00		
74596	08/15/2019	Open			Accounts Payable	Tri Flame Propane	\$36.19		
74597	08/15/2019	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$1,724.17		
74598	08/15/2019	Open			Accounts Payable	VALLEY CLINICAL & CONSULTING SERVICES	\$450.00		
74599	08/15/2019	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$92.00		
74600	08/15/2019	Open			Accounts Payable	VERIZON WIRELESS	\$1,945.17		
74601	08/19/2019	Open			Accounts Payable	ALLIANT INSURANCE	\$189.00		
74602	08/19/2019	Open			Accounts Payable	DEPARTMENT OF FORESTRY & FIRE PROTECTION	\$68,737.70		
74603	08/19/2019	Open			Accounts Payable	DIVISION OF THE STATE ARCHITECT	\$0.80		
74604	08/19/2019	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$2,044.22		
74605	08/19/2019	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$7,650.27		
74606	08/19/2019	Open			Accounts Payable	Stratti	\$3,164.90		
74607	08/23/2019	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$194.76		
74608	08/27/2019	Open			Accounts Payable	First American Title Insurance Company	\$2,269.00		
74609	08/29/2019	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$515.63		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 8/1/2019 - To Payment Date: 8/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
74610	08/29/2019	Open			Accounts Payable	AT&T & CALNET3 - CIRCUIT LINES	\$1,641.90		
74611	08/29/2019	Open			Accounts Payable	AT&T MOBILITY	\$261.44		
74612	08/29/2019	Open			Accounts Payable	Bear Electric Solutions	\$1,425.00		
74613	08/29/2019	Open			Accounts Payable	Belfor USA Group, Inc.	\$387,303.00		
74614	08/29/2019	Open			Accounts Payable	Big O Tires	\$967.25		
74615	08/29/2019	Open			Accounts Payable	Blue Flamingo Marketing Advocates	\$24,196.25		
74616	08/29/2019	Open			Accounts Payable	BUTTE COLLEGE, PUBLIC SERVICE CENTER	\$1,968.00		
74617	08/29/2019	Open			Accounts Payable	CHICO POWER EQUIPMENT	\$2,916.77		
74618	08/29/2019	Open			Accounts Payable	COMCAST CABLE	\$258.16		
74619	08/29/2019	Open			Accounts Payable	DURHAM PENTZ TRUCK CENTER	\$1,661.06		
74620	08/29/2019	Open			Accounts Payable	Eagle Security Systems	\$193.50		
74621	08/29/2019	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$419.00		
74622	08/29/2019	Open			Accounts Payable	Ernst & Young US LLP	\$128,833.00		
74623	08/29/2019	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$155.98		
74624	08/29/2019	Open			Accounts Payable	EXPRESS LUBE & OIL, ,	\$54.00		
74625	08/29/2019	Open			Accounts Payable	FEDERAL EXPRESS	\$107.23		
74626	08/29/2019	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$129.31		
74627	08/29/2019	Open			Accounts Payable	HELENA SPECIALTY PRODUCTS	\$992.86		
74628	08/29/2019	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$46.15		
74629	08/29/2019	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$600.00		
74630	08/29/2019	Open			Accounts Payable	KEN'S HITCH & WELDING	\$70.17		
74631	08/29/2019	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$2,517.55		
74632	08/29/2019	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$2,563.20		
74633	08/29/2019	Open			Accounts Payable	Koff & Associates	\$18,224.00		
74634	08/29/2019	Open			Accounts Payable	KP Research Services, Inc.	\$1,200.00		
74635	08/29/2019	Open			Accounts Payable	Meyers, Jim	\$75.00		
74636	08/29/2019	Open			Accounts Payable	NETMOTION WIRELESS, INC.	\$1,378.13		
74637	08/29/2019	Open			Accounts Payable	North State Tire Co. Inc.	\$598.85		
74638	08/29/2019	Open			Accounts Payable	O'REILLY AUTO PARTS	\$381.09		
74639	08/29/2019	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$288.67		
74640	08/29/2019	Open			Accounts Payable	OROVILLE FORD	\$129.19		
74641	08/29/2019	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$9,707.95		
74642	08/29/2019	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$104.98		
74643	08/29/2019	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$755.00		
74644	08/29/2019	Open			Accounts Payable	Precision Wireless Service	\$2,582.75		
74645	08/29/2019	Open			Accounts Payable	Rader, GERALYNNE	\$75.00		
74646	08/29/2019	Open			Accounts Payable	Riebes Auto Parts-Motorpool	\$197.52		
74647	08/29/2019	Open			Accounts Payable	Riebes Auto Parts-Public Works	\$14.55		
74648	08/29/2019	Open			Accounts Payable	Riley, Dee	\$75.00		
74649	08/29/2019	Open			Accounts Payable	Rogers, Alan	\$144.20		
74650	08/29/2019	Open			Accounts Payable	RUNKLE, DOUG	\$449.72		
74651	08/29/2019	Open			Accounts Payable	Santander Leasing LLC	\$35,915.70		
74652	08/29/2019	Open			Accounts Payable	Shelby's Pest Control, Inc.	\$100.00		
74653	08/29/2019	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$338.75		
74654	08/29/2019	Open			Accounts Payable	Spherion Staffing	\$5,607.98		
74655	08/29/2019	Open			Accounts Payable	Stratti	\$4,912.50		

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 8/1/2019 - To Payment Date: 8/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
74656	08/29/2019	Open			Accounts Payable	Tahoe Pure Water Co.	\$60.00		
74657	08/29/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$5,212.63		
74658	08/29/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$54.19		
74659	08/29/2019	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$8.25		
74660	08/29/2019	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$86.00		
74661	08/29/2019	Open			Accounts Payable	Ward, Wayne	\$214.47		
Type Check Totals:							\$3,887,868.02		
213 Transactions									
<u>EFT</u>									
894	08/05/2019	Open			Accounts Payable	CALPERS	\$107,146.49		
895	08/09/2019	Open			Accounts Payable	CALPERS - RETIREMENT	\$26,546.23		
896	08/09/2019	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$4,293.18		
897	08/09/2019	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$6,447.72		
898	08/09/2019	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$16,040.78		
901	08/23/2019	Open			Accounts Payable	CALPERS - RETIREMENT	\$26,933.74		
902	08/23/2019	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$4,839.86		
903	08/23/2019	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$6,474.85		
904	08/23/2019	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$17,348.92		
905	08/15/2019	Open			Accounts Payable	CALPERS - RETIREMENT	\$123,030.85		
906	08/19/2019	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$1,000.00		
Type EFT Totals:							\$340,102.62		
AP - US Bank TOP AP Checking Totals									
11 Transactions									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	213	\$3,887,868.02	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 8/1/2019 - To Payment Date: 8/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Stopped		0	\$0.00	
					Total		213	\$3,887,868.02	\$0.00
					EFTs				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		11	\$340,102.62	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Total		11	\$340,102.62	\$0.00
					All				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		224	\$4,227,970.64	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		224	\$4,227,970.64	\$0.00
Grand Totals:									
					Checks				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		213	\$3,887,868.02	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		213	\$3,887,868.02	\$0.00
					EFTs				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		11	\$340,102.62	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Total		11	\$340,102.62	\$0.00
					All				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		224	\$4,227,970.64	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		224	\$4,227,970.64	\$0.00



TOWN OF PARADISE
Council Agenda Summary
Date: September 10, 2019

Agenda No. 2(c)

ORIGINATED BY: James Pangburn, Acting Town Engineer
Ursula Smith, Administrative Analyst

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Pathway Grant Agreements

COUNCIL ACTION REQUESTED:

1. Approve the Program Supplement Agreement No. F020 to Administering Agency-State Agreement for Federal-aid Projects no. 03-5425F15 to assure receipt of \$425,000 in state funds for the Paradise ATP Gateway Project.
2. Approve the Program Supplement Agreement No. F021 to Administering Agency-State Agreement for Federal-aid Projects no. 03-5425F15 to assure receipt of \$248,288 in state funds for the Oliver Curve Pathway project.
3. Adopt resolutions authorizing the Town Manager, or her designee, to sign the Program Supplement Agreement Nos. F020 and F021 to Administering Agency-State Agreement for Federal-Aid Projects No. 03-5425F15.

Background:

On June 7, 2019 the Town of Paradise received two authorizations to proceed on a new Congestion Mitigation Air Quality (CMAQ) grant in the amount of \$425,000 for Paradise ATP Gateway Project and \$248,288 for the Oliver Curve Pathway Project. These grants will provide for the environmental review and design phase of the projects. Construction funds have not been secured at this time; however, completion of the pre-construction phases will enable the Town of Paradise to be more competitive for future grant funds.

The Paradise ATP Gateway Project and Olive Curve Pathway are part of the Town's ongoing initiative to provide residents with active transportation infrastructure. The need for the projects stems from the lack of consistent sidewalks throughout the Town and the fact that "The overall pattern of streets, forced largely by land topography and other constraints, has created poor street connectivity." This makes it extremely difficult for community members utilizing any form of rolling transportation to navigate the Town. The project will have a transformative effect upon the community in the long run by increasing mobility, providing a safe route for pedestrians and cyclists, and increasing the walkability of the Town.

Analysis:

To remain eligible for the allocated grant funding, the Town of Paradise is required to execute Program Supplement Agreements to the Administering Agency-State Agreement for State-Funded Projects (Agreement No. 03-5425DF15). The supplement agreements serve as a contract between the Town of Paradise and California Department of Transportation, binding each to certain responsibilities to process State funded projects. The attached agreements must be approved by the Town to continue receipt of State funds. In addition, the Town is required to adopt resolutions identifying the newly awarded projects and designate an official authorized to execute Program Supplement Agreements.

Financial Impact:

The cost for the preliminary phases for both projects are 100% grant funded.

Attachments:

1. Program Supplement Agreement No. F020 and Resolution
2. Program Supplement Agreement No. F021 and Resolution

PROGRAM SUPPLEMENT NO. F020
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 03-5425F15

Adv Project ID Date: June 7, 2019
0319000246 Location: 03-BUT-0-PRDS
Project Number: CML-5425(043)
E.A. Number:
Locode: 5425

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 04/25/16 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the Administering Agency on _____
(See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION:

Neal Road between Town Limits and Skyway, and Skyway between Neal Road and Pearson Road

TYPE OF WORK: Bike Path

LENGTH: 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds	
	Z400		LOCAL	OTHER
\$425,000.00		\$425,000.00	\$0.00	\$0.00

TOWN OF PARADISE

By _____
Title _____
Date _____
Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

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

Accounting Officer _____

Date 6/7/19 \$425,000.00

SPECIAL COVENANTS OR REMARKS

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. STATE and ADMINISTERING AGENCY agree that any additional funds which might be made available by future Federal obligations will be encumbered on this PROJECT by use of a STATE-approved "Authorization to Proceed" and Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

D. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

E. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

F. Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-

SPECIAL COVENANTS OR REMARKS

assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

G. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

H. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at www.sam.gov.

2. A. ADMINISTERING AGENCY shall conform to all State statutes, regulations and procedures (including those set forth in the Local Assistance Procedures Manual and the Local Assistance Program Guidelines, hereafter collectively referred to as "LOCAL ASSISTANCE PROCEDURES") relating to the federal-aid program, all Title 23 Code of

SPECIAL COVENANTS OR REMARKS

Federal Regulation (CFR) and 2 CFR Part 200 federal requirements, and all applicable federal laws, regulations, and policy and procedural or instructional memoranda, unless otherwise specifically waived as designated in the executed project-specific PROGRAM SUPPLEMENT.

B. Invoices shall be submitted on ADMINISTERING AGENCY letterhead that includes the address of ADMINISTERING AGENCY and shall be formatted in accordance with LOCAL ASSISTANCE PROCEDURES.

C. ADMINISTERING AGENCY must have at least one copy of supporting backup documentation for costs incurred and claimed for reimbursement by ADMINISTERING AGENCY. ADMINISTERING AGENCY agrees to submit supporting backup documentation with invoices if requested by State. Acceptable backup documentation includes, but is not limited to, agency's progress payment to the contractors, copies of cancelled checks showing amounts made payable to vendors and contractors, and/or a computerized summary of PROJECT costs.

D. Indirect Cost Allocation Plan/Indirect Cost Rate Proposals (ICAP/ICRP), Central Service Cost Allocation Plans and related documentation are to be prepared and provided to STATE (Caltrans Audits & Investigations) for review and approval prior to ADMINISTERING AGENCY seeking reimbursement of indirect costs incurred within each fiscal year being claimed for State and federal reimbursement. ICAPs/ICRPs must be prepared in accordance with the requirements set forth in 2 CFR, Part 200, Chapter 5 of the Local Assistance Procedural Manual, and the ICAP/ICRP approval procedures established by STATE.

E. STATE will withhold the greater of either two (2) percent of the total of all federal funds encumbered for each PROGRAM SUPPLEMENT or \$40,000 until ADMINISTERING AGENCY submits the Final Report of Expenditures for each completed PROGRAM SUPPLEMENT PROJECT.

F. Payments to ADMINISTERING AGENCY for PROJECT-related travel and subsistence (per diem) expenses of ADMINISTERING AGENCY forces and its contractors and subcontractors claimed for reimbursement or as local match credit shall not exceed rates authorized to be paid rank and file STATE employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by ADMINISTERING AGENCY are in excess of DPA rates, ADMINISTERING AGENCY is responsible for the cost difference, and any overpayments inadvertently paid by STATE shall be reimbursed to STATE by ADMINISTERING AGENCY on demand within thirty (30) days of such invoice.

G. ADMINISTERING AGENCY agrees to comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards.

H. ADMINISTERING AGENCY agrees, and will assure that its contractors and subcontractors will be obligated to agree, that Contract Cost Principles and Procedures,

SPECIAL COVENANTS OR REMARKS

48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items.

I. Every sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with 2 CFR, Part 200, 23 CFR, 48 CFR Chapter 1, Part 31, Local Assistance Procedures, Public Contract Code (PCC) 10300-10334 (procurement of goods), PCC 10335-10381 (non-A&E services), and other applicable STATE and FEDERAL regulations.

J. Any PROJECT costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, 23 CFR, 48 CFR, Chapter 1, Part 31, and other applicable STATE and FEDERAL regulations, are subject to repayment by ADMINISTERING AGENCY to STATE.

K. STATE reserves the right to conduct technical and financial audits of PROJECT WORK and records and ADMINISTERING AGENCY agrees, and shall require its contractors and subcontractors to agree, to cooperate with STATE by making all appropriate and relevant PROJECT records available for audit and copying as required by the following paragraph:

ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractors, and STATE shall each maintain and make available for inspection and audit by STATE, the California State Auditor, or any duly authorized representative of STATE or the United States all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts and ADMINISTERING AGENCY shall furnish copies thereof if requested. All of the above referenced parties shall make such AGREEMENT, PROGRAM SUPPLEMENT, and contract materials available at their respective offices at all reasonable times during the entire PROJECT period and for three (3) years from the date of submission of the final expenditure report by the STATE to the FHWA.

L. ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain a financial management system and records that properly accumulate and segregate reasonable, allowable, and allocable incurred PROJECT costs and matching funds by line item for the PROJECT. The financial management system of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices set to or paid by STATE.

M. ADMINISTERING AGENCY is required to have an audit in accordance with the Single Audit Act of 2 CFR 200 if it expends \$750,000 or more in Federal Funds in a single fiscal year of the Catalogue of Federal Domestic Assistance.

N. ADMINISTERING AGENCY agrees to include all PROGRAM SUPPLEMENTS adopting the terms of this AGREEMENT in the schedule of projects to be examined in

SPECIAL COVENANTS OR REMARKS

ADMINISTERING AGENCY's annual audit and in the schedule of projects to be examined under its single audit prepared in accordance with 2 CFR, Part 200.

O. ADMINISTERING AGENCY shall not award a non-A&E contract over \$5,000, construction contracts over \$10,000, or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this AGREEMENT without the prior written approval of STATE. Contracts awarded by ADMINISTERING AGENCY, if intended as local match credit, must meet the requirements set forth in this AGREEMENT regarding local match funds.

P. Any subcontract entered into by ADMINISTERING AGENCY as a result of this AGREEMENT shall contain provisions B, C, F, H, I, K, and L under Section 2 of this agreement.

3. In the event that right of way acquisition for or construction of this project of the initial federal authorization for preliminary engineering is not started by the close of the tenth fiscal year following the fiscal year in which the project is authorized, the ADMINISTERING AGENCY shall repay the Federal Highway Administration through Caltrans the sum of Federal funds paid under the terms of this agreement.

**TOWN OF PARADISE
RESOLUTION NO. 19-_____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PARADISE AUTHORIZING THE TOWN MANAGER OF THE TOWN OF
PARADISE OR HER DESIGNEE TO SIGN PROGRAM SUPPLEMENT
AGREEMENT NO. F020 TO THE ADMINISTERING AGENCY-STATE
AGREEMENT FOR FEDERAL AID PROJECTS CORRESPONDING TO
PROJECT NO. CML 5425 (043).**

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

WHEREAS, the State of California through its Department of Transportation (Caltrans) and Butte County Association of Governments (BCAG) administers the Federal Congestion Mitigation Air Quality (CMAQ) program and selects projects for funding; and,

WHEREAS, the Paradise ATP Gateway Project currently has \$425,000 of Federal funds allocated to the Project; and,

WHEREAS, Caltrans provides Program Supplement Agreements in accordance with Administering Agency-State Agreement for Federal-Aid Projects, Agreement No. 03-5425F15 (Master Agreement), which upon full execution enables the Town of Paradise to request and receive Federal funds for certain street projects; and,

WHEREAS, Caltrans requires the Town of Paradise to execute the Program Supplement Agreement No. F020 for the Paradise ATP Gateway Project in order to be eligible to receive Federal-Aid for eligible project costs; and,

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

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

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

Section 1. That the Town Manager of the Town of Paradise, or her designee, is hereby authorized to sign Supplement Agreement No. F020 for the Paradise ATP Gateway Project on behalf of the Town.

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

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PASSED AND ADOPTED by the Town Council of the Town of Paradise on this
10th day of September, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Jody Jones, Mayor

ATTEST:

Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney

PROGRAM SUPPLEMENT NO. F021
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 03-5425F15

Adv Project ID Date: June 7, 2019
0319000247 Location: 03-BUT-0-PRDS
Project Number: CML-5425(044)
E.A. Number:
Locode: 5425

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 04/25/16 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the Administering Agency on _____
(See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION:

Oliver Road between Skyway and Valley View Drive

TYPE OF WORK: Construct a grade separated Class I bike-ped facility

LENGTH: 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds		
	Z400		LOCAL		OTHER
\$250,000.00		\$248,288.00		\$0.00	\$1,712.00

TOWN OF PARADISE

By _____

Title _____

Date _____

Attest _____

**STATE OF CALIFORNIA
Department of Transportation**

By _____

**Chief, Office of Project Implementation
Division of Local Assistance**

Date _____

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

Accounting Officer _____

Date 6/7/19

\$248,288.00

SPECIAL COVENANTS OR REMARKS

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. STATE and ADMINISTERING AGENCY agree that any additional funds which might be made available by future Federal obligations will be encumbered on this PROJECT by use of a STATE-approved "Authorization to Proceed" and Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

D. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

E. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

F. Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-

SPECIAL COVENANTS OR REMARKS

assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

G. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

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H. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at www.sam.gov.

2. A. ADMINISTERING AGENCY shall conform to all State statutes, regulations and procedures (including those set forth in the Local Assistance Procedures Manual and the Local Assistance Program Guidelines, hereafter collectively referred to as "LOCAL ASSISTANCE PROCEDURES") relating to the federal-aid program, all Title 23 Code of

SPECIAL COVENANTS OR REMARKS

Federal Regulation (CFR) and 2 CFR Part 200 federal requirements, and all applicable federal laws, regulations, and policy and procedural or instructional memoranda, unless otherwise specifically waived as designated in the executed project-specific PROGRAM SUPPLEMENT.

B. Invoices shall be submitted on ADMINISTERING AGENCY letterhead that includes the address of ADMINISTERING AGENCY and shall be formatted in accordance with LOCAL ASSISTANCE PROCEDURES.

C. ADMINISTERING AGENCY must have at least one copy of supporting backup documentation for costs incurred and claimed for reimbursement by ADMINISTERING AGENCY. ADMINISTERING AGENCY agrees to submit supporting backup documentation with invoices if requested by State. Acceptable backup documentation includes, but is not limited to, agency's progress payment to the contractors, copies of cancelled checks showing amounts made payable to vendors and contractors, and/or a computerized summary of PROJECT costs.

D. Indirect Cost Allocation Plan/Indirect Cost Rate Proposals (ICAP/ICRP), Central Service Cost Allocation Plans and related documentation are to be prepared and provided to STATE (Caltrans Audits & Investigations) for review and approval prior to ADMINISTERING AGENCY seeking reimbursement of indirect costs incurred within each fiscal year being claimed for State and federal reimbursement. ICAPs/ICRPs must be prepared in accordance with the requirements set forth in 2 CFR, Part 200, Chapter 5 of the Local Assistance Procedural Manual, and the ICAP/ICRP approval procedures established by STATE.

E. STATE will withhold the greater of either two (2) percent of the total of all federal funds encumbered for each PROGRAM SUPPLEMENT or \$40,000 until ADMINISTERING AGENCY submits the Final Report of Expenditures for each completed PROGRAM SUPPLEMENT PROJECT.

F. Payments to ADMINISTERING AGENCY for PROJECT-related travel and subsistence (per diem) expenses of ADMINISTERING AGENCY forces and its contractors and subcontractors claimed for reimbursement or as local match credit shall not exceed rates authorized to be paid rank and file STATE employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by ADMINISTERING AGENCY are in excess of DPA rates, ADMINISTERING AGENCY is responsible for the cost difference, and any overpayments inadvertently paid by STATE shall be reimbursed to STATE by ADMINISTERING AGENCY on demand within thirty (30) days of such invoice.

G. ADMINISTERING AGENCY agrees to comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards.

H. ADMINISTERING AGENCY agrees, and will assure that its contractors and subcontractors will be obligated to agree, that Contract Cost Principles and Procedures,

SPECIAL COVENANTS OR REMARKS

48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items.

I. Every sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with 2 CFR, Part 200, 23 CFR, 48 CFR Chapter 1, Part 31, Local Assistance Procedures, Public Contract Code (PCC) 10300-10334 (procurement of goods), PCC 10335-10381 (non-A&E services), and other applicable STATE and FEDERAL regulations.

J. Any PROJECT costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, 23 CFR, 48 CFR, Chapter 1, Part 31, and other applicable STATE and FEDERAL regulations, are subject to repayment by ADMINISTERING AGENCY to STATE.

K. STATE reserves the right to conduct technical and financial audits of PROJECT WORK and records and ADMINISTERING AGENCY agrees, and shall require its contractors and subcontractors to agree, to cooperate with STATE by making all appropriate and relevant PROJECT records available for audit and copying as required by the following paragraph:

ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractors, and STATE shall each maintain and make available for inspection and audit by STATE, the California State Auditor, or any duly authorized representative of STATE or the United States all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts and ADMINISTERING AGENCY shall furnish copies thereof if requested. All of the above referenced parties shall make such AGREEMENT, PROGRAM SUPPLEMENT, and contract materials available at their respective offices at all reasonable times during the entire PROJECT period and for three (3) years from the date of submission of the final expenditure report by the STATE to the FHWA.

L. ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain a financial management system and records that properly accumulate and segregate reasonable, allowable, and allocable incurred PROJECT costs and matching funds by line item for the PROJECT. The financial management system of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices set to or paid by STATE.

M. ADMINISTERING AGENCY is required to have an audit in accordance with the Single Audit Act of 2 CFR 200 if it expends \$750,000 or more in Federal Funds in a single fiscal year of the Catalogue of Federal Domestic Assistance.

N. ADMINISTERING AGENCY agrees to include all PROGRAM SUPPLEMENTS adopting the terms of this AGREEMENT in the schedule of projects to be examined in

SPECIAL COVENANTS OR REMARKS

ADMINISTERING AGENCY's annual audit and in the schedule of projects to be examined under its single audit prepared in accordance with 2 CFR, Part 200.

O. ADMINISTERING AGENCY shall not award a non-A&E contract over \$5,000, construction contracts over \$10,000, or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this AGREEMENT without the prior written approval of STATE. Contracts awarded by ADMINISTERING AGENCY, if intended as local match credit, must meet the requirements set forth in this AGREEMENT regarding local match funds.

P. Any subcontract entered into by ADMINISTERING AGENCY as a result of this AGREEMENT shall contain provisions B, C, F, H, I, K, and L under Section 2 of this agreement.

3. In the event that right of way acquisition for or construction of this project of the initial federal authorization for preliminary engineering is not started by the close of the tenth fiscal year following the fiscal year in which the project is authorized, the ADMINISTERING AGENCY shall repay the Federal Highway Administration through Caltrans the sum of Federal funds paid under the terms of this agreement.

**TOWN OF PARADISE
RESOLUTION NO. 19-_____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PARADISE AUTHORIZING THE TOWN MANAGER OF THE TOWN OF
PARADISE OR HER DESIGNEE TO SIGN PROGRAM SUPPLEMENT
AGREEMENT NO. F021 TO THE ADMINISTERING AGENCY-STATE
AGREEMENT FOR FEDERAL AID PROJECTS CORRESPONDING TO
PROJECT NO. CML 5425 (044).**

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

WHEREAS, the State of California through its Department of Transportation (Caltrans) and Butte County Association of Governments (BCAG) administers the Federal Congestion Mitigation Air Quality (CMAQ) program and selects projects for funding; and,

WHEREAS, the Oliver Curve Pathway Project currently has \$248,288 of Federal funds allocated to the Project; and,

WHEREAS, Caltrans provides Program Supplement Agreements in accordance with Administering Agency-State Agreement for Federal-Aid Projects, Agreement No. 03-5425F15 (Master Agreement), which upon full execution enables the Town of Paradise to request and receive Federal funds for certain street projects; and,

WHEREAS, Caltrans requires the Town of Paradise to execute the Program Supplement Agreement No. F021 for the Oliver Curve Pathway Project in order to be eligible to receive Federal-Aid for eligible project costs; and,

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

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

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

Section 1. That the Town Manager of the Town of Paradise, or her designee, is hereby authorized to sign Supplement Agreement No. 5021 for the Oliver Curve Pathway Project Agreement on behalf of the Town.

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

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PASSED AND ADOPTED by the Town Council of the Town of Paradise on this
10th day of September, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Jody Jones, Mayor

ATTEST:

Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney



**Town of Paradise
Council Agenda Summary
Date: September 10, 2019**

Agenda Item: 2(d)

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

Reviewed by: Lauren Gill, Town Manager

Subject: Financial Audit Service Contract

Council Action Requested:

Authorize the Town Manager to execute a three-year agreement for financial audit services with Mann, Urrutia, and Nelson CPA's and Associates, LLP., or

Alternatives:

Authorize the Town Manager to enter into a one year agreement for financial audit services with Mann, Urrutia, and Nelson CPA's and Associates, LLP., and direct staff to issue another Request for Proposals.

Background:

After fourteen consecutive years with a prior auditor (due to financial limitations), the Town entered into an agreement with Mann, Urrutia, and Nelson CPA's & Associates (MUN CPAs) to perform three independent financial audits with an option to complete two more audits. The Town exercised that option, and so the last five financial audits have been completed by MUN CPAs. The firm has done an outstanding job of reviewing the financial transactions and systems involved in allowing the Town to fairly present the financial position of the Town each fiscal year. The firm assigned a new audit manager two years ago in order to maintain a new perspective and fresh eye.

Discussion:

The Town issued a Request for Proposal (RFP) on October 24, 2018. The RFP was advertised in the local paper and proposals were solicited from twenty-one different reputable audit firms. By the due date of December 3, 2018, the Town received four responses. Three of those four appreciated the opportunity but declined to submit a proposal. Incidentally, all of the declines were received prior to November 8, 2018 and the Camp Fire. MUN CPAs submitted a proposal on November 26, 2018 as follows:

	2018-19 Audit	2019-20 Audit	2020-21 Audit
Town Audit and Related Reports	\$27,300	\$27,300	\$27,300
GANN Limit Review Report	Included	Included	Included
Single Audit, and Related Reports	3,400	3,400	3,400
Annual State Controller's Transactions Report	3,500	3,500	3,500
Not-to-Exceed Total	\$34,200	\$34,200	\$34,200

Staff thoroughly reviewed the proposal and particularly noted that MUN CPAs included no cost increase in their proposal. Their current clients include similarly sized and financially comparable cities including Cities of Hollister, Auburn, Gridley, Lincoln and the Town of Truckee. They are familiar with RDA dissolution issues and the Single Audit Requirements of OMB Circular A-133 for Federal and State grant program monies.

While ordinarily, it is preferred to switch audit firms every four to six years. Under the Town's extraordinary circumstances, it is helpful to have a firm completely familiar with the Town's funds, accounts and systems. Further, MUN CPAs have become a trusted advisor to the Town's finance team. They are a valuable resource in recording unusual transactions and setting up new funds. Finally, MUN CPAs have sufficient depth to assign new auditors in order to maintain appropriate independence.

Fiscal Impact Analysis:

\$34,200 was included in the 2019/20 budget for completion of the 2018/19 independent financial audit.

Attachments: Town RFP
MUN CPAs proposal

TOWN OF PARADISE
REQUEST FOR PROPOSALS
For
PROFESSIONAL AUDITING SERVICES



Gina S. Will
Administrative Services Director/Town Treasurer
Town of Paradise
5555 Skyway
Paradise, CA 95969

**TOWN OF PARADISE
REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING SERVICES**

I. INTRODUCTION

The Town of Paradise (Town) is requesting proposals from qualified certified public accountant firms to audit its financial statements for the three (3) fiscal years ending June 30, 2019, 2020, and 2021 in addition to performing other reviews as specified below. At the option of the Town, the auditing engagement may be extended for two (2) subsequent fiscal years by written amendment. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States, the U.S. Office of Management and Budget Uniform Grant Guidance/Super Circular Audits of State and Local Governments and Non-Profit Organizations, and other applicable laws regulations and rules.

There is no expressed or implied obligation for the Town of Paradise to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

To be considered, three (3) copies of the proposal must be received by the Town Clerk at 5555 Skyway, Paradise, CA 95969 by **5:00 P.M. on December 3, 2018**. The outside of the envelope should be marked: "AUDITING SERVICES PROPOSAL" and if possible, please include a CD with a PDF document of the proposal. The Town reserves the right to reject any or all proposals submitted.

During the evaluation process, the Town of Paradise reserves the right, where it may serve the Town's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Town of Paradise, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Paradise and the firm selected.

It is anticipated the selection of a firm will be completed by December 28, 2018. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the Town Council at its **January 8, 2019** meeting. The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

II. NATURE OF SERVICES REQUIRED

A. Scope of the Work to be Performed

The Town of Paradise desires annual financial statements to be prepared and audited by the independent auditor for the fiscal year ending June 30, 2019, and each of the subsequent years included in the audit firm's contract with the Town. The selected independent auditor will be required to perform the following tasks. Any exceptions to these requirements should be clearly indicated in the proposal.

1. The audit firm will perform an audit of all funds of the Town of Paradise. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States. The Town's Financial Reports will be prepared and word processed by the audit firm. The audit firm will render their audit report on the basic financial statements, which will include both Government-Wide Financial Statements, and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of the Town.

Management's discussion and analysis, and certain note schedules will be prepared by the Town and submitted electronically to the auditors for inclusion in the Town's financial statements.

2. The audit firm will perform a single audit on the expenditures of federal grants in accordance with U.S. Office of Management and Budget Grant Guidance/Super Circular. It will render the appropriate audit reports on the Internal Control over Financial Reporting based upon the audit of the Town's financial statements in accordance with Government Auditing Standards, and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards.

The single audit report will include appropriate schedule of expenditures of federal awards, footnotes, findings, and questioned costs, including reportable conditions and materials and weaknesses, and follow upon prior audit finding where required.

3. The audit firm shall perform agreed-upon auditing procedures pertaining to the Town's GANN Limit (Appropriations Limit) and render a letter annually to the Town regarding compliance.
4. The audit firm shall issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the Town Council and the Town Manager.

5. The audit firm shall prepare annual State Controller's Reports for the Town of Paradise except for the Annual Street Report. The Annual Street Report will be prepared by the Town of Paradise.
6. The audit firm may be consulted throughout the year as an information resource and may be asked to provide guidance on implementing Federal and State regulations or GASB pronouncements as they may affect local government accounting. This would not include any task that entails significant research or a formal report.

B. Auditing Standards to be Followed

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accounts;
2. The standards applicable to financial audits contained in the most recent version of *Government Auditing Standards*, issued by the Comptroller General of the United States;
3. The provisions of the Single Audit Act as amended; and
4. The provisions of U. S. Office of Management and Budget (OMB), Audits of State and Local Governments and Non-Profit Organizations.
5. Guidance for federal awards and agreements as provided in the Code of Federal Regulation (CFR) 2 Part 200, Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards.
6. Any other applicable standards for conducting examination of those items outlined in the Scope of Services and/or reports to be issued.

C. Working Paper Retention

All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years, unless the firm is notified in writing by the Town of Paradise of the need to extend the retention period. The auditor will be required to make working papers available to the Town of Paradise or any government agencies included in the audit of federal grants. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

D. Coordination Requirements

1. All audit work will be coordinated with the Administrative Services Director, who will facilitate staff scheduling and year-end closing.

2. The auditor shall provide periodic progress reports while performing the audit fieldwork. These reports shall identify problems encountered or foreseen, deficiencies in work performed by Town staff, disagreements over the application of accounting principles, and other items that could result in delay of the audits or other reviews.
3. The Town expects that the professional staff provided by the independent audit firm will be fully qualified with the appropriate experience, and that answers and guidance will be provided by audit executives to senior and junior staff.

E. Irregularities and Illegal Acts

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties: Town Manager and Town Attorney.

III. General Information

A. Background Information

The Town of Paradise is located in beautiful northern California, in Butte County, approximately 90 miles north of Sacramento. The Town of Paradise is a full service Town with over 26,000 residents. Incorporated in 1979, the Town provides a wide range of municipal services, including police and fire protection, community planning, building and safety, street maintenance, and onsite wastewater monitoring services. The Town is managed under the Council/Town Manager form of government. The annual operating and capital budgets total approximately \$21.6 million, including \$12.6 million in the General Fund. It has a work force of 58 full-time and 17 part-time employees. The Town's fiscal year begins on July 1 and ends on June 30.

B. Fund Structure

The Town of Paradise uses the following fund types and account groups in its financial reporting:

Fund Type/Account Group	Town
General Fund	1
Special Revenue Fund	41
Capital Project/Grant Fund	6
Fiduciary Fund	4
Successor Agency	1
General Fixed Assets Account Group	1
General Long-Term Debt Account Group	1

C. Computer Systems

The Town's computerized systems are run on a Network. The accounting functions are computerized using New World Systems accounting software. The applications operating on this system are general ledger, accounts payable, accounts receivable, payroll and budget.

D. Work Area, Telephone, and Office Equipment

The Town will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to a telephone, a computer with access to the general ledger system, and photocopying and FAX machines.

E. Availability of Prior Reports and Work Papers

Mann, Urrutia, Nelson, CPAs and Associates of Sacramento, CA conducted the Town's most recent audit. The work papers of the previous audits are the property of the previous auditor and can be reviewed by the successful Proposer. The Town's annual financial statements with independent auditor's report and budgets are available on the Town's website at www.townofparadise.com.

F. Manner of Payment

Progress payment will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to, and including, the date proposals are to be submitted:

<u>Date</u>	<u>Activity</u>
October 24, 2018	Request for Proposal issued
December 3, 2018	Due date for proposals (due by 5:00 p.m.)
December 17 - 21, 2018	Oral Interviews (conducted at Town's discretion)
January 8, 2019	Contract awarded by Town Council

B. Audit Schedule

The planning phase of the audit engagement may commence upon award by Town Council and execution of the contract. The auditor will provide the Town with an audit plan and list of required documents at least two weeks prior to the beginning of fieldwork. The Town plans to have the books closed and all agreed upon schedules available for the auditors by October 1st each year.

C. Date Reports Are Due

The auditor shall provide all drafts and recommendations for improvements to the Manager and the Administrative Services Director within a reasonable time period after th

day of fieldwork. The auditor should be available for any meetings that may be necessary to discuss the draft audit reports. Once all issues of discussion are resolved, the completed financial statements, Single Audit report and other reports shall be delivered to the Administrative Services Director. It is anticipated that this process will be completed and the final products to be delivered by December 31st each year.

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Gina S. Will
Administrative Services Director/Town Treasurer
5555 Skyway
Paradise, CA 95969
(530) 872-6291 x 119
gwill@townofparadise.com

CONTACT WITH PERSONNEL OF THE TOWN OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Three (3) copies of the Proposal shall be received by the office of the Town Clerk of the Town of Paradise by 5:00 p.m. on December 3, 2018 for a proposal to be considered. The Proposal should address the items listed in sections B below.

The Proposal should be addressed as follows:

**“Auditing Services Proposal”
Town of Paradise
Attn: Town Clerk
5555 Skyway
Paradise, CA 95969**

B. Proposal Content

1. Title Page

Show the request for proposal subject; the firm’s name; the name, address, telephone number, and email address of the contact person; and the date of the proposal.

2. Table of Contents

Identify the materials submitted by section and page number.

3. Signed Transmittal Letter

Briefly state the Proposer's understanding of the work to be done; the commitment to perform the work within the time period; a statement why the firm believes itself to be best qualified to perform the engagement; and signed by the person authorized to represent the audit firm.

4. Contents of Proposal

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the Town in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than the form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The proposal should address all points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this request for proposals. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

a) License to Practice in California

An affirmative statement should be included verifying the firm and all assigned key professional staff are properly licensed to practice in California.

b) Independence

The firm should provide an affirmative statement that it is independent of the Town of Paradise as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's *Government Auditing Standards*.

c) Firm Qualifications and Experience

To qualify the firm must have experience in governmental audits of cities in the State of California, as well as experience with preparation of annual financial statements.

(1) State whether your audit organization is national, regional, or local and indicate the location of the office that has responsibility for the audit.

(2) Indicate the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. Staff consistency is an important consideration.

- (3) Describe specialized services that the firm has provided for municipalities, such as transient occupancy tax audits, franchise fee audits, and/or management consulting services.
- (4) Provide a list of all current municipal clients.
- (5) Submit a copy of the report on its most recent external quality control review (peer review). Include a statement whether that quality control review included a review of specific government engagements (required by Government Auditing Standards).
- (6) Provide information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with State regulatory bodies or professional organizations.
- (7) Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to this engagement. Include resumes, indicating whether each such person is registered or licensed to practice as a certified public account in California. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past (3) three years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Town. However, in either case, the Town retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

- (8) Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five (5) years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Information should be provided regarding clients that the firm serves that have received the CSMFO and GFOA awards.

The Town reserves the right to contact any or all of the listed references regarding the audit services performed by the proposer. In addition, the Town reserves the right to contact clients who are not listed as references.

(9) Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the required services as stated within this request for proposals. In developing the work plan, reference should be made to such sources of information as Town of Paradise's budget and related materials, organizational charts, manuals, programs, and financial and other management information systems. Proposers will be required to provide the following information on their audit approach:

- (a) Proposed segmentation for the engagement;
- (b) Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- (c) Sample size and the extent to which statistical sampling is to be used in this engagement;
- (d) Extent of use of electronic data processing software in this engagement;
- (e) Type and extent of analytical procedures to be used in this engagement;
- (f) Approach to be taken to gain and document an understanding of the Town's internal control structure;
- (g) Approach to be taken in determining laws and regulations that will be subject to audit test work; and
- (h) Approach to be taken in drawing audit samples for purposes of tests of compliance.

(10) Fees for Service

The proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to contain all direct and indirect costs including all out-of-pocket expenses.

The Town will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

The cost portion of the proposal should be submitted in the format provided in Attachment A, "AUDIT WORK COST PROPOSAL FORM" and Attachment B, "ESTIMATE OF COST."

VI. EVALUATION PROCEDURES

Proposals will be evaluated in two phases. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

A. Mandatory Criteria

1. The audit firm is independent and licensed to practice in California. The firm has no conflict of interest with regard to any of the work performed by the firm for the Town.
2. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.
3. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

B. Selection Criteria

1. The firm's past experience and performance on comparable government engagements.
2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
3. Adequacy of proposed staffing plan for various segments of the engagement.
4. Thoroughness of approach to conducting the audit of the Town and demonstration of the understanding of the objectives and scope of the audit.
5. Commitment to timeliness in the conduct of the audit.
6. Maximum fees to conduct the audit.

Attachment A

AUDIT WORK COST PROPOSAL FORM

Service	2018/2019	2019/2020	2020/2021
Town Audit and Related Reports	\$	\$	\$
GANN Limit Review Report	\$	\$	\$
Single Audit and Related Reports	\$	\$	\$
Annual State Controller Reports (not including Annual Street Report)	\$	\$	\$
Total for Fiscal Year (not-to exceed)	\$	\$	\$

Attachment B

ESTIMATE OF COST

Name of Firm:

Address:

Contact Name:

Contact Phone #: _____ Fax _____

Contact Email:

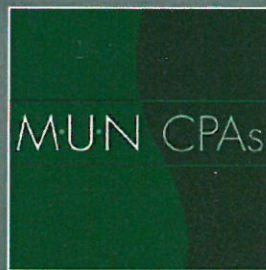
Auditor's Standard Billing Rates

Auditors Standard Hourly Billing Rates			
POSITION	2018/2019	2019/2020	2020/2021
Partner	\$	\$	\$
Manager	\$	\$	\$
Senior Accountant	\$	\$	\$
Staff Accountant	\$	\$	\$
Clerical	\$	\$	\$

PROPOSAL TO EXTEND AUDIT SERVICES

TOWN OF PARADISE

NOVEMBER 26, 2018



MANN • URRUTIA • NELSON CPAs & ASSOCIATES, LLP

CONTACT: MICHELLE NELSON, CPA, CFE, MST, PARTNER
MON@MUNCPAS.COM

SACRAMENTO OFFICE • 1760 CREEKSIDE OAKS DR., SUITE 160 • SACRAMENTO, CA 95833
O. 916.929.0540 • F. 916.929.0541

WWW.MUNCPAS.COM



TABLE OF CONTENTS

Transmittal Letter 1

Independence 3

License to Practice 3

Firm Qualifications and Experience 4

 List of Current Municipal Clients 5

 Peer Review 6

 Litigation, Desk Review and Disciplinary Actions 6

Partner, Supervisory, and Staff Qualifications and Experience 8

Similar Engagements with other Government Entities..... 14

Specific Audit Approach 15

Fees for Service..... 18





MANN • URRUTIA • NELSON CPAs & ASSOCIATES, LLP
GLENDALE • ROSEVILLE • SACRAMENTO • SOUTH LAKE TAHOE • KAUAI, HAWAII

November 26, 2018

Gina S. Will
Administrative Services Director/Town Treasurer
Town of Paradise
555 Skyway
Paradise, CA 95969

Dear Gina,

The partners and staff of Mann, Urrutia, Nelson CPAs and Associates LLP are pleased to present our proposal to provide professional audit services. We greatly value the relationship that our firm and the Town of Paradise has fostered and are more than happy to continue this growth. As always, our overall goal is to provide responsive, innovative services of the highest quality to our clients.

We understand that the Town of Paradise requires timely audit services and are committed to meeting all terms and conditions of the engagement. As we have performed audit services for the Town of Paradise since the year ended June 30, 2014, we fully understand the audit requirements, as well as your expectations.

The period covered will be for the fiscal years ending June 30, 2019, 2020 and 2021 with the option to extend the contract for two additional one-year terms at the discretion of the Town. It is our understanding the scope of services will be the following:

1. Audit all funds of the Town of Paradise and prepare the general purpose financial statements.
2. Perform Single Audit and related reports.
3. Perform GANN Appropriations Limit procedures.
4. Prepare and submit the Annual Financial Transactions Report to the State Controller's Office.
5. Issue a management letter that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions.

The audit will be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the provisions of the U.S. Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grant Guidance).

We fully understand the significance of having a well-qualified auditing firm to serve your needs. We will continue to add value to the audit by providing specialized resources, technical proficiency and the attention your organization deserves. Our expertise in governmental auditing and accounting combined with our vast access to resources empowers us to solve any challenge that may be encountered during the audit.

We are confident that our proposal addresses your needs and look forward to discussing and reviewing its content with you. We appreciate this opportunity to continue to provide quality audit services for the Town of Paradise.

Sincerely,



Michelle Nelson, CPA, CFE, MST
Partner



LICENSE TO PRACTICE

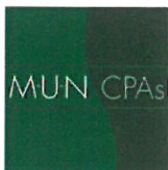
Mann, Urrutia, Nelson, CPAs and Associates, LLP is a properly licensed, certified public accounting firm in the State of California. All certified public accountants involved in audit engagements of the Firm are licensed to practice in the State of California and have received at least the minimum number of continuing professional education hours required by the State Board of Accountancy, American Institute of Certified Public Accountants, and the U.S. Government Accountability office's *Government Auditing Standards*.

INDEPENDENCE

Mann, Urrutia, Nelson, CPAs and Associates, LLP is independent of the Town of Paradise as defined by U.S. generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards* (latest edition).

Mann, Urrutia Nelson, CPAs and Associates, LLP is independent of all associated agencies of the Town of Paradise, as defined by U.S. generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards*.

If Mann, Urrutia, Nelson, CPAs and Associates, LLP shall enter into a professional relationship that would present a conflict of interest during the period of engagement with the Town of Paradise, a written notice will be presented to the Town of Paradise defining such conflict.





FIRM QUALIFICATIONS AND EXPERIENCE

Mann, Urrutia, Nelson, CPAs & Associates LLP is a locally established and respected full service accounting and auditing firm offering audit, tax, consulting, litigation support, business valuations, and forensic accounting services. Our commitment to our clients has enabled the firm continued growth and success at developing and maintaining strong professional relationships. Our firm consists of 50 well trained professionals and four office locations in Sacramento, Roseville, South Lake Tahoe, and Glendale, California.

Sacramento Office

Audit engagements are performed primarily out of the Sacramento office. We have fourteen full time governmental audit staff members consisting of three partners, three managers, three senior associates and five staff associates. Five staff members will be dedicated to the Town of Paradise should services be awarded to our firm. While the majority of audit engagements are performed out of the Sacramento office, our various office locations allow us to expand our services throughout the State of California. We perform single audits and compliance audits for our governmental and nonprofit clients as well as provide tax services to our audit clients that request it.

Our industry specialization includes governmental and nonprofit organizations, with clients ranging from small organizations to organizations with over \$150 million in annual revenue.

We are voluntary members of the following organizations:

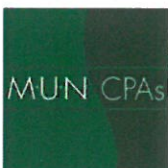
Government Audit Quality Control Center
California Municipal Treasurers Association
League of California Cities
California Society of Municipal Finance Officers
California Special Districts Association

Membership in these organizations provides our firm with additional resources designed to enhance our audit quality and apply best audit practices to our engagements. We have access to the latest developments in accounting, auditing, and the various rules and regulations that affect the different audits and industries.

Our success — The keys to our success and growth include our commitment to outstanding quality, properly trained staff, timely communication in all aspects of the audit, planning, and understanding how to structure each audit to ensure efficiencies are achieved, and our ability to meet all required deadlines.

We add value to the audits we perform by providing specialized resources and technical proficiency. Our expertise in governmental and non-profit auditing and accounting combined with our vast access to resources empowers us to solve challenges encountered during the audits.

We currently provide audit services to 21 governmental entities and over 30 nonprofit organizations. We also perform Single Audits for 20 of our clients.





Specialized Services — Our firm has provided specialized services to municipalities that include, but are not limited to:

Tax Measure Agreed-Upon procedures
 Transient Occupancy tax audits
 TDA audits
 Other internal control special projects

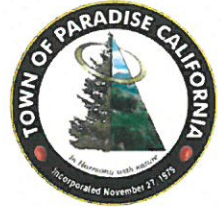
Cash Collections Agreed Upon procedures
 Council Member training
 Forensic audits

Education Programs — We provide guidance and assistance to our clients on upcoming GASB pronouncements and other updates in the form of email, templates, and one-on-one accounting assistance and training.

LIST OF CURRENT MUNICIPAL CLIENTS

Mann, Urrutia, Nelson CPAs has provided audit services for several other municipalities that are similar to that which is requested by the Town of Paradise

Client	Financial Audit	Single Audit	GANN Limit	Other
Town of Paradise	Yes	Yes	Yes	SCOR
City of Hollister	Yes	Yes	Yes	CAFR
City of Novato	Yes	Yes	Yes	CAFR
City of Piedmont	Yes	N/A	Yes	TDA audit, Successor Agency audit
City of Sanger	Yes	Yes	Yes	CAFR, SCOR Successor Agency audit
Town of Truckee	Yes	Yes	Yes	SCOR Redevelopment Agency audit
City of Marina	Yes	Yes	N/A	SCOR, Park audits Successor Agency audit
City of Gridley	Yes	Yes	N/A	Successor Agency audit
City of Rio Vista	Yes	Yes	Yes	Component Unit
City of Auburn	Yes	Yes	Yes	SCOR
City of Lincoln	Yes	Yes	Yes	CAFR Successor Agency Audit

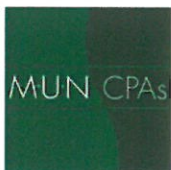


EXTERNAL QUALITY CONTROL REVIEW (PEER REVIEW)

Our firm undergoes a peer review every three years as established by the American Institute of Certified Public Accountants. Our last peer review was completed in June 2016 and resulted in a pass rating with no findings (the highest rating possible) on our system of quality control for accounting and auditing. This quality control review included a review of specific government engagements. *A copy of the Peer Review Report is included on the following page.*

LITIGATION, DESK REVIEW AND DISCIPLINARY ACTIONS

We have NOT had any Litigation, Field Reviews, Desk Reviews or Disciplinary actions taken against, or pending against, the Firm or its employees at any time. There is no past, current or pending litigations against the Firm, or any debarment or disqualification as a vendor for federal, state or local entities.





PEER REVIEW REPORT

DEV **David E. Vaughn CPA** (209) 957-8806, fax (209) 957-9589
CPA 4540 Gnekow Drive, Stockton, Ca. 95212-1307

System Review Report

June 13, 2016

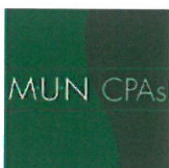
To the Partners,
 Mann, Urrutia, Nelson CPAs and Associates, LLP,
 and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Mann, Urrutia, Nelson CPAs and Associates, LLP (the firm) in effect for the year ended December 31, 2015. My peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Mann, Urrutia, Nelson CPAs and Associates, LLP in effect for the year ended December 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mann, Urrutia, Nelson CPAs and Associates, LLP has received a peer review rating of *pass*.

David E. Vaughn, CPA





PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

The team assigned to perform the audit of the Town of Paradise is composed of highly trained professionals with extensive experience in audit engagements. Our small, efficient working group will maintain a knowledgeable, yet non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the Town's on-going operations. The technical qualifications of Mann, Urrutia, Nelson, CPAs and Associates, LLP personnel selected for this audit ensures service of the highest quality. Engagements at Mann, Urrutia, Nelson, CPAs and Associates, LLP, are conducted under the supervision of an engagement partner and manager, which assures that quality standards are maintained and all client requirements are met.

We propose the following audit team:

MICHELLE NELSON, CPA, CFE, MST, Engagement Partner
JUSTIN WILLIAMS, CPA, Concurring Partner
BILAL MALIK, MPACy, Manager

Professional Affiliations

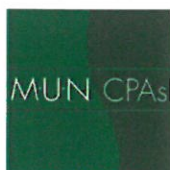
Our commitment to governmental accounting is further amplified by our involvement with respected organizations.

Proposed Engagement Partner, Michelle Nelson, is a member of the **GFOA Certificate of Achievement for Excellence in Financial Reporting Program**, and is frequently asked to review submitted financial statements. The proposed Concurring Partner, Justin Williams, is a presenter for the League of California Cities Municipal Finance Conference, has presented at several CSMFO chapter meetings, and is a member of the California Special Districts Association Audit Committee and Finance Committee. He has also published accounting and auditing articles and has been a speaker at webinars and seminars sponsored by these organizations. Justin is also a leading presence on the CalCPA Governmental Accounting & Auditing Committee.

Our professional staff is familiar with the complexities of governmental accounting, auditing, and financial reporting. This includes all **GASB pronouncements**, Uniform Grant Guidance (formerly known as OMB Circular A-133) and fund accounting. All of our staff exceed the required educational hours, receiving governmental and Single Audit-specific training throughout the year through external conferences hosted by CalCPA and AICPA and internal training provided by our Firm.

GASB Implementation and Reporting — All audit partners and managers have been involved in the implementation of GASB financial reporting requirements, in addition to auditing and assisting with the preparation of GASB financial statements. Our firm is a leader in implementation of the new GASB standards going into effect in the coming years.

Single Audit — All of our staff exceed the required educational hours, receiving governmental and Single Audit-specific training throughout the year through external conferences hosted by CalCPA and AICPA and internal training provided by our Firm. Furthermore, as 20 local government and non-profit clients have a Single Audit requirement, all engagement team members, including audit staff, have current Single Audit experience.



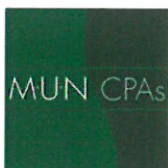


CAFR Experience — All management staff assigned to this audit has extensive experience in the preparation of CAFRs that have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting. Nine of our governmental clients require our Firm to prepare and organize the CAFR as part of their scope of services. Every report submitted has won the **GFOA Certificate of Achievement for Excellence in Financial Reporting**.

Staff Consistency — Our Firm takes great pride in not only selecting high quality staff members, but providing them an environment designed for their success and betterment. We believe our history of low staff turnover is an asset we are proud to present to the Town of Paradise.

We believe staff continuity on engagements is essential to that engagement being successful. Our Firm's mission statement reads:

To provide responsive, innovative services of the highest quality to our clients; and to provide a positive, rewarding environment encouraging our employees to fulfill their professional and personal goals.



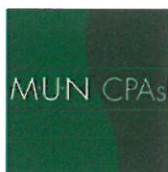


MICHELLE NELSON, CPA, CFE, MST

Engagement Partner

Michelle founded and continues to manage the Audit practice of Mann, Urrutia, Nelson CPAs & Associates, LLP. She has specialized in auditing for over 30 years, focusing on governmental and non-profit entities. As a Certified Fraud Examiner, Michelle has provided expert insight in the areas of fraud prevention, detection and implementing processes/internal controls to hinder fraud.

INDUSTRY EXPERIENCE:	Municipalities Special Districts Nonprofit organizations Privately held businesses Retirement/employee benefit plans	
OTHER EXPERTISE:	Board retreats and trainings Consulting on new accounting and auditing pronouncements Federal and grant compliance Financial reporting Fraud engagements Review and evaluation of internal controls	
CURRENT ENGAGEMENT EXPERIENCE:	Town of Paradise Town of Truckee City of Marina City of Auburn City of Hollister	Solano County Water Santa Nella County Water District
DESIGNATIONS:	Certified Public Accountant (CPA) Certified Fraud Examiner (CFE) Masters of Science – Taxation (MST)	
PROFESSIONAL MEMBERSHIPS:	American Institute of Certified Public Accountants California Society of Certified Public Accountants Nevada Society of Certified Public Accountants GFOA Certificate of Achievement for Excellence in Financial Reporting Program Association of Certified Fraud Examiners	
EDUCATION:	Bachelor of Science, Accounting University of Nevada – Reno, Nevada Masters of Science, Taxation Golden Gate University – San Francisco, California	
COMMUNITY SERVICE:	Treasurer, Project R.I.D.E. Inc. Board President, Chester Foundation Treasurer, Simple Loaf of Bread	

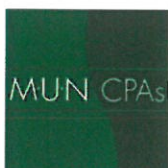


**JUSTIN WILLIAMS, CPA**

Concurring Partner

Justin's professional career includes more than 20 years of public and private accounting experience, of which 18 years has been heavily concentrated on audits of governmental entities throughout Northern California. As Concurring Partner Justin will perform a secondary review of the engagement, ensuring that all firm and professional standards are adhered to.

INDUSTRY EXPERIENCE:	Municipalities Special Districts Nonprofit organizations Privately held businesses Retirement / employee benefit plans	
OTHER EXPERTISE:	GASB implementation Board of Directors training Federal and State compliance and financial reporting Fraud investigations Internal control implementation Peer reviews	
RELEVANT ENGAGEMENT EXPERIENCE:	City of Gridley City of Lincoln City of Rio Vista City of Sanger City of Novato League of California Cities	South Tahoe Public Utilities District Tahoe City Public Utilities District Ironhouse Sanitary District Rodeo Sanitary District Sac-Yolo Mosquito & Vector District
DESIGNATIONS:	Certified Public Accountant (CPA)	
PROFESSIONAL MEMBERSHIPS:	American Institute of Certified Public Accountants California Society of Certified Public Accountants GFOA Budget Awards Program CSDA Audit Committee Member CSDA Finance Committee Member National Institute of Pension Administrators, Sacramento Chapter	
EDUCATION:	Bachelor of Science, Accounting Case Western Reserve University – Cleveland, Ohio	
COMMUNITY SERVICE:	Treasurer, California Capital Airshow Previous Treasurer and Board Member, Capital Stage Company	





BILAL MALIK, MPACy
Manager

Bilal has six years of public accounting experience. As an audit manager, he provides audit services to a wide range of industries, including governmental, not-for-profit and for-profit entities. In his role, Bilal handles specific stages of audit work, ensures work is prepared in compliance with professional standards, and detects exceptional items and issues of non-compliance. Prior to joining our firm, Bilal worked for Ernst & Young in Sacramento, California.

INDUSTRY EXPERIENCE:	Governmental Nonprofit organizations For-profit entities Public, Private entities Initial Public Offerings
OTHER EXPERTISE:	Internal control evaluation Accounting services Inventory observations Other grants and contracts compliance Financial statement preparation
RELEVANT ENGAGEMENT EXPERIENCE:	Town of Paradise City of Hollister City of Rio Vista City of Pinole Ironhouse Sanitary District South Placer Municipal Utilities District Tahoe City Public Utilities District Kensington Fire Protection District Association of California Water Agencies
PROFESSIONAL MEMBERSHIPS:	American Institutes of Certified Public Accountants California Society of Certified Public Accountants
EDUCATION:	Bachelor of Science, Business Administration: Concentration in Accountancy University of South Carolina, Spartanburg, South Carolina Master of Professional Accountancy, Clemson University, Clemson, South Carolina





CONTINUING PROFESSIONAL EDUCATION

Continuing education is a top priority for Mann Urrutia Nelson CPA's. Each of our team members receives a wide variety of annual training and content updates from highly qualified instructors, ensuring that they remain on the forefront of issues that could potentially impact our clients.

Individuals who work on audits subject to Government Auditing Standards must obtain, every two years, at least 80 hours of CPE that directly enhance the auditor's professional proficiency to perform audits and/or attestation engagements. At least 20 of the 80 hours must be obtained annually. Individuals responsible for conducting substantial portions of the fieldwork, planning, directing, or reporting on audits subject to Government Auditing Standards must obtain 24 of those hours in subjects directly related to the government environment and government auditing.

All members of the Town's proposed engagement team meet all continuing education requirements of Federal, State and Applicable professional organizations. A list of our continuing education courses provided to all our staff, both certified and non-certified, over the past three years have included the following:

- Governmental Accounting and Auditing Conference
- GASB Update
- Crossing the Line: Identifying Fraud in Government
- Municipal finance
- Uniform Guidance Audit Requirements
- Government Pension Plans, FV, High Risk Audit Process
- Single Audit – General Background
- Single Audit – Major Program Determination
- Single Audit - Understanding and Testing
- Compliance & Internal Controls
- Single Audit - Sampling
- Single Audit – General Background
- Year-end Government Training
- Audit & Yellowbook Training
- GASB Financial Reporting Model, OPEB, & other updates
- Single Audit Suite
- Substantive Analytics
- PAJE's, Errors, and Reports
- Changes in OPEB Costs and Liabilities
- Special Districts Leadership Academy
- FASB Update
- Interim Training
- Audit Wrap-up training
- The Most Common Fraud in Cities and Counties





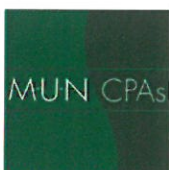
SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

Below are current clients who can attest to our services and work performed on their behalf.

Clients	Name and Position	Dates	Scope of Services
City of Marina (300 Hours)	Eric Frost Finance Director (831) 884-1221	2011 - Present	<ul style="list-style-type: none"> • City audit • Successor Agency audit • Single audit • Park audits • State Controller's Report
Town of Truckee (350 Hours)	Chrissy Earnhardt Administrative Services Manager 530-582-2935	2010 - Present	<ul style="list-style-type: none"> • City audit • Town Redevelop. Agency Audit • CAFR* • Single audit • GANN Limit • State Controller's Report
City of Hollister (400 Hours)	Brett Miller Director of Administrative Services (831) 636-4300	2007 – Present	<ul style="list-style-type: none"> • City audit • Single audit • CAFR* • GANN Limit
City of Novato (450 Hours)	Maureen Chapman Finance Manager (415) 899-8914	2011 – Present	<ul style="list-style-type: none"> • City audit • Single audit • CAFR* • GANN Limit

- ☐ Engagement Partner Michelle Nelson
☐ Engagement Partner Justin Williams
☐ Engagement Partner Erica Pastor

* GFOA Certificate of Achievement for Excellence in Financial Reporting received





SPECIFIC AUDIT APPROACH

Our audit work plan targets our audit efforts on those areas of your financial statements that represent the greatest risk. This includes integrated quality-control processes, including policies and procedures for engagement quality-control.

Our financial audit methodology comprises a set of interdependent audit work steps and procedures that enable the audit team to plan, execute the audit strategy, and also conclude and report audit results. The methodology also provides for performance measurement to enable improvement in quality of audit work through identification of training needs and motivation of staff through performance based growth and advancement. The financial audit methodology of our firm is built around the following three key principles:

- Generally accepted auditing standards
- Professional ethics
- Quality assurance and control.

Our audit process begins with the assignment of staff to the engagement. Our engagement team has the expertise to provide a level of service desired and deserved by your Town. Our engagements are supervised by the engagement partner and the manager. As high-level involvement is vital to a quality audit, the partner and manager's time will account for approximately 30% of total hours spent on the engagement. Our team's approach is to be efficient yet non-intrusive.

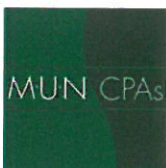
We believe on-going communication throughout the entire audit will ensure that all aspects of the audit are thoroughly addressed. We encourage regular communications throughout the year, not just during fieldwork. As such, we do not anticipate any potential audit problems to arise during our engagement.

Audit Planning — Interim Phase

Our audit planning process includes a risk assessment of the Town and review of the control environment. We begin with a pre-planning meeting to ensure that management's expectations and our expectations are communicated prior to commencing the audit. We will confirm our understanding of the engagement deadlines and ensure these are met timely. In addition, we will provide a list and samples of schedules specifically tailored to the Town of Paradise to aid the Town's staff in preparing schedules and providing audit documentation.

Risk Assessment — Interim Phase

As part of our extensive planning phase, the engagement team will discuss with management issues surrounding the applicable industry, the Town's internal & external environment, significant events, as well as economic, political, and social factors to determine and document areas of risk. Once areas of risk have been identified, the next process will be to review the control environment.





Control Environment — Interim Phase

We will document and test the following control processes to evaluate their effectiveness in preparing reliable financial statements:

- ◇ Disbursements
- ◇ Receipts
- ◇ Payroll
- ◇ Financial reporting
- ◇ Journal entry process
- ◇ IT and general computer controls
- ◇ Federal and state programs

Based on our understanding of the Town's risks and control environment, we will design our substantive procedures and communicate our audit approach to management. As part of our review and documentation of the control environment, we may have recommendations for enhancing controls and/or efficiencies. These recommendations will be discussed with management prior to any comments included in a formal management letter.

Laws and Regulations — Interim and Year-end Phase

We will review the laws and regulations covering the Town's grants and major programs as part of the Single Audit testing. Based upon our inquiry with Town staff, review of the Town's municipal code, review of administrative policies, etc. we will determine the relevant laws and regulations that will be subject to additional test work.

Substantive Procedures — Year End Phase

Substantive audit procedures are designed based on our risk assessment process. Complex and high risk accounts will be identified early in the audit process and these accounts will be assigned to the manager and/or partner for actual testing. Our substantive audit procedures will include the following:

- ◇ Tests of account details — Detail transaction testing to source documentation
- ◇ Analytical procedures — Ratio analysis, variance analysis, trend analysis
- ◇ Use of data analysis software — Review of large volumes of data to detect anomalies
- ◇ Unpredictability tests — Varying timing and extent of tests
- ◇ Review of management's estimates — To determine reasonableness
- ◇ Review of subsequent events and contingencies — For proper adjustment and footnote disclosure

Preparation of Audit Report and Review — Year-end Phase and Wrap-up Phase

Audit workpapers are reviewed throughout the audit by the manager and engagement partner. Before we leave your offices, the file will be substantially reviewed and any issues will be discussed and resolved. The financial statements are prepared by the audit manager. All reports are reviewed by the engagement partner and a quality control partner.

Upon approval, we will issue drafts of all reports based on the Town's predetermined schedule as indicated in the Request for Proposal. This will allow adequate time for review and distribution of reports.





Audit Sizes and Statistical Sampling Techniques

Audit sampling provides the auditor an appropriate basis on which to conclude on an audit area by examining evidence from a sample of a population. We utilize both statistical and non-statistical sampling techniques as described in the AICPA's Audit Sampling Guide, depending on the type of testing being performed. Internal control, substantive and compliance testing samples are generally selected using non-statistical techniques. Sample sizes are determined by risk assessment and nature of the population. We may use statistical sampling to assist with forensic testing in areas which have a higher risk of misstatement due to fraud.

Drawing Audit Samples (for tests of compliance)

Auditor judgment will be used in selecting our audit samples for test of compliance work. The majority of the testing of compliance will be centered around the single audit testing of the direct and material elements for the major programs.

Technological Advantages

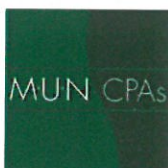
We utilize the latest technology, including virtual servers, data analysis software, and online libraries to provide us with the most up-to-date information to better serve our clients. First, our online client portal ShareFile gives us the capability of sending and receiving information to and from our clients faster and more securely. As portals are encrypted and use password protection to ensure that data can only be viewed by the appropriate client, we are dedicated to protecting the Town's confidential information.

Furthermore, we streamline our audit process and organize support documents through use of the paperless audit program - CaseWare Working Papers. By effectively reviewing large volumes of data through these programs, we are able to develop a better understanding and gain a broader view of the Town of Paradise. These technologies enable us to increase both the scope of our engagement and the reliability of our audit opinion more efficiently, as a larger amount of information can be processed, analyzed and interpreted in a short time frame.

Level of staff and number of hours to be assigned to each proposed segment of the engagement:

Staff Classification Performing Work	Estimated Hours Annually
Partners	
Managers	
Senior Associates	
Staff Accountants	
Total Annual Hours:	

Hours by Audit Phase	
Phase I - Planning & Interim	
Phase II - Year End	
Phase III - Reporting	
Total Annual Hours:	





FEES FOR SERVICE

In accordance with the Request for Proposal for Audit Services issued by the Town of Paradise, we hereby submit the following cost proposal for the years ending June 30, 2018 through June 30, 2020 with the option to extend services for two additional one-year periods:

AUDIT WORK COST PROPOSAL FORM

Service	2018-19	2019-20	2020-21
Town Audit and Related Reports	\$27,300	\$27,300	\$27,300
GANN Limit Review Report	Included	Included	Included
Single Audit, and Related Reports	3,400	3,400	3,400
Annual State Controller's Transactions Report	3,500	3,500	3,500
Not-to-Exceed Total	\$34,200	\$34,200	\$34,200

ESTIMATE OF COST

Name of Firm: Mann, Urrutia, Nelson CPAs & Associates LLP

Address: 1760 Creekside Oaks Dr., Suite 160
Sacramento, CA 95833

Contact Name: Michelle Nelson, CPA, CFE, MST

Contact Phone #: 916-929-0540 Fax: 916-929-0541

Contact Email: mon@muncpas.com



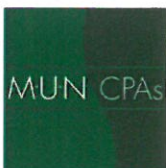


Auditor's Standard Billing Rates

Position	Auditor's Standard Billing Rates			Quoted Hourly Rate
	2018/2019	2019/2020	2020/2021	
Partner	\$ 250	\$ 250	\$ 250	\$200
Manager	190	190	190	165
Senior Accountant	160	160	160	135
Staff Accountant	110	110	110	95

Additional Professional Services

Mann, Urrutia, Nelson, CPAs and Associates, LLP may also furnish other accounting services, which may include advisory and system accounting services as requested by Town of Paradise. If it should become necessary for the Town to request Mann, Urrutia, Nelson, CPAs and Associates, LLP to render any additional services to either supplement the services requested to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Town and Mann, Urrutia, Nelson, CPAs and Associates, LLP. Any such additional work agreed to between the Town and Mann, Urrutia, Nelson, CPAs and Associates, LLP shall be performed at the quoted hourly rates listed above.





**Town of Paradise
Council Agenda Summary
Date: September 10, 2019**

Agenda Item: 2(e)

Originated by: Gina S. Will, Administrative Services Director/Town Treasurer
Reviewed by: Lauren Gill, Town Manager
Subject: Quarterly Investment Report

Council Action Requested:

Review and file the 4th Quarter Investment Report for the Fiscal Year Ended June 30, 2019.

Alternatives:

Give alternative direction for investment or reporting.

Background:

Attached is a report on the Town's cash and investments for the quarter ended June 30, 2019.

A US Bank checking account is currently being used for payroll, accounts payable and other operating purposes. Most accounts payable disbursements are drawn through checks, and most payroll disbursements are processed through direct deposit. Deposits are fully collateralized and after reserve requirements, provide an earnings credit rate of 0.50% up to the amount of monthly fees.

The Town received a \$5 million cash advance from CalOES in December 2018 for projects and restoration that will be funded through FEMA's public assistance grant program. As FEMA eligible expenses and/or projects are completed, funds are transferred to the Town operating checking account to fund those activities. The remaining advance funds are required to be held in a non-interest bearing account. A US Bank non-interest bearing checking account was established to track the funds.

The Town uses the State of California managed Local Agency Investment Fund (LAIF) for investment of cash in excess of immediately needed operating capital. With same day liquidity and comparable yields, LAIF is currently the best investment option for the Town. Funds can be transferred electronically through computer authorization between LAIF and the Town checking account. The Town will continue to research other investment options that match LAIF's liquidity and security in order to improve investment yield.

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

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

available escrow funds as well as petty cash balances. As of June 30, 2019, there were no available escrow funds.

Discussion

With cash advances from CalOES and insurance, there was a \$17.5 million increase in cash/investment balances as of June 30, 2019 as compared to June 30, 2018. Staff is carefully monitoring cash balances of major funds as certain funds are restricted from “loaning” cash to other funds. For example, of the \$22.7 million in cash balances as of June 30, 2019, \$3.4 million is the CalOES advance and \$3.9 million is for Business and Housing programs. \$1.7 million is from donations and recovery grants, most of which come with specific spending requirements. Finally, the \$5.7 million in advances received from insurance must be carefully planned and budgeted in order to repair or replace items destroyed in the fire.

The GASB 45 trust investment managed by SISC experienced a 4.4% return on investment during the 4th quarter of 2018/19. Long term, SISC has been successful with its allocation model of approximately 60% equity and 40% fixed income.

Fiscal Impact Analysis:

Isolating the gain from the GASB 45 trust, the Town earned \$77,396.98 for the quarter ended June 30, 2019. That is compared to \$19,132.16 for the quarter ended June 30, 2018. Again, isolating the GASB 45 return, over 22 basis points more in average yield was realized compared to a year ago. About \$15.0 million more average balances were available for investment.

For fiscal year 2018/29, without the GASB 45 trust, the town earned \$96,330.72. For fiscal year 2017/18 the Town earned \$51,337.47.

TOWN OF PARADISE
 QUARTERLY SUMMARY OF INVESTMENTS
 For Quarter Ended June 30, 2019

<u>Investment</u>	<u>Type</u>	<u>For Quarter Ended June 30, 2019</u>			<u>For Quarter Ended June 30, 2018</u>			<u>Net Change</u>
		<u>Yield</u>	<u>Book Value</u>	<u>Market Value*</u>	<u>Yield</u>	<u>Book Value</u>	<u>Market Value*</u>	
US Bank	Checking	0.50%	2,134,293.43	2,134,293.43	0.50%	752,522.28	752,522.28	1,381,771.15
US Bank - Cal OES Advance	Checking	0.00%	3,390,386.42	3,390,386.42		-	-	3,390,386.42
Local Agency Investment Fund (LAIF)	Savings	2.44%	16,919,975.54	16,948,938.98	1.76%	4,226,729.55	4,218,812.33	12,693,245.99
SISC GASB 45 Trust B	Various	4.40%	219,409.29	219,409.29	1.61%	206,816.92	206,816.92	12,592.37
Fiscal Agents & Petty Cash	Other	0.00%	1,350.00	1,350.00	0.00%	1,350.00	1,350.00	-
	Totals		22,665,414.68	22,694,378.12		5,187,418.75	5,179,501.53	17,477,995.93
Total Quarterly Earnings on accrual basis			86,652.32		21,841.16			
Total Annual Earnings (July 1st - June 30th)			117,823.83		62,499.89			

* Market Value determined by LAIF

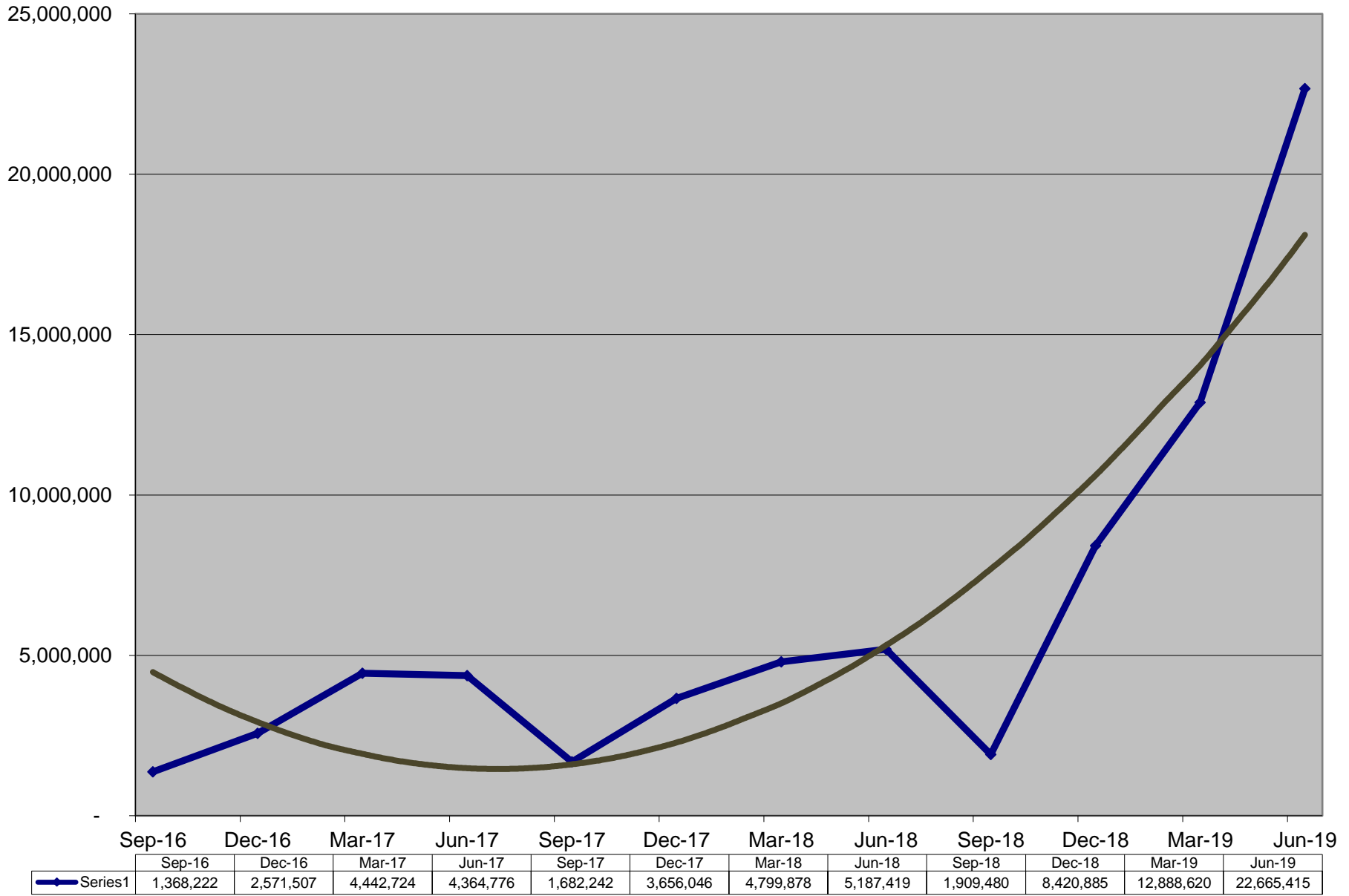
In compliance with the California Code Section 53646; the Treasurer of the Town of Paradise hereby certifies that sufficient investment liquidity and anticipated revenues are available to meet the Town's budgeted expenditure requirements for the next six months.

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

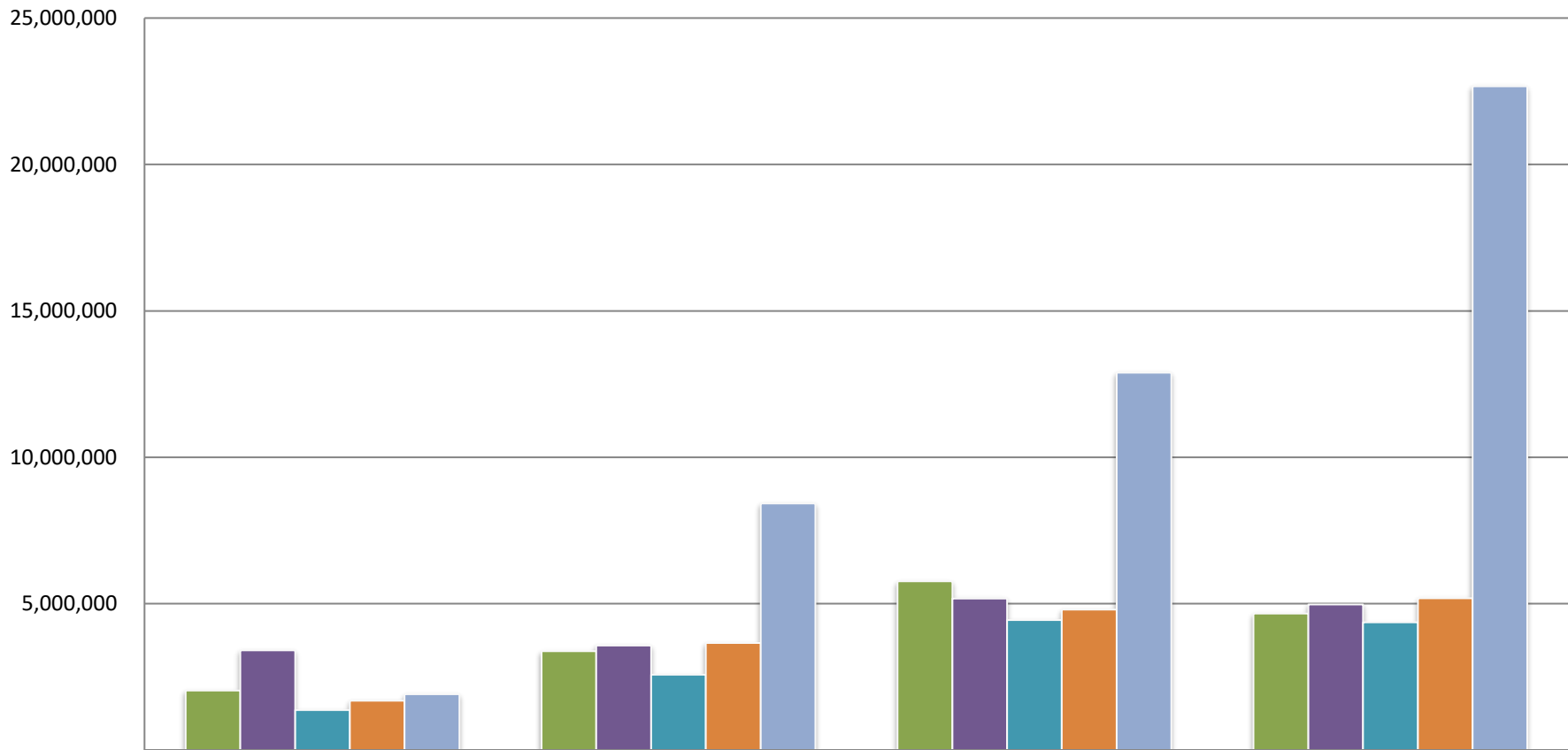
Respectfully submitted,

Gina S. Will
 Administrative Services Director/Town Treasurer

**Town of Paradise
Investment Balances
September 2016 - June 2019**



Town of Paradise Investment Balances 2014/15 - 2018/19



	Sept. 30th	Dec. 31st	March 31st	June 30th
2014/15	2,029,885	3,375,031	5,762,430	4,665,263
2015/16	3,406,433	3,575,188	5,178,404	4,973,367
2016/17	1,368,222	2,571,507	4,442,724	4,364,776
2017/18	1,682,242	3,656,046	4,799,878	5,187,419
2018/19	1,909,480	8,420,885	12,888,620	22,665,415



TOWN OF PARADISE
Council Agenda Summary
Date: September 10, 2019

Agenda No. 2(f)

ORIGINATED BY: James Pangburn, Interim Public Works Director/Town Engineer

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Camp Fire Road Condition Data Collection Contract

COUNCIL ACTION REQUESTED:

1. Concur with staff's recommendation of ARRB Group, Inc.'s to perform road network survey management services for the Town's 100 centerline mile roadway network, and
2. Approve the attached Professional Services Agreement with ARRB Group, Inc. and authorize the Town Manager to execute.

Background:

The Town of Paradise last completed a Pavement Management Program update in 2018. A Pavement Management Program is the combination of a field inventory of existing conditions coupled with a software program to aide decision making processes on timely investments for prioritized roads and which treatment types should be used – all while considering funding available and roadway network condition goals. This completed Pavement Management Program is an invaluable asset in light of the 2018 Camp Fire.

To supplement the Pavement Management Program, a need was identified for an automated inventory of pavement cracking and conditions to assure the most efficient and appropriate restoration of pavement conditions between pre- and post-debris removal efforts. The ARRB Group performed a pavement scan in January 2019 to document the pavement conditions prior to Phase II Debris Removal for the Camp Fire cleanup efforts by Cal OES.

Analysis:

The Town of Paradise requires professional services using innovative technology to properly identify and characterize the location and severity of every roadway crack on the Town's roadway network. These services are summarized below:

- Collection of right of way images from 5 camera digital imaging system. 1 lane (1 direction) will be collected on 2 lane roads. 1 lane in both directions will be collected on 3+ lane roads.
- 3D Pavement data collection including downward images.

This data, if collected, would provide irrefutable evidence of the existing conditions of Paradise roadways. While a pavement management program was completed in 2018, the data collection was done in a subjective manner which required the judgment of a technical specialist in the field. This work resulted in a cumulative network Pavement Condition Index of 58/100 for the entire road network system.

When preparing a project for disaster related damages, the Town has learned that a traditional Pavement Management Program may not be sufficient to justify potential damages incurred. The Town of Paradise Public Works learned of ARRB Group, Inc. following a contract award made by

Butte County to NCE, a traditional pavement management program consulting firm. When reviewing their efforts, staff learned that ARRB Group, Inc. offered an innovative and automated solution to road condition data collection. Staff has vetted this service and concluded that obtaining this data on a crack-by-crack basis on the Town's roads would be instrumental in seeking future reimbursement for road restoration projects.

At the January 23, 2019 meeting, the council approved a contract with the ARRB Group, Inc. to perform the pre-debris removal scan in the amount of \$24,500. Staff contacted ARRB Group, Inc. and requested a quotation for proposed services to complete the post-debris removal scan. Their quote and proposed agreement are attached to this staff report. The services provided would be beneficial to award as soon as possible considering end date for Phase II Debris Removal for the Camp Fire cleanup efforts by Cal OES is August 30, 2019. The eligibility period to assess damages related to the Camp Fire under the FHWA Emergency Relief Program also ends on August 30, 2019. It is understood with the tonnage and hauling of fire related debris that the Town's roadway infrastructure will be subject to extreme damage.

Staff recommends Council award Agreement 19-XX to ARRB Group, Inc. in the amount of their quotation of \$29,500. This price includes required cost of mobilization. Paradise Municipal Code Section 2.45.070 – Bidding – Generally, allows for this sole source contract award due to the nature of these unique professional services (only offered by ARRB Group, Inc.).

If awarded, staff expects the second round of data collection to begin immediately and be completed following the Phase II Debris Removal.

The end product of this data collection will include a GIS-based imagery of every centerline mile including a roadway crack inventory of each lane mile driven.

It is understood through a third contract award process that the Town would need to bring ARRB Group, Inc. back for a post-tree removal data collection process in addition to engineering services needed to analyze the difference between the two data collection intervals. Staff does not recommend contracting with ARRB Group, Inc. for the project's second phase at this time due to the uncertainty in fuel prices 6-8 months from now.

Financial Impact:

The professional services agreement and respective services will require \$29,500 in funding to complete. At the Paradise Town Council meeting on September 10, 2019, staff will provide additional information relating to the proposed funding sources for this contract agreement.

It is expected that the third phase of data collection and analysis will require \$30,000 - 40,000 in additional funding, possibly secured using Public Assistance through Cal OES and/or FEMA.

The potential benefit of securing this data in this timeframe could save the Town potentially millions in road rehabilitation costs for accurately determining the existing conditions of the road network system on a literal crack-by-crack basis.

Attachments:

1. Attachment A – Professional Services Contract Agreement



ARRB Group Inc.
FEIN 36-4797675

770 Pennsylvania Drive.
Suite 112
Exton, PA 19341

Tel: (610) 321-8300
Fax: (610) 458-2467
Email: info@arrbgroup.net
Internet: www.arrbgroup.net

QUOTATION

Ref: Q-19-1255

Quotation prepared by: Eric Botting

Date: 16 August 2019

Attn:	James Pangburn
Company:	Mark Thomas
Phone:	(916) 501-5515
Email:	JPangburn@markthomas.com

Scope:

Phase 2 Data collection using the ARRB Network Survey Vehicle (NSV) on approximately 100 miles of public roads in the Town of Paradise, California's road network.

1. Mobilization to the Town of Paradise, California.
2. Collection of right of way images from 5 camera digital imaging system. 1 lane (1 direction) will be collected on 2 lane roads. 1 lane in both directions will be collected on 3+ lane roads.
3. 3D Pavement data collection including downward images.
4. Cracking will be reported using a fully automated program.
5. Collected data and digital imagery will be made available to the Town of Paradise via ARRB's Hawkeye Insight website for 5 years. Cracking can be calculated and visualized in the 5 ways below.

ACD_PERCENT_TOTAL_CELLS_CRACKED - Percentage of all cells with any type of cracking (excluding straight lines). (Total cracked cells/Total cells)

ACD_PERCENT_WP_CELLS_CRACKED - Percentage of wheelpath cells with any type of cracking (excluding straight lines). (Total cracked cells in wheelpaths/Total cells in wheelpaths)

ACD_PERCENT_CELLS_ALLIGATOR_CRACKED - Percentage of all cells with alligator cracking. (Total alligator cracking cells/Total cells)

ACD_PERCENT_CELLS_LONG_CRACKED - Percentage of all cells with longitudinal cracking. (Total longitudinal cracking cells/Total cells)

ACD_PERCENT_CELLS_TRANS_CRACKED - Percentage of all cells with transverse cracking. (Total transverse cracking cells/Total cells)

Timeliness:

The projected timing for this project is for the data collection to be completed by the end of September 2019.



ARRB Group Inc.
FEIN 36-4797675

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Fax: (610) 458-2467
Email: info@arrbgroup.net
Internet: www.arrbgroup.net

Network Survey Pricing

Item	Description	Quantity	Rate	Totals (excl Tax)
1	September 2019 Mobilization to Town of Paradise CA *	Reduced*	\$10,000	\$ 5,000*
2	Pavement and right of way data collection <ul style="list-style-type: none">• Right of way images• 3D downward images• Automated Crack Detection	100 lane miles	\$ 24,500	\$ 24,500
3	Collected digital imagery and all data made available via ARRB's Hawkeye Insight website. (subscription is for a 5-year period)	Lump Sum	Included	Included
Total				\$ 29,500

Notes:

* September 2019 Mobilization charge is reduced due to the ARRB Survey Vehicle being in California for another project. ARRB will collect the 'after' part of this project for the same data collection price. However, future mobilization will have to be negotiated. ARRB's current mobilization price to California is \$10,000. If the Town of Paradise is flexible, ARRB will make every attempt to coordinate with other projects to reduce the mobilization.

Where there are delays from wet/inclement weather ARRB will do all it can to adjust the schedule to ensure the data is collected as close to the original schedule as possible.

Pricing is Inclusive of Project Management, Mobilization, Data Collection, Data Processing, Quality Assurance and Data Delivery via Hawkeye Insight to the Town of Paradise.

Item 3 is not available without item 2.

Does not include PCI rating or formatting for upload into StreetSaver.

Does not include GIS feature extraction services.



ARRB Group Inc.
FEIN 36-4797675

770 Pennsylvania Drive.
Suite 112
Exton, PA 19341

Tel: (610) 321-8300
Fax: (610) 458-2467
Email: info@arrbgroup.net
Internet: www.arrbgroup.net

Quotation No: Q-19-1255

TERMS & CONDITIONS		
Payment	20% deposit is due for Project Setup, initial mobilization and validations upon Notice to proceed. Milestone invoicing will be done monthly. Net 20 days.	
Bank Account	Fulton Bank 155 East Swedesford Rd Exton PA 19341 USA	Account No: 0007195369 Routing No: 031301422
Pricing	All prices are in US dollars, ex 'ARRB Group Inc.' Exton PA.	
Validity	All prices quoted are valid for 30 days. This quote supersedes <u>ALL</u> previous quotes.	
Acceptance of Quote	This quote is considered accepted with an executed copy that has been signed and dated below.	

Signed:
Eric Botting
ARRB Group Inc.

Date: 16 August 2019

Signed:
Name:
Company:

Date:

ARRB Group Inc. does not offer, nor give into demands, to pay public officials or the employees of business partners any portion of the contract payment. We will not use subcontracts, purchase orders or consulting agreements as a means of channeling payments to public officials, to employees or business partners or to their relatives or business associates. ARRB Group Inc. operates according to the "OECD Guidelines for Multinational Enterprises".



**Town of Paradise
Council Agenda Summary
September 10, 2019**

Agenda Item: 2(g)

Originated by: Colette Curtis, Administrative Analyst II

Reviewed By: Lauren Gill, Town Manager

Subject: Authorize the Town Manager to enter into an agreement with Rotary Club of Paradise to use the Town-owned property located at Skyway and Foster Rd. for a Camp Fire Memorial.

Council Action Requested:

1. Authorize the Town Manager to execute the attached agreement with Rotary Club of Paradise to access the Town-owned property located at Skyway and Foster Rd. to construct a Camp Fire Memorial; and,
2. Authorize staff to transfer \$15,801.95 from the general fund to the gas tax/street maintenance fund, and approve related budget adjustments to reimburse for the purchase of the property in March 2016.

Background and Discussion:

On August 13, 2019, The Rotary Club of Paradise gave a presentation to Council regarding a proposal for a permanent Camp Fire Memorial in the Town of Paradise. Greg Melton presented renderings of a designed memorial located on the Town-owned property at the corner of Skyway and Foster Rd. The design included an area honoring the heroes and helpers of November 8, 2018, as well as an area of reflection with the names of those who perished in the fire. The estimated cost of the memorial is \$1.5 million. Paradise Rotary Club offered to fund the construction of the memorial through fundraising.

A public memorial for Camp Fire survivors is an important part of the recovery process. The proposed location is highly visible and easily accessed on Skyway. Parking is available along Skyway as well as in the Town's Park and Ride across the street.

Fiscal Impact Analysis:

There is no fiscal impact for construction, as the Rotary Club of Paradise has offered to fund the project through fundraising efforts. There will, however, be some staff time associated with the coordination of the project.

The property was originally purchased in March 2016 with the intent of using it for a transit center or parking facility. Now that the property is to be used for general purposes, the gas tax/street maintenance fund must be reimbursed the \$15,801.95.



TOWN OF PARADISE
Council Agenda Summary
September 10, 2019

AGENDA NO. 2(h)

ORIGINATED BY: Eric Reinbold, Chief of Police

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Authorization to Apply for United States Department of Agriculture, Rural Development Grant for an Animal Control vehicle.

COUNCIL ACTION REQUESTED:

1. Authorize the Police Department to pursue grant funding to purchase a new Animal Control Vehicle.
2. Appropriate a Town funding match of up to \$40,000.
3. Authorize the Town Manager to execute agreements to complete the purchase of the vehicle in compliance with Town of Paradise purchasing rules.

BACKGROUND:

Over time, equipment that is purchased wears out, breaks down and must be replaced. Paradise Animal Control currently has two vehicles outfitted with kennels for transporting live animals: a 2001 Ford Ranger with approximately 98,000 miles; and a 2003 Ford F150 with approximately 125,000 miles. The unit also has a 2001 Ford F250 with approximately 115,000 miles with a standard pickup bed for transporting deceased animals; and the Animal Control Supervisor is currently driving a 2003 Ford Expedition with approximately 98,000 miles. This vehicle was a Police Patrol Sergeant's vehicle that, due our current Patrol staffing levels is not currently needed for Patrol. This particular vehicle is not equipped with animal transportation cages, so when transporting animals, the Supervisor must use portable crates set on a passenger seat.

The current Animal Control staffing plan includes overlap which puts both Animal Control Officers and the Animal Control Supervisor on duty at the same time one day per week. The 2001, F250 must be available in Town all days of the week, in case deceased animals need to be removed from the roadway. Due to the current age and condition of the Animal Control fleet, as well as the current staffing levels, it is time to purchase a new Animal Control vehicle.

On November 8, 2018, the Camp Fire ravaged the Town of Paradise and surrounding areas. As a result, a significant portion of the Town's citizens have been forced to move outside of Town limits. This reduced population level allows the Town of Paradise to compete for grants through the United States Department of Agriculture, Rural Development program. If authorized, the Police Department will apply for a specific disaster recovery grant, which is separate from other USDA grant programs the Town of Paradise is pursuing to fund other projects, such as the Town sewer project.

FINANCIAL IMPACT:

The Paradise Police Department is pursuing funding through the USDA Rural Development disaster recovery grant program to fund a new Animal Control truck which provides 60% funding and requires 40% in matching funds from the Town of Paradise. The matching funds can be from the Town's general fund, special funds, loans, or other grant sources. The net fiscal impact of the grant funding to the Town of Paradise for the new Animal Control truck would be 40% matching funds. Staff will not put this purchase out to bid until the grant is awarded, however, based on budgetary estimates, the total cost of a new Animal Control Truck would be up to \$100,000, depending on final bids from vendors, making the Town's matching funds responsibility up to \$40,000. These funds were not allocated in the FY 2019-2020 budget, or by prior grant awards, and would require an additional allocation from the General Fund.



TOWN OF PARADISE
Council Agenda Summary
September 10, 2019

AGENDA NO. 2(i)

ORIGINATED BY: Eric Reinbold, Chief of Police

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Authorization to Apply for United States Department of Agriculture, Rural Development Grant for TASER and VieVu equipment and radio equipment installation.

COUNCIL ACTION REQUESTED:

1. Authorize the Police Department to pursue grant funding to purchase TASER X26P conducted electrical weapons and VieVu LE5 body cameras, and to install radio equipment at the Police Department.
2. Authorize the Town Manager to execute agreements to complete the purchase of equipment in compliance with Town of Paradise purchasing rules.

BACKGROUND:

Over time, equipment that is purchased wears out, breaks down and must be replaced. The Police Department purchased TASER X26 controlled electrical weapons in 2004. TASER discontinued selling the X26 model December 31, 2014 and has subsequently ceased support for the hardware and related software. Many of the original TASER X26 units have failed and cannot be repaired. Earlier this year, the Paradise Police Department received 10 TASER X26 units that were transferred from another Police Department that had replaced them, in order for the Paradise Police Department to have enough TASER X26's to deploy to personnel. However, the software used to download usage information for the X26 devices is no longer supported by TASER and is no longer accessible to the Police Department, so we cannot verify the time and duration of TASER X26 deployments by Officers in the field. The TASER X26 devices owned utilized by the Paradise Police Department need to be replaced by the current, supported, model X26P.

The Police Department utilizes VieVu LE4 cameras for Officer body cameras as well as Patrol vehicle dashboard cameras. By utilizing a single make and model for both body and dash cams, the Department only has to support one server and evidence management system. The body cameras receive rough service by being exposed to high temperatures inside vehicles, as well as rain, dirt and rough handling in daily Patrol activities as body cameras. Many VieVu LE4 cameras owned by the Department have broken down and required repair. VieVu no longer supports the LE4 camera and have released the LE5 series to improve the LE4. While the LE5 utilizes the same server and evidence management software systems, it is incompatible with the docking station utilized to charge the cameras and download the video. In order to accommodate the updated LE5, the Department also needs to update the docking stations.

The Police Department has two base-station, multi-band two-way radios that were ordered prior to the Camp Fire for back-up radio communications. The radios are interoperable with local agencies as well as the new 700 MHz trunked radio system that Butte County is migrating to this year. At the time that the ordering and installation was planned, a Paradise Police VIP with amateur radio licensing and radio installation experience volunteered to install the radios. Unfortunately, as a result of the Camp Fire, the volunteer lost his home and has relocated out of State. The radios need to be installed by a competent installer, familiar with radio systems, antenna systems and system tuning. The Police Department now needs to seek installation services from a vendor.

On November 8, 2018, the Camp Fire ravaged the Town of Paradise and surrounding areas. As a result, unfortunately, a significant portion of the Town's citizens have been forced to move outside of Town limits. This reduced population level allows the Town of Paradise to qualify to compete for grants through the United States Department of Agriculture, Rural Development program. If authorized, the Police Department will apply for specific disaster recovery grants, which are a separate grant program from other USDA grant programs the Town of Paradise is pursuing to fund other projects, such as the Town sewer project.

FINANCIAL IMPACT:

The USDA Rural Development disaster recovery grant program the Police Department is pursuing to fund these projects provides 60% funding and requires 40% in matching funds from the Town of Paradise. The matching funds can be from the Town's general fund, special funds, loans, or other grant sources. There is no net fiscal impact of the grant funding to the Town of Paradise for these projects, since the required 40% matching funds have already been allocated in the FY 2019-2020 budget, or by prior Homeland Security Grant awards. The proposed matching funds are as follows:

Grant Item:	Total Cost:	TOP 40% Match:	Match Funding Source
TASER X26P	\$29,100.00	\$11,640.00	FY 19-20 budgeted \$14,550.00 for TASER X26P purchase.
VieVu LE5	\$24,753.47	\$9,901.39	FY 19-20 budgeted \$10,000.00 for VieVu LE5 camera and docking station purchase.
Radio Installation	\$35,193.00	\$14,077.20	2016-17 HSG Funded \$14,077.20, with no addition TOP funding needed.

We have not yet received final quotes for the installation of the radios, however, the \$14,077.20 in HSG funding would allow for a maximum installation cost of \$21,115.80, without requiring additional matching funds. This is far beyond the expected cost.



**Town of Paradise
Council Agenda Summary
Date: August 13, 2019**

Agenda Item: 2(j)

Originated by: Gina Will, Administrative Services Director

Reviewed by: Lauren Gill, Town Manager

Subject: Monetary Donations

Council Action Requested:

Accept the various private citizen and business donations offered to the Town of Paradise during the month of August 2019 in the amount of \$1,121.39.

Alternatives:

Do not accept the donations.

Background:

According to Town Resolution #96-17, donations shall be offered directly to the Town Council for acceptance, whenever the donor proposes to restrict the use of the money for a specific purpose.

Discussion:

The Town has received generous donations from various citizens and businesses to support the Town's efforts to maintain services and support community recovery from the 2018 Camp Fire. A schedule of donations is summarized below. These donations can also count toward the matching requirement of the public assistance Cal OES and FEMA claims.

Fiscal Analysis:

The monies have been placed in the appropriate fund according to the desired use of the donor as follows:

Fund	Description	Amount
7810	Fire Department Misc. Donations	1.00
7811	Animal Control Misc. Donations	720.39
7811	Animal Control Camp Fire Donation	250.00
7813	Police Department Misc. Donations	100.00
7815	General Misc. Donations	50.00
Totals		1,121.39

The monies will be budgeted and approved for use by the Town Council in upcoming budgets.



Detail General Ledger Report

G/L Date Range 08/01/19 - 08/31/19

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	7810.35.0000.3650.100 Donations Private Sources							Balance To Date:	\$0.00
08/13/2019	2020-00000092	JE	RA	Revenue Collection Payment Post	Collections			1.00	(1.00)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
38727	2020-00000175	Permit#: BP19-01095 Receipt#: 38727 Payee: DON VOLENSKI			DON VOLENSKI		08/13/2019	1.00	(1.00)
Total							\$1.00	(1.00)	
Account Donations Private Sources Totals							\$0.00	\$1.00	(1.00)
Program Non Program Activity Totals							\$0.00	\$1.00	
Department Fire Totals							\$0.00	\$1.00	
Fund Fire Dept Misc Donations Totals							\$0.00	\$1.00	
G/L Account Number	7811.30.4540.3650.100 Donations Private Sources							Balance To Date:	(\$305.44)
08/01/2019	2020-00000063	JE	RA	Revenue Collection Payment Post	Collections			.19	(305.63)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
38445	2020-00000126	Permit#: OS19-02466 Receipt#: 38445 Payee: RON ENOS			RON ENOS		08/01/2019	282.00	(.19)
Total							\$282.00	(\$0.19)	
08/01/2019	2020-00000063	JE	RA	Revenue Collection Payment Post	Collections			.19	(305.82)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
38472	2020-00000126	Permit#: OS19-02483 Receipt#: 38472 Payee: STEVE DOBRICH			STEVE DOBRICH		08/01/2019	282.00	(.19)
Total							\$282.00	(\$0.19)	
08/02/2019	2020-00000063	JE	RA	Revenue Collection Payment Post	Collections			.19	(306.01)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
38480	2020-00000132	Permit#: OS19-02494 Receipt#: 38480 Payee: JOSH STONEMAN			JOSH STONEMAN		08/02/2019	282.00	(.19)
Total							\$282.00	(\$0.19)	
08/03/2019	2020-00000063	JE	RA	Revenue Collection Payment Post	Collections			9.65	(315.66)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
2020-00000148	2020-00000129	Animal Control Activity			Chamleon		08/03/2019	9.65	(9.65)
Total							\$9.65	(\$9.65)	
08/06/2019	2020-00000069	JE	RA	Revenue Collection Payment Post	Collections			.66	(316.32)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
38568	2020-00000147	Permit#: OS19-02554 Receipt#: 38568 Payee:					08/06/2019	285.00	(.66)
Total							\$285.00	(\$0.66)	



Detail General Ledger Report

G/L Date Range 08/01/19 - 08/31/19

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	7811.30.4540.3650.100 Donations Private Sources							Balance To Date:	(\$305.44)
08/06/2019	2020-00000069	JE	RA	Revenue Collection Payment Post	Collections			.58	(316.90)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>		<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>	
38569	2020-00000147	Permit#: OS19-02555 Receipt#: 38569 Payee:				08/06/2019	357.00	(.58)	
						Total	\$357.00	(\$0.58)	
08/06/2019	2020-00000069	JE	RA	Revenue Collection Payment Post	Collections			340.00	(656.90)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>		<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>	
2020-00000165	2020-00000149	Animal Control Activity		Chameleon		08/06/2019	730.00	(340.00)	
						Total	\$730.00	(\$340.00)	
08/07/2019	2020-00000069	JE	RA	Revenue Collection Payment Post	Collections			.68	(657.58)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>		<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>	
38594	2020-00000153	Permit#: BP19-01048 Receipt#: 38594 Payee: SPEICHER DOUGLAS K & MICHELLE		SPEICHER DOUGLAS K & MICHELLE		08/07/2019	482.00	(.68)	
						Total	\$482.00	(\$0.68)	
08/08/2019	2020-00000075	JE	RA	Revenue Collection Payment Post	Collections			.19	(657.77)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>		<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>	
38607	2020-00000158	Permit#: OS19-02601 Receipt#: 38607 Payee: STEVE DOBRICH		STEVE DOBRICH		08/08/2019	282.00	(.19)	
						Total	\$282.00	(\$0.19)	
08/09/2019	2020-00000092	JE	RA	Revenue Collection Payment Post	Collections			10.00	(667.77)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>		<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>	
2020-00000180	2020-00000172	Animal Control Activity		Chameleon		08/09/2019	40.00	(10.00)	
						Total	\$40.00	(\$10.00)	
08/12/2019	2020-00000075	JE	RA	Revenue Collection Payment Post	Collections			.97	(668.74)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>		<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>	
38683	2020-00000166	Permit#: OS19-02667 Receipt#: 38683 Payee: RON ENOS		RON ENOS		08/12/2019	162.00	(.97)	
						Total	\$162.00	(\$0.97)	
08/13/2019	2020-00000092	JE	RA	Revenue Collection Payment Post	Collections			.66	(669.40)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>		<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>	
38702	2020-00000175	Permit#: BP19-01084 Receipt#: 38702 Payee: WADLOW ELECTRIC		WADLOW ELECTRIC		08/13/2019	121.00	(.66)	
						Total	\$121.00	(\$0.66)	



Detail General Ledger Report

G/L Date Range 08/01/19 - 08/31/19

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 7811.30.4540.3650.100 Donations Private Sources								Balance To Date:	(\$305.44)
08/14/2019	2020-00000092	JE	RA	Revenue Collection Payment Post	Collections			.19	(669.59)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>			<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>
38745	2020-00000181	Permit#: OS19-02715 Receipt#: 38745 Payee: RON ENOS			RON ENOS		08/14/2019	282.00	(.19)
Total							\$282.00	(\$0.19)	
08/14/2019	2020-00000092	JE	RA	Revenue Collection Payment Post	Collections			.19	(669.78)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>			<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>
38746	2020-00000181	Permit#: OS19-02716 Receipt#: 38746 Payee: RON ENOS			RON ENOS		08/14/2019	282.00	(.19)
Total							\$282.00	(\$0.19)	
08/14/2019	2020-00000092	JE	RA	Revenue Collection Payment Post	Collections			.19	(669.97)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>			<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>
38747	2020-00000181	Permit#: OS19-02717 Receipt#: 38747 Payee: RON ENOS			RON ENOS		08/14/2019	282.00	(.19)
Total							\$282.00	(\$0.19)	
08/14/2019	2020-00000092	JE	RA	Revenue Collection Payment Post	Collections			.19	(670.16)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>			<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>
38749	2020-00000181	Permit#: OS19-02718 Receipt#: 38749 Payee: RON ENOS			RON ENOS		08/14/2019	282.00	(.19)
Total							\$282.00	(\$0.19)	
08/16/2019	2020-00000112	JE	RA	Revenue Collection Payment Post	Collections			250.00	(920.16)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>			<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>
2020-00000192	2020-00000187	Animal Control Activity			Chameleon		08/16/2019	351.00	(250.00)
Total							\$351.00	(\$250.00)	
08/17/2019	2020-00000112	JE	RA	Revenue Collection Payment Post	Collections			100.00	(1,020.16)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>			<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>
2020-00000219	2020-00000188	Animal Control Activity			Chameleon		08/17/2019	100.00	(100.00)
Total							\$100.00	(\$100.00)	
08/23/2019	2020-00000120	JE	RA	Revenue Collection Payment Post DF.AC.ACTS - Donation Funds, Animal Control, Animal Control T-Shirts (Revenue)	Collections			.67	(1,020.83)
<i>Receipt Number</i>	<i>Receipt Batch</i>	<i>Receipt Description</i>			<i>Received From</i>		<i>Payment Date</i>	<i>Amount</i>	<i>Distribution Amount</i>
2020-00000249	2020-00000220				Building Counter		08/23/2019	37,291.35	(.67)
Total							\$37,291.35	(\$0.67)	



Detail General Ledger Report

G/L Date Range 08/01/19 - 08/31/19

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	7811.30.4540.3650.100	Donations Private Sources						Balance To Date:	(\$305.44)
08/24/2019	2020-00000133	JE	RA	Revenue Collection Payment Post	Collections			5.00	(1,025.83)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
2020-00000255	2020-00000216	Animal Control Activity			Chameleon		08/24/2019	5.00	(5.00)
							Total	\$5.00	(\$5.00)
Account Donations Private Sources Totals							\$0.00	\$720.39	(\$1,025.83)
G/L Account Number	7811.30.4540.3690.100	Donations - Camp Fire 2018 Miscellaneous						Balance To Date:	(\$640.00)
08/20/2019	2020-00000112	JE	RA	Revenue Collection Payment Post	Collections			250.00	(890.00)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
2020-00000232	2020-00000201	Animal Control Activity			Chameleon		08/20/2019	658.48	(250.00)
							Total	\$658.48	(\$250.00)
Account Donations - Camp Fire 2018 Miscellaneous Totals							\$0.00	\$250.00	(\$890.00)
Program Police - Animal Control Totals							\$0.00	\$970.39	
Department Police Totals							\$0.00	\$970.39	
Fund Animal Control Misc Donations Totals							\$0.00	\$970.39	
G/L Account Number	7813.30.0000.3650.100	Donations Private Sources						Balance To Date:	\$0.00
08/20/2019	2020-00000133	JE	RA	Revenue Collection Payment Post	Collections			100.00	(100.00)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
2020-00000230	2020-00000198	V212 3367 Via Karina Lincoln CA 95648			Pamela Buikema		08/20/2019	100.00	(100.00)
							Total	\$100.00	(\$100.00)
Account Donations Private Sources Totals							\$0.00	\$100.00	(\$100.00)
Program Non Program Activity Totals							\$0.00	\$100.00	
Department Police Totals							\$0.00	\$100.00	
Fund Police Miscellaneous Donations Totals							\$0.00	\$100.00	
G/L Account Number	7815.00.0000.3650.100	Donations Private Sources						Balance To Date:	\$0.00
08/27/2019	2020-00000120	JE	RA	Revenue Collection Payment Post	Collections			50.00	(50.00)
Receipt Number	Receipt Batch	Receipt Description			Received From		Payment Date	Amount	Distribution Amount
2020-00000252	2020-00000226	Donation from Rheda Gomberg			Gomberg		08/27/2019	50.00	(50.00)
							Total	\$50.00	(\$50.00)
Account Donations Private Sources Totals							\$0.00	\$50.00	(\$50.00)
Program Non Program Activity Totals							\$0.00	\$50.00	
Department Non Department Activity Totals							\$0.00	\$50.00	
Fund General Miscellaneous Donations Totals							\$0.00	\$50.00	
Grand Totals							\$0.00	\$1,121.39	



**Town of Paradise
Council Agenda Summary
Date: September 10, 2019**

Agenda Item: 2(k)

Originated by: Gina S. Will, Administrative Services Director/Town Treasurer
Approved by: Lauren Gill, Town Manager
Subject: 2018/19 & 2019/20 Operating and Capital Budget Update

Council Action Requested:

Approve the recommended General Fund Budget adjustments; or

Alternatives:

Adopt amended adjustments or request additional information.

Background:

It is a best practice of the Town of Paradise to adopt the Capital and Operating Budget for the next fiscal year prior to, June 30th, the end of the fiscal year. However, the Camp Fire of November 2018, and the financial impacts that were caused, required additional time to compile a meaningful budget by the normal deadline. The 2019/20 Budget was adopted August 13, 2019.

As the Town's finances and budget is evolving quickly, staff will prepare brief budget updates each month to keep the Town Council and the community informed on the most significant changes.

Discussion:

General Fund

- The final property tax receipts were recorded for the 2018/19 fiscal year. With the backfill from the State, property taxes exceeded expectations. Knowing the State will provide backfill for two more years and will include a 2% increase, staff recommends the following adjustments:

	2018/19 Amended Budget	2018/19 Estimated Actual	2018/19 Unaudited Actual	2019/20 Adopted Budget	2019/20 Proposed Budget
Secured	\$4,905,026	\$4,673,418	\$4,965,166	\$4,766,887	\$5,064,469
Unsecured	249,183	252,099	254,740	63,000	100,000
Residual	0	0	25,919	0	0
Supplemental	60,000	55,626	65,766	40,000	40,000
Homeowners Apportionment	65,294	65,294	54,870	60,000	55,000
Totals	\$5,279,503	\$5,046,437	\$5,366,461	\$4,929,887	\$5,259,469

- The Town will record one more receipt of Sales Tax and the Measure C transaction and use tax for 2018/19. With the influx of commerce from debris removal and construction, expectations were exceeded. The following adjustments are recommended:

	2018/19 Amended Budget	2018/19 Estimated Actual	2018/19 Unaudited Actual	2019/20 Adopted Budget	2019/20 Proposed Budget
Sales Tax	\$777,821	\$889,353	\$1,101,696	\$475,483	\$600,000
Measure C	551,675	1,308,221	1,389,803	700,000	750,000
Totals	\$1,329,496	\$2,197,574	\$2,491,499	\$1,175,483	\$1,350,000

- With most transactions now recorded, the information technology program is exceeding budget projections for 2018/19. The contract support hired to maintain this function while the IT manager position is vacant, is completing some outdated system updates. With consultants, they are also supporting a larger number of computers and systems. Following are the recommended adjustments:

	2018/19 Amended Budget	2018/19 Estimated Actual	2018/19 Unaudited Actual	2019/20 Adopted Budget	2019/20 Proposed Budget
Information Technology	\$248,049	\$169,986	\$216,768	\$172,977	\$200,000

- Police operations is also exceeding budget projections for 2018/19. The overtime required to fill vacant shifts came in higher than expected. Also, operating supplies and fuel for the police vehicles are higher than expected. No budget adjustment is currently recommended for 2019/20, but following is a summary of the results:

	2018/19 Amended Budget	2018/19 Estimated Actual	2018/19 Unaudited Actual	2019/20 Adopted Budget	2019/20 Proposed Budget
Police Operations	\$2,649,666	\$2,791,490	\$2,823,560	\$2,985,767	\$2,985,767

Fiscal Impact:

The net result to these general fund adjustments is positive. In total, just over \$535,000 more in resources is available for 2018/19 and just over \$477,000 is available for 2019/20. This will allow the Town to use less in insurance proceeds for each of these years to maintain the appropriate level of service and a balanced budget.



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
REVENUE										
Department 00 - Non Department Activity										
Program 0000 - Non Program Activity										
3110.311	Property Tax Current Secured	4,766,887.00	.00	4,766,887.00	.00	.00	.00	4,766,887.00	0	4,965,165.57
3110.312	Property Tax Current Unsecured	63,000.00	.00	63,000.00	.00	.00	.00	63,000.00	0	254,740.08
3110.314	Property Tax Residual	.00	.00	.00	.00	.00	.00	.00	+++	25,919.17
3110.315	Property Tax Prior Secured/Unsecured	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	7,213.97
3110.320	Property Tax General Supplemental	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	65,766.41
3130.325	General Sales and Use Tax Sales and Use Tax	475,483.00	.00	475,483.00	.00	.00	.00	475,483.00	0	1,101,695.95
3167.330	Real Property Transfer Tax Real Property Transfer Tax	30,000.00	.00	30,000.00	4,871.57	.00	4,871.57	25,128.43	16	66,080.20
3182.335	Franchise Taxes Franchise Taxes	144,865.00	.00	144,865.00	.00	.00	.00	144,865.00	0	545,208.87
3185.340	Transient Occupancy Tax Transient Occupancy Tax	80,000.00	.00	80,000.00	.00	.00	.00	80,000.00	0	114,452.17
3210.110	Business Licenses and Permits Business Regulation	7,500.00	.00	7,500.00	376.94	.00	1,174.99	6,325.01	16	1,502.16
3215.100	DOJ/FBI Fees Fingerprinting/Processing	.00	.00	.00	98.00	.00	98.00	(98.00)	+++	(145.00)
3345.200	State Revenues - Other Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	12,777.29
3351.001	Property Tax Homeowners Apportionment	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	54,869.71
3356.001	State Motor Vehicle In Lieu Motor Vehicle In Lieu Tax	2,494,776.00	.00	2,494,776.00	.00	.00	.00	2,494,776.00	0	2,459,688.67
3410.104	Administrative Services Returned Check Processing	150.00	.00	150.00	.00	.00	.00	150.00	0	153.42
3410.112	Administrative Services Printed Material	68.00	.00	68.00	.00	.00	68.00	.00	100	65.25
3410.113	Administrative Services Document Copying	65.00	.00	65.00	15.75	.00	18.00	47.00	28	56.25
3410.114	Administrative Services Document Certification	500.00	.00	500.00	60.00	.00	75.00	425.00	15	960.00
3610.100	Interest Revenue Investments	10,000.00	.00	10,000.00	.00	.00	140.11	9,859.89	1	20,051.02
3901.100	Refunds and Reimbursements Miscellaneous	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	12,565.48
3901.145	Refunds and Reimbursements Insurance Proceeds	2,995,058.00	.00	2,995,058.00	.00	.00	.00	2,995,058.00	0	.00
3902.100	Miscellaneous Revenue General	5,000.00	.00	5,000.00	169.40	.00	170.26	4,829.74	3	4,895.29
3902.110	Miscellaneous Revenue Cash Over and Short	.00	.00	.00	.00	.00	.00	.00	+++	.03
3910.030	Transfers In From Development Services Fund	191,313.00	.00	191,313.00	.00	.00	.00	191,313.00	0	164,288.00
3910.070	Transfers In From Animal Control	60,361.00	.00	60,361.00	.00	.00	.00	60,361.00	0	50,568.00
3910.110	Transfers In From Local Transportation Fund	4,486.00	.00	4,486.00	.00	.00	.00	4,486.00	0	3,635.37
3910.120	Transfers In From State Gas Tax Fund	208,897.00	.00	208,897.00	.00	.00	.00	208,897.00	0	150,715.00
3910.140	Transfers In From Traffic Safety Fund	6,500.00	.00	6,500.00	.00	.00	.00	6,500.00	0	3,750.00
3910.160	Transfers In From BHS Development Svcs Fund	79,895.00	.00	79,895.00	.00	.00	.00	79,895.00	0	42,416.00
3910.215	Transfers In From Aband Vehicle Abate Fund	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	8,391.08
3910.650	Transfers In From Successor Agency to RDA NH	16,200.00	.00	16,200.00	.00	.00	.00	16,200.00	0	2,767.62
3910.815	Transfers In From General Misc Donations	.00	.00	.00	.00	.00	.00	.00	+++	44,156.10
Program 0000 - Non Program Activity Totals		\$11,765,004.00	\$0.00	\$11,765,004.00	\$5,591.66	\$0.00	\$6,615.93	\$11,758,388.07	0%	\$10,184,369.13
Department 00 - Non Department Activity Totals		\$11,765,004.00	\$0.00	\$11,765,004.00	\$5,591.66	\$0.00	\$6,615.93	\$11,758,388.07	0%	\$10,184,369.13



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
REVENUE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
3130.326	General Sales and Use Tax Transactions and Use Tax (TUT)	700,000.00	.00	700,000.00	.00	.00	.00	700,000.00	0	1,389,803.44
Program 4420 - Measure C TUT Totals		\$700,000.00	\$0.00	\$700,000.00	\$0.00	\$0.00	\$0.00	\$700,000.00	0%	\$1,389,803.44
Program 5005 - Rental Properties										
3630.100	Rents and Royalties Commercial Prop Rents & Leases	.00	.00	.00	.00	.00	.00	.00	+++	7,500.00
3901.100	Refunds and Reimbursements Miscellaneous	.00	.00	.00	43.98	.00	43.98	(43.98)	+++	1,418.04
Program 5005 - Rental Properties Totals		\$0.00	\$0.00	\$0.00	\$43.98	\$0.00	\$43.98	(\$43.98)	+++	\$8,918.04
Department 25 - Finance Totals		\$700,000.00	\$0.00	\$700,000.00	\$43.98	\$0.00	\$43.98	\$699,956.02	0%	\$1,398,721.48
Department 30 - Police										
Program 0000 - Non Program Activity										
3320.100	Federal Revenue - Other Refunds and Reimbursements	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	4,264.55
3345.004	State Revenues - Other POST Reimbursements	8,000.00	.00	8,000.00	1,206.25	.00	1,206.25	6,793.75	15	13,699.75
3345.100	State Revenues - Other Refunds & Reimbursements	500.00	.00	500.00	.00	.00	.00	500.00	0	616.18
3380.100	Local Government Revenue Fines and Forfeitures	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	31,942.03
3380.106	Local Government Revenue Administrative Citations Police	400.00	.00	400.00	.00	.00	.00	400.00	0	1,138.90
3380.112	Local Government Revenue Property Room Proceeds	100.00	.00	100.00	.00	.00	17.38	82.62	17	416.21
3421.100	Police Vehicle Repossession	150.00	.00	150.00	.00	.00	.00	150.00	0	137.05
3421.105	Police Cite Sign Off / VIN Verification	700.00	.00	700.00	22.22	.00	22.22	677.78	3	898.08
3421.110	Police DUI Accident & Arrest Processing	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,049.73
3421.111	Police Vehicle Impound Fee	2,500.00	.00	2,500.00	.00	.00	160.71	2,339.29	6	2,892.78
3421.115	Police Police Report (Copy)	25.00	.00	25.00	2.45	.00	2.45	22.55	10	1,346.02
3421.120	Police Fingerprint Processing	1,500.00	.00	1,500.00	88.90	.00	284.48	1,215.52	19	1,902.46
3421.122	Police Visa/Clearance Letter	16.00	.00	16.00	.00	.00	.00	16.00	0	15.74
3421.128	Police Statutory Registration	50.00	.00	50.00	.00	.00	.00	50.00	0	31.11
3421.130	Police Reproduce/Sale of Tapes & Photos	100.00	.00	100.00	.00	.00	.00	100.00	0	94.71
3421.140	Police Alarm System Registration	2,000.00	.00	2,000.00	259.58	.00	259.58	1,740.42	13	1,284.12
3421.141	Police False Alarm Response	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,778.46
3421.180	Police Special Services	500.00	.00	500.00	.00	.00	.00	500.00	0	32,399.43
3421.185	Police Bicycle License	.00	.00	.00	.00	.00	.00	.00	+++	11.79
3421.187	Police Subpoena Duces Tecum	15.00	.00	15.00	.00	.00	.00	15.00	0	15.00
3421.235	Police Deer Validation	.00	.00	.00	.00	.00	.00	.00	+++	11.74
3901.100	Refunds and Reimbursements Miscellaneous	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	5,383.24
3901.140	Refunds and Reimbursements Negligence Cost Recovery Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	592.26
3902.100	Miscellaneous Revenue General	20.00	.00	20.00	.00	.00	.00	20.00	0	23.00
Program 0000 - Non Program Activity Totals		\$49,076.00	\$0.00	\$49,076.00	\$1,579.40	\$0.00	\$1,953.07	\$47,122.93	4%	\$101,944.34
Department 30 - Police Totals		\$49,076.00	\$0.00	\$49,076.00	\$1,579.40	\$0.00	\$1,953.07	\$47,122.93	4%	4.34



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
REVENUE										
Department 35 - Fire										
Program 0000 - Non Program Activity										
3345.100	State Revenues - Other Refunds & Reimbursements	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	29,271.10
3380.103	Local Government Revenue Fines and Citations Fire	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	2,900.00
3422.304	Fire Fuel Reduction Burn Permit	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,858.59
3422.315	Fire Residential Burning Regulation	2,500.00	.00	2,500.00	.00	.00	22.22	2,477.78	1	2,222.04
3901.100	Refunds and Reimbursements Miscellaneous	100.00	.00	100.00	.00	.00	.00	100.00	0	2,646.80
Program 0000 - Non Program Activity Totals		\$60,600.00	\$0.00	\$60,600.00	\$0.00	\$0.00	\$22.22	\$60,577.78	0%	\$39,898.53
Department 35 - Fire Totals		\$60,600.00	\$0.00	\$60,600.00	\$0.00	\$0.00	\$22.22	\$60,577.78	0%	\$39,898.53
Department 40 - Community Development										
Program 4720 - CDD Planning										
3380.101	Local Government Revenue Fines and Citations Comm Develop	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	34,031.50
3400.109	CDD Planning Street Address Change Review	176.00	.00	176.00	.00	.00	.00	176.00	0	175.66
3400.111	CDD Planning Landscape Plan	565.00	.00	565.00	.00	.00	.00	565.00	0	.00
3400.123	CDD Planning Tree Pres/Protect Plan Review	112.00	.00	112.00	.00	.00	.00	112.00	0	94.28
3400.130	CDD Planning General Plan Amend and Rezoning	2,907.00	.00	2,907.00	.00	.00	.00	2,907.00	0	2,906.67
3400.138	CDD Planning Development Agreement	1,185.00	.00	1,185.00	.00	.00	.00	1,185.00	0	1,184.72
3400.170	CDD Planning Use Permit Class A	3,535.00	.00	3,535.00	707.10	.00	1,414.20	2,120.80	40	2,121.30
3400.171	CDD Planning Use Permit Class B	1,253.00	.00	1,253.00	.00	.00	.00	1,253.00	0	2,505.76
3400.173	CDD Planning Temporary Use Permit	3,000.00	.00	3,000.00	8,146.29	.00	14,892.21	(11,892.21)	496	2,108.10
3400.174	CDD Planning Administrative Permit	2,500.00	.00	2,500.00	848.52	.00	1,500.02	999.98	60	2,348.54
3400.176	CDD Planning Home Occupation Permit	.00	.00	.00	.00	.00	.00	.00	+++	526.98
3400.177	CDD Planning Site Plan/Use Permit Mod Class A	377.00	.00	377.00	377.12	.00	377.12	(.12)	100	377.12
3400.184	CDD Planning Site Plan Review Class A	660.00	.00	660.00	.00	.00	659.96	.04	100	.00
3400.200	CDD Planning Tree Felling Permit	1,000.00	.00	1,000.00	.00	.00	49.19	950.81	5	6,394.65
3400.307	CDD Planning Design Review Application	1,500.00	.00	1,500.00	.00	.00	702.64	797.36	47	1,624.86
Program 4720 - CDD Planning Totals		\$28,770.00	\$0.00	\$28,770.00	\$10,079.03	\$0.00	\$19,595.34	\$9,174.66	68%	\$56,400.14
Program 4780 - CDD - Waste Management										
3182.335	Franchise Taxes Franchise Taxes	7,794.00	.00	7,794.00	.00	.00	.00	7,794.00	0	19,244.25
3380.104	Local Government Revenue Fines and Citations Waste Mgmt	500.00	.00	500.00	.00	.00	.00	500.00	0	2,510.00
Program 4780 - CDD - Waste Management Totals		\$8,294.00	\$0.00	\$8,294.00	\$0.00	\$0.00	\$0.00	\$8,294.00	0%	\$21,754.25
Department 40 - Community Development Totals		\$37,064.00	\$0.00	\$37,064.00	\$10,079.03	\$0.00	\$19,595.34	\$17,468.66	53%	\$78,154.39
Department 45 - Public Works										
Program 4740 - Public Works - Engineering										
3402.220	PW Engineering Land Divisn/Pvt Develop Projects	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	13,994.04
3402.223	PW Engineering Engineering Site Plan	700.00	.00	700.00	.00	.00	.00	700.00	0	259.22
3402.224	PW Engineering Grading Check/Inspection	.00	.00	.00	.00	.00	849.52	(849.52)	+++	(170.75)
3402.227	PW Engineering Lot Merger Review	518.00	.00	518.00	1,555.32	.00	2,073.76	(1,555.76)	400	8.44



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
REVENUE										
Department 45 - Public Works										
Program 4740 - Public Works - Engineering										
3402.228	PW Engineering Lot Line Adjustment	2,000.00	.00	2,000.00	.00	.00	1,814.54	185.46	91	1,304.84
3402.230	PW Engineering Engineer Drain Plan/Calc Review	8,000.00	.00	8,000.00	2,721.81	.00	5,054.79	2,945.21	63	5,184.40
3402.232	PW Engineering Erosion Control Plan Review	583.00	.00	583.00	.00	.00	.00	583.00	0	583.25
3402.250	PW Engineering Oversized Vehicle Regulation	2,500.00	.00	2,500.00	32.00	.00	308.00	2,192.00	12	1,978.00
3402.270	PW Engineering Encroachment Permit Fees	100,000.00	.00	100,000.00	2,117.11	.00	18,568.82	81,431.18	19	37,947.03
Program 4740 - Public Works - Engineering Totals		\$124,301.00	\$0.00	\$124,301.00	\$6,426.24	\$0.00	\$28,669.43	\$95,631.57	23%	\$61,598.47
Program 4745 - Paradise Community Park										
3470.251	Parks & Recreation Space Rental	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,332.50
Program 4745 - Paradise Community Park Totals		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%	\$2,332.50
Department 45 - Public Works Totals		\$126,801.00	\$0.00	\$126,801.00	\$6,426.24	\$0.00	\$28,669.43	\$98,131.57	23%	\$63,930.97
REVENUE TOTALS		\$12,738,545.00	\$0.00	\$12,738,545.00	\$23,720.31	\$0.00	\$56,899.97	\$12,681,645.03	0%	\$11,867,018.84
EXPENSE										
Department 00 - Non Department Activity										
Program 0000 - Non Program Activity										
5225	Bank Fees and Charges	11,000.00	.00	11,000.00	.00	.00	2,033.03	8,966.97	18	11,736.55
5280.100	Bad Debt Write Off Expense	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
5501	Debt Service Payment - Principal	507,371.00	.00	507,371.00	.00	.00	.00	507,371.00	0	523,423.20
5502	Debt Service Payment - Interest	542,629.00	.00	542,629.00	.00	.00	.00	542,629.00	0	496,576.80
5510.201	Bond Payments - Issuance Costs Tax Anticipation Notes	.00	.00	.00	.00	.00	.00	.00	+++	10,000.00
5910.160	Transfers Out To BHS Development Svcs Fund	.00	.00	.00	.00	.00	.00	.00	+++	198.37
5910.923	Transfers Out To TOP Housing Loan Fund	7,834.00	.00	7,834.00	.00	.00	.00	7,834.00	0	7,973.40
Program 0000 - Non Program Activity Totals		\$1,069,134.00	\$0.00	\$1,069,134.00	\$0.00	\$0.00	\$2,033.03	\$1,067,100.97	0%	\$1,049,908.32
Department 00 - Non Department Activity Totals		\$1,069,134.00	\$0.00	\$1,069,134.00	\$0.00	\$0.00	\$2,033.03	\$1,067,100.97	0%	\$1,049,908.32
Department 10 - Legislative										
Program 4000 - Town Council										
5101	Salaries - Permanent	18,000.00	.00	18,000.00	1,500.00	.00	3,000.00	15,000.00	17	17,835.00
5107	Car Allowance/Mileage	5,400.00	.00	5,400.00	450.00	.00	900.00	4,500.00	17	5,400.00
5111	Medicare	339.00	.00	339.00	28.25	.00	56.55	282.45	17	339.31
5112.102	Retirement Contribution Social Security	1,451.00	.00	1,451.00	120.90	.00	241.80	1,209.20	17	1,450.80
5113	Worker's Compensation	239.00	.00	239.00	.00	.00	59.75	179.25	25	233.55
5115	Unemployment Compensation	.00	.00	.00	.58	.00	1.15	(1.15)	+++	.00
5202.100	Operating Supplies General	265.00	.00	265.00	.00	.00	.00	265.00	0	.00
5213.100	Professional/Contract Services General	.00	.00	.00	.00	.00	95.00	(95.00)	+++	95.00
5219.100	Printing General	45.00	.00	45.00	.00	.00	.00	45.00	0	75.20
5220.100	Employee Development General	6,125.00	.00	6,125.00	.00	.00	.00	6,125.00	0	575.00
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	9.92



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 10 - Legislative										
Program 4000 - Town Council Totals		\$31,864.00	\$0.00	\$31,864.00	\$2,099.73	\$0.00	\$4,354.25	\$27,509.75	14%	\$27,653.78
Department 10 - Legislative Totals		\$31,864.00	\$0.00	\$31,864.00	\$2,099.73	\$0.00	\$4,354.25	\$27,509.75	14%	\$27,653.78
Department 15 - Town Clerk										
Program 4100 - Town Clerk										
5101	Salaries - Permanent	128,875.00	.00	128,875.00	9,243.55	.00	15,538.99	113,336.01	12	119,771.15
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	2,922.24
5106.100	Incentives & Admin Leave Administrative Leave	3,741.00	.00	3,741.00	.00	.00	.00	3,741.00	0	3,631.76
5111	Medicare	1,923.00	.00	1,923.00	124.09	.00	205.44	1,717.56	11	1,727.34
5112.101	Retirement Contribution PERS	43,071.00	.00	43,071.00	3,527.49	.00	6,800.56	36,270.44	16	29,145.68
5113	Worker's Compensation	1,711.00	.00	1,711.00	.00	.00	427.75	1,283.25	25	1,578.13
5114.101	Health Insurance Medical	17,126.00	.00	17,126.00	1,301.20	.00	2,602.39	14,523.61	15	15,609.94
5114.102	Health Insurance Dental	.00	.00	.00	99.90	.00	199.80	(199.80)	+++	1,198.30
5114.103	Health Insurance Vision	.00	.00	.00	10.90	.00	21.80	(21.80)	+++	130.75
5115	Unemployment Compensation	.00	.00	.00	54.79	.00	108.40	(108.40)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	1,581.00	.00	1,581.00	42.80	.00	85.60	1,495.40	5	513.49
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	100.03	.00	190.33	(190.33)	+++	1,071.70
5119.100	Retiree Costs Medical Insurance	10,150.00	.00	10,150.00	.00	.00	395.90	9,754.10	4	11,766.13
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(2,310.06)
5201.100	Office Supplies General	175.00	.00	175.00	.00	.00	.00	175.00	0	408.66
5202.100	Operating Supplies General	235.00	.00	235.00	.00	.00	.00	235.00	0	172.43
5204	Subscriptions and Code Books	155.00	.00	155.00	.00	.00	.00	155.00	0	59.36
5210.100	Postage General	150.00	.00	150.00	.80	.00	3.75	146.25	2	78.52
5213.100	Professional/Contract Services General	14,118.00	.00	14,118.00	.00	.00	1,314.55	12,803.45	9	7,395.97
5214.100	Repair and Maint Service General	3,499.00	.00	3,499.00	46.15	.00	2,368.77	1,130.23	68	3,339.54
5218.100	Advertising General	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	4,014.18
5220.100	Employee Development General	940.00	.00	940.00	.00	.00	.00	940.00	0	330.00
5221	Election-County Services	.00	.00	.00	.00	.00	.00	.00	+++	23,100.41
Program 4100 - Town Clerk Totals		\$232,450.00	\$0.00	\$232,450.00	\$14,551.70	\$0.00	\$30,264.03	\$202,185.97	13%	\$225,655.62
Department 15 - Town Clerk Totals		\$232,450.00	\$0.00	\$232,450.00	\$14,551.70	\$0.00	\$30,264.03	\$202,185.97	13%	\$225,655.62
Department 20 - Administrative Services										
Program 4200 - Town Manager										
5101	Salaries - Permanent	126,715.00	.00	126,715.00	9,462.92	.00	15,859.62	110,855.38	13	123,649.79
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	844.74
5106.100	Incentives & Admin Leave Administrative Leave	6,206.00	.00	6,206.00	.00	.00	.00	6,206.00	0	6,024.74
5107	Car Allowance/Mileage	1,584.00	.00	1,584.00	132.00	.00	264.00	1,320.00	17	1,584.00
5111	Medicare	278.00	.00	278.00	22.72	.00	40.26	237.74	14	305.75
5112.101	Retirement Contribution PERS	50,198.00	.00	50,198.00	4,188.81	.00	8,098.29	42,099.71	16	2.83



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 20 - Administrative Services										
Program 4200 - Town Manager										
5113	Worker's Compensation	1,682.00	.00	1,682.00	.00	.00	420.50	1,261.50	25	1,595.34
5114.101	Health Insurance Medical	6,449.00	.00	6,449.00	438.06	.00	876.14	5,572.86	14	5,256.82
5114.102	Health Insurance Dental	.00	.00	.00	93.20	.00	186.40	(186.40)	+++	1,118.40
5114.103	Health Insurance Vision	.00	.00	.00	3.36	.00	6.72	(6.72)	+++	40.32
5115	Unemployment Compensation	.00	.00	.00	59.93	.00	119.85	(119.85)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	971.00	.00	971.00	28.66	.00	57.32	913.68	6	343.94
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	102.40	.00	204.80	(204.80)	+++	1,217.26
5119.100	Retiree Costs Medical Insurance	35,715.00	.00	35,715.00	.00	.00	2,923.32	32,791.68	8	35,569.88
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(2,565.86)
5202.100	Operating Supplies General	25.00	.00	25.00	.00	.00	.00	25.00	0	.00
5210.100	Postage General	4.00	.00	4.00	.00	.00	.00	4.00	0	.00
5213.100	Professional/Contract Services General	3,500.00	.00	3,500.00	.00	.00	5,500.00	(2,000.00)	157	3,532.00
5216.100	Communications General Services	581.00	.00	581.00	52.53	.00	104.00	477.00	18	265.16
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	3.86
Program 4200 - Town Manager Totals		\$233,908.00	\$0.00	\$233,908.00	\$14,584.59	\$0.00	\$34,661.22	\$199,246.78	15%	\$213,498.97
Program 4201 - Central Services										
5101	Salaries - Permanent	41,352.00	.00	41,352.00	3,088.80	.00	5,421.49	35,930.51	13	40,620.47
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	654.12
5111	Medicare	600.00	.00	600.00	42.09	.00	73.22	526.78	12	543.33
5112.101	Retirement Contribution PERS	3,286.00	.00	3,286.00	250.15	.00	448.59	2,837.41	14	2,929.61
5113	Worker's Compensation	549.00	.00	549.00	.00	.00	137.25	411.75	25	520.72
5114.101	Health Insurance Medical	11,922.00	.00	11,922.00	867.46	.00	1,734.92	10,187.08	15	10,409.52
5114.102	Health Insurance Dental	.00	.00	.00	99.90	.00	199.63	(199.63)	+++	1,196.18
5114.103	Health Insurance Vision	.00	.00	.00	10.90	.00	21.50	(21.50)	+++	126.54
5115	Unemployment Compensation	.00	.00	.00	18.59	.00	37.27	(37.27)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	644.00	.00	644.00	13.92	.00	27.84	616.16	4	167.04
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	33.44	.00	66.85	(66.85)	+++	397.67
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(1,074.39)
5202.100	Operating Supplies General	3,240.00	.00	3,240.00	.00	.00	69.59	3,170.41	2	2,894.79
5203.100	Repairs and Maint Supplies General	1,750.00	.00	1,750.00	217.16	.00	312.82	1,437.18	18	1,225.24
5209.101	Auto Fuel Expense Town Vehicles	2,500.00	.00	2,500.00	.00	.00	119.20	2,380.80	5	2,382.70
5210.100	Postage General	50.00	.00	50.00	.00	.00	.00	50.00	0	105.00
5211.135	Utilities Water and Sewer	528.00	.00	528.00	.00	.00	.00	528.00	0	526.21
5211.137	Utilities Electric and Gas	29,500.00	.00	29,500.00	.00	.00	2,813.78	26,686.22	10	20,170.80
5212.100	Insurance General	221,961.00	.00	221,961.00	.00	.00	222,672.00	(711.00)	100	210,268.00
5213.100	Professional/Contract Services General	45,301.00	.00	45,301.00	241.40	.00	291.40	45,009.60	1	44.43



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 20 - Administrative Services										
Program 4201 - Central Services										
5214.100	Repair and Maint Service General	14,454.00	.00	14,454.00	.00	.00	3,180.40	11,273.60	22	11,476.63
5215.100	Rents and Leases Miscellaneous	1,552.00	.00	1,552.00	129.31	.00	286.64	1,265.36	18	1,618.17
5218.100	Advertising General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5219.100	Printing General	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	819.98
5260	Miscellaneous	37,374.00	.00	37,374.00	.00	.00	34,264.11	3,109.89	92	34,714.62
5500	Bond Payments - Fiscal Agent	4,250.00	.00	4,250.00	.00	.00	.00	4,250.00	0	4,198.81
Program 4201 - Central Services Totals		\$421,913.00	\$0.00	\$421,913.00	\$5,013.12	\$0.00	\$272,178.50	\$149,734.50	65%	\$391,156.19
Program 4202 - Information Technology										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	.00	.00	+++	51,168.49
5102	Salaries - Temporary	.00	.00	.00	.00	.00	.00	.00	+++	160.48
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	17,354.23
5106.100	Incentives & Admin Leave Administrative Leave	.00	.00	.00	.00	.00	.00	.00	+++	2,205.29
5111	Medicare	.00	.00	.00	.00	.00	.00	.00	+++	1,310.39
5112.101	Retirement Contribution PERS	.00	.00	.00	.00	.00	.00	.00	+++	27,010.24
5113	Worker's Compensation	.00	.00	.00	.00	.00	.00	.00	+++	1,289.11
5114.101	Health Insurance Medical	.00	.00	.00	.00	.00	.00	.00	+++	3,036.18
5116.101	Life and Disability Insurance Life & Disab.	.00	.00	.00	.00	.00	.00	.00	+++	128.40
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	.00	.00	+++	348.27
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	.00	.00	+++	15,710.69
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(13,790.11)
5199.199	Other Fund Support IT-Serv from Tech Fee	(100,000.00)	.00	(100,000.00)	.00	.00	.00	(100,000.00)	0	(46,249.98)
5202.100	Operating Supplies General	4,560.00	.00	4,560.00	18.20	.00	18.20	4,541.80	0	3,650.10
5209.101	Auto Fuel Expense Town Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	223.01
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	.00	.00	.00	.00	.00	.00	.00	+++	7.73
5210.100	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	29.20
5213.100	Professional/Contract Services General	106,522.00	.00	106,522.00	.00	.00	10,750.00	95,772.00	10	75,072.59
5214.100	Repair and Maint Service General	72,065.00	.00	72,065.00	5,245.46	.00	6,797.15	65,267.85	9	71,087.74
5215.106	Rents and Leases Copiers	4,713.00	.00	4,713.00	383.22	.00	766.44	3,946.56	16	4,713.02
5216.100	Communications General Services	36,117.00	.00	36,117.00	4,485.63	.00	8,429.17	27,687.83	23	44,729.24
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	68.76
5220.100	Employee Development General	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	279.95
5223.105	Meals and Refreshments Emergencies and Meetings	.00	.00	.00	.00	.00	.00	.00	+++	10.00
5225	Bank Fees and Charges	1,100.00	.00	1,100.00	26.50	.00	127.60	972.40	12	1,088.49
5304	Furniture & Equipment	19,000.00	.00	19,000.00	.00	.00	.00	19,000.00	0	.00
5501	Debt Service Payment - Principal	27,000.00	.00	27,000.00	.00	.00	.00	27,000.00	0	34,836.13
Program 4202 - Information Technology Totals		\$172,977.00	\$0.00	\$172,977.00	\$10,159.01	\$0.00	\$26,888.56	\$146,088.44	16%	7.64



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 20 - Administrative Services										
Program 4203 - HR and Risk Management										
5101	Salaries - Permanent	71,516.00	.00	71,516.00	5,263.21	.00	9,210.61	62,305.39	13	67,764.25
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	1,679.83
5106.100	Incentives & Admin Leave Administrative Leave	3,480.00	.00	3,480.00	.00	.00	.00	3,480.00	0	2,448.85
5111	Medicare	1,087.00	.00	1,087.00	72.65	.00	126.22	960.78	12	965.79
5112.101	Retirement Contribution PERS	31,998.00	.00	31,998.00	2,668.58	.00	5,213.36	26,784.64	16	21,391.91
5113	Worker's Compensation	949.00	.00	949.00	.00	.00	237.25	711.75	25	872.57
5114.101	Health Insurance Medical	15,871.00	.00	15,871.00	1,127.70	.00	2,255.40	13,615.60	14	13,532.40
5114.102	Health Insurance Dental	.00	.00	.00	174.34	.00	348.68	(348.68)	+++	2,092.08
5114.103	Health Insurance Vision	.00	.00	.00	15.02	.00	30.04	(30.04)	+++	180.24
5115	Unemployment Compensation	.00	.00	.00	32.07	.00	64.13	(64.13)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	943.00	.00	943.00	21.40	.00	42.80	900.20	5	256.80
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	56.94	.00	113.89	(113.89)	+++	664.55
5119.120	Retiree Costs PERS 1959 Survivor Benefits	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	3,510.90
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(2,543.01)
5201.100	Office Supplies General	20.00	.00	20.00	.00	.00	.00	20.00	0	14.00
5202.100	Operating Supplies General	285.00	.00	285.00	.00	.00	.00	285.00	0	269.61
5204	Subscriptions and Code Books	3,500.00	.00	3,500.00	.00	.00	3,500.00	.00	100	3,500.00
5210.100	Postage General	25.00	.00	25.00	.00	.00	.00	25.00	0	21.09
5213.100	Professional/Contract Services General	1,854.00	.00	1,854.00	.00	.00	463.32	1,390.68	25	1,853.28
Program 4203 - HR and Risk Management Totals		\$134,728.00	\$0.00	\$134,728.00	\$9,431.91	\$0.00	\$21,605.70	\$113,122.30	16%	\$118,475.14
Program 4300 - Legal Services										
5210.100	Postage General	10.00	.00	10.00	.00	.00	.00	10.00	0	.00
5213.100	Professional/Contract Services General	194,296.00	.00	194,296.00	.00	.00	15,483.00	178,813.00	8	197,990.67
Program 4300 - Legal Services Totals		\$194,306.00	\$0.00	\$194,306.00	\$0.00	\$0.00	\$15,483.00	\$178,823.00	8%	\$197,990.67
Department 20 - Administrative Services Totals		\$1,157,832.00	\$0.00	\$1,157,832.00	\$39,188.63	\$0.00	\$370,816.98	\$787,015.02	32%	\$1,216,598.61
Department 25 - Finance										
Program 4400 - Finance										
5101	Salaries - Permanent	157,997.00	.00	157,997.00	11,848.76	.00	19,897.47	138,099.53	13	151,153.39
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	5,728.72
5106.100	Incentives & Admin Leave Administrative Leave	5,718.00	.00	5,718.00	.00	.00	.00	5,718.00	0	5,303.45
5107	Car Allowance/Mileage	2,160.00	.00	2,160.00	188.00	.00	360.00	1,800.00	17	2,063.00
5111	Medicare	2,405.00	.00	2,405.00	169.96	.00	284.87	2,120.13	12	2,299.44
5112.101	Retirement Contribution PERS	50,192.00	.00	50,192.00	4,141.24	.00	7,946.67	42,245.33	16	33,334.17
5113	Worker's Compensation	2,097.00	.00	2,097.00	.00	.00	524.25	1,572.75	25	1,898.58
5114.101	Health Insurance Medical	18,796.00	.00	18,796.00	1,398.34	.00	2,706.49	16,089.51	14	12,711.39
5114.102	Health Insurance Dental	.00	.00	.00	196.30	.00	379.12	(379.12)	+++	2.99



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 25 - Finance										
Program 4400 - Finance										
5114.103	Health Insurance Vision	.00	.00	.00	18.10	.00	35.00	(35.00)	+++	202.72
5115	Unemployment Compensation	.00	.00	.00	75.65	.00	147.14	(147.14)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	1,689.00	.00	1,689.00	46.86	.00	91.16	1,597.84	5	531.44
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	129.34	.00	221.14	(221.14)	+++	1,088.26
5119.100	Retiree Costs Medical Insurance	23,689.00	.00	23,689.00	.00	.00	1,988.47	21,700.53	8	23,257.34
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(13,369.49)
5201.100	Office Supplies General	50.00	.00	50.00	.00	.00	.00	50.00	0	39.77
5202.100	Operating Supplies General	230.00	.00	230.00	.00	.00	.00	230.00	0	75.39
5210.100	Postage General	1,400.00	.00	1,400.00	110.75	.00	185.25	1,214.75	13	1,083.96
5213.100	Professional/Contract Services General	1,216.00	.00	1,216.00	98.73	.00	173.33	1,042.67	14	1,152.72
5218.100	Advertising General	100.00	.00	100.00	.00	.00	.00	100.00	0	111.66
5219.100	Printing General	1,165.00	.00	1,165.00	.00	.00	.00	1,165.00	0	1,160.81
5220.100	Employee Development General	260.00	.00	260.00	.00	.00	.00	260.00	0	251.70
5304	Furniture & Equipment	1,650.00	.00	1,650.00	.00	.00	.00	1,650.00	0	578.62
5501	Debt Service Payment - Principal	.00	.00	.00	.00	.00	.00	.00	+++	52.98
Program 4400 - Finance Totals		\$270,814.00	\$0.00	\$270,814.00	\$18,422.03	\$0.00	\$34,940.36	\$235,873.64	13%	\$232,903.01
Program 4420 - Measure C TUT										
Cost Center Activity 301 - Police Operations										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	.00	.00	+++	65,388.80
5102	Salaries - Temporary	36,792.00	.00	36,792.00	3,510.40	.00	6,143.20	30,648.80	17	9,928.22
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	.00	.00	+++	17.71
5104	Wages - PS Holiday Pay	.00	.00	.00	.00	.00	.00	.00	+++	3,951.56
5105	Salaries - Overtime/FLSA	.00	.00	.00	1,415.13	.00	2,237.88	(2,237.88)	+++	13,612.61
5106.101	Incentives & Admin Leave School Incentive	.00	.00	.00	.00	.00	.00	.00	+++	2,845.41
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	.00	.00	.00	.00	+++	3,272.14
5109.100	Allowances Uniform Allowance	.00	.00	.00	.00	.00	.00	.00	+++	852.50
5111	Medicare	533.00	.00	533.00	71.42	.00	121.52	411.48	23	1,325.27
5112.101	Retirement Contribution PERS	2,281.00	.00	2,281.00	.00	.00	.00	2,281.00	0	13,455.60
5112.102	Retirement Contribution Social Security	.00	.00	.00	305.38	.00	519.62	(519.62)	+++	.00
5113	Worker's Compensation	4,581.00	.00	4,581.00	.00	.00	1,145.25	3,435.75	25	18,480.19
5114.101	Health Insurance Medical	.00	.00	.00	.00	.00	.00	.00	+++	14,418.80
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	1,851.74
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	.00	.00	+++	165.22
5115	Unemployment Compensation	.00	.00	.00	31.52	.00	53.64	(53.64)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	.00	.00	.00	.00	.00	.00	.00	+++	235.40
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	.00	.00	+++	0.13



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
Cost Center Activity 301 - Police Operations										
5202.100	Operating Supplies General	5,160.00	.00	5,160.00	.00	36.99	40.74	5,082.27	2	2,235.80
5213.100	Professional/Contract Services General	6,000.00	.00	6,000.00	1,200.00	328.00	1,380.19	4,291.81	28	4,797.03
5220.100	Employee Development General	15,041.00	.00	15,041.00	.00	.00	2,568.00	12,473.00	17	19,863.75
5305	Vehicles	.00	.00	.00	2,582.75	.00	17,955.06	(17,955.06)	+++	132,996.99
5501	Debt Service Payment - Principal	70,133.00	.00	70,133.00	7,552.25	.00	7,552.25	62,580.75	11	82,919.38
Cost Center Activity 301 - Police Operations Totals		\$140,521.00	\$0.00	\$140,521.00	\$16,668.85	\$364.99	\$39,717.35	\$100,438.66	29%	\$393,334.25
Cost Center Activity 303 - Animal Control										
5213.100	Professional/Contract Services General	.00	.00	.00	.00	.00	.00	.00	+++	1,014.20
5214.100	Repair and Maint Service General	.00	.00	.00	.00	.00	.00	.00	+++	10,535.00
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	6,200.00
5910.070	Transfers Out To Animal Control Fund	197,640.00	.00	197,640.00	.00	.00	.00	197,640.00	0	158,599.00
Cost Center Activity 303 - Animal Control Totals		\$197,640.00	\$0.00	\$197,640.00	\$0.00	\$0.00	\$0.00	\$197,640.00	0%	\$176,348.20
Cost Center Activity 325 - Fire Administration										
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	8,250.00
Cost Center Activity 325 - Fire Administration Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$8,250.00
Cost Center Activity 326 - Fire Suppression										
5213.100	Professional/Contract Services General	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	222,171.03
5501	Debt Service Payment - Principal	167,183.00	.00	167,183.00	.00	.00	20,137.76	147,045.24	12	167,182.76
Cost Center Activity 326 - Fire Suppression Totals		\$417,183.00	\$0.00	\$417,183.00	\$0.00	\$0.00	\$20,137.76	\$397,045.24	5%	\$389,353.79
Cost Center Activity 345 - Public Works Fleet										
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	21,321.48
Cost Center Activity 345 - Public Works Fleet Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$21,321.48
Program 4420 - Measure C TUT Totals		\$755,344.00	\$0.00	\$755,344.00	\$16,668.85	\$364.99	\$59,855.11	\$695,123.90	8%	\$988,607.72
Program 5005 - Rental Properties										
5211.175	Utilities Rental Properties	540.00	.00	540.00	.00	.00	.00	540.00	0	1,516.06
5214.100	Repair and Maint Service General	.00	.00	.00	.00	.00	.00	.00	+++	160.00
5501	Debt Service Payment - Principal	.00	.00	.00	.00	.00	.00	.00	+++	17,201.76
Program 5005 - Rental Properties Totals		\$540.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00	0%	\$18,877.82
Department 25 - Finance Totals		\$1,026,698.00	\$0.00	\$1,026,698.00	\$35,090.88	\$364.99	\$94,795.47	\$931,537.54	9%	\$1,240,388.55
Department 30 - Police										
Program 4510 - Police Administration										
5101	Salaries - Permanent	266,358.00	.00	266,358.00	19,671.64	.00	33,803.16	232,554.84	13	254,083.40
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	.00	.00	+++	1,217.32
5104	Wages - PS Holiday Pay	11,629.00	.00	11,629.00	798.40	.00	1,596.80	10,032.20	14	11,008.76
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	21,982.08
5106.100	Incentives & Admin Leave Administrative Leave	13,418.00	.00	13,418.00	921.16	.00	1,842.32	11,575.68	14	7.05



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

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Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4510 - Police Administration										
5106.101	Incentives & Admin Leave School Incentive	14,275.00	.00	14,275.00	1,093.46	.00	2,186.92	12,088.08	15	12,994.62
5106.200	Incentives & Admin Leave Gym Reimbursement	90.00	.00	90.00	.00	.00	.00	90.00	0	90.00
5109.100	Allowances Uniform Allowance	1,860.00	.00	1,860.00	155.00	.00	310.00	1,550.00	17	1,860.00
5111	Medicare	4,527.00	.00	4,527.00	316.50	.00	552.67	3,974.33	12	4,635.16
5112.101	Retirement Contribution PERS	329,445.00	.00	329,445.00	27,668.82	.00	54,383.99	275,061.01	17	199,710.65
5113	Worker's Compensation	32,608.00	.00	32,608.00	.00	.00	8,151.98	24,456.02	25	49,417.52
5114.101	Health Insurance Medical	35,188.00	.00	35,188.00	2,428.90	.00	4,857.81	30,330.19	14	24,809.47
5114.102	Health Insurance Dental	.00	.00	.00	436.58	.00	873.16	(873.16)	+++	4,739.46
5114.103	Health Insurance Vision	.00	.00	.00	40.94	.00	81.88	(81.88)	+++	435.40
5115	Unemployment Compensation	.00	.00	.00	139.70	.00	279.88	(279.88)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	2,709.00	.00	2,709.00	74.90	.00	149.80	2,559.20	6	866.70
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	206.88	.00	364.90	(364.90)	+++	1,881.19
5119.100	Retiree Costs Medical Insurance	55,840.00	.00	55,840.00	.00	.00	4,855.65	50,984.35	9	62,467.86
5122	Accrual Bank Payoff	4,684.00	.00	4,684.00	.00	.00	.00	4,684.00	0	.00
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(23,691.25)
5201.100	Office Supplies General	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,107.24
5202.100	Operating Supplies General	8,550.00	.00	8,550.00	.00	74.40	.00	8,475.60	1	5,239.84
5203.100	Repairs and Maint Supplies General	2,000.00	.00	2,000.00	276.04	.00	520.36	1,479.64	26	1,555.74
5204	Subscriptions and Code Books	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5210.100	Postage General	2,335.00	.00	2,335.00	107.23	.00	707.23	1,627.77	30	2,517.74
5211.135	Utilities Water and Sewer	1,036.00	.00	1,036.00	.00	.00	.00	1,036.00	0	727.20
5211.137	Utilities Electric and Gas	23,000.00	.00	23,000.00	.00	.00	2,666.81	20,333.19	12	21,443.59
5211.139	Utilities Propane	1,436.00	.00	1,436.00	.00	.00	1,362.57	73.43	95	679.44
5213.100	Professional/Contract Services General	12,810.00	.00	12,810.00	(3.75)	.00	222.24	12,587.76	2	20,746.22
5214.100	Repair and Maint Service General	28,779.00	.00	28,779.00	111.87	.00	1,684.00	27,095.00	6	29,093.19
5215.100	Rents and Leases Miscellaneous	565.00	.00	565.00	.00	.00	141.00	424.00	25	564.00
5215.106	Rents and Leases Copiers	4,119.00	.00	4,119.00	334.93	.00	669.86	3,449.14	16	4,119.13
5216.100	Communications General Services	24,454.00	.00	24,454.00	.00	.00	543.41	23,910.59	2	8,837.38
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	(100.00)
5219.100	Printing General	400.00	.00	400.00	.00	34.47	.00	365.53	9	707.32
5220.100	Employee Development General	2,625.00	.00	2,625.00	.00	.00	145.00	2,480.00	6	625.00
5223.105	Meals and Refreshments Emergencies and Meetings	550.00	.00	550.00	.00	96.58	.00	453.42	18	350.30
5225	Bank Fees and Charges	520.00	.00	520.00	.00	.00	42.30	477.70	8	430.33
5260	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	65.76
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	16,627.00
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	5.24



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4510 - Police Administration										
5501	Debt Service Payment - Principal	.00	.00	.00	.00	.00	.00	.00	+++	509.59
Program 4510 - Police Administration Totals		\$887,910.00	\$0.00	\$887,910.00	\$54,779.20	\$205.45	\$122,995.70	\$764,708.85	14%	\$765,456.64
Program 4520 - Police Operations										
5101	Salaries - Permanent	1,144,132.00	.00	1,144,132.00	77,787.85	.00	137,143.39	1,006,988.61	12	1,085,396.08
5102	Salaries - Temporary	.00	.00	.00	.00	.00	.00	.00	+++	15,198.48
5103.102	Differential Pay Out of Class	.00	.00	.00	549.08	.00	846.42	(846.42)	+++	4,318.55
5103.105	Differential Pay Swing/Graveyard Shift	.00	.00	.00	2,208.03	.00	4,048.69	(4,048.69)	+++	35,362.57
5103.108	Differential Pay Canine Maintenance	.00	.00	.00	671.76	.00	1,175.40	(1,175.40)	+++	8,354.62
5104	Wages - PS Holiday Pay	54,392.00	.00	54,392.00	3,881.29	.00	7,925.52	46,466.48	15	57,941.03
5105	Salaries - Overtime/FLSA	201,000.00	.00	201,000.00	18,385.97	.00	27,710.82	173,289.18	14	371,321.78
5106.101	Incentives & Admin Leave School Incentive	45,306.00	.00	45,306.00	3,625.51	.00	7,916.28	37,389.72	17	44,642.52
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	276.07	.00	552.31	(552.31)	+++	6,167.35
5106.200	Incentives & Admin Leave Gym Reimbursement	450.00	.00	450.00	.00	.00	.00	450.00	0	450.00
5106.205	Incentives & Admin Leave PS Recruitment Incentive	30,000.00	.00	30,000.00	5,500.00	.00	5,500.00	24,500.00	18	1,000.00
5109.100	Allowances Uniform Allowance	16,182.00	.00	16,182.00	1,044.99	28.05	3,550.56	12,603.39	22	18,112.96
5111	Medicare	21,314.00	.00	21,314.00	1,629.81	.00	2,773.23	18,540.77	13	23,463.85
5112.101	Retirement Contribution PERS	879,950.00	.00	879,950.00	73,133.12	.00	143,119.16	736,830.84	16	757,316.94
5112.102	Retirement Contribution Social Security	.00	.00	.00	.00	.00	.00	.00	+++	1,232.59
5113	Worker's Compensation	156,306.00	.00	156,306.00	.00	.00	39,076.40	117,229.60	25	152,591.20
5114.101	Health Insurance Medical	202,845.00	.00	202,845.00	14,336.56	.00	28,673.20	174,171.80	14	207,862.60
5114.102	Health Insurance Dental	.00	.00	.00	1,718.48	.00	3,605.30	(3,605.30)	+++	26,377.52
5114.103	Health Insurance Vision	.00	.00	.00	160.40	.00	335.82	(335.82)	+++	2,414.44
5115	Unemployment Compensation	500.00	.00	500.00	719.38	.00	1,394.29	(894.29)	279	10,154.00
5116.101	Life and Disability Insurance Life & Disab.	13,891.00	.00	13,891.00	267.50	.00	567.10	13,323.90	4	4,408.40
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	741.78	.00	1,517.19	(1,517.19)	+++	10,407.35
5119.100	Retiree Costs Medical Insurance	163,196.00	.00	163,196.00	.00	.00	13,730.25	149,465.75	8	163,553.91
5122	Accrual Bank Payoff	7,426.00	.00	7,426.00	2,157.96	.00	4,216.58	3,209.42	57	30,551.39
5199.130	Other Payroll Expenses Interfund Payroll Transfers	(109,941.00)	.00	(109,941.00)	.00	.00	.00	(109,941.00)	0	(319,022.09)
5202.100	Operating Supplies General	30,270.00	.00	30,270.00	(205.80)	(345.56)	565.80	30,049.76	1	17,672.29
5204	Subscriptions and Code Books	474.00	.00	474.00	.00	.00	.00	474.00	0	456.87
5209.101	Auto Fuel Expense Town Vehicles	44,000.00	.00	44,000.00	.00	.00	4,475.32	39,524.68	10	47,013.54
5213.100	Professional/Contract Services General	15,000.00	.00	15,000.00	.00	.00	1,666.24	13,333.76	11	16,767.15
5214.100	Repair and Maint Service General	2,420.00	.00	2,420.00	.00	.00	.00	2,420.00	0	600.00
5216.100	Communications General Services	6,604.00	.00	6,604.00	.00	.00	584.27	6,019.73	9	7,636.45
5218.100	Advertising General	200.00	.00	200.00	.00	.00	.00	200.00	0	160.42
5220.100	Employee Development General	28,000.00	.00	28,000.00	363.00	305.00	363.00	27,332.00	2	10.44



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4520 - Police Operations										
5220.110	Employee Development Education Reimb MOU	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
5260	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	(.01)
5304	Furniture & Equipment	31,550.00	.00	31,550.00	.00	.00	.00	31,550.00	0	825.25
Program 4520 - Police Operations Totals		\$2,985,767.00	\$0.00	\$2,985,767.00	\$208,952.74	(\$12.51)	\$443,032.54	\$2,542,746.97	15%	\$2,823,560.44
Program 4530 - Public Safety Communications										
5101	Salaries - Permanent	224,595.00	.00	224,595.00	17,725.13	.00	31,478.15	193,116.85	14	325,030.46
5102	Salaries - Temporary	9,000.00	.00	9,000.00	1,224.25	.00	1,424.23	7,575.77	16	20,286.28
5103.102	Differential Pay Out of Class	.00	.00	.00	198.96	.00	371.38	(371.38)	+++	5,557.10
5103.105	Differential Pay Swing/Graveyard Shift	.00	.00	.00	234.23	.00	460.34	(460.34)	+++	10,954.66
5104	Wages - PS Holiday Pay	8,672.00	.00	8,672.00	761.68	.00	1,602.44	7,069.56	18	16,166.53
5105	Salaries - Overtime/FLSA	26,000.00	.00	26,000.00	1,284.58	.00	3,653.08	22,346.92	14	47,906.04
5106.101	Incentives & Admin Leave School Incentive	5,247.00	.00	5,247.00	487.00	.00	995.35	4,251.65	19	10,850.03
5106.200	Incentives & Admin Leave Gym Reimbursement	360.00	.00	360.00	.00	.00	.00	360.00	0	450.00
5106.205	Incentives & Admin Leave PS Recruitment Incentive	.00	.00	.00	.00	.00	.00	.00	+++	1,100.00
5109.100	Allowances Uniform Allowance	3,041.00	.00	3,041.00	284.20	.00	577.75	2,463.25	19	7,805.32
5111	Medicare	4,077.00	.00	4,077.00	303.24	.00	612.99	3,464.01	15	6,699.24
5112.101	Retirement Contribution PERS	36,856.00	.00	36,856.00	3,033.73	.00	5,773.80	31,082.20	16	65,475.99
5113	Worker's Compensation	19,093.00	.00	19,093.00	.00	.00	4,773.24	14,319.76	25	31,679.66
5114.101	Health Insurance Medical	53,897.00	.00	53,897.00	4,194.88	.00	9,701.10	44,195.90	18	76,958.00
5114.102	Health Insurance Dental	.00	.00	.00	416.90	.00	833.80	(833.80)	+++	9,706.31
5114.103	Health Insurance Vision	.00	.00	.00	41.92	.00	83.84	(83.84)	+++	855.11
5115	Unemployment Compensation	.00	.00	.00	133.84	.00	311.25	(311.25)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	3,133.00	.00	3,133.00	92.02	.00	184.04	2,948.96	6	1,724.85
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	191.81	.00	392.71	(392.71)	+++	3,306.14
5119.100	Retiree Costs Medical Insurance	68,007.00	.00	68,007.00	.00	.00	5,362.21	62,644.79	8	63,985.66
5122	Accrual Bank Payoff	4,248.00	.00	4,248.00	.00	.00	4,307.09	(59.09)	101	27,448.66
5199.130	Other Payroll Expenses Interfund Payroll Transfers	(70,110.00)	.00	(70,110.00)	.00	.00	.00	(70,110.00)	0	(92,078.37)
5202.100	Operating Supplies General	2,000.00	.00	2,000.00	.00	(225.56)	223.52	2,002.04	0	2,602.39
5204	Subscriptions and Code Books	149.00	.00	149.00	159.80	.00	159.80	(10.80)	107	149.00
5213.100	Professional/Contract Services General	274,123.00	.00	274,123.00	.00	.00	.00	274,123.00	0	9,372.78
5214.100	Repair and Maint Service General	46,825.00	.00	46,825.00	.00	.00	.00	46,825.00	0	37,205.00
5216.100	Communications General Services	21,518.00	.00	21,518.00	1,887.66	.00	3,685.03	17,832.97	17	20,938.45
5218.100	Advertising General	100.00	.00	100.00	.00	.00	.00	100.00	0	54.07
5220.100	Employee Development General	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,300.17
5304	Furniture & Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	825.25
5501	Debt Service Payment - Principal	.00	.00	.00	.00	.00	.00	.00	+++	88.87



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4530 - Public Safety Communications Totals		\$748,831.00	\$0.00	\$748,831.00	\$32,655.83	(\$225.56)	\$76,967.14	\$672,089.42	10%	\$715,753.65
Program 4550 - Fleet Management										
5101	Salaries - Permanent	69,701.00	.00	69,701.00	5,206.40	.00	9,111.20	60,589.80	13	45,899.38
5105	Salaries - Overtime/FLSA	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,184.81
5109.100	Allowances Uniform Allowance	500.00	.00	500.00	41.66	.00	83.32	416.68	17	357.94
5109.101	Allowances Boot Allowance	500.00	.00	500.00	.00	.00	500.00	.00	100	1,000.00
5109.102	Allowances Tool Allowance	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	2,000.00
5111	Medicare	1,069.00	.00	1,069.00	73.40	.00	149.68	919.32	14	762.69
5112.101	Retirement Contribution PERS	5,680.00	.00	5,680.00	421.66	.00	754.26	4,925.74	13	3,748.71
5113	Worker's Compensation	5,081.00	.00	5,081.00	.00	.00	1,270.25	3,810.75	25	4,547.84
5114.101	Health Insurance Medical	11,922.00	.00	11,922.00	867.46	.00	3,785.80	8,136.20	32	6,624.51
5114.102	Health Insurance Dental	.00	.00	.00	99.90	.00	199.80	(199.80)	+++	980.72
5114.103	Health Insurance Vision	.00	.00	.00	10.90	.00	21.80	(21.80)	+++	57.48
5115	Unemployment Compensation	.00	.00	.00	32.40	.00	74.40	(74.40)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	932.00	.00	932.00	21.40	.00	42.80	889.20	5	192.60
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	56.34	.00	112.67	(112.67)	+++	415.99
5119.100	Retiree Costs Medical Insurance	7,335.00	.00	7,335.00	.00	.00	600.36	6,734.64	8	7,516.04
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	.00	.00	+++	4,176.93
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(1,041.51)
5202.100	Operating Supplies General	2,700.00	.00	2,700.00	144.61	.00	245.27	2,454.73	9	4,252.47
5203.100	Repairs and Maint Supplies General	72,850.00	.00	72,850.00	4,085.06	.00	9,700.32	63,149.68	13	73,348.90
5203.300	Repairs and Maint Supplies Accident and Negligence	5,000.00	.00	5,000.00	.00	.00	2,092.35	2,907.65	42	825.60
5204	Subscriptions and Code Books	1,500.00	.00	1,500.00	1,616.25	.00	1,616.25	(116.25)	108	1,500.00
5209.101	Auto Fuel Expense Town Vehicles	700.00	.00	700.00	.00	.00	.00	700.00	0	588.81
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	.00	.00	.00	.00	.00	.00	.00	+++	308.53
5210.100	Postage General	200.00	.00	200.00	.00	.00	.00	200.00	0	136.70
5213.100	Professional/Contract Services General	4,782.00	.00	4,782.00	88.75	.00	693.50	4,088.50	15	8,931.27
5214.100	Repair and Maint Service General	27,100.00	.00	27,100.00	837.45	.00	3,137.20	23,962.80	12	29,470.67
5214.300	Repair and Maint Service Accident and Negligence	4,500.00	.00	4,500.00	.00	.00	1,030.60	3,469.40	23	3,366.93
5216.100	Communications General Services	900.00	.00	900.00	.00	.00	.00	900.00	0	559.58
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	45.00
5220.100	Employee Development General	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,736.29
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	50.00	.00	50.00	.00	.00	.00	50.00	0	15.00
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	12,444.43
Program 4550 - Fleet Management Totals		\$228,502.00	\$0.00	\$228,502.00	\$13,603.64	\$0.00	\$36,221.83	\$192,280.17	16%	\$216,954.31
Department 30 - Police Totals		\$4,851,010.00	\$0.00	\$4,851,010.00	\$309,991.41	(\$32.62)	\$679,217.21	\$4,171,825.41	14%	\$4,521,725.04



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 35 - Fire										
Program 4610 - Fire - Administrative										
5101	Salaries - Permanent	40,746.00	.00	40,746.00	3,172.83	.00	5,626.71	35,119.29	14	38,780.93
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	805.97
5106.200	Incentives & Admin Leave Gym Reimbursement	120.00	.00	120.00	.00	.00	.00	120.00	0	90.00
5109.100	Allowances Uniform Allowance	227.00	.00	227.00	18.94	.00	37.88	189.12	17	227.28
5109.101	Allowances Boot Allowance	163.00	.00	163.00	.00	.00	166.65	(3.65)	102	166.65
5111	Medicare	596.00	.00	596.00	52.52	.00	97.01	498.99	16	656.39
5112.101	Retirement Contribution PERS	3,390.00	.00	3,390.00	255.55	.00	461.96	2,928.04	14	2,789.50
5113	Worker's Compensation	1,521.00	.00	1,521.00	.00	.00	380.25	1,140.75	25	1,359.91
5114.101	Health Insurance Medical	4,840.00	.00	4,840.00	404.80	.00	809.60	4,030.40	17	4,857.60
5115	Unemployment Compensation	.00	.00	.00	23.18	.00	47.65	(47.65)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	623.00	.00	623.00	19.98	.00	39.96	583.04	6	239.76
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	33.64	.00	67.27	(67.27)	+++	373.95
5119.100	Retiree Costs Medical Insurance	51,584.00	.00	51,584.00	.00	.00	4,467.92	47,116.08	9	54,511.05
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(2,173.54)
5201.100	Office Supplies General	250.00	.00	250.00	.00	.00	.00	250.00	0	213.79
5202.100	Operating Supplies General	3,300.00	.00	3,300.00	.00	.00	.00	3,300.00	0	1,520.29
5203.100	Repairs and Maint Supplies General	5,500.00	.00	5,500.00	54.19	.00	413.43	5,086.57	8	3,694.26
5209.101	Auto Fuel Expense Town Vehicles	700.00	.00	700.00	.00	.00	130.80	569.20	19	805.69
5210.100	Postage General	300.00	.00	300.00	34.50	.00	76.50	223.50	26	353.43
5211.135	Utilities Water and Sewer	2,820.00	.00	2,820.00	.00	.00	.00	2,820.00	0	1,457.27
5211.137	Utilities Electric and Gas	24,000.00	.00	24,000.00	.00	.00	2,499.21	21,500.79	10	19,762.28
5211.139	Utilities Propane	600.00	.00	600.00	.00	.00	.00	600.00	0	597.91
5213.100	Professional/Contract Services General	4,894.00	.00	4,894.00	.00	.00	.00	4,894.00	0	4,155.11
5214.100	Repair and Maint Service General	6,395.00	.00	6,395.00	113.89	.00	2,570.61	3,824.39	40	5,944.63
5215.106	Rents and Leases Copiers	2,316.00	.00	2,316.00	188.32	.00	376.64	1,939.36	16	2,316.05
5216.100	Communications General Services	11,143.00	.00	11,143.00	751.64	.00	1,616.11	9,526.89	15	10,376.05
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	102.18
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	6.00	.00	6.00	.00	.00	.00	6.00	0	5.00
5501	Debt Service Payment - Principal	2,071.00	.00	2,071.00	.00	.00	.00	2,071.00	0	2,363.11
Program 4610 - Fire - Administrative Totals		\$168,105.00	\$0.00	\$168,105.00	\$5,123.98	\$0.00	\$19,886.16	\$148,218.84	12%	\$156,352.50
Program 4615 - Fire - EOC										
5202.100	Operating Supplies General	150.00	.00	150.00	.00	.00	.00	150.00	0	89.26
5203.100	Repairs and Maint Supplies General	.00	.00	.00	.00	.00	.00	.00	+++	2,100.06
5209.101	Auto Fuel Expense Town Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	220.23
5214.100	Repair and Maint Service General	4,760.00	.00	4,760.00	.00	.00	4,760.00	.00	100	4,760.00
5216.100	Communications General Services	5,672.00	.00	5,672.00	460.43	.00	920.80	4,751.20	16	4,623.11



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 35 - Fire										
Program 4615 - Fire - EOC										
5223.105	Meals and Refreshments Emergencies and Meetings	175.00	.00	175.00	.00	.00	.00	175.00	0	178.78
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	(29.71)
Program 4615 - Fire - EOC Totals		\$10,757.00	\$0.00	\$10,757.00	\$460.43	\$0.00	\$5,680.80	\$5,076.20	53%	\$12,924.85
Program 4620 - Fire - Prevention										
5213.100	Professional/Contract Services General	.00	.00	.00	.00	.00	13.00	(13.00)	+++	.00
Program 4620 - Fire - Prevention Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	(\$13.00)	+++	\$0.00
Program 4630 - Fire - Suppression										
5112.101	Retirement Contribution PERS	141,295.00	.00	141,295.00	12,193.98	.00	24,387.96	116,907.04	17	174,276.00
5119.100	Retiree Costs Medical Insurance	179,209.00	.00	179,209.00	.00	.00	16,523.40	162,685.60	9	188,022.70
5202.100	Operating Supplies General	12,300.00	.00	12,300.00	.00	.00	.00	12,300.00	0	7,451.25
5203.100	Repairs and Maint Supplies General	2,900.00	.00	2,900.00	.00	.00	.00	2,900.00	0	1,652.71
5209.101	Auto Fuel Expense Town Vehicles	14,500.00	.00	14,500.00	.00	.00	1,011.32	13,488.68	7	12,109.94
5213.100	Professional/Contract Services General	3,538,633.00	.00	3,538,633.00	.00	.00	.00	3,538,633.00	0	2,878,634.66
5214.100	Repair and Maint Service General	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	545.54
5216.100	Communications General Services	8,316.00	.00	8,316.00	.00	.00	.00	8,316.00	0	.00
5220.100	Employee Development General	650.00	.00	650.00	.00	.00	.00	650.00	0	.00
5223.105	Meals and Refreshments Emergencies and Meetings	25.00	.00	25.00	.00	.00	.00	25.00	0	.00
5269.135	Emergency Incident Costs Fire Related	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
5304	Furniture & Equipment	19,852.00	.00	19,852.00	(1,486.95)	.00	(1,486.95)	21,338.95	-7	11,822.89
5501	Debt Service Payment - Principal	68,738.00	.00	68,738.00	.00	.00	68,737.70	.30	100	68,737.70
Program 4630 - Fire - Suppression Totals		\$3,995,218.00	\$0.00	\$3,995,218.00	\$10,707.03	\$0.00	\$109,173.43	\$3,886,044.57	3%	\$3,343,253.39
Program 4640 - Fire - Volunteer Program										
5118	Volunteer Benefits	2,960.00	.00	2,960.00	14.80	.00	269.30	2,690.70	9	4,497.82
5202.100	Operating Supplies General	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
5213.100	Professional/Contract Services General	487.00	.00	487.00	.00	.00	.00	487.00	0	259.00
Program 4640 - Fire - Volunteer Program Totals		\$3,647.00	\$0.00	\$3,647.00	\$14.80	\$0.00	\$269.30	\$3,377.70	7%	\$4,756.82
Department 35 - Fire Totals		\$4,177,727.00	\$0.00	\$4,177,727.00	\$16,306.24	\$0.00	\$135,022.69	\$4,042,704.31	3%	\$3,517,287.56
Department 40 - Community Development										
Program 4720 - CDD Planning										
5101	Salaries - Permanent	82,798.00	.00	82,798.00	5,308.65	.00	9,201.93	73,596.07	11	79,592.25
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	2,341.87
5106.100	Incentives & Admin Leave Administrative Leave	1,679.00	.00	1,679.00	.00	.00	.00	1,679.00	0	815.06
5107	Car Allowance/Mileage	552.00	.00	552.00	.00	.00	.00	552.00	0	414.00
5109.101	Allowances Boot Allowance	450.00	.00	450.00	.00	.00	450.00	.00	100	450.00
5111	Medicare	1,345.00	.00	1,345.00	76.86	.00	139.72	1,205.28	10	1,149.82
5112.101	Retirement Contribution PERS	11,309.00	.00	11,309.00	899.10	.00	1,689.30	9,619.70	15	22,497.31
5113	Worker's Compensation	4,047.00	.00	4,047.00	.00	.00	1,011.75	3,035.25	25	1.63



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

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Fund 1010 - General Fund										
EXPENSE										
Department 40 - Community Development										
Program 4720 - CDD Planning										
5114.101	Health Insurance Medical	14,412.00	.00	14,412.00	880.48	.00	1,760.96	12,651.04	12	9,983.68
5114.102	Health Insurance Dental	.00	.00	.00	123.38	.00	246.76	(246.76)	+++	1,575.20
5114.103	Health Insurance Vision	.00	.00	.00	9.98	.00	19.96	(19.96)	+++	126.57
5115	Unemployment Compensation	.00	.00	.00	33.92	.00	70.67	(70.67)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	1,094.00	.00	1,094.00	24.18	.00	48.36	1,045.64	4	338.34
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	57.46	.00	102.82	(102.82)	+++	473.56
5119.100	Retiree Costs Medical Insurance	15,281.00	.00	15,281.00	.00	.00	1,266.66	14,014.34	8	15,128.57
5122	Accrual Bank Payoff	7,256.00	.00	7,256.00	.00	.00	.00	7,256.00	0	.00
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(1,123.77)
5201.100	Office Supplies General	150.00	.00	150.00	4.34	.00	27.76	122.24	19	148.49
5202.100	Operating Supplies General	200.00	.00	200.00	70.81	.00	131.08	68.92	66	286.86
5209.101	Auto Fuel Expense Town Vehicles	750.00	.00	750.00	.00	.00	.00	750.00	0	156.12
5210.100	Postage General	600.00	.00	600.00	28.90	.00	44.40	555.60	7	332.98
5213.100	Professional/Contract Services General	50.00	.00	50.00	.00	.00	.00	50.00	0	637.00
5214.100	Repair and Maint Service General	5,382.00	.00	5,382.00	.00	.00	4,601.35	780.65	85	5,264.60
5216.100	Communications General Services	1,910.00	.00	1,910.00	96.01	.00	192.02	1,717.98	10	1,152.12
5218.100	Advertising General	1,200.00	.00	1,200.00	104.98	.00	226.79	973.21	19	870.92
5220.100	Employee Development General	.00	.00	.00	.00	.00	.00	.00	+++	515.00
5501	Debt Service Payment - Principal	7,337.00	.00	7,337.00	.00	.00	.00	7,337.00	0	7,336.58
Program 4720 - CDD Planning Totals		\$157,802.00	\$0.00	\$157,802.00	\$7,719.05	\$0.00	\$21,232.29	\$136,569.71	13%	\$154,354.76
Program 4780 - CDD - Waste Management										
5101	Salaries - Permanent	5,113.00	.00	5,113.00	(538.67)	.00	237.15	4,875.85	5	29,761.77
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	1,302.98
5106.100	Incentives & Admin Leave Administrative Leave	259.00	.00	259.00	.00	.00	.00	259.00	0	602.44
5107	Car Allowance/Mileage	72.00	.00	72.00	.00	.00	.00	72.00	0	306.00
5111	Medicare	157.00	.00	157.00	(8.56)	.00	3.69	153.31	2	451.69
5112.101	Retirement Contribution PERS	1,113.00	.00	1,113.00	(57.47)	.00	24.58	1,088.42	2	2,803.52
5113	Worker's Compensation	68.00	.00	68.00	.00	.00	17.00	51.00	25	466.12
5114.101	Health Insurance Medical	559.00	.00	559.00	(55.30)	.00	18.44	540.56	3	2,898.69
5114.102	Health Insurance Dental	.00	.00	.00	(12.73)	.00	4.25	(4.25)	+++	527.84
5114.103	Health Insurance Vision	.00	.00	.00	(1.39)	.00	.47	(.47)	+++	52.58
5115	Unemployment Compensation	.00	.00	.00	(5.68)	.00	1.90	(1.90)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	60.00	.00	60.00	(2.73)	.00	.91	59.09	2	107.07
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	(9.03)	.00	3.02	(3.02)	+++	301.33
5122	Accrual Bank Payoff	5,363.00	.00	5,363.00	.00	.00	.00	5,363.00	0	.00
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	2.69)



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

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Fund 1010 - General Fund										
EXPENSE										
Department 40 - Community Development										
Program 4780 - CDD - Waste Management										
5213.100	Professional/Contract Services General	20.00	.00	20.00	.00	.00	.00	20.00	0	42.00
5501	Debt Service Payment - Principal	1,178.00	.00	1,178.00	.00	.00	.00	1,178.00	0	1,178.14
Program 4780 - CDD - Waste Management Totals		\$13,962.00	\$0.00	\$13,962.00	(\$691.56)	\$0.00	\$311.41	\$13,650.59	2%	\$38,019.48
Department 40 - Community Development Totals		\$171,764.00	\$0.00	\$171,764.00	\$7,027.49	\$0.00	\$21,543.70	\$150,220.30	13%	\$192,374.24
Department 45 - Public Works										
Program 4740 - Public Works - Engineering										
5101	Salaries - Permanent	16,965.00	.00	16,965.00	341.78	.00	876.85	16,088.15	5	20,396.90
5102	Salaries - Temporary	.00	.00	.00	.00	.00	.00	.00	+++	1,361.50
5105	Salaries - Overtime/FLSA	.00	.00	.00	19.23	.00	28.84	(28.84)	+++	2,207.70
5106.100	Incentives & Admin Leave Administrative Leave	720.00	.00	720.00	.00	.00	12.68	707.32	2	925.56
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	16.20
5107	Car Allowance/Mileage	300.00	.00	300.00	.00	.00	4.94	295.06	2	360.00
5109.101	Allowances Boot Allowance	45.00	.00	45.00	.00	.00	45.00	.00	100	45.00
5111	Medicare	287.00	.00	287.00	5.90	.00	39.47	247.53	14	378.78
5112.101	Retirement Contribution PERS	3,252.00	.00	3,252.00	188.34	.00	392.15	2,859.85	12	2,679.41
5112.102	Retirement Contribution Social Security	.00	.00	.00	.00	.00	.00	.00	+++	84.41
5113	Worker's Compensation	2,183.00	.00	2,183.00	.00	.00	545.75	1,637.25	25	2,332.51
5114.101	Health Insurance Medical	2,452.00	.00	2,452.00	39.04	.00	247.24	2,204.76	10	1,769.70
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	303.12
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	.00	.00	+++	27.12
5115	Unemployment Compensation	.00	.00	.00	2.60	.00	20.13	(20.13)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	217.00	.00	217.00	1.92	.00	3.84	213.16	2	80.88
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	3.70	.00	7.40	(7.40)	+++	201.58
5119.100	Retiree Costs Medical Insurance	7,335.00	.00	7,335.00	.00	.00	600.36	6,734.64	8	7,516.04
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	1,692.96	(1,692.96)	+++	.00
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(2,974.55)
5201.100	Office Supplies General	25.00	.00	25.00	.00	.00	.00	25.00	0	62.27
5209.101	Auto Fuel Expense Town Vehicles	3,000.00	.00	3,000.00	.00	.00	115.34	2,884.66	4	3,054.58
5210.100	Postage General	120.00	.00	120.00	3.55	.00	15.20	104.80	13	96.49
5213.100	Professional/Contract Services General	10,000.00	.00	10,000.00	1,250.00	.00	1,625.00	8,375.00	16	5,950.00
5214.100	Repair and Maint Service General	2,876.00	.00	2,876.00	.00	.00	2,300.67	575.33	80	3,504.34
5216.100	Communications General Services	81.00	.00	81.00	6.76	.00	13.52	67.48	17	81.12
5218.100	Advertising General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5220.100	Employee Development General	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5223.101	Meals and Refreshments Employee Meals-MOU	.00	.00	.00	.00	.00	.00	.00	+++	36.45
Program 4740 - Public Works - Engineering Totals		\$51,458.00	\$0.00	\$51,458.00	\$1,862.82	\$0.00	\$8,587.34	\$42,870.66	17%	\$7.11



Budget Performance Report

Fiscal Year to Date 08/31/19

Exclude Rollup Account

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Fund 1010 - General Fund										
EXPENSE										
Department 45 - Public Works										
Program 4745 - Paradise Community Park										
5202.100	Operating Supplies General	1,700.00	.00	1,700.00	155.98	.00	155.98	1,544.02	9	1,531.05
5203.100	Repairs and Maint Supplies General	2,000.00	.00	2,000.00	.00	.00	439.37	1,560.63	22	1,064.72
5211.135	Utilities Water and Sewer	7,200.00	.00	7,200.00	.00	.00	.00	7,200.00	0	4,263.96
5211.137	Utilities Electric and Gas	3,600.00	.00	3,600.00	.00	.00	398.62	3,201.38	11	2,327.98
5214.100	Repair and Maint Service General	200.00	.00	200.00	.00	.00	99.00	101.00	50	243.88
5216.100	Communications General Services	252.00	.00	252.00	21.30	.00	42.54	209.46	17	255.14
Program 4745 - Paradise Community Park Totals		\$14,952.00	\$0.00	\$14,952.00	\$177.28	\$0.00	\$1,135.51	\$13,816.49	8%	\$9,686.73
Program 4747 - Public Facilities										
5203.100	Repairs and Maint Supplies General	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5211.135	Utilities Water and Sewer	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	5,747.85
5214.100	Repair and Maint Service General	500.00	.00	500.00	.00	.00	100.00	400.00	20	300.00
Program 4747 - Public Facilities Totals		\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$100.00	\$8,900.00	1%	\$6,047.85
Department 45 - Public Works Totals		\$75,410.00	\$0.00	\$75,410.00	\$2,040.10	\$0.00	\$9,822.85	\$65,587.15	13%	\$66,231.69
EXPENSE TOTALS		\$12,793,889.00	\$0.00	\$12,793,889.00	\$426,296.18	\$332.37	\$1,347,870.21	\$11,445,686.42	11%	\$12,057,823.41
Fund 1010 - General Fund Totals										
REVENUE TOTALS		12,738,545.00	.00	12,738,545.00	23,720.31	.00	56,899.97	12,681,645.03	0%	11,867,018.84
EXPENSE TOTALS		12,793,889.00	.00	12,793,889.00	426,296.18	332.37	1,347,870.21	11,445,686.42	11%	12,057,823.41
Fund 1010 - General Fund Totals		(\$55,344.00)	\$0.00	(\$55,344.00)	(\$402,575.87)	(\$332.37)	(\$1,290,970.24)	\$1,235,958.61		(\$190,804.57)
Grand Totals										
REVENUE TOTALS		12,738,545.00	.00	12,738,545.00	23,720.31	.00	56,899.97	12,681,645.03	0%	11,867,018.84
EXPENSE TOTALS		12,793,889.00	.00	12,793,889.00	426,296.18	332.37	1,347,870.21	11,445,686.42	11%	12,057,823.41
Grand Totals		(\$55,344.00)	\$0.00	(\$55,344.00)	(\$402,575.87)	(\$332.37)	(\$1,290,970.24)	\$1,235,958.61		(\$190,804.57)



Town of Paradise

Council Agenda Summary

Agenda Item: 5(a)

Date: September 10, 2019

ORIGINATED BY: Susan Hartman, Acting Planning Director

REVIEWED BY: Lauren M. Gill, Town Manager

SUBJECT: Public Hearing – Consider Introducing an Ordinance Amending Paradise Municipal Code Title 17 Text Regulations Relative to: Accessory Building; Primary Dwelling; Railroad Tie Materials in Site Structures and Mobile Home Provisions

COUNCIL ACTION REQUESTED: Conduct the duly noticed and scheduled public hearing concerning this agenda item. Upon conclusion of the public hearing adopt either the recommended ordinance or an alternative action.

RECOMMENDATION: Adopt a **MOTION TO:**

1. Concur with the project “CEQA determination” finding adopted by the Planning Commission on July 16, 2019, and embodied within Planning Commission Resolution No. 19-03; **AND**
2. Waive the first reading of Town of Paradise Ordinance No. ____ and read by title only (roll call vote); **AND**
3. Introduce Town of Paradise Ordinance No. _____, “An Ordinance Amending Text Regulations within Paradise Municipal Code Title 17 [Zoning] Relative to Accessory Building; Primary Dwelling; Railroad Tie Materials in Site Structures and Mobile Home Provisions”; **OR**
4. Direct an alternative directive to town staff.

BACKGROUND:

These Town-initiated amendments to the Paradise Municipal Code (PMC) are intended to address and implement recent directive actions of the Town Council enacted during their May 22nd and June 11th meetings. On May 22, 2019, the Town Council adopted an Urgency Ordinance (#578) relating to “accessory building(s)” inside the Camp Fire area. On June 11, 2019, Town Council reviewed and approved direction to pursue the possible adoption of nine out of twenty “Post Camp Fire Paradise Visioning Process” action options that were facilitated by Urban Design Associates [UDA] and presented by town staff.

Three of the nine directives entail amending the Town's zoning ordinance regulations to address the subjects of 1) prohibition of railroad tie wall structures, 2) a minimum size for a "primary dwelling" and its related interim time period whereby a primary dwelling containing less than minimum size can be rebuilt, and 3) requiring "manufactured homes" not be more than 10 years old from date of manufacture.

Per the directive actions of the Town Council, planning staff (with concurrence of the Planning Commission) advises that text regulations within Paradise Municipal Code (PMC) Chapters 17.04 (definitions), 17.06 (general site development regulations), and 17.36 (mobile home provisions) warrant amendment in order to : 1) become internally consistent with all other PMC statutes as well as Urgency ordinance #578; 2) become consistent with and further implement the Paradise General Plan, particularly its safety element; and 3) if adopted, would further assist in the Camp Fire recovery/rebuild efforts by helping to alleviate or mitigate future wildfire hazard.

Paradise Municipal Code Section 17.45.500 [Procedures for zoning district(s) or zoning text amendments] provides for town staff to initiate the process of zoning text amendments whenever public necessity, convenience or general welfare are sufficiently compelling to warrant Planning Commission and Town Council consideration of such amendments.

In accordance with the Town Council adopted directives and the authority via PMC section 17.45.500 the planning staff prepared and presented proposed zoning ordinance text amendments pertaining to the prior discussed subjects during a duly noticed public hearing before the Planning Commission conducted on July 16, 2019.

DISCUSSION:

The Planning Commission carefully studied and discussed the proposed zoning ordinance text amendments that were presented, modified a few of the originally recommended text amendments, and adopted a formal resolution **[see attached Planning Commission Resolution No. 19-03]** recommending Town Council adoption of certain specified text amendments to PMC Title 17.

One of the staff presented text amendments that was revised by the Planning Commission concerned the age of manufactured homes. As presented, the Planning Commission was asked to make a recommendation to amend the mobile home ordinance to prohibit the installation of manufactured housing older than 10 years of age. However, after much discussion, the majority of the Commission felt the community would be best served by only allowing the installation of new manufactured homes and the resolution was amended accordingly. Recently, and after the Planning Commission action on this matter, town planning staff met with representatives of the State Department of Housing and Community Development [HCD] and were advised that current state law **precludes local government authority to legally require manufactured homes to be new (not previously registered)**. Subsequently, town planning staff verbally reported the legal restriction to the Planning Commission during their August 20, 2019 meeting. Staff also advised the Planning Commission that they would present an ordinance for introduction to the Town Council that would include a PMC text amendment that prohibits the installation of a

mobile/manufactured home older than ten (10) years of age as it was originally presented to the Planning Commission.

While the majority of Planning Commissioners did not initially support the idea of setting a minimum square footage for primary dwellings, the discussion concluded with a compromised recommendation to reduce the proposed minimum square footage from 750 down to 600 square feet and to only impose the minimum square footage on parcels over a quarter-acre. The thought being that there are many older subdivisions and areas of town with relatively small parcel sizes that may benefit from a smaller home, potentially less than 600 sq ft, more in scale with the size of their property while still allowing for adequate open space and room from their neighbors.

Within Planning Commission Resolution No. 19-03 are the recommended zoning ordinance text amendments: 1) alter/update the definition of the terms “Mobile home” and “single-family residential”; 2) add definitions for the terms “Accessory building” and “Primary Dwelling”; 3) adds a new section of regulations pertaining to “railroad tie material in site structures”; 4) adds a regulation concerning “minimum square footage for Primary Dwelling”; 5) adds a regulation pertaining to the subject of “Post Camp Fire Rebuild: Primary Dwelling containing less than 600 square feet” and its related “interim time period”; and 6) adds a new subsection regulation that addresses the installation of a pre-owned mobile/manufactured home.

Town staff has determined, and the Town Attorney has concurred that, the nature of the proposed text amendments is sufficiently minor. Thus, the possibility of adoption and implementation of the amendments would not result in a direct and significantly adverse effect upon the environment. Therefore, the proposed amendments can be found to be exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15061(b)(3) (General Rule Exemption).

Attached with this council agenda summary for your consideration and recommended introduction is an ordinance document prepared by town staff that primarily (with the correction per current state law requirement) reflects the contents of the recommended PMC text amendments contained within Planning Commission Resolution No. 19-03. Recommended text amendments in the ordinance are shown in “shaded” print.

Lastly, for your convenience and use, town staff has copied and attached other documents related to this agenda item.

FINANCIAL IMPACT: There is no financial impact associated with the first reading and introduction of the ordinance.

Attachments

LIST OF ATTACHMENTS

1. Notice of Public Hearing to be held on September 10, 2019 before the Paradise Town Council published in the Paradise Post.
2. Planning Commission Resolution No. 19-03, "A Resolution of the Paradise Planning Commission Recommending Town Council Adoption of Text Amendments to title 17 of the Paradise Municipal Code Relative to Accessory Building; Primary Dwelling; Railroad Tie Material in Site Structures and Mobile Home Provisions".
3. Ordinance No._____, "An Ordinance Amending Text Regulations within Paradise Municipal Code Title 17 [Zoning] Relative to Accessory Building; Primary Dwelling; Railroad Tie Material in Site Structures and Mobile Home Provisions".

**TOWN OF PARADISE
NOTICE OF PUBLIC HEARING
PARADISE TOWN COUNCIL**

NOTICE IS HEREBY GIVEN by the Paradise Town Council that a public hearing will be held on **Tuesday, September 10, 2019** at 6:00 p.m. in the Town Hall Council Chambers, 5555 Skyway, Paradise, California, regarding the following matters:

- a. Item determined to be exempt from environmental review under CEQA Guidelines section 15061(b)(3) (General rule exemption)

PARADISE MUNICIPAL CODE: Proposed and recommended Town Council adoption of proposed text amendments to the zoning regulations in Paradise Municipal Code (PMC) Title 17 (Zoning Ordinance). If adopted by the Town Council, the amendments would: 1. alter and/or add the definition of the terms “Mobile home” and “Primary Dwelling”; 2. add a site regulation prohibiting use of railroad tie material in retaining walls; 3. amend the mobile home provisions to prohibit mobile/manufactured home(s) older than ten (10) years of age; and 4. establish an interim time period with an expiration sunset date during which property owner(s) who lost, due to the Camp Fire, a primary dwelling containing less than the minimum square footage to rebuild a dwelling to its prior size.

The project file is available for public inspection at the Town Development Services Department, Town Hall. If you challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Town Clerk at, or prior to, the public hearing. For further information please contact the Town Development Services Department (planning division), Town Hall, 5555 Skyway, Paradise, CA (530) 872-6291, extension 114.

Dina Volenski
Town Clerk

**TOWN OF PARADISE PLANNING COMMISSION
RESOLUTION 19-03**

**A RESOLUTION OF THE PARADISE PLANNING COMMISSION RECOMMENDING
TOWN COUNCIL ADOPTION OF TEXT AMENDMENTS TO TITLE 17 OF THE
PARADISE MUNICIPAL CODE RELATIVE TO ACCESSORY BUILDING; PRIMARY DWELLING;
RAILROAD TIE MATERIAL IN SITE STRUCTURES AND MOBILE HOME PROVISIONS**

WHEREAS, the Town of Paradise is legally required to direct and regulate land development and land uses via zoning regulations and other means that are consistent with its current Paradise General Plan as well as current state planning and zoning law; and

WHEREAS, during the aftermath of the Camp Fire and our community “visioning process” the Town Council adopted direction to town staff relative to some potential code changes to help alleviate or mitigate future wildfire safety hazards to persons or property; and

WHEREAS, the Town planning staff advise that text regulations within Chapters 17.04, 17.06 and 17.36 of the Paradise Municipal Code (PMC) warrant amendment in order to: 1) become internally consistent with all other existing PMC statutes; 2) become consistent with and further implement the Paradise General Plan, particularly its safety element; 3) create statutes that are related to town processing of single-family residential development projects; and if adopted, would assist in the Camp Fire recovery efforts; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on July 16, 2019 to study and consider recommending Town Council adoption of text amendments to PMC Chapters 17.04, 17.06, and 17.36 as proposed by Town staff; and

WHEREAS, the public review also included review and determination that the proposed PMC text amendment is an activity that is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15061(b)(3) [general rule exemption] because there is no possibility that the amendment would result in a significantly adverse effect upon the environment; and

WHEREAS, the Planning Commission has considered the recommendation of the Town staff, etc., as well as input received during the public hearing; and on the basis of the foregoing, has determined that the text amendments to PMC Chapters 17.04, 17.06, and 17.36, are warranted at this time in order to help alleviate or mitigate future wildfire hazard affecting the development of housing opportunities and particularly in order to aid in the rebuild efforts following the Camp Fire.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF PARADISE as follows:

The Planning Commission hereby recommends to the Town Council of the Town of Paradise, adoption of the proposed text amendments to PMC Chapters 17.04, 17.06, and 17.36

as set forth in “**Exhibit A**” attached hereto and made a part of by reference; and recommends to the Town Council that the proposed Paradise Municipal Code text amendments are not subject to the requirements of the California Environmental Quality Act (CEQA) in accordance with the general rule categorical exemption provisions of CEQA Guidelines section 15061.

PASSED AND ADOPTED by the Planning Commission of the Town of Paradise this 16th day of July 2019 by the Following Vote:

AYES: James Clarkson, Shannon Costa, Kim Morris, Stephanie Neumann and Anita Towslee, Chair

NOES:

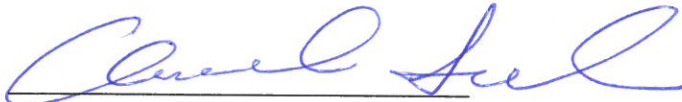
ABSENT:

ABSTAIN:



Anita Towslee, Chair

ATTEST: 08.27.19



Ursula Smith, Administrative Analyst

EXHIBIT "A"

SECTION 1. The definitions of the terms "Mobile home" and "Single-family residential" in Paradise Municipal Code Chapter 17.04 shall be amended to read as follows:

"Mobile/manufactured home" means a transportable factory-built housing unit designed and equipped for use as a DWELLING UNIT with or without a permanent foundation. A mobile/manufactured home may include two (2) or more sections separately transported and joined together as one integral unit. A mobile/manufactured home shall not include a RECREATIONAL VEHICLE.

"Single-family residential" means USE of a SITE for only one PRIMARY DWELLING UNIT and its allowed ACCESSORY USES, or for one PRIMARY DWELLING unit and one SECONDARY DWELLING and allowed ACCESSORY USES.

SECTION 2. The definition of the terms "Accessory building" and "Primary Dwelling" shall be added to Section 17.04.500 [General Definitions] of the Paradise Municipal Code to read as follows:

"Accessory building" means any structure having a permanent foundation and a roof supported by columns or walls designed, intended and/or used for shelter, support or enclosure of property associated with a permitted or conditionally permitted PRINCIPAL USE on the same site.

"Primary Dwelling" means a DWELLING UNIT which is located on a site as a permitted PRINCIPAL USE.

SECTION 3. Section 17.06.960 shall be added to Chapter 17.06 [General Site Development Regulations] of the Paradise Municipal Code to read as follows:

17.06.960 Railroad Tie Material in Site Structures.

- A. Purpose. The regulation of this section is intended to alleviate or mitigate a potential wildfire safety hazard to persons or property.
- B. Applicability. The use of any site structure composed of railroad tie material (or similar material treated with creosote and/or flammable fluid/liquid) shall be unlawful and prohibited.

SECTION 4. Section 17.06.970 shall be added to Chapter 17.06 [General Site Development Regulations] of the Paradise Municipal Code to read as follows:

17.06.970 Minimum Square Footage for Primary Dwelling.

- A. Intent. The intent of the regulations of this section is to establish a minimum square footage for primary dwelling units to ensure that the integrity and property values of neighborhoods are maintained.
- B. Applicability. The establishment of a primary dwelling shall be subject to all applicable development standards set forth in subsection C of this section.
- C. Development Standards. The following development standards shall apply to the establishment of a primary dwelling:
 - 1. A primary dwelling, established on a parcel containing 10,891 square feet or more of gross lot area, shall contain a minimum six hundred (600) square feet.
 - 2. A primary dwelling, established on a parcel containing not more than 10,890 square feet of gross lot area, shall not have a minimum square footage excepting those requirements contained within the California Building Code.

SECTION 5. Section 17.06.980 shall be added to Chapter 17.06 [General Site Development Regulations] of the Paradise Municipal Code to read as follows:

17.06.980 Post Camp Fire Rebuild: Primary Dwelling Containing Less than 600 Square Feet.

- A. Purpose. This section shall provide an interim time period during which affected property owner(s) may elect to rebuild a primary dwelling existing on November 8, 2018 consisting of less than six hundred (600) square feet on a property containing 10,891 square feet or more of gross lot area.
- B. Development standard. The following standard shall apply to property owner(s) who elect to rebuild a primary dwelling existing on November 8, 2018 consisting of less than 600 square feet:
 - 1. The rebuild dwelling design and resultant construction shall not be less than the prior existing primary dwelling floor area as depicted within the affected property Butte County Assessor record(s).
- C. Interim time period. The provisions and regulations of this Section 17.06.980 shall expire and be in no legal effect effective December 31, 2022.

SECTION 6. A new subsection 5 shall be added to Section 17.36.100 [Mobile home provisions] of the Paradise Municipal Code to read as follows:

- 5. The Town shall prohibit the installation of pre-owned mobile/manufactured homes.

**TOWN OF PARADISE
ORDINANCE NO. ____**

**AN ORDINANCE AMENDING TEXT REGULATIONS WITHIN
PARADISE MUNICIPAL CODE TITLE 17 [ZONING] RELATIVE TO ACCESSORY BUILDING;
PRIMARY DWELLING; RAILROAD TIE MATERIAL IN SITE STRUCTURES AND MOBILE HOME
PROVISIONS**

The Town Council of the Town of Paradise does ordains as follows:

SECTION 1. The definitions of the terms “Mobile home” and “Single-family residential” in Paradise Municipal Code Chapter 17.04 shall be amended to read as follows:

“Mobile/~~manufactured~~ home” means a transportable factory-built housing unit designed and equipped for use as a DWELLING UNIT with or without a permanent foundation. A mobile/~~manufactured~~ home may include two (2) or more sections separately transported and joined together as one integral unit. A mobile/~~manufactured~~ home shall not include a RECREATIONAL VEHICLE.

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

SECTION 2. The definition of the terms “Accessory building” and “Primary Dwelling” shall be added to Section 17.04.500 [Genera Definitions] of the Paradise Municipal Code to read as follows:

“Accessory building” means any structure having a permanent foundation and a roof supported by columns or walls designed, intended and/or used for shelter, support or enclosure of property associated with a permitted or conditionally permitted PRINCIPAL USE on the same site.

“Primary Dwelling” means a DWELLING UNIT which is located on a site as a permitted PRINCIPAL USE.

SECTION 3. Section 17.06.960 shall be added to Chapter 17.06 [General Site Development regulations] of the Paradise Municipal code to read as follows:

17.06.960 Railroad Tie Material in Site Structures.

- A. Purpose. The regulation of this section is intended to alleviate or mitigate a potential wildfire safety hazard to persons or property.

- B. Applicability. The use of any site structure composed of railroad tie material (or similar material treated with creosote and/or flammable fluid/liquid) shall be unlawful and prohibited.

SECTION 4. Section 17.06.970 shall be added to Chapter 17.06 [General Site Development Regulations] of the Paradise Municipal code to read as follows:

17.06.970 Minimum Square Footage for Primary Dwelling.

- A. Intent. The intent of the regulations of this section is to establish a minimum square footage for primary dwelling units to ensure that the integrity and property values of neighborhoods are maintained.
- B. Applicability. The establishment of a primary dwelling shall be subject to all applicable development standards set forth in subsection C of this section.
- C. Development Standards. The following development standards shall apply to the establishment of a primary dwelling:
 - 1. A primary dwelling, established on a parcel containing 10,891 square feet or more of gross lot area, shall contain a minimum six hundred (600) square feet.
 - 2. A primary dwelling, established on a parcel containing not more than 10,890 square feet of gross lot area, shall not have a minimum square footage excepting those requirements contained within the California Building Code.

SECTION 5. Section 17.06.980 shall be added to Chapter 17.06 [General Site Development Regulations] of the Paradise Municipal Code to read as follows:

17.06.980 Post Camp Fire Rebuild: Primary Dwelling Containing Less than 600 Square Feet.

- A. Purpose. This section shall provide an interim time period during which affected property owner(s) may elect to rebuild a primary dwelling existing on November 8, 2018 consisting of less than six hundred (600) square feet on a property containing 10,891 square feet or more of gross lot area.
- B. Development Standard. The following standard shall apply to property owner(s) who elect to rebuild a primary dwelling existing on November 8, 2018 consisting of less than 600 square feet:
 - 1. The rebuild dwelling design and resultant construction shall not be less than the prior existing primary dwelling floor area as depicted within the affected property Butte County Assessor record(s).
- C. Interim time period. The provisions and regulations of this Section 17.06.980 shall expire and be in no legal effect effective December 31, 2022.

SECTION 6. A new subsection 5 shall be added to Section 17.36.100 [Mobile home provisions] of the Paradise Municipal Code to read as follows:

5. The Town shall prohibit the installation of a mobile/manufactured home older than ten (10) years of age. The age measurement period shall be from the year of manufacture of the mobile/manufactured home to the year of the permit application.

SECTION 7. 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 sections 15302 (Reconstruction) and 15061(b)(3) (General Rule Exemption).

SECTION 8. 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 October, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jody Jones, Mayor

ATTEST:

Dina Volenski, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney



Town of Paradise

Council Agenda Summary

Agenda Item: 5**(b)**

Date: September 10, 2019

ORIGINATED BY: Susan Hartman, Acting Planning Director
REVIEWED BY: Lauren M. Gill, Town Manager
SUBJECT: Public Hearing – Consider Introducing an Ordinance Amending Paradise Municipal Code Title 17 Text Regulations Relative to the Reconstruction of Nonconforming Uses

COUNCIL ACTION REQUESTED: Conduct the duly noticed and scheduled public hearing concerning this agenda item. Upon conclusion of the public hearing adopt either the recommended action or an alternative action.

RECOMMENDATION: Adopt a **MOTION TO:**

1. Concur with the project “CEQA determination” finding adopted by the Planning Commission on August 20, 2019, and embodied within Planning Commission Resolution No. 19-04; **AND**
2. Waive the first reading of Town Ordinance No. ____ and read by title only (roll call vote); **AND**
3. Introduce Town Ordinance No. _____, “An Ordinance Amending Text Regulations within Paradise Municipal Code Chapter 17.39 Relative to the Reconstruction of Nonconforming Uses”; **OR**
4. Direct an alternative directive to town staff.

BACKGROUND:

This Town-initiated amendment to the Paradise Municipal Code (PMC) is to address an unprecedented number of lawful nonconforming uses that were involuntary destroyed by the Camp Fire on November 8, 2018. This amendment would allow the possible reconstruction of lawful nonconforming uses within a defined timeframe without the currently PMC required conditional use permit and public hearing.

Lawful nonconforming uses are those lawfully established prior to the Town’s incorporation under Butte County zoning regulations and existing continuously on the property, but no longer conform to the current Town of Paradise zoning regulations assigned to the property.

The most common examples of nonconforming uses are residences located within now commercial zoning districts where standalone single-family residences are not a currently permitted use or multi-family structures in residential zones. Another common nonconforming use are structures built under reduced setback requirements which no longer meet minimum site development standards.

At the February 19, 2019 Planning Commission meeting the Commission did adopt a resolution recommending Town Council adoption of amendments to the nonconforming use ordinance which would allow, under certain circumstances, nonconforming uses to be rebuilt within a prescribed timeframe without requiring a public hearing and conditional use permit. However, the agenda item was tabled at the March 12, 2019 Town Council meeting.

Staff, with input from the Town Attorney, has revised the resolution as well as further refined the parameters of the proposed amendments based on the results of the community visioning sessions and subsequent adoption of the long-term recovery plan by the Town Council. The revised resolution was brought back to the Planning Commission at their August 20, 2019 meeting where they adopted the revised resolution and recommended Town Council adopted of said text amendments.

PROPOSED CODE AMENDMENT:

To address the immediate need to reestablish housing and further recovery efforts within the Town of Paradise it is staff's recommendation that Paradise Municipal Code Section 17.39.300 *Restoration of damaged nonconforming use* be modified to include the following text:

"C. Notwithstanding subsection B, those properties, excepted those located within the Central Business zoning district, destroyed by a natural disaster in a declared state of emergency may be reconstructed as a lawful nonconforming use subject to the following:

1. Reconstruction shall begin within two (2) years after the affected property being cleared of disaster debris and shall be completed within four (4) years.
2. The reconstructed structure shall not exceed the nonconformity of the original structure in terms of setbacks, floor area, height, and any other property characteristics as determined by the Planning Director.
3. If reconstruction is not started within two (2) years after the property being cleared of disaster debris, the property shall be subject to the use permit requirements of subsection B or may become subject to abandonment under section 17.39.200."

DISCUSSION:

Paradise Municipal Code section 17.45.500 (*Procedures for zoning district(s) or zoning text amendments*) provides for the Planning Director to initiate the process of zoning code text amendments whenever public necessity, convenience or general welfare are sufficiently

compelling to warrant Planning Commission and Town Council consideration of such amendments.

Although the Town of Paradise 1994 General Plan encourages the removal of nonconforming uses, the magnitude to which development and infrastructure was impacted by the Camp Fire is well beyond the intention of this policy and must be weighed against the immediate needs of our displaced community. Removing obstacles to rebuilding, such as nonconforming use permit requirements, following natural disasters rising to the level of a declared state of emergency will help to expedite the recovery efforts and aid in the return of residents and businesses to Paradise.

Town staff has determined, and the Town Attorney has concurred that, the nature of the proposed text amendments are sufficiently minor the possibility of adoption and implementation of the amendments would result in a direct and significantly adverse effect upon the environment. Therefore, the proposed amendments can be found to be exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15302 (Reconstruction) and 15061(b)(3) (General Rule Exemption).

Attached with this council agenda summary for your consideration and recommended introduction is an ordinance document prepared by staff that reflects the contents of the recommended PMC text amendments contained with Planning Commission Resolution No. 19-04 (added text in the attached "Exhibit A" is shown as shaded).

Lastly, for your convenience and use, town staff has copied and attached other documents related to this agenda item.

FINANCIAL IMPACT: There is no financial impact associated with the first reading and introduction of the ordinance.

Attachments

LIST OF ATTACHMENTS

1. Notice of Public Hearing to be held on September 10, 2019 before the Paradise Town Council published in the Paradise Post.
2. Planning Commission Resolution No. 19-04, "A Resolution of the Paradise Planning Commission Recommending Town Council Adoption of Text Amendments to Chapter 17.39 of the Paradise Municipal Code Relative to the Reconstruction of Nonconforming Uses".
3. Ordinance No._____, "An Ordinance Amending Text Regulations within Paradise Municipal Code Chapter 17.39 Relative to the Reconstruction of Nonconforming Uses".

**TOWN OF PARADISE
NOTICE OF PUBLIC HEARING
PARADISE TOWN COUNCIL**

NOTICE IS HEREBY GIVEN by the Paradise Town Council that a public hearing will be held on **Tuesday, September 10, 2019** at 6:00 p.m. in the Town Hall Council Chambers, 5555 Skyway, Paradise, California, regarding the following matters:

a. Item determined to be exempt from environmental review under CEQA Guidelines sections 15061(b)(3) (General rule exemption) and 15302 (Reconstruction)

PARADISE MUNICIPAL CODE: Town Council consideration of a Planning Commission Resolution recommending Town Council approval of a text amendment to the Town's zoning regulations contained in Paradise Municipal Code (PMC) Title 17 (Zoning Ordinance). The amendment would add an additional circumstance under which lawful nonconforming land uses could be reconstructed after a natural disaster as contained within PMC Chapter 17.39.

The project file is available for public inspection at the Town Development Services Department, Town Hall. If you challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Town Clerk at, or prior to, the public hearing. For further information please contact the Town Development Services Department (planning division), Town Hall, 5555 Skyway, Paradise, CA (530) 872-6291, extension 114.

Dina Volenski
Town Clerk

**TOWN OF PARADISE PLANNING COMMISSION
RESOLUTION 19-04**

**A RESOLUTION OF THE PARADISE PLANNING COMMISSION RECOMMENDING TOWN COUNCIL
ADOPTION OF TEXT AMENDMENTS TO CHAPTER 17.39 OF THE PARADISE MUNICIPAL CODE
RELATIVE TO THE RECONSTRUCTION OF NONCONFORMING USES**

WHEREAS, the Town of Paradise is legally required to direct and regulate land development and land uses via zoning regulations and other means that are consistent with its current Paradise General Plan as well as current state planning and zoning law; and

WHEREAS, the Paradise Planning Commission finds that there is a compelling need for the Town Council of the Town of Paradise to adopt the foregoing Paradise Municipal Code (PMC) amendments to assist in the Camp Fire recovery efforts, and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on August 20, 2019 to study and consider recommending Town Council adoption of text amendments to PMC Chapter 17.39 as proposed by Town staff; and

WHEREAS, the public review also included review and determination that the proposed PMC text amendment is an activity that is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15061(b)(3) (general rule exemption) because there is no possibility that the amendment would result in a significantly adverse effect upon the environment; and

WHEREAS, the Planning Commission has considered the recommendation of the Town staff, etc., as well as input received during the public hearing; and on the basis of the foregoing, has determined that the text amendment to PMC Chapter 17.39 is warranted at this time in order to aid in the timely rebuild efforts following the Camp Fire.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF PARADISE as follows:

The Planning Commission hereby recommends to the Town Council of the Town of Paradise, adoption of the proposed text amendments to PMC Chapter 17.39 as set forth in **Exhibit "A"** attached hereto and made a part of by reference; and recommends to the Town Council that the proposed Paradise Municipal Code text amendment is not subject to the requirements of the California Environmental Quality Act (CEQA) in accordance with the general rule categorical exemption provisions of CEQA Guidelines section 15061 and section 15302 of CEQA Guidelines (Reconstruction).

TOWN OF PARADISE
PLANNING COMMISSION
RESOLUTION NO. 19-04

PASSED AND ADOPTED by the Planning Commission of the Town of Paradise this 20th day of August, 2019 by the Following Vote:

AYES: Kim Morris, Anita Towslee and Shannon Costa, Chair

NOES: None

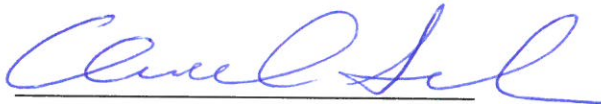
ABSENT: Jim Clarkson and Stephanie Neumann

ABSTAIN: None



Shannon Costa, Chair

ATTEST: 8.26.19



Ursula Smith, Administrative Analyst

EXHIBIT "A"

SECTION 1: Section 17.39.300 of the Paradise Municipal Code is hereby amended to read as follows:

17.39.300 - Restoration of damaged nonconforming use.

Any lawful nonconforming building or structure destroyed by any means to the extent of more than fifty (50) percent of its assessed value as shown on the latest equalized county assessment roll preceding its destruction may be restored as follows:

- A. Restored and used only in compliance with the regulations specified by this title for the zoning district wherein the building or structure is located; or
- B. Restored and used again as a lawful nonconforming use subject to town approval and issuance of a conditional use permit.
- C. Notwithstanding subsection B, those properties, excepting those located within the Central Business zoning district, destroyed by a natural disaster in a declared state of emergency may be reconstructed as a lawful nonconforming use subject to the following:
 1. Reconstruction shall begin within two (2) years after the affected property being cleared of disaster debris and shall be completed within four (4) years.
 2. The reconstructed structure shall not exceed the nonconformity of the original structure in terms of setbacks, floor area, height, and any other property characteristics as determined by the Planning Director.
 3. If reconstruction is not started within two (2) years after the property being cleared of disaster debris, the property shall be subject to the use permit requirements of subsection B or may become subject to abandonment under section 17.39.200.

**TOWN OF PARADISE
ORDINANCE NO. ____**

**AN ORDINANCE AMENDING TEXT REGULATIONS WITHIN
PARADISE MUNICIPAL CODE CHAPTER 17.39 RELATIVE TO THE RECONSTRUCTION OF
NONCONFORMING USES**

The Town Council of the Town of Paradise does ordain as follows:

SECTION 1. Section 17.39.300 of the Paradise Municipal Code shall be amended to read as follows:

17.39.300 - Restoration of damaged nonconforming use.

Any lawful nonconforming building or structure destroyed by any means to the extent of more than fifty (50) percent of its assessed value as shown on the latest equalized county assessment roll preceding its destruction may be restored as follows:

- A. Restored and used only in compliance with the regulations specified by this title for the zoning district wherein the building or structure is located; or
- B. Restored and used again as a lawful nonconforming use subject to town approval and issuance of a conditional use permit.
- C. Notwithstanding subsection B, those properties, excepting those located within the Central Business zoning district, destroyed by a natural disaster in a declared state of emergency may be reconstructed as a lawful nonconforming use subject to the following:
 1. Reconstruction shall begin within two (2) years after the affected property has been cleared of disaster debris and shall be completed within four (4) years.
 2. The reconstructed structure shall not exceed the nonconformity of the original structure in terms of setbacks, floor area, height, and any other property characteristics as determined by the Planning Director.
 3. If reconstruction is not started within two (2) years after the property has been cleared of disaster debris, the property shall be subject to the use permit requirements of subsection B or may become subject to abandonment under section 17.39.200.

SECTION 2. 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 sections 15302 (Reconstruction) and 15061(b)(3) (General Rule Exemption).

SECTION 3. 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.

TOWN OF PARADISE
ORDINANCE NO. ____

PASSED AND ADOPTED by the Town Council of the Town of Paradise, County of Butte, State of California, on this ____ day of October, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jody Jones, Mayor

ATTEST:

Dina Volenski, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney



**Town of Paradise
Council Agenda Summary
Date: September 10, 2019**

Agenda Item: 5(c)

Originated by: Colette Curtis, Administrative Analyst II

Reviewed by: Lauren Gill, Town Manager

Subject: **Public Hearing for the Community Development Block Grant Program (CDBG) 2019-2020 Action Plan**

Council Action Requested:

1. Conduct a public hearing to solicit comments and/or suggestions regarding the 2019-2020 Annual Plan.

Background:

The Town of Paradise has been a U.S. Department of Housing and Development (HUD) entitlement city since 1994. HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Entitlement communities develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low and moderate income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet these broad national objectives.

HUD determines the amount of each entitlement grant by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag in relationship to other metropolitan areas.

Annual Plan Overview:

The Town has received word that HUD will allocate \$164,394 to the Town of Paradise for programs and projects that directly benefit the town's low and moderate-income residents. Funding priorities for this program year include:

- Assistance to residents rebuilding their homes
- Grants and loans to residents and businesses to rebuild
- Mortgage subsidies for first time homebuyers
- Residential housing rehabilitation

Discussion:

Although the Town has some discretion on how the funds are used, there are many restrictions, conditions, and objectives that must be met. Community Development Block Grant funds can be used for activities that further community and economic development; provide improved community facilities and services; and provide affordable housing opportunities to low and disadvantaged residents. Each activity except planning and administrative activities, must meet one of the CDBG program's three broad National Objectives:

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

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

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

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

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

Job creation or retention activities: An activity designed to create or retain permanent jobs where at least 51% of that, computed on a full-time equivalent (FTE) basis, involves the employment of low and moderate income persons. Potentially eligible activities include: construction of a business incubator designed to offer space and assistance to new firms to help them become viable small businesses; loans to pay for expansion.

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

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

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

After the Camp Fire, the Town of Paradise intends to utilize this funding to assist residents in rebuilding their homes through the housing activity.

Fiscal Impact Analysis:

The impact of this agenda item and subsequent actions related to the CDBG Program is positive. It will result in the award of \$164,394.



TOWN OF PARADISE
Council Agenda Summary
Date: September 10, 2019

Agenda No. 6(a)

ORIGINATED BY: James Pangburn, Interim Public Works Director / Town Engineer

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Paradise Sewer Project Preliminary Engineering and
Environmental Study – Request for Proposals (RFP)

COUNCIL ACTION REQUESTED:

1. Provide direction to staff regarding the potential project delivery process in the future. The potential delivery options include traditional “Design-Bid-Build” or “Design-Build” processes. Both options have potential benefits for the Town. If there is a potential for the Town to use the “Design-Build” process, then the Town is required to develop a Conflict of Interest policy that defines who is eligible to pursue the “Design-Build” contract.
2. Provide direction to staff regarding release of project specific information in the RFP, specifically, the preferred “vicinities” where the Town’s Waste Water Treatment Plant (WWTP) may be located. Providing this information in the RFP will focus the approach of the potential consultants, streamline the review process, and allow for easier comparison of each consultant’s ideas and qualifications.
3. Concur with the staff recommendation to proceed with preparation and release of the RFP for Preliminary Engineering and Environmental Study Services.

Purpose:

The purpose of this Council item is to consider the staff’s recommendation to proceed with releasing the RFP relating to services for preliminary engineering and environmental services for a proposed sewer project and to provide guidance on its critical elements. This is the next step toward construction of a viable wastewater treatment method enabling the Town to treat its effluent in a manner that allows the Town to remain a charming mountain community with a small town feel while ensuring our economic future and recovery from the Camp Fire. Treating the Town’s wastewater also allows for a better economy while protecting the groundwater.

Background:

Since its incorporation in 1979, the Town of Paradise has sought a formal wastewater treatment solution for various zones and boundaries, all of which primarily focused on commercial and densely populated residential areas – the portions of Paradise most vulnerable to groundwater degradation and economic stagnation due to sewer limitations.

Professional studies from industry experts in every decade since 1980 have been completed and all essentially come to the same conclusion: The Town is running out of time. It is inevitable that the continual degradation of groundwater quality and exceedance of soil capacities to absorb and treat high volumes of wastewater will require action on behalf of the Town and its constituents.

The need to develop a sustainable wastewater solution for the core Paradise areas, along Skyway, Pearson and Clark Roads can be summarized in the following three reasons:

1. **The Economy:**
A town cannot survive when businesses close, and new businesses are precluded from operating due to septic issues and failures.
2. **The Environment:**
All septic systems fail eventually, and when they do, they cause harm to the surrounding environment and groundwater.
3. **The Community:**
As a bedroom community, Paradise needs good restaurants, shops and small businesses for the community to thrive, and without a sewer, it is difficult to maintain and attract these types of businesses in Town.

On April 12, 2016, Town Council awarded a contract to Bennett Engineering to analyze the Town's wastewater challenge and to draft an Alternatives Analysis and Feasibility Report. The report would analyze several options as detailed below, including a no project option and recommend the most feasible solution and next steps. The Town was fortunate to have been awarded a grant from the State Water Resources Control Board, funded through Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act of 2014, in order to pay for the feasibility report.

On July 11, 2017, the Sewer Feasibility Study was formally accepted by the Town Council.

On May 14, 2019, the Town Council approved the localized treatment option, in lieu of a regional option in cooperation with the City of Chico. This critical decision allowed staff to pursue grant funds from state and federal agencies.

Through the efforts of staff and members of Town leadership, grant funding has been awarded to the Town for the sewer project. The funds include \$800,000 from the State of California, and \$172,000 from the US Department of Agriculture (USDA). The purpose of the grant funding is to assist the Town in achieving environmental clearance for the proposed project.

Executive Summary (RFP Outline):

In preparation of the RFP, the Town can set the guidelines for project delivery. This includes the project schedule, scope of work, and desired budget to complete the work. The discussion below will summarize the key elements of the RFP for the council's consideration.

Consultant Procurement and Consultant Delivery Schedule

- Target Release Date: Tuesday, September 24, 2019
- Proposals Due: Monday, October 21, 2019
- Consultant Contract Approved by Town Council: November 11, 2019
- Site Selection and Environmental Constraints Complete (Phase 1): April 15, 2020
- Notice of Preparation for Environmental Document: April 15, 2020
- Approved Environmental Document: September 1, 2021

Contract Procurement Approach

The RFP will be structured in two phases. Phase 1 will focus on determining the preferred location of the WWTP, performing environmental field work and developing constraints mapping, and coordinating with permitting agencies. This phase is needed before the team can begin preparing the environmental document.

Phase 2 will focus on developing the WWTP and collection design to a 30% level and stepping through the environmental clearance process. It is anticipated that the required document will be CEQA EIR / NEPA EIS. The NEPA process is triggered due to the use of federal funds (USDA).

Staff recommends releasing an RFP soliciting services for both Phase 1 and Phase 2, but only entering an agreement for the Phase 1. When Phase 1 nears completion, the Town can amend the agreement to include Phase 2.

Scope of Services

The consultant will be required to perform engineering and environmental services that provide the Town with a complete WWTP system including collection, treatment, and disposal in addition to being permit-able, construct-able, and financially and operationally feasible.

At the direction of the Town Council, staff will direct the consultant to study and design “Option D” from the 2017 Sewer Feasibility Study which included the following recommendations:

- WWTP capable of tertiary treatment with Beneficial Reuse (Recycled Water).
- Local sewer collection system for service area (commercial core).
- Treated effluent connected to reclaimed water system for re-use via irrigation.
- Excess reclaimed water would be taken to a land application area for irrigation.

The scope of work requested will follow the general task structure below:

Phase 1 – WWTP Site Selection and Environmental Constraints Analysis

Task	Description
1. Project Management	Team Management, Agency Coordination, Meetings.
2. Develop Alternative WWTP Site Locations	Developing Base Mapping, studying potential WWTP locations, estimating effluent flow and size needs, determining preferred location using evaluation criteria developed with input from Town staff.
3. Constraints Analysis	Perform environmental field studies, identify sensitive resources, identify potential impacts.
4. Agency Coordination	Facilitate meetings with the Regional Water Quality Control Board and other permitting agencies to assess specific permit requirements, meet with potential users of recycled water and seek creative opportunities for re-use.

Phase 2 – Preliminary Engineering and Environmental Document

Task	Description
1. Project Management	Team Management, Agency Coordination, Meetings.
2. Preliminary Engineering	WWTP and collection system developed to 30% level. The project definition, plant operations, footprint, right of way requirements and other key features are refined to support the environmental document preparation.
3. Environmental Document Preparation under the California Environmental Quality Act	Preparation of the Notice of Intent, Project Description, Purpose and Need Statements, preparing Administrative, Public Review, and Final Drafts, responding to public comments, and coordinating the resolutions to approve.

Future phases of work not included with this RFP include final design, right of way acquisition, preparation of construction documents, and permitting.

Resources provided by the Town

As part of the recovery effort, the Town may have access to “Lidar” surveys. Lidar surveys provide topographic information that will be useful during preliminary engineering and environmental studies. Staff recommends providing this data to the selected consultant. Other information such as GIS parcel overlays, zoning information and utility mapping will be provided.

Other Requirements

Staff will include typical language for *contract terms, method of payment, equipment requirements, and conflict of interest.*

Staff recommends including language in the RFP addressing the interested consultant’s ability to perform future work (final design and/or construction). Including this discussion in the RFP will allow for interested consultants to make informed business decisions moving forward. **This discussion is heavily dependent on the Town’s approach to project delivery, either Design-Bid-Build or Design-Build.** The discussion below provides a comparison of each approach.

Delivery Option 1 – Design-Bid-Build	
Contracting Arrangement	The Town has two separate contracts; one with the engineering firm and one with the contractor
Delivery process	The agency works directly with the engineer to develop the construction documents (plans), estimate, and specifications. Then the project is advertised for bidding. The Town is required to choose the lowest responsible bidder.
Advantages	<ul style="list-style-type: none">• Agency has more control over design details.• Procurement process for design services is faster.• The designer working on the initial phase of work (i.e. preliminary engineering and environmental clearance) can continue working on the next phase. Project experience and institutional knowledge provided by a consistent consultant can be an advantage for the Town.• Can complete each contract as funds become available.• This is a traditional approach in which the Town staff has experience.
Disadvantages	<ul style="list-style-type: none">• The low bidder may not be the most qualified contractor for the project, putting the Town in financial risk.• The Town is more exposed to a greater liability to pay for construction cost over-runs and claims, since there is a separate contract with the designer.• Greater risk for “finger-pointing” between the contractor and the design team.• Greater risk for contract change orders.

Delivery Option 2 – Design Build	
Contracting Arrangement	The Town has one contract with a Contractor / Design team or joint venture.
Delivery Process	The Town first solicits an RFQ to determine a short list of qualified teams. The qualified teams prepare a preliminary design proposal and construction cost. The Town can select a team based on the “best value” and not simply on low bid. Once selected, the designer and contractor work together to finalize the project details and construct in the field.
Advantages	<ul style="list-style-type: none"> • “Best Value” award allows the Town to include the project approach and qualifications of team into account when making a selection. • Single point of accountability • Eliminates finger pointing between engineer and contractor. • Lower risk for change orders and claims. • Construction tends to be completed at a faster pace. • Total construction costs tend to be lower.
Disadvantages	<ul style="list-style-type: none"> • Agency has less control over design details • Prequalification requirement extends contract award process. • A stipend is often provided to the shortlisted teams to prepare their proposal. • Initial designer cannot propose on the design-build contract. • Must have all funds for both design and construction before moving forward. • Agencies that have not delivered a design-build project will experience a learning curve.

RFP Attachments

- Map of proposed sewer service area
- 2017 Feasibility Study
- Potential WWTP location vicinity map (pending approval from council)

Staff Analysis and Recommendation:

With grant funding for the environmental phase in place and recovery efforts on-going, the Town has an excellent opportunity to develop and construct a much-needed sewer system.

In summary, the Council is being asked to:

1. Provide staff direction regarding the potential project delivery process in the future. The potential delivery options include traditional “Design-Bid-Build” or “Design-Build”. If there is a potential for the Town to use the “Design-Build” process, then a Conflict of Interest policy must be prepared.
2. Provide direction to staff regarding release of project specific information in the RFP, specifically, the preferred “vicinities” where the Town’s Waste Water Treatment Plant (WWTP) may be located.
3. Concur with the staff recommendation and authorize staff to proceed with preparation and release of the RFP for Preliminary Engineering and Environmental Clearance Services.

Financial Impact:

The environmental phase will be completed with grant funds from the State of California and the USDA (\$972,000 in total). Staff is continuing to work with state and federal agencies to secure additional grant funding in the event consultant fees exceed the current available funding. Concurrently with environmental study effort, the Town will need to secure final design and construction funding. Opportunities include the EPA, USDA, EDA, among others. Considering the impact of the Camp Fire on this community, there is a heightened interest at the state and federal level to provide funding for this project.

Staff Report Attachments:

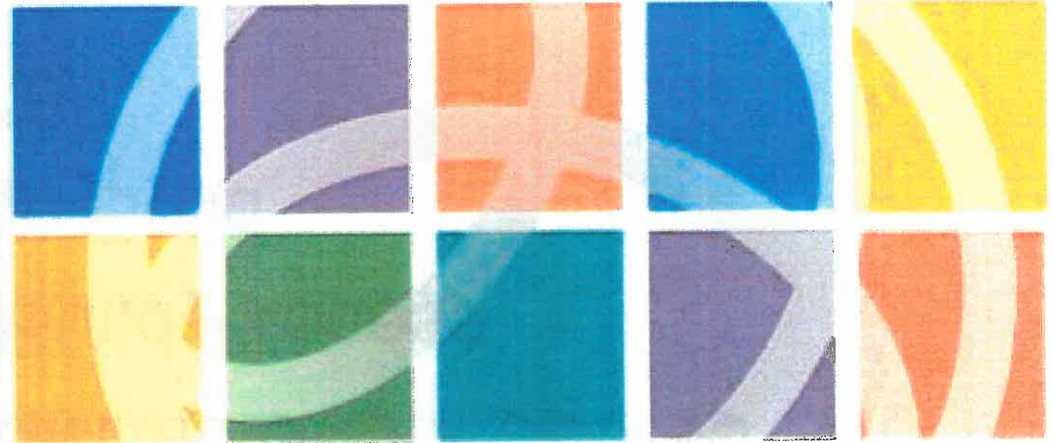
1. Town of Paradise Final Sewer Project, Alternatives Analysis and Feasibility Report: Determining a Preferred Option for Implementation, dated June 21, 2017
2. Slideshow Presentation: Design-Build for Public Works Projects

Design-Build for Public Works Projects

2015 City Attorneys' Spring Conference

Hyatt Regency Hotel, Monterey

May 6, 2015



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Agenda

1. The Baseline: Design-Bid-Build
2. New Design-Build Statutes Under SB 785
3. Overview of Design-Build Process
4. Advantages of Design-Build
5. Changes under SB 785
6. Suggested Approaches
7. Conclusion

The baseline: Design-Bid-Build (DBB)

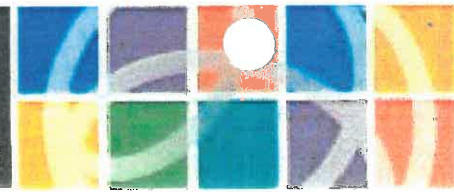
- Must award to lowest bidder, can't select best or most preferable contractor
- Can't negotiate the contract terms
- Contract docs must be complete before advertisement for bids





Many challenges with DBB

- Poor construction quality
- Costs are frequently higher than original bid
- More claims
- Adversarial relationship between agency, designer and contractor



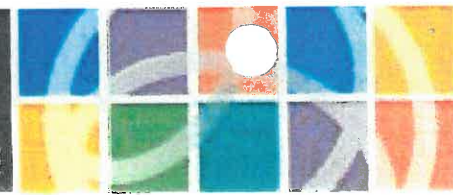
Design-Build





New Design Build Statutes: SB 785

- SB 785 was signed by the Governor on September 30, 2014, went in to effect on January 1, 2015
- Legislature's goal was to consolidate authority and eliminate inconsistencies between DB statutes
- The statutory framework for DB contracts will be similar, but there are some important differences
- New statutes located in PCC sections 22160-22169 (local agencies) and 10187-10196 (state agencies)



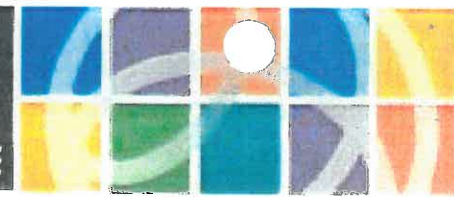
New Design Build Statutes: SB 785

Local Agencies Covered	Eligible Projects
City, county, city and county	Buildings; improvements related to buildings; county sanitation wastewater treatment facilities; park and recreation facilities; regional and local wastewater treatment facilities, solid waste facilities, and water recycling facilities PCC section 22161(g)(1)
Special district that operates wastewater, solid waste, water recycling or fire protection facilities	Regional or local wastewater treatment, solid waste, water recycling or fire protection facilities
Transit district	Transit capital project



SB 785 repealed these statutes

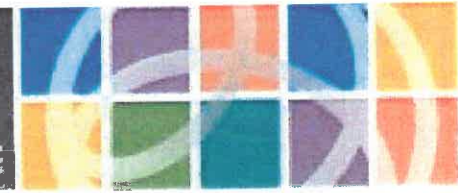
- **PCC 20175.2 (cities)**
- PCC 20193 (wastewater, solid waste, recycled water)
- PCC 20133 (counties)
- Gov. Code 14661 (CA Dept of General Services)
- Gov. Code 14661.1 (CA Dept of Corrections)
- Health and Safety Code 32132.5 (Sonoma Valley and Marin Health Care Districts)
- PCC 20688.6 (Redevelopment Agencies)
- PCC 20301.5 (Santa Clara Valley Transportation Authority)
- PCC 20209.5-20209.14 (transit operators)



Overview of DB Process

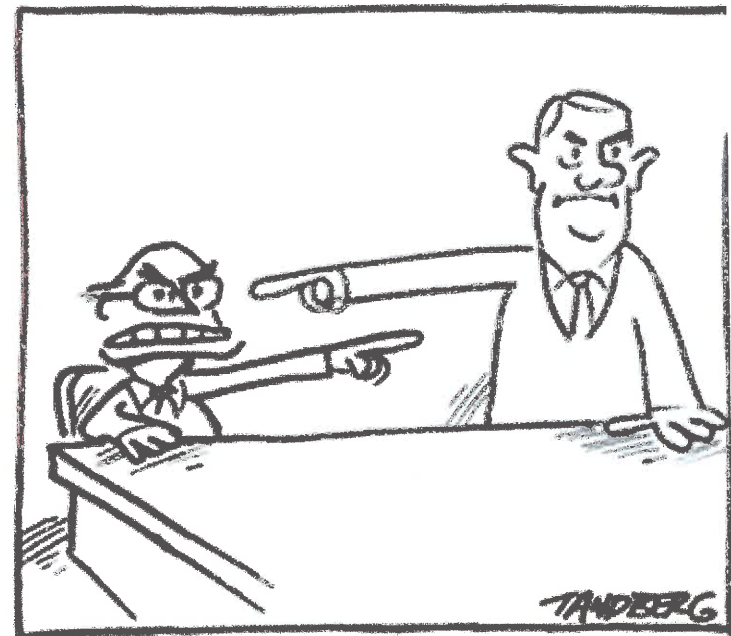
- Must prequalify all DB entities first
- RFP process follows prequalification
- Can award to lowest bidder or on a “**best value**” basis
- Best value award must establish objective criteria for award
- Significant advantages with using DB on larger/complex projects





Advantages of Design-Build

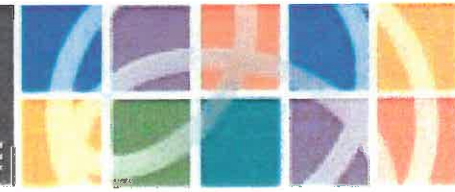
- **“Best value” award: value based selection**
- Single point of accountability
- Eliminates finger-pointing between contractor and A/E
- Fewer change orders
- Fewer conflicts/claims



Advantages of Design-Build

- Faster project completion
- Lower project cost





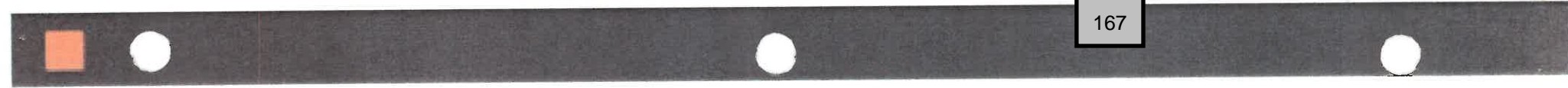
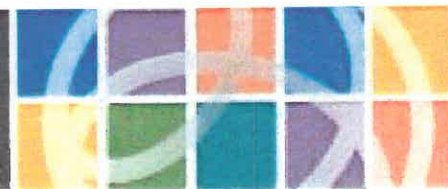
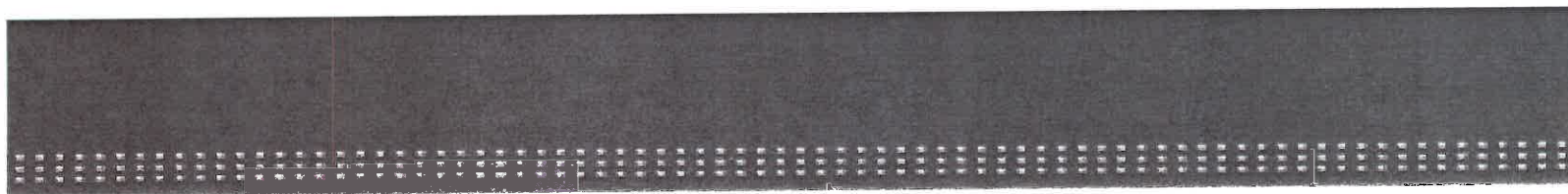
Recent report highlights successes of Design-Build approach

- LAO published report in 2010 regarding 15 design-build projects awarded by counties
- 5 projects were completed at time of report
- 2 of 5 completed projects below cost estimates; 2 projects at estimate; 1 was 5% over
- all 5 projects completed close to targeted completion date (longest delay of 3 months on 18 month project)
- all 15 awarded on “best value” basis
- each county supports DB going forward

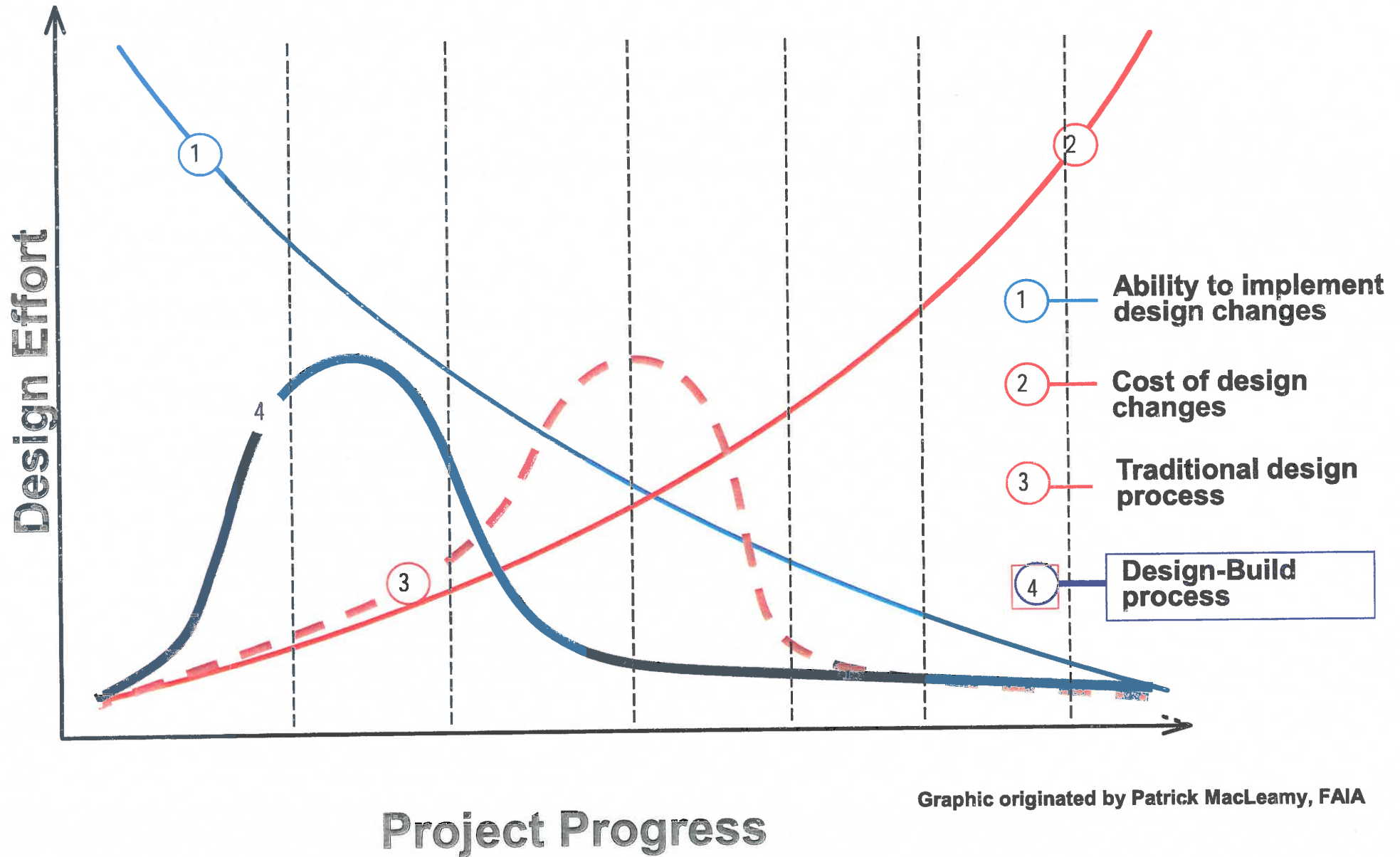
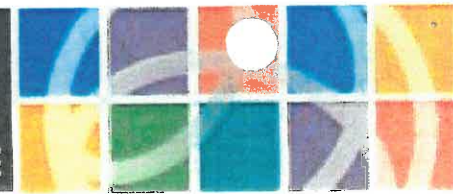


Academic study regarding Design-Build came to similar conclusions

- 1998 study by Dr. Victor Sanvido and Dr. Mark Konchar, “Comparison of U.S. Project Delivery Systems”
- On average:
 - DB projects achieve a 6.1% savings over projects awarded on a DBB basis
 - DB projects are delivered 33.5% faster than projects awarded on a DBB basis, with construction work alone completed 12% faster
 - DB projects experienced 5.2% less cost growth
 - DB projects experienced 11.4% less schedule growth



Early Involvement of Subs

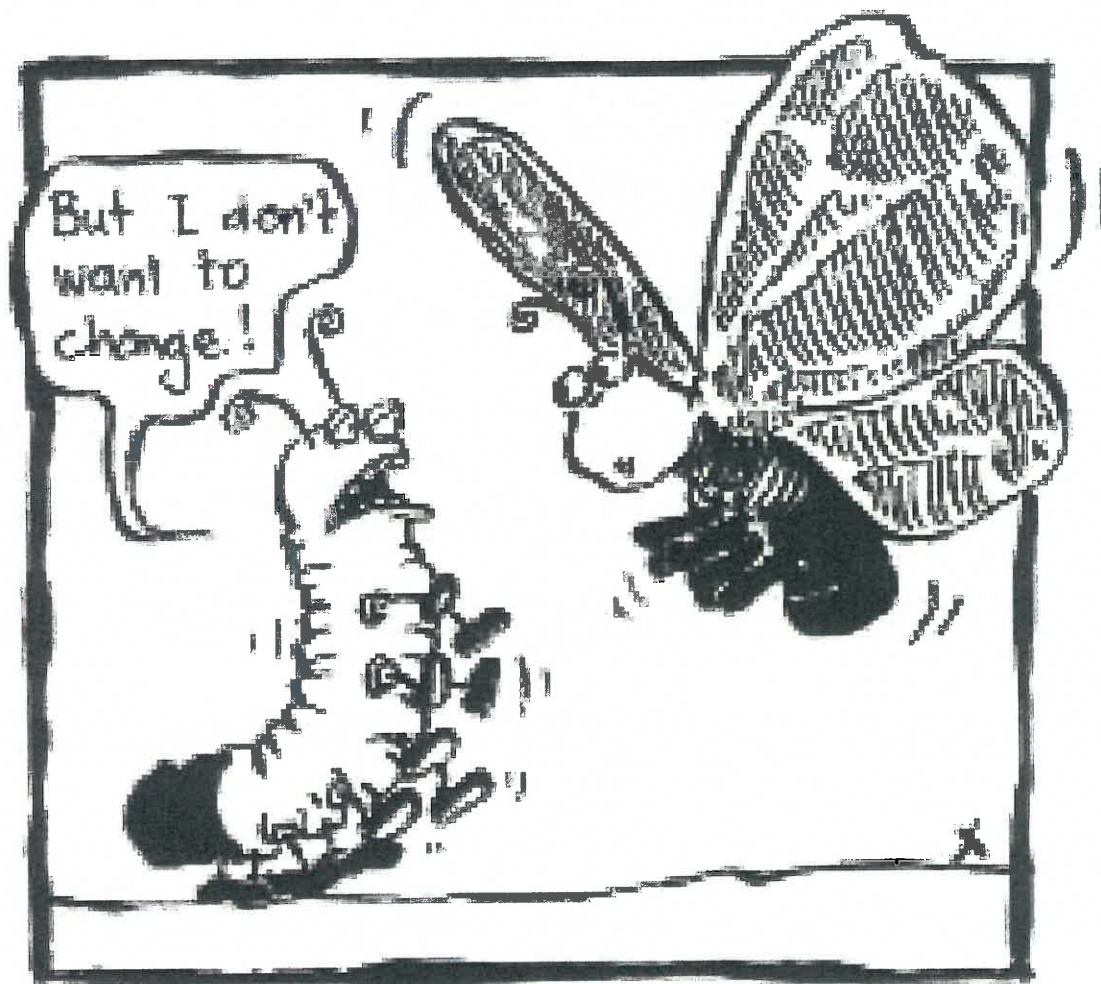
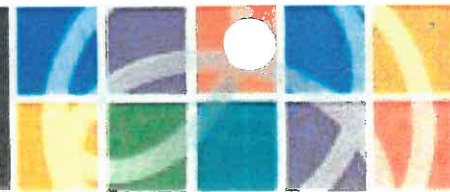
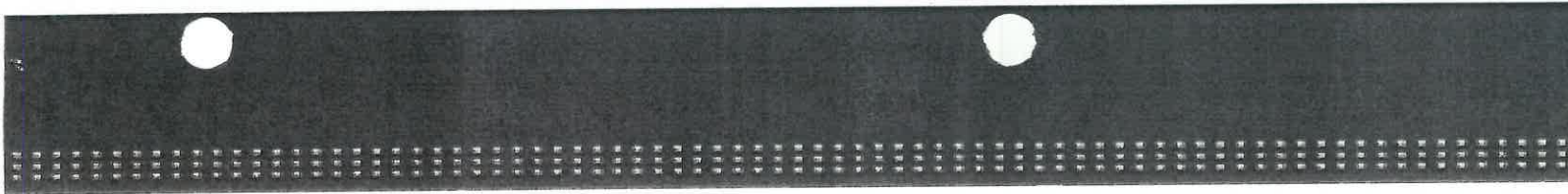


Graphic originated by Patrick MacLeamy, FAIA



Design-Build also has some (minor) disadvantages

- Agency has less control over details of design
- Pre-qualification requirement extends contract award process
- ✂ • Initial designer can't propose for the design-build contract
- For those agencies that have not tried design-build, there may be a hurdle to overcome in terms of expertise, and willingness to try a new approach





Changes Under SB 785

- \$1 million threshold to use DB authority
- Requires awarding authority to develop guidelines for organizational conflicts-of-interest in connection with DB projects
- Prohibits design-build-**operate** contracts
- Agency may now **pre-qualify** OR **shortlist** proposers for the RFP stage



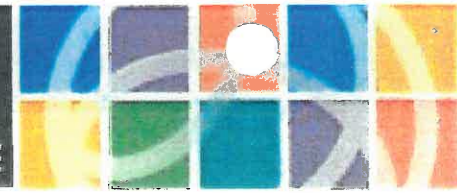
Changes Under SB 785

- NO LABOR COMPLIANCE PROGRAM
REQUIREMENT: no requirement to pay the DIR for compliance monitoring services, or to operate an in-house LCP
- BUT, requires enforceable commitment from DB entities to use a “skilled and trained workforce” (22164(c))
- No requirement to prepare a report to the LAO regarding success of project



Changes Under SB 785

- Only three evaluation factors specified instead of five (22164(f))
- Payment bond must not be less than performance bond (22165(a))
- Agency must issue a written decision supporting contract award (22165(e)(5))



Changes Under SB 785

- Payment bond can't be less than performance bond
- Errors and omissions insurance required for "design elements of the project"
- Guidelines required re: organizational conflicts of interest
 - This will preclude A/E working on preliminary design from submitting a proposal for the contract
- Retention of progress payments is limited to 5% (same as other public works projects)



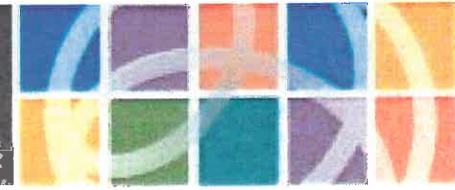
Suggested Approaches

- Don't take bridge design too far
- Maintain flexibility in pre-qualification requirements
 - Adjust requirements to the project: higher bar for larger/complex projects, lower bar for small more straight-forward projects
 - Conduct industry outreach for feedback on pre-qualification questionnaire
 - May have to amend pre-qualification questionnaire depending on response



Suggested Approaches

- Consider a stipend or honorarium for all proposers that submit during the RFP phase
 - This will likely increase participation
 - Result in better proposals
 - Result in higher quality firms participating
 - Can be tied to ownership of alternative concepts



Suggested Approaches

Use “best value” award process whenever possible:

- Tailor evaluation criteria to the specific needs for your project
- Emphasize those criteria that are most necessary for a successful outcome
- Required factors: 1) price; 2) technical design & construction expertise; 3) life cycle cost over 15 years
 - **no percentage specified



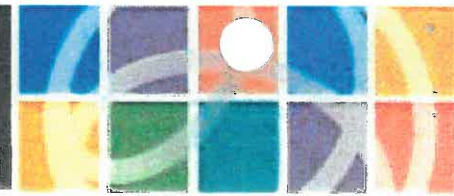
Suggested Approaches

- Maintain fairness and transparency in evaluation and contract award process
 - Establish clear and objective procedures
 - Stick to those procedures
 - Use normal RFP best practices



Suggested Approaches

- Consider requesting alternative technical concepts (ATCs)
 - Make clear that agency owns rights to ATCs and designs submitted
 - Ownership of ATCs can be tied to stipend
 - Alternate approach: agree to keep unused ATCs confidential and return to proposers



Suggested Approaches

- Establish procedures for interviews, negotiations and Best and Final Offers
- Assemble the right project team:
 - Initial designer/architect
 - Owner's representative/Project Manager is very important to coordinate all efforts
 - Legal counsel



Conclusion

- DBB can have significant disadvantages
- Design-Build presents a very useful alternative for larger/complex projects that and is likely to produce a successful outcome
- Key benefits: cheaper, faster, fewer claims, fewer delays, early involvement of subs
- Each project must be evaluated separately
- **“Don’t know why more agencies aren’t using design-build.” – GM of local transit agency**

TOWN OF PARADISE Sewer Project

Alternatives Analysis and Feasibility Report: Determining a Preferred Option for Implementation



JUNE 21, 2017



TOWN OF PARADISE SEWER PROJECT

Alternatives Analysis and Feasibility Report:
Determining a Preferred Alternative for Implementation

TOWN COUNCIL

Scott Lotter, Mayor
Jody Jones, Vice Mayor
Greg Bolin, Council Member
Melissa Schuster, Council Member
Mike Zuccolillo, Council Member

TOWN STAFF

Lauren Gill, Town Manager
Marc Mattox, Town Engineer
Colette Curtis, Administrative Analyst

PROJECT STAKEHOLDERS GROUP

Town Council
Town Staff
Town Business Owners
State Water Resources Control Board Staff
State Revolving Fund Staff
Butte County Environmental Services Staff
City of Chico Staff
Paradise Irrigation District Staff
Chamber of Commerce

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Table of Contents

List of Abbreviations	v
Executive Summary	ix
Chapter 1 – Background and Problem Statement	1
Figure 1.1 – Downtown Paradise Commercial Core Septic System Failures	2
Figure 1.2 – Town of Paradise and City of Chico Population Change Since 1970	4
Chapter 2 – No Project Alternative and Socio-Economic Study	11
Table 2.1 – Butte County Population (2010) and Projections to 2040	21
Table 2.2 – Town of Paradise Population (2010) and Projections to 2040	21
Table 2.3– Costs for New Development – Onsite Septic System	23
Table 2.4 – Costs for New Development – Potential Sewer	23
Chapter 3 – Public Involvement and Outreach	27
Chapter 4 – Service Area	37
Figure 4.1 – Town of Paradise Proposed Sewer Service Area	38
Figure 4.2 – Service Area Collection System	40
Chapter 5 – Wastewater Generation and Collection	43
Figure 5.1 – Conventional Gravity Sewer System	44
Figure 5.2 – Effluent Sewer System	44
Figure 5.3 – STEP and STEG Collection Systems	45
Figure 5.4 – STEP Tank Detail	46
Table 5.1 – Demographic Comparison	51
Chapter 6 – Alternatives Analyzed and Eliminated	55
Chapter 7 – Alternatives Summary	63
Figure 7.1 – Example of a Pond Treatment System	64
Figure 7.2 – Tertiary Treatment and Disinfection	65
Table 7.1 – Option A - Operations and Maintenance Cost	69
Table 7.2 – Option B - Operations and Maintenance Cost	72
Table 7.3 – Option D - Operations and Maintenance Cost	73
Figure 7.3 – Conceptual Regional Pipeline Alignment	75
Table 7.4 – Option C - Operations and Maintenance Cost - Conveyance	79
Table 7.5 – Option C - Operations and Maintenance Cost – Collection System	79

Chapter 8 – Scoring Criteria	81
Table 8.1 – Selection Criteria and Weighting	82
Table 8.2 – Scoring Parameters	82
Chapter 9 – Alternatives Analysis	85
Figure 9.1 – Comparison of Option Net Present Cost Over Varying Life-Cycles	86
Table 9.1 – Option A Scores	86
Table 9.2 – Option B Scores	88
Table 9.3 – Option C Scores	90
Table 9.4 – Option D Scores	92
Chapter 10 – Overall Scoring Outcome	95
Table 10.1 – Option Capital Costs	95
Table 10.2 – Criteria Evaluation Summary	96
Table 10.3 – Option C – Pros and Cons	96
Chapter 11 – Project Funding Options and Rate Evaluation	97
Figure 11.1 – Sewer Rate Comparison to Neighboring Sewer Districts	103
Table 11.1 – Option C – Total Costs for Project	106
Table 11.2 – Option C – Funding with Minimal Grant	106
Table 11.3 – Option C – Individual Payments with Minimal Grant	106
Table 11.4 – Option C – Funding with Targeted > 70% Grant Funding	106
Table 11.5 – Option C – Individual Payments with Targeted > 70% Grant Funding	107
Table 11.6 – Option D – Total Costs for Project	107
Table 11.7 – Option D – Funding with Minimal Grants	107
Table 11.8 – Option D – Funding with Targeted > 70% Grant Funding	107
Table 11.9 – Option D – Individual Payments with Minimal Grants	108
Table 11.10 – Option D – Individual Payments with Targeted > 70% Grant Funding	108
Figure 11.2 – Sewer Rate Comparison to Neighboring Sewer Districts	109
Chapter 12 – Report Recommendations	111
Table 12.1 – Option C – Individual Payments for Residential with Minimum Grant Funding	112
Table 12.2 – Option C – Individual Payments for Residential with Maximum Grant Funding	113
Chapter 13 – Project Implementation Next Steps	115
Figure 13.1 – Flow Chart of Project Next Steps	116
Appendices	117

List of Abbreviations

ADWF	Average Dry Weather Flow
APN	Assessor's Parcel Number
BRCP	Butte Regional Conservation Plan
BOD	Biochemical Oxygen Demand
CDF	California Department of Finance
CEC	Contaminants of Emerging Concern
CSD	Crescent Sanitary District
CT	Residual Chlorine Concentration x Time
CWA	Clean Water Act
DBP	Disinfection Byproducts
DEQ	Department of Environmental Quality
DRA	Downtown Revitalization Area
EDU	Equivalent Dwelling Unit
EGL	Energy Grade Line
EPA	Environmental Protection Agency
GPD	Gallons Per Day
I/I	Inflow and Infiltration
MBR	Membrane Bioreactor

MGD	Million Gallons per Day
MHI	Median Household Income
MOU	Memorandum of Understanding
MPN	Most Probable Number
NPC	Net Present Cost
NPDES	National Pollutant Discharge Elimination System
O&M	Operations and Maintenance
OWTS	Onsite Wastewater Treatment Systems
PDWF	Peak Dry Weather Flow
POTW	Publicly Owned Treatment Works
PSG	Project Stakeholder Group
PWWF	Peak Wet Weather Flow
RDA	Redevelopment Area
ROW	Right-of-Way
ROWD	Report of Waste Discharge
RV	Recreational Vehicle
RWQCB	Regional Water Quality Control Board
SDWTS	Small Domestic Wastewater Treatment Systems
SRF	State Revolving Fund
STEG	Septic Tank Effluent Gravity
STEP	Septic Tank Effluent Pumping
SWRCB	State Water Resources Control Board
UPA	Urban Permit Area
UV	Ultraviolet
WDR	Waste Discharge Requirement
WPCP	Water Pollution Control Plant
WWTP	Wastewater Treatment Plant

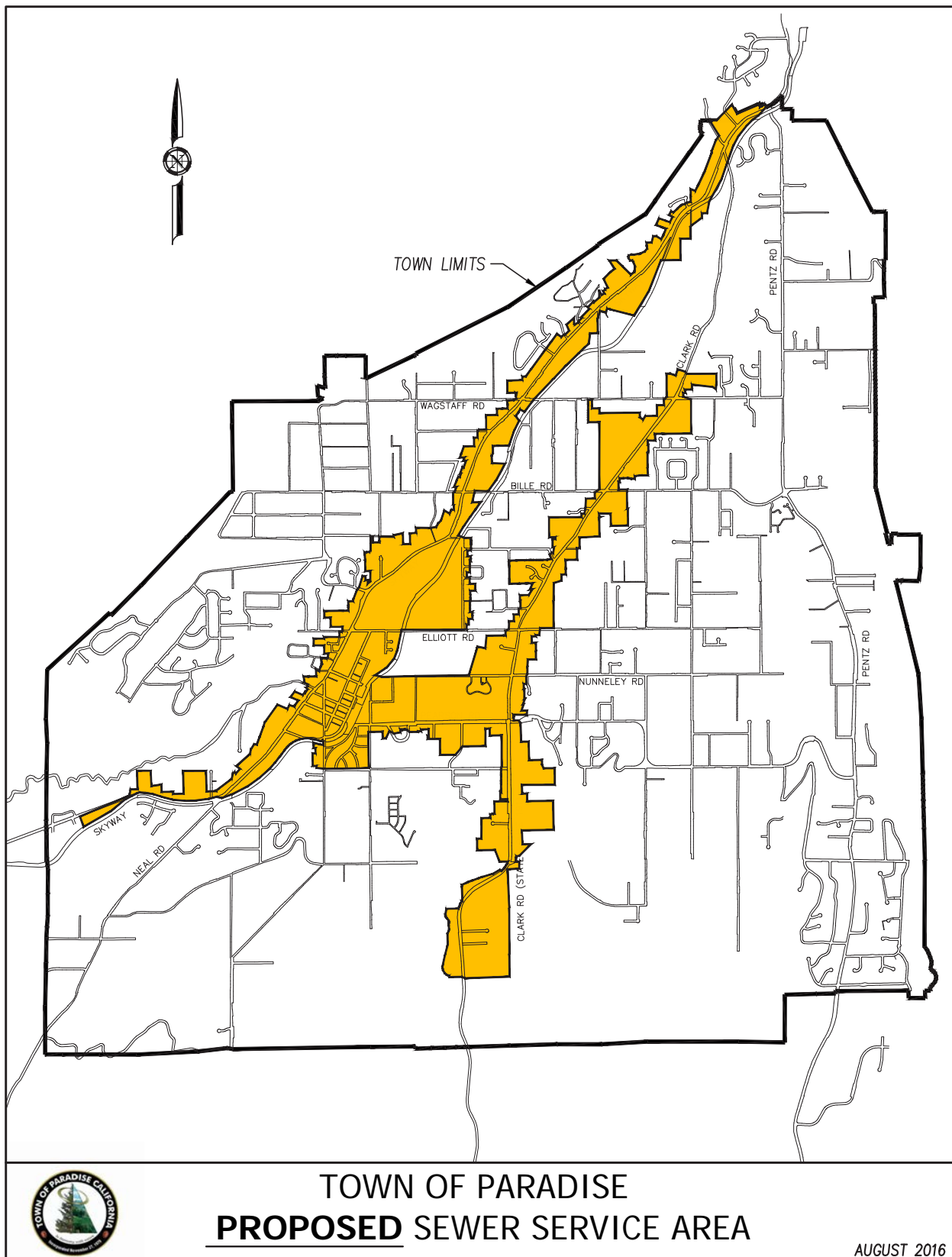


Figure 1.1: Town of Paradise Proposed Sewer Service Area.

Executive Summary

Since its incorporation in 1979, the Town of Paradise has sought a formal wastewater treatment solution for various zones and boundaries, all of which primarily focused on commercial and densely populated residential areas – the portions of Paradise most vulnerable to groundwater degradation and economic stagnation due sewer limitations. Professional studies from industry experts in every decade since 1980 have been completed and all essentially come to the same conclusion: The Town of Paradise is running out of time. It is inevitable that the continual degradation of groundwater quality and exceedance of soil capacities to absorb and treat high volumes of wastewater will require action on behalf of the Town and its constituents.

According to recent figures, on Skyway alone, 122 septic systems have failed or are predicted to fail in the next 10 years.

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Some systems can be replaced with batch systems or septic tanks with filter treatment systems at high individual cost; but only so long as adequate land area for leachfield of the system effluent is available. Businesses without this option must operate a holding tank to be pumped on a regular basis and hauled to a septage receiving facility. Commercial property owners that cannot afford these options will likely have businesses fail as they cannot be re-sold without a viable sewer system. This is the fate for many of the businesses in the main corridors of the Town as systems fail.

Options are available for failed systems but they come at a significant cost and disruption of service. Another limitation for the town is that additional multi-family housing cannot be developed as current on-site septic restrictions will not allow the development density due to wastewater flows. The current on-site policies used to protect groundwater quality and public health have contributed to the stagnation

The current on-site policies used to protect groundwater quality and public health have contributed to the stagnation of population and economic growth in the Town. A wastewater collection and treatment system could alleviate these limitations for the Town.

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This Feasibility Study marks the 7th study to assess the problem, review prior work, and develop alternatives. Alternatives in this study were analyzed to address sewer service reliability problems and select

the best alternative for the Town to carry forward to district formation, preliminary design, and environmental documentation. Although many alternatives have been previously studied and estimated for cost, this study eliminated non-viable options and brought complete solutions together for evaluation on an equal basis.

All alternatives that provide sewer service must be a “complete project.” A complete project has been defined by the project team as a project that provides for collection, treatment, and disposal in addition to being permit-able, construct-able, and financially and operationally feasible. The five options are as follows:

A. Localized Wastewater Treatment Plant with Effluent Land

Application. Local sewer collection system for service area. Acquire land with adequate area for secondary level treatment plant and land application area to comply with Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR).

B. Localized Wastewater Treatment Plant with Surface Water Discharge

Location. Local sewer collection system for service area. Acquire land with adequate area for a tertiary level treatment plant and location for effluent discharge to creek. Will require a RWQCB National Pollutant Discharge Elimination System (NPDES) Permit.

C. Regional Connection to the City of Chico Water Pollution Control

Plant. Local sewer collection system for service area. Acquire right-of-way for regional pipeline and connection to the City of Chico

WPCP. Requires regional agreement with the City of Chico and appropriate connection fee.

- D. **Wastewater Treatment with Beneficial Reuse.** Local sewer collection system for service area. Acquire land with adequate area for a tertiary level treatment. Treated effluent connected to reclaimed water system for distribution and re-use via irrigation. Excess reclaimed water would be taken to a land application area for irrigation.
- E. **No Project.** No collection system or treatment plant. The Town continues to function on septic systems and accept the environmental and economic risks.

Some of the additional efforts included in this study that prior studies did not include were public outreach and engagement and a socio-economic study to assess both the beneficial economic aspects of building a major infrastructure project and the negative economic aspects of the No Project Option. The socio-economic study projected benefits to the Town and region that included 161 added jobs, additional \$12.8 million in sales and output to the region in all sectors, regional long term impact of \$68 million in private and public investment, and \$56 million increase in the property tax base. The study also predicted a 5 to 13 percent property value increase for parcels within the sewer district.

The socio-economic study projected benefits to the Town and region that included 161 added jobs, additional \$12.8 million in sales and output to the region in all sectors, regional long term impact of \$68 million in private and public investment, and \$56 million increase in the property tax base.

The restrictions that continue under the No Project Option have a broader effect beyond individual businesses. They burden the overall local economy's ability to grow and diversify, as well as limit resiliency of businesses during any sustained economic downturn. Business districts thrive and survive based on the diversity of its members and the goods and services provided. It is the collection of businesses, more than the sum of the individual ones, that draws customers to shop in a particular business district as opposed to other places (for example, Chico). Retail shoppers who come to the district may choose to purchase additional items from that of their original intended visit. There will be less incentive for potential customers to choose to visit the business district if the diversity of business offerings continues to shrink.

The project team implemented a public outreach strategy that engaged both small groups and the public at large. The project team engaged a Project Stakeholder Group (PSG) to gather feedback through the study process and assist in the development of alternative selection criteria and weighting for preferred option selection. Public meetings were also held throughout the study to inform stakeholders and gather feedback for the project team. The Draft Sewer Project Feasibility Report was issued for public comment at the end of February 2017. A presentation outlining the main points of the study was given at a special City Council meeting on February 28, 2017 and questions and comments were addressed. Written public comments were provided to the project team via letters, comment cards, e-mails, and notes. An open public workshop for questions and answers related to the Draft Feasibility Report was held on March 22, 2017. A collection of comment responses are attached as appendix to this Final Report and the entire public feedback process led to some changes between the Draft and Final Reports.

Two options emerged from the feasibility study and option analysis process with the highest scores: Regional Connection to the Chico WPCP and Localized Wastewater Treatment Plant with Beneficial Reuse. The Localized Treatment Plant had the lowest capital cost of the options at \$64 million, while a Regional Project was estimated to cost \$83 million. However, the Regional Project had the lowest Net Present Cost over the 80 year life cycle and was chosen as the recommended option due to life cycle cost, environmental impacts, public impacts, and long term operational burden.

The draft allocation of available grant, State Revolving Fund (SRF) loan, and property tax assessment yielded preliminary rates that are higher than adjacent and similar sewer agencies. This is primarily due to a difference in what the other agency rates are actually paying for. Most sewer rates are paying for operations and maintenance and some level of SRF loan or capital fund for system expansions, recent wastewater treatment plant (WWTP) upgrades, and re-investment. But almost no other agency we compare rates to is currently paying back the cost of building an entire collection system, major conveyance, and treatment plant. That being said, it is clear that the cost is significant and will be a considerable burden to the residents and business owners within the sewer service area. The project team believes additional grant funds will need to be identified in order to form an assessment district and move forward with a vote.

While the feasibility study identified the best long term solution for the Town, it did not identify an adequate source of grant funding to make the project economically feasible for the rate payers. The funding burden of the preferred options would require significant tax assessments, individual loans for equipment and connections, higher than average fees for operations and State Revolving Fund low interest loan payback. In order to move forward with Option C – Regional Connection to Chico WPCP, a memorandum of understanding will need to be worked through with the City of Chico Council. A significant source of additional grant funding will need to be identified to support the project beyond the maximum \$8 million allowed through the State Water Resources Control Board's (SWRCB's) SRF Program.

Since the issuance of the Draft Feasibility Report in February the scoring and ranking of the Local Wastewater Treatment with Beneficial Reuse option has increased. The site for this option has not been fully explored, however, several potential opportunities exist in the event in which the preferred alternative is unable to proceed.

It is the recommendation of this study that Option C be pursued via negotiations with the City of Chico to achieve a memorandum of understanding and discussions with state and federal representatives progress to identify additional funding on the order of 70 to 75 percent of the project cost.

PROJECT NEXT STEPS

1. Town council endorsement of preferred option(s)
2. Negotiation for memorandum of understanding with the City of Chico
3. Obtain additional grant funding for preliminary design and environmental documentation
4. Obtain commitments for additional grant funding for design and construction
5. Assessment District formation and vote
6. Secure loans and Assessment (Bond Sale)
7. Final design and right-of-way acquisition
8. Project construction and start-up

1

Background and Problem Statement

The need for a centralized wastewater treatment solution in Paradise may be the single most studied, unfunded capital project in Butte County. A Town of over 26,000 residents with high groundwater, poor soil percolation and limited land, cannot continue to rely on individual septic tanks and leach fields indefinitely—at least not in all sections of the Town. Since its incorporation in 1979, the Town of Paradise has sought a formal wastewater treatment solution for various zones and boundaries, all of which primarily focused on commercial and densely populated residential areas—the portions of Paradise most vulnerable to groundwater degradation and potential economic stagnation. In every decade since 1980, professional studies from industry experts have been completed and all essentially come to the same conclusion: The Town of Paradise is running out of time. It is inevitable that the continual degradation of groundwater quality and exceedance of soil capacities to absorb and treat high volumes of wastewater will require action on behalf of the Town and its constituents. Prior studies have recommended plans and policies which have been implemented and provide benefit to defer collection and centralized treatment Town-wide, but for the densely populated residential and commercial corridors in Paradise, time is of the essence.

Downtown Paradise Commercial Core Septic System Failure Map

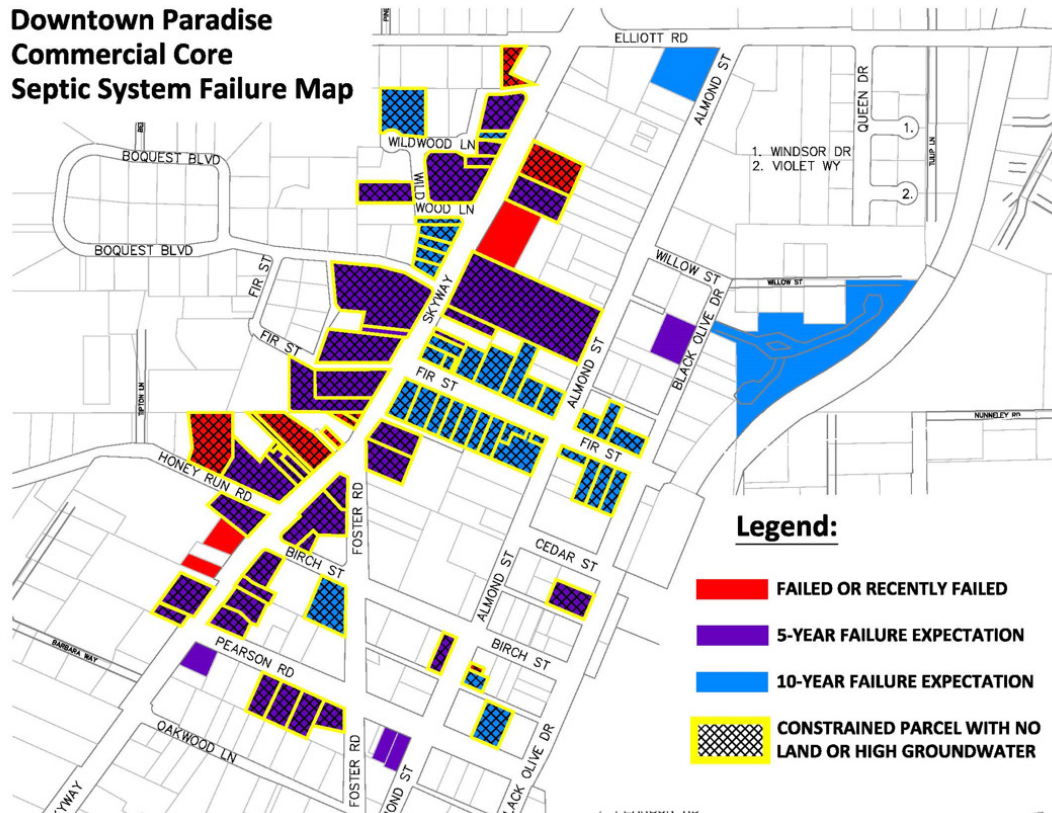


Figure 1.1 – Downtown Paradise Commercial Core Septic System Failures

According to recent figures, 27 septic systems have already failed on Skyway alone, with 39 systems predicted to fail in five years and 56 systems predicted to fail in the next ten years. A depiction of the Town's commercial core septic system failures is shown in **Figure 1.1**.

The lack of a sewer system has a twofold impact—both are very important local and regional drivers. The first is an impact on the area's economy and the second is on the environment.

If the economy in Paradise suffers, the regional economy suffers as well. Regional economic hubs, like the City of Chico, depend upon profitable

local economies to be successful.

*If the economy in Paradise suffers,
the regional economy suffers as well.*

Even in a healthy economy, many of the businesses in Paradise cannot afford the high cost of septic system repairs or replacement.

Continual operation of septic systems and leach fields impose inherent limitations on businesses that affect their ability to make a profit or create jobs. The creation of jobs provides regional cash flow and the potential for a better quality of life for area residents.

Residential properties within the proposed service area also suffer due to the lack of sewer. Many residential parcels in the densely populated and commercial areas of Town are constrained by small size (and lack of sufficient area for additional leach fields), and high ground water. With the construction of a sewer, currently constrained parcels could be developed into multi-family housing or low income/fixed income housing. As a recipient of a HOME Grant from California State Housing and Community Development, the Town of Paradise is required to offer a certain number of low income housing units that it is currently unable to meet due to septic constraints. Development of low income multi-family housing made possible by a sewer could help the Town comply with these regulations.

The lack of a viable sewer infrastructure to serve the commercial and densely populated residential areas is not only a detriment to the local and regional economy, but also poses an environmental threat to groundwater and surface water, both precious regional resources. The practice of collecting wastewater and processing through individual septic tanks and leach fields has a direct impact to water resources. The same limitations which restrict economic development, also protect groundwater resources. The Town of Paradise has proven that successful monitoring and enforcement can prevent blatant and negligent groundwater contamination, yet environmental risk for discharging the wastewater of over 26,000 people within 18.3 square miles of land remains highly disconcerting. Efforts to reduce this risk to local groundwater through identification and collection of the most concentrated wastewater flows must be explored.

The lack of a viable sewer infrastructure to serve the commercial and densely populated residential areas is not only a detriment to the local and regional economy, but also poses an environmental threat to groundwater and surface water, both precious regional resources.

The decision to finance and build a collection and treatment system has been deferred several times due to concerns over costs and the necessary political will to implement a project. The effect of this inaction is significant. Many businesses are dealing with failing septic systems with inadequate leach field capacity and they lack the land area to correct the situation. The only remaining individual remedy available to them is sewage holding tanks that need to be pumped out regularly or expensive, engineered, on-site batch treatment systems that produce a higher quality effluent to the leach fields but still require adequate land area for

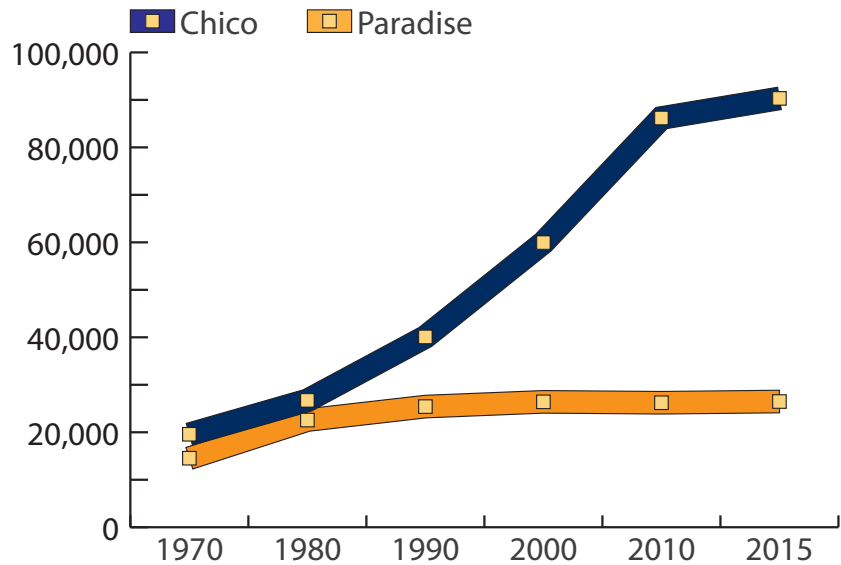


Figure 1.2 – Town of Paradise and City of Chico Population Change Since 1970
(Source U.S. Census, retrieved June 4, 2015. 2015 Estimated)

dispersal. For some, neither of these options are viable and subsequently the property becomes abandoned—literally destroying the economic future of the Town.

The lack of economic growth tied to the lack of a sewer system may have contributed to the stagnant population and a distressingly stagnant economy.

The Town of Paradise’s challenges with sewer collection and treatment are not unique. Many small to medium size communities have endeavored to plan, finance, design, construct, and operate wastewater systems where none had existed before. Motives for such projects varied between communities, including mandates due to groundwater degradation. Through review of these projects, it is clear that improving groundwater quality and increasing the water supply are two key objectives of the State of California. Both of these goals are attainable through a wastewater collection, treatment, and dispersal solution which fits the needs of the Town of Paradise.

A LOOK BACK

Over the past four decades—even before the Town’s incorporation (1979)—the effects of wastewater from the Town’s onsite septic systems have been studied as to their impacts on local streams. Many of the studies identified the Town’s commercial areas and associated onsite septic systems would cause severe limitations and negatively affect streams due to the commercial area concentration and volume. Several independent studies and reports have supported these claims and set the foundation for current and ongoing wastewater treatment and disposal solutions considered in this report.

HISTORICAL STUDIES

A common theme in many of the previous studies is the prediction of future population as it relates to future sewer flows. The benefit of 30 years of hindsight shows that all of the previous reports significantly overestimate population in the future, **Figure 1.2**. The current population of the Town is 26,476 which is equivalent to the population in 2000. The lack of economic growth tied to the lack of a sewer system may have contributed to the stagnant population and a distressingly stagnant economy.

Study No. 1: 1983 Wastewater Management Study Phase 1 Report and Supplementary

The 1983 study focused on groundwater quality and potential degradation due to septic systems and leach fields. The study monitored shallow wells for fecal coliforms and Nitrate. The study evaluated performance of the majority of septic systems as adequate and that through proper inspection and maintenance, the existing systems could continue to function. It was recommended that only the Middle and Upper Honey Run and Lower Skyway basins pursue a centralized wastewater collection and treatment at that time.

Discussion of bacteriological samples in the lower Skyway Basin yielded this conclusion:

“...high septic system density has resulted in wastewater application rates which appear to have exceeded the assimilative capacity of the soil mantle and have caused water quality degradation and potential public health hazards.”

The report predicted the population of the Town to reach 29,000 by 1992 and 35,000 by 2002. Wastewater flow projections for the sewer service area arrived at 1.68 mgd for Average Dry Weather Flow (ADWF) and 4.2 mgd for Peak Wet Weather Flow (PWWF).

The supplementary study's intent was to document the need for centralized wastewater management facilities. This was accomplished by bacteriological study of surface water samples near the central Skyway area. Samples were tested for fecal coliforms, fecal streptococcus, and total coliforms. The result of the supplementary study was that a serious pollution problem did not exist in most of the streams of the central Skyway area. The study recommended implementation/continuation of the sewer ordinance mandated in 1984 to limit loading rate of leach fields in high density areas to 900 gal/acre-day.

The study concluded that the Town should start planning for collection and treatment in the commercial areas via clustered treatment systems. It was felt that the clustered concept would eventually give way to a centralized system for the Town as growth demanded.

The sample sites should likely be revisited and re-sampled to compare to the prior study to identify if there has been further water quality degradation in the last 30-plus years.

The study concluded that the Town should start planning for collection and treatment in the commercial areas via clustered treatment systems. It was felt that the clustered concept would eventually give way to a centralized system for the Town as growth demanded. The short-term recommendation also suggested the development of an on-site wastewater management district (septic tank and leach field monitoring program), which was soon implemented by the Town.

The report proposed paying for the \$17.8 million capital cost with property assessment and connection fees of \$1,500 per user initially. Monthly rates were estimated at \$30 per month with 60 percent going to debt service and 40 percent paying for system operations and maintenance costs.

Study No. 2: 1985 Wastewater Management Plan Phase II Report

Objectives of this study included development of an on-site wastewater management district, with rules, regulations, and financing; development of a long range plan for sewer collection and treatment for the central commercial areas, Skyway and Clark Roads, including financing; and developing long range plans for disposal of septage. Finally, the report discussed options for hazardous waste management.

This study predicted a population of 32,000 in 1995 and 35,000 in 2005. Flow projections for the service area assumed an ADWF of 1.2 mgd and a build out ADWF of 2.4 mgd. At the time of the report more than 100 on-site systems needed annual repairs and more were chronically malfunctioning in the Town.

The study evaluated four options for collection and treatment including a regional option to the City of Chico. The study also considered a dam and storage for reclaimed water. Based on cost estimates and present worth evaluation for the options, the report recommended an aerated lagoon process for treatment and a gravity system for collection. The study also recommended energy turbine recovery for the effluent pipeline with various effluent disposal options including a dammed reservoir, land application, and fodder crop irrigation on the lands between “the Ridge” and HWY 99.

The study estimated the connection fee to the City of Chico's Water Pollution Control Plant (WPCP) using Chico's development criteria based on Equivalent Dwelling Units (EDUs) and estimated connection at \$7.7 million in two phases totaling \$15.5 million (1985 dollars). Therefore, it recommended land application and treatment as the cheaper option over regional connection.

The report proposed paying for the \$17.8 million capital cost for the wastewater treatment plant with property assessment and connection fees of \$1,500 per user initially. Monthly rates were estimated at \$30 per month with 60 percent going to debt service and 40 percent paying for system operations and maintenance (O&M) costs.

Study No. 3: 1992 Wastewater Collection, Treatment and Disposal Preliminary Design Report

This study includes the preliminary design and costs for the wastewater collection system and treatment system to serve the commercial corridors of the Town. The study anticipated serving 3,010 EDUs initially and 7,800 EDUs at buildout, which equates to an ADWF at buildout of 1.56 mgd.

For the collection system, this study deviated from the 1985 study and recommended a hybrid system including both Septic Tank Effluent Pumping (STEP) and gravity collection with a few lift stations to serve the service area. Recommendations were based on a 20-year horizon and present worth analysis of capital and O&M for each option.

The recommended treatment system was aerated ponds followed by sand filtration and ultraviolet (UV) disinfection with a stream discharge to Nugen Creek. Wastewater reclamation was analyzed but found to be too expensive to produce versus current irrigation cost of potable water from Paradise Irrigation District.

Study No. 4: 2004 Downtown Revitalization Area Clustered Wastewater Treatment System Master Plan

After the commercial corridor collection and treatment system failed to advance in 1993, alternative plans needed to be made by the downtown area to alleviate septic system failures. The Town of Paradise Redevelopment Agency developed a master plan for clustered wastewater treatment and disposal system.

The intent was to serve the redevelopment area and have a treatment capacity of 100,000 gallons per day serving 93 residential lots and 187 commercial lots. The treatment system would continue to rely on infiltration via buried equalization tanks, aeration tanks, digesters, clarifier tank, and disinfection tanks on a six-acre parcel. This system would produce a higher quality effluent than a traditional septic tank, but would need appropriate land with good percolation characteristics for disposal.

Study No. 5: 2010 Wastewater Treatment and Collection System Feasibility Study for the Downtown Cluster System

This study consisted of feasibility design and evaluation of a clustered wastewater system for the Downtown Revitalization Area (DRA) as well as other commercial corridors (redevelopment areas (RDAs)). Key issues identified in this report include: a conventional gravity sewer system was not feasible and a STEP system was recommended for the collection system; and the key to providing sewer service was identifying adequate dispersal area for the sewer effluent.

The study recommended a MBR treatment system for the treatment plant with the incorporation of a septage receiving facility. It was anticipated that flow would be 184,000 gpd for the DRA and RDA-1, which would equate to Phase I of the system. Phase II and III would include the DRA and all of the RDAs and design flow was estimated to be 534,000 gpd. The cost of collection, treatment, and dispersal for Phase I was estimated at \$20 million (2010 dollars).

Study No. 6: 2012 TOP Wastewater Treatment Historical Background and Comparative Analysis

Report to council included a problem statement and discussion of the project need. It also included a recap of previous studies. The focus of the report is the description and analysis of three collection and treatment options. The options include:

1. STEP collection system with MBR treatment and land application of effluent just outside of Town limits along the Skyway corridor
2. Collection system with a regional pipeline to the City of Chico WPCP
3. Collection system with treatment plant, storage, and effluent re-use at the Tuscan Ridge Golf Course

Town Council directed staff to further study Options 2 and 3. Analysis depicted the storage component of the Tuscan Ridge option problematic with regards to dam safety and permitting. Therefore the regional option was selected as preferred due to cost and permitting complexity and time requirements.

PURPOSE OF THE CURRENT FEASIBILITY REPORT (STUDY NO. 7)

The purpose of the 2017 Sewer Project is to develop options to address sewer service reliability problems and select the best alternative for the Town to carry forward to district formation, environmental documentation, and preliminary design. Although many options have been previously studied and estimated for cost, this study will eliminate non-viable options and bring complete solutions together for evaluation on an equal basis.

All options that provide sewer service must be a “complete project.” A complete project is a project that provides for collection, treatment, and disposal in addition to being permit-able, construct-able, and financially and operationally feasible.

The report evaluates project cost, sewer service area, funding options, anticipated regulatory requirements, and public support for the five options. The five alternates are:

- A. **Localized Wastewater Treatment Plant with Effluent Land Application.** Local sewer collection system for service area. Acquire land with adequate area for secondary level treatment plant and land application area to comply with RWQCB Waste Discharge Requirements (WDR).
- B. **Localized Wastewater Treatment Plant with Surface Water Discharge Location.** Local sewer collection system for service area. Acquire land with adequate area for a tertiary level treatment plant and location for effluent discharge to creek. Will require a RWQCB National Pollutant Discharge Elimination System (NPDES) Permit.
- C. **Regional Connection to the City of Chico Water Pollution Control Plant.** Local sewer collection system for service area. Acquire right-of-way for regional pipeline and connection to the City of Chico WPCP. Requires regional agreement with the City of Chico and connection fee.
- D. **Wastewater Treatment with Beneficial Reuse.** Local sewer collection system for service area. Acquire land with adequate area for a tertiary level treatment. Treated effluent connected to reclaimed water system for distribution and re-use via irrigation. Excess reclaimed water would be taken to a land application area for irrigation.
- E. **No Project.** No collection system or treatment plant. The Town continues to function on septic systems and accept the environmental and economic risks.

A complete project has been defined by the project team as a project that provides for collection, treatment, and disposal in addition to being permit-able, construct-able, and financially and operationally feasible.

2

No Project Alternative and Socio-Economic Study

SOCIO-ECONOMIC STUDY

A variety of economic factors can influence the community decision to invest in a sewer project for the commercial core of the Town of Paradise. This section details the economic impacts and related issues associated with the proposed sewer project, beginning with a brief overview of public investment and the community and property impacts of sewer investment. Quantitative benchmarks are provided.

Other communities have faced the decision of providing a centralized sewer system before the Town of Paradise. Case studies from these communities provide valuable insight and lessons learned. Relevant studies will be discussed in this section. A reconnaissance forecast of the economic impacts of the proposed sewer project is presented. The impact estimates rely on parameters and factors developed in comparable studies, and are applied to current estimates of construction cost.

It should be noted that similar studies and communities have been evaluated and projections from that data help form the expectations of economic benefit for the Town of Paradise as a region. The individual commercial benefits are not evaluated because every business is different and there are many factors that control their growth and success. It is not possible, within the scope of this study, to predict

improved revenues for each business or type of business within the Town. However, it is clear that removing barriers to entry (high sewer septic tank treatment systems initial cost) for new business has a cascading benefit to the economic health of a community and those regional benefits are discussed here. Economics of Public Investment

Public infrastructure is considered the foundation for economic development. A vibrant community requires access to roads, water, sewer, communication technologies, and electricity. Investment in both the infrastructure (i.e., the purchase of physical plant and

Improved water treatment and sewer plants have been identified as one of the infrastructure types most responsible for improving economic productivity.

equipment) and the operation and maintenance (e.g., labor, supplies) of these structures will expand the productive capacity of an economy, by both increasing resources and enhancing the productivity of existing resources.

A wide variety of empirical research recognizes the importance of infrastructure to the growth

and function of a regional economy. Regions that lead in economic development have better physical infrastructure. The studies that find a positive impact conclude that public infrastructure stimulates economic activity in two primary ways: by increasing the productivity of private businesses, or as an unpaid factor of production (Janeski and Whitacre, 2014). Private inputs are typically purchased in an open market; however, public capital is provided by government and financed through taxes. Because tax payments are not necessarily connected to the quantity of public capital used by private businesses, public capital can be seen as an unpaid input to the businesses' production process. Aschauer (1989) argued that public investment creates an increase in the rate of return to private capital, resulting in private investments four to seven times as large as the original public investments themselves. Improved water treatment and sewer plants have been identified as one of the infrastructure types most responsible for improving economic productivity.

ECONOMIC IMPACTS OF SEWER INVESTMENT

Economic impact studies show a direct correlation between economic growth and public infrastructure investment. A review of the economic impacts of public investment in water treatment and sewers found that these investments yield positive returns and have greater returns than most other types of public infrastructure investments. New sewer development generates direct, short-term benefits through construction activity and labor, and long-term benefits through economic activity required for operation and maintenance of the sewer infrastructure.

Indirect benefits are generated to virtually all other sectors of the economy through need for equipment, materials, and supplies; insurance and financing services; fuel; and restaurants and retail establishments, as required by construction activity and laborers. In addition, locally-earned wages and income is re-spent in the local community following normal household spending patterns for goods, services, and taxes.

In general, a community decision to upgrade to a sewer system will recognize these benefits:

1. Cleaner water with fewer bacteria and disease-causing pathogens in creeks.
2. Safer drinking water in areas where poor septic tanks threaten the same groundwater also used for drinking water.
3. A more attractive community for businesses looking to locate in a small Town, but avoid operating their own wastewater treatment system.
4. Increased home values for properties within the district, as buyers want to avoid upgrading or maintaining a private septic system. Increased home values for properties outside the district as the overall economy of Paradise improves.

In-depth research on the economic impact of rural water and sewage investments was conducted by Bagi (2002). Bagi's study examined the impact of 87 water and sewer projects across 30 different states, with 54 located in urban areas and 33 in rural areas. The Economic Development Administration (EDA) financed all of the projects in the study.

Each project was built for specific businesses or potential investors. The potential to attract new businesses was found to be an indirect benefit. Businesses that would use the new water and sewage system, including retail stores and other services, would emerge as a result of increased economic activity, population, and personal and family income.

Among the rural water/sewer projects, total construction cost per project was \$1,418,738 in 1990 dollars (or \$2,325,230 in current dollars). The study determined that every dollar spent in constructing an average water/sewer project:

- Generated almost \$15 of private investment
- Leveraged \$2 of public funds
- Added \$14 to the local property tax base

Businesses that would use the new water and sewage system, including retail stores and other services would emerge as a result of increased economic activity, population, and personal and family income.

Results of the study showed that investments in sewer projects can save and create additional jobs, stimulate private sector investment, attract additional government funds, and increase the property tax base.

A later study by Krop, et al. (2008) explored the economic contribution of water and sewer investment on the local and regional economy. The primary output of the water and sewer industry is clean water. Producing this output requires infrastructure (new and rehabilitated), water treatment supplies, and labor (operating and maintaining infrastructure). Because output is used as an input for households (wages and water) and industry (water), increases in water and sewer output has a direct impact on other sectors of the economy. The authors cite U.S. Bureau of Economic Analysis estimates that each dollar of output in the water and wastewater sector results in an additional \$2.095 of output in all sectors combined (as a “multiplier effect”). In addition, for every job in the water and sewer industry is responsible for another 2.9177 jobs in the economy. The numbers cited apply to California, which are somewhat lower than for the United States as a whole.

A detailed study for the Water Research Foundation and Water Environment Research Foundation by AECOM (2014) estimated that nationally, on average, every \$1 million in direct spending (capital and operating) by surveyed water and wastewater utilities supports 16 jobs across all sectors of the economy.

Impacts on Property Values

Property values increase for private residences and businesses when a septic system is replaced by a sewer system. **Septic systems put strict limitations on private and commercial structures and constrain property values.** Residential homes are limited as to the number of bedrooms

which can be constructed, and multi-family parcels are regulated to non-existence. Septic systems limit expansion or potential uses for a site for business parcels. A centralized sewer system can remove limitations on property use, including home size for private residences,

and allow for a broader approach to general community planning. Neighborhood and community planning contributes to value on individual properties by virtue of the synergistic relationship with adjacent properties

Business districts that are connected to a central sewer system add to property values for landowners. A central collection system provides

Property values increase for private residences and businesses when a septic system is replaced by a sewer system.

usage flexibility for individual land parcels and removes density constraints on adjacent land parcels. This means that land can be used for a wide range of purposes consistent with local zoning and planning, and without the need for accommodating for existing uses on adjacent or nearby parcels that may saturate soils (EPA, 1978, p. 135). Business districts often benefit from higher density—closer together storefronts or restaurants—because of its walkability and inviting atmosphere for potential customers. In contrast, a reliance solely on septic systems means each parcel must have its own leach field, so small lots are not practical or even possible.

Efforts by researchers to quantify the role of sewer connections versus septic systems on property values are limited. Property values are determined, in large part, by potential uses for the land. These potential uses are limited by physical characteristics, location, and restrictions such as zoning. Soil restrictions create additional limitations for septic systems, as does minimum lot sizes; public sewer service does not create such limitations, and the increased potential income of the property is reflected in its value.

Land appraisers tend to be skeptical as to whether an individual property connected to a public sewer is more valuable than a comparable property with a fully-functioning septic system. However, the qualifier of “fully-functioning” implies that the property in consideration already contains suitable soils and is of adequate lot size to accommodate replacement leach fields in the future. Many properties in Paradise are constrained by poor soils, high ground water and inadequate lot size.

The researchers found that property value was roughly the same for those connected to a public sewer versus those with septic systems. However, they did find that a home (and property) was more valuable if the property had access, or was adjacent, to a public sewer...

One study in Michigan attempted to evaluate whether residential property values were influenced by the availability of a public sanitary sewer. The study included a statistical analysis of residential parcels connected to public sewer and those on septic systems. Parcels were grouped by acreage, house size, and other attributes, in order to isolate the sewer or septic variable. The researchers found that property value was roughly the same for those connected to a public sewer versus those with septic systems. However, they did find that a home (and property) was more valuable if the property had access, or was adjacent,

to a public sewer, as compared to those where there is no public sewer. This finding reinforces that “free-riders,” or those with access but do not connect, receive benefits without paying for it. In other words, the expense of public sewer should be shared by all who have access, comparable to fire protection service that is assessed to all property owners (W.E. Upjohn Institute, 2015).

A recent study of small communities in Oklahoma found that “quantitatively, communities that obtain a water infrastructure project can expect their median house values to increase by between five and thirteen percentage points higher than in an otherwise similar community without a water infrastructure project” (Janeski and Whitacre, 2014).

Case Studies

The following case studies all have similarities to the Town of Paradise. All four communities were facing economic growth limitations due to reliance on septic systems and a lack of a centralized sewer service and treatment. All of the communities were driven by groundwater quality degradation to implement a permanent solution. One key difference between the case studies and the Town of Paradise’s situation is that the Town is not currently facing fines and time scheduled orders to implement sewer.



Port St. Lucie, Florida

In 1993, the City of Port St. Lucie was in a period of steady growth in population and residential housing. During this time, the City had a limited, disaggregate sewer and wastewater system. The City acquired existing private systems and treatment plants as part of a multi-phased water and waste water expansion program. Under the program, property owners were assessed their share of infrastructure costs within their respective neighborhoods. In addition to public health concerns (septic systems could pollute the groundwater aquifer supplying fresh water to the

community), there were three identified economic concerns:

1. Commercial development was constrained without an adequate water system.
1. The absence of a diversified commercial base meant the burden of providing services was on single-family residences.
1. Continued reliance on septic systems placed a limit on home sizes, and thus property values. This also limited property tax revenues for the community.

The City Council conducted a series of public hearings beginning in 1994. Based on community feedback, and after conducting extensive research, a low-pressure system was selected in lieu of a more expensive gravity system. Cost savings were realized by reduced pipe costs and shallower depth (three feet below the surface) for low-pressure systems as compared to gravity systems. Homeowners could choose to options: (1) pay their assessments in full before a cutoff period, and receive a discount; or (2) pay over a 20-year period via an annual escrow payment attached to their mortgage.

When the City assumed ownership of the utility in 1994, there were 10,800 sewer connections. The final phase of the sewer installation was completed in 2006, resulting in 43,472 customers with City sewer service.

Malibu, California

In 2009, the Regional Water Quality Control Board (RWQCB), Los Angeles Region, passed a resolution (R4-2009-007) prohibiting on-site wastewater disposal systems in the City of Malibu Civic Center. In response, the City of Malibu, the RWQCB, and the State Water Resources Control Board entered into a Memorandum of Understanding, whereby a special Assessment District would be established in order to construct wastewater collection and recycled water distribution facilities, and an off-site wastewater treatment plant. The cost of connecting to these facilities would be borne separately by each property owner, and each property would be provided with the right to discharge up to a predetermined wastewater flow and load based upon the type of parcel development. In other words, individual parcels were assessed to determine the allowable wastewater load based upon existing and anticipated uses. A total of 57 individual parcels were included. The cost of the new wastewater collection, treatment, and distribution facilities were apportioned among the 57 parcels according to an approved allocation formula. The total assessable cost of the improvement was determined to be \$63.7 million.



Yucca Valley, California

The Hi-Desert Water District provides water service for the Town of Yucca Valley and surrounding areas in San Bernardino County. Until recently, Yucca Valley depended almost exclusively on septic systems and leach fields for disposal of wastewater. The Colorado River Basin Regional



Water Quality Control Board (RWQCB) determined that effluent from the septic tank systems within Yucca Valley and the Water District is the cause of ground water quality degradation in the area.

Following a resolution (R7-2011-0004) adopted by the RWQCB prohibiting septic tank discharges in the Town of Yucca Valley, the Hi-Desert Water District is following a three-phase project to construct and operate required facilities, including a wastewater treatment and reclamation facility, trunk sewer lines, and a collection system to serve individual properties. Three Benefit Areas were established representing three phases of construction as well as being used to apportion costs of the improvements relative to the benefits that are received within each Benefit Area. Certain improvements constructed in Phase 1 of the construction provide a direct and special benefit to all properties within the three benefit areas; these improvements are called the common facilities. The improvements include the local sewer collection system, sewer laterals and improvements that provide treatment capacity within the wastewater reclamation facility.

Benefit Area 1 includes the central business district and surrounding residential area. Benefit Area 2 is a high-density residential area on the west side of the Assessment District. Benefit Area 3 will include an expansion area and is expected to account for future buildout in the community.

The total estimated assessment cost, including facilities, incidental expenses, district offset credits, and construction period financing, is \$145.2 million. This cost, including acquisitions and works of improvement, will be assessed and apportioned upon the several lots, pieces or parcels or portions of lots or subdivisions of land.



Crescent, Oregon

All residents and businesses in the community of Crescent, Oregon, are currently solely dependent on individual septic systems. Oregon's Department of Environmental Quality (DEQ) has determined that nitrate groundwater contamination levels in the area are out of compliance with Environmental Protection Agency standards. The community has a shallow groundwater table with rapidly draining soils and no barrier to fluid movement into the shallow groundwater. The DEQ also confirms that at certain times of the year, fecal contamination is detected in the groundwater. As a result, the adjacent Little Deschutes River is being impacted by the failing septic systems. The DEQ concludes that

combining and better treating wastewater in the community, through a sanitary treatment facility at a location further from and at a higher elevation than the Little Deschutes River, will better protect public health and the river water quality.

The Crescent Sanitary District (CSD), working with the multi-agency Central Oregon Regional Solutions Team, developed an approved facilities plan to finance, and construct a community wastewater treatment facility. The plan proposes a lagoon treatment system on a roughly 200-acre land area to include approximately 50-60 acres for a chlorination facility, treatment, and storage lagoons. An additional 160 acres is need for two 80-acre areas for crop irrigation. The large area is required to allow land application of the treated effluent while protecting groundwater.

A proposed site is located on Gilchrest State Forest land adjacent to the community, which would require that the State of Oregon sell and transfer approximately 200 acres to the CSD. The parcel is a low site class for timber production, will have an insignificant impact on Gilchrest Forest Management, and meets the state's Greatest Permanent Value standard than the current use for timber production.

Summary

The Port St. Lucie demonstrated the long term vision of the community to remove a barrier to growth as well as develop a creative way to bring in customers to the new sewer system via a low interest loan program for the cost of initial connection. This approach may be helpful to the Town of Paradise. The City of Malibu provided a good example of how an expensive project could be distributed between large commercial properties and smaller residential properties. The Yucca Valley case study demonstrates a phased approach to development of the sewer collection and treatment system and an example of how costs and benefits can be divided among the stakeholders assessed. The Crescent, Oregon example illustrates the impact of the large amount of land needed to implement a lagoon and land application approach to wastewater treatment.

ESTIMATED ECONOMIC IMPACTS TO THE TOWN OF PARADISE

With a population of about 27,000, and spread over 18 square miles of terrace topography, the Town of Paradise evolved from its roots as a desirable bedroom community and destination for retirees, to a home for young families in search of its rural, foothills community lifestyle (Rocky Mountain Institute, 2004, p. 7-1). Commercial businesses, including service, medical, and retail sectors, accompanied the population growth,

*The Town of Paradise
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individual septic systems
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by residential and
commercial land uses.*

but are fairly limited relative to the population. All properties rely on septic systems, and there are no public sewer systems, including within the business district.

The Town of Paradise relies upon over 11,000 individual septic systems to treat and disperse wastewater generated by residential and commercial land uses. As the Town has grown and evolved, concerns over wastewater collection and treatment, especially in commercial areas, both downtown and elsewhere, has become more urgent (Town of Paradise, 2012, p. 2). According to a Paradise-commissioned report, some 27 septic systems along the Skyway have failed, another 39 are expected to fail in the next five years, and 56 are expected to fail in the next ten years (Scharaga, 2015). Most downtown businesses lack space for replacement leach fields, or funds for an engineered solution to individual septic issues. Businesses also face restrictions on what and how much can be put into their septic systems, which are sensitive to oils, fats, and excessive water, and that has led to limits on the functions that can take place on individual parcels. For example, some restaurants face restrictions on number of tables allowed, washable versus disposal dishes, employees hired, or in some cases even whether there is a public restroom (Town of Paradise, 2012; Scharaga, 2015).

Wastewater problems in the Town have long been recognized, with many septic system failures noted even in the 1970s. Water sampling conducted in the late 1970s through 1982 found high bacteria levels in surface waters and some private drinking wells around the commercial district, and septic system problems thought to be the source (Rocky Mountain Institute, 2004, p. 7-3). According to a 1992 Town of Paradise report, the 1980s showed significant commercial growth for the nearby cities of Chico and Oroville, with growth in sales tax revenues per capita of 37 percent and 45 percent, respectively. Paradise, meanwhile, saw only an 8 percent increase in sales tax revenues per capita (Town of Paradise, 1992, Table II). At the time, the Paradise business community perceived itself to be at a competitive disadvantage to Chico due to the lack of a wastewater collection and treatment system, small lot sizes, and a strained soil capacity in the Paradise business district, which often precluded commercial development and building renovations that would increase wastewater generation.

Despite the recognized need for sewer infrastructure to service the downtown commercial area, the Town and its Council rejected several proposals, prepared from studies beginning with a 1988 feasibility study,

as too costly to the business community. Many residents were also upset with how assessment units were assigned to properties, the implications of sewers for the growth on the Town's character, and the projected construction cost of the sewer system (Rocky Mountain Institute, 2004, p. 3-2).

Following defeat of the sewer plan, an onsite wastewater management program became the means for Paradise to manage all wastewater systems in Town. This program is highly regarded in the state, and "represented a permanent solution for residential areas." However, over the past several decades of growth, the need for a better means of wastewater collection and treatment, especially in commercial areas and densely populated residential areas, has become more urgent. As noted in a 2012 report to the Town Council, "This [urgency] is particularly true within the Town's more intensively developed Downtown and other commercial areas where septic system failures are increasing and available land for replacement leach fields is constrained, or non-existent... the Town's commercial areas would be severely limited if a more permanent solution was not attained" (Town of Paradise, 2012, p. 2).

According to the 2010 Census, the Town's population was 26,218, and included 12,981 housing units. California Department of Finance (CDF) is responsible for preparing population projections for each of the state's counties. **Table 2.1** shows CDF's projection for Butte County, starting from the 2010 Census and projecting through to the year 2040. **Table 2.2** presents the projection for the Town of Paradise if it grows at a rate similar to that of Butte County as a whole. The median home price in Butte County from November, 2013, the latest data available, is \$255,950, according to the California Association of Realtors (CAR, 2016). Zillow indicates the current home value in the Town of Paradise is \$228,200 (Zillow, 2016).

At the time, the Paradise business community perceived itself to be at a competitive disadvantage to Chico due to the lack of a wastewater collection and treatment system, small lot sizes, and a strained soil capacity in the Paradise business district, which often precluded commercial development and building renovations that would increase wastewater generation.

Table 2.1 – Butte County Population (2010) and Projections to 2040

	2010	2015	2020	2025	2030	2035	2040
Butte County	220,273	226,656	236,936	247,378	254,725	264,150	267,852

Source: California Department of Finance, 2014.

Table 2.2 – Town of Paradise Population (2010) and Projections to 2040

	2010	2015	2020	2025	2030	2035	2040
Town of Paradise	26,218	26,978	28,202	29,445	30,320	31,442	31,883

Source: U.S. Census (2010), and adapted from California Department of Finance, 2014, with Butte County projections applied to the Town of Paradise.

The current restrictions have a broader effect beyond individual businesses. They burden the overall local economy's ability to grow and diversify, as well as limit resiliency of businesses during any sustained economic downturn.

The data seem to indicate that both population and home values have not risen on pace with the rest of Butte County and the lack of typical sewer service appears to contribute as a limitation.

THE COST OF DOING NOTHING: LIMITS TO GROWTH WITHOUT A PUBLIC SEWER SYSTEM

Town of Paradise commercial businesses face a difficult future without resolution to its wastewater collection problem. Existing septic systems in the business district continue to function, but continuing failures can and will harm existing and adjacent businesses that utilize common leach field areas, as well as contamination of the groundwater underlying the community.

Many of the commercial businesses are unable to afford the high cost of septic system repairs or replacement. In addition, limitations on business operations, such as the number of tables allowed in restaurants, the number of chairs in a salon, or the number employees that a business can hire, restrict their ability to pay for costly repairs. Septic systems also limit or prohibit existing businesses or commercial property owners from expanding or developing property to maximize its full potential, or restrict their ability to take advantage of market opportunities. In addition, septic systems by nature can emit odors that are unpleasant, and in the case of a failed or improperly functioning septic system – can be a threat to health. For a business, septic odors are a major deterrent for patrons, most critically for restaurants.

New commercial developments face significant challenges, even if they can afford the septic tank system alternatives. While “development” may seem like something that rarely affects residents, any new building in Paradise, big or small, represents “development”, providing improved land and up-to-date buildings. These improvements are not only pleasing to the eye, but also generate tax dollars that go back into the community for things like public safety and road maintenance. New development is a critical component of economic vitality in a Town like Paradise, and development is currently arrested by the lack of a sewer system. While some larger developments can afford the high cost to plan, engineer and install an onsite treatment system, the effort and time involved in meeting the stringent septic requirements are enough to block many new developments in their planning stages. A recent coffee shop installed a sand filtration system with a new septic system and had a failure within one year that required \$65,000 in repairs. A new fast food restaurant had to invest nearly \$250,000 to install a septic filter system and acquire adjacent properties, otherwise not needed, just to have the appropriate leach-field capacity for the treatment system's effluent.

See **Tables 2.3** and **2.4**. These are examples of the difficulties faced by business owners who want nothing more than to set up shop in Paradise, but are stopped in their tracks when confronted with the realities of onsite septic system. A sewer could be the step necessary to make previously abandoned projects feasible and inject life into downtown.

Table 2.3– Costs for New Development – Onsite Septic System

Cost of Alternative Onsite Treatment System	Yearly Maintenance of Onsite Treatment
\$250,000	\$1,500

Table 2.4 – Costs for New Development – Potential Sewer

Potential Sewer Connection Fee (Commercial)	Potential Sewer Yearly Assessment, Service and Maintenance
\$15,000 - \$30,000	\$1,500 - \$3,000

The current restrictions have a broader effect beyond individual businesses. They burden the overall local economy's ability to grow and diversify, as well as limit resiliency of businesses during any sustained economic downturn. Business districts thrive and survive based on the diversity of its members and the goods and services provided. It is the collection of businesses, more than the sum of the individual ones, that draws customers to shop in a particular business district as opposed to other places (for example, Chico). Retail shoppers who come to the district may choose to purchase additional items from that of their original intended visit. This could mean buying a latte, enjoying a meal, filling the car with gas, and stopping by the bank or credit union before returning home. Employees of other businesses also tend to shop locally. There will be less incentive for potential customers to choose to visit the business district if the diversity of business offerings continues to shrink.

Action Alternative Effects

There are two alternatives presently being considered: local control and treatment vs. regional connection. The first alternative would have the Town of Paradise build its own treatment plant. The second alternative would connect to Chico's sewer system via a regional pipeline. The below analysis considers the economic effects of the regional alternative.

The Regional Option for creating a collection system and connections for 1,400 customers, as well as a conveyance pipeline to the Chico treatment plant, has an estimated capital cost of \$83 million. With a four percent rate of interest for capital financing, annual repayment costs amount to a total of \$6,107,285. This figure does not include annual operating and maintenance costs.

There are two alternatives presently being considered: local control and treatment vs. regional connection. The first alternative would have the Town of Paradise build its own treatment plant. The second alternative would connect to Chico's sewer system via a regional pipeline.

The capital cost of the collection system within the Town of Paradise is estimated to be \$47 million of the total for the Regional Option, with an annual capital repayment cost of \$3.5 million. Based on this annual cost on construction and operation costs for large infrastructure projects such as a sewer serving 1,400 customers, and applying estimates from comparable studies, the following economic impacts can be anticipated:

- An additional 55 jobs in wastewater management and treatment (based on 16 jobs per \$1 million in local investment).
- An additional 161 total jobs in all sectors in the Town of Paradise and vicinity (based on a 2.9177 employment multiplier)
- An additional \$12.8 million in additional sales and output in the region in all sectors within the Town of Paradise (based on a 2.10 output multiplier).
- An estimated long term regional impact of an additional \$68.3 million in private and public investment, and an additional \$56.4 million increase in the property tax base (based on past research in water and sewer infrastructure impacts (Bagi, 2002)).
- An estimated increase in property values of five to thirteen percent.

NO PROJECT OPTION

The No Project Option of the Sewer Project study evaluated the impacts on the economic growth of the Town if no improvements to the existing sewer collection and treatment system were made. The study confirmed that the economic potential of the Town is limited due to a lack of a centralized wastewater treatment system.

All businesses in Paradise currently fall into one of two categories: those businesses that have adequate land for an effective septic tank/leach field system and those that do not. Commercial properties that do not have enough land for a suitably sized leach field are limited to three alternatives:

- Reduce the size of their operation—a profit limiting solution and a step that may lead to the closing of a business
- Purchase additional land for wastewater disposal – an expensive option, many times untenable for small businesses and impossible for businesses with no additional land to purchase
- Install a more robust treatment system (such as batch reactor or an in-situ biological filter system) to reduce the leach field area required for effluent disposal—another expensive option that is not possible for many small businesses

Commercial properties with failing septic systems that lack the capital for a new treatment system must limit both sewage demand and customer base. The same applies for commercial properties that cannot afford to purchase additional land for a leach field. For commercial

properties with higher water demands and sewage loading, like restaurants, growth is not possible and even sustaining the existing level of operation is a struggle.

A centralized sewer system serving the commercial core of the Town would remove the limitations on economic growth and encourage new business ventures and current Town businesses to invest and expand. The discussion below attempts to define and quantify the socio-economic benefits of a sewer project to the Town of Paradise.

PROJECT VS. NO PROJECT OPTION

All of the project alternatives provide equal initial benefit to the commercial core of the Town, with the exception of the No Project Option.

The No Project Option has been chosen in the past for economic reasons. This option is fatally flawed within the context of this study because it does not solve the problem nor does it meet the current and future needs of the Town. By selecting the No Project Option, each property owner within the service area would continue to be financially responsible to solve the problems that result from a septic system failure. A septic system failure could be catastrophic for business owners and lead to a total loss of the business. If their system fails and they lack the land area or capital to build a newer or more technically robust system, their business and property value effectively goes to \$0, since it cannot be re-sold.

3

Public Involvement and Outreach

One of the most crucial elements of the sewer project feasibility study is the full involvement of the public and critical project stakeholders throughout the entire process. One of the key lessons learned from the completion of prior studies and history of inaction is that for a project of any type to move forward, the public must be provided with good, factual information from the beginning. The decision process for a project of this magnitude needs also the decision making process needs to be open, transparent and provide multiple opportunities for public input. A multi-faceted outreach program was developed by the consultants to ensure a high level of community participation. This program includes the following components:

- Development of a Public Participation Plan
- Development and launch of www.paradisesewer.com
- Provide monthly updates and public comment period at regularly scheduled Town Council meetings
- Formation of a Project Stakeholder Group
- Host public workshops at critical stages of the study process
- Identify and coordinate with interested private and public sector parties



Public Meeting

PUBLIC PARTICIPATION PLAN

The Public Participation Plan, included in the Appendix, was formulated to provide a written approach to implementing various public engagement activities. The plan identified key audiences, listed below:

- All Town of Paradise Residents
- Town of Paradise Residents in Potential Service Boundary Area
- Town of Paradise Businesses in Potential Service Boundary Area
- Chamber of Commerce
- Butte Environmental Council
- Media
- Butte County
- City of Chico
- Regulatory agencies

The Public Participation Plan also included key messages which were to be emphasized through the public process and development of the study. These messages are summarized below:

NEED

- Paradise is one of the largest municipalities in the country that relies solely on septic systems for the treatment and dispersal of its wastewater
- Downtown business corridor septic system failures continue to increase
- Available land for replacement leach fields is constrained or non-existent
- Groundwater is impacted by the quantity of septic systems and system failures, as are local streams, a precious resource in Butte County
- A better wastewater collection and treatment system is becoming an urgent necessity

BENEFITS

- Positive economic impact
- Businesses will no longer have to take extraordinary measures to prevent or reduce septic system failures
- Multi-family, affordable housing developments will no longer be considered unsuitable land use due to constraints from too-small septic systems
- Environmental impact
- The risk of groundwater and local streams pollution by failing septic systems will be decreased

PLANNING PROCESS

- By working together to identify the appropriate solution to the Town of Paradise sewer problem, the Town gets better together
- The Project Stakeholder Group and frequent public open houses will provide Paradise residents and businesses opportunities to help plan and guide the process

Lastly, the Public Participation Plan provided a step-by-step outline of proposed public engagement activities. This outline primarily focused on hosting public workshops as needed with regular public input opportunities throughout.



Project Website

These tools allowed residents with zero project background information to perform their own research and get needed critical information.

PARADISESEWER.COM WEBSITE LAUNCH

The intent of launch a dedicated website to the study was to provide a central location for all project information including previous studies, public engagement opportunities, frequently asked questions, and an interactive service area boundary map. These tools allowed residents with zero project background information to perform their own research and get needed critical information. Residents were also able to determine in real time if their property was in the Proposed Service Area Boundary using a GIS-based map. This map accepts both Assessor's Parcel Number (APN) and property addresses to give a direct and clear answer for every property owner in Paradise. Finally, the website provides a direct means for residents to ask questions specific to their property. Copies of the website pages are included in the Appendix for reference.

REGULAR COUNCIL MEETING UPDATES

See appendix for presentations, dates, and topics.

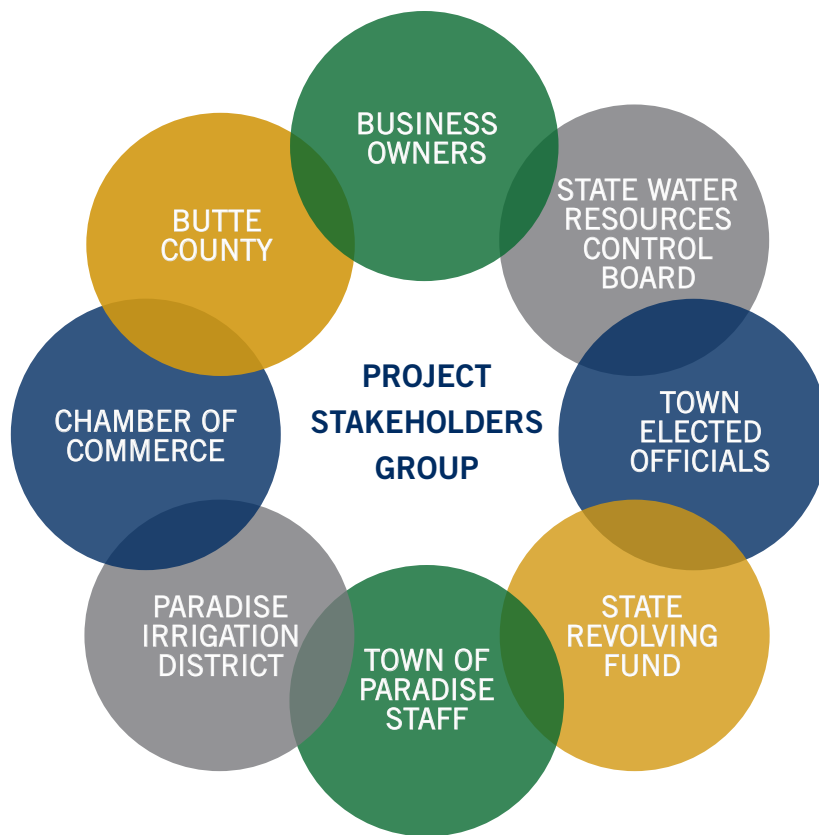
PROJECT STAKEHOLDER GROUP

The Project Stakeholder Group (PSG) was envisioned as an informal non-decision making body with participants representing a wide cross-section of the community and potentially impacted agencies. The intent of the PSG was to provide transparency and opportunity for timely input while arming representatives with good, quality information for them to distribute to their respective constituencies.

The following groups attended various PSG meetings:

- Chamber of Commerce
- State Water Resources Control Board Staff
- State Revolving Fund Staff
- Butte County Environmental Services Staff
- Various business owners within the Town
- Town of Paradise Staff
- City of Chico Staff
- Paradise Irrigation District Staff
- Elected officials

PSG meetings were open to the public, with most discussions involving the identified stakeholders. The PSG was particularly involved in the selection of evaluation criteria for the options analysis and the weighting of the criteria for the matrix. Meetings were held with the PSG at the Town Hall on the following dates:



JUNE 1, 2016

The Paradise Sewer Project Team gave a presentation outlining the background, purpose, and need for the project; the scope of the feasibility study; the project charter and roles of the team members; preliminary service area map; overview of the options to be evaluated; plan for future meetings; and finally the role of the PSG for the project. PSG members introduced themselves and were asked to share their thoughts on the project.

AUGUST 31, 2016

The meeting focus was on discussion of recent informational public meeting and feedback. Service Area Maps were handed out and discussed. Draft Alternatives Analysis Selection Criteria and Weighting were distributed for review, discussion, and modification. The no project alternative was also discussed.

OCTOBER 26, 2016

The Sewer Project Team provided an update on the study progress including: sewer flow estimation, types of sewer collection systems, alternative cost development, and discussion of revised alternatives selection criteria and revised weighting based on prior feedback. Feedback and discussion was primarily on the project costs and how it

translates down to the individual land owner in terms of assessment, connection fee, and monthly service charge. Concern was high for the number of Town residents who are retired and have fixed incomes.

JANUARY 25, 2017

The team presented the results of the socio-economic study and discussed project benefits and No Project Option impacts at a PSG meeting.

PUBLIC WORKSHOPS

Public Workshops were determined to be important throughout the development of the study. Some residents may not have access to the internet or attend Council meetings—therefore, hosting a dedicated date and time to discuss the project with the public has served as an



Public Meeting Participation

effective engagement tool. The first public meetings were held June 15, 2016. Two meetings were held that day in order to provide multiple opportunities for local residents to learn more about the project. The first meeting was held from 2:00 p.m. to 3:30 p.m. and the second meeting was held from 6:30 p.m. to 8:00 p.m.

Notification for the meeting was provided with a postcard that was mailed to every address in Town. The intention of reaching the entire Town was to provide

a comprehensive overview of the study and to make one facet of the project clear: only those who are in the district pay for the project. An advertisement was placed in the Paradise Post and ran in the Saturday June 11, 2016 edition of the paper. A news release was also sent to the Paradise Post, and that ran in the online edition of the newspaper. Copies of these notifications can be found in the Appendix.

On August 22, 2016 a third public meeting was held to share information with residents about the service area boundary and the status of the feasibility study. This meeting also allowed local residents additional opportunities to ask questions about the Project. Notification for the meeting was provided with a postcard that was mailed to residents and property owners who were within the Proposed

Service Area Boundary only, approximately 1,168 addresses. The intention of reaching the service area only was to definitively notify owners of their properties' status as included in the study, and subsequently a potential sewer district. An advertisement was placed in the Paradise Post and ran in the Wednesday, August 17, 2016 edition of the paper. A news release was also sent to the Paradise Post. A media advisory was sent to Action News/ KHSL, KRCR, and KCVU. Copies of these notifications and a complete summary of the meeting is provided in the Appendix. The meeting included a formal presentation covering information on Project status, proposed service boundary area, anticipated flows, funding structures, and next steps. After the presentation was complete, the engineering consulting team and Town of Paradise staff answered questions in an open forum. Attendee questions ranged in topics from pump station types and locations, service area boundary, timeline, and property values. While some answers were straight forward, many were yet to be determined since the Project was still in early stages.



Public Meeting Postcard

On February 28, 2017 a special town council meeting was held at the Paradise Performing Arts Center for the presentation of the Draft Feasibility Report. The scope of the Feasibility Report was discussed and the preliminary findings were presented with project costs, funding options, and a projection of potential individual residential and commercial costs. The Draft Feasibility Report was made available for comment a few days before the meeting and a 30-day period was started for public comment.

On March 22, 2017 a drop-in Public Workshop was held at Town Hall for the public to ask questions and receive answers from the project team. Comment cards were also provided to help the public provide written comments on the Draft Feasibility Report. Comments were also provided to the project team via the project website, email to town staff, and letters by mail. The project team collected all the comments in a matrix and provided responses. The matrix of comments and responses is included in the appendix of this Final Report.

TECHNICAL ENGAGEMENT MEETINGS

The project team met with the following individuals and organizations to gather information, develop the project options, and understand opportunities for project synergies with other work in the region:

- Town of Paradise Staff on service area and land use
- Equipment and process vendors to gather capital and operations costs
- City of Chico to discuss technical challenges and opportunities of the Regional Option
- Butte County to discuss land use and WWTP siting and environmental resource background data
- RWQCB to discuss WWTP discharge options and anticipated permit limits
- Tuscan Ridge Golf Course to discuss reclaimed water reuse opportunities
- Paradise Irrigation District to discuss water demand data and reclaimed water reuse opportunities
- California Water Service to discuss operations costs and reclaimed water opportunities
- Tuscan Ridge Golf Course and Presby Systems to discuss potential partnering in wastewater treatment and reuse at the golf course

The outcome of these technical engagement meetings was that the feasibility study team had a much better understanding of other agency roles and responsibilities, alignment of goals with the Town of Paradise and the potential sewer district to be formed, opportunities for future collaboration, and the limitations the agencies have going forward. All of the agencies contacted expressed enthusiasm and encouragement for the sewer project going forward and were open to future discussions to provide technical assistance and data.

PUBLIC DRAFT REVIEW

The vast majority of comments received on the Draft Feasibility Study were supportive of the sewer project in concept, but not in implementation. This was due mostly to the cost of the project and the portion of the project's cost burden to residential customers. Many comments expressed concern over the many potential residential customers within the service area living on fixed incomes and their ability to not only pay for the improvements and connection fee, but also the monthly service charge.

The project team understood this concern well leading up to publishing the Draft Feasibility Study and it is why the recommendation to go forward with the project is largely contingent on the ability to acquire more grant funding than currently anticipated and limit the amount of financed project cost even through low interest loans.



TOWN OF PARADISE SEWER PROJECT FACT SHEET

With the Town's commercial septic situation continually worsening, the Paradise Town Council is taking proactive steps to consider a wastewater solution for the more densely populated areas in Paradise.

To further this effort, the Town has received a grant from the State Water Resources Control Board to conduct a Sewer Feasibility Study. This study will analyze the best options for providing wastewater collection, treatment and dispersal in addition to exploring methods of paying for each option.

The study will include the following five options for the proposed service area (map provided on the back of this fact sheet):

Wastewater Treatment Plant with effluent land application

- This option includes buying a piece of property large enough to build a sewage treatment plant with holding ponds/tanks, for eventual dispersal or release onto the land. Previous studies showed that approximately 300 acres of available land would be needed for this option. The option must comply with Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR).

Wastewater Treatment Plant with surface water discharge location

- This option includes buying a piece of property large enough to build a sewage treatment plant (tertiary level) and then discharge to a creek, river, stream, lake or other approved waterway. This option will require a RWQCB National Pollutant Discharge Elimination System (NPDES) Permit.

Connection to the City of Chico Water Pollution Control Plant

- This option includes acquiring the right-of-way for a pipeline to connect with the City of Chico collection system for eventual treatment at their Wastewater Pollution Control Plant. This option requires a regional agreement with the City of Chico and a connection fee.

Wastewater Treatment with beneficial reuse

- This option includes buying enough land to build a tertiary level treatment plant that will allow the treated water to be reclaimed and re-used for irrigation. Excess reclaimed water would be taken to a land application area for irrigation.

No Project

- No collection system or treatment plant. The Town continues to function on septic systems.

The technical solutions for the Town of Paradise Sewer Project may not be new, but the approach to the project will be. The project need, scoping, option development, option screening, preferred option, assessment district formation, and funding analysis will all be transparent and vetted with the public.

You can learn more about the Project, including information about public meetings and technical studies, by visiting the Project website at www.paradisesewer.com



Funding for the Feasibility Study Project has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Clean Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use.

Another theme in the feedback received was an emphasis on local control of the sewer system and treatment. Many stakeholders expressed apprehension and doubt in the ability of the Town of Paradise and the City of Chico to come to agreement on a regionalized project. Moreover, several comments assumed additional project costs would arise from the preferred Option C as the project progressed through design and construction. Some comments also suggested that control of costs and connection fees would be entirely ceded over to the City of Chico and that rates would be increased over time by the City without the Town's involvement or comment.

Less common comments focused on providing a more detailed analysis of economic benefit to the businesses in the Town and suggested a more micro-scale description of benefits relative to project cost be analyzed and described.

Several comments indicated that residential customers saw the project as mostly unnecessary for them with the majority of project benefits going to businesses in the commercial core of the Town and suggested that only the commercial core pay for the project.

There were a couple of comments that suggested that the language of the study was somewhat inflammatory and read more like a position paper than a technical study of options and impacts.

A few comments expressed doubt about the project costs and felt that the project's regional benefits were overstated. In general, the most significantly opposed to the project were residential customers and opposed primarily on the basis of cost. Commercial customers did not provide very many comments by comparison and it is difficult to gauge the level of support within the business community. However, all of the project's stakeholders agree the cost for connection and monthly service fees should be as low as can be made possible to improve the project's chances of approval at an assessment district formation vote.

4

Service Area

The following section describes the project history and current need for the Town of Paradise to implement a centralized sewer system. Details about how the service area will be served by the sewer system, the sewer service plan, and the opportunity for the public to provide input on the service area and map are provided below.

HISTORY

The proposed service area for this Feasibility Study is based on the original areas designated in previous studies for downtown revitalization and redevelopment. The study also considers anticipated areas of future commercial density, infill, or more densely populated multi-family residential parcels. The proposed service area boundary serves 1,471 parcels through the Skyway, Clark Road, and Pearson Road corridors, as shown in **Figure 4.1**.

The service area boundary was developed based on primarily the most densely populated areas and commercial corridors that can be served with the most efficient investment in collection pipelines. The majority of residential parcels within Town limits are outside of the service area boundary, which means the land use and character of the Town is not anticipated to change. The septic system density in most residential areas is adequate for sewer treatment and is not anticipated to significantly change. **Landowners of parcels outside the service area would not participate in a vote for formation of the special district nor bear any financial responsibility for the costs of the project.**

Landowners of parcels outside the service area would not participate in a vote for formation of the special district nor bear any financial responsibility for the costs of the project.

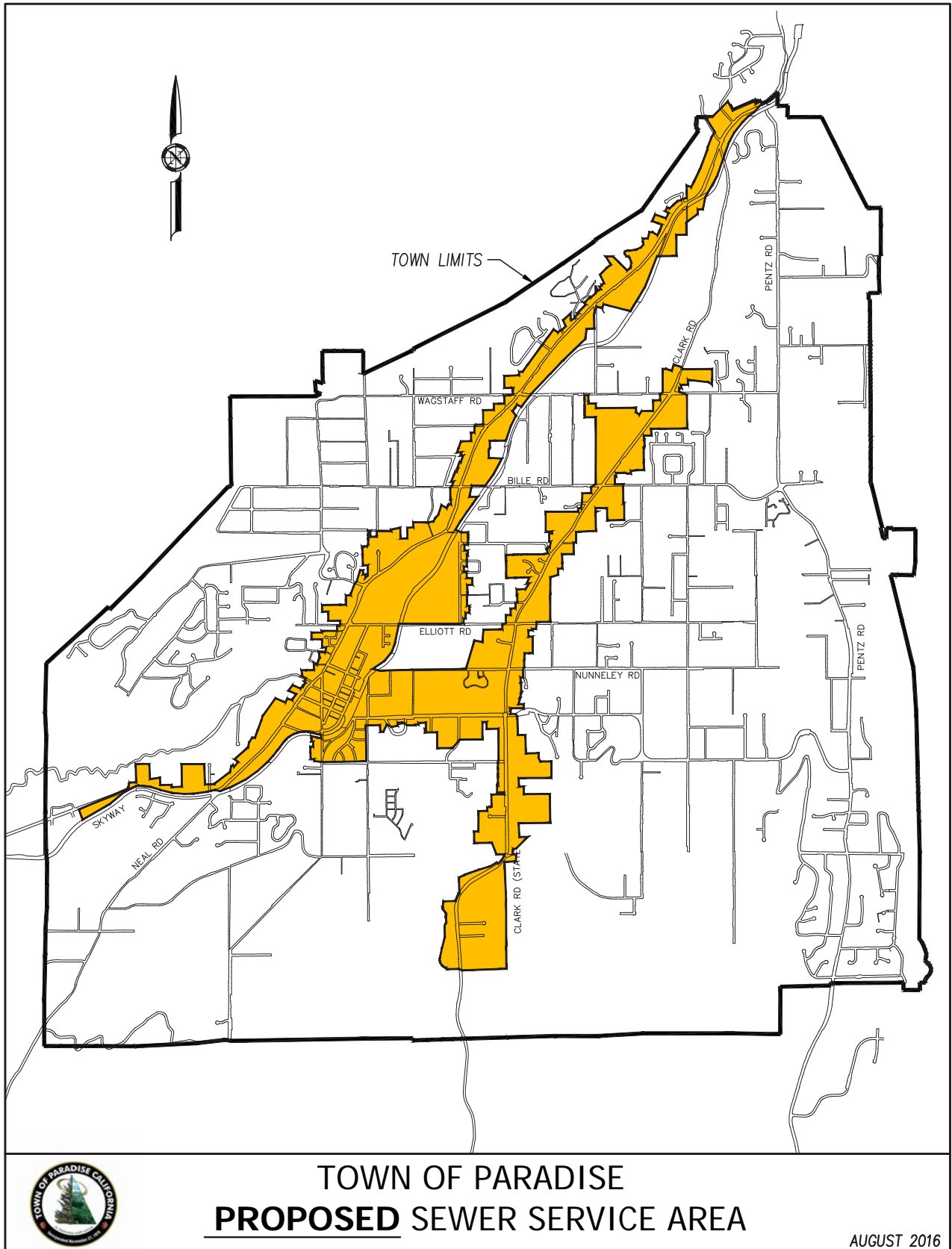


Figure 4.1 – Town of Paradise Proposed Sewer Service Area

The Town will consider adjustment to the proposed service area based on land use changes and public input prior to a final project approval. Parcel owners with land nearby and adjacent to the proposed service area boundary have requested to be included in the study area. All requests will be considered, and many have been accommodated to date.

NEED

Defining an exact service area is critical to the success of the plan. This allows for an accurate estimate for waste flow, which dictates the appropriate collection system size and treatment options. The service area will be defined on a map and provide a count of who will vote on the formation of a special sewer district.

The need to modernize the densely populated areas and commercial corridor district with a centralized sewer system is clear. To date, there have been 27 septic system failures. This is just the beginning. It is expected that 39 more will fail in the next five years, based on monitoring the existing systems. In 2015, nine septic system replacements were completed. In 2016, six more were replaced. The cost of replacement can vary by the severity of the system failure. For some, the cost can be as high as \$80,000 to \$100,000—these are costs that can force businesses, especially small businesses to relocate or close their doors altogether.

The impacts of the septic systems and their high repair costs are noticeable. Some restaurants have restricted service because their septic tank and leach field systems cannot accommodate full-service loading and have limited leach field infiltration capacity – meaning fewer seats in the restaurant, fewer booths in the salon, fewer hours of operation or equivalent reduction in economic and community potential.

To date, there have been 27 septic system failures. This is just the beginning. It is expected that 39 more will fail in the next five years, based on monitoring the existing systems. In 2015, nine septic system repairs were completed. In 2016, six more were repaired.

SERVICE PLAN

Prior studies have looked at slightly different service areas, but all emphasize the Skyway, Pearson Road, and Clark Road commercial corridors. This study looked at each corridor, with significant consideration of the topography, and created a conceptual layout of pipelines to serve parcels within the service area. Prior studies have also evaluated both gravity and low pressure collection systems.

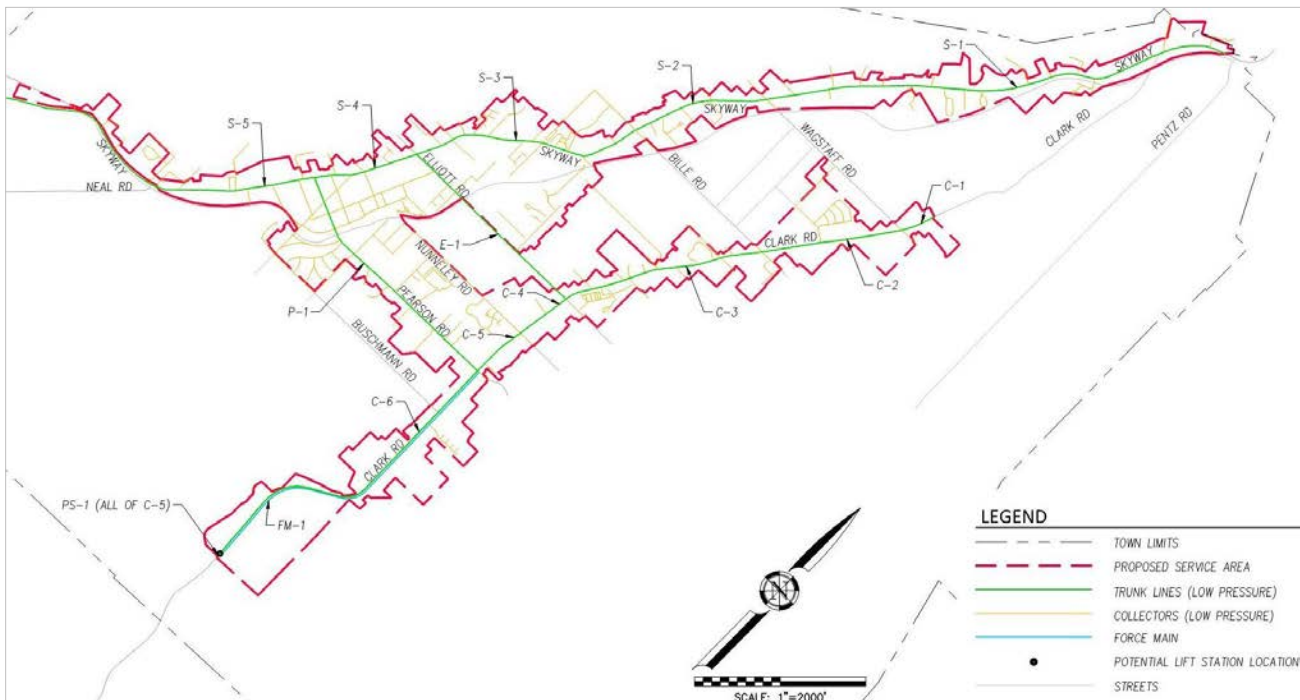


Figure 4.2 – Service Area Collection System

The initial layout of a gravity collection system requires a lift station with sewer force mains. This option proved to be much more expensive than a low-pressure system fed by individual septic tank pumps. Due to the difference in cost, a low-pressure system was developed for the feasibility-level collection system cost estimate, as shown in **Figure 4.2**. The low-pressure collection system relies on small diameter laterals to transport effluent from on-site septic tanks with small pumps or gravity (where head is available) to a collector. Collectors are located in each street within the service area. The collectors convey wastewater to the trunk lines, which are located in the major corridor streets. The trunk lines move the wastewater to the treatment facility. This system reduces the number of pipes buried in the streets.

The service area was divided into shed areas based on major road intersections and topography. The following is a description of each sewer-shed area.

UPPER CLARK

The Upper Clark shed area includes all connecting parcels north of Nunnely Road, within the service area. The area also includes connecting parcels between Nunnely Road and Pearson Road east of Clark Road and those within approximately 500 feet west of Clark Road. These parcels can feasibly connect service laterals directly to the trunk line.

LOWER CLARK

The Lower Clark shed area includes connecting parcels in the service area on Clark Road, south of Pearson Road. The 350-foot elevation change from the southern service area boundary to the intersection of Pearson Road and Clark Road may require the use of a pump station to convey the wastewater to the trunk line at Pearson Road.

PEARSON

The Pearson shed area includes connecting parcels between Nunneley Road and Pearson Road, from Clark Road to the Memorial Trail. It also includes the connecting parcels south of Pearson Road to the service area boundary. The Pearson Road corridor trunk line will have a larger pipe diameter compared to other corridors to accommodate more wastewater flow from the Clark Road shed areas. The trunk line will convey wastewater to the proposed treatment facility near Skyway or to a regional pipeline connecting to the City of Chico's WPCP.

UPPER SKYWAY

The Upper Skyway shed area includes the connecting parcels within the service area from the northern service area on Skyway near Pentz Road, to Pearson Road, and is bordered by the Memorial Trail to the east near the Pearson Road and Skyway intersection. The trunk line running down Skyway will utilize the topography and gravity to convey wastewater to the lower elevation, while maintaining low-pressure in the system. Parcels with an elevation higher than the street along Skyway may be equipped with a gravity connection rather than a pumped connection.

LOWER SKYWAY

The Lower Skyway shed area includes connecting parcels along skyway south of Pearson Road. The area between Pearson Road and Buschmann Road is also included. The trunk line in the Lower Skyway area is a large diameter pipe because it must transport all the wastewater flow of the collection system to the treatment facility.

A list of all parcels, areas, and anticipated average dry weather flows is included in the Appendix.

CONSTRUCTION PHASING

At a feasibility design level, the construction for the conceptual collection system is presumed to be a phased process.

Collection system construction phasing would begin at the treatment facility or regional pipeline connection and work up from the lower elevation sewer-shed areas to the higher elevation shed areas. Areas

furthest from the major corridors connected by collectors, such as parcels along Nunneley Road, will likely be connected during later phases of construction. Larger diameter trunk lines installed in major corridors, like Pearson Road, would have tie-ins positioned for connecting collectors and laterals during later phases of construction.

The on-site construction of the septic tank effluent systems would occur during the same phase as adjacent conveyance system construction. Ongoing coordination efforts with individual land owners will be an important element of construction.

PUBLIC OUTREACH

The draft service area map was released for comment at a June 2016 Project Stakeholder Group meeting. After review by Town planning staff, the map was shared at the August 2016 public meeting and added to the project website.

The interactive website map allows Town residents to search for an address or Assessor's Parcel Number (APN) to determine if a particular parcel is included in the proposed service area. The project team

...some parcel owners asked how they could be added to the service area while others asked if they would have the ability to “opt-out” if they choose. The project team...let meeting attendees know the ability to join or leave the service area would be decided by the Town Council.

received comments at the public meeting, where some parcel owners asked how they could be added to the service area while others asked if they would have the ability to “opt-out” if they choose. The project team fielded all questions, and let meeting attendees know the ability to join or leave the service area would be

decided by the Town Council. All parcels within the final service area will be assessed to help pay for the project as they receive benefit.

Other questions about project timing and connecting to the system were discussed. Some parcel owners asked if they would need to connect immediately, even if their septic system was functioning well. The attendees were told that this will be determined by the specific districts. Some districts will allow customers to connect at a later date, but will provide incentive to customers to connect to the system sooner rather than later.

5

Wastewater Generation and Collection

COLLECTION SYSTEM

OVERVIEW

The collection and conveyance system for the Town of Paradise service area would require a hybrid system of pumping and gravity pipelines to convey wastewater to a treatment facility. The varying topography throughout the service area will require pumping for areas in lower elevations (in canyons) to convey wastewater to areas where gravity flow becomes more efficient. A gravity system and a pumped effluent sewer system were analyzed and compared. The analysis looked at routes to a treatment facility that may be located down either Skyway or Clark Road. The analysis considered pipe sizes, depths, lengths, and associated costs for the options. Upon review of the initial cost estimates, the effluent sewer system has lower costs due to shallow pipes, fewer manholes, and fewer pump stations.

A conventional gravity system, using lift stations at low points, was the initial alternative analyzed for the service area. This alternative would seem reasonable for an area with naturally sloping topography, using gravity to move wastewater to a treatment facility. However, the undulating terrain in the Town of Paradise would require a large number of pump stations and force mains and deeper trenching for gravity pipes to convey wastewater to a treatment location. The cost of a gravity

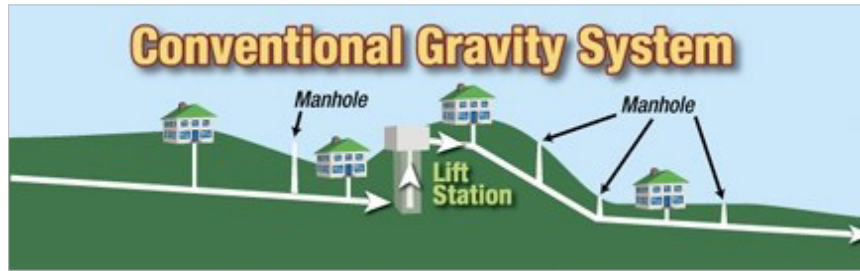


Figure 5.1 – Conventional Gravity Sewer System

(http://www.orenco.com/systems/wastewater_collection.cfm)

dominated system proved to be high, approximately double that of an effluent sewer system. **Figure 5.1** shows a conceptual illustration of a conventional gravity sewer system with pump stations.

An effluent sewer system was the other alternative analyzed as an option for collection and conveyance of wastewater. The effluent sewer systems will use a septic tank (primary treatment) for each connection and convey the effluent by means of pump or gravity to the collection system. The effluent sewer system will operate under low pressure and will reduce cost of the collection and conveyance system compared to a conventional gravity sewer system. The lower cost is due to a reduction in pipe size, shallower depth of pipe installation, fewer manholes, and fewer pump stations. **Figure 5.2** shows a conceptual illustration of a effluent sewer system.

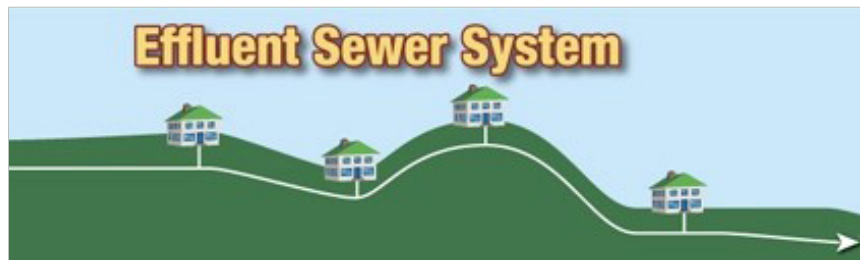


Figure 5.2 – Effluent Sewer System

(http://www.orenco.com/systems/wastewater_collection.cfm)

FEASIBILITY-LEVEL DESIGN

Onsite Facilities (Private)

The effluent sewer system will require each connection to use a septic tank to separate solids and decant effluent wastewater for conveyance to a treatment facility. The existing onsite septic tanks may be evaluated for usefulness in the effluent sewer system, however it is assumed that a majority of the existing septic tanks will be replaced. Due to the varying topography in the Town of Paradise, the onsite (private facilities) will require either an effluent pumping system or an effluent gravity system. The size of the onsite systems will be site-specific based on design



Figure 5.3 – STEP and STEG Collection Systems

loading. Connections with high solids loading may require a grinder pump system to manage solids and reduce the frequency of periodic septage pumping requirements. **Figure 5.3** illustrates a septic tank effluent pumping (STEP) system located below the grade line of the collector pipeline and a septic tank effluent gravity (STEG) system located above the grade line of the collector pipeline.

1. STEP system connections (**Figure 5.4**)
 - a. Primary Tank – Influent is separated by gravity, with solids settling and fats, oils and grease rising to the top. Effluent (water) from the middle of the tank is decanted to the secondary tank.
 - b. Secondary (Pumping) Tank – Effluent is accumulated until a design volume (size dependent) is reached for pumping. The pump discharges to the service connection lateral under low pressure.
 - c. Controls and SCADA – The STEP system is equipped with a system that provides power, controls, and alarms for the system.
2. STEG system connections
 - a. Primary Tank – Same as STEP system.
 - b. Secondary Tank – A drain line from the secondary tank will discharge to the service connection lateral. Effluent gravity systems will only work where the secondary tank is in a location that is above the energy grade line (EGL) of the pressurized system.
 - c. The STEG systems will be equipped with an alarm in case of a clog and/or overflow. No power is required except for the alarm.

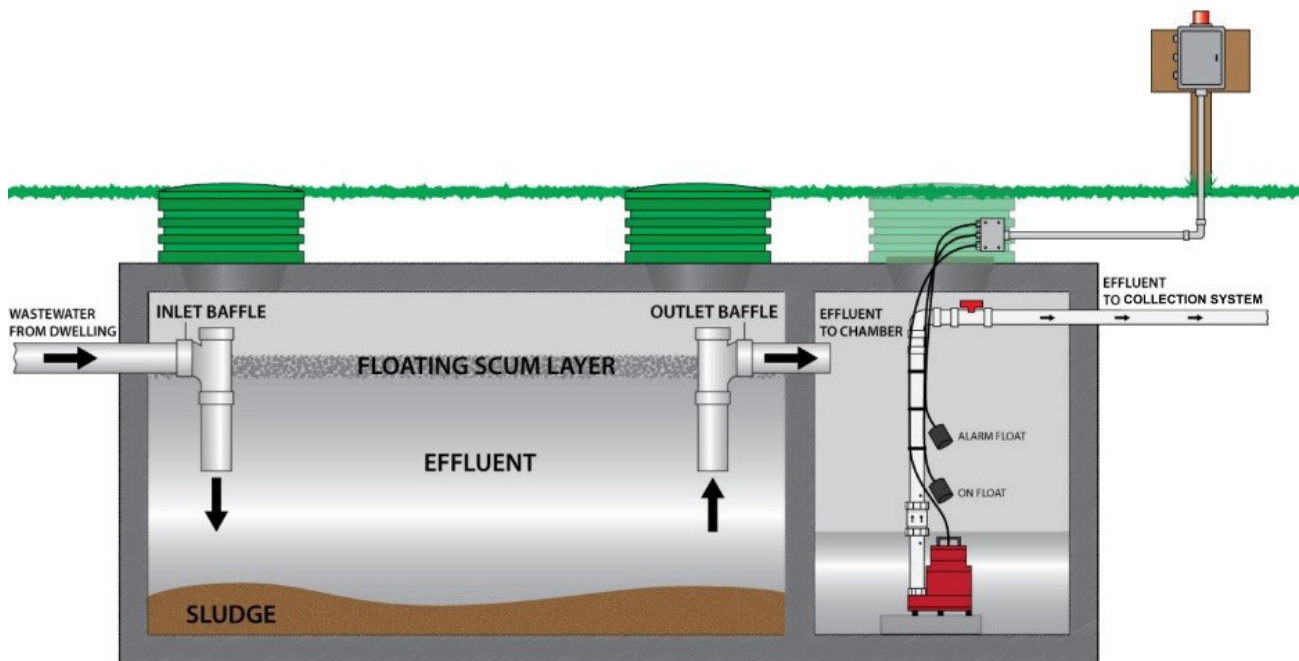


Figure 5.4 – STEP Tank Detail

3. Additional requirements for connection

- a. House to Tanks Connection – The new STEP or STEG tanks will require a new gravity connection from the house sewer pipeline to the tank.
- b. Septic Tank Decommissioning – The existing on-site septic tanks will require removal or abandonment. **It would be the responsibility of the property owner to demolish and remove or properly abandon in place (pump septage, seal inlets, and outlets, etc.) the existing septic tanks and leach fields.**

Business and home owners should understand that this system still utilizes a tank on their property and the tank will need to be maintained on a similar frequency to the current septic systems they have now. The tanks will likely need to be pumped by a septage hauler for sludge and grease buildup every 10 to 15 years. Commercial properties, especially restaurants, may have to be pumped more often. Restaurants should use grease traps ahead of their tanks to prolong the tank's maintenance cycle.

Laterals

The sewer service laterals convey water from the individual tanks for each service connection to the collector pipelines located in the public right-of-way. The laterals include pipe owned by the property owner (private) and a portion of pipeline in public right-of-way, which is the responsibility of the Town or Service District.

1. Lateral Installation – The effluent sewer system uses smaller laterals, typically no larger than 1.5-inch diameter pipe, installed at a shallower depth than conventional gravity sewer laterals (4-inch pipe). In many cases, the effluent sewer laterals may be installed using directional drilling, minimizing damage to property and reducing the need for road closures due to open trenches.
2. Feasibility Assumptions
 - a. Private Laterals – 100 feet of lateral on private property (up to the public right-of-way) is the assumed average length that **will be the responsibility of the property owners**. This assumption includes the distance from the tank to the back of walk.

Collectors

Collector pipelines are located in the public right-of-way through the service area and provide collection of wastewater from the service laterals.

1. Gravity Collectors – A conventional gravity system conveys wastewater through the collectors to manholes then into trunk lines for conveyance to the treatment plant. Gravity collectors require larger pipes to accommodate gravity flow in an 80 percent full pipe. Gravity pipe installations require open trenching to provide adequate slope, increasing the cost of the project.
2. Effluent Collectors – Since the effluent sewer system is a pressurized, closed system, the collector will increase in size as flow accumulates as wastewater moves toward the treatment facility. The pressurized laterals can connect directly into the collector, eliminating the need for trunk lines and reducing the amount of pipe needed to convey wastewater through the system.

Trunk Lines

Trunk lines are typical in conventional gravity sewer systems. The trunk lines convey larger volumes of wastewater through the service area and usually run in parallel to the collectors. The conventional approach proved a very costly alternative in the analysis. For a more reasonable cost of construction, trunk lines and collectors would both receive flow directly from laterals, reducing the length of pipe required.

The pressurized laterals of the effluent sewer system can connect directly into any size collector, eliminating the need for trunk lines and reducing the amount of pipe needed to convey wastewater through the system. The pipe sizes of the effluent system are generally smaller in diameter, as the pipes flow completely full when under pressure pressurized.

Pump Stations (Lift Stations)

In areas with significant changes in elevation, such as the Town of Paradise, pump stations are required in a conventional gravity sewer system. The accumulation of flow by gravity to the low points in the system are pumped through a force main to a high point where gravity is then used to deliver flow to the next low point. With a gravity system, the

Eliminating the need for most, if not all, of the pump stations greatly reduces the cost of the collection and conveyance system.

service area in the Town of Paradise could require more than nine pump stations to lift wastewater out of the valleys and convey wastewater to a treatment facility down Skyway or Clark Road.

The effluent sewer system does not require the use of pump stations (lift stations) for most of the service area, as each STEP or STEG tank provides the necessary pressure to convey the wastewater through the varying topography of the service area. In regions of the service area where it is required to pump the wastewater up several hundred feet, a pump station may still be required. Eliminating the need for most, if not all, of the pump stations greatly reduces the cost of the collection and conveyance system.

The elimination of pump stations reduces the cost of the system capital cost, land acquisition, as well as the operation and maintenance of a multitude of pumps and monitoring equipment.

Force Mains

A force main is the pressurized wastewater discharged from pump stations in a conventional sewer system. A system that requires the use of force mains can have two pipes in parallel to convey the collected wastewater to the pump station by gravity and then the force main to convey the pressurized wastewater to the next high point, depending on the location of the wastewater treatment facility.

In addition to reducing or eliminating the pump stations, the effluent system reduces or eliminates the need for two pipes in parallel in the same streets. Each collector is technically a force main, with the ability to receive services connection directly.

Man Holes/Cleanouts

A conventional gravity sewer system requires the installation of a manhole approximately every 300 to 500 feet on collectors and trunk lines. Along with the need for manholes, a clean out is required on every service connection.

The effluent sewer system is a closed, pressurized system that eliminates the need for manholes. The elimination of manholes also greatly reduces the potential for nuisance odors throughout the service area. The solids separation that occurs in the on-site tanks means the need for cleanouts at each service connection is not required. The elimination of manholes and cleanouts reduces the cost of the collection system. The effluent sewer system also reduces the maintenance on the collection system, as solids that may cause clogging are greatly reduced or eliminated from the system in the onsite tanks.

FLOW DEVELOPMENT ASSUMPTIONS

APPROACH TO FLOWS

The development of sewer collection, conveyance, treatment, and disposal system options requires an estimate for the wastewater flows generated within the proposed service area. The land area of each zoning designation in the proposed service area boundary was determined by using overlapping parcel boundaries with zoning designation boundaries. Flow generation rates for each zoning designation were determined based on area of land for commercial zoning designations and equivalent dwelling units (EDUs) per acre for residential zoning designations.

Previous Studies

Previous studies for sewer projects in the Town of Paradise were reviewed. Each study developed flows and loads for the proposed district boundary in a slightly different manner. The flow estimates from the previous studies did not provide flow generation by land use in a format conducive to the changes in the proposed service area boundary.

The results of the previous studies are as follows:

Town of Paradise Wastewater Collection, Treatment, and Disposal Preliminary Design Report, Volume 1 prepared by Nolte and Associates (Nolte), dated July 17, 1992

This report used land use and residential density to determine flows for the studied service area. The assumed wastewater generation was as follows:

- Town Residential = 200 gallons/residence per day (EDU)
- Multi-Family Residential = 165 gallons/residence per day
- (EDU) Commercial and Industrial = 2,000 gallons/acre per day

Limited assumptions were provided for the calculations, however the projected flow appeared reasonable for the purpose of the 1992 report.

2010 TOP Wastewater Treatment & Collection System Feasibility Study for the Downtown Community Cluster System prepared by NorthStar Engineering (NorthStar), dated April 21, 2010

This study describes a comprehensive approach to development of design flows with a percentage breakdown of residential zoning designations and differing flows for commercial designations based on type of business.

The general wastewater generation was estimated as follows:

- Residential (including Multi-Family) = 225 gallons/unit per day, to maximum density
- Commercial (High Flow) = 1,200 gallons/acre per day
- Commercial (Low Flow) = 600 gallons/acre per day

This study also applied a 20 percent reduction of design flows based on the assumption the maximum density would not be fully realized. The approach outlined by NorthStar does not lend itself to changes in the service area boundary and recalculation. The previous studies lacked sufficient descriptions of calculations and assumptions to be utilized for the proposed service area for this current analysis.

NORTHERN CALIFORNIA WASTEWATER AGENCIES - DESIGN CRITERIA COMPARISON

Several sewer service providers in the region were reviewed to compare design flow evaluation criteria by land use to estimate design flow for the project. Each sewer service provider has a different approach to wastewater flow generation.

Comparative Flows

The average results of the comparative flows for similar land uses designations are as follows:

- Single Family Residential = 284 gallons/unit per day or EDU
- Multi-Family Residential = 216 gallons/unit per day or EDU
- Commercial and Industrial = 1,220 gallons/acre per day

The average of the comparative flows provides a general perspective on the area's wastewater generation. Historically the per capita flow range is 80-100 gallons per person per day.

Demographic Consideration

The sewer service providers reviewed for this analysis have different demographics from the Town of Paradise. The Average Dry Weather Flow (ADWF) assigned to a dwelling unit is assumed to be in relation to the average number of people in a single family residence. Some of the more urban communities or regional sewer agencies use a somewhat higher flow rate per EDU.

A comparison of the other northern California communities to the Town of Paradise was reviewed for this analysis to aid in the development of daily wastewater generation per EDU and per acre. The number of people per household, between the years 2010-2014 and the population density were compared.

Table 5.1 summarizes the comparison between the Town of Paradise, the City of Chico, and the average for other northern California communities.

Table 5.1 – Demographic Comparison

	Persons per Household	People per Square Mile
Town of Paradise	2.36	1,432.1
Chico	2.45	2,617.8
Comparative Average	2.48	2,384.8

FLOW DEVELOPMENT

Land Use Designation

At the time of this analysis, the proposed service area boundary for the Town of Paradise was 1,165 acres with 1,041 acres of land area having zoning designations (124 acre of streets). The Town of Paradise has 24 zoning designations and 10 generalized zoning designations. The parcels located within the service area were separated by the generalized zoning designation, such as Town Residential (TR) rather than a specific designation of TR 1/3 or TR 1/2. An average number of residential units per acre was applied to the residential designations to calculate the estimated wastewater flow generation for the total area of each zoning designation in the proposed service area.

Wastewater Generation

Typically, wastewater generation is estimated by gallons per person per day, gallons per acre per day, or assigned a daily flow rate based on an equivalent single family residential dwelling unit (EDU). The zoning designations in the Town of Paradise allow for a reasonable assumption of wastewater generation based on EDUs and gallons per acre. A lower than average flow per EDU and flow per acre is assumed due to the history of water conservation, a lower than average population density, and an assumed reduction of inflow and infiltration (I/I) due to the use of modern construction materials and techniques.

The following is the assigned flow per EDU and flow per acre per day for the Town of Paradise for this analysis.

- Flow per Single Family EDU = 230 gallons per EDU per day
- Flow per Multi-Family EDU = 110 gallons per EDU per day
- No Residential Land Use = 600 gallons per acre per day

An average daily flow per EDU per day and the average daily flow per acre per day for the areas in each designation was applied to calculate an estimated wastewater flow for the proposed service area.

Build Out Flow Generation

Design at build out assumes zoning designation may change within the service area to allow for growth with an assumed increase of wastewater flows of 5 percent . Densification is likely to occur within the service area, therefore the maximum EDU per acre for the generalized residential zoning designations will apply.

DESIGN FLOWS

A design flow that accounts for the diurnal peaks of the average flows and infiltration and inflow (I/I) during wet weather is required for sizing the conveyance, treatment and disposal of wastewater in the proposed service area. A peaking factor is applied to the ADWF to calculate a peak dry weather flow (PDWF). Typically a peaking factor falls in the range between 1.5 and 3.0 and is derived using an empirical equation that generates a curve based on the average daily flow. In addition to the PDWF, I/I is usually accounted for during wet weather producing a prediction for peak wet weather flow (PWWF). However, the selection of a low pressure system and lack of manholes limits the inflow and anticipated infiltration to the collection system. Therefore I/I is negligible for the Town collection system. The PWWF will be used as a design criteria in the options analysis and feasibility study.

The PWWF of the proposed service area and anticipated buildout used for the design criteria is approximated at 1.86 mgd for the purpose of this study. Flows for septage receiving were not calculated for this level of design and are anticipated to be a minor contributor to the treatment system.

WASTEWATER CONSTITUENT LOADING

Town of Paradise Wastewater Collection, Treatment, and Disposal Preliminary Design Report, Volume 1 (by Nolte, 1992) provided projected wastewater characteristics that are used for the purpose of this study. That report stated that, “wastewater quality was determined using a mass balance prepared from the expected concentrations and flow rates of various waste streams entering the treatment plant. Approximately one half of the sewer district service area will be connected by conventional

gravity sewer and the other half will be connected by STEP system. STEP effluent is less concentrated than conventional sewer effluent due to settling of solid particles in the septic tank.” The 1992 Report calculated the concentrations for biological oxygen demand (BOD5), total suspended solids (TSS), nitrogen (Total N), and phosphorus (Total P) associated with wastewater from conventional sewer systems, wastewater from STEP systems, septage from conventional septic tanks, and septage from STEP systems. The assumptions in that report seem reasonable and are adopted for this evaluation. The treatment plant design concentrations were estimated in that report as follows:

- BOD5 = 310 mg/L
- TSS = 530 mg/L
- Total N = 57 mg/L
- Total P = 12mg/L

RECOMMENDATION

The PWWF of 1.86 mgd and corresponding loads derived above provide the design criteria for an option analysis. This design flow represents the anticipated 2040 build out within the service area and will be used for the conceptual design of the sewer system for all options analyzed in the feasibility study. To maintain a feasible cost of treatment, the ADWF of 0.98 mgd will be used for the design criteria, flow equalizations ponds will be used to attenuate the peak flows.

During the design of the preferred sewer collection, conveyance, treatment, and disposal system, a more specific and accurate prediction of flows and loads generated in the service area should be developed with a survey of actual land use, dwelling unit density, and the type of commercial usage.

CAPITAL AND OPERATIONS AND MAINTENANCE COST ASSUMPTIONS

Costs have been developed for the collection system including assumptions for engineering, legal, and administrative costs of the option design as well as contingency for unknowns commensurate with a feasibility level study. Operations and maintenance include the following staff levels:

- General Manager
- Administrative Assistant
- Receptionist (part-time)
- Operations Manager
- Field Crew (2)
- Septic On-site Lead

COST AND RECOMMENDATION

Costs for the collection system are common to all options except for the No Project Option. Additional costs for conveyance to various treatment plant options are included in the treatment plant alternatives.

A low pressure sewer effluent system is preferred to serve the Town. While the system requires a portion of infrastructure and maintenance on each parcel, it limits the number of pipelines and manholes needed in the collection system and reduces the cost of the collection system.

The capital cost of the collection system is estimated to be \$47.4 million (including 20 percent design/construction contingency and 15 percent engineering design/permitting/environmental).

6

Alternatives Analyzed and Eliminated

Other alternatives that have been suggested over the years by the public are also discussed. Many of these alternative treatment systems represent other ways of treating wastewater than conventional treatment processes.

ALTERNATIVES ANALYZED AND ELIMINATED

Several years of studies and multiple potential sewer treatment options have been suggested for implementation in the Town of Paradise. Many of those suggestions have been offered by residents, and others have been brought forward by engineers. The scope of the treatment solution and area served vary for these alternatives. The most common concern from previously suggested alternatives and subsequent studies is two-fold. One is that the cost of a larger scale collection and treatment system is high; and two, is that potential rate payers are seeking the lowest capital cost option available as a viable solution. The stakeholders have shown a preference for the lowest possible initial capital cost investment in order to reduce both tax roll assessment and future sewer rates.

The principal challenge of these “natural” treatment alternatives is the availability of satisfactory land area for effluent disposal, not necessarily the biological adequacy of the treatment technology. Monitoring and controlling these systems can be difficult. If the effluent cannot meet discharge permit requirements, the reliability of these systems is not equivalent to conventional treatment systems. Often these systems are

described as cheaper than conventional treatment and are used in rural areas where conventional systems are not viable due to cost. However, the discharge requirements and permitting are not equivalent to those required by a municipal treatment permit.

One of the competing issues to consider with alternative small treatment systems is the need to pool the required resources (parcels/customers) together to help spread the capital cost and lower the financial burden of a treatment system from the individual parcel owner. At the same time, limiting flow to avoid discharge permit requirements is also a necessity. The amount of land needed to disperse treated effluent is directly related to the amount of sewage flow collected in a given area. As a result, more sewage flow means that more suitable land is needed- already a scarce commodity in the Town of Paradise.

Any collection system that yields more than 100,000 GPD will require a specific permit and cannot operate under the small systems general order. As defined earlier, the anticipated flow from the Paradise Sewer Project Service Area is over 800,000 GPD of Average Dry Weather Flow (ADWF).

The SWRCB has a General Waste Discharge Requirement for Small Domestic Wastewater Treatment Systems (SDWTS). Only Small Domestic Systems that discharge to land and with a monthly average flow rate of 100,000 GPD or less are eligible for coverage under this General Order. An SDWTS that produces more than 20,000 GPD requires a plan and a permit for controlling and monitoring nitrogen in a manner that is compliant with the basin plan for that specific area.

SDWTSs are typically located at individual residences, rural parks, schools, campgrounds, mobile home parks, roadside rest stops, small commercial or residential subdivisions, restaurants, resort hotels/ lodges, small correctional facilities, temporary fire-fighting camps, and recreational vehicle (RV) dump locations, including RV parks.

A Small Domestic System that uses subsurface disposal may be regulated by a local agency rather than a Regional Water Board, consistent with the Water Quality Control Policy for Siting, Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems Policy (OWTS Policy). Wastewater systems regulated by local agencies may continue that coverage unless directed by the local agency or the Regional Water Board Executive Officer to seek WDRs from the Regional Water Board.

It is important to have this context when reviewing some of the options that have been suggested. Any collection system that yields more than 100,000 GPD will require a specific permit and cannot operate under the small systems general order. As defined earlier, the anticipated flow from the Paradise Sewer Project Service Area is over 800,000 GPD of Average Dry Weather Flow (ADWF). Therefore any alternative treatment system must have a clearly defined effluent location (stream, spreading ground,

leach field, seepage wells) and be monitored to affirm compliance with a discharge permit issued by the RWQCB. While an alternative treatment system with added disinfection process may meet discharge requirements of a specific discharge permit, monitoring and control of the treatment process is more difficult when compared to a conventional WWTP that has more operational controls and access for adjusting the treatment process.

Many of the smaller cluster treatment systems are appropriate treatment options for a single parcel or multiple parcels that are grouped together (cluster system). These advanced septic treatment systems provide a more robust treatment than a simple septic tank (settling and sludge digestion) and would produce a higher quality effluent, thereby prolonging the life of the leach field. However, selecting a dispersal area location is challenging. A significant amount of land (hundreds of acres) is necessary and even if the land area is available in or near Town boundaries, the soils may not be as amendable to infiltration as land off of the “Ridge.” Prior geologic studies indicate more efficient infiltration characteristics in soils located in the valley off of the “Ridge.”

The predominant soil type in the valleys around the Town is Aiken Clay Loam with moderate permeability, but there is variability within the Town for leach field effectiveness.

IN TOWN INFILTRATION AREAS AND GENERAL GEOLOGY

Skyway Corridor North of Wagstaff Road

This area has no history of issues for wastewater dispersal and, in general, has decent soil for septic systems with larger lots. Soil depth and permeability is good. There is a narrow band of high groundwater on the east side of Skyway up to Rocky Lane.

Clark Road Corridor South of Buschmann Road

This area is generally adequate for septic systems and wastewater dispersal. South of this area, the soils become increasingly shallow with an Andesite “lava cap” close to or at the native surface in much of the area. The commercially zoned parcels in this area have shallow soils and leach field construction or replacement is restricted by the Onsite group.

Parcels Surrounding Boquest Boulevard

Five parcels in the north side of this region are non-conducive to onsite wastewater treatment due to the perennial creek nearby and the small lot sizes. Almost all of these parcels have individual advanced treatment systems. Any failure of existing leach fields in this area would not be replaceable.

Parcels on Middle Skyway and West of Skyway

Failed septic and leach field systems in this area tend to require alternative systems, which are hard to fit on the steeply sloped lots. The soils are shallow, with “lava cap” and boulders prevalent. The systems in this area are well maintained, operate well, and typically have adequate room for leach field replacement.

Discussion

Infiltration and dispersal areas must be sited outside of Town in order to have the necessary acreage, and adequate permeability found in the area soils. This conclusion was reached through the prior studies that analyzed feasibility-level design of a collection system for the commercial corridors of the Town. Studies analyzed the land off of the “Ridge” and sited infiltration areas away from the Tuscan formation geology.

The Tuscan formation, in its “unweathered” state, is marked by predominantly hard and coarse rock fragments that make excavation difficult without blasting or the use of rock trenchers. In its weathered state, the Tuscan formation turns to red clay with hard fragments. The boulder and gravelly clay portion is referred to as the Aiken Phase. Soils that have accumulated in weathered swales have formed clay loam that is often two to five feet thick. These soils drain well, are conducive to wastewater disposal and become more common at further distances from the Ridge and at lower elevations. Infiltration characteristics also improve.

CLUSTER SYSTEMS

A typical cluster system is made of a sequence of buried tanks, each with a treatment process similar to a conventional treatment plant. The treated effluent from a cluster system would likely be dispersed by leach field or pressure dose trenches. The ambient ground water quality would need to be established and the ground water monitored for compliance with a RWQCB WDR. Adequate land area would be needed for both treatment and dispersal. These factors will likely cause the siting of the plant and discharge area to be outside of Town along Skyway or Neal Road. The distance of the plant and discharge area from Town will add significant conveyance cost. In addition, the project impacts would look similar to Option A with pond treatment and land disposal. This alternative has been eliminated from consideration because there is inadequate land area near Town and the cost of conveyance to an appropriate site would be equivalent to Option A, already considered in the study.

WETLAND TREATMENT

Natural wetlands function in nature to remove suspended solids and nutrients like nitrogen and phosphorous. These natural processes can be applied to municipal stormwater and wastewater treatment through a constructed wetland. There are three types of constructed wetlands:

1. Subsurface flow wetlands
2. Surface flow wetlands
3. Floating treatment wetlands

Wetland systems usually require more land area than a conventional wastewater treatment plant, which means the savings in treatment costs over conventional treatment costs would be somewhat offset by the need for additional land.

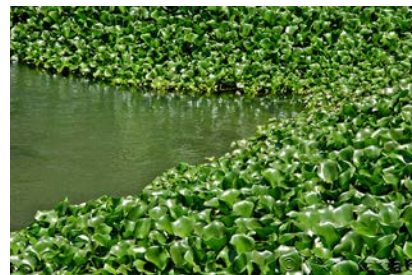
Subsurface Flow Wetland

Typically this system flows through trenches filled with sand, rooted plants, and a gravel draining layer to collect effluent. Unfortunately, these systems do not completely replace conventional wastewater treatment as a primary treatment of screening, grit removal, and settling is usually needed as a pre-treatment step to prevent clogging the system. A final disinfection step would also be required to meet discharge permit requirements. Therefore the wetland concept only replaces the biological (BOD removal) portion of a conventional treatment process.

One advantage of a subsurface system over surface and floating wetlands is that they attract fewer mosquitoes.

Surface Flow Wetlands

Often known as free water surface wetlands, these wetlands are mainly applied to municipal treatment schemes as a polishing step for tertiary treatment after a conventional process. They are effective at removing residual nutrients and pathogens and will have both floating water plants (Hyacinth) and soil rooted reed plants. These systems are often utilized in concert with conventional treatments to create a wildlife habitat or a buffer zone between the treated effluent and sensitive ecological areas like estuaries. Surface wetlands attract wetland animal species and birds, which can contribute to the biological nutrient loading from the animal waste. This may lead to inconsistent removals of nitrogen as new ammonia (bird waste) is added to the system. Another challenge is mosquito control, especially in suburban areas. Wetland plants are also at risk of die-off under sustained freezing temperatures, which can upset treatment



Examples of surface flow and floating treatment systems

capacity and nutrient uptake. Therefore, surface flow wetlands are generally a poor fit for areas with sustained snow periods. This alternative has been eliminated from consideration due to confidence in consistently meeting a discharge permit requirement and the challenge to manage additional impacts such as mosquitoes and planting replacement when assimilative capacity of nutrients is reached.

IN-SITU TREATMENT

These systems collect sewage and disperse the flow into buried chambers (perforated pipes with a filter matting) that act as both settling and filtration treatment steps. Sewage also infiltrates as the sewage makes its way through the chambers. These systems are relatively cheap to install and provide effective treatment for small systems. They are a good fit as a clustered system for small communities in rural areas. In-situ systems still require septic tanks or STEP systems at each service to act as primary settling/solids removal. Under higher flow conditions (>100,000 gpd), these systems would likely require flow equalization, an impermeable liner for the buried filter pipe array, and post treatment extraction and disinfection to meet a NPDES permit or be conveyed to an adequate area for spreading and infiltration under a WDR permit. A treatment system scaled up to 1.0 mgd would cost approximately \$7 million without disinfection. This alternative has been eliminated from consideration due to its scalability to meet the needs of the Town of Paradise anticipated flows. However, this option might be revisited if a sewer district cannot be formed and blocks of businesses have failed septic systems. This option will still be challenged for land for treatment area and discharge/dispersal locations close to town.

VERMIFILTRATION

Vermifiltration is a filter bed system used to treat high BOD wastewater with soil as a filter and worms as the biological processor of dissolved organic carbon and nutrients. They have been used effectively on small scales of 10,000 to 50,000 GPD to treat agricultural, dairy, and human wastes. Large scale treatment of more than 1 mgd is rare but has been implemented in rural agricultural areas. The advantage of the system is the low energy usage to treat the wastewater, relative to conventional treatment. They are primarily sold as decentralized systems for rural and agricultural areas and are not widely demonstrated in municipal use with conventional collection systems.

Questions remain as to the reliability of the treatment system to consistently meet effluent requirements for either land application or stream discharge with municipal influent. Treated effluent would need to be conveyed to an adequate land application area or stream and additional disinfection would still be required and must be considered in any cost comparison with a conventional system. Systems have been in use in Australia and Chile for several years and have only recently been used in the U.S. in rural areas for food processing (wine and fruits) and dairy wastes. Representative costs are difficult to find. While data show good performance for removal of BOD, it is less clear on chloroform bacteria removal and consistency in disinfecting the effluent for stream discharges. The primary demonstration usage has utilized leach fields and land application and infiltration as the discharge step. This alternative has been eliminated from consideration due to concerns over its scalability and effluent reliability for stream discharge.

7

Alternatives Summary

The following section describes the options and alternatives that have been evaluated for consideration for the sewer project report. These options and alternatives have been informed by previous studies and public input. Each of the four main options include a detailed approach, expected regulatory requirements, design criteria, pros and cons, and summary cost estimates. The funding section of this report outlines the anticipated costs per connection for each of the options.

The options analyzed are as follows:

Option A – Localized Wastewater Treatment Plant with effluent land application

- Local sewer collection system for service area. Acquire land with adequate area for secondary level treatment plant and land application area for a RWQCB Waste Discharge Requirement (WDR).

OPTION B – LOCALIZED WASTEWATER TREATMENT PLANT WITH SURFACE WATER DISCHARGE LOCATION

- Local sewer collection system for service area. Acquire land with adequate area for a tertiary level treatment plant and location for effluent discharge to creek. Will require a RWQCB National Pollutant Discharge Elimination System (NPDES) permit.

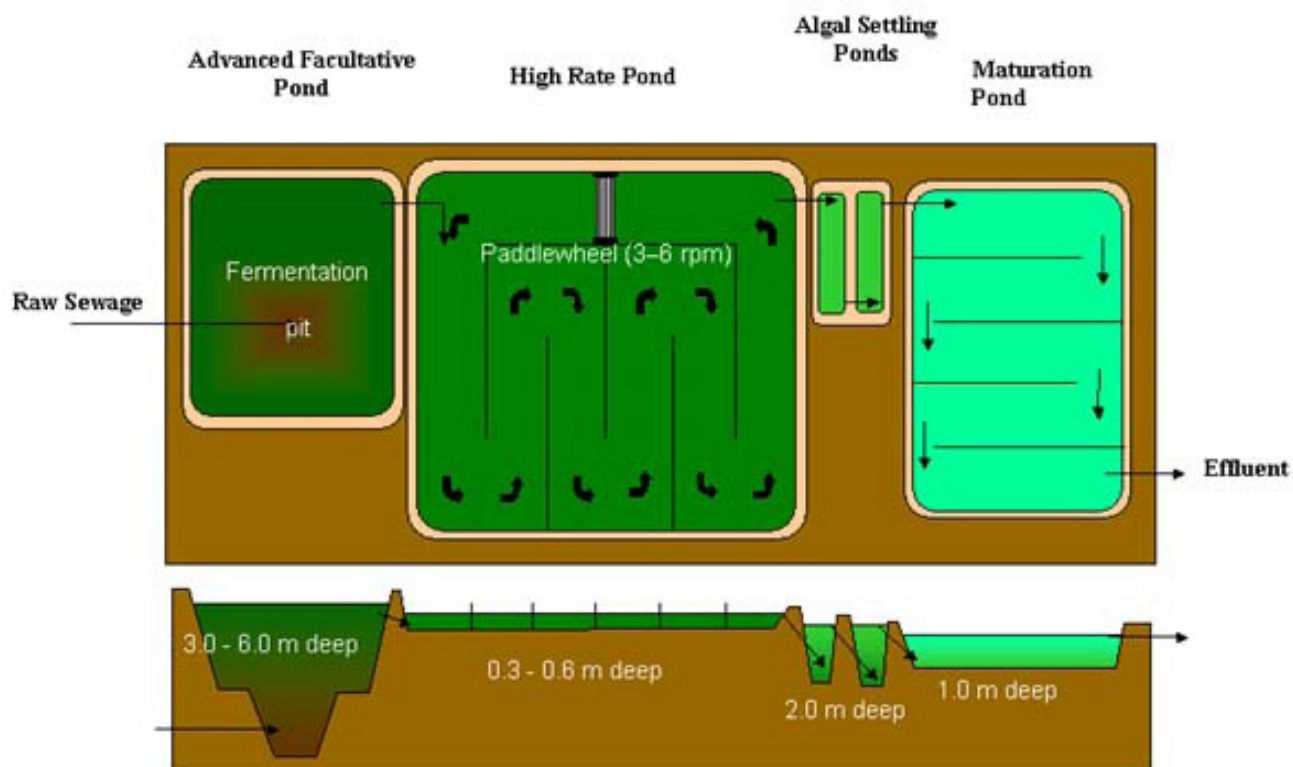


Figure 7.1 – Example of a Pond Treatment System

OPTION C – REGIONAL CONNECTION TO THE CITY OF CHICO WATER POLLUTION CONTROL PLANT

- Local sewer collection system for service area. Acquire right-of-way for regional pipeline and connection to the City of Chico WPCP. Requires regional agreement with the City of Chico and connection fee.



Pond treatment

OPTION D – WASTEWATER TREATMENT WITH BENEFICIAL REUSE

- Local sewer collection system for service area. Acquire land with adequate area for a tertiary level treatment. Treated effluent connected to reclaimed water system for distribution and re-use via irrigation. Reclaimed water would be stored in ponds in the winter and provided for golf course irrigation in the summer.

OPTION E – NO PROJECT

- No collection system or treatment plant. The Town continues to function on septic systems.

GENERAL DISCUSSION OF DISCHARGE REQUIREMENTS AND PROJECT TREATMENT PLANT OPTIONS

The overall project alternatives rely on three different wastewater treatment options. Option A is a pond treatment system, **Figure 7.1**, that would store and treat sewage to a secondary level for land application of

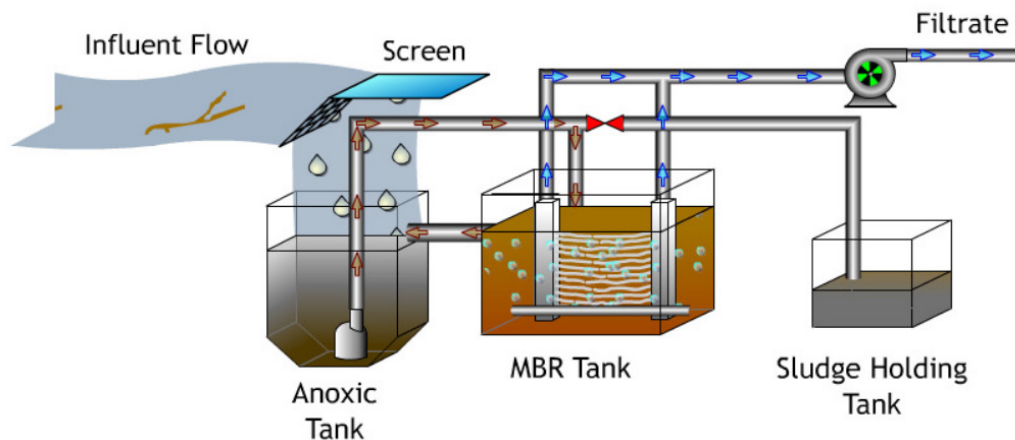


Figure 7.2 – Tertiary Treatment and Disinfection

the effluent. Options B and D are a tertiary treatment option, **Figure 7.2**, to produce high quality effluent for either creek/stream discharge or potential reuse. Option C utilizes the City of Chico’s existing Wastewater Pollution Control Plant.

The treatment options are based on expected permit types, and their associated requirements for effluent discharge location and method. The permitted discharge requirements from the Regional Water Quality Control Board (RWQCB) would either be a National Pollutant Discharge Elimination System (NPDES) permit or a Waste Discharge Requirement (WDR) Order permit.

ANTICIPATED DISCHARGE REQUIREMENTS

The State Water Resources Control Board operates under the federal Clean Water Act (CWA) and is responsible for regulating wastewater treatment plants in the state of California. The permitting authority is delegated to nine Regional Water Quality Control Boards (RWQCBs). The NPDES Permit Program controls water pollution by regulating point sources that discharge pollutants into the waters of the United States. Point sources are individual conveyors like pipes or man-made ditches. Examples of pollutants include, but are not limited to, rock, sand, dirt, and agricultural, industrial, and municipal waste.

New discharges require that an application and a Report of Waste Discharge (ROWD) are submitted to the RWQCB board. Permits are granted with specific conditions, including discharge type and the specific environment within a watershed basin (Basin Plan) and specific to the water body (stream) receiving the discharge. Typically, discharges that lead to surface water (creeks, streams, rivers, or lakes) require a NPDES Permit and treatment plants that dispose of effluent

by land (evaporation, irrigation, infiltration, and recharge) require a WDR permit. The RWQCB typically reviews both permit types every five years. In that time span additional studies are often required, depending on changes in the watershed basin plan or new data from more recent constituent studies. The Environmental Protection Agency (EPA) establishes the Water Quality Research and resulting constituents' requirements. The requirements are then transferred to the State Boards for implementation.



Land application of effluent includes alfalfa or other fodder crops and pasture lands

National Point Discharge Elimination System (NPDES) Permit

NDPES permits are more burdensome to acquire between the two options for Publicly Owned Treatment Works (POTWs). NPDES permits often require more stringent discharge limits on nutrients, metals, disinfection byproducts (DBPs), and contaminants of emerging concern (CECs) such as pharmaceuticals.

Those dischargers pursuing a permit for surface water discharge should expect a higher level of staff time and operating costs for permit maintenance. The additional efforts can be seen in areas like constituent sampling and testing, effluent toxicity testing, pesticides, temperature, turbidity, and chemicals. Permits also typically require ongoing studies of both effluent and the water quality received by the discharger. These studies generally lead to plans that require updates and submission to the RWQCB on a regular basis.

Historical evidence demonstrates that a POTW will face more restrictive discharge permit limits and potential treatment plant upgrades and revisions every five years. These revisions are often driven by EPA requirements that the RWQCB cannot dismiss, which can lead to plant upgrade costs above the average life-cycle costs for equipment repair and replacement.

Waste Discharge Requirement (WDR) Permit

WDRs will typically require operations plans for flood control or spray irrigation and tail-water capture. Groundwater sampling and monitoring is the most common requirement in reporting to the RWQCB on permit performance.

Similar to a NDPES permit, the constituents for monitoring are usually based on a watershed basin plan or groundwater plan for the region. A key element in maintaining the WWTP process and monitoring discharge is avoiding groundwater degradation, which is verified by periodic groundwater sampling.

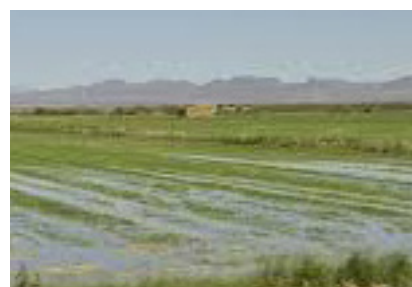
Odor control and mosquito abatement are both key concerns for WWTP operators of pond systems. For these reasons, pond systems are typically located well outside of urban centers. Preferably, pond systems are surrounded by agricultural areas to act as a type of buffer zone for neighbors.

SURFACE DISCHARGE TO CREEK (NPDES PERMIT)

The Town-adjacent tertiary treatment option investigated wastewater discharge to either Hamlin Slough or Nugen Creek. Both of these creeks eventually feed into Butte Creek and the Sacramento River. Hamlin Slough and Nugen Creek are transitory water flows, so the WWTP effluent would be the predominant flow in the creeks. The RWQCB refers to this condition as “effluent dominated” and typically require effluent discharge to meet California Code of Regulations Title 22 Reuse Requirements for Disinfected Tertiary Recycled Water. This means that treatment would include removal of biochemical oxygen demand (BOD), nutrients, turbidity, and disinfection for coliform organisms. This level of treatment is equivalent to water quality requirements for reclaimed water or “purple pipe” systems.

“Disinfected tertiary recycled water” means a filtered and subsequently disinfected wastewater that meets the following criteria:

- A. The filtered wastewater has been disinfected by either:
 - a. A chlorine disinfection process following filtration that provides a CT (the product of total chlorine residual and modal contact time measured at the same point) value of not less than 450 milligram-minutes per liter at all times with a modal contact time of at least 90 minutes, based on peak dry weather design flow; or
 - b. A disinfection process that, when combined with the filtration process, has been demonstrated to inactivate and/or remove 99.999 percent of the plaque forming units of F-specific bacteriophage MS2, or polio virus in the wastewater. (A virus that is at least as resistant to disinfection as polio virus may be used for purposes of the demonstration.)
- B. The median concentration of total coliform bacteria measured in the disinfected effluent does not exceed an Most Probable Number (MPN) of 2.2 per 100 milliliters utilizing the bacteriological results of the last seven days for which analyses have been completed and the number of total coliform bacteria does not exceed an MPN of 23 per 100 milliliters in more than one sample in any 30 day period. No sample shall exceed an MPN of 240 total coliform bacteria per 100 milliliters.



Land application of effluent may use spraying, flooding or drip application

LAND APPLICATION (WDR PERMIT)

Land application commonly allows for a lower level of treatment focused on removing BOD and the collection, digestion, and storage of sludge. Nutrient limits typically focus on Nitrate-Nitrogen. Monitoring generally focuses on background groundwater quality. Wells are sampled to measure Coliforms, Total Dissolved Solids, and Nitrate. Influent monitoring focuses on grit and debris removal to protect the aerobic processes. Plant monitoring tends to focus on odor control and wet weather flow to prevent overflow during a “100-year storm.”

Sludge is stored for stabilization and eventually dewatered and hauled to a landfill. Volumes of storage are usually selected that require sludge off-haul every 10 years.

SEWER PROJECT OPTIONS

Now that the alternative treatment systems and discharge permit requirements have been discussed, the following sections describe the core project options analyzed at the feasibility level. They include a brief description of elements, discharge permit type, sizing based on anticipated flows, anticipated operation costs and staff, capital costs, and a list of pros and cons.

Operations costs for all of the proposed alternatives begin with staffing for the new sewer district. This cost includes the minimum number of staff needed to sufficiently manage the utility at the executive, engineering, administrative, and operations levels. Additional costs are included for each option. These costs depend on the treatment or conveyance requirement to operate the system from collection to conveyance to treatment to discharge.

POND TREATMENT – OPTION A

Pond systems utilize diked areas to store and treat sewage. Organic materials are bio-oxidized and stimulated by surface aerators. Solids are settled and bio-degraded anaerobically. Effluents are typically stored, evaporated, and discharged on controlled land via flood irrigation or spraying.

The aeration pond approach is limited to irrigation during the drier months and effluent storage in wetter months, which means that this treatment option requires significant land area for treatment, storage, and land application. In the case of the Town of Paradise, the project would need approximately 300 acres of land, and depending on availability, may need to purchase additional acreage to maintain a suitable buffer zone from adjacent creeks, homes, and businesses.



Effluent applications for the tertiary treatment and disinfection option include wetlands augmentation, surface discharge, reuse for select agriculture, and golf course irrigation

The advantages of aeration ponds for treatment are:

- Less stringent permitting requirements and monitoring
- Lower operational and maintenance cost
- Less complex system for operation
- Reduced disinfection requirements

The disadvantages of aeration ponds for treatment are:

- Large land areas required for moderate flows
- Additional storage for winter flows when effluents cannot be spread or evaporated effectively
- Limited locations available for storage, treatment, and spreading

DISCHARGE REQUIREMENTS/PERMITS

Option A would operate under a RWQCB WDR permit requiring that the treatment plant storage ponds, treatment lagoons, and spreading basins be outside of the 100-year floodplain and do not allow effluent to run-off to surface waters or come into public contact or contact with agriculture used for human consumption.

SIZING

Sizing for the plant was based on similar treatment plants utilizing this treatment scheme and scaled to the Town of Paradise's anticipated flows. The treatment plant would include a treatment pond, disinfection, effluent storage ponds, effluent pump station, irrigation pump station, land disposal field with spray irrigation, and tail-water recovery area with sump.

OPERATIONS AND MAINTENANCE

A summary of our operations and maintenance (O&M) assumptions and unburdened costs are show below in **Table 7.1**.

Table 7.1 – Option A - Operations and Maintenance Cost

Annual Operations and Maintenance - Treatment Ponds and Land Disposal (Option A)					
1	Chemicals (\$/yr)(assume chlorine disinfection)	1	LS	\$65,000	\$65,000
2	Lead operator (\$/yr)	1	LS	\$130,000	\$130,000
3	Assistant operator	1	LS	\$85,000	\$85,000
4	Additional Labor Cost (\$/yr) (misc. repairs)	1	LS	\$10,000	\$10,000
5	Sampling and Lab Testing (\$/yr)	1	LS	\$50,000	\$50,000
6	Power Requirements (\$/yr)	1	LS	\$25,000	\$25,000
Subtotal O&M				\$365,000	\$365,000

CAPITAL COSTS

The anticipated capital cost for Option A is \$34.9 million for the lagoon style treatment plant with land application of effluent. This includes the transmission main from the Town to the treatment plant and land acquisition to accommodate a 300 acre project site.

The total capital cost for the option is \$82.5 million for private connection costs, collection system, and treatment plant.

OTHER CONSIDERATIONS

Septage Receiving

The proposed collection system utilizes tanks at each parcel and would need to be pumped for sludge periodically. Septage pumping, collection, hauling, and disposal would continue to be a future need just like the Town's septic systems require now. Although, it is anticipated that this type of maintenance will only be needed every 10 years on average, it means that any proposed wastewater treatment plant for the Town of Paradise must include septage receiving as part of the treatment scheme. This cost has been added to the treatment options of this report.

MEMBRANE BIOREACTOR (MBR) PLANT – OPTION B AND D

The MBR process used for conceptual design and cost estimates utilize a Flow Equalization/Attenuation Tank, a 3-stage MBR system, Solids Handling with Septage Receiving, ultraviolet (UV) disinfection, and a lab and/or office building. The overall plant is anticipated to utilize no more than a 20-acre parcel.

The MBR options assume the wastewater treatment plant effluent will be discharged to a creek where the volume of water is dominated by the effluent. Effluent-dominated discharges are common in California and the required treatment levels are high. The effluent leaving WWTPs typically meets reclaimed water requirements, which includes low turbidity, nutrient removal (Phosphorous and Nitrogen), and required disinfection.

Under this scenario a Membrane Bio Reactor (MBR) is assumed as the primary treatment option with UV disinfection. An MBR system generally uses 25 percent of the area of a conventional wastewater treatment process. MBR systems are typically more cost effective for treatment for lower flows and isolated areas where land availability is a primary concern. The cost of these systems continues to drop as they become more common. These systems have become the preferred method of

treatment in land constrained areas with flows in the 200,000 gallons per day (GPD) to 2 million gallons per day (MGD) range, due to their small footprint and effluent quality reliability.

The advantages of an MBR treatment process are:

- Small footprint
- High quality water effluent providing for re-use and irrigation opportunities
- Typically come in modular systems that are expandable
- Low turbidity effluent reduces disinfection dosing and costs

The disadvantages of an MBR treatment process are:

- Typically higher capital cost and operational costs due to energy demands
- Limited high flow capacity
- Storage and use of cleaning chemicals for maintenance (Sodium Hypochlorite and Citric Acid)

Discharge Requirements and Permits

Option B and D would operate under a RWQCB NPDES permit.

Sizing and Footprint of Treatment Options

The difference in treatment approach, operations, and discharge permits have been discussed, but land is the key difference between MBR treatment and aeration pond treatment. The MBR tertiary treatment approach allows for all-season discharge and even seasonal reclamation and reuse of effluent for irrigation. The process for the Town of Paradise's anticipated flows could fit on as little as 10 acres, with some of the processes taking place inside a building. For the purposes of this study, 20 acres has been assumed as appropriate for an MBR process with UV disinfection.

Capital Costs Comparison for Treatment

The MBR treatment plant option is estimated to cost approximately \$16.4 million (including 20 percent design/construction contingency, 15 percent engineering design/permitting/environmental). The inclusion of a pipeline and storage facility for beneficial reuse (Golf course irrigation) costs approximately \$25 million.

These costs are combined with the collection system cost to yield the overall capital construction cost for Options A, B, and D.

The total capital cost for Option B is \$64 million and the total capital cost for Option D is \$72.6 million

STAFFING AND OPERATIONS COSTS

A summary of our O&M assumptions and costs for Option B are shown below in **Table 7.2**.

Table 7.2 – Option B - Operations and Maintenance Cost

Annual Operations and Maintenance Cost - MBR (Option B)					
Item No.	Item	Estimated Quantity	Unit	Unit Price	Total
1	Chemicals (\$/yr)	1	LS	\$1,000	\$1,000
2	Lead operator (\$/yr)	1	LS	\$130,000	\$130,000
3	Assistant operator	1	LS	\$85,000	\$85,000
4	Additional Labor Cost (\$/yr) (Filter cleanings)	1	LS	\$10,000	\$10,000
5	Sampling and Lab Testing (\$/Month)	12	EA	\$10,000	\$120,000
6	Power Requirements (\$/yr)	1	LS	\$60,000	\$60,000
7	UV Servicing (\$/yr)	1	LS	\$50,000	\$50,000
8	Solids Management (\$/yr)	1	LS	\$6,000	\$6,000
Subtotal O&M					\$462,000

A summary of our O&M assumptions and costs for Option D are shown below in **Table 7.3**.

BENEFICIAL REUSE – OPTION D

During the drought, political interest in wastewater reclamation and reuse increased significantly and remains high. Grant funding has been made available and projects have been implemented to encourage the practice across the state of California.

Ultimately, wastewater reuse implementation is determined by water demand and economics, not technology or public interest. The limitation on reuse is most often due to the cost to produce the appropriate water quality and the cost of conveyance to deliver the treated water to the end user. Usually, new infrastructure is required for conveyance and storage. As a product, reclaimed water has proven to be more effective than potable water for irrigation of golf courses, parks, fodder crops, and park-strips because of its higher nutrient levels (phosphorous and nitrogen).

Most of the communities currently using reclaimed wastewater are located adjacent to wastewater treatment plants, which limits the cost of infrastructure to deliver the water. Additionally, many communities subsidize the delivery cost to encourage its use and offset their potable water demands. This practice is most effective in cities that manage both water and wastewater responsibilities. For example, the City of Roseville

Table 7.3 – Option D - Operations and Maintenance Cost

Annual Operations and Maintenance Cost - MBR with Beneficial Reuse (Option D)					
Item No.	Item	Estimated Quantity	Unit	List Price	Total
1	Chemicals (\$/yr)	1	LS	\$1,000	\$1,000
2	Lead operator (\$/yr)	1	LS	\$130,000	\$130,000
3	Assistant operator	1	LS	\$85,000	\$85,000
4	Additional Labor Cost (\$/yr) (Filter cleanings, Pipe inspection)	1	LS	\$15,000	\$15,000
5	Pond Maintenance and Discharge Monitoring (\$/yr)	1	LS	\$5,000	\$5,000
6	Sampling and Lab Testing (\$/Month)	12	EA	\$10,000	\$120,000
7	Power Requirements (\$/yr)	1	LS	\$65,000	\$65,000
8	UV Servicing (\$/yr)	1	LS	\$50,000	\$50,000
9	Solids Management (\$/yr)	1	LS	\$6,000	\$6,000
Subtotal O&M					\$477,000

does not currently charge a connection fee for new users of reclaimed water adjacent to a reclaimed water main. Reclaimed water rates are 50 percent of the potable rate in the City of Roseville. The “purple pipe” infrastructure is paid for and installed by new developments and the connection fee is then paid via property assessments or Mello-Roos taxes passed through to the home owners who buy in the new developments.

The common relationship in Southern California is that special wastewater districts are the wholesalers of the treated reclaimed water and adjacent water companies build and manage the infrastructure to deliver the water as retailers.

Reuse Opportunities

The project team met with water agencies (California Water Service and Paradise Irrigation District) and Butte County officials to discuss interest and need for reclaimed water. While there are schools and parks within the Town that would be a good fit for reclaimed water, the water demand is very low relative to the anticipated wastewater treatment volume. These water customers are currently receiving potable water at very low rates and the cost of reclaimed water production and conveyance would not be offset by sales, which means that reclaimed water would not be cost effective.

The most likely end user for reclaimed water in the area is the Tuscan Ridge Golf Course, because the summertime water demand is significant. In addition, the landscaped area requires a considerable amount of groundwater pumping, which Butte County wants to limit. The demand is much lower during wetter months. Low demand means that a storage



Purple pipe used for reclaimed water distribution

pond and year round surface water discharge point is necessary. It is highly unlikely that the cost to produce and deliver the reclaimed water would be offset by its sale price. One potential benefit of reclaimed water use is the possibility of additional grant funding opportunities for the project. However, more research is required to determine the source and maximum amount of grant funding available to offset the additional cost of adding reuse to the MBR treatment option.

Additional Analysis for Option D post Draft Feasibility Report

On March 22, 2017 the project team met with the Tuscan Ridge Golf Course developers and discussed their near-term plans to build 160 home units in and around the existing golf course. To develop the residential component of the development, Tuscan Ridge will need to develop a wastewater treatment system. They are moving forward with a Presby treatment system that is effectively a buried filter with a settling component upstream of the biological process. The system has demonstrated effectiveness in many rural areas and at flows up to 100,000 gallons per day. The system is modular and expandable and an effluent extraction and disinfection step could be added to produce reclaimed water for irrigation. The development intends to reuse their effluent for golf course irrigation. The development team has proposed to partner with the Town of Paradise to combine wastewater treatment and reuse and store the treated effluent in a series of lakes around the golf course.

The project team believes this option could have benefits in reducing the project cost, but several hurdles need to be overcome. The development will need to form a community services district for sewer service, acquire a waste discharge permit from the RWQCB, and demonstrate Title 22 effluent requirements can be met to reuse the water for golf course irrigation. If successful, the project would be the first Presby system permitted in the State of California.

Questions still remain about the ability of the proposed Tuscan Ridge treatment system scaling up to the flows required by the Town, but the option holds promise for cost savings via reduced land cost and the potential ability to store winter reclaimed water flows without stream discharge via various storage ponds around the golf course.

SEPTAGE RECEIVING

Both of these options will need to provide for Septage receiving as described in Option A.

REGIONAL CONNECTION – OPTION C

A regional connection to the Chico Water Pollution Control Plant (WPCP), **Figure 7.4**, presents several advantages as an option. Those advantages include the following:

1. Removes land requirement for WWTP in or near the Town of Paradise by moving the treatment component of the complete sewer solution to Chico.
2. Provides for “economy of scale” in distributing the cost of wastewater treatment for the Town to be included with over 80,000 people served by the WPCP. This has long term benefits to share costs for life cycle costs of the treatment plant in addition to costs required for regulatory environment changes.
3. Limits staffing requirements for the Town of Paradise Sewer District by only requiring collection system and conveyance operations oversight.
4. Is favored by the RWQCB as it limits the number of permits they are required to manage and is felt to be more protective of the watershed.

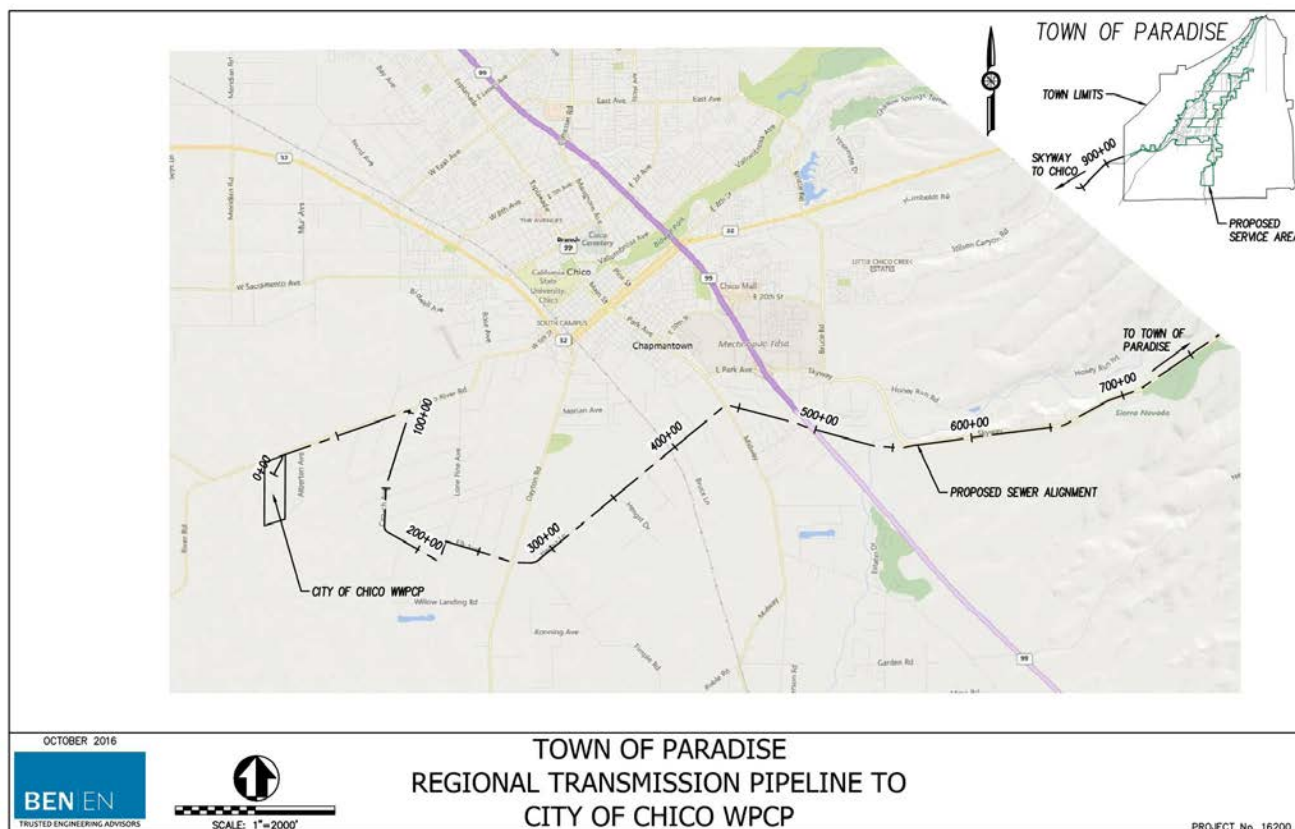


Figure 7.3 – Conceptual Regional Pipeline Alignment



Chico Water Pollution Control Plant.

The regional connection option was previously identified in the 2012 study (Staff Report to Town Council) with the assumption that adequate capacity existed with the City of Chico in both the collection system adjacent to Skyway and at the WPCP. Treatment capacity at the treatment plant likely does exist, however changes to WPCP operations and retrofitting may be required. It is unlikely that capacity exists in the City of Chico collection system adjacent to Skyway Road. The City of Chico Sewer System Master Plan, June 2013, indicates planned growth areas in the southeast quadrant of the City. Within the same plan the future pipelines designed to serve this area show significant upsizing and larger parallel pipelines well into the older downtown area. These factors indicate an inadequate pipeline capacity in the existing collection system; it would be unable to convey new flows to the WPCP. The pipeline capacity is based on anticipated flow within the current urban services boundary and sphere of influence.



The regional option transports wastewater from Paradise to the Chico Pollution Control Plant

If similar collection system capacity limitations are assumed for the flow from the Town of Paradise, then additional capacity would need to be added through portions of the City of Chico. Additional capacity requires construction, which would incur additional costs due to more traffic control, utility clearances, and crossings at Little Butte Creek and Highway 99. This would significantly increase the construction cost of the regional pipeline. After discussing various options with the City of Chico Engineering Staff, the conceptual alignment for the regional pipeline was directed south to avoid the more densely developed areas of south Chico. This realignment allows for a lower unit cost of pipeline construction by improving constructability and avoiding existing utilities. Furthermore, tying in at the WPCP directly removes any reduction of collection system capacity which could be needed for planned developments in southeast Chico—a significant hurdle in project feasibility.

The regional pipeline from the Town of Paradise is considered a closed conduit, which means no other connections are planned outside of the Town's Sewer Service Area. Once the pipeline reaches Chico city limits, opportunities may exist for the City of Chico to provide additional capacity in the pipeline for planned growth areas. Future developments would pay for the additional pipeline capacity, which would lower the unit cost of the pipeline within and adjacent to Chico city limits. Project partnerships

and cost reduction opportunities could be explored further during the preliminary design phase, if the Regional Option is selected as the preferred alternative.

DISCHARGE REQUIREMENTS/PERMITS

This option would fall under the City of Chico's current NPDES permit requirements. Order No. R5-2010-0019, NPDES No. CA0079081. Receiving water discharge points are the Sacramento River and the M&T Irrigation Canal.

CAPITAL COSTS

The Regional Pipeline is anticipated to cost \$35 million (including a 20 percent design/construction contingency, and a 15 percent engineering design/permitting/environmental cost). This cost is significantly higher than the previous study estimate due to following factors:

- Additional eight miles of pipeline to convey flows through and around the City of Chico to the WPCP to the west
- Associated right-of-way costs through the rural sections of South Chico to reach the WPCP
- Assumed City of Chico connection fee (to be negotiated)

These costs are considered to be as realistic as possible after discussions with City of Chico engineering staff. The connection fee estimate is based on anticipated Equivalent Dwelling Units (EDUs) from the Town of Paradise service area. The actual connection fee will ultimately be negotiated between the City of Chico and the Town of Paradise. The estimated connection fee is conservative because Chico's formula is calculated based on sewer impact to collection system and WPCP. However, the Town of Paradise sewer flow would only impact the WPCP and not the existing City of Chico collection system.

The total project capital cost for Option C is \$83.4 million.

STAFFING AND OPERATIONS COSTS

A summary of our O&M assumptions and costs for Option C are shown below in **Tables 7.4. Table 7.5** includes the operations cost of the collection system and is common to all options.

OTHER CONSIDERATIONS

Septage Receiving

Option C is limited in that the City of Chico WPCP does not allow septage receiving due to concerns over nitrogen limitations on their discharge permit. Therefore, septic tanks in the Town of Paradise will need to be serviced and delivered to the Neal Road Septage Receiving Station or alternate should the facility be closed.

Table 7.4 – Option C - Operations and Maintenance Cost - Conveyance

Annual Operations and Maintenance Cost - Regional Transmission Line (Option C)					
Item No.	Item	Estimated Quantity	Unit	Unit Price	Total
1	Miscellaneous Repairs (\$/yr)	1	LS	\$25,000	\$25,000
Subtotal O&M					\$25,000

Table 7.5 – Option C - Operations and Maintenance Cost – Collection System

Annual Operations and Maintenance Cost - Service Area (Common to all Options)					
Item No.	Item	Estimated Quantity	Unit	List Price	Total
1	General Manager	1	LS	\$150,000	\$150,000
2	Receptionist (Assume 1 full 1 part time employee)	2	LS	\$60,000	\$90,000
3	Accountant	1	LS	\$100,000	\$100,000
4	Operations - Collection System				
	Operations Manager	1	LS	\$130,000	\$130,000
	Field Crew/Utility Worker (assume 2)	2	LS	\$55,000	\$110,000
	On-Site Serviceman	1	LS	\$55,000	\$55,000
5	Annual Maintenance (\$/yr)	1	LS	\$50,000	\$50,000
6	Septage Hauling	100	EA	\$1,000	\$100,000
7	Building Cost (assumed service district housed at City Hall)	0	LS	\$18,000	\$0
8	IT Support (\$/yr)	12	LS	\$1,000	\$12,000
9	Planning (\$/yr)	1	LS	\$30,000	\$30,000
10	Miscellaneous Expenses (\$/yr)	1	LS	\$10,000	\$10,000
Subtotal O&M					\$837,000

8

Scoring Criteria

There are several factors that are both important and relevant to the selection of the recommended sewer project option. To determine the best option, a system for evaluation was established. The evaluation criteria considered all factors, not just capital cost. The project team wanted to make sure the selection criteria aligned with the known goals of the community and Town staff. It was also important that the selection criteria development and project option selection process be transparent. To create transparency, the criteria for project option comparison were drafted by the project team for review and vetting at two separate Project Stakeholder Group (PSG) meetings.

The evaluation criteria were expanded and modified then reduced, based on feedback and discussion with the PSG. Each option was considered and scored relative to each other for cost, environmental impact, secondary benefit, interagency agreements, public impacts, operational issues, and right-of-way (ROW). The measurement for each option relied on subjective estimates derived from known impacts. Scoring was based on a range of 1 - 100, with 100 representing a perfect score and 1 being a negative score. The selection criteria and scoring guidance is described in detail below.

In addition to the selection and refinement of the selection criteria, the team and the PSG established a criteria weighting. The criteria weighting was created because some factors are considered more important than others when selecting the preferred project option. For example, cost

was determined to be the single most important factor, so it was given the highest weight. The PSG meetings helped to determine the criteria weighting. Through discussion, the group agreed that each selection criteria would be given a weight between 5 percent and 40 percent, with the more important factors given a higher weight. See **Table 8.1** for the agreed upon criteria weighting.

Table 8.1 – Selection Criteria and Weighting

Selection Criteria	Weighting
Cost	40%
Environmental Impact	15%
Secondary Benefit Options	15%
Interagency Agreements	5%
Public Impacts	10%
Operational Issues	10%
Right-of-Way	5%

Each project option was scored, relative to the selection criteria above, on a range of 0 – 100. Higher scores indicate positive attributes for the option and lower scores indicate high impacts or negative attributes, as shown below in **Table 8.2**.

Table 8.2 – Scoring Parameters

Scoring Range	Interpretation
0 - 20	Poor or Prohibitive
20 - 40	Difficult
40 - 60	Moderate or Average
60 - 80	Favorable
80 - 100	Excellent

COST

As shown in the criteria weighting above, cost is the most important issue for the stakeholders in the Town of Paradise. Capital costs were combined with anticipated operations and maintenance costs to generate a net present cost (NPC). Measurement for this criteria was based on an 80-year NPC. The cost includes all capital costs, ROW, and the cost to implement project start-up. In addition, an estimation of annual operations, maintenance, and overhead of an operating system for collection and treatment were included. Replacement costs are also considered over the lifecycle. Scores: 1 = high cost, 100 = low cost.

ENVIRONMENTAL IMPACT

Environmental impacts are an important factor in project implementation because impacts to endangered species and habitats can stop and/or significantly delay project schedules. The probable areas for the WWTPs and pipeline alignment were evaluated against the Butte Regional Conservation Plan (BRCP). The project team also discussed potential environmental impacts with Butte County officials to gain a deeper understanding of current and future land use plans. Measurement for this criteria were based on a rated score for impacts to environmental resources like threatened or endangered species, wetlands, trees, air quality, and water quality. Anticipated RWQCB requirements for a discharge permit were also considered in scoring the options. Scores: 1 = high impact, 100 = low impact.

Environmental impacts are an important factor in project implementation because impacts to endangered species and habitats can stop and/or significantly delay project schedules.

SECONDARY BENEFIT OPTIONS

Secondary benefits are those that provide additional advantages above and beyond wastewater collection and treatment. An option that would provide secondary benefits would receive higher scores under these criteria. The rated score indicates the option's apparent benefits to economic growth, environmental water (stream flows for fish habitat), long-term water sustainability (potable water use offset), temporary water storage for fire fighting, potential re-use for irrigation, and potential re-use for fodder crops. A higher score in this criteria also indicates the option's position for additional grant money from sources not available to wastewater treatment alone. 1 = low benefit, 100 = high benefit.

INTERAGENCY AGREEMENTS

The interagency agreements criteria are used to measure the timeline, complexity, and potential negotiations between agencies. This is due to a Regional Memorandum of Understanding (MOU) for sewer connection. These criteria also measures an interagency agreement for recycled water use, or other coordination efforts beyond what is required for essential collection and treatment. 1= high complexity, 100 = low complexity.

PUBLIC IMPACTS

The public impacts criteria is focused on short-term (construction) and long-term (WWTP plant proximity) impacts. The rated score grades aesthetics, sound, odor, traffic, and the number of ROW/easement

negotiations that impact adjacent stakeholders. Benefits of the work are not considered here. Construction schedule and speed are also considered in the rated score. 1 = high impact, 100 = low impact.

OPERATIONAL ISSUES

The operational issues criteria are used to assess differences in the legacy of the option. In this case, legacy means the long-term operations, replacement, management, negotiation, overhead, and study for sewer district staff outside of operations and replacement costs, which are captured in the cost criteria. Discharge requirements vary, depending on the treatment plant processes. Some processes are less complex to monitor and maintain than others. The legacy of water quality studies and its analysis differ, depending on the treatment level of the effluent, location, and manner of discharge. The rated score represents the complexity of wastewater treatment process, and the number of discharge/anti-degradation studies. 1 = high complexity, 100 = low complexity.

RIGHT-OF-WAY

The ROW criteria uses a rated score based on the purchase of property, ROW, or easements needed to implement the construction of the project option. Additional ROW adds cost to the project but also adds complexity due to the longer bid and construction timeline. Property acquisition cost is included in the cost criteria. These criteria address the labor, management, and negotiation necessary to acquire more or less ROW depending on the sewer project option. 1 = high ROW coordination, 100 = low ROW coordination.

9

Alternatives Analysis

SUMMARY

Results of the initial scoring are included in [Table 9.1](#) – Sewer Project Scoring Matrix. Initial scoring indicates that Option C – Regional Connection to the Chico WPCP is the recommended option. The second choice would be Option B – Localized WWTP with a surface water discharge location.

Option B has the lowest capital costs due to the WWTP’s proximity to the collection system. However, the longer the lifecycle, the more that Option C separates itself from the other options in lower NPC. See [Figure 9.1](#). Also, Options B and D are more likely to face stronger challenges for siting and property acquisition from adjacent neighbors than Option C. Options B and D carry more long-term cost risk due to the RWQCB’s 5-year permitting cycle and potential WWTP upgrades that will be required to meet updated regulation and controls.

Option C has the lowest long-term operations and maintenance cost and lowest long-term risk for discharge permit cost changes over time. This option has the highest capital cost due to the significant length of pipeline required to convey sewage from the TOP collection system to the City of Chico WPCP headworks.

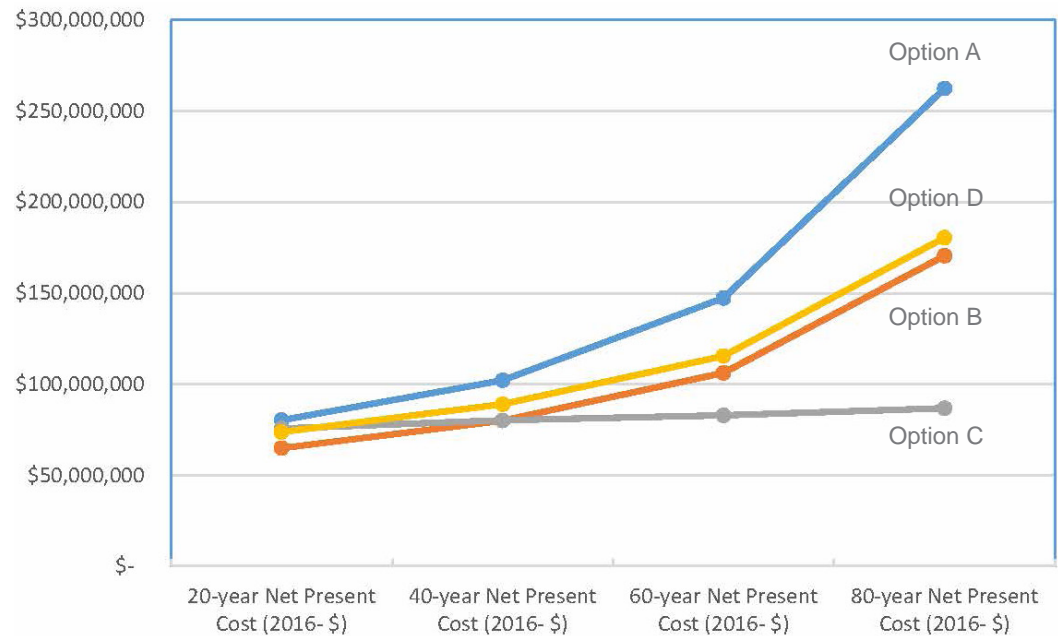


Figure 9.1 – Comparison of Option Net Present Cost Over Varying Life-Cycles

Option A is a localized WWTP with effluent land application and requires a significant amount of land acquisition and a long conveyance pipeline to deliver collected Town flow to the WWTP. Less stringent discharge requirements and long-term permit compliance with few anticipated upgrades over time are advantages for this option, however, long-term costs and initial capital costs are both high.

OPTION A – WWTP WITH LAND APPLICATION

The main advantages of this option are that the Town will be able to maintain local control and operate under a WDR permit with lower long-term management burden and less anticipated permit changes over time. This option has low energy consumption and the WWTP construction is less complex in relation to other treatment options. However, Option A ranks last in our scoring and evaluation due to high costs from both a capital cost and long-term NPC perspective. See **Table 9.1**.

Table 9.1 – Option A Scores

Criteria	Score
Cost	35
Environmental Impact	40
Secondary Benefit Options	80
Interagency Agreements	60
Public Impacts	50
Operational Issues	60
Right-of-Way	40

Cost

This option received a score of 35, mainly because it was the highest cost project over the lifecycle. Specifically, the pipeline from the TOP collection system to the new WWTP and the acquisition of over 300 acres for land for wet weather storage, treatment ponds, and effluent land application added up to significant capital costs.

Environmental Impact

This option scored a 40 for environmental impact due to the large amount of land required for construction. The land area designation is categorized as agricultural and is therefore compatible for use as a WWTP from a county planning perspective. The plausible area for the plant would be within a BRCP delineated Urban Permit Area (UPA) adjacent to Butte Community College and would likely affect a “Grassland Community” as defined in the BRCP. The land area is adjacent to the Butte County Deer Winter Migration Area. The WWTP area would not likely affect wetland or riparian habitat, but the grazing habitat for either cattle or deer could be affected. Cultural resources for the WWTP area have not been delineated as part of the BRCP, so it is assumed no cultural resources are affected.

The areas evaluated would be outside of the 100-year flood plains for Clear Creek and Little Dry Creek, but those flood plain areas would have limitations if additional land area were needed.

The remainder of the project, including the TOP sewer collection system and Clark Road sewer pipeline would lie outside the boundaries of the BRCP.

Secondary Benefit Option

Secondary benefits for Option A are favorable and received a score of 80, mostly because the effluent will only be treated to a secondary level and there are several potential uses for that water. Under Title 22 of California Water Code, disinfected secondary effluent can be used for irrigation of pasture for dairy, nurseries and sod farms, orchards without fruit/nut and water contact, and vineyards without fruit and water contact.

Interagency Agreements

This option scored a 60 for interagency agreements. Although the project would not need to form an agreement with another city or sewer agency, it would require the acquisition of land from private owners. This option would most likely participate in the BRCP for impacts during construction. In addition, encroachment permits from Butte County would need to be acquired, which is why the score was less than favorable.

Public Impacts

Public impacts received a score of 50, or moderate impact, because there would be fairly significant amount of construction needed for the conveyance. The construction would have a negative affect on traffic on Clark Road, which is a major access road for the Town of Paradise. The large acreage of land would require a willing seller with several large parcels – this may be difficult to find. If negotiations were unsuccessful, other large parcels would need to be acquired, which would demand additional pipeline length and road impacts.

Operational Issues

This option received a score of 60, or less favorable, due to the long-term operation and maintenance of the WWTP. The WWTP will require compliance with a RWQCB Waste Discharge Requirement that will be revisited every five years. Compliance sampling and reporting is essential to the permit maintenance. If groundwater monitoring demonstrates a lack of water quality degradation, additional requirements, or WWTP process changes are unlikely. The most common ongoing maintenance challenges with facultative ponds and effluent land application is odor control and mosquito abatement during warmer months.

Right-of-Way

A significant amount of land is required for this option, which is why it received a score of 40, or difficult, relative to the evaluation criteria.

OPTION B – WWTP WITH STREAM DISCHARGE

Option B would have several advantages, including local control of wastewater collection and treatment, a small environmental footprint, less conveyance from collection system to WWTP, and lower capital cost. However, this option will carry the most stringent treatment requirements from the RWQCB, because of an effluent dominated stream discharge. See **Table 9.2**.

Table 9.2 – Option B Scores

Criteria	Score
Cost	70
Environmental Impact	40
Secondary Benefit Options	60
Interagency Agreements	70
Public Impacts	40
Operational Issues	40
Right-of-Way	50

Cost

Option B received a score of 70, or favorable relative to other options, because it has the lowest capital cost and the second best net present cost. The preferred treatment option to meet the strict discharge requirements demands more energy than most treatment options; this is due to the MBR treatment and use of ultra violet light (UV) as a disinfection step. Because of the additional energy costs, this option would have the second highest anticipated operations and maintenance cost.

Environmental Impact

This option received a score of 40, or difficult to moderate, for environmental impact. The acquisition of a new NPDES permit from the RWQCB may present a challenge, because a WWTP located close to the Town and its residents is more likely to draw opposition from adjacent land owners. Streams in the area are ephemeral and although the effluent will be treated to a high level of quality, the stream flow will be dominated by the effluent year round.

Secondary Benefit Option

This option scored a 60, or average to favorable, for secondary benefits. The effluent stream flow would likely create a habitat for local wildlife. The effluent could be diverted to a reclaimed water delivery system in the future due to its high level of treatment and quality.

Interagency Agreements

This option would require the typical encroachment permits and environmental permitting for a large civil project, but would not need coordination with another city or special wastewater utility district. Because of the relatively low level of interagency agreements, this option received a score of 70, or favorable.

Public Impacts

This option rates lower for public impacts, with a score of 40, due to its proximity to Town residents. Keeping the WWTP close to the Town decreases the infrastructure cost, but increases the project profile. MBR plants provide a high level of water treatment with a small site footprint. A WWTP of this size is commonly used at the expected flow rate of this project. They are also often sited near homes and businesses with a relatively small aesthetic impact. Many WWTPs are completely enclosed in buildings to control odors and mitigate visual impacts. However, the stigma of a home or business's proximity to a WWTP can be challenging, because of the negative impacts on property values. This impact is more specific to owners looking to rent or re-sale their property.

Operational Issues

The MBR option requires process control and maintenance that exceeds a facultative pond system. Disinfection requirements for stream discharge will limit the use of chlorine due to the production of disinfection byproducts. A UV system is the most likely disinfection process to be used. The bulb replacements for UV disinfection systems are becoming less expensive each year as technology improves, but they are still relatively costly and require a higher energy supply than other disinfection options. Because of these operational costs, this option received a score of 40, or difficult to moderate.

Right-of-Way

This option will require significantly less property and land to purchase for the WWTP than Option A. However, it will still need a willing seller with adequate acreage. Due to ROW impacts, this option received a score of 50, or moderate.

OPTION C – REGIONAL PIPELINE

Option C, a regional pipeline connection to the Chico WPCP, has several advantages. It has the lowest net present cost for project life cycle over 40 years, lowers the discharge permit change risk by connecting to an established treatment plant, spreads treatment plant improvement costs over a significantly larger pool of rate payers, and significantly limits local and regional impacts to stakeholders and streams. See [Table 9.3](#).

Table 9.3 – Option C Scores

Criteria	Score
Cost	80
Environmental Impact	80
Secondary Benefit Options	30
Interagency Agreements	40
Public Impacts	60
Operational Issues	90
Right-of-Way	30

Cost

Option C received the highest score of 80 for the cost criteria due to its more favorable net present cost. The higher initial cost for the length of conveyance to the Chico WPCP prevents the option from receiving an excellent score.

Environmental Impact

This option received a favorable score of 80 because it presents the least amount of impact to environmental resources (streams, RWQCB permit, grassland impacts). A preliminary alignment for the regional pipeline

would cross both streams and a 100-year floodplain. However, the stream crossings would use trenchless technology. This means that once construction is complete there is no impact to the floodplain because the topography of the construction corridor is unchanged. Highway 99 and the Union Pacific Railroad would also be crossed with trenchless technology.

Secondary Benefit Option

The selection of the regional option effectively eliminates opportunities for beneficial reuse in and around the Town. Therefore, the option received a score of 30, or difficult. Beneficial reuse of the effluent would likely only occur at the Chico WPCP if the City of Chico elected to add a reclaimed treatment step and conveyance option to potential end users.

Interagency Agreements

The success of the regional option is entirely dependent on the City of Chico's willingness to allow connection and treatment at the WPCP. While there are benefits to the WPCP to accept additional flow and connection fees, an interagency agreement is necessary to proceed. This option would require moderate interagency agreements, so it scored a 40; or difficult to moderate.

Public Impacts

Option C received a score of 60, or moderate to favorable, for public impacts. This is primarily due to the construction impacts of the regional pipeline to reach the Chico WPCP. The long-term impacts are small, but with most pipeline projects, the impact of construction is high when the progress passes homes, driveways, and intersections. However, the duration of high-impact is relatively short.

Operational Issues

This option scored 90, or excellent, for operational issues because once the regional pipeline is completed and operational, it would have lowest long-term maintenance effort of any of the options.

Right-of-Way

The cost for the acquisition of temporary construction easement is included in the cost criteria, but the level of effort to delineate impacts, negotiate easements, and execute payments and construction logistics is captured in the ROW. The regional pipeline will require the most property, utility, and stakeholder coordination for the pipeline construction, so it scored a 30, or difficult.

OPTION D – WWTP WITH BENEFICIAL REUSE

Option D is effectively the same as Option B, but with the added element of a reclaimed water system for storage and delivery to end users for irrigation purposes. This option provides an advantage for irrigators who have been impacted by the drought, because it creates more water for reuse. The treatment plant can install filling stations for contractors in need of water for water truck and dust control. The project team discussed the potential for recycled water use with several end users, including municipal water companies and private golf courses, however, only the public golf course had appreciable seasonal demand for reclaimed water for irrigation. While there are several programs for potential grant funding or low interest loans for projects implementing reclaimed water, they tend to focus on public and not private uses. Therefore this project option is unlikely to have the additional cost of the reclaimed distribution system offset by grant funding. The private end user would need to pay the additional infrastructure cost to deliver the reclaimed water in order to save the Town's rate payers from the added cost burden. However, if the golf course and future developments were to form a community services district then additional funding may be available and partnership for treatment and reuse would be more easily brokered. Under these revised circumstances, Option D would rank second among options analyzed. See [Table 9.4](#).

Table 9.4 – Option D Scores

Criteria	Score
Cost	55
Environmental Impact	50
Secondary Benefit Options	100
Interagency Agreements	50
Public Impacts	60
Operational Issues	40
Right-of-Way	60

Cost

As described in the summary for Option D, the additional capital cost for the reclaimed distribution would not likely directly benefit the Town, except for the reduction in stream discharge of effluent during the warmer months of the year. The option also ranks third on NPC. However, if partnership can be developed to create storage opportunities (ponds) for effluent in the winter months at no additional land cost, then the overall project costs may be reduced. Therefore, the option scored a 55, or moderate.

Environmental Impact

This option will require a NPDES permit from the RWQCB just like Option B. However, the seasonal demand for reclaimed water will greatly reduce the discharge volume and would likely be more favorable for permitting than Option B. The option received a score of 50, or moderate, for environmental impact.

Secondary Benefit Option

Option D ranks the highest for secondary benefits and received a score of 100, or excellent. The project option seeks to minimize the amount of effluent discharged to streams and reuse water to the fullest extent.

Interagency Agreements

This option will require significant coordination with the RWQCB, private land owners and businesses, and compliance with California Water Code to affirm “Disinfected Tertiary” effluent status under Title 22 of the CWC. Because of the interagency agreements, this option scored a 50, or moderate for these criteria.

Public Impacts

The public impacts for Option D are equivalent to Option B with the exception of the additional impacts in public ROW for the reclaimed water product distribution pipeline. Because of these additional costs, this option received a score of 60, or moderate to favorable.

Operational Issues

This option scored a 40, or difficult to moderate, because it is the most complex project to operate. It still requires all the operation and monitoring of the WWTP with potential surface discharge, but it also includes the operation of the reclaimed water storage and distribution system. The score improves if the reclaimed system is maintained and operated by the end user and not the Town.

Right-of-Way

The complexity of ROW management and acquisition is equivalent to Option B. However, if partnership for beneficial reuse makes WWTP location easier and provides for reclaimed distribution with minimal capital investment then the score improves to 60, or moderate to favorable.

10

Overall Scoring Outcome

OVERALL SCORING OUTCOME

Based on the criteria and weighting developed by the project team and the PSG, and the scoring described above, Option C – Regional Connection is the recommended option. The secondary option is Option B – Localized WWTP with surface water discharge. Based on the scoring outcome, Options A and D would be dropped from further consideration. The recommended Option C – Regional Connection carries some risk because it is contingent on agreement with the City of Chico, which depends on their future plans for the Chico WPCP. An MOU, a connection agreement, and cost must be agreed upon to move this option forward. Therefore, Option B – Localized Treatment Plant with surface water discharge should continue to be carried forward as a secondary option. See **Table 10.1** for a list of project option capital costs.

Table 10.1 – Option Capital Costs

Option	Description	Capital Cost	Option Scoring
A	WWTP with Land Application	\$82,545,000	48
B	WWTP with Stream Discharge	\$64,046,000	57
C	Regional Connection	\$83,430,000	67
D	WWTP with Reuse	\$72,672,000	60

Table 10.2 summarizes the top option scoring within each category.

Table 10.2 – Criteria Evaluation Summary

Criteria	Option
Cost	Regional Chico
Environmental Impact	Regional Chico
Secondary Benefit Options	Local Plant w/ Reuse
Interagency Agreements	Local Plant w/ Surface Discharge
Public Impacts	Local Plant w/ Reuse
Operational Issues	Regional Chico
Right of way	Local Plant w/ Reuse

Table 10.3 summarizes the pros and cons of the preferred option

Table 10.3 – Option C – Pros and Cons

Pros	Cons
Lowest Life-cycle Cost	High Capital Cost
Lower Public Impact	Permitting for Crossings (Creek, Highway, Railroad)
Lower Operational Cost and Legacy	ROW Negotiations for Pipeline
Lower Staffing Requirement	

RECOMMENDED OPTION NEXT STEPS

1. Begin Negotiations with City of Chico Staff on implementation details and connection costs and treatment limitations
2. Engage state and federal representatives on project need and alternative grant funding options
3. Secure additional grant funding for next study phase
4. Begin Preliminary Design and Environmental Impact Report

11

Project Funding Options and Rate Evaluation

HOW ARE PROJECTS TYPICALLY FUNDED?

Medium to large infrastructure projects generally acquire funding before design and construction. The method of generating funds is guided by a planning process, which is included in an overall capital improvement plan. Funds for a large-scale project can be generated in a variety of ways, including governmental grants, governmental loans, assessment of properties benefitting from the improvement, and collecting fees from rate payers customers' monthly bill for specific initiatives. It is common for agencies to raise service charges in the years leading up to the project to generate the necessary funds for future improvements.

WHAT IS AN ASSESSMENT?

An assessment is an amount that a property owner is required to pay as a tax. An Assessment District is a financing tool that allows cities, counties and special districts to generate funding for a specific project. Assessment Districts generate funds by selling municipal improvement bonds and repaying those bonds by collecting a tax from each property that will benefit from the improvement or project that is being funded. An assessment district can only be formed with the approval of a majority of the landowners that will benefit from the project. Assessment Districts help each property owner pay a fair share of the costs of the improvement over a period of years at reasonable interest rates. They

also insure that the cost will be spread to all properties that receive direct and special benefit by the improvements constructed.

For this project, there are two assessment options. Each option requires voting approval by a majority of the benefiting property owners and will be paid through a property tax bill. Interest rates for the assessments are dependent upon the bond market at the time of the bond sale. Assessments for this project are expected to have an interest rate between 2 percent and 5 percent for 30 years. In general, a special tax will be determined by an Engineer's Report, which will be applied

to each parcel. If an Assessment District is formed, an assessment tax will be included in the property owner's property tax bill. Both assessment options allow land to be used as collateral for bonds that are sold to investors.

The Improvement Act of 1913 allows public agencies to create a Special Assessment District to benefit the property owners in the district. This total assessment is reduced each year over the life of the assessment and is collected with the regular property taxes.

The Improvement Act of 1913 allows public agencies to create a **Special Assessment District** to benefit the property owners in the district. This total assessment amount is reduced each year over the life

of the assessment and is collected with the regular property taxes. An Engineer's Report determines the benefit each parcel will receive. The assessment amount on each parcel is based upon that benefit and not based upon the value of the parcel. For this project, the benefit received by a parcel is the allocation of anticipated sewer flows based on land area and land use. For approval, a Special Assessment District requires a 50 percent plus one "yes" vote of all parcel owners that will benefit from the project.

An Engineer's Report is prepared to define the project costs and allocate benefits to each parcel served in accordance with the Special Assessment Investigation, Limitation and Majority Protest Act of 1931. The Engineer's Report estimates the cost of the project, including construction, engineering, administration, bond counsel, construction management and inspection, and environmental permitting costs and fees. Costs and fees for the project are distributed to each parcel proportionate with the benefit. This allocation of benefits becomes the Assessment Roll for parcels within the district. The assessment includes all parcels within the special district and its allocation of benefit based on land use and anticipated sewer flow. The new district engages a professional Bond Counsel to sell municipal bonds to fund the project.

The other assessment option is to create a **Mello-Roos Assessment District**, based upon the Mello-Roos Community Facilities Act of 1982. Like the Special Assessment District, Mello-Roos assessments are not based on the property value but on benefit received by each parcel. Mello-Roos have more flexibility in its method of assessment than Special Assessment Districts. Mello-Roos Assessment Districts also have more flexibility in the way funds can be spent. For example, Mello-Roos tax can be used to fund planning and operations costs as well as capital costs.

These funding options make the Mello-Roos Assessment District a good instrument for phased projects. The special tax can directly pay for operations and services, as well as to pay debt service on funds used to pay for planning, environmental permitting, design, and construction. District boundaries can be set without contiguous borders. Mello-Roos Assessment Districts allow non-contiguous parcels to be included and others to be excluded. Although a special district's boundaries can be flexible, they are required to fall within an agency's territorial limit. Any special district formed for the Town of Paradise must have all parcels of the District within the Town's limits.

Mello-Roos Assessment Districts allow non-contiguous parcels to be included and others to be excluded.

Both of the above funding methods could be used for the Town of Paradise sewer project. The pros and cons of each method will be further discussed in the final project report. The main goal of this report is to select a preferred assessment option to serve the Town. An equally important goal is to maximize opportunities for grant funding, which will help reduce the bond financed portion of the project cost.

WHAT DOES A LOW INTEREST LOAN LOOK LIKE?

There are many organizations that offer low interest loans to fund public infrastructure projects. Each organization or fund has its own specific requirements for eligibility. For example, there may be requirements for specific parts of the project, the entirety of a project, or the demographics for those served by a project when applying for funding. In general, a loan is requested for a proposed project by a public agency – in this case, it's the Town. The terms of the loan (interest rate, length of term, etc.) are established before an agreement is signed. Reimbursements are requested as the money is spent on the project through the design and construction phases. Typically, the payments on the loan begin once construction is complete, although sometimes payments can be delayed up to a year after completion of construction.

Currently, there are multiple low interest loan options available. The following will provide more information for each of those options.

We'll begin with our recommendation, which is funding through the State Water Board's Clean Water State Revolving Fund (CWSRF) wastewater program. CWSRF loans typically have a low interest rate and an available grant funding portion. The CWSRF is the main funding source for water and wastewater projects throughout the state of California.

http://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/index.shtml

CWSRF loans typically have a low interest rate and an available grant funding portion. The CWSRF is the main funding source for water and wastewater projects throughout the state of California.

CWSRF loans currently have a 2 percent interest rate and a 30-year term. (That rate changes periodically and is based on the State's Bond Sales.) CWSRF funding is for planning, design, construction, and land acquisition for wastewater projects. There is no maximum funding limit. CWSRF offers grants (principal forgiveness), based on availability. The grant amount can be 75 percent of project costs up to \$8 million for disadvantaged communities. To qualify as a disadvantaged community, 1) the Median Household Income (MHI) for the Town must be 80 percent of the State MHI. The Town of Paradise meets that requirement. 2) the sewer service charges (including assessments) must be 1.5 percent of the Town's MHI. Based on these criteria, the Town's position is as follows:

- Median Household Income for Paradise: \$41,482
- Median Household Income for California: \$61,489
- 1.5% of MHI: \$51.85 per month

CWSRF requires that a majority of the project beneficiaries are residential—this is a key issue that must be resolved for this project. The zoning of land within the service area does not meet that requirement, but the current land use does meet that requirement. The final service area of the project must address the land use beneficiaries to affirm that the Town will qualify for both the CWSRF loan, and to maximize the loan forgiveness (grant) available to the Town.

CWSRF also has loan forgiveness Green Project Reserve (GPR) for projects that have green elements. Green elements for wastewater projects could consist of LEED certified wastewater treatment buildings, or collection system infiltration/inflow detection equipment and other similar elements. Green elements may have a greater appeal, but will

likely carry a higher capital cost. The GPR can cover 50 percent of the eligible cost up to \$4 million. The GPR loan can offer financial assistance, but could reduce eligibility for other grant sources from the State Water Board.

OTHER AVAILABLE FINANCING

The United States Department of Agriculture – Rural Development (USDA – RD) offers loans for small community wastewater projects for rural areas. The USDA defines a rural area as a city or town with a population of less than 10,000. Unfortunately the Town of Paradise doesn't qualify as "rural," based on these USDA-RD requirements.

<https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>

Another low interest loan option is the IBank program. IBank provides low interest loans for California's infrastructure and economic development projects. Infrastructure projects are funded through the Infrastructure State Revolving Fund (ISRF) with loan amounts up to \$25 million for 30 years.

US Bureau of Reclamation (Department of the Interior) has funding for water reclamation and reuse under Title XVI. If beneficial reuse is included in the project, the eligible portions of the project may be funded through Title XVI. However recycled water cannot be used for commercial use. This restriction is problematic, because commercial use at a private golf course is the only potential recycled water user in the vicinity with appreciable seasonal demand to use the majority of recycled water.

A Community Development Block Grant (CDBG) provided through the U.S. Department of Housing and Urban Development (HUD), is another source of funding. The Town of Paradise is in the CDBG entitlement program to receive funds. In order to compete for other CDBG grant funding programs, the Town of Paradise would need to withdraw from the entitlement program.

CDBG funding for a sewer project in the Town of Paradise would likely come from the Public Improvement Activities Program and could potentially provide up to \$1.5 million, which could help fund property and Right-of-Way acquisition needed for the project. To be eligible, the project would need to demonstrate a benefit to all the residents in the service area and demonstrate benefits to at least 51 percent of the low and moderate-income (LMI) residents in the service area. The cost related to jobs created by the project must also be considered. It

Infrastructure projects are funded through the Infrastructure State Revolving Fund (ISRF) with loan amounts up to \$25 Million for 30 years.

should be noted that, for other communities, CDBG funds leveraged an additional \$4.07 million from other funds, based on reporting from fiscal years 2010 - 2012.

<http://www.hcd.ca.gov/financial-assistance/community-development-block-grant-program/index.html>

The Environmental Protection Agency has established the Water Infrastructure Finance and Innovation Act (WIFIA) program to accelerate investment in water and wastewater projects. The program works

The Environmental Protection Agency has established the Water Infrastructure Finance and Innovation Act (WIFIA) program to accelerate investment in water and wastewater projects. The program works separately, but in coordination with SRF programs to provide subsidized financing for large dollar-value projects.

separately, but in coordination with SRF programs to provide subsidized financing for large dollar-value projects. Wastewater collection and treatment projects must be eligible for the Clean Water SRF program and have a minimum project size of \$20 million for large communities and \$5 million for small communities (population of 25,000 or less). The WIFIA is a low interest loan with a maximum of 49 percent funding of the eligible project cost.

RCRC (Rural County Representatives of California) is an organization that has been organized to help communities acquire infrastructure funding. This group is still in the planning stage of getting an allocation of money from the federal government. They are currently collecting information from communities who have projects that need funding. It is anticipated that it will use the USDA as the platform to administer the funds. The RCRC are also planning to be a liaison to help either streamline the application process or possibly help with some components of the application process. Currently USDA only has low interest loans available and their interest rate is currently higher than the SWRCB SRF program. RCRC are planning to request the money from the federal government, along with proposed terms of the agreements. It has yet to be determined whether the allocation would be administered as loans or grants. Also a proposed amount is to be determined based on the list of projects being collected now. The project team will keep informed of the progress of this possible funding source and will provide the necessary information RCRC requested on the Paradise Sewer Project.

PROPOSED APPROACH TO FUNDING

The project team recommends that the Town of Paradise acquire as much grant money as possible, obtain a low interest loan, and establish an Assessment District to fund this project. This would mean structuring

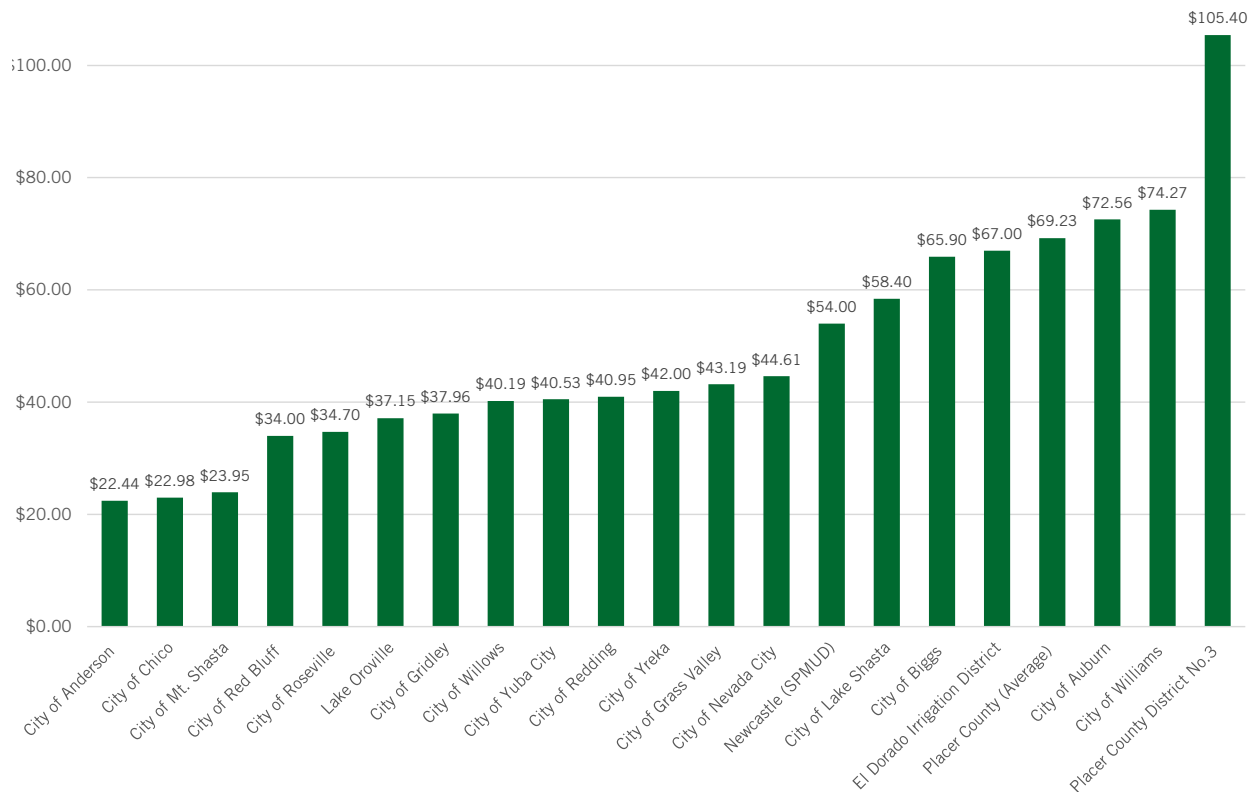


Figure 11.1 – Sewer Rate Comparison to Neighboring Sewer Districts

sewer rates to be greater than 1.5 percent of the MHI to meet CWSRF grant requirements. The CWSRF grant seems the most likely grant available to the Town.

The division of project funding between low interest loan and parcel assessment can be a difficult decision. An Assessment District charge is paid by a parcel's property tax paid twice each year. A loan is repaid by a sewer service charge paid once each month.

The entire project cannot be funded by the Assessment. Assessment Districts require a vote by the land owners proposed to be assessed. If the Assessment payment amount is too high, land owners may vote "no" and the Assessment District won't be approved. A balance that accommodates both appropriate sewer service charge and reasonable assessment repayment amounts is recommended. The sewer service charges should be set high enough to qualify for the full SRF grant amount, but remain reasonable relative to the rates of neighboring municipalities, **Figure 11.1**.

Private improvements are another key piece of this project. Most existing homes and businesses have on-site septic systems. Improvements to these private systems are required to establish a connection with a

It is recommended that the Town fund the private improvements and offer low interest loans to the parcel owners to pay for the private improvements.

public sewer system. The costs associated with the improvements will vary. For example, a home with a short driveway would likely cost less to connect than a home with a long driveway.

One option is to combine all of the costs for the private improvements with the total cost of the project, which would be included in the cost for the SRF loan. If this approach is taken, the burden to fund and construct the private improvements would be part of the project cost. It is important to note that special assessment funds cannot be used for improvements on private property.

Another option is to have parcel owners pay for individual service costs.

It is recommended that the Town fund the private improvements and offer low interest loans to the parcel owners to pay for the private improvements. The loans would be repaid on the monthly sewer service charges. This option will encourage early connection and help to establish project flows.

DELINQUENCIES/NON-PAYMENTS

Customer non-payments and delinquencies could cause potential funding deficits. Decreased funding can cause the Town to raise service charges to overcome the deficit. Delinquencies and non-payments seem more likely for the sewer service charges than for assessments associated with the customer's property taxes. This should be considered when determining the cost breakdown between assessment amounts and service charges.

PROPOSITION 218 REQUIREMENTS

Proposition 218 is a California constitutional amendment, which defines the methods by which local agencies increase taxes and fees. Proposition 218 requires voter approval prior to imposing or increasing general taxes, assessments, and certain user fees. The law does not specify the method or formula that should be used to apportion the assessments in any special Assessment District proceedings.

Proposition 218 requires all local agencies notify parcel owners of proposed new or increased general taxes and service charges. In most cases, individual notices must be mailed to affected parcel owners. A formal protest hearing is required. For the new taxes and service charges to be approved, less than 50 percent plus one of the parcel owners must not protest.

FUTURE MANAGEMENT AND FINANCIAL RESPONSIBILITY FOR SEWER SYSTEM

Continued operation and management throughout the service life of the sewer system will be required once the facilities are in place. Continued system operations, funds management, legal requirements, and other practice areas are all important factors to a successful new sewer system operations. The Town will be responsible for maintaining these capabilities. In addition, the funding agency will do a thorough evaluation of the proposed funding mechanisms for project construction as well as continued operation and maintenance. A detailed cost estimate for annual operation and maintenance is included in the overall cost estimate for each alternative. The operations and maintenance costs are included in the project costs.

FUNDING OPTIONS

Another funding option is to have both assessments and a loan kept separately. The assessment amount would pay back the bonds sold for project initiation and the service charges would pay back the low interest loan and future operation and maintenance. For purposes of this report, we have chosen to keep the assessment and the loan funds separate. The Town can decide which portion of the funding they would like to obtain from assessment versus low interest loan.

There are many factors that will be used to determine funding for this project. For purposes of this report, many of these decisions were assumed and used to develop comparable funding and rate scenarios for each alternative.

The following assumptions were made in an effort to prepare comparable alternatives:

- The Town and this project will be eligible for SRF funding – primarily residential and disadvantaged; using current terms (30 years at 2 percent interest); 1.2 times debt service requirement
- The “current maximum” SRF grant will be obtained—\$8 million
- Parcel owners will obtain a loan from the Town for improvements to the private laterals at 1% interest for 10 years
- Service charge monthly rates to commercial/industrial customers will be two times residential rates
- Terms for assessment bond sales is 20 years at 3.5% interest
- Bond Counsel will charge approximately \$150,000 for implementation of the Assessment district and sale of the bonds
- The project will be funded by \$8 million grant, 40% of remaining costs would be funded through low interest SRF loan, and 60% funded through an assessment

A detailed cost estimate for annual operation and maintenance is included in the overall cost estimate for each alternative. The operations and maintenance costs are also considered in the service charge estimates.

POTENTIAL FUNDING AND RATES FOR THE SEWER PROJECT OPTIONS

The following tables summarize project capital costs, funding sources and amounts, and a breakdown of possible rates to pay back the funding sources (not including grants) for the highest rated project options

Option C – Regional Pipeline to Chico WPCP and Option D – Treatment Plant with Beneficial Reuse. It should be noted that the funding payback exceeds the project costs due to required loan interest charges. Non-residential rates correspond to parcels zoned as commercial or industrial.

OPTION C – REGIONAL PIPELINE TO CHICO WPCP

Table 11.1 – Option C – Total Costs for Project

Total Costs for Project	
Land Application	\$35,857,000
Collection System	\$28,767,000
Private Connections	\$18,656,000
Bond Counsel	\$150,000
Total Cost	\$83,430,000

Table 11.2 – Option C – Funding with Minimal Grant

Funding	
SRF Grant	\$8,000,000
SRF Loan	\$49,363,000
Assessment	\$67,782,000
Private Loans	\$20,607,000
Total Funding	\$145,752,000

Table 11.3 – Option C – Individual Payments with Minimal Grant

Individual Payments				Frequency
Private Lateral Loan	\$117			Monthly
Assessment Range	Low	High	Average	
Residential	\$905	\$10,150	\$1,406	Annually
Multi-Family Residential	\$433	\$78,674	\$3,894	Annually
Commercial	\$2*	\$63,126	\$2,289	Annually
Residential Service Charges	\$131			Monthly
Commercial Service Charges	\$197			Monthly

Table 11.4 – Option C – Funding with Targeted > 70% Grant Funding

Funding	
SRF Grant	\$60,000,000
SRF Loan	\$4,151,189
Assessment	\$5,700,124
Private Loans	\$20,607,296
Total Funding	\$90,458,600

Table 11.5 – Option C – Individual Payments with Targeted > 70% Grant Funding

Individual Payments			Frequency
Private Lateral Loan	\$117		Monthly
Assessment		Average	
Residential		\$118	Annually
Multi-Family Residential		\$328	Annually
Commercial		\$193	Annually
Residential Service Charges	\$64		Monthly
Commercial Service Charges	\$96		Monthly

The bottom line average residential annual cost would be \$2,287 per year for the first ten years and then \$885 per year thereafter. This assumes the customer takes a loan for lateral connection tank and pump.

The bottom line average commercial annual cost would be \$2,744 per year for the first ten years and then \$1,342 per year thereafter. This assumes the customer takes a loan for lateral connection tank and pump.

OPTION D – MBR TREATMENT WITH BENEFICIAL REUSE

Table 11.6 – Option D – Total Costs for Project

Total Costs for Project	
Land Application	\$25,099,000
Collection System	\$28,767,000
Private Connections	\$18,656,000
Bond Counsel	\$150,000
Total Cost	\$72,672,000

Table 11.7 – Option D – Funding with Minimal Grants

Funding	
SRF Grant	\$8,000,000
SRF Loan	\$40,009,000
Assessment	\$54,938,000
Private Loans	\$20,607,000
Total Funding	\$123,554,000

Table 11.8 – Option D – Funding with Targeted > 70% Grant Funding

Funding	
SRF Grant	\$50,000,000
SRF Loan	\$3,492,143
Assessment	\$4,795,168
Private Loans	\$20,607,296
Total Funding	\$78,894,600

Table 11.9 – Option D – Individual Payments with Minimal Grants

Individual Payments				Frequency
Private Lateral Loan	\$117			Monthly
Assessment Range	Low	High	Average	
Residential	\$733	\$8,227	\$1,140	Annually
Multi-Family Residential	\$351	\$63,766	\$3,156	Annually
Commercial	\$2*	\$51,164	\$1,855	Annually
Residential Service Charges	\$117			Monthly
Commercial Service Charges	\$176			Monthly

***Small, commercial parcels generate minimal flow based on criteria. Final rates will likely include a minimum benefit and assessment and some parcels may be dropped from the assessment roll, if they are unlikely to develop.**

Table 11.10 – Option D – Individual Payments with Targeted > 70% Grant Funding

Individual Payments			Frequency
Private Lateral Loan	\$117		Monthly
Assessment		Average	
Residential		\$99	Annually
Multi-Family Residential		\$276	Annually
Commercial		\$162	Annually
Residential Service Charges	\$63		Monthly
Commercial Service Charges	\$94		Monthly

The bottom line average residential annual cost would be \$2,256 per year for the first ten years and then \$854 per year thereafter. This assumes the customer takes a loan for lateral connection tank and pump.

The bottom line average commercial annual cost would be \$2,696 per year for the first ten years and then \$1,294 per year thereafter. This assumes the customer takes a loan for lateral connection tank and pump.

The project team also evaluated the Median Household Income (MHI) of several communities to compare to the existing sewer rates paid in these communities, see **Figure 11.2**. The data reveal that communities with higher sewer rates do not have higher incomes. Instead the correlation is that communities paying the highest rates have the most recent upgrades in WWTP's or recent regionalization projects. Therefore communities relying on older systems of collection and treatment tend to have lower rates regardless of whether they are in the foothills or the central valley.

Much of the sewer infrastructure relied upon in California, was installed in the 1970s and early 1980s utilizing significant financial support from the federal government made available after the Clean Water Act. Many

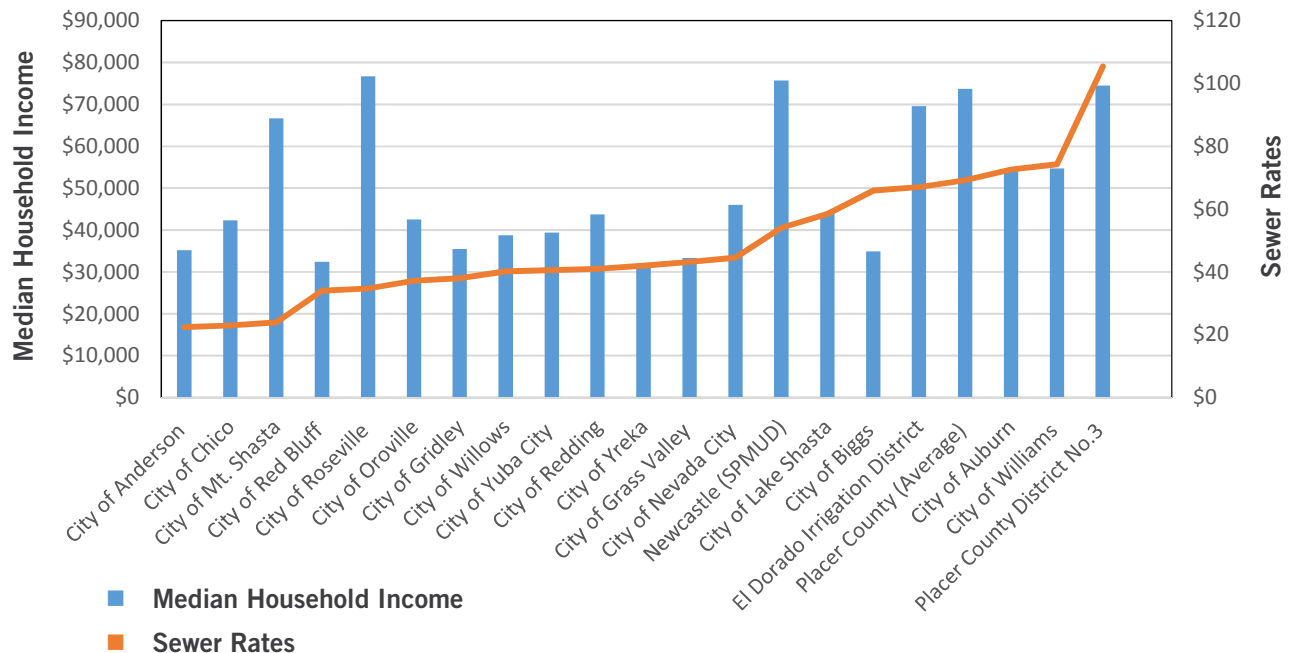


Figure 11.2 – Sewer Rate Comparison to Neighboring Sewer Districts

communities built major conveyance and treatment with 75 percent of cost covered by federal grant. More recent projects have had to “pay their own way” with low interest loans and assessments.

Funding a project the size of the Town of Paradise Sewer Project is difficult. The project team believes that the estimated rates will need to come down significantly from the current estimate for the rates to be comparable to other communities in the region. This would require an additional **\$60 million in grant funding**. Securing the targeted grant amount would bring the residential sewer rate to \$74 per month and the commercial rate to \$112 per month for the Regional Option – C.

12

Report Recommendations

The need for a sewer project for the Town's business and commercial area has been well established. The project options to meet this need have been developed and the benefits of a project to the local and regional economy have also been considered. The options have been developed and evaluated based on project cost, environmental impacts, public impacts, and the long term operational burden.

Two options emerged from the evaluation process with the highest scores: Option D - Treatment Plant with Beneficial Reuse and Option C - Regional Connection to the Chico WPCP. Option B had the lowest capital cost of the options at \$64 million, while Option C was projected to cost \$83 million. However, Option C had the lowest Net Present Cost over the 80-year life cycle compared and overall scored high based on life cycle cost, environmental impacts, public impacts, and long term operational burden.

The recommended preferred option is Option C - Regional Connection to the Chico WPCP. However, the cost to implement a project of this scale is high. Even with low interest loans and an assumed SRF maximum \$8 million grant, the burden of the project on small businesses and residential customers is significant.

As currently described, the preferred Option C – Regional Connection to the Chico WPCP, will cost an average Residential User \$1,406 in annual property tax assessment (paid over 20 years), \$117 per month to pay back an individual loan for a tank, pump, and connection to the collection system (paid over 10 years), and \$131 per month in sewer fees to cover sewer district operations and maintenance and debt service on a 30-year low-interest loan from the SWRCB. A summary of residential cost with the grant funding currently available is shown in **Table 12.1**.

Table 12.1 – Option C – Individual Payments for Residential with Minimum Grant Funding

Payment Type	Monthly Cost	Annual Cost
Assessment	\$117	\$1,406
Connection (Private Loan)	\$116	\$1,401
Service Charge	\$131	\$1,572

Total monthly costs to residential users with an \$8 million grant would be \$364 per month.

An average Commercial User would pay \$2,289 in annual additional property tax (some as high as \$60,000) for 20 years, \$117 per month to pay back an individual loan for a tank, pump, and connection to the collection system (paid over 10 years), and \$196 per month in sewer fees to cover sewer district operations and maintenance and debt service on a 30-year low-interest loan from the SWRCB.

While the preferred option represents the lowest operational burden for the Town and the best net present cost over the project life cycle, the cost is too high to proceed with sewer district formation and subsequent bond sale, property assessment, and SRF loan application. It is recommended that the Town seek additional grant funding from state and federal sources to reduce the assessment and sewer rate burden on the Town residences and businesses. The project team estimates that an additional \$60 million in grant money is needed to improve the chances of a successful vote to form an assessment district.

Parallel to this effort, the regional connection will need to be discussed and vetted with the City of Chico so that connection costs and a memorandum of understanding between the two agencies can be reached. It is also recommended that the project team apply for additional grant funds to complete a preliminary design, environmental

document, and formal rate study for the preferred option. The goal would be to bring residential rates and assessment burden down to a more affordable level as shown in **Table 12.2**.

Total monthly costs to residential users with a \$60 million grant would be \$190/month. If additional funds could be secured to defray the connection costs of the STEP systems, then the total monthly cost to residential users would be \$74/month.

Table 12.2 – Option C – Individual Payments for Residential with Maximum Grant Funding

Payment Type	Monthly Cost	Annual Cost
Assessment	\$10	\$118
Connection (Private Loan)	\$116	\$1,402
Service Charge	\$64	\$768

If a regional partnership is not reached with the City of Chico, then the Town can begin preliminary design and implementation of Option D - Treatment Plant with Beneficial Reuse. This option could revisit a partnership opportunity with Tuscan Ridge or the development of a local wastewater treatment plant with or without beneficial reuse.

13

Project Implementation Next Steps

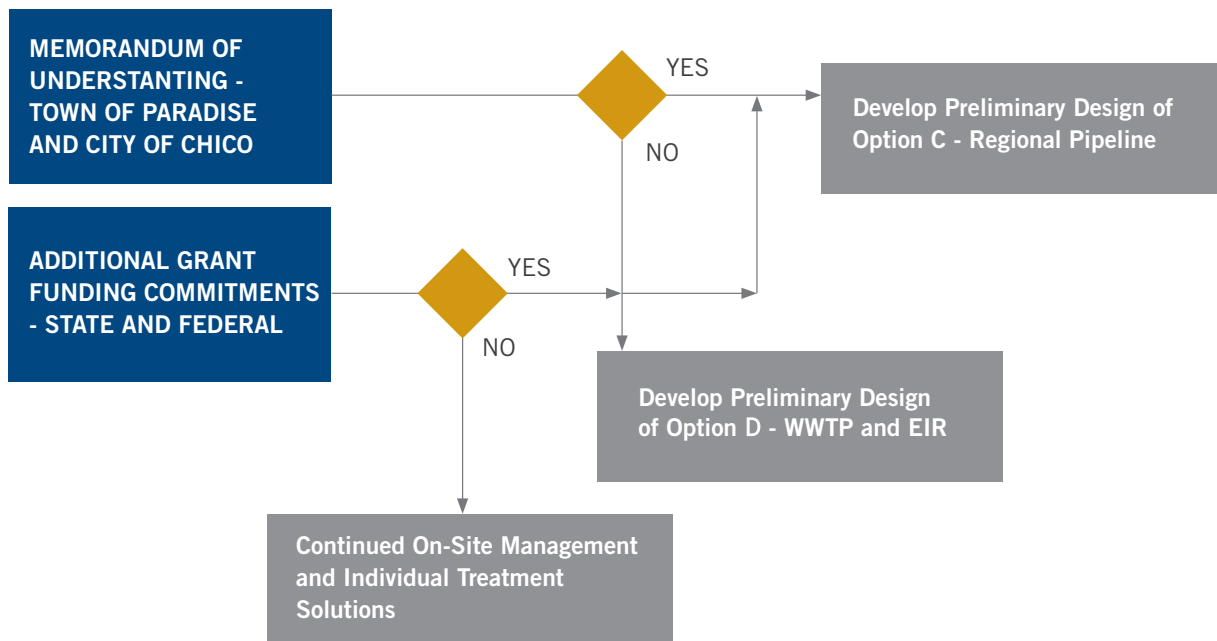
PROJECT IMPLEMENTATION

Once the feasibility study is complete and a preferred alternative is selected for implementation by the Town Council, the Town would form a special district and proceed to a vote of sewer district stakeholders. If the project sewer district vote is successful then the District would acquire the funding necessary via bond sale, property assessment to pay back the bonds, grant(s), and a loan in order to proceed to preliminary design, environmental permitting, property acquisition, final design, construction, and start-up of the sewer system.

The recommendation for the regional connection, Option C, and the project's estimated high cost necessitate a few critical early steps to proceed. **Figure 13.1** shows the path options going forward.

It should be noted that the sewer project options are preserved if the City of Chico elects not to support the preferred regional option. However, moving forward without funding offsets will be a challenge. The team will need to ascertain the level of monthly service charge that commercial properties, multi-family properties, and residential properties could accept. Property tax assessments will also be carried on properties for 20 years and represent a significant annual burden to be added to existing property tax. The perceived long term benefit to the property value and the Town's economic growth need to exceed the tax burden and fees for the sewer district stakeholders to support the project.

Figure 13.1 – Flow Chart of Project Next Steps



The next steps would include:

1. Town Council approved the report with recommendation for Option C
2. Proceed with discussions with the City of Chico for a memorandum of understanding for the regional sewer treatment option
3. Obtain additional state and federal grant funds required for project (concurrent with step 2)
4. Assessment District formation (services area vote)
5. Grant applications
6. SRF loan application
7. Preliminary design and cost estimate
8. Environmental document to meet CEQA and NEPA guidelines
9. Final design and cost estimate
10. ROW needs definition, plats and legal descriptions, appraisal and acquisition
11. RWQCB permit (if necessary)
12. Bid and construction
13. Wastewater system testing and start-up

Appendices

APPENDIX A. COST ESTIMATES

APPENDIX B. PUBLIC OUTREACH MATERIALS

Annual Operations and Maintenance Cost - Service Area (Common to all Options)					
Item No.	Item	Estimated Quantity	Unit	List Price	Total
1	General Manager	1	LS	\$150,000	\$150,000
2	Receptionist (Assume 1 full 1 part time employee)	2	LS	\$60,000	\$90,000
3	Accountant	1	LS	\$100,000	\$100,000
4	Operations - Collection System				
5	Operations Manager	1	LS	\$130,000	\$130,000
6	Field Crew/Utility Worker (assume 2)	2	LS	\$55,000	\$110,000
7	On-Site Serviceman	1	LS	\$55,000	\$55,000
8	Annual Maintenance (\$/yr)	1	LS	\$50,000	\$50,000
9	Septage Hauling	100	EA	\$1,000	\$100,000
10	Building Cost (assumed service district housed at City Hall)	0	LS	\$18,000	\$0
11	IT Support (\$/yr)	12	LS	\$1,000	\$12,000
12	Planning (\$/yr)	1	LS	\$30,000	\$30,000
13	Miscellaneous Expenses (\$/yr)	1	LS	\$10,000	\$10,000
Subtotal O&M					\$837,000

Annual Operations and Maintenance Cost - Regional Transmission Line (Option C)					
Item No.	Item	Estimated Quantity	Unit	Unit Price	Total
1	Miscellaneous Repairs (\$/yr)	1	LS	\$25,000	\$25,000
Subtotal O&M					\$25,000

Annual Operations and Maintenance Cost - MBR (Option B)					
Item No.	Item	Estimated Quantity	Unit	Unit Price	Total
1	Chemicals (\$/yr)	1	LS	\$1,000	\$1,000
2	Lead operator (\$/yr)	1	LS	\$130,000	\$130,000
3	Assistant operator	1	LS	\$85,000	\$85,000
4	Additional Labor Cost (\$/yr) (Filter cleanings)	1	LS	\$10,000	\$10,000
5	Sampling and Lab Testing (\$/Month)	12	EA	\$10,000	\$120,000
6	Power Requirements (\$/yr)	1	LS	\$60,000	\$60,000
7	UV Servicing (\$/yr)	1	LS	\$50,000	\$50,000
8	Solids Management (\$/yr)	1	LS	\$6,000	\$6,000
Subtotal O&M					\$462,000

Annual Operations and Maintenance Cost - MBR with Beneficial Reuse (Option D)					
Item No.	Item	Estimated Quantity	Unit	List Price	Total
1	Chemicals (\$/yr)	1	LS	\$1,000	\$1,000
2	Lead operator (\$/yr)	1	LS	\$130,000	\$130,000
3	Assistant operator	1	LS	\$85,000	\$85,000
4	Additional Labor Cost (\$/yr) (Filter cleanings, Pipe inspection)	1	LS	\$15,000	\$15,000
5	Pond Maintenance and Discharge Monitoring (\$/yr)	1	LS	\$5,000	\$5,000
6	Sampling and Lab Testing (\$/Month)	12	EA	\$10,000	\$120,000
7	Power Requirements (\$/yr)	1	LS	\$65,000	\$65,000
8	UV Servicing (\$/yr)	1	LS	\$50,000	\$50,000
9	Solids Management (\$/yr)	1	LS	\$6,000	\$6,000
Subtotal O&M					\$477,000

Annual Operations and Maintenance - Treatment Ponds and Land Disposal (Option A)					
1	Chemicals (\$/yr)(assume chlorine disinfection)	1	LS	\$65,000.00	\$65,000
2	Lead operator (\$/yr)	1	LS	\$130,000.00	\$130,000
3	Assistant operator	1	LS	\$85,000.00	\$85,000
4	Additional Labor Cost (\$/yr) (misc. repairs)	1	LS	\$10,000.00	\$10,000
5	Sampling and Lab Testing (\$/yr)	1	LS	\$50,000	\$50,000
6	Power Requirements (\$/yr)	1	LS	\$25,000	\$25,000
Subtotal O&M					\$365,000

Opinion of Probable Construction Cost - Capital

Town of Paradise

Paradise - Sewer Feasibility



Location		QTY. BY	ESTIMATE LEVEL
Town of Paradise - Collection System		D.Harden	CONCEPT
Limits		QTY. CHCK	PRICED BY
Proposed Paradise Sewer Service Area		M.Massaro	D.Harden
BEN EN PROJECT NO.		AGENCY	
16200		Town of Paradise	11/14/2016

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total
SEWER TRUNKS (Low Pressure)-Public ROW					
1	S-1 (Skyway) - 6 inch	10,987	LF	\$100	\$1,099,000
2	S-2 (Skyway) - 6 inch	3,215	LF	\$100	\$322,000
3	S-3 (Skyway) - 8 inch	5,422	LF	\$120	\$651,000
4	S-4 (Skyway) - 10 inch	2,464	LF	\$150	\$370,000
5	S-5 (Skyway) - 12 inch	8,071	LF	\$175	\$1,413,000
6	C-1 (Clark) - 6 inch	808	LF	\$100	\$81,000
7	C-2 (Clark) - 8 inch	3,302	LF	\$120	\$397,000
8	C-3 (Clark) - 8 inch	4,746	LF	\$120	\$570,000
9	C-4 (Clark) - 8 inch	1,330	LF	\$120	\$160,000
10	C-5 (Clark) - 8 inch	1,332	LF	\$120	\$160,000
11	C-6 (Clark) - 6 inch	8,051	LF	\$100	\$806,000
12	E-1 (Elliott) - 6 inch	4,859	LF	\$100	\$486,000
13	P-1 (Pearson) - 10 inch	6,015	LF	\$150	\$903,000
Subtotal		60,602	LF		\$7,418,000


PUMP STATION Lower Section (Below Pearson RD)					
	PS-1 (<0.5MGD)	1	LS	\$680,000	\$680,000
	8 inch gravity to PS (Clark)	8,051	LF	\$150	\$1,208,000
Subtotal					\$1,888,000

SEWER COLLECTORS					
14	Nunneley - 4 inch max	4,677	LF	\$90	\$421,000
15	Minor Roads - 4 inch max	116,006	LF	\$90	\$10,441,000
Subtotal		120,683	LF		\$10,862,000

CONNECTIONS					
	Total Number of Service Laterals	1,471			
	Total Public ROW Lateral (Assume 20 LF per connection)	29,420			
16	STEP Connections (60% of Total) - 1.5 inch max	17,652	LF	\$25	\$442,000
17	STEG (40% of Total) - 1.5 inch max	11,768	LF	\$20	\$236,000
	Public Connection Subtotal				\$678,000
	Total Private Lateral (Assume 130 LF per connection)	191,230			
18	STEP Connections (60% of Total) - 1.5 inch max	114,738	LF	\$25	\$2,869,000
19	STEG (40% of Total) - 1.5 inch max	76,492	LF	\$20	\$1,530,000
20	Connection Fee	1,471	EA	\$300	\$442,000
	Tank Installation				
21	STEP Connections (60% of Total)	883	EA	\$8,500	\$7,503,000
22	Gravity Connection or STEG (40% of Total)	588	EA	\$2,000	\$1,177,000
	Private Connection Subtotal				\$13,521,000
Subtotal					\$14,199,000

Estimated Construction Cost		\$34,367,000
Construction Contingency (20%)		\$6,874,000
Estimated Construction Total		\$41,241,000
Design, Permitting, and Environmental Cost (15%)		\$6,187,000
Total Collection System Cost		\$47,428,000

BENNETT ENGINEERING SERVICES ASSUMES NO RESPONSIBILITY FOR DIFFERENCES BETWEEN THESE QUANTITIES AND FINAL PAY QUANTITIES.

Opinion of Probable Construction Cost - Capital					
Town of Paradise Paradise - Sewer Feasibility					
Location			QTY. BY	ESTIMATE LEVEL	
Town of Paradise - Transmission Line to Chico			D.Harden	CONCEPT	
Limits			QTY. CHCK	PRICED BY	
Proposed Paradise Sewer Service Area			M.Massaro	D.Harden	
BEN EN PROJECT NO.			AGENCY		
16200			Town of Paradise	11/14/2016	
Item No.	Item	Estimated Quantity	Unit	Unit Price	Total
Regional Transmission Pipeline					
1	TR-1 (Skyway Town Limits to private RW) - 12" Pipe (paved)	36,600	LF	\$200	\$7,320,000
2	* TR-2 (Private RW to Butte Creek) - 12" Pipe (unpaved)	2,250	LF	\$160	\$360,000
3	* TR-3 (Bore and Jack, Butte Creek) - 24" Casing w/ Carrier Pipe	850	LF	\$630	\$536,000
4	* TR-4 (Butte Creek to HWY 99 RW) - 12" (unpaved)	2,750	LF	\$160	\$440,000
5	* TR-5 (Bore and Jack, HWY 99) - 24" Casing w/Carrier Pipe	1,000	LF	\$630	\$630,000
6	* TR-6 (Private RW to Hegan Ln) - 12" Pipe (40% paved)	5,100	LF	\$170	\$867,000
7	TR-8 (Hegan Ln to RR) - 12" Pipe (paved)	4,480	LF	\$180	\$807,000
8	* TR-9 (Bore and Jack, RR) - 24" Casing w/ Carrier Pipe	250	LF	\$630	\$158,000
9	TR-10 (RR to Elk Ave) - 12" Pipe (paved)	12,210	LF	\$180	\$2,198,000
10	TR-9 (Elk Ave to Lone Pine Ave) - 12" Pipe (paved)	4,425	LF	\$180	\$797,000
11	TR-10 (Lone Pine Ave to Crouch Ave) - 12" Pipe (paved)	1,315	LF	\$180	\$237,000
12	TR-11 (Crouch Ave to Comanche Cree) - 12" Pipe (paved)	2,520	LF	\$180	\$454,000
13	* TR-12 (Bore and Jack, Comanche Creek) - 24" Casing w/ Carrier Pipe	500	LF	\$630	\$315,000
14	TR-13 (Comanche Creek to Little Chico Creek) - 12" Pipe (paved)	5,500	LF	\$180	\$990,000
15	* TR-14 (Bore and Jack, Little Chico Creek) - 24" Casing w/ Carrier Pipe	500	LF	\$630	\$315,000
16	TR-15 (Little Chico Creek to Chico River Rd) - 12" Pipe (paved)	2,635	LF	\$180	\$475,000
17	TR-16 (Chico River Rd to WWTP) - 12" Pipe (paved)	8,560	LF	\$180	\$1,541,000
18	TR-17 (Pipe within WWTP) - 12" Pipe (paved)	613	LF	\$180	\$111,000
19	Bore and Jack Pit (Jack Pit)	5	EA	\$100,000	\$500,000
20	Bore and Jack Pit (Receiving Pit)	5	EA	\$35,000	\$175,000
Subtotal		92,058	LF		\$19,226,000
Appurtenances					
21	ARV (every 1500 ft)	62	EA	\$2,000	\$125,000
22	Isolation Valves (every 2000 ft)	47	EA	\$3,000	\$142,000
Subtotal					\$267,000
Right of Way Acquisition					
23	Assessment per Parcel (Assume route with low density)	100	EA	\$10,000	\$1,000,000
Permanent Utility Easement (Assume 15 ft wide)					
24	TR-2 (Ag RW)	33,750	SF	\$0.70	\$24,000
25	TR-3 (Water Crossing/Ag RW)	12,750	SF	\$0.70	\$9,000
26	TR-4 (Ag RW)	41,250	SF	\$0.70	\$29,000
27	TR-5 (HWY Crossing)	15,000	SF	\$0.70	\$11,000
28	TR-6 (Industrial RW)	76,500	SF	\$0.70	\$54,000
29	TR-9 (RR Crossing/Ag RW)	3,750	SF	\$0.70	\$3,000
30	TR-12 (Water Crossing/Ag RW)	7,500	SF	\$0.70	\$6,000
31	TR-14 (Water Crossing/Ag RW)	7,500	SF	\$0.70	\$6,000
Subtotal PUE		5	AC		\$142,000
Temporary Construction Easement (Assume 50ft-PE)					
32	TR-2 (Ag RW)	78,750	SF	\$0.07	\$6,000
33	TR-3 (Water Crossing/Ag RW)	29,750	SF	\$0.07	\$3,000
34	TR-4 (Ag RW)	96,250	SF	\$0.07	\$7,000
35	TR-5 (HWY Crossing)	35,000	SF	\$0.07	\$3,000
36	TR-6 (Industrial RW)	178,500	SF	\$0.07	\$13,000
37	TR-9 (RR Crossing/Ag RW)	8,750	SF	\$0.07	\$1,000
38	TR-12 (Water Crossing/Ag RW)	17,500	SF	\$0.07	\$2,000
39	TR-14 (Water Crossing/Ag RW)	17,500	SF	\$0.07	\$2,000
40	Additional TCE along roads (assume 10ft)	782,450	SF	\$0.07	\$55,000
Subtotal TCE		29	AC		\$92,000
Regional Connection Fee					
41	Connection Fee	1	LS	\$5,000,000	\$5,000,000
* Permanent Utility Easement Required				Estimated Construction Cost	\$25,727,000
				Construction Contingency (20%)	\$5,146,000
				Estimated Construction Total	\$30,873,000
				Design, Permitting, and Environmental Cost (15%)	\$4,631,000
				Total Regional Transmission Cost	\$35,504,000
BENNETT ENGINEERING SERVICES ASSUMES NO RESPONSIBILITY FOR DIFFERENCES BETWEEN THESE QUANTITIES AND FINAL PAY QUANTITIES.					

BEN|EN
TRUSTED ENGINEERING ADVICE



Paradise - Sewer Feasibility

Item No.	Item	Estimated Quantity	Unit		Total
In Town Treatment - Assume Skyway Location					
1	Ovivo MBR (ADWF 0.85 MGD)	1	LS	\$1,740,000	\$1,740,000
2	UV Disinfection	1	LS	\$534,000	\$534,000
3	Solids Handling	1	LF	\$290,000	\$290,000
4	Septage Receiving	1	LS	\$162,000	\$162,000
5	Yard Piping	3,000	LF	\$250	\$750,000
6	Attenuation Tank (1 MG)	1	LS	\$1,100,000	\$1,100,000
7	SCADA Controls	1	LS	\$580,000	\$580,000
8	Site Work (Grading, retaining walls, concrete, asphalt, structures)	1	LS	\$5,870,000	\$5,870,000
9	Lab Building	1	LS	\$580,000	\$580,000
10	Effluent Storage Pond	1	LS	\$3,000,000	\$3,000,000
Subtotal					\$14,606,000
Piping and Appurtenances					
11	12" Pipe to Site	16,000	LF	\$200	\$3,200,000
12	ARV (every 1500 ft)	12	EA	\$2,000.00	\$24,000
13	Isolation Valves (every 2000 ft)	9	EA	\$3,000.00	\$27,000
Subtotal					\$3,251,000
Right of Way Acquisition					
14	Assessment per Parcel	3	EA	\$10,000	\$30,000
15	Purchase Price (Assume minimum 20 acres needed)	1	EA	\$300,000.00	\$300,000
Subtotal					\$330,000
				Estimated Construction Cost	\$18,187,000
				Construction Contingency (20%)	\$3,638,000
				Estimated Construction Total	\$21,825,000
				Design, Permitting, and Environmental Cost (15%)	\$3,274,000
				Total Collection System Cost	\$25,099,000

BENNETT ENGINEERING SERVICES ASSUMES NO RESPONSIBILITY FOR DIFFERENCES BETWEEN THESE QUANTITIES AND FINAL PAY QUANTITIES.

Appendix B – Public Outreach Collateral Material

Notification Postcard

<p>PLEASE JOIN US FOR AN INFORMATIONAL OPEN HOUSE ON THE PARADISE SEWER FEASIBILITY PROJECT.</p> <p>In order to provide residents with an opportunity to attend, there will be two different "Open House" times available:</p> <p>Wednesday, June 15, 2016 Between 2:00 p.m. and 3:30 p.m. AND Between 6:30 p.m. and 8:00 p.m. Paradise Town Hall Chambers 5555 Skyway, Paradise, CA 95969</p> <p>At each of the Open Houses, Town of Paradise staff and consultants will be on hand to provide you with information about the nature and scope of the Feasibility study and how you can provide feedback as the study progresses. This is an opportunity for Paradise residents to drop by any time during one of the hour and a half sessions to provide staff with input on the types of sewer alternatives to include in the Feasibility Study.</p> <p>For more information about the Paradise Sewer Project, please visit www.paradisewer.com</p>	 <p>TOWN OF PARADISE SEWER PROJECT 5555 Skyway Paradise, CA 95969</p>	
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Website Notification




Photo by Glenn Harrington


WANT TO LEARN MORE ABOUT THE PARADISE SEWER PROJECT?

The Town of Paradise received a grant from the State Water Resources Control Board to conduct a Sewer Feasibility Study for providing sewer service to the more densely populated corridors of the Town – portions of Clark, Pearson and Skyway. This study will analyze different options for providing wastewater treatment and conveyance, and the best methods of paying for each option.

Funding has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Clean Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use.

Appendix B – Public Outreach Collateral Material

Paradise Post Advertisement



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Please join us for an informational Open House on the Paradise Sewer Feasibility Project.

In order to provide residents with an opportunity to attend, there will be two different Open House times available:

- Wednesday June 15th
Between 2:00 p.m. and 3:30 p.m.
And
Between 6:30 p.m. and 8:00 p.m.

At the Paradise Town Hall Chambers, 5555 Skyway, Paradise, CA 95969

At each of the Open Houses, Town of Paradise staff and consultants will be on hand to provide you with information about the nature of the Feasibility study and how you can provide feedback as the study progresses. This is also an opportunity for Paradise residents to drop by during one of the hour and a half sessions to provide staff with input on the types of sewer alternatives to include in the Feasibility Study.

For more information about the Paradise Sewer Project, please visit www.paradisesewer.com

Meeting Handouts

At the meeting, attendees were provided with a Project fact sheet and a comment card when they signed in to the meeting. Those materials are included below.

Project Fact Sheet



TOWN OF PARADISE SEWER PROJECT FACT SHEET

With the Town's commercial septic situation continually worsening, the Paradise Town Council is taking proactive steps to consider a wastewater solution for the more densely populated areas in Paradise.

To further this effort, the Town has received a grant from the State Water Resources Control Board to conduct a Sewer Feasibility Study. This study will analyze the best options for providing wastewater collection, treatment and dispersal in addition to exploring methods of paying for each option.

The study will include the following five options for the proposed service area (map provided on the back of this fact sheet):

Wastewater Treatment Plant with effluent land application

- This option includes buying a piece of property large enough to build a sewage treatment plant with holding ponds/tanks, for eventual dispersal or release onto the land. Previous studies showed that approximately 300 acres of available land would be needed for this option. The option must comply with Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR).

Wastewater Treatment Plant with surface water discharge location

- This option includes buying a piece of property large enough to build a sewage treatment plant (tertiary level) and then discharge to a creek, river, stream, lake or other approved waterway. This option will require a RWQCB National Pollutant Discharge Elimination System (NPDES) Permit.

Connection to the City of Chico Water Pollution Control Plant

- This option includes acquiring the right-of-way for a pipeline to connect with the City of Chico collection system for eventual treatment at their Wastewater Pollution Control Plant. This option requires a regional agreement with the City of Chico and a connection fee.

Wastewater Treatment with beneficial reuse

- This option includes buying enough land to build a tertiary level treatment plant that will allow the treated water to be reclaimed and re-used for irrigation. Excess reclaimed water would be taken to a land application area for irrigation.

No Project

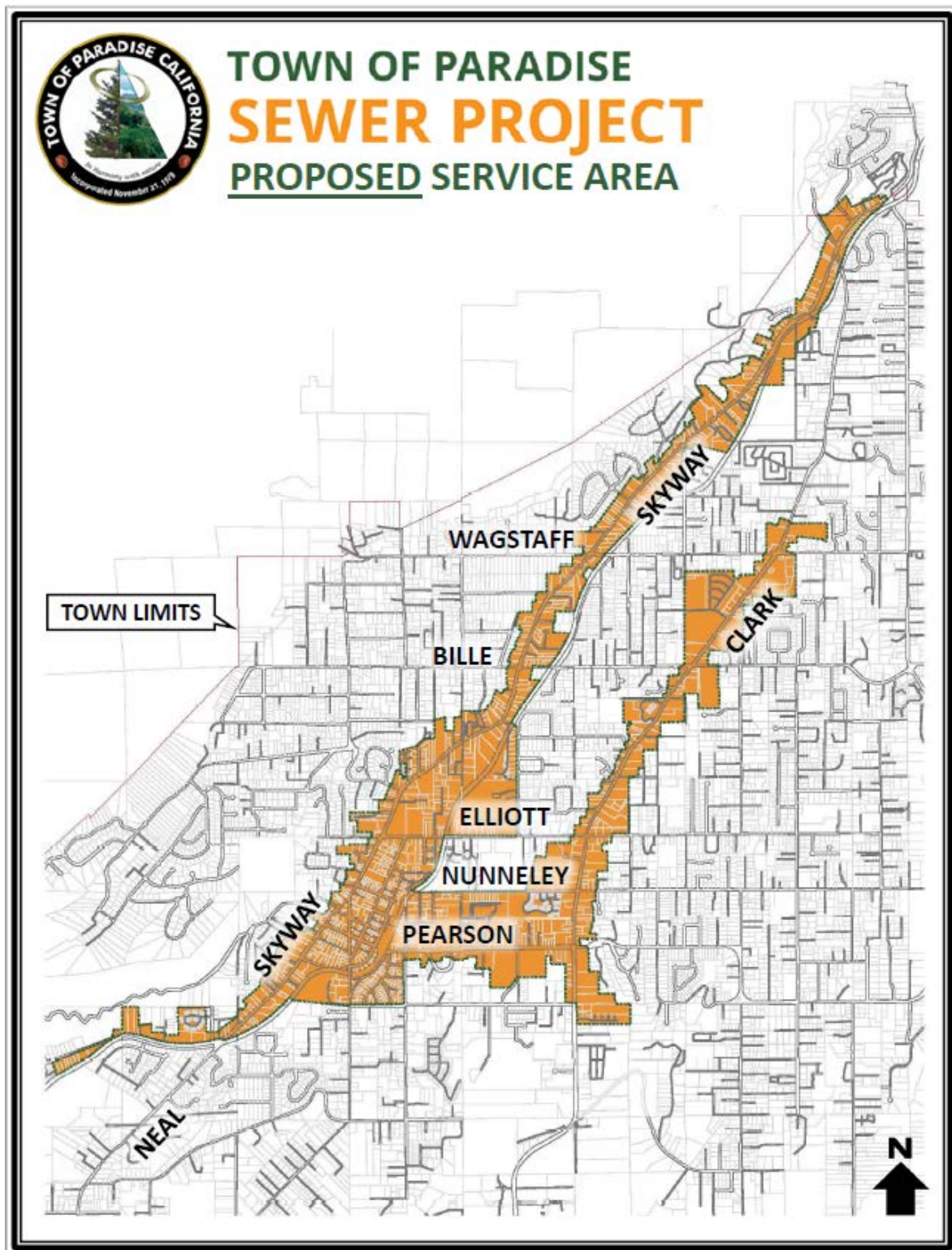
- No collection system or treatment plant. The Town continues to function on septic systems.

The technical solutions for the Town of Paradise Sewer Project may not be new, but the approach to the project will be. The project need, scoping, option development, option screening, preferred option, assessment district formation, and funding analysis will all be transparent and vetted with the public.

You can learn more about the Project, including information about public meetings and technical studies, by visiting the Project website at www.paradisesewer.com



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Comment Card


August 2016 Public Meeting

Appendix B – Public Outreach Collateral Material

Meeting Notification

Notification Postcard

<p>PLEASE JOIN US FOR AN INFORMATIONAL MEETING ON THE PARADISE SEWER FEASIBILITY PROJECT.</p> <p>The meeting will take place on:</p> <p>Monday, August 22, 2016 at 6:30 p.m.</p> <p>Paradise Performing Arts Center 777 Nunneley Road, Paradise, CA 95969</p> <p>At the meeting, Town of Paradise staff and consultants will be on hand to provide you with information about the service area boundary of the project, outlining the remaining steps of the Feasibility study, and discussing possible funding structures. Information on how a district may be formed will also be presented.</p> <p>Your property has been identified as being within the proposed service area. While this service boundary is not final, we want to make sure you have information about how this project may affect your property, and an opportunity to ask questions early in the process.</p> <p>We hope to see you there!</p> <p>For more information about the Paradise Sewer Project, please visit www.paradisesewer.com</p>	 <p>TOWN OF PARADISE SEWER PROJECT 5555 Skyway Paradise, CA 95969</p> 
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TOWN OF PARADISE
SEWER PROJECT

PROPOSED SERVICE BOUNDARY
PUBLIC MEETING

Photo by Glenn Harrington

YOUR PROPERTY HAS BEEN IDENTIFIED AS BEING WITHIN
THE PROPOSED SERVICE BOUNDARY

The Town of Paradise received a grant from State Water Resources Control board to conduct a Sewer Feasibility Study for providing sewer service to the more densely populated corridors of the Town – portions of Clark, Pearson and Skyway. This study will analyze different options for providing wastewater collection conveyance, treatment, and disposal (and re-use); as well as the best methods of paying for the selected preferred option.

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Paradise Post Advertisement



Town of Paradise Sewer Project Proposed Service Boundary Public Meeting

The Town of Paradise staff and consultants will be holding a public meeting to provide an opportunity for residents to hear about what is coming next for the Project and ask questions early in the process. Information on how a service area may be formed will also be presented.

In order to accommodate all residents who wish to attend, the meeting will be held at the Paradise Performing Arts Center:

Monday, August 22, 2016

6:30 PM

Paradise Performing Arts Center

777 Nunneley Road, Paradise, CA 95969

Staff and consultants will be on hand to provide attendees with information about the proposed service area boundary of the project, outlining the remaining steps of the Feasibility study, and discussing possible funding structures.

For further information including a map of the proposed service area, details, and documents related to the Town of Paradise Sewer Project, visit www.paradisesewer.com

The Town of Paradise received a grant from the State Water Resources Control Board to conduct a Sewer Feasibility Study for providing sewer service to the more densely populated corridors of the Town – portions of Clark, Pearson, and Skyway. This study will analyze different options for providing wastewater treatment collection, conveyance, treatment, and disposal (and re-use); as well as the best methods of paying for the selected preferred option.

Appendix B – Public Outreach Collateral Material

Press Release



TOWN OF PARADISE
5555 Skyway
Paradise, CA 95969
(530) 872-6291

Media Release

Sewer Project Proposed Service Boundary Public Meeting

August 17, 2016

For further information, contact Lauren Gill at
(530) 872-6291 ext 112 Monday – Thursday, 8am to 5pm

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6:30 PM
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###

Appendix B – Public Outreach Collateral Material

Media Advisory



MEDIA ADVISORY

DATE: August 17, 2016

CONTACT: Lauren Gill

PHONE: (530) 872-6291 ext. 112

Sewer Project Proposed Service Boundary Public Meeting

Town of Paradise will hold a meeting to provide an update on the Sewer Project

- WHO:** Lauren Gill, Town of Paradise, Town Manager
Marc Mattox, Town of Paradise, Public Works Director/Town Engineer
Mike Massaro, Bennett Engineering, Consulting Engineer
Trin Campos, Bennett Engineering, Consulting Engineer
- WHAT:** Public meeting about Paradise Sewer Project service area boundary, funding, and next steps
- WHERE:** **Paradise Performing Arts Center**
777 Nunneley Road, Paradise, CA 95969
- WHEN:** **Monday, August 22, 2016 – 6:30 PM**
- WHY:** This meeting will provide an opportunity for residents to hear and ask questions about what is coming next for the Project. Town of Paradise staff and consultants will be providing information about finalizing the Project's service area boundary, outlining the remaining steps of the Feasibility study, and discussing possible funding structures. Information on how a district may be formed will also be presented.

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Appendix B – Public Outreach Collateral Material

Meeting Handouts

Attendees were provided with a copy of the presentation, fact sheet and a comment card when they signed in to the meeting. Those materials follow:

Appendix B – Public Outreach Collateral Material

Project Fact Sheet



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Wastewater Treatment Plant with surface water discharge location

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Wastewater Treatment with beneficial reuse

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No Project

- No collection system or treatment plant. The Town continues to function on septic systems.

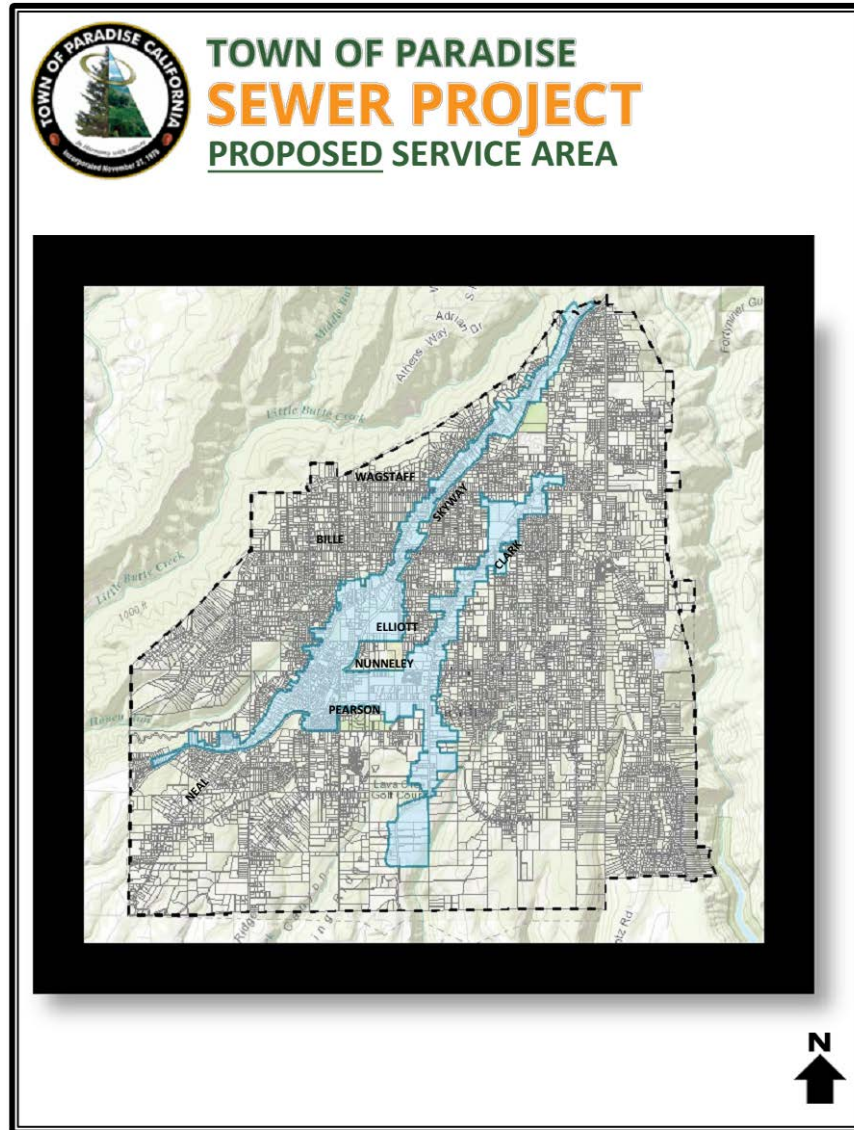
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You can learn more about the Project, including information about public meetings and technical studies, by visiting the Project website at www.paradisesewer.com



Funding for the Feasibility Study Project has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Clean Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use.

Appendix B – Public Outreach Collateral Material



Comment Card

332

Appendix B – Public Outreach Collateral Material

Questions and Answers

- Has a vacuum system been considered or only a gravity system?

We have looked at both. Right now, we are looking at a hybrid system for collection that include Septic Tank Effluent Pumps (STEP) and gravity collection with lift stations.

- Where will the tertiary land treatment plant be located and will the water be suitable for reuse?

Wastewater Treatment Plant (WWTP) location depends on the alternative. We are looking at locations close to Town near Skyway as well as location further off of “the ridge” adjacent to Neal Road and Clark Road.

If a tertiary treatment system were utilized and disinfection added then the effluent would be suitable for re-use for irrigation.

- Which waterway will the plant discharge to?

Some alternatives would not have a creek discharge, but the options close to Town and the tertiary treatment option would utilize a National Pollutant Discharge Elimination System (NPDES) permit via the Regional Water Quality Control Board (RWQCB) to discharge to a creek. Locations for potential discharge are Nugen Creek and Hamlin Creek.

- When you met with Paradise Irrigation District (PID), who did you meet with, when, and what did you discuss?

We met with the Director and his engineer about a week ago to discuss the PID water management plan with regard to reclaimed water planning. We also discussed water demands, pipeline and pump station cost data, and agreed to coordinate on project status. Engineering and technical feasibility topics were discussed. There were no discussions on policy issues.

- We have seen this done in cities before; will you consider pumping to waste water treatment plants?

We are considering a regional option that would pump the collected wastewater to Chico’s WWTP.

- Can I opt out? We already paid a bond for a sewer link at Skyway.

Council will decide if properties within the service area can opt out of connection or delay connection to a later date. Typically, all parcels within a service area map are assessed for their apportioned cost of the capital project commensurate with their benefit. Some communities have elected to allow a delay for actual connection, connection fee, and monthly service charges depending on the situation.

- Who determines the potential benefit to properties and their value?

An engineer’s report is written based on the preliminary design of the system. The cost to build the project is spread over the assessed parcels based on benefit. Benefit is typically defined by the volume of wastewater anticipated to be generated by the property. The volume of wastewater generated is assumed based on land use.

- What if a property hasn’t yet been developed? Will there be zoning changes allowed?

Zoning changes would work through the Town’s standard process. However, the anticipated benefits and assessment would be based on current zoning. Note that a connection fee and monthly maintenance fee would not be required for undeveloped properties within the service area.

- Some property cannot be serviced without a line going through an adjacent property. Will there be easements for this?

Yes. The need for specific easements would be determined in the final design phase. But, if a connection to the system cannot be made from the public right-of-way, then an easement would be negotiated and purchased to provide a connection and service.

- I am not in the blue area. When can I get a connected and what about connecting Magalia?

The current service area is focused on the commercial corridors and urban core of the Town and there are no plans for additional expansion at this time.

- Some Chico properties have had hefty assessments, have you gone over these for comparison?

Appendix B – Public Outreach Collateral Material

We have coordinated with Chico staff on engineering elements, construction costs, and hydraulic capacity, but have not reviewed their current assessments. The Town of Paradise Assessment will be specific to the sewer project and needs of the Town's urban core.

- The timeline goes through mid-2017, but how long before actual use?

If the project is approved by council and stakeholders support the sewer district formation, then construction could be complete in 4-5 years.

- Have you looked at sites for a potential location for treatment plants?

We have assessed multiple potentially viable sites and they will be evaluated in the alternatives analysis.

- Will there be restrictions placed on future rezoning permits?

Currently there are restrictions with regard to septic tank and leach-field capacities for several properties. A sewer system and treatment would remove those restrictions for those served.

Since the benefit and assessment are tied to the present zoned use, a change in zoning may require additional fee to match connection fee to updated zoning. This decision would need to be brought to the Town Planning Department and brought to Council for a vote.

- The three case studies shows yield significant differences in costs. Are these appropriate for the Feasibility Study?

The methodology of project cost apportionment is appropriate for the TOP Sewer Feasibility Study. However, the regulatory motivators, technical solution, and construction cost is different for each of the case studies and specific to the situation.

- I am on the edge of the proposed district. How will the boundaries become settled?

The boundaries could change right up until an assessment is voted upon. However, for the purposes of the study, the service area will be set for sizing the system and treatment alternatives.

- It seems that you're focusing on commercial septic tanks in the urban core. About how many businesses and residences are included? If I am not in the corridor, will I still be assessed?

Based on the current assessment area, about 35% of the parcels are residential. Only those parcels within the service area would be assessed. You would only be assessed if you are in the service area and receive the benefit of sewer service. Preliminarily there are 1,471 planned service connections.

- Will the sewer system require more water than what is already used? Will the Town lose water to run the system?

The Town would likely not use more water than is used today. It is anticipated that a sewer system would support growth in the urban core, but the sewer system does not need additional water to work.

- I am currently 1-2 blocks out of the boundary. Can I opt to get pulled in in the end?

You can make a request and it will be evaluated. Town Council will ultimately decide if the service area expands to serve additional areas.

- Do we get a vote on this?

Yes. Anyone who is in the service area will vote to decide whether or not to move forward with a project.

- Do you believe there will be an increase in commercial growth?

Yes. Case studies have shown this to be the case.

- Does one alternative method seem superior?

We are still assessing the pros and cons of each option and developing the costs for comparison.

- Is running the system downhill to the treatment plant quicker?

Construction could likely be faster for the regional option, however environmental permitting and easement acquisition could take longer than a treatment plant option.

- What is the assessment per parcel after grants? Do home and business owners have to come up with the money at the beginning?

Appendix B – Public Outreach Collateral Material

We do not have a preferred option, full cost estimate, or grant allocation yet. However, all available grants would be pursued to help offset the cost per parcel before an assessment would be allocated. The cost of the initial project, after grants, would be paid for by assessment on property. Home and business owners would have to pay for connection fees once the system was operational.

- Are you using PID's numbers for water usage in order for accuracy?

Our initial assessment of flows have been based on established planning parameters. Our assessment of future flow is consistent with previous studies and similar communities for flow estimation. However, we have requested the demand data from PID and will re-evaluate the estimated flow data based on current usage.



Town of Paradise Sewer Project

Draft Feasibility Report Public Comments

*Comments in this report were transcribed verbatim and not corrected for grammar, spelling, or punctuation.

Name	Contact	Date	Comment	Date of Response	Response
G.J. Meisner	gjmeisner@gmail.com	3/1/17	<p>I am generally a proponent of government infrastructure spending. Unlike other kinds of government spending programs, there is little question as to the immediate benefits. That being said, I can see why infrastructure is falling apart in the United States. Costs for infrastructure projects of more than minimal size far outstrip any community's capacity to fund it. The costs must be socialized at the state or federal level. Lots of marketing dollars have been aimed at the American public for the past 40 years to turn public opinion against socialized infrastructure expenditures. A crumbling infrastructure and inability to fund new projects is the result.</p> <p>Assessing \$1140/yr in additional property taxes to residents-in addition to ~\$200/month of rental and service fees is, as the study indicates, a non-starter. This rate is also expected to be the average. The highest assessment is upwards of \$10,000 annually.</p> <p>PID recently proposed a much more modest rate increase plan that should be instructional to the current town council.</p> <p>The Proposal goes on that to be feasible, grants would have to be acquired that would bring down the monthly rate to ~\$89/month. Many of the town's residents are on fixed incomes. I can only imagine the reaction this proposal is going to get from those folks.</p> <p>In my opinion, this project is a non-starter without a much higher socialized commitment--closer to the historical rate of 75%.</p> <p>Other concerns:</p> <p>The recommendation of option C is troubling, because it removes the ability to locally control rates. We would be stuck with whatever rates Chico determined to impose. Even if rates were negotiated for a term, after the term, we would be vulnerable to rates that might make this option untenable and we would be, once again, at square one.</p> <p>Ground water contamination was cited as a major reason to do this. This is not a problem for folks who get their water from Paradise reservoir. Unless we are considering a sewer system for Magalia? There are problems for those who have private wells and are downstream of local Paradise septic tanks but not far enough for natural filtration to mitigate. I am surprised that in areas where the contamination is too high, the County/City hasn't already placed a moratorium on building and/or there has been no proposal that Paradise consider extending City water to some of those, specific areas.</p> <p>Now, let us be clear; this action would be taken almost solely for the interests of the business community in Paradise. The rest of Paradise seems to be excluded from examining this proposal and sharing the costs. Insulating the town council from a larger, potential backlash, but concentrating the costs in the defined service area. This also limits the decision-makers to a group that I am guessing is largely composed of business owners. If this goes through, increased population pressures, will, however, affect all of Paradise. It is also the smaller population of residential users that are likely to have the most difficulty paying the new fees and will likely raise the most objections. It is notable that with the preponderance of business users in the service area, the residential users are likely to have less say in the outcome with this model.</p> <p>Overall, this action is aimed at increasing the population of Paradise and increasing the value of and, indeed, feasibility of dense, multi-unit housing projects. It would also create possibilities for even further commercial development along the identified corridors.</p> <p>Paradise is largely a retirement community, so who is it exactly that wants increased population growth and the degradation of our standard of living that this entails? The next infrastructure project we'll be talking about is raising the height of Paradise reservoir to meet the water needs of the growing population. Or, widening the</p>	4/6/2017	<p>Mr. Meisner, Thank you for your comments. As you have assessed, the primary beneficiary of the project is the businesses currently limited by the constraints of their existing sewer treatment systems. Therefore the project area is an attempt to balance areas of service and benefit to areas that could grow commercially in the near term if a sewer system were installed. The project's initial attempt to allocate costs to pay back the funding sources (assessments for bonds and monthly rates for state loans) skews the burden slightly more to the commercial property owners.</p> <p>In addition to commercial benefits, areas along the urban corridors would be better able to serve multi-family residential development options that are not currently available due to septic system and leach-field limitations.</p> <p>Town staff share your concerns on the projects affordability to fixed income residents and we are looking for ways to lower the overall project cost as well as increase funding to lower the residential and commercial cost burden.</p>

Name	Contact	Date	Comment	Date of Response	Response
			<p>Skyway, or Clark road, or expanding the capacity of local schools, police, fire, etc. All of this assessed on the backs of a largely, fixed-income population-while we lose more and more of our standard of living--the quiet, the trees...all so we can increase property values and drive more customers by local businesses.</p> <p>I'm guessing there are interim steps that can be taken before trying to force fixed-income residents into an extra hundred dollars a month that they can't afford. Divert some local revenue or assess an additional dollar of property taxes to all Paradise residents and subsidize the purchase of composting toilets for problem-area residents. Build in-situ systems for corridor businesses. Pipe and pump to locations in town areas with good perk characteristics for a pooled-septic treatment? The options provided in this proposal are geared towards a scaleable, central system for unlimited population growth. I'm guessing only a business owner or large property owner would find this desirable.</p> <p>For what it's worth,</p> <p>G.J. Meisner Proposed Service Area resident</p>		
Jim Richards	6200 Skyway Paradise, CA 530 762-9464 jim.richards@prodigy.net	3/3/17	<p>Following are Comments and Proposal in response to the February 28, 2017presentation of the draft Sewer Project Report.</p> <p>Town of Paradise Sewer Project Comments on Draft Report of February 28, 2017</p> <p>James Richards, PE Tuscan Ridge Development 6200 Skyway Paradise, CA 530 762-9464</p> <p><u>Comment</u></p> <p>The February 2017 Draft Report on the Towns Sewer Project identifies potential project costs and the need for grants to implement a Sewer Plan, yet to be identified and adopted by the Town. It is to a large extent a redux of previous studies of sewerage Paradise and does not introduce any new concepts or approaches that were discussed in the previous studies and reports. It suggests that discharging to the City of Chico will be the recommended project, although that solution was rejected by Town residents following a similar study completed in 2010.</p> <p>Previous Paradise Sewer studies included a alternative of using the treated waste water at Tuscan Ridge Golf course. That alternative was dismissed in the 2010 report based on an overly simplistic negative analysis that identified issues but did not consider obvious mitigations of them,</p> <p>The Tuscan Ridge Community development is expanding beyond that envisioned in 2010 by adding addition land, approximately 1000 acres, in order to expand the golf course. The Tuscan Ridge development includes a waste water treatment and disposal system to recycle the waste water for use on the golf course in accordance with rules established by the State Water Board in 2016 in Title 22. There is sufficient land at Tuscan Ridge to also handle treatment and disposal of the waste water from the largely commercial Paradise sewer district identified in the February 2017 Draft Report.</p> <p>Substantial grant funds are available for recycling water in California. Recycled waste water systems (Purple Pipe Systems) are operating in water systems of Northern California, i.e. El Dorado Hills and Clovis and in Southern California. Use of recycled water is currently being proposed for domestic use (drinking) in some water systems in California. Use of recycling is consistent with the continually increasing demand for water from a growing population and a continually challenging dynamic water supply.</p>	4/6/2017	<p>Mr. Richards, Thank you for your comments and proposal on behalf of Tuscan Ridge.</p> <p>Regardless of the preferred option for conveyance and treatment of wastewater for the Town, the project is few years away for a few reasons. 1.) The Town needs significant additional funding to lower the assessment and monthly rate burden to the Town residents and businesses within the service area and this will take time to procure through a significant lobbying effort. 2.) The preferred option hinges on acceptability of another agency that must be fully vetted. 3.) The preferred option requires preliminary design and an EIR that will likely need to satisfy CEQA and NEPA, depending on funding sources.</p> <p>Note that the Grant funding mentioned for recycled water is limited to the public sector uses. If the water will be used for profit (private golf course), then grant funding may not be available. We understand that a Community Service District may be formed to help alleviate that limitation for the Tuscan Ridge developments and treatment plant.</p> <p>We are enthusiastic that the Tuscan Ridge development is growing and that a Presby treatment system may be permitted for treatment and water reuse here in California. If the Town cannot reach agreement with the City of Chico, then local wastewater treatment will be preferred and the potential cost savings of this technology could be effective in lowering the cost burden of the project.</p> <p>Note that the regional option may still have opportunities for collaboration with Tuscan Ridge by building a turnout on the Regional Pipeline for treatment at the Tuscan Ridge WWTP for reuse and irrigation. This would provide Tuscan Ridge with additional reclaimed water for irrigation, but limit the treatment commitment to actual seasonal irrigation demand of the Golf Course. This scalping plant could benefit both parties.</p> <p>We hope to continue to discuss reuse options with Tuscan Ridge going</p>

Name	Contact	Date	Comment	Date of Response	Response
			<p><u>Proposal</u></p> <p>The developers of the Tuscan ridge Community offer to share the waste water treatment and recycling capability of the Tuscan Ridge Community Development with the town of Paradise with the goal of reducing the cost of to Paradise in order to improve the economy and environment of Butte County. Partnering between the Town of Paradise and the Tuscan Ridge Community in one waste water treatment and disposal system is logically expected to reduce the Town's costs to a more affordable level, increasing the feasibility of actually providing sewer service.. This opportunity to partner with Tuscan Ridge is available to the Town for a limited period. The planning, permitting, designing and provisions for the Tuscan Ridge Community are underway and the schedule will be maintained.</p> <p>You can contact the Tuscan Ridge Developers to arrange for initial discussions and further negotiations through me at the above address. Please let us know of your intent by March 15, 2017. It is necessary for the Tuscan Ridge development schedule to reach an agreement to proceed as Partners by mid-June of 2017.</p> <p>Thank you.</p>		forward as we attempt to remove the barriers to building a sewer project for the Town’s urban core.
Neil Randall	randallradio916@gmail.com	2/28/17	<p>My name is Neil Randall and my wife and I own a property in the purposed sewer district area. Feel free to enter this into the official record. Our house is on land zoned multifamily but is only a single family home and with only the one structure. Our house is fine on septic and we are fine with continuing to be on septic.</p> <p>It would be great if Paradise was on sewer and had done it years ago but after reviewing the draft the costs associated per household is just too great. On average Septic runs around \$100 yearly vs the proposed \$1400 yearly so I would have to vote “no” on joining the district just for that reason. Also, if we sell the house being in the district and having to pay such a huge increase in property tax would make us less competitive. The monetary value of the house would be harmed and have to be listed lower to offset the 20 years of taxes and \$28,000 difference vs other houses not in the sewer district.</p> <p>I can agree that sewer is needed for Paradise to grow it's commercial corridor by making it easier for new business particularly food based to start. I disagree on the actual growth for existing restaurant business' opening up for more capacity in the short term.</p> <p>To me this is a civic improvement to increase the # of business (like a starbucks) in Paradise and thus increasing tax revenue. If Town of Paradise really wants a sewer I would suggest limiting it to a commercial corridor and having the entire town vote on a usage fee or tax added to everyone as the sewer would help Paradise as a whole.</p> <p>Neil Randall</p>		<p>Thank you for your comments.</p> <p>Town staff share your concerns on the affordability of the project to residential users in the service area.</p> <p>To your comment regarding a tax added to everyone; we cannot levy assessment to people that are not primary beneficiaries of the sewer service. Secondary benefit cannot be used to justify a generalized tax or assessment.</p>
Jim Passanisi	jhpas80@gmail.com	3/5/17	<p>I own property in Paradise. Every property owner has a benefit of the successful completion of the sewer project, not just the properties currently within the assessment district's boundaries. I realize that including all properties in the town will add a higher level of difficulty getting project approval. However, the town's economic vitality affects all owners. A calculation of benefit to each property needs to be considered and proposed to the community. Even a \$10 property tax assessment per year will help contribute to paying debt service for the project.</p>		<p>Thank you for your comment. Assessment of secondary benefit for every property in town is not a trivial task and is subjective. Unfortunately, secondary benefit cannot be used to justify a generalized tax or assessment. Levied assessments must be commensurate with direct benefits provide to the individual parcels. Note that those property owners not in the Service Area District will continue to pay a yearly assessment per the Town’s on-site ordinance to monitor and maintain septic systems.</p>
Richard Randlett	randcodevelopment@yahoo.com	3/6/17	<p>SIRS/MAMS: PLEASE DO NOT APPROVE THIS SEWER PROJECT, UNLESS IT CAN SERVE EVERY PARCEL IN PARADISE!!! THANK YOU, PATRICIA C. JONES 530-877-0808 randcodevelopment@yahoo.com apn. 055-290-093-000 please advise me via email, that you received this comment!!</p>		<p>Thank you for your comment. Providing Sewer service to every parcel in Paradise would greatly increase the cost of the collection system. The additional infrastructure (pipes, pump stations, and treatment), as well as the permitting; has a much greater cost than sewer for just the commercial corridor identified. Also, parcels with more land and lower sewer flows are generally functioning well on septic and the added project cost is a difficult proposition for those parcel owners relative to</p>

Name	Contact	Date	Comment	Date of Response	Response
					their perceived benefits.
John Gillander	jwgillander@gmail.com	3/8/17	<p>This project is an absolute pipe dream. Any plan that includes using the City of Chico's sewer plan is doomed to failure and a complete waste of our tax dollars. The Chico city council is going back to a liberal majority in the 2018 election and it will stay that way for at least 8 years.</p> <p>The liberals on the city council will not honor any agreement to use their sewer plant because the project includes a Walmart super store. That's just an undeniable fact. Walmart had to wait through 12 years of liberal city councils obstructing and then denying their super store expansion project in Chico. It wasn't until after a conservative majority took over in 2014 that the expansion of their Chico store was approved.</p> <p>The liberals on the Chico city council will not be up front or honest with you. They will wait until a critical environmental approval is needed and then trump up reasons to deny your project. This has been the way they have operated since the early 1980s. Current Chico Councilman Karl Ory was on the council back then. Have a look at the movement that he is leading to overturn the conservative majority's decision on Chico Scrap Metal. He will be mayor again in 2018.</p> <p>You need to face the reality that the Chico city council swings from conservative to liberal. THE COUNCIL WILL TURN LIBERAL AGAIN AND ANY PROJECT THAT REQUIRES THEIR APPROVAL WILL BE KILLED.</p> <p>Another point. Make absolutely no concessions or added environmental review in the hope of appeasing the Butte Environmental Council. Do the necessary environmental review and nothing more. Butte Environmental Council is a no growth obstructionist organization. No matter what they get you to agree to they will still file an obstructionist lawsuit to try to stop or just delay your project. Note, they don't actually have the money to follow through on a lawsuit. However look how long they were able to delay the Hwy project from Oroville to Chico. Look how much they drove up the cost of the project even though in the end they lost.</p> <p>John Gillander 5533 Belviso Terrace Paradise</p> <p>PS: Since you had me make my comments in writing I expect that you answer my comments in writing. If you continue with the pipe dream of using the City of Chico sewer plant I want written prove that I told you so and your reasons why you ignored me.</p>		<p>Thank you for your comments and we understand your concerns that a regional option carries with it additional risks and coordination that we attempt to account for in the decision matrix and criteria. There are other alternatives (Option B and D) that we would continue to explore in parallel to the regional option that would maintain local control and treatment for the Town of Paradise if the preferred option cannot come to terms. However, the secondary options are likely to cost more over the long-term due to treatment plant renewal and/or modification to meet future discharge regulations. While these pressures exist over the long-term for the Chico Water Pollution Control Plan (WPCP) as well, the additional cost to Paradise rate payers would be attenuated in a regional system as Paradise sewer stakeholders would represent 10-15% of the flows to the WPCP and contribute very few solids.</p>
Mitchell M. Johns	mjohns1953@comcast.net	3/9/17	<p>Dear Staff, I did not see where I can make comments regarding the Draft Feasibility Report and request that my comments be included with the other citizens who have made comments. (I am resending this as I believe that my first letter to you was returned)</p> <p>I have downloaded the draft feasibility report regarding sewer options for the Town of Paradise. I will spend more time reviewing this document. However, given the tentative recommendation of a pipeline to Chico and its management of the areas to be connected to this pipeline, I believe that its implementation would result in enormous, unexpected costs (overruns) to the homes to be connected, the annual management of the special sewer management area, and Chico wastewater treatment costs over a future period. Note that the septage will still have to be pumped from the homes. This is in addition to the special assessment fee for individual homeowners that I believe will result in unexpected increases per capita. <u>I can see where the enormity of the unforeseen costs will result in all Paradise property owners needing to be taxed.</u> Frankly, this option only benefits real estate developers and related. If you can get the infrastructure paid by grants that would be ideal. However, I predict the annual operating costs in association with the city of Chico will be unacceptable.</p> <p>I am a soil scientist who have had extensive experience with septic systems and land application. Within the last year upon my retirement, I have allowed my Certified Professional Soil Scientist license to lapse. Thus, my comments are based on my professional background and experience.</p>		<p>Thank you for your comments. Our apologies for the confusion on how and where to provide comment. Thank you for your persistence on getting us your comments; they are appreciated. We understand that at this feasibility level the individual detailed costs are difficult to <u>fully</u> predict. But we have made conservative assumptions for connection costs. At this point, the project needs significant support to acquire grant funding to offset the cost to rate payers.</p> <p>The cluster systems have been looked at in the past. They are adequate for smaller flows, but even with a small cluster of businesses, the adequate soils and land needed for effluent disposal is difficult to find near town. The size of this project far exceeds the flows a cluster system could support. This means that several cluster systems would be needed. The operation, maintenance, and permitting of several cluster systems would increase the cost of those systems and further limit the benefits to the cluster systems and continue the restriction of growth in the community. Area for a leach field (down slope) would still require a pipeline to a location where enough suitable soil is present.</p>

Name	Contact	Date	Comment	Date of Response	Response
			<p>Yes I need to review further the other options. I was recently a member of the town’s planning commission. I believe that the town’s best option is to just focus on the downtown area where there are concentrated businesses. Implementation of an advanced cluster treatment system with a multi-acre (e.g., 10 acres) leach field (just south (downslope) of town limits) is perhaps your best, most cost-effective option.</p> <p>Again, the town of Paradise should not agree to a costly option (pipeline to Chico) without finalizing with accuracy, the projected costs to develop and manage. If you seek favor with this option, then I recommend that you indicate to all property owners the long-term costs (i.e., assessment costs, etc.) with sufficient accuracy for citizens to make an informed decision.</p> <p>I am willing to assist the town professionally in further exploration of an advanced cluster system for focus on our downtown area.</p> <p>Sincerely, Mitchell M. Johns</p> <p>Mitchell M. Johns, Ph.D. Professor Emeritus of Soil and Plant Science College of Agriculture California State University Chico, CA 95929-0310 530-872-0651</p>		
Terry L Mallan -Mallan Family LLC	820 College Hill Rd, Paradise, CA 95969 530-877-7775 TMMallan@sbcglobal.net	3/6/17	Are you coming down Mallan Ln to 5603 to the in on our San Filter for the Shoping Center on Pearson Rd? It comes from 454 to 488 Pearson Rd property		The proposed service area boundary does not current include 5603 Mallan Lane, but the parcel that contains 454 to 488 Pearson Rd is included in the boundary.
Owen & Eileen Hollingsworth	8601 Skyway, Paradise, 95969 530-520-8883	3/2/17	<p>Do we have to hookup to sewer?</p> <p>Who pays for physical hookup?</p> <p>Can there be more than one connection</p> <p>Our rental units are all low income</p> <p>We put a \$25,000 septic on this property in 2008</p>		<p>Thank you for your comments. There are policy options still requiring a decision. If the project acquires the needed funding and the Town votes to form a special sewer district, then the Town Council will need to decide if parcels within the service area can opt-out of the service area.</p> <p>Another decision that needs to be made is whether all in the service area pay assessment for the district to fund the building of the project, but are able make a connection later and pay connection costs later. These issues are yet to be determined.</p> <p>Our preliminary assumption is that all within the district will pay assessment and will connect when the pipeline is available. The property owner will pay for private property improvements and connection.</p> <p>There can be more than one unit per connection, but each unit would have an individual sewer bill.</p>
Al McGreehan	P.O. Box 1575, Paradise, CA 95967 amcgreehan@att.net	3/1/17	<p>It was mentioned relative to project option “C” of the sewer project draft feasibility report presentation on Feb. 28th that Mr. Orin Bennett of the engineering firm that produced the report has considerable experience with the “regional agreement” participation process. A detailed summary of such experience (partially within California) would be helpful to the Paradise Citizenry and more importantly to our community decision maker, the Town Council.</p> <p>Al McGreehan 3/1/17</p>		<p>Thank you for your comments.</p> <p>The team’s experience was stated in the Proposal for the project.</p> <p>Town staff can provide a copy of the proposal.</p>
Imogene A McCulloch	P.O. Box 2294, Paradise, CA 95967 530-877-6133 <i>Property Address: 8092 Skyway</i>	3/13/17	<p>I, for one do not aprove of this sewer plan.</p> <p>Why!! I remember the nightmare it was in another town I lived in when they put sewer lines in. Font yard, drive ways, etc. torn up for months!</p> <p>As you see I live on Skyway – just an old (90) lady and my home. No Business!! Many of us have drain ditches next to the rode as our homes are lower than the road and with out the ditch our homes and yards got flooded when</p>		Thank you for your comments and we understand your concerns. Your concerns of flooding would be addressed during construction and the sewer line would be located a safe distance from water pipelines per State Division of Drinking Water guidelines for avoidance of cross contamination.

Name	Contact	Date	Comment	Date of Response	Response
	Paradise, CA 95969		you dig to put in sewer lines the ditches will be destroyed, our hones flooded! Besides the sewer lines will be alone side our water lines, not a good idea. Also I lived here when this plan was tried out before and determined not practical! What in the world makes you think its any better now? It may be better for Business people but not for the rest of us! Please think this over! Please! Imogene McCulloch		See here for more information. http://www.waterboards.ca.gov/drinking_water/programs/ The need for a sewer system in Paradise is still present, which is why so much effort has been put into finding a solution.
Ginny & Joe Church	5619 Sierra Park Dr., Paradise, CA 95969 530-877-2561	3/3/17	Our comments and questions on the sewer matter follow. <ol style="list-style-type: none">1. A strong suggestion to the town council and applicable staff: - Remember the P.I.D. Board of Director public relations disaster of 2016 regarding major projects proposals and costs.2. Our opinion (strongly). The sewer project boundary be moved west off Sierra Park Dr and south to wherever it goes to the Memorial Trail from, at the least, Pearson Rd south to Neal Rd. It is fuzzy in its present location while Memorial Trail is a sharply defined, easily locateable Paradise feature that separates neighborhoods rather than dividing them which the present location now does.3. The Tuesday 2/28/2017 public sewer feasibility report meeting was deficient for the following reasons,<ol style="list-style-type: none">a. It was scheduled and conducted at the same time as the Trump “State of the Nation” speech. Good or bad choice?b. No relevant or useful handout information such as a contact package of the Feasibility Report for meeting attender to visually in-hand review to prep for the presentationc. No printed project timeline handout for attendees to see how the project whatever involved lays over whatever there is involved and what each phase is. It’s needed.d. The presentations visual displays, printed and drawn, were too small and too far away to be understandable for me, thus another reason for applicable handoutse. Recusing (a lousy uppity word to me – how about “excuse”, “remove”, “disqualify” or the link) was pointless since the Council did nothing official except open and close the meeting.f. Probably something else but that will do for now.4. In the big and long view, how will dealing with sewer tie in with that other major Town proposal, also expensive, the undergrounding of utility lines, and long term too coordinated?5. Does long-time planning include possible/probable expansion over the whole town? Camel’s head in the tent syndrome.6. And again, move the boundary to the Memorial Trail. And also 31 day response tie is too short go to 90 days. Joe Church		Thank you for your comments. The project report was made available for review before the February 28 presentation on both the Town and Project website. The intent of the public presentation was to introduce the draft report and start the public comment period where the Town could spend the time to review and make comments. The project timeline is largely depending on acquiring additional grant funding, but near term schedules were discussed in the presentation which is now available on the webpage (www. Paradiesesewer.com). There is adequate space in the public right of way for undergrounding of powerlines and future sewer pipelines. Coordinating with utilities is a standard procedure in preliminary design of infrastructure. The project is only sized to include the commercial urban corridors. Expansion to the rest of the residential areas of town would require significant additional infrastructure (capacity) not included in the study.
Terry Wilson	yatsoml@pacbell.net	3/17/17	When ToP upgraded the alleyway paralleling Pearson between Almond and Black Olive our rental lost ground. Granted, according to the map, it was never technically ours but was in use on our side of a very old fence line. Not complaining, just wondering what potential impact may be to our home and 3 rentals should a sewer system be installed. What are chances of Town claiming it's right of way along our properties? (ie will system be installed under present roadway, or will presently unused right of way property be dug up?) Thank you, Terry Wilson (home 5403 Black Olive Drive) and for Robert Fischer, Terry Wilson, Stan Fischer owners: 5355 Black Olive Drive, 5460 and 5860 Almond Street.		Thank you for your comments. The potential impacts to each parcel cannot be determined until the design of the project is underway. The location of the pipeline in the right of way cannot be determined until the design phase of the project is underway. Existing utilities (such as water) could dictate where the sewer line needs to be located.
Kenneth Goacher	rayann1957@comcast.net	3/20/17	please do no consider this project unless it can serve everyone in paradise (not just the businesses) if it just serves the businesses then let the businesses pay for it, not the general public...thank you Kenneth Goacher		Thank you for your comment. The team has attempted to balance the cost and size of the project to serve the areas of greatest need and potential commercial growth. The project will be paid for by grant funding from the federal and state level and those that are in the service area. The general public will not pay for the project.
Ann K. & Randall R.	5911 Almond Street	3/20/17	March 18, 2017		Thank you for your comments. Town staff and council will take them

Name	Contact	Date	Comment	Date of Response	Response
McPherran	Paradise, CA 95969 530-872-1376 pog@sunset.net		<p>To the Town of Paradise:</p> <p>This letter is in response to the Town of Paradise request for input on the proposed sewer project. A successfully implemented and workable sewer disposal system would be beneficial to the total population of the Town of Paradise CA. The contracted engineers for the Town of Paradise, through the vehicle of their public meetings, have indicated that this current sewer project will have a useful lifetime of several decades. The Town of Paradise provided a map of the life expectancy of the septic systems along the Skyway corridor. We believe in the interest of transparency that the same type of map for the life expectancy of the septic systems on the Clark Road corridor should also be made available.</p> <p>The fees structure for the proposed project will be determined by the “assessment” by the city engineers of the “benefit” each parcel receives from the new sewer system. The benefit is related to land use and the anticipated water/sewer flow. The methodology of this assessment will need to be defined exactly in order to maintain transparency.</p> <p>The proposed cost of the initial project buildout would depend on which of the following are chosen:</p> <ol style="list-style-type: none">1) \$64 million (- \$8 million of SRF grant money) for the MBR treatment facility with stream discharge. This included the treatment facility, main pipeline construction, and partial hookups to the systems in the Proposal Sewer Service Area.2) \$84 million (- \$8 million of SRF grant money) for the regional pipeline to the Chico, CA waste facility. This includes the main pipeline construction and partial hookups to the systems in the Proposal Sewer Service Area.3) Not accepting the proposed engineering designs due to the significant cost involved is still an option for the voting parcel owners. <p>It is our belief that the regional pipeline option (\$84 million - \$8 million of SRF grant money) provides the best long-term benefits with the lowest maintenance and operating cost structure for the Town of Paradise.</p> <p>Data provided from the Town of Paradise proposal statement indicate that there have been six failed attempts prior to the current town proposal. We believe that the current Town of Paradise Sewer Project is also destined to fail for the following reasons:</p> <ol style="list-style-type: none">1) There are 11,000+ septic systems within the town limits according to the data from the Town of Paradise proposal statement. The defined borders of the Proposed Sewer Service Area are arbitrarily assigned and contain only 1,471 septic parcels. The current plan proposes that this arbitrarily-selected group representing only 13.4% of the septic systems will finance the bulk of the town project. It is our opinion that the Town of Paradise Sewer Project at it is currently proposed is both arbitrary and discriminator, requiring only 13.4% of the septic parcels to pay the front-end cost of installation and hookup of the new town sewer system. This point would certainly initiate legal challenge to the Town of Paradise.2) If the regional pipeline option (\$84 million - \$8 million of SRF grant money) is chosen, the mean cost per parcel would be \$51,665. Of the 1,471 septic parcels, 985 are businesses and 485 are residences. The businesses will pay 2-to-1 to the residences which will decrease the cost to the residents while increasing the small business cost. This is likely to drive out many of the small businesses in the Proposed Sewer Service Area while many of the residents on fixed incomes may be forced from their homes or apartments as the cost/rents go up. Depriving residents of their place of living in order to fix their septic system does not appear to be very civic-minded.3) Those businesses and residences who septic systems have been maintained and which have adequate land for further utilization will have a reasonable expectation to opt out of participation in the cost of the Proposed Sewer Service Area project. It would seem illogical to determine that those parcels in good septic health not be allowed to utilize their septic systems while allowing the remaining 9,529 septic systems outside of this area to continue to use theirs. If these parcels are denied the option to		<p>into consideration.</p> <p>The map of areas having difficulty along the Skyway corridor was based on onsite septic tracking by the town official. It was meant to illustrate the lack of options available with regard to adequate land space for additional leachfields.</p> <p>The transparency you are looking for regarding assessment will come during the formation of a district and the resolutions and ordinances that would be developed at such time. The level of detail in this study provides a broad look at the potential cost and assessments in order to select a preferred alternative to carry forward for further analysis and acquire grant funding support.</p> <p>The proposed service area was established through city planning, with a focus on the commercial corridor, which includes some residential parcels. The system would be designed for the designated service area, not the entire town. The parcels not included in the district would remain on septic indefinitely and only enjoy secondary benefits of an improved business climate. The cost of the system cannot be assessed to parcels which will not have direct benefit (connection) to the system.</p>

Name	Contact	Date	Comment	Date of Response	Response
			<p>opt out, it will certainly lead to a legal challenge against the town.</p> <p>4) It is our opinion that the conceptual model for the Town of Paradise Sewer Project is flawed. According to the town engineer and contracted engineers, this project will have long-term benefits for the entire town. Therefore, the costs of the main town collection truck pipelines, associate public works, and the necessary regional pipeline to Chico should be covered by all 11,000 parcels. If the 11,000 parcel cost-base was utilized, the mean per parcel cost would decrease to \$6,909 spread over 10 to 20 years. As in the above calculations, businesses would pay 2-to-1 to residences. Individual hookups to the trunk lines would be assessed as described above. This method seems much more equitable and stands, in our opinion, a far greater chance of acceptance and implementation.</p> <p>5) The town attorney has determined that Town Council member Mr. Scott Lotter does not need to recuse himself from voting on the Town of Paradise Sewer Project Proposal. Mr. Lotter owns a large business with significant water/sewage flow within the Proposed Sewer Service Area (or close enough to the service area to derive benefit in the reasonable near future). Mr. Lotter’s business is required to maintain a very expensive and sophisticated sewage processing system on his business parcel. While we often support Mr. Lotter’s business, we believe his vote is problematic and will certainly be open to legal challenge regardless of the town attorney’s assessment. Either way Mr. Lotter casts his vote, there will be assertions of bias Project, it can be claimed that his vote was motivated by the desire to no longer have to maintain the very expensive sewage processing system that he currently utilizes. If Mr. Lotter votes against the Town of Paradise Sewer Project, it can be claimed that his vote was motivated by the desire of not incurring additional sewage fees as he has already paid for the sewage processing system that he currently utilizes successfully. It is our position that Mr. Lotter needs to recuse himself to avoid the legal challenge that will certainly occur if he votes.</p> <p>6) There are currently five voting members on the Paradise Town Council. Two members have already recused themselves, and as indicated above, we believe Mr. Lotter needs to recuse himself also. This does not leave enough members to make a reasonable quorum.</p> <p>Based on the data provided by the town, we believe the most viable choice is the regional pipeline option (\$84 million - \$8 million of SRF grant money). Our preeminent concern with every option (aside from no new sewer system at all) is that an arbitrarily chosen, small percentage of the town (13.4%) will be expected to bear the brunt of the costs of the start-up on a project which will benefit the total population of the town for decades.</p> <p>Respectfully, Ann K. McPherran, OD Randall R. McPherran, OD</p>		
Jim Harding	530-680-8722 harding10@icloud.com	3/25/17	<p>Town Sewer Project</p> <p>I feel the cost to land owner is being varnished over. I would like an explanation to how the proposed “sewer” is better than onsite treatment. "Town of Paradise Sewer" is a misrepresentation, as you are currently discussing “water transport and treatment” Residents and businesses will still be handling all but water treatment onsite.</p> <p>With the current proposal, the land owner will need to add infrastructure to his tank and most likely replace it. (we will ignore this cost) The tank remains, which is the greatest source of high level contamination to our community. The landowner still faces pumping and inspections from the town agency as before. He has now added pumps and filters requiring annual maintenance. (we will ignore this cost too) He is still doing initial anaerobic pretreatment onsite, as well as handling all the solids. But he is now expected to have an additional annual cost of roughly \$4000 (per your meeting, best case).</p> <p>Currently, a proposal to disperse this liquid would now only involve treatment and sanitization.(assuming a total failure in a bad area such as down town business district) This could be addressed with Orenco treatment systems using an aerobic treatment, ultraviolet light sanitation and bed dispersal. This system currently runs as high as \$40,000 for a single family unit. (worst case, including a new tank etc) With a 30 year fix 5% loan the payment is \$ 2577 annually. Close to half the cost to the consumer.</p> <p>This solution recharges our ground water which is a current California issue, handles the effluent and saves the end user. I struggle to see the improvement other than “government expansion” and the Walmart sales tax going into the town coffers. (I freely admit sales tax is good for us, but at what cost?)</p>		<p>Thank you for your comments.</p> <p>You are correct that additional infrastructure will be required at each parcel including a new tank (potentially) and a pumping system to the sewer collection system. This cost will be borne by the land owner and has been included in our financial assessment.</p> <p>According to the Town’s onsite management records, the principal source of failures is assumed to be the leachfields/dry wells used for disposal of septic system effluents. It is this lack of onsite capacity that is driving the need for a collection and treatment system. Not every parcel owner has the land available for the onsite treatment system you describe.</p> <p>Even with the sewer project, there will be a need for septage hauling and potentially improved onsite systems for failed leachfields outside of the service area.</p> <p>We concur that the current cost per connection is too high and we will</p>

Name	Contact	Date	Comment	Date of Response	Response
			<p>As a owner, operator and installer of advanced systems in the town of Paradise I know that the technology scales and cost per gallon of treated effluent drops. The restaurants and other businesses are struggling and that will continue regardless of where their liquids go. But a greater cost just to remove water will not make more sales or higher retail prices in our down town.</p> <p>Ignoring the inevitable overruns, congestion during construction and a multitude of other issues how is this better. Our waste water is going into the ground or rivers regardless, we have to clean and sanitize it sooner or later. Why not “in our back yard”? How can a business get more business by having a higher end cost for septic disposal? We are basically built out. If we had more land for commercial development maybe we could add more leach field in the first place.</p> <p>Sincerely</p> <p>Jim Harding Owner of Effected Properties and opposed to an unaffordable water treatment solution.</p> <p>Jim Harding Harding Enterprizes Inc 530-680-8722 harding10@icloud.com</p>		<p>be seeking additional grant funding to advance the project forward. We appreciate the data you have provided for costs of replacing failed systems with onsite treatment systems.</p>
Geoff Chinnock	Morrison & Company 10 Landing Circle, Ste. 5 Chico, CA 95973 Office: 530 893-4764	3/26/17	<p>I have reviewed the draft feasibility study regarding the proposed sewer project in Paradise. My house is within the proposed district boundaries. I’m including Ms. Bennett-Lynch of Bennett Engineering on this email.</p> <ol style="list-style-type: none">Are there plans to include cost projections for residential users if the project. For example what would the costs be a residential user if the project received \$40m, or \$60m in grant funding?What are the assumed cost increased (i.e. inflation rate) if this project does not take place for another 5 years or so?The report references a Mello-Roos district that has non-contiguous users, I’d appreciate it if this concept was explored more fully in the final reportThe report cites benefits to business, will the final report also cite fiscal impact to those businesses that are unable to pay for connections fees and what their impact might be?Are the costs to fix the roads once connection is completed included in the report?Will the final report explore the feasibility of a project if no/very few residential users are part of the district?The report cites increased property values, but does not cite a source. Please include qualifications on real estate valuation or source in final reportWho is responsible for the cost of installing pumps in septic tanks and connecting to the main line? Is this an additional cost the user would bare as well or part of the amounts presented in the report?As discussed at the workshop in January please add more detail and specificity to the costs for both commercial and residential usersIf the proposed option C in the report is not financially feasible, why is it the preferred option? Why isn’t the No Project option the preferred option with commentary that once a certain level of funding was secured option C would be the preferred option?On page 92 the process of forming a special district is outlined as requiring 50 percent plus one of all parcel owners. This indicates that all parcels get one vote. Town staff has communicated at the workshops that voting would be weighted based on ‘benefit’ rather than each parcel equally. This discrepancy is significant and needs to be clearly understood by all potential users – please provide clarification.The inclusion of median household income in the report is very helpful in assessing financial feasibility. It would be helpful to know what percentage of MHI other communities have had for projects that actually moved forward <p>Thank you, Geoff Chinnock, Managing Principal</p>		<p>Thank you for your comments.</p> <ol style="list-style-type: none">The average cost for residential customers associated with different grant funding options are being further defined for the final draft.The project was projected for construction over a three period starting in 2020. If a project does not take place for another 5 years, it can be estimated the construction cost could increase in the range of 2.5% per year, depending on market conditions.We will add to this discussion in the final report as it may be the method of district formation if parcels are allowed to opt out. Voting requirements for a District formation are different for Mello-Roos.This report will not predict fiscal impacts to businesses that do not connect to the sewer system. The existing limitation on businesses with sewer restriction can be expected and the fiscal impact of failures to on site systems can be seen in the previous failures in town. The “affordability” of the project is different for every business and cannot be assessed in this report. Final costs and benefits will be determined by each parcel owner prior to voting on whether to form the district and build the project. The economic study and impact is based on regional studies and is meant to be interpreted in broad terms.The costs take into consideration the price for placing pipe in the streets and restoring the pavement.No, the report will only look at the feasibility of a system that uses the proposed service area boundary and mix of residential and commercial users.Comment Noted. The Final report will verify study source.This cost is captured in the report and is paid for by the property owner. We have assumed that cost could be financed from a low interest loan from the Town to each

Name	Contact	Date	Comment	Date of Response	Response
			Morrison & Company 10 Landing Circle, Ste. 5 Chico, CA 95973 Office: 530 893-4764 Email: gchinnock@morrisonco.net Web: www.morrisonco.net		owner, butt this will need to be affirmed by Town Council before moving forward. 9) Additional detail will be added to the report to help clarify the differences between residential and commercial costs. 10) The “No Project” option does not address the existing situation for the Town. A Preferred option offers a solution to the restriction placed on the town by lack of sewer. 11) The final report will add clarity to this issue. 12) This would require additional research to gather information of communities with similar projects. (Yucca, Port St. Lucie, Malibu, the MHI will vary greatly.) This information can be added. The MHI of similar communities in California have been added to the discussion regarding rates.
Pat Jones	5287 & 5281Pentz Road Paradise, CA 95969 530-877-0808 randlodevelopment@yahoo.com	3/22/17	We would like to see the sewer system serving all parcels & a local sewage plant built & controlled by Paradise! Dick & Pat		Thank you for your comment.
Sarah Bates	584WA James Drive Paradise CA 95969 sarahinparadise03@gmail.com	3/22/17	I believe option B should be explored more – creating settling ponds below Paradise to serve wildlife, to recharge the water table, and encourage tourism for bird watching, animal observation, native habitat restoration. I also don’t believe its wise to send discharge to Chico. Thanks!		Thank you for your comments. The report has considered the secondary benefits you describe.
Lorraine Dechter – <i>Action News Now</i>	5721 Scottwood Rd. Paradise, CA 95969 ldechter@actionnewsnow.com	3/22/17	As a reporter and a resident, I would like to see the “Beneficial Use” flushed out more before decision is made (for public & city officials).		Thank you for your comment. The beneficial use (reuse) requires a significant amount of infrastructure (piping) to bring the recycled water to areas where it is acceptable to apply recycled water. This also requires significant volume of storage and land, as water cannot be applied during wet weather. Therefore beneficial uses add to the cost of an already expensive project. The team continues to look for opportunities for re-use but will likely need cost offsets to make the options feasible and recent discussions have yielded additional opportunities for reuse under option D.
Gregory S. Avila	3725 Honey Run Rd / 3723 Paradise, CA 95969 707-266-8817 oakland529@yahoo.com	3/22/17	I am 31 yr old, disabled army vet, I have a wife, 5 yr old and 2 yr old, own 2 houseses in town and moved up from bay area 3 yr ago. The septic is the only issue with living in Paradise. A sewer in the bussiness section if not anywhere makes sense. If infulstrucure is put in at any fashion has the opertunity to expand. Just the purposed area will benifit as in the 3 yr I been here most bussnissess have left, cut back, or switched multiple times. I feel as a home owner on a fixed VA budget with the multiple proposed options, even the most expensive to the indavidule is better in the long run. People need to consider the \$500+ septic operation permit every couple years which I pay for double for 2 septsics on one property as well as genreal maintence. In 3 yr in town I have paid both permits yearly as well as \$8,000 for new leach lines (which although up to code close to creek on property an inpeeds what I would like to do with my property because 100’s of feet of leech line and 2 tanks). None of this was told when I moved here as a first time buyer, vet, new family.) If looking for future success with whatever motive, IE: Elderly community, spawning bussniess, up and coming family, or self sustainably a sewer system is key and honestly whatever the cost as in the long run it is cheaper and better and more envirnmentally safe. I can speak better, but this is just the tip of it. As a military police officer I have worked in developing countries around the world at helping them meet first world criteria and one of the first is working sewer. FYI: Paradise is the largest municipality west of Mississippi river without sewer.		Thank you for your comments. The cost data you have provided for onsite system maintenance and rehabilitation is very helpful to describing the no project option to other residences.
Sinclair’s Automotive & Towing	6475 Skyway Paradise 95969 530-872-3380 sinclairstow@sbcglobal.net	3/22/17	In the late 80’s payments were made to a sewer fund that later collapsed. We never received a refund and the money seems to have disappeared. Would like to know if the significant pmts made will now go towards any additional taxation to support the new proposal since we are on a razors edge of being taxed by the town and state and may have to close our doors because of it? Have grants & government monies been applied for to ease the amount homeowners and property owners are going to have to pay and what is the difference if any		Thank you for your comments. Note that on-site assessment will continue for those parcels outside of the service area. We are not aware of any residual funds from prior assessments.

Name	Contact	Date	Comment	Date of Response	Response
			between residential and Business responsibility.		The primary difference between residential and business properties is the capacity potential each parcel contributes to the flows. This would be defined during the formation of a district.
Dan Wentland – <i>Senior Center</i>	877 Nunneley	3/22/17	The Senior Center operates in the red every month/year and there is no way we could ever afford to incur any additional debt...especially as large as this could/will be.		Thank you for your comment.
Joyce Wilkie	397 Pearson Rd Paradise, CA 95969 530-877-7180	3/22/17	I realize it is early in the process. However it appears this sewer project will only benefit the Businesses & the Town with additional tax dollars. More & bigger businesses will result in more traffic on roads that are inadequate and already a mess during commute hours. With larger towns & cities, only a few minutes to an hour or so at a maximum, available in the Valley it seems this will create more problems for both residences & the town in the future. Many of the residences are here simply because they prefer the slower pace & lifestyle the Town currently provides.		Thank you for your comments. The idea is not to change the town, but rather allow for the business in town to be sustainable in order to maintain a healthy economy for the Town of Paradise.
Linda Haddeman	1826 Greenway Lane Paradise, CA 95969 530-876-0275 tedandlinda@saber.net	3/22/17	My question is: Will the sewer project be paid for by the residents and businesses located within the boundaries of the actual sewer system, or will it be paid for by all residents of the Town of Paradise?		Thank you for your comments. The project would be paid for by the residents and businesses located within the district boundary.
Judy Higgins	judyrex66@yahoo.com	3/28/17	I just noticed that my address falls in the blue area and that I'm expected to pay \$190 extra a month. This is a big fat NO for me. I don't make that kind of money and barely can afford my house payment now. I flat out refuse to be extorted out of my money. I will fight and raise hell before I lose my house to you . Judy Higgins		Thank you for your comments. The project’s intent is not to force costs that lead to foreclosures. The costs presented in the report are averages. Each parcel will be looked at separately during the assessment process.
Diana Shuey	6571 Rocky Lane Paradise CA 95969 530-877-0320 OR 530-513-7222 shueyd@rocketmail.com	3/29/17	This is a request to have my parcel withdrawn from the proposed sewer assessment district. The tax burden would exceed any supposed benefit from increased property values. According to the town engineer, Marc Mattox with whom I spoke on March 23, 2017, it appears that my parcel was included in the proposed district in error. My parcel does not front on Skyway. It fronts on Rocky Lane where there is no proposed trunk line. Other parcels on Rocky Lane are not included in the district unless they also front onto Skyway, except the adjacent parcel which may also be in error. (to the south) My parcel is almost 1/2 acre. In addition, since I do not want to be included in the district, I would be a definite NO vote against it. The district would have a better chance of success if parcels are included which owners do want to be included and would vote YES. My parcel is not in the densely populated core commercial area. The supposed increased property values would not benefit me, since I have no interest in selling or developing my property with a multi-family dwelling or build a restaurant or motel. I am not sure encouraging growth of the town is a good idea anyway, due to the high fire danger. P.S. My house has one bedroom.		Thank you for your comments. The final boundary for a district has not been set and your concerns will be considered before finalization. A defined boundary was required for cost estimating purposes and a feasibility analysis and may be modified during the formation of a district.
Carol Serrano	5902 Oakmore Dr Pdse, CA 95969 877-1606 rxrn5902@gmail.com	3/30/17	As a 40 yr resident (home owner) of Pdse., and knowing the limitations the septic system is causing many residents, especially the commercial district, I am supportive of a sewer system. I suspect the cost, unless well funded by grants, will be prohibitive for those included in the proposed area map. A sewer system will help the entire community so everyone should have “some skin in the game,” just like school funding, not everyone has children attending school, but the school funds are derived from the entire population. We experienced leach field failure in ’09, and it was costly to redo. When we moved here, we have 0 experience with septic maintenance. We had a new home (it was a spec property). We had it checked for pumping several times by different companies, and received different info regarding efficiency tips. It’s just difficult to know how to look at the situation. Good luck.		Thank you for your comments. Please note that we cannot assess parcels outside the service area for perceived secondary benefits. Assessed costs must be tied to benefits to each parcel within the service area.
Ron Serrano	5902 Oakmore Dr Paradise 95969 530-877-1606 rxrn5902@gmail.com	3/30/17	As a 40 year resident of Paradise, and being interested in the future of Paradise: I believe that District property owners should pay for the services they will receive, and should be billed accordingly. But, I feel that other property owners should bare some burden I.E.: School Bonds, other District taxes etc – Everyone pass something for the benefit of the community I realize this complicates billing and a method for assessment would need to be developed that is fair.		Thank you for your comments. Please note that we cannot assess parcels outside the service area for perceived secondary benefits. Assessed costs must be tied to benefits to each parcel within the service area.

Name	Contact	Date	Comment	Date of Response	Response
Donna Nicholson	5617 Scottwood Rd Paradise, Calif 95969 530-872-7120	?? (no smamp)	too costly		We appreciate your concern.
Helen Cook	1475 Bennett Rd Paradise, Calif 95969 530-877-5283	3/20/17	too expensive		We appreciate your concern.
Donna D Nicholson	1429 Bennett Rd Paradise, Calif 95969 530-872-7120	3/20/17	too expensive + I have this home + 3 rentals so that would cost me \$4300 x 4 = \$17,200 a year...plus my house so it will be \$21,500 a year...my 4 rentals are about \$700 a month each for rent. I would have to ask \$300 <u>more</u> a month on each of them to come out even.		Thank you for your comments. Please keep in mind the cost presented is an average based on the feasibility level design. Each connection will be analyzed and priced accordingly.
Donna Nicholson	740 Spring Lane Paradise, Calif 95969 530-872-7120	?? (no stamp)	too expensive		We appreciate your concern.
Donna Nicholson	746 Spring Lane Paradise, Calif 95969	?? (no stamp)	too costly		We appreciate your concern.
Donna Nicholson	5837 Queen Dr Paradise, Calif 95969	?? (no stamp)	too expensive		We appreciate your concern.
Charles Rough – <i>Paradise Citizens’ Alliance</i>		3/30/17	<i>*Due to the length of the comment (9 pages), please see the PDF attached in Appendix A.</i>		Thank you for your comments. We have addressed your thematic input thorought the development of the final report.
E.M. West – <i>Tuscan Ridge Assoc. LLC</i>	P.O. Box 1837 Paradise, CA 95967 530-872-5850 mizwesthill@gmail.com	3/31/17	<i>*Due to the length of the comment (4 pages), please see the PDF attached in Appendix B.</i>		Thank you for your comments. A key objective for the feasibility study is to analyze a complete system that can collect, convey, treat and dispose of effluent in a manner which will be acceptable to the permitting agencies. We feel it is too soon to commit to this particular technology for treatment even though we agree that if permitted the process could reduce project costs.



March 30, 2018

Dear Mayor Lotter and Members of the Paradise Town Council:

The Paradise Citizens' Alliance (PCA) congratulates the Town of Paradise for taking a significant step forward in the consideration of a possible sewer system for the predominately commercial areas in our community with the development of this draft sewer feasibility study, and for pursuing the grant funding that made this sewer feasibility study possible.

These are important achievements towards ultimately developing a credible body of knowledge from which our community and the Town Council can evaluate, analyze, discuss, and determine the merits of a major infrastructure improvement project of this magnitude for Paradise.

As a community organization dedicated to greater civic engagement in our community, we are equally impressed with the extensive public participatory process that the Town of Paradise has established from the very beginning.

The PCA greatly appreciates the Town's invitation to the community to provide written public comments concerning the draft sewer feasibility study. While we believe this draft study is a commendable effort, we recognize that at this point it's a work in progress, and in keeping with the Town's invitation for public input, subject to further changes, modifications, and improvements.

Therefore, the PCA's attached written comments are intended solely to assist the Town of Paradise with its current efforts to further improve the thoroughness and credibility of the information, evaluation, and analysis in the draft sewer feasibility study so that the final sewer feasibility study is a document the Town Council can justifiably rely on when making a well-informed decision on the sewer issue.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Rough".

Charles Rough, Chair

cc: Paradise Town Council
Lauren Gill, Town Manager

6894 Zenith Lane Paradise, CA 95969

info@paradise.ca.org

**Comments by the Paradise Citizens' Alliance
Concerning the TOP's Draft Sewer Feasibility Study**

The following comments are not to be construed as the Paradise Citizens' Alliance taking a position at this time on a proposed sewer system for the commercial areas in our community.

These written comments represent our organization's contribution to the Town's overall effort to further improve the draft sewer feasibility study so that the final Town Council adopted sewer feasibility study is as thorough, accurate, and complete as possible.

Therefore, we view our effort, as well as others in our community who have already provided input or who may submit written comments by the March 31 public comments deadline, as playing a highly constructive role to ensure that our community, Town Council, and Town staff have all the information necessary to make a well-informed decision on an issue of this magnitude and importance.

With this in mind, we submit the following comments concerning the draft sewer feasibility study:

Summary of PCA's Comments:

1. The draft sewer feasibility study is a commendable effort but still requires additional information, analysis, and evaluation before the TOP can make a well-informed determination as to the feasibility of a proposed sewer system for Paradise.
2. The draft sewer feasibility study provides a good explanation of the beneficial impacts that public infrastructure projects, such as wastewater-related projects, generally have as a catalyst for economic growth. However, for the purpose of the TOP's determination of the feasibility, as well as justification for a sewer system in Paradise, the final study needs a far more comprehensive identification of the projected financial and economic benefits to Paradise.

Paradise Citizens' Alliance Sewer Study Comments

-2-

3. The estimated project cost for the preferred Chico/regional alternative, (or any of the project-related alternatives identified in the draft sewer feasibility study), needs to be further increased due to the likelihood that the project won't start actual construction for a number of years. If this is true, it will have a corresponding effect on the additional financing costs and the increased amount of state and federal grants needed to minimize the cost impact on the residential and commercial property owners in the sewer service area.
4. The final sewer feasibility study needs to include a discussion of the potential risks associated with the preferred Chico/regional alternative.
5. Due to water conservation trends in Paradise the final sewer feasibility study needs to re-analyze the flows Paradise will generate to the Chico wastewater treatment plant (which if lower might make this regional approach more favorable to Chico).
6. The final sewer feasibility study needs to more fully explore the income producing potential of a sewer system and how these might further reduce the estimated costs of the project-related alternatives, and the resulting cost burden on the residential and commercial property owners in the sewer service area.
7. The final sewer feasibility study needs to reevaluate the number of projected septic system failures over the next 10 years, better explain with greater specificity the actual economic loss and environmental threat facing the TOP as a result of projected septic system failures, and justify why this more immediate problem facing a very limited number of properties in the sewer service area warrants a sewer system that the overwhelming majority of unaffected properties in this same sewer service area must financially support.
8. While we accept No Project alternative as the no sewer project alternative identified in the draft sewer feasibility study, the final sewer feasibility study needs to go further than to characterize the No Project alternative as the status quo option, and actually explore possible innovative approaches and emerging technologies that might more cost effectively address the immediate septic system failure problem facing the TOP and the downtown.

The Economic Benefits of the Sewer Project

In October, 2015, the PCA submitted twelve questions to the TOP we identified as as needed to be addressed in any sewer feasibility study (which we've had posted on our website ever since). One of those questions we raised emphasized the fundamental importance of including in such a study a comprehensive economic

Paradise Citizens' Alliance Sewer Study Comments

-3-

impact analysis that would determine the projected economic gains to Paradise with a sewer system.

1. The financial and economic benefits identified in the draft feasibility study are either identified as regional benefits or benefits to "Paradise and its vicinity," and require greater detail or explanation.
2. The final sewer feasibility study needs to better define the projected return in terms of projected financial, business, and economic benefits to Paradise and the affected property owners in the sewer service area in order to justify a costly public infrastructure investment of this kind.
3. The final sewer feasibility study requires a comprehensive, projected financial and economic impacts analysis providing (at the very least) the following information:
 - a. The actual projected estimate of businesses in Paradise closing due to failed septic systems over the next ten years, the resulting economic loss (jobs, property values, sales, etc.) and financial loss to the TOP (property tax, sales tax revenues, etc.).
 - b. The net projected economic gains to Paradise from more fully maximized commercial development on the remaining undeveloped parcels, and redevelopment of existing parcels (including business expansions) within the proposed sewer service area.
 - c. The net projected gains in retail/commercial sales and resulting increased sales tax revenues to the TOP.
 - d. The net projected gains in Paradise's property values and resulting increased property tax revenues to the TOP.
 - e. The projected jobs growth in Paradise by economic sector and type of job (other than those jobs associated with building or managing & maintaining the sewer system).

Note: The draft sewer feasibility study's explanation of estimated jobs growth was confusing (55 jobs in wastewater related activities; 161 additional jobs in all sectors "in Paradise and vicinity"). The study lacked an explanation of how many of the wastewater-related jobs were permanent (having to do with the management & maintenance of a sewer system) or temporary (having to do with

Paradise Citizens' Alliance Sewer Study Comments

-4-

construction of a sewer system). Moreover, there was no additional breakdown or methodology provided which explains how the estimated, additional 161 jobs "in all sectors," was determined, or how many of these actually were jobs gains in Paradise.

4. We look forward to a more balanced and better informed presentation in the final study about the state of our local economy than the negative portrayal in the draft sewer feasibility study attributable to the lack of a sewer. We're concerned that the negative and distorted picture it paints of a supposedly stagnant local economy ignores a number of economic forces in Paradise, such as the growing and dynamic healthcare sector (unique for a rural community like Paradise), which are anything but stagnant. Furthermore, this negative portrayal may have the unintended consequences in the interim of hurting existing businesses and undermining our local economy, affecting property values, and discouraging new business investment in Paradise.

The Preferred Regional/Chico Alternative

1. The final sewer feasibility study should include with its explanation of the regional/ Chico alternative (as the preferred alternative) a discussion of the possible risks associated with taking this regional approach which might affect the residential and commercial property owners in the sewer service area, and possibly impact the sustainability of the sewer system itself.

We're confident the TOP is well aware of the political risks for Paradise by contracting with Chico to use their wastewater treatment plant.

However, assuming Chico agrees to allow Paradise to use their treatment plant, there are two issues associated with an agreement with Chico that pose possible risks to the TOP, and which needs to be addressed to protect our sewer service area property owners and the continued utility of the sewer system.

They include: 1.) the uncertain cost burden to property owners in the sewer service area due to fees charged by Chico over Paradise's long term use of their wastewater treatment plant (as an industrial user), and 2) the possibility that Chico might at some point in the future elect to exercise, with proper notification, the termination of Paradise's use of their treatment plant, leaving the TOP vulnerable with an ineffective, non-functioning sewer system and a non-repayable, defaulting debt.

Paradise Citizens' Alliance Sewer Study Comments

-5-

2. Our recommendation is that the Town Council hold off approving a sewer system based on the preferred Chico/regional alternative until the concerns just mentioned above are addressed to the satisfaction of the Town Council and staff.

This includes 1) developing a rate structure which fairly compensates Chico for the use of their treatment plant, while at the same time protects Paradise residential and commercial Paradise property owners in the sewer service area from costly built-in fee escalators over the long term, and 2) developing an agreement with Chico that is either a permanent treatment plant use agreement, or instead makes the option of pulling out of such an agreement by either party a financially undesirable and difficult option.

3. The final sewer feasibility study needs to better emphasize that under this preferred alternative the sewer system is not a conventional sewer collection system. Instead, property owners in the sewer service area will continue to use their septic tanks for the solids, while the wastewater will be separated and piped to Chico for treatment (Chico will not accept the solids). This raises the possibility that some property owners in the proposed sewer service area may need to upgrade their septic tanks when the sewer collection and pumping system is constructed. Also, property owners in the sewer service area might have to pay for the periodic pumping of their septic tanks in addition to the other sewer system-related costs they may incur.
4. This preferred alternate presents a possible problem for the TOP when it comes to the disposal of the sewage pumped from septic tanks by the septic haulers. The County landfill is either not accepting or close to not accepting the sewage from septic tanks. This will result in increased transportation costs for the septic haulers and increased pumping costs for businesses and residents in Paradise. However, some the construction of some sort of sewage retention station might be a possible income generator to help reduce the project costs for the sewer system.
5. The final sewer feasibility study needs a substantive discussion of the potential income/revenue offsets to this preferred alternative's projects costs relative to Tuscan Ridge and the generation of power from the high velocity of Paradise's wastewater being piped down the Skyway to Chico.

Paradise Citizens' Alliance Sewer Study Comments

-6-

6. The draft sewer feasibility study identifies the cost of the Chico alternative as \$ 83 million. In our considered opinion, the more likely cost for this alternative by the time this project actually starts construction could be \$100 million or more, with public financing costs for the part of the project not funded by grants, etc., amounting to an additional \$ 8-10 million (as opposed to the additional \$6.1 million identified in the draft study).

According to the draft study, this significantly higher cost is mostly due to the more extensive infrastructure improvements (within the Chico city limits) necessary to convey Paradise's wastewater once it reaches Chico to their treatment plant. In our considered opinion, we'd recommend an engineering reevaluation or independent second opinion on the engineering to determine if there are areas where the project costs for this preferred alternative could be further reduced.

7. The draft sewer feasibility study identified "\$ 40 million or more" as the amount of grants funding needed. In our opinion, the more likely amount which will be needed in state and federal grants is closer to \$ 60-80 million (based on the \$ 100 million or more estimate).

To reach this much higher benchmark in outright grants funding makes this a much more difficult challenge. Notwithstanding the political will as well as skill of our Town Council and staff, the current lack of available state and federal grants funding overall, even after taking into account the various types of grants a project of this type might be eligible for or pursue is not encouraging, but not hopeless.

We'd recommend the TOP seriously consider that in addition to utilizing our own local legislative and congressional representatives, that the TOP retain the services of paid professional lobbyists both in Sacramento and Washington, D.C., with not only the political connections we need on the state and federal levels, but who have proven track records with helping to secure funding for similar type projects.

The Failed Septic System Problem

The draft sewer feasibility study identifies the immediate economic and environmental problem facing the TOP as potentially 122 failed septic systems over the next 10 years. This compares to 1,421 total parcels in the proposed sewer service area.

Paradise Citizens' Alliance Sewer Study Comments

-7-

1. The final sewer feasibility study needs to reevaluate the number of septic systems slated to fail in the next 5 to 10 years, and if that number is less or more than the 122 systems cited in this draft sewer feasibility study, and previous TOP reports.
2. The final sewer feasibility study needs to measure the economic loss, if any, from the current 54 failed septic systems, or the potential number of failed systems over the next 10 years. The fact that many of these businesses with currently failed septic systems are still operating their businesses raises questions as to the degree of potential economic loss the TOP might actually sustain in the short or long term.
3. The final sewer feasibility study needs to identify the actual environmental threat to surface and ground water as a result of the current 54 failed systems, the potential septic system failures over the next 10 years, and the potential threat they pose, if any, to the remaining parcels in the proposed sewer area, and beyond.
4. The final sewer feasibility study needs to explain the statement made in the draft sewer feasibility study that businesses and property owners in the proposed sewer service area are experiencing high repair and maintenance costs associated with their existing septic systems. How many property owners in the proposed sewer service area are affected in this manner and what kind of repair and maintenance costs are they incurring?

The No Project Alternative

1. The draft sewer feasibility study appropriately identifies the no project alternative as the alternative in which a sewer system doesn't get built in Paradise. However, the draft study characterizes this choice as maintaining the status quo, which conveys the impression that the TOP would allow septic systems to continue failing and the affected businesses operating as best they can under the circumstances.

There needs to be some attention devoted in the final sewer feasibility study, even as an addendum, resulting from a No Project decision to proactively exploring the range of cost effective possibilities, innovative approaches, emerging technologies, and potential private/public partnerships to resolve the immediate septic system failure problem in the downtown.

Paradise Citizens' Alliance Sewer Study Comments

-8-

Cost-Related Impacts for Residential & Commercial Property Owners (in the sewer service area)

1. For the sake of the affected residential and commercial property owners in the proposed sewer service area, the final sewer feasibility study needs further clarification of all potential costs, fees, assessments, etc., that they might be paying per project alternative to resolve any confusion from the draft sewer feasibility study. It's vitally important to attempt to address this now considering that the primary question these affected property owners are asking now and will increasingly ask during the sewer assessment district formation effort is how much they are going to pay.
2. The final sewer feasibility study needs to emphasize that the feasibility of building a sewer system in Paradise, with this kind of cost involved, primarily depends on the TOP successfully obtaining a combination of state and federal grants that cover the majority of those project costs, so that the financial impact on residential and commercial property owners in the sewer service area is nominal.

Conclusion:

If a sewer project is approved for Paradise, it will represent without exception the single, most expensive and ambitious public infrastructure improvement project in the history of the Town of Paradise.

Therefore, we urge the Town Council and Town staff to take the time needed to develop a credible, final sewer feasibility study document which thoroughly explores and evaluates all possibilities involved with building or not building a sewer system in Paradise.

Appendix B

March 31, 2017

Ms Lauren Gill
Town Manager
Town of Paradise
5555 Skyway
Paradise, CA 95969

Mr. Orin Bennett
Bennett Engineering
1082 Sunrise Avenue
Suite 100
Roseville, CA 95661

Dear Ms. Gill and Mr. Bennett:

On March 22, 2017, my team and representatives from Presby Environmental met with representatives of Bennett Engineering and the Town of Paradise. The purpose of the meeting was for us to offer a alternative to the Bennett's draft feasibility study ("Town of Paradise Sewer Project" report) prepared by Bennett Engineering (Bennett).

We have information that was not known to Bennett which we believe alters the preferred choice for Paradise's handling of wastewater, and which will provide a better short-term and long-term solution to Paradise's waste water disposal solution. At the meeting, you requested a brief conceptual summary regarding how the feasibility study should be modified to reflect this new information. This is in response to your request.

In 2015, Robert Crandall (representing Presby) and Lee Rashkin (Vice President, Presby) made a presentation to members of the Paradise Town Council, the Town Manager, and Town staff about the Presby Environmental technology with regard to its utilization for treatment of wastewater from the Paradise business district. The Town expressed interest in the technology, however factors of land availability within the city limits and the issue of disposal of the treated water were not considered by the Town to be solved by the Presby technology.

Subsequently, in 2016, Robert Crandall met with me, my son Mark West, and my engineer James Richards to discuss use of the Presby system at the Tuscan Ridge Golf Course planned unit development. The purpose of the meeting was to explore the use of the Presby system for handling waste water from the planned residential development at Tuscan Ridge. The waste water would be reclaimed and reused for irrigation of the golf course during the non-rainy months and stored or discharged to subsurface during the rainy season. We very much liked the simplicity, effectiveness, cost, and minimal maintenance requirement of the Presby system. We are currently including it as part of our infrastructure for the Tuscan Ridge development.

The aforementioned draft Bennett study for the Town of Paradise considered four alternatives and designated the preferred alternative to be construction of a sewer collection system in the business district of Paradise and a pipeline to Chico in order to transport Paradise wastewater to the Chico WWTP for processing. One alternative (Alternative D) considered sending treated Paradise wastewater (based on MBR treatment proposed under Alternative B) to the Tuscan Ridge Golf Course for beneficial reuse. Alternative D was not evaluated as being preferred.

During the Bennett's preparation of the feasibility study for Paradise, we were actively planning the residential development project at Tuscan Ridge which included use of the Presby system for wastewater treatment. Further, in conjunction with Scott Bates, we have sought options to purchase significant acreage of additional land adjacent to the golf course. As part of our land use planning, we have included a series of water features which will be available for retention of treated wastewater in the rainy season. We will use the natural topography in creating these water features and do so with gravity flow. The golf course as it currently planned has more than sufficient space to build water features to accommodate Paradise wastewater throughout the year. Procurement of additional land will provide a cushion to handle waste from Paradise as well as the waste water generated by the Tuscan Ridge development.

The cost to treat waste water at Tuscan Ridge with the Presby system, including disinfection required to meet the State's Title 22 standards for reuse, will be substantially less than the costs projected for the MBR treatment plant used for the current Alternative D evaluation in the draft report. The availability of land and our interest in constructing water features changes the basis of the evaluation Bennett used for alternative D in the draft Paradise Report. A revision of the evaluation using the up-dated information about the Tuscan Ridge Development would make Alternative D the preferred Alternative.

Because the Presby system is modular, it can be constructed to handle increasing flows. Paradise would have the option of funding a smaller, lower cost project initially, and then adding to it needed. This would permit the Town's investment in a treatment facility to correspond closer to the actual need. The Town and its rate payers would pay for only the capacity needed during a specified time. Our estimate of the costs of treatment and dispersal at Tuscan Ridge show us that it will be significantly less expensive than extending the pipeline to Chico or doing MBR treatment and dispersal at Paradise.

Then when we examine environmental impact (the next highest weighted criterion), the result is similar. The updated Alternative D should be at least as highly scored as Alternative C. This would add an additional 30 points to the modified Alternative D and make it substantially higher overall. The basis for this assertion is that environmental impact of constructing a pipeline to Tuscan Ridge is less than constructing a pipeline all the way to Chico simply because there is less construction. The pipeline to Chico would have greater environmental impact particularly if it must cross Butte Creek. We have initiated the CEQA environmental assessment for the residential development and the wastewater treatment infrastructure. The data and information generated for supporting our belief will be confirmed long before Paradise is ready to actively pursue an alternative.

The draft study does not give adequate consideration to environmental factors within the context of our modified alternative. First, the study does not address the reduction in ground water use that would result from the use of treated waste water to irrigate the golf course. Reduction of ground water use is a priority of Butte County, and the State of California. The use of treated waste water for irrigation at Tuscan Ridge is fully in compliance with this policy.

In consideration of the fact that Tuscan Ridge Golf Course uses large amounts of water to irrigate, the reuse of treated waste water is a major deal and should be given higher consideration in scoring, even beyond the scoring for secondary benefit options.

Further, the draft study does not place value on the enhanced aesthetics to the Skyway corridor and the increased recreational opportunities which will be provided by the Tuscan Ridge development as planned as well as the enhancements to the golf course including the water features. These factors will not only increase environmental benefits, they will likely increase economic benefits and property values in the surrounding communities including Paradise.

Finally, with respect to operational issues, our modified alternative should be evaluated at least as high as Alternatives A and B, and very likely higher. One of the main features of the Presby treatment system is its very simple operation and low maintenance. The localized treatment with MBR would be far more operationally expensive, energy consuming, complicated, and has high-maintenance requirements.

Plus, the operation of the storage, dispersal, and irrigation at Tuscan Ridge will not be the responsibility of the Town of Paradise as the golf course and development will handle this. The infrastructure for irrigation is already in place. As a result of these factors, the modified Alternative D should be increased from the current score of 30 to at least the 60 or 40 for Alternatives A and B. More likely, the score will be even higher for the modified Alternative D, but in any case, an increase to 40 or 60 simply adds more points overall and makes the modified Alternative D the clear choice.

In summary, our proposal has several major advantages for Paradise:

1. It essentially mirrors the preferred alternative of piping the water to Chico, except the distance and cost is substantially less. The modified alternative will not only make the handling of wastewater much more affordable to Paradise and its businesses, the facility will also be local and Paradise will have greater long term control.
2. The ready availability of treatment capacity and land for storage or dispersal provides Paradise with flexibility in terms of its planning and implementation of a sewer collection system (identified as an expensive component). Should Paradise choose to do so, it will be able to schedule and build at its own pace and within any budgetary limitations as opposed to having to cover all the costs initially and at one time.
3. The alternative for water reuse allows the opportunity to obtain State water recycling grant money. For a major project like this, every bit of grant funding helps.
4. The modified alternative is the most environmentally sound and protective option. Besides Paradise being a good steward of the environment, it enhances the quality of life for its

residents and may also provide additional justification for the State or Federal government to favorably fund the project.

Therefore, we respectfully request that the Town of Paradise direct Bennett to evaluate Alternative D on the basis of the information that we have provided here and which we can supplement with further evaluation and analysis. We will work with Bennett to develop additional information and costs detail in order to put together a modified plan of action which we strongly believe best serves the interests and capabilities of all parties concerned.

Thank you again for the opportunity to present our thoughts and ideas in context of this new information.

Sincerely,



Tuscan Ridge Assoc. LLC

E.M. West

Managing Member



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September 10, 2019

The Honorable Tamara L. Mosbarger
Supervisor Court of California, County of Butte
One Court Street
Oroville, CA 95965

RE: Response to the FY 2018-19 Grand Jury Report

Dear Honorable Judge Tamara L. Mosbarger,

On behalf of the entire Paradise Town Council and the citizens of the Town of Paradise, I would like to thank each of the 2018-19 Grand Jury members for their service to our community. The Town Council has reviewed the conclusion, findings, and recommendations as written in the 2018-19 Grand Jury Final Report. Based upon Penal Code Sections 933 and 933.05, the Town Council is pleased to have the opportunity to provide the following responses, as requested by the Grand Jury Report.

FINDINGS

- F1. The 2008-2009 Grand Jury Recommendation to widen the shoulders and turnouts along existing evacuation roads has not been funded.
- F2. The Butte County General Plan 2030 addresses plans to study potential improvement projects to upgrade existing evacuation roads; nine years after adoption these studies have not been completed.
- F3. Allocated funds for studies to identify additional evacuation routes and improvements to existing roads have not been used.
- F4. Following the 2008 Humboldt Fire, vegetation removal along the Skyway and Clark Road allowed those evacuation routes to remain passable during the Camp Fire.
- F5. During the Camp Fire, burning vegetation along some evacuation routes slowed and endangered traffic, causing some to be closed.
- F6. Because there is only a single roadway in and out of communities such as Cohasset, Concow, Berry Creek and other, it is critical to have evacuation routes free of roadside vegetation.
- F7. There is presently no regulation for roadside vegetation in clearance in Butte County.
- F8. The Butte County Sheriff's Office "Sheriff's Work Alternative Program" (SWAP) is an effective use of funding for vegetation reduction on evacuation routes.



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- F9. There are not enough designated temporary refuge/assembly/greenbelt areas within the high-risk communities to accommodate trapped evacuees.
- F10. The existing assembly point signs, and icons on evacuation plans are not understood by some of the general public and emergency personnel.
- F11. During evacuation the flow of outbound traffic was slowed when surrounding communities were unprepared for the large influx of evacuating vehicles.
- F12. Disaster planning challenges, as specified in the 2013 Butte County Local Hazard Mitigation Plan, are not being addressed.
- F13. The 2013 Butte County Local Hazard Mitigation Plan is outdated.
- F14. CodeRED is inadequate as a stand-alone emergency notification system due to vulnerable telephone and cellular service.
- F15. Butte County Sheriff's Office deputies lack fire-resistant outerwear.
- F16. Aerial infrared cameras can be an effective tool to assist emergency personnel in crisis.
- F17. Butte County may not be maximizing the use of grants available for fire prevention and management.
- F18. Promotion of community programs for citizens requiring additional assistance to alert and aid them in evacuation is not adequate.

RECOMMENDATIONS (Town of Paradise only)

- R1. The Public Works Departments of Butte County and the Town of Paradise should widen the shoulders along ridge and foothill community evacuation routes to aid in evacuation flow, prior to July 1, 2020.
- R2. The Public Works Departments of Butte County and the Town of Paradise should clear and maintain all flammable vegetation in fire-prone areas adjacent to evacuation roadways, prior to April 1, 2020.
- R3. The Butte County Department of Development Services should increase enforcement of current laws related to fuel reduction and defensible space, prior to January 1, 2020.

Town of Paradise Response

Grand Jury Recommendation R1: The Public Works Departments of Butte County and the Town of Paradise should widen the shoulders along ridge and foothill community evacuation routes to aid in evacuation flow, prior to July 1, 2020.

The Town of Paradise agrees evacuation routes are of utmost importance, and anything that can be done to improve them is a priority. After the Camp Fire, the Town of Paradise underwent an extensive public outreach effort; and with community the input drafted a Long-Term Recovery Plan. One of the recovery projects identified in the Plan is improving evacuation routes. The Town is currently applying for disaster funding through Cal OES and FEMA for our identified recovery projects, including that of



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improving our evacuation routes. Once that funding has been confirmed, the Town will issue a request for proposals for a firm to study our roads and propose treatments to improve them. Once those projects have been identified, the Town will begin the process of implementing the proposed treatments to improve the roads and make future evacuations safer for our residents.

Grand Jury Recommendation R2: The Public Works Departments of Butte County and the Town of Paradise should clear and maintain all flammable vegetation in fire-prone areas adjacent to evacuation roadways, prior to April 1, 2020.

The Town of Paradise agrees that property vegetation management is vital in the safety of our community, especially along evacuation routes. This month (August 2019), the Town received support from Alliance for Workforce Development (AFWD) to enhance our public works crew with AFWD workers. These new workers are set to begin work removing vegetation along public rights of way in Town, including evacuation routes.

Grand Jury Recommendation R3: The Butte County Department of Development Services should increase enforcement of current laws related to fuel reduction and defensible space, prior to January 1, 2020.

While this recommendation does not specifically list the Town of Paradise, the Town agrees the enforcement of our current ordinances on fuel reduction is important. The Town has already issued letters to properties that have been identified as needing fuel reduction work and will follow the Code Enforcement process to gain compliance. The Town has hired an additional part-time Code Enforcement Officer, and will look at hiring additional Code Enforcement Officers in the near future to keep up with the workload. The Town will also continue to work with the Fire Safe Council to support their efforts to create and maintain fuel breaks in strategic locations.

This concludes the Town's responses to the 2018-19 Grand Jury Report. On behalf of the Town Council and the Town Staff, I would like to again thank the Butte County Grand Jury for thoroughly and thoughtfully examining issues that affect our community.

Sincerely,

Jody Jones,
Mayor, Town of Paradise



**Town of Paradise
Council Agenda Summary
Date: September 10, 2019**

Agenda Item: 6(c)

ORIGINATED BY: John Messina, Fire Chief
REVIEWED BY: Lauren M. Gill, Town Manager
SUBJECT: Consider Introducing an Ordinance Adding Chapter 8.58 to the Paradise Municipal Code Relating to Defensible Space and Hazardous Fuel Management

COUNCIL ACTION REQUESTED: Upon conclusion of public discussion of this agenda item adopt either the recommended action or an alternative action.

RECOMMENDATION: Adopt a **MOTION TO:**

1. Waive the first reading of Town Ordinance No. _____ and read by title only (roll call vote);
AND
2. Introduce Town Ordinance No. _____. "An Ordinance Adding Chapter 8.58 to the Paradise Municipal Code Relating to Defensible Space and Hazardous Fuel Management"; **OR**
3. Adopt an alternative directive to Town staff.

BACKGROUND: Attached with this council agenda summary for your consideration and recommended adoption for introduction purposes is a copy of an ordinance document recently prepared by town staff and reviewed by the Town Manager and Town Attorney.

On June 11, 2019, Town Council reviewed and approved directives to pursue the possible adoption of 9 of 20 "Post Camp Fire Paradise Visioning Process" action options that were facilitated by Urban Design Associates (UDA). In accordance with and among the Town Council adopted directives staff was authorized to proceed with creating an ordinance amending the Paradise Municipal Code to include a chapter of "defensible space and hazardous fuel management" regulations for consideration and possible adoption by the Town Council.

ANALYSIS: The attached ordinance document proposes a new Chapter of regulations to be added to the Paradise Municipal Code [PMC] relating to the subject of defensible space and hazardous fuel management to enhance the health and safety of the Town's "Post Camp Fire" community.

The proposed ordinance has been designed to reflect the "defensible space and hazardous fuel management" regulations of the California Public Resources Code and in a format that compliments the regulations of Title 8 [Health and Safety] of the Paradise Municipal Code.

The ordinance would provide, among other things, as follows:

- That real property be maintained by prohibiting combustible material storage under decks
- Prohibit combustible materials such as firewood, lumber or rubbish immediately adjacent to any building or structure.
- Allow only low-growing vegetation with high moisture content within 5 feet of any structure or building
- Maintain a 100 foot fire break
- Establish an abatement procedure.

Lastly, the Acting Town Planning Director has determined that this proposed ordinance action is a class of project that has been determined not to have a significant effect on the environment. Therefore, the proposed ordinance action is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15308 (Actions by Regulatory Agencies for Protection of the Environment). **NOTE:** This subject CEQA determination finding is embodied within the attached proposed ordinance document.

FINANCIAL IMPACT: There is no financial impact associated with the first reading and introduction of the ordinance.

Attachment

LIST OF ATTACHMENTS

1. Ordinance No. _____ " An Ordinance Adding Chapter 8.58 to the Paradise Municipal Code Relating to Defensible Space and Hazardous Fuel Management".

**AN ORDINANCE ADDING CHAPTER 8.58 TO THE PARADISE MUNICIPAL CODE
RELATING TO DEFENSIBLE SPACE AND HAZARDOUS FUEL MANAGEMENT**

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

SECTION 1. Chapter 8.58 is hereby added to the Paradise Municipal Code to read as follows:

CHAPTER 8.58

DEFENSIBLE SPACE AND HAZARDOUS FUEL MANAGEMENT

- Section 8.58.010 Title**
- Section 8.58.020 Purpose and Intent**
- Section 8.58.030 Definitions**
- Section 8.58.040 Applicability**
- Section 8.58.050 Responsibility for Administration**
- Section 8.58.060 Defensible Space/Hazardous Fuels Reduction Requirements**
- Section 8.58.070 Authority to Inspect**
- Section 8.58.080 Authority to Inspect Property and Request Records**
- Section 8.58.090 Enforcement and Administration**
- Section 8.58.100 Primary Authority**
- Section 8.58.110 Nuisance Abatement**
- Section 8.58.120 Civil Actions**
- Section 8.58.130 Criminal Action**
- Section 8.58.140 Non-Exclusive Remedies**

8.58.010 Title

This chapter shall be known as the “Defensible Space and Hazardous Fuels Reduction Ordinance” of the Town of Paradise.

8.58.020 Purpose and Intent

- A. The Town Council of the Town of Paradise finds and declares that the uncontrolled growth and/or accumulation of weeds, grasses, hazardous vegetation and combustible materials or obstructions on sidewalks, streets, and on lands or lots within the Town is dangerous or injurious to neighboring property and the health, safety and welfare of the citizens, residents and visitors of the Town of Paradise community. Such growth and accumulation constitute a public nuisance in that it creates fire hazard, reduces the value of private property, and creates a hazard to the health, safety and general welfare of the public.
- B. The Town is located within a designated Very High Fire Hazard Severity Zones [VHFHSZ] in which the vegetation is highly flammable during dry periods and has contributed to significant wildfires resulting in catastrophic fire losses to life, property and the environment.
- C. This chapter is intended and shall apply to the abatement of the growth and/or accumulation of weeds, grasses, shrubs, brush, slash, tree limbs, hazardous vegetation and combustible materials on all improved parcels and designated unimproved parcels within the Town and the maintenance of those parcels to prevent hazardous vegetation from growing back.
- D. The purpose of this chapter is to establish defensible space requirements and wildfire mitigation measures that both supplement and supersede Government Code Section 51182 and Public Resource Code (PRC) 4291 in order to protect the lives and property of the citizens, residents and visitors of the Town of Paradise.

8.58.030 Definitions

The terms used in this chapter shall have the following meanings:

“Combustible material” means seasonal and recurrent weeds, stubble, brush, dry leaves, mulch, tumbleweeds, rubbish, recyclable material, litter and/or flammable materials of any kind.

“Defensible Space” means an area either natural or man-made, where material capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur.

“Fire Hazard Severity Zones (FHSZ)” means geographical areas designated pursuant to California Public Resources Code Sections 4201 through 4204 and classified as Very High, High, or Moderate in State Responsibility Areas (SRA) or as Local Responsibility Agency Very High Fire Hazard Severity Zones (LRA VHFHSZ) designated pursuant to California Government Code Sections 51175 through 51189.

“Fuel Modification” means a method of modifying fuel load by reducing the amount of flammable vegetation or altering the type of vegetation to reduce the fuel load.

“Hazardous Vegetation” means vegetation that is flammable and endangers the public safety by creating a fire hazard including but not limited to seasonal and recurrent weeds, stubble, brush, dry leaves, etc.

“Improved Parcel(s)” means a portion of land of any size, the area of which is determined by the assessor’s maps and records and may be identified by an assessor’s parcel number upon which a structure is located.

“Ornamental Landscape” means all grasses, plants, trees and other vegetation installed by a property owner, property tenant, etc. It is usually for aesthetic purposes or privacy screening.

“Person” means a person, partnership, limited partnership, corporation, limited liability company or association.

“Property owner” means the holder of the fee simple title of the property.

“Structure” means any dwelling, house, garage, building or other type of flammable man-made material.

“Unimproved Parcel(s)” means a portion of land of any size, the area of which is determined by the assessor’s maps and records and may be identified by an assessor’s parcel number upon which no structure is located.

“Wildland-Urban Interface (WUI) Area” means that geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels.

8.58.040 Applicability

This chapter, including any amendments or revisions thereto, shall apply to all improved and unimproved parcel(s) located within the Town.

8.58.050 Responsibility for Administration

The Fire Chief or his or her designee shall administer, implement, and enforce the provisions of this chapter.

8.58.060 Defensible Space/Hazardous Fuels Reduction Requirements

Any person that owns, leases, controls, operates, or maintains any real property in the Town of Paradise shall continuously do the following:

A.

1. Maintain immediately around and adjacent to any building or structure free of combustible materials such as firewood, lumber and rubbish. Combustible materials shall not be stored under decks and the area under decks shall be maintained to be free of vegetative material. Fencing material constructed of combustible material must remain 5 feet away from any building or structure. Only low-growing vegetation with high moisture content, such as flowers and ground covers and green lawns, and maintained free of dead vegetative debris, are allowed within 5 feet of any structure or building.
2. Remove or prune flammable plants and shrubs near windows and under eave vents (a recommended no planting zone).
3. Clean roofs and gutters of dead leaves, debris and pine needles. In addition to the management of combustible material around a structure or building the following shall be

accomplished: 1) Replace or repair any loose or missing shingles or roof tiles to prevent ember penetration. 2) Provide and maintain a screen over the outlet of every chimney or stovepipe that is attached to any fireplace, stove, or other device that burns any solid or liquid fuel. The screen shall be constructed of nonflammable material with openings of not more than 1/2 inch.

- B. Maintain around and adjacent to any building or structure, a fire break made by removing and clearing away, for a 100 foot distance on each side thereof or to the property line, whichever is nearer, all flammable vegetation or other combustible growth. Weeds and dry grass will be mowed to a height of four inches. Remove ladder fuels (vegetation, brush and small trees under mature trees) so a ground surface fire cannot reach tree crowns. Prune trees up to 6 feet to 15 feet from the ground. For shorter height trees, do not exceed 1/3 of the overall tree height. Tree placement should be planned to ensure the mature canopy is no closer than ten feet to the edge of the structure. Tree and shrubs will be limited to small clusters of a few each to break up the continuity of the vegetation across the landscape. This subsection does not apply to single tree specimens, ornamental shrubbery, or similar plants which are used as ground cover and provided they do not form a means of rapidly transmitting fire from the native growth to any building or structure.
- C. Remove that portion of any tree which extends within ten feet of the outlet of any chimney or stovepipe. Maintain any tree adjacent to or overhanging any building free of dead and dying wood.
- D. No responsible party shall permit on improved or unimproved parcel any accumulation of combustible vegetation, dead, dying or diseased trees, green waste, rubbish, or other flammable materials within 30 feet of the property line when such accumulation endangers or encroaches on the required Defensible Space for structures or buildings on an adjacent property. The Fire Chief or designee may require a distance greater than 30 feet but not to exceed 100 feet when it is determined that the greater distance is necessary to provide Defensible Space for structures or building on an adjacent property.
- E. Clear vegetation from streets and driveways both horizontally and vertically along your property. Flammable vegetation must be cleared on each side of a street or driveway for a 10 foot distance and a vertical height of 14 feet. Vegetation must be cut to within 4 inches of the ground. The Fire Chief or designee may require a distance greater than 10 feet. This applies to public and private driveway(s) and any public or private streets that border or bisect property.
- F. Pursuant to section 8.58.110, the Fire Chief or designee may require fuels modification on the entire parcel(s) of vacant land that pose a threat to additional parcels in order to reduce the fire hazard to a building, structural improvement, crop or other property.
- G. In the event the Fire Chief finds that additional fuels management is necessary to significantly reduce the risk of transmission of flame or heat to adjacent properties and means of egress and ingress, the Fire Chief or designee may mandate fuels modification of an area more or less than the preceding referenced widths or heights.

8.58.070 Authority to Inspect

Whenever the Fire Chief or his or her designee has cause to believe that there exists, or potentially exists, in or upon any premises any condition which constitutes a violation of this chapter, the Fire Chief or designee may enter such premises at all reasonable times to inspect the same and to inspect and copy records related to defensible space/hazardous fuels reduction compliance. In the event the owner or occupant refuses entry after a request to enter and inspect has been made, the Town is hereby empowered to seek assistance from any court of competent jurisdiction in obtaining such entry pursuant to California Code of Civil Procedure section 1822.50-1822.60.

8.58.080 Authority to Inspect Property and Request Records

Whenever the Fire Chief has reasonable cause to believe that there exists on any premises any condition which constitutes a violation of this chapter, the Fire Chief, or designee, is empowered to request owner or occupant provide records, such as but not limited to, site plans, connection agreements, operations and maintenance records, documentation of waste disposal, etc., as necessary to determine defensible space/hazardous fuels reduction compliance.

8.58.090 Enforcement and Administration

Any person violating a provision of this chapter shall be subject to administrative, civil, or criminal liability as provided by law, in this chapter, and in Chapter 1.09 of this Code. When relying on Chapter 1.09 of this Code, the Town shall adhere to all procedures set forth therein, including, but not limited to the procedures for notice, service requirements, hearings, appeals, and issuance of citations and fines.

8.58.100 Primary Authority

The Fire Chief, or his or her designee, is empowered to use any of the provisions of this chapter to correct violations of, and secure compliance with the provisions of this chapter.

8.58.110 Nuisance Abatement

Violation of any provision of this chapter is declared to be a nuisance. The Town may, in addition to other authorized procedures set forth in this chapter, take action to abate such nuisance in accordance with the following procedures when any person violates this chapter:

- A. The Fire Chief or his or her designee shall notify, in writing, the property owner of any property where the nuisance exists.
- B. This notice shall be effective if it is posted at the property and mailed by certified or registered mail to the owner of record of the property on the last published assessment tax roll of the Butte County Assessor's office. The notice shall specify what constitutes the nuisance believed to exist together with an order to abate the nuisance within a specific time period, advise the property owner of the right to an appeal hearing where the owner may present evidence in defense, and advise the

property owner that the Town may assess the property for the cost of abatement if the Town is required to abate the nuisance.

C. The hearing shall be requested in writing by the property owner to the Town Clerk within ten (10) calendar days after the date on which the notice is mailed. If the property owner fails to request an appeal hearing within such ten (10) calendar days, the abatement notice shall be final.

D. After receiving a timely appeal, the Town shall set a noticed hearing on the appeal by an impartial hearing officer. The decision of the hearing officer shall be made in writing within fourteen (14) calendar days after the hearing. The decision of the hearing officer shall be final. If the nuisance is determined to exist, the hearing officer shall specify in his or her decision the time period to abate same by the property owner.

E. In any event, if the nuisance is not abated within the time specified in either the initial notice and order or the hearing officer's decision, the Town may abate the nuisance and charge the cost of the abatement, including administrative costs thereof and reasonable interest therefor, from the date of the abatement to the property owner.

F. If the cost of abatement, as referred to in this section, is not reimbursed to the Town by the property owner within thirty (30) calendar days after the property owner has received notice of the costs, the Town may record a lien on the property owned by the person subject to the abatement. All laws applicable to the levy, collection and enforcement of nuisance abatement liens shall be applicable to such special assessment.

8.58.120 Civil Actions

In addition to any other remedies provided in this chapter, any violation of this chapter may be enforced by civil action brought by the Town. In any such action, the Town may seek, as appropriate and allowed by law, one or more of the following remedies:

- A. A temporary restraining order, preliminary and permanent injunction;
- B. Reimbursement of costs of any investigation, inspection or monitoring survey which led to the establishment of the violation, and for the reasonable costs of preparing and bringing action under this section;
- C. Costs incurred in removing, correcting, or terminating the adverse effect(s) resulting from the violation;
- D. Compensatory damages for loss or destruction of public property. Costs and damages under this subsection shall be paid to the Town and shall be used exclusively for costs associated with monitoring and establishing defensible space/hazardous fuels reduction or enforcing the provisions of this chapter.

8.58.130 Criminal Actions

Any person violating any of the provisions of this chapter shall be guilty of an infraction with fines pursuant to Government Code section 36900. Each day such violation is committed or permitted to continue constitutes a separate offense and is punishable as such.

8.58.140 Non-Exclusive Remedies

Each and/or every remedy available for the enforcement of this chapter shall be non-exclusive and it shall be within the discretion of the Town to seek cumulative remedies. Moreover, the remedies available to the Town pursuant to this chapter shall not limit the right of the Town to seek any other remedy that may be available at law and in equity.

SECTION 2. Pursuant to California Environmental Quality Act (CEQA) Guidelines section 15308 this ordinance is exempt from CEQA in that it is a Class 8 categorical exemption for actions taken by a regulatory agency to establish procedures for the protection of the environment.

SECTION 3. 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 October 2019, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Jody Jones, Mayor

ATTEST:

DINA VOLENSKI, Town Clerk

APPROVED AS TO FORM:

DWIGHT L. MOORE, Town Attorney



**Town of Paradise
Council Agenda Summary
Date: September 10, 2019**

Agenda Item: 6(d)

ORIGINATED BY: Greg Adams, Building Official
REVIEWED BY: Lauren M. Gill, Town Manager
SUBJECT: Consider Introducing an Ordinance Amending Paradise Municipal Code Title 15 [Buildings and Construction] Relating to: Accessory Structures and Wildland Urban Interface Requirements; and Non-Combustible Roof Gutters

COUNCIL ACTION REQUESTED: Upon conclusion of public discussion of this agenda item adopt either the recommended action or an alternative action.

RECOMMENDATION: Adopt a **MOTION TO:**

1. Waive the first reading of Town Ordinance No. _____ and read by title only (roll call vote);
AND
2. Introduce Town Ordinance No. _____. "An Ordinance Amending Regulations Within Paradise Municipal Code Title 15 [Buildings and Construction] Relative to Accessory Structures and Wildland Urban Interface Requirements; and Non-Combustible roof gutters"; **OR**
3. Adopt an alternative directive to Town staff.

BACKGROUND: Attached with this Council agenda summary for your consideration and recommended adoption for introduction purposes is a copy of an ordinance document recently prepared by town staff and reviewed by the Town Attorney. [**NOTE:** All new and/or amended text language within the attached ordinance is shown as "shaded".]

On June 11, 2019, Town Council reviewed and approved directives to pursue the possible adoption of 9 of 20 "Post Camp Fire Paradise Visioning Process" action options that were facilitated by Urban Design Associates (UDA). In accordance with the Town Council adopted directives staff was authorized to proceed with creating an ordinance amending the Town's building and construction code regulations to address the subjects of: 1) accessory structures (sheds, detached garages) and wildland urban interface requirements, 2) non-combustible roof gutters; and 3) requiring underground electrical service.

ANALYSIS: The attached ordinance document proposes Town Council adoption of a few text amendments to Chapter 15.01 (Facts and Findings) and Chapter 15.03 (2016 California Residential Code) of the Paradise Municipal Code in a manner intended to further implement the Town Council directive addressing the prior mentioned subjects.

A brief explanation of the specific text amendments within the attached ordinance document includes, but is not limited to the following items:

1. Amends text within the California Residential Code Section R337.13 Exceptions 1 & 2 and the California Residential Code Section R337.5.4 to respectively read as follows:
 - a. Buildings of an accessory character classified as a group U occupancy and not exceeding 120 square feet in floor area, when located at least 30 feet from an applicable building (as written in current code). The U group occupancy structures are usually sheds and detached garages.
 - b. Buildings of an accessory character classified as group U occupancy exceeding 120 square feet in size, based on the exterior measurements of the structure, shall comply with Section R337 and all Wildland Urban Interface requirements.
 - c. Roof gutters of a non-combustible material shall be provided with means of preventing accumulation of leaves and debris in the gutter.

Underground electrical service requirements will be covered under a separate, more comprehensive underground utility ordinance to be presented at a future council meeting.

Lastly, the Acting Town Planning Director has determined that there is no possibility that adoption of the proposed text amendments would result in a significantly adverse effect upon the environment. Therefore, the proposed amendments can be found to be exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15061 (General rule exemption). **NOTE:** This subject CEQA determination finding is embodied with the attached proposed ordinance document.

FINANCIAL IMPACT: There is no financial impact associated with the first reading and introduction of the ordinance.

Attachment

LIST OF ATTACHMENTS

1. Ordinance No. _____ "An Ordinance Amending Regulations Within Paradise Municipal Code Title 15 [Buildings and Construction] Relative to Accessory Structures and Wildland Urban Interface Requirements; and Non-Combustible Roof Gutters".

**TOWN OF PARADISE
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING REGULATIONS WITHIN PARADISE MUNICIPAL CODE TITLE 15
[BUILDINGS AND CONSTRUCTION] RELATIVE TO ACCESSORY STRUCTURES AND WILDLAND
URBAN INTERFACE REQUIREMENTS; AND NON-COMBUSTIBLE ROOF GUTTERS**

The Town Council of the Town of Paradise does ordain as follows:

FINDING: The amendments set forth in this Ordinance are required based on the Wildland Conditions within the Town of Paradise as a result of the Camp Fire on November 8, 2018.

SECTION 1. Exhibit “A” [Facts & Finding Correlation] of Chapter 15.01 [Facts And Findings] of the Paradise Municipal Code shall be amended to add the chronological listing of the following code sections:

PARADISE MUNICIPAL CODE SECTION	CALIFORNIA CODE	CODE SECTION AMENDED	SHORT TITLE	REFERENCED FACT/FINDING (Page 3-5)
15.03.095 (Add)	CRC	R337.1.3, Exceptions (1) & (2) and R337.5.4	Wildland Urban Interface & Non- combustible gutters	Health & Safety Code 17958.5

SECTION 2. Section 15.03.095 shall be added to Chapter 15.03 [2016 California Residential Code (Title 24, Part 2.5) Based Upon the 2015 International Residential Code (ICC)] of the Paradise Municipal Code to read as follows:

15.03.095 - Chapter 3, Section R337.1.3, Exceptions 1 & 2: Accessory Structures and Section R337.5.4 Roof Gutters, amended:

R337.1.3, Exception 1: Buildings of an accessory character classified as Group U occupancy and not exceeding 120 square feet in floor area, when located at least 30 feet from an applicable building (as written in current code).

R337.1.3, Exception 2: Buildings of an accessory character classified as Group U occupancy exceeding 120 square feet in size, based on the exterior measurements of the structure, shall comply with Section R337 and Wildland Urban Interface requirements.

R337.5.4: Roof gutters of a non-combustible material shall be provided with means of preventing accumulation of leaves and debris in the gutter.

**TOWN OF PARADISE
ORDINANCE NO. ____**

SECTION 3. 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 4. 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 October, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jody Jones, Mayor

ATTEST:

Dina Volenski, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney

**TOWN OF PARADISE
RESOLUTION NO. 19-__**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
DESIGNATING NOVEMBER 8TH AS CAMP FIRE MEMORIAL DAY**

WHEREAS, on November 8, 2018, the Town of Paradise experienced the most destructive fire in California's history known as the "Camp Fire"; and,

WHEREAS, the Camp Fire entered the Town of Paradise at approximately 8:00 a.m., killed 86 people and damaged or destroyed 14,888 structures in the Town of Paradise; and,

WHEREAS, the Town Council of the Town of Paradise wants to recognize November 8th as the day that the Town of Paradise was changed forever and acknowledge the citizens who perished, or were harmed or displaced as a result of the Camp Fire; and

WHEREAS, in addition, the Town Council would like to acknowledge the first responders and private citizens that went above and beyond to assist community members during the evacuation.

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

Section 1. The Town Council designates November 8th as Camp Fire Memorial Day.

Section 2. The Town Council directs Town staff and requests the public to lower the Town of Paradise Flag to half-staff and requests that at 8:00 a.m. 86 seconds of silence is observed to recognize the individuals who lost their lives in the Camp Fire.

PASSED AND ADOPTED by the Paradise Town Council of the Town of Paradise, County of Butte, State of California, on this 10th day of September, 2019, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Jody Jones, Mayor

ATTEST:

APPROVED AS TO FORM:

Dina Volenski, CMC, Town Clerk

Dwight L. Moore, Town Attorney



**Town of Paradise
Council Agenda Summary
September 10, 2019**

Agenda Item: 6(g)

Originated by: Colette Curtis, Administrative Analyst II

Reviewed By: Lauren Gill, Town Manager

Subject: Consider adopting a “Dig Once” Policy in the Town of Paradise, with the intent to have all utilities placed underground for the health and safety of Paradise residents; and provide direction to staff regarding a new ordinance requiring all utilities to be constructed underground

Council Action Requested:

1. After discussion, consider waiving the first reading of Town Ordinance No. ____ and read by title only; and, introduce Town Ordinance No. ____, “ An Ordinance of the Town Council of the Town of Paradise, California, establishing a “Dig Once” Policy. (ROLL CALL VOTE)
2. Discuss and provide direction to staff regarding placement of all utilities underground

Background:

As the Town of Paradise recovers from the Camp Fire, rebuilding and hardening our Town’s infrastructure is of vital importance. Our experience during the fire, of utility poles catching fire, falling, starting more fires and blocking evacuation routes has shown that having utilities underground is a step towards safety that is needed for our community. Removing utility poles, trees and other objects that block evacuation routes or could hinder emergency response efforts is of utmost importance to the future safety of the Town. The Town will soon begin an effort to look at the possibility/feasibility of widening many of our existing roadways and evacuation routes where necessary and/or feasible. This project could result in relocating or removing the existing “temporary” PG&E poles that have been erected post-fire. A “Dig Once” policy and an underground utility program would save time and money in the future when we begin the process of rebuilding our roadway/evacuation routes. Also, because of the way that the Town was developed, the minimal underground infrastructure that we currently have, and our above ground utilities, are not uniform in any way. In putting the Town back together, a more cohesive, conventional plan for infrastructure and utilities is imperative.

PG&E has already announced their intention to put all their utility lines underground in the Town of Paradise, a process which they estimate will take 5 years to complete. Work has already begun on the undergrounding project in Town.

The Town of Paradise is working with Comcast and AT&T, the two local telecommunications companies to join PG&E in undergrounding their conduit. Discussions are ongoing with PG&E, AT&T and Comcast and we are hopeful we will come to an agreement very soon. Part of the Town's effort and discussion to move our utilities underground is a "Dig Once" Policy.

Discussion:

A Dig Once Policy follows an open trench approach to support coordination between the Town, public utilities and telecommunication companies to cost-efficiently (incremental costs) install conduit for telecommunications services. The object of this policy is to support an open and transparent process for notifying telecom companies and combined coordination between public works, public utilities that are opening the ground, and telecom companies installing conduit.

The expected result is that telecom companies will join PG&E to install conduit along its infrastructure undergrounding projects. The proposed ordinance codifying this policy defines a five-year moratorium on re-opening Town rights of way that were just constructed, reconstructed, or repaved. This will provide an incentive and sense of urgency for telecom companies to join PG&E in its coming projects.

Fiscal Impact Analysis:

There is no financial impact to the general fund for this item, as it sets a policy for public and private utility companies. Some staff time will be involved in the coordination of the utilities for open trench periods.

**TOWN OF PARADISE
ORDINANCE NO. ____**

**ORDINANCE ADDING CHAPTER 12.26 TO THE PARADISE MUNICIPAL CODE
RELATING TO TELECOMMUNICATIONS INFRASTRUCTURE IMPROVEMENTS**

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

Section 1. Chapter 12.26 is hereby added to the Paradise Municipal Code to read as follows:

CHAPTER 12.26

TELECOMMUNICATIONS INFRASTRUCTURE IMPROVEMENTS

Section 12.26.010	Purpose and Findings
Section 12.26.015	Definitions
Section 12.26.020	Telecommunications Infrastructure Improvement
Section 12.26.025	Implementation
Section 12.26.030	Exemptions
Section 12.26.035	Enforcement
Section 12.26.040	Public Nuisance
Section 12.46.045	Severability

12.26.010 Purpose and Findings.

A. It is the intent of the Town of Paradise, in enacting Chapter 12.26 to streamline and simplify the process of installing and upgrading telecommunications equipment throughout the town, and to encourage deployment, improvement and modernization of telecommunications infrastructure; especially in the town's rebuild efforts after the Camp Fire in 2018.

B. The objectives of Chapter 12.26 are the following:

- a. Minimize disruption of the town's public infrastructure, such as paved roads and sidewalks.
- b. Ensuring efficient, non-duplicative placement of infrastructure in the town's right of way.
- c. Reducing infrastructure deployment barriers by reducing costs of all underground work in the town's right of way for utility, telephone or telecommunications companies and internet service providers.
- C. Access to modern telecommunications infrastructure is vital for communication, emergency and disaster response, economic development, education, healthcare, among other uses.
- D. It is the desire of the town to foster a fair and level playing field for all market competitors that does not disadvantage or advantage one service provider or technology over another.
- E. The town seeks to promote widespread access to the most technologically advanced telecommunications services for all town residents and businesses in a nondiscriminatory manner regardless of socioeconomic status; and seeking these services will work as an incentive for residents and businesses to establish in the Town of Paradise.
- F. It is the responsibility of the town to protect and control access to public rights-of-way, and ensuring that use of public right-of-way aligns with the vision for a resilient and modern Town of Paradise.
- G. The town has a duty to ensure that all service providers utilizing town property, facilities or rights-of- way comply with all applicable state and local health, safety and other laws.
- H. It is consistent with the town's goals and values to encourage investment in telecommunications infrastructure to ensure access to ubiquitous high-speed internet services to residents, businesses, community anchor institutions, and community organizations, in order to help close the digital divide.
- I. It is necessary to update town policies and practices to recognize the authority of the California Public Utilities Commission (CPUC) as established in state and federal statutes.
- J. It is the desire of the town to assess fees sufficient to recover the actual costs of providing services but not to discourage improvement of necessary infrastructure.

12.26.015 Definitions.

A. For the purpose of this chapter, the following definitions apply:

1. "Company" refers to any utility or telephone or telecommunications company, or broadband service provider that is authorized by any government entity or law to provide services or operate in the Town of Paradise.
2. "Conduit" refers to a tube, duct or other device or structure designed for enclosing telecommunication wires or cables.
3. "Excavation" refers to any process which removes material from the ground through digging, drilling, boring or other activity for the purpose of installing utilities, infrastructure or other structures or equipment.
4. "Facilities" and "infrastructure" refers to wires, cables, conduit, switches, transmission equipment or other equipment for use in transmitting or processing telecommunications services or for providing support or connection to such equipment.
5. "Feasible" refers to capable of being accomplished in a successful manner within a reasonable period of time, taking into account appropriate environmental, physical, legal, economic and technological factors.
6. "Incremental cost" refers to the cost associated with adding telecommunications cable, conduit and other related equipment to an excavation project, including the cost of the materials needed and any additional labor cost.
7. "Reconstruction" refers to any project which repairs or replaces fifty percent or more of an existing road, highway or rail line.
8. "Rights-of-way" ("ROW") refers to the area upon or adjacent to any town-owned road, highway or rail line or along or across any of the waters or lands owned or controlled by the town.
9. "ROW permit" refers to a permit issued pursuant to this chapter.
10. "Telecommunications" refer to data, voice, video or other information provided by copper wire, coaxial cable, fiber optic cable or other technology.
11. "Telecommunications service providers" refers to any person, company, corporation or other entity providing data, voice, cable, video or other information services by wire, fiber optic cable or other technology.
12. "Town Manager" refers to the town manager of the Town of Paradise or his or her designee.

12.26.020 Telecommunications Infrastructure Improvement.

In recognition of the need to provide local residents and businesses within the community with the infrastructure required to meet their telecommunications needs, this chapter requires the following:

- A. No company may undertake any construction, reconstruction, or repaving project involving excavation of the town ROW without first obtaining a ROW permit pursuant to this chapter.
- B. No fewer than 30 days prior to a company's intended construction, reconstruction or repaving start date, a written application for a town public ROW permit, along with payment of any fees or deposit required by the town, shall be filed with the town manager or his or her designee, in the form and manner required by the town manager or his or her designee.
- C. The ROW application shall contain, at a minimum, all of the following information:
 - a. General information regarding any infrastructure and/or equipment that the company plans to apply for permits to install within the ROW in the next six (6) months, regardless of whether a permit is currently sought for the infrastructure and/or equipment.
 - b. Site plan of the infrastructure and/or equipment proposed to be located within the ROW, including a map in digital and/or other form required by the town, including digital geographical information system (GIS) formats.
 - c. Estimated project start and completion dates.
 - d. A traffic control plan, if required, that complies with guidelines established by the town manager or his or her designee.
- D. Companies leading construction, reconstruction or repaving projects involving excavation of town rights-of-way shall notify, advise and coordinate with other companies (i.e., telephone or telecommunications companies or broadband service providers) regarding construction work to install telecommunications infrastructure in the right of way, to the extent reasonably practical and feasible. This coordination shall be conducted through town or company sponsored coordination meetings. The frequency of the meetings shall be determined in coordination between the town manager or his or her designee and project leading company. As a result of the coordination, installation of or upgrades to telecommunications facilities or infrastructure will be included as needed. In new developments, a company shall contact the developer to determine whether any surplus conduit is available in the areas that the company plans to install

facilities or infrastructure, and whether any joint trenching or boring projects are feasible.

E. The town manager or his or her designee shall maintain a list of companies (i.e., telephone and telecommunications companies and broadband service providers) and shall send notifications to these companies regarding construction, reconstruction and repaving projects and coordination to install telecommunications infrastructure in the right of way, to the extent reasonably practical and feasible.

F. The Town of Paradise may also determine whether to participate in the installation of telecommunication infrastructure in the construction, reconstruction or repaving projects.

G. When companies or the town participate or join in a construction, reconstruction or repaving project, which involves excavation in the town ROW, by installing telecommunications facilities or infrastructure in such projects, these companies shall be responsible for the ROW permit applicant's incremental costs for installing these facilities and infrastructure.

H. The town manager or his or her designee will work with companies and contractors to identify cost-effective approaches consistent with town requirements.

I. All installations shall be approved by the town manager or his or her designee. Technical specifications for installing telecommunications infrastructure shall be discussed among companies participating in the project and technical specifications may also be developed associated to this ordinance.

J. In order to verify that a company has carried out the construction, reconstruction or repaving project in the town ROW pursuant to this chapter, the town reserves the right to inspect the project, as well as to inspect all necessary documents related to said project.

K. There shall be a five-year moratorium on excavating in the town ROW that has been constructed, reconstructed, or repaved in the preceding five years to protect the public infrastructure and maintain the integrity of the pavement and ROW. However, waivers to the moratorium may be granted by the town manager or his or her designee for "good cause," such as:

- a. to repair leaks
- b. to respond to emergencies
- c. to provide services to buildings where no other reasonable means of providing service exists

d. other situations deemed by the town manager or his or her designee to be in the best interest of the general public

12.26.025 Implementation.

No less than 15 days before this chapter takes effect, the Town of Paradise shall e-mail, fax, mail or deliver a copy of it to all telecommunications service providers and other affected entities doing business within the Town of Paradise.

12.26.030 Exemptions.

A. The town manager or his or her designee, may exempt construction, reconstruction or repaving projects from the requirements of this chapter where compliance is found to be not practical or feasible. Requests for an exemption shall be in writing, and the town manager or his or her designee's decision shall be final.

B. An exemption application shall include all information necessary for the town manager or his or her designee to make a decision, including but not limited to documentation showing factual support for the requested exemption.

C. The town manager or his or her designee may approve the exemption application in whole or in part, with or without conditions.

12.26.035 Enforcement of this Chapter.

Enforcement of this chapter shall be as follows:

A. The town manager or his or her designee, shall have primary responsibility for enforcement of this chapter and shall have authority to issue citations for violation of this chapter. The town manager, or his or her designee, is authorized to establish regulations or administrative procedures to ensure compliance with this chapter.

B. A person or entity violating or failing to comply with any of the provisions of this chapter shall be guilty of an infraction.

C. The town manager or his or her designee may seek legal, injunctive, or any other relief to enforce the provisions of this chapter and any regulation or administrative procedure authorized by it.

D. The remedies and penalties provided in this chapter are cumulative and not exclusive of one another.

E. The town manager or his or her designee may inspect the premises of any construction, reconstruction, repaving or excavation project to verify compliance with this chapter.

12.26.040 Public Nuisance.

Violation of this chapter is hereby declared to be a public nuisance. Any violation of this chapter shall be subject to abatement pursuant to chapter 8.04 of the Paradise Municipal Code.

12.26.045 Severability.

If any word, phrase, sentence, part, section, subsection, or other portion of this chapter, or any application thereof to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed application thereof, shall be severable, and the remaining provisions of this chapter, and all applications thereof, not having been declared void, unconstitutional or invalid, shall remain in full force and effect. The Town of Paradise hereby declares that it would have passed this title, and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional.

SECTION 2. 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 October 2019, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Jody Jones, Mayor

ATTEST:

DINA VOLENSKI, Town Clerk

APPROVED AS TO FORM:

DWIGHT L. MOORE, Town Attorney



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: September 10, 2019**

AGENDA ITEM No. 6(h)

ORIGINATED BY: **Crystal Peters, Human Resources & Risk Manager**
 Gina Will, Administrative Services Director/Town Treasurer

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

SUBJECT: Report for the Classification and Total Compensation Study conducted by consultant Koff & Associates.

RECOMMENDATION:

1. Accept the Classification and Total Compensation Study report as presented by consultants, Koff and Associates, and
2. Adopt Resolution 19- ____, adopting the new job classifications descriptions as recommended as set forth in the Classification Study by Koff and Associates.

BACKGROUND:

In an effort to attract and retain qualified municipal employees, the Town of Paradise sought a request for qualifications from experienced firms to provide a Comprehensive Classification Study, and Total Compensation Survey, as well as an option for Organizational Structure Review. Koff and Associates was selected with Council approval in March 2019. Over the last 5 months, the consultants have been performing an in-depth Classification Study and Total Compensation Survey.

Since 2009, the Town has substantially fewer employees; however, levels of service have increased in many areas. As such, duties and responsibilities that were previously shared with multiple positions have been combined and re-allocated, not to mention the distinct impact that the devastating Camp Fire has also added to the already heavy workloads. Though the Town has provided cost of living type increases, a Town wide market salary survey has not been conducted. The Town seeks to revise outdated classifications and maintain a competitive salary structure so that it can recruit and retain a quality labor force.

The Town has experienced a marked increase in staff resignations since the Camp Fire, and the Town is on notice that there are more to follow. Since the Camp Fire, the Town has

lost 22 employees. The current turnover rate is 36%. Retention of personnel is most important at this time when the both the labor and housing market in our area are facing extreme market conditions. We were aware that the Town was not competitive with local municipalities as our employees have been leaving for the competition with higher total compensation, but to what extent and by position we were not certain.

Positions throughout the organization remain vacant, including key management positions. Of the 22 employees lost since the Camp Fire, the Town has only been successful in hiring 7. Information is a powerful tool in understanding and addressing an issue. The results of the report will help Town Management and Town Council make informed decisions as it relates to pay and total compensation to attract and retain competent employees.

Discussion:

Attached you will find the report that covers the services as agreed in the general scope of services. Volume One outlines the classification study activities, a summary of classification allocations to achieve the classification plan recommended, as well as the updated job classification specifications as needed. Volume Two outlines the compensation study, including identifying comparator agencies, benchmarking not only using titles, but also duties and responsibilities, benchmarking benefit packages, as well compensation data, analysis on internal relationship and alignment of positions. Finally, a salary structure recommendation that reflects the market survey analysis as well as internal relationships. Also included in the report are a myriad of ways that organizations may choose to implement compensation study findings.

In summary, the classification study recommends that 6 employees be reclassified into positions that better match their duties and responsibilities. Also, 19 positions are recommended for title changes. The title changes are not promotions or demotions just titles that are most consistent with work performed and most similar to comparable jurisdictions. It is important to note that while Town Council is requested to approve an extensive list of job classification descriptions, it is not the intent to fill all these positions. It merely provides the Town some efficiency and flexibility if or when it might need to fill a position.

With the total compensation survey, the consultants were able to “benchmark” or directly compare the salary and benefits of 31 of the Town’s 42 current positions with at least 4 comparable agencies. Thus, 74% of the Town’s positions have direct comparable results, the remaining 26% were internally aligned within the organization according to similar levels of responsibility and duties. The study found that on average (mean) the Town is 15.3% below market when comparing top monthly salary data and 20.4% below market when comparing total monthly compensation data. The Town knew it would be further

behind in total compensation since it has capped its contributions to employees for health care in order to manage OPEB obligations. The average (median) is very similar at 15.6% below and 20.6% below respectively. In analyzing the results, the mean average of total compensation seems to be the most reflective of what the Town was attempting to capture for attraction and retention.

Fiscal Impact Analysis:

As approved by Town Council back in March 2019, the cost of the Classification and Compensation Study is \$58,424. It has been charged to the “extra expense” area of the Town’s insurance claim, but has not been approved by the insurance company to date.

**TOWN OF PARADISE
RESOLUTION NO. 19-__
A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PARADISE, CALIFORNIA,
APPROVING JOB CLASSIFICATION DESCRIPTIONS**

WHEREAS, it is prudent for the Town of Paradise to periodically review its job classification descriptions of the positions within the Town of Paradise; and

WHEREAS, to improve efficiency of certain Town functions and to appropriately reflect the duties and qualifications of its employee classifications.

NOW, THEREFORE be it resolved by the Town Council of the Town of Paradise as follows:

SECTION 1. Job class descriptions in the attached list are approved as per Appendix II of the Classification Study Report completed by Koff & Associates and effective September 10, 2019. Town staff is directed to revise Town employee Classifications based on the attached list.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 10th day of September, 2019, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Jody Jones, Mayor

ATTEST:

By: _____
Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney

New Class Descriptions

Accountant
Accounting Assistant I&II
Accounting Technician
Administrative Assistant
Administrative Services Director
Animal Control Officer
Animal Control Supervisor
Assistant Planner
Assistant Town Manager
Assistant Associate Engineer
Assistant Associate Planner
Associate Planner
Building Inspector I&II
Building Official
Building Onsite Permit Tech I&II
Deputy Town Clerk
Director of Community Development
Director of Public Works/Town Engineer
Disaster Recovery Director
Fire Marshal
Fire Prevention Inspector I/II
Housing Program Manager
Housing Program Technician
Human Resources Manager
Information Technology Manager 08.02.19
Maintenance Worker I&II
Mechanic
Office Assistant
Onsite Sanitary Official
Police Chief
Police Lieutenant 08.21.19
Police Officer Trainee
Police Sergeant
Procurement Officer 08.02.19
Procurement Officer
Property and Evidence Technician
Public Safety Dispatcher
Public Works Manager
Public Works Supervisor
Senior Accountant
Senior Engineer
Senior Maintenance Worker
Senior Management Analyst
Senior Mechanic
Senior Public Safety Dispatcher

Shelter Assistant
Support Services Supervisor 07.17.19
Town Clerk
Town Manager



Date: 8/26/2019

Classification Study - Final Report

Town of Paradise

Submitted By:

Koff & Associates

KATIE KANEKO

President

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Berkeley, CA 94710
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Fax: 510.652.5633

August 26, 2019

Ms. Crystal Peters
Human Resources & Risk Manager
Town of Paradise
5555 Skyway
Paradise, CA 95969

Dear Ms. Peters:

Koff & Associates is pleased to present the final classification and compensation report for the study of all positions in the Town of Paradise. Volume I documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all Town of Paradise employees, and class specifications. Volume II, to be sent under separate cover, documents the market compensation survey, findings, and recommendations.

This first volume incorporates a summary of the study's multi-step process, which included results of written Position Description Questionnaires, interviews with employees and management, and employee review and comments in the form of draft class descriptions, and class allocation recommendations.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Kind Regards,



Katie Kaneko
President



TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
Background	1
CLASSIFICATION STUDY GOALS	1
CLASSIFICATION STUDY PROCESS	2
CLASSIFICATION CONCEPTS	2
Positions vs. Classifications	2
The Relationship Between Classification and Compensation	3
The Purpose of Having a Classification Plan	3
Classification Descriptions	4
Fair Labor Standards Act	6
CLASSIFICATION FINDINGS AND RECOMMENDATIONS	7
Classification Structure and Allocation Factors	7
Classification Allocation Recommendations	13
Title Change	14
Reclassification	15
New Classifications	15
CONCLUSION	15



LIST OF TABLES

Table 1. Title Change Recommendations	14
Table 2. Reclassification Recommendations.....	15

APPENDICES

Appendix I: Recommended Position Allocations	
Appendix II: New Class Descriptions	



EXECUTIVE SUMMARY

Background

In March 2019, the Town of Paradise (“Town”) contracted with Koff & Associates (K&A) to conduct a classification and total compensation study for all of the Town’s classifications. All classification and compensation findings, recommendations, and options for implementations are in Volumes I and II of this report.

This classification review process was precipitated by:

- The concern of Town Council, management, and the employee groups that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the Town to recruit and retain a high-quality staff;
- To ensure that class descriptions reflect current programs, responsibilities, and technology;
- The desire to have a compensation plan that can meet the needs of the Town; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the Town.

The goal of the classification and compensation study is to assist the Town in developing a competitive pay and benefit structure, which is based upon market data to ensure that the plan is fiscally responsible, and that meets the needs of the Town with regards to recruitment and retention of qualified staff.

CLASSIFICATION STUDY GOALS

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions and position allocations that recognizes the scope and level of the various classes and positions, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the Town to maintain the classification system on a regular basis.



CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with Town management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with all employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management and employee review.
- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

CLASSIFICATION CONCEPTS

Positions vs. Classifications

“Position” and “Classification” are two terms that are often used interchangeably, but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance.

When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as



knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for the Town are covered in Volume II of this report.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of the Town, the department, and the position on-the-job; or
- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.



Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors and we have chosen the middle ground in this study as being most practicable in the Town's changing environment and service delivery expectations, as well as being in line with the Town's strategic plan. This approach resulted in recommendations to retitle classifications to more accurately reflect current responsibilities or use more contemporary titles (e.g. Fleet Maintenance Shop Foreman to Senior Mechanic), or to reclassify certain individuals into existing or entirely new classifications that more accurately reflect current responsibilities (e.g. Environmental Technician to Building/Onsite Permit Technician I). Detailed allocation recommendations are found in Appendix I of the report.

Classification Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions are included in Appendix II of this report.

As mentioned earlier, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual job audit interviews (if required), and from information provided by employees and managers during the review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a "desk manual", generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.



- The title of a classification is normally used for organization, classification, and compensation purposes within the Town.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Supervision Received and Exercised: This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

Class Characteristics: This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

Examples of Typical Job Functions: This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

Qualifications: This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than the Town (i.e., the State), and can therefore be appropriately included as requirements.

Physical Demands: This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the PDQs) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are



included, such as “finger dexterity needed to access, enter, and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

Working Conditions: These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification’s appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification’s essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

Salary Basis Test: The incumbents in a classification are paid at least \$455 per week (\$23,660 per year), not subject to reduction due to variations in quantity/quality of work performed. Note: computer professionals’ salary minimum is defined in hourly terms as \$27.63 per hour.

Exemption Applicability: The incumbents in a classification perform any of the following types of jobs:

- **Executive:** Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- **Administrative:** Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.
- **Professional:** Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- **Computer professional:** Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional



specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

Job Analysis: A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often times a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of his or her time), then the classification would be considered non-exempt.

CLASSIFICATION FINDINGS AND RECOMMENDATIONS

Classification Structure and Allocation Factors

The proposed classification plan provides the Town with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities, and other work-related requirements of the jobs.

A classification plan is not a stable, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organizational wide (review of the all classifications and positions) or position-specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By analyzing these factors, the Town will be able to change and grow the organization while maintaining the classification plan.



1. Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the job experience, and required certification or professional registration. The varying levels are as follows:

A. The entry-level into any occupational field

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work, or obtaining a four-year or advanced college or university degree. Little to no experience is required.

B. The experienced or journey-level (fully competent-level) in any occupational field

This knowledge and skill level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications may be required for demonstrating possession of the required knowledge and skills.

C. The advanced level in any occupational field

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

2. Supervisory/Management Responsibility

This factor defines the staff and/or program management responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development, and supervision and direction of staff.

A. No ongoing direction of staff

The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

B. Lead direction of staff or program coordination

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.



C. Full first-line supervisor

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation, and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementing goals, objectives, policies and procedures, and budget development and administration.

D. Manager

The employee is considered management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. Depending on the size and scope of the services provided, this category of employee may report to a department head or the Town Manager.

E. Executive Management

The employee has total administrative responsibility for the Town and reports to the Town Council.

3. Supervision Received

A. Direct Supervision

Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or position they are filling. Initially under close supervision, incumbents learn to apply concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

B. General Supervision

General supervision is usually received by the experienced and journey-level employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment.

At the experienced-level, positions exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.



Journey-level positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned projects, programs, and team(s). Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

C. General Direction

General direction is usually received by senior level or management positions. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

D. Administrative and Policy Direction

Administrative direction is usually received by executive management classifications. The incumbent is accountable for accomplishing Town-wide planning and operational goals and objectives within legal and general policy and regulatory guidelines. The incumbent is responsible for the efficient and economical performance of the organization's operations.

4. Problem Solving

This factor involves analyzing, evaluating, reasoning, and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

A. Structured problem solving

Employees learn to apply concepts and work procedures and methods in assigned area of responsibility and to resolve problems and issues that are specific, less complex, and/or repetitive. Exceptions or changes in procedures are explained in detail as they arise.

B. Independent, guided problem solving

Work situations require making independent decisions among a variety of alternatives; however, policies, procedures, standards, and regulations and/or management are available to guide the employee towards problem resolution.

C. Application of discriminating choices

Work situations require independent judgment and decision-making authority when identifying, evaluating, adapting, and applying appropriate concepts, guidelines, references, laws, regulations, policies, and procedures to resolve diverse and complex problems and issues.



D. Creative, evaluative, or critical thinking

The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution.

5. Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

A. Direct, limited work responsibility

The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Work is usually supervised while in progress and fits an established structure or pattern. Direct supervision is readily available.

B. Decision-making within guidelines

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur, but are handled within procedures and rules. Impact of decisions is normally limited to the work unit, project, or program to which assigned.

C. Independent action with focus on work achieved

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant program or Town-wide service delivery and/or budgetary impact.

D. Decisions made within general policy or elected official guidance

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the Town are with this employee.

6. Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.



A. Exchange of factual information

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

B. Interpretation and explanation of policies and procedures

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the Town.

C. Influencing individuals or groups

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of the Town.

D. Negotiation with organizations from a position of authority

The employee often deals with the Town Council, elected officials, government agencies, and other outside agencies, and the public to advance and represent the priorities and interests of the Town, provide policy direction, and/or negotiate solutions to difficult problems.

7. Working Conditions/Physical Demands

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

A. Normal office or similar setting

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required, but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds, and communicating with others in a generally non-stressful manner.

B. Varied working conditions with some physical or emotional demands

The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, and maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

C. Difficult working conditions and/or physical demands

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may



be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, Town-wide activities, and/or relations with other agencies)?
- Are guidelines, policies, and/or procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with internal and external stakeholders others more frequently or for a different purpose as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

The analysis of the factors outlined above, as well as the answers to these questions, were used to determine recommended classifications for all Town employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of entire classification structure in the future.

Classification Allocation Recommendations

All class descriptions were updated in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

When evaluating the allocation of positions, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions.



Furthermore, it is necessary to: (i) identify the duties that the incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

Title Change

One change in the classification plan, as noted above, was the title change for seventeen (17) classifications.

Table 1. Title Change Recommendations

Current Classification Title	# of Positions	Proposed Classification Title
Administrative Assistant II FD	1	Administrative Assistant
Administrative Assistant III PD	1	Administrative Assistant
Administrative Services/Finance Director	1	Administrative Services Director/ Treasurer
Building/Onsite Permit Technician	1	Building/Onsite Permit Technician II
CDD Manager/Assistant Planner	1	Community Development Manager
Communication/Records Supervisor	1	Support Services Supervisor
Community Development Director/Planning Director	1	Community Development Director
Community Services Officer III	1	Community Services Officer
Construction Inspector	1	Construction Inspector II
Financial Services Analyst	1	Accounting Technician
Fire Prevention Inspector	1	Fire Prevention Inspector II
Fleet Maintenance Shop Foreman	1	Senior Mechanic
Housing Program Supervisor	1	Housing Program Manager
Police Trainee (Academy Sponsorship)	1	Police Officer Trainee
Public Works Maintenance Worker I	1	Maintenance Worker I
Public Works Maintenance Worker II	3	Maintenance Worker II
Public Works Maintenance Worker III	1	Senior Maintenance Worker



Title changes are recommended to more clearly reflect the level and scope being performed, to consolidate work into broader categories that could be used Town-wide, as well as establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in Volume II) are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All recommended position allocations in Appendix I.

Reclassification

Reclassification recommendations are made for positions that are working out of class due to level and scope of work and/or job functions that have been added or removed from those positions over time.

The study resulted in six (6) incumbents, to be reclassified, as noted in the table below. These recommendations are based on the individual positions interviewed. Not every incumbent in the current classification are recommended for a reclassification

Table 2. Reclassification Recommendations

Current Classification Title	Proposed Classification Title
Administrative Analyst	Deputy Town Clerk
Administrative Analyst II	Senior Management Analyst
Community Services Officer III	Property and Evidence Technician
Disaster Recovery Manager	Disaster Recovery Director
Environmental Services Specialist	Building/Onsite Permit Technician II
Environmental Technician	Building/Onsite Permit Technician I

New Classifications

The study resulted in eleven new classifications. To accommodate changes in organizational structure and responsibilities, the Town requested the development of new classification descriptions, including the Accounting Technician, Assistant/Associate Engineer, Assistant/Associate Planner, Assistant Town Manager, Building Official/Fire Marshall, Code Enforcement Officer I, Construction Inspector I, Fire Prevention Inspector I, Public Works Director/Town Engineer, Public Works Supervisor, and Senior Public Safety Dispatcher.

CONCLUSION

The revised classification descriptions serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should follow established Town policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position, and promotion of an existing



position will depend on the needs and resources of the Town and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

It has been a pleasure working with the Town of Paradise on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully Submitted,

Koff & Associates

A handwritten signature in purple ink, appearing to read 'Katie Kaneko'.

Katie Kaneko
President



Appendix I

Recommended Position Allocations



Appendix II

New Classification Descriptions

Town of Paradise
Appendix II - Recommended Position Allocations
July 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Ballou	Kathleen	Business and Housing Services	Housing Program Supervisor	Housing Program Manager	Title Change
VACANT		Community Development	Building/Onsite Inspector	Building/Onsite Inspector	No Change
NEW		Community Development Department/CDD Building		Building Official/Fire Marshall	New Class
Rainey	Christopher	Community Development Department/CDD Building	Fire Prevention Inspector	Fire Prevention Inspector II	Title Change
Vierra	Anne	Community Development Department/CDD Building	Building/Onsite Permit Technician	Building/Onsite Permit Technician II	Title Change
Hartman	Susan	Community Development Department/CDD Planning	CDD Manager/Assistant Planner	Community Development Manager	Title Change
NEW		Community Development Department/CDD Planning		Assistant/Associate Planner	New Class
Trent	Rick	Community Development Department/CDD Planning	Code Enforcement Officer	Code Enforcement Officer II	No Change
VACANT		Community Development Department/CDD Planning	Community Development Director/Planning Director	Community Development Director	Title Change
Cook	Deborah	Community Development Department/CDD Wastewater	Environmental Svcs Specialist	Building/Onsite Permit Technician II	Reclassification
Larson	Robert	Community Development Department/CDD Wastewater	Onsite Sanitary Official	Onsite Sanitary Official	No Change
Yelenskaya	Tanya	Community Development Department/CDD Wastewater	Environmental Technician	Building/Onsite Permit Technician I	Reclassification
Cheung	Helen	Finance	Financial Services Analyst	Accounting Technician	Title Change
Miller	Sandra	Finance	Senior Accountant	Senior Accountant	No Change
Will	Gina	Finance	Administrative Services/Finance Director	Administrative Services Director/Town Treasurer	Title Change
Smith	Ursula	Town Clerk	Administrative Analyst	Deputy Town Clerk	Reclassification
Volenski	Dina	Town Clerk	Town Clerk	Town Clerk	No Change
Peters	Crystal	Town Manager	Human Resources and Risk Manager	Human Resources and Risk Manager	No Change
Curtis	Colette	Town Manager/Business and Housing Services	Administrative Analyst II	Senior Management Analyst	Reclassification
Gill	Lauren	Town Manager/Business and Housing Services	Town Manager	Town Manager	No Change
NEW				Accounting Technician	New Class
NEW				Code Enforcement Officer I	New Class
NEW				Fire Prevention Inspector I	New Class
VACANT			Disaster Recovery Coordinator	Disaster Recovery Director	Reclassification
VACANT				Information Technology Manager	No Change

No Change

Title Change

Reclassification

Town of Paradise
Appendix II - Recommended Position Allocations
July 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Rice	LeAnn	Fire Department/Fire Administration	Administrative Assistant II FD	Administrative Assistant	Title Change
Borgman	Anthony	Police Department/Police Administration	Police Lieutenant	Police Lieutenant	No Change
Huggins	Jeanette	Police Department/Police Administration	Communications/Records Supervisor	Support Services Supervisor	Title Change
Lynch	Valerie	Police Department/Police Administration	Administrative Assistant III PD	Administrative Assistant	Title Change
Reinbold	Eric	Police Department/Police Administration	Police Chief	Police Chief	No Change
Anaya	Andrew	Police Department/Police Animal Control	Animal Control Officer	Animal Control Officer	No Change
Kamm	Shirley	Police Department/Police Animal Control	Office Assistant	Office Assistant	No Change
Robbins	Jennifer	Police Department/Police Animal Control	Animal Control Supervisor	Animal Control Supervisor	No Change
St John	Mollie	Police Department/Police Animal Control	Animal Control Officer	Animal Control Officer	No Change
Bessegini	Martha	Police Department/Police Communications	Public Safety Dispatcher Temp	Public Safety Dispatcher	No Change
Decker	Theresa	Police Department/Police Communications	Public Safety Dispatcher	Public Safety Dispatcher	No Change
Gibson	April	Police Department/Police Communications	Public Safety Dispatcher Temp	Public Safety Dispatcher	No Change
Huggins	Jeannette	Police Department/Police Communications	Public Safety Dispatcher	Public Safety Dispatcher	No Change
Ladrini	Carol	Police Department/Police Communications	Public Safety Dispatcher	Public Safety Dispatcher	No Change
Lara	Kacey	Police Department/Police Communications	Public Safety Dispatcher	Public Safety Dispatcher	No Change
Meador	Michele	Police Department/Police Communications	Public Safety Dispatcher	Public Safety Dispatcher	No Change
NEW		Police Department/Police Communications		Senior Public Safety Dispatcher	New Class
Rollo	Charles	Police Department/Police Communications	Community Services Officer III	Property and Evidence Technician	Reclassification
Turenne	Andrea	Police Department/Police Communications	Public Safety Dispatcher	Public Safety Dispatcher	No Change
Akin	David	Police Department/Police Operations	Police Officer	Police Officer	No Change
Alvies	John	Police Department/Police Operations	Police Sergeant	Police Sergeant	No Change
Bertagna	Steven	Police Department/Police Operations	Police Sergeant	Police Sergeant	No Change
Chamness	Justin	Police Department/Police Operations	Police Officer	Police Officer	No Change
Gates	Matthew	Police Department/Police Operations	Police Officer	Police Officer	No Change
Honea	Kassidy	Police Department/Police Operations	Police Officer	Police Officer	No Change
Jordan	Shawn	Police Department/Police Operations	Community Services Officer III	Community Services Officer	Title Change
Nichols	Robert	Police Department/Police Operations	Police Sergeant	Police Sergeant	No Change
Pickering	Robert	Police Department/Police Operations	Police Sergeant	Police Sergeant	No Change

Town of Paradise
Appendix II - Recommended Position Allocations
July 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Rubioff	Ryan	Police Department/Police Operations	Police Officer	Police Officer	No Change
Schukei	Kyle	Police Department/Police Operations	Police Officer	Police Officer	No Change
VACANT		Police Department/Police Operations	Police Lieutenant	Police Lieutenant	No Change
Vannucci	Dominic	Police Department/Police Operations	Police Trainee (Academy Sponsorship)	Police Officer Trainee	Title Change
Vrooman	Gary	Police Department/Police Operations	Police Officer	Police Officer	No Change
Walters	Perry	Police Department/Police Operations	Police Officer	Police Officer	No Change
Wilkey	John	Police Department/Police Operations	Police Officer	Police Officer	No Change
Wright	Robert	Police Department/Police Operations	Police Officer	Police Officer	No Change

No Change

Title Change

Reclassification

Town of Paradise
Appendix II - Recommended Position Allocations
July 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
VACANT		Public Works	Fleet Maintenance Shop Foreman	Senior Mechanic	Title Change
Houdek	Michael	Public Works/PW Engineering	Public Works Manager	Public Works Manager	No Change
Peppas	Kevin	Public Works/PW Engineering	Construction Inspector	Construction Inspector II	Title Change
Carmassi	Hunter	Public Works/PW Streets	Public Works Maint Worker II	Maintenance Worker II	Title Change
Grignon	Robert	Public Works/PW Streets	Public Works Maint Worker II	Maintenance Worker II	Title Change
Kanner	Justin	Public Works/PW Streets	Public Works Maint Worker I	Maintenance Worker I	Title Change
Lopez	James	Public Works/PW Streets	Public Works Maint Worker II	Maintenance Worker II	Title Change
Mays-Keillor	Candace	Public Works/PW Streets	Public Works Maint Worker III	Senior Maintenance Worker	Title Change
NEW				Assistant Town Manager	New Class
NEW				Assistant/Associate Engineer	New Class
NEW				Construction Inspector I	New Class
NEW				Public Works Director/Town Engineer	New Class
NEW				Public Works Supervisor	New Class

No Change

Title Change

Reclassification



ACCOUNTANT

DEFINITION

Under general direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to Town staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the Town's annual budgets; prepares and processes payroll; prepares year-end audit reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional accounting series. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results. Successful performance of the work requires thorough knowledge of payroll and governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Senior Accountant in that the latter is responsible for the more complex and higher-level accounting functions and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides responsible professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs.
- Prepares a wide variety of financial and statistical reports, including payroll, year-end reporting, budgetary reports, assisting in the preparation of the Comprehensive Annual Finance Report (CAFR), and preparing other legal documents and management analysis.
- Monitors expenditures, revenues, and budget allocations to determine the Town's financial status and prepares custom reports, graphs, and schedules as needed.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable.
- Receives, reviews, verifies, and processes time recording documents to prepare payroll for all Town employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
- Processes, calculates, and maintains records of a variety of payroll actions, including new-hire set up, overtime hours, cost-of-living adjustments, incentive and/or premium pay, retroactive pay, benefits enrollment and withholdings, wage garnishments, workers compensation claims, accruals, longevity, and final paychecks and pay-offs based on appropriate provisions; maintains employee records for

voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.

- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
- Analyzes and reconciles expenditure and revenue accounts, including bond accounts; reviews and processes appropriation transfer requests between accounts; reconciles bond statements and bank statements to the general ledger.
- Records and maintains appropriate controls for fixed assets, including Town-owned vehicles and land.
- Assists in the Town's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.
- Maintains and monitors the Town's grant funds and ensures compliance with rules and regulations governing the use of each grant.
- Receives and tracks property tax payments; ensures that property tax bills are remitted to the proper Town departments for payment authorization.
- Tracks Capital Improvement Program expenditures and allocates funds to the appropriate Capital Improvement Project account.
- Assists in the coordination of the annual audits.
- Assists with investments, portfolio management, cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- Public agency finance and account functions, payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Prepare clear, complete, and concise financial statements and reports.
- Review payroll and other financial documents for completeness and accuracy.

- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and one (1) year of responsible professional public agency accounting or payroll experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



ACCOUNTING ASSISTANT I/II

DEFINITION

Under direct (I) or general (II) supervision, performs a variety of technical accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, utility billing, and business licenses; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision or general supervision from assigned management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Accounting Assistant I: This is the entry-level classification in the Accounting Assistant series. Initially under close supervision, incumbents learn and perform work in accounts receivable, accounts payable, utility billing, and business licensing. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Accounting Assistant II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Accounting Assistant II: This is the fully qualified journey-level classification in the Accounting Assistant series. Positions at this level are distinguished from the Accounting Assistant I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Accounting Assistant the latter performs a broader range and more complex technical accounting support duties, such as payroll processing and preparing various financial, budget, and state- and federal-mandated reports, and exercises a higher level of discretion and independent decision-making.

Positions in the Accounting Assistant class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level; progression to the II-level is dependent on management affirmation that the position is independently and competently performing the full range of duties assigned to the classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Accounting Assistant I level may perform some of these duties and responsibilities in a learning capacity

- Performs a variety of technical accounting support duties related to accounts payable, accounts receivable, utility billing, and business licenses.
- Reviews, verifies, posts, and records a variety of accounting and financial transactions.
- Maintains a variety of ledgers, registers, and journals according to established accounting policies and procedures; reconciles transactions and data as directed; records adjustments and resolves differences; maintains the accuracy of accounting and financial records.
- Receives and processes payments, balances monies received, and prepares and issues vouchers and receipts; allocates funds to correct accounts; balances and reconciles accounts; maintains petty cash; and prepares bank deposits.
- Processes invoices, including reviewing, verifying, coding, and entering approved invoices and supporting documentation into accounts payable system; prepares invoice batch for approval; makes adjustments and processes journal entries; prints checks and check register; ensures invoices are charged to appropriate accounts; researches and resolves discrepancies and vendor inquiries; maintains and issues forms for tax reporting purposes.
- Prepares utility bills and notices; participates in implementing new utility rates.
- Maintains business license information; researches and notifies new businesses of licensing requirements; mails application materials; closes accounts as necessary; initiates work orders for inspectors as needed.
- Prepares and files financial, accounting, and statistical reports.
- Assists with the year-end closing, reconciliation, and audit processes.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews records for completeness and conformance with established regulations and procedures; applies Town policies and procedures in determining completeness of records and files.
- Assists customers by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- May perform general office support duties such as opening and routing mail and deliveries, preparing correspondence, filing and record keeping, duplicating and distributing various written materials, and ordering and keeping inventory of office supplies.
- May perform duties of Senior Accounting Assistant on a temporary basis as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing and record keeping, including accounts receivable, accounts payable, utility billing, and business licensing.
- Mathematical principles and practices of basic financial and statistical techniques.
- Principles and procedures of record keeping and preparation of reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed account and financial support work accurately and in a timely manner.

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Accounting Assistant I/II: Equivalent to graduation from the twelfth (12th) grade.

Accounting Assistant I: One (1) year of responsible bookkeeping or accounting experience.

Accounting Assistant II: Three (3) years of increasingly responsible accounting experience equivalent to the Accounting Assistant I in the Town of Paradise.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of specialized accounting duties in support of payroll and accounting functions including accounts payable and receivable; prepares, audits, reconciles, and maintains related financial and statistical records, reports, and statements; maintains Town financial accounts and records and assists in the preparation of financial reports; prepares information in support of collective bargaining; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is an advanced journey-level and lead class in the Accounting Technician series that performs a variety of technical duties in support of the Town's payroll and accounting systems. Incumbents are responsible for the overall preparation and distribution of payroll, maintenance of payroll records, and required reporting in accordance with Federal, State, and local laws, rules, and regulations. Incumbents perform the most complex and responsible types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents provide functional and technical direction to staff as a regular part of their work routine and are required to be fully trained in all procedures related to the assigned functional area.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives, reviews, verifies, and processes time recording documents to prepare payroll for all Town employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
- Provides technical and functional direction to assigned staff; gives work assignments; reviews and controls quality of work; participates in performing complex account processing duties.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations; participates in the selection and hiring of staff.
- Prepares journal entries, reconciliation of bank statements, general ledger entries, accounts payable expenditures, accounts receivable, and cash receipt transactions; balances journals and general ledger accounts.
- Researches, compiles, enters, and classifies data from varied sources to make summary reports; reviews data to determine variances and similarities.
- Processes, calculates, and maintains records of a variety of payroll actions, including new-hire set up, overtime hours, cost-of-living adjustments, incentive and/or premium pay, retroactive pay, benefits enrollment and withholdings, wage garnishments, workers compensation claims, accruals, longevity, and final paychecks and pay-offs based on appropriate provisions; maintains employee records for

- voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.
- Interprets, applies, explains, and ensures compliance with provisions of collective bargaining contracts and personnel rules as they apply to payroll and a wide variety of paid and unpaid leave usage; suggests contract and rule changes to improve payroll and time reporting.
 - Applies and ensures compliance with applicable tax laws and rulings with regard to the employee benefits program as well as earnings.
 - Receives and verifies timesheets; checks for available sick leave and vacation days and other types of available leave days and inputs into payroll system; advises supervisors and employees on requirements of union contracts for time reporting.
 - Performs technical accounting support duties related to accounts payable and monitoring and balancing petty cash.
 - Processes personnel transactions making appropriate adjustments/changes in the payroll system.
 - Prepares reports and payments for employee retirement benefits; prepares quarterly Federal and State tax reports.
 - Prepares insurance premium statements for payment; updates insurance changes for Town employees.
 - Assists departments and employees by providing payroll information, explains procedures, and answers labor contract questions pertaining to payroll.
 - Maintains a variety of files and records related to the Town's payroll system and general accounting techniques and procedures; reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of the accounting and financial records.
 - Checks and tabulates statistical and financial data.
 - Assists with training other accounting staff on various financial information and electronic record-keeping systems.
 - Answers a variety of customer questions and collects payments in person and over the telephone; researches and resolves problems; makes appropriate adjustments to accounts.
 - Assists with special projects as required.
 - Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Public agency finance and account functions, payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- Terminology and practices of accounting and financial document processing and record-keeping, including accounts payable.
- Computerized accounting and finance systems and computer software and systems related to finance and payroll processes.
- Record keeping, information processing requirements and rules and policies related to the production of an employee payroll.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the Town's various Union Memoranda of Understanding and related contracts and documents.
- Principles and practices of auditing accounting and payroll documents.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of technical staff.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee record-keeping functions, basic employee benefits processes, and Union Memoranda of Understanding.
- Review payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and payroll and accounting records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research payroll and related accounting records and files.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade supplemented by college-level coursework or specialized training in payroll, accounting, or a related field and three (3) years of experience that has included the maintenance, processing, and preparation of employee payroll and/or financial and accounting processing and record keeping.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to

retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Non-Exempt

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of complex administrative and office support duties of considerable complexity requiring thorough knowledge of assigned department, its procedures, and operational details; provides information to the public and staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a clerical classification performing a wide variety of administrative work. Incumbents at this level possess a comprehensive, authoritative understanding of all department functions and activities and provide support to management staff in the completion of their duties. Incumbents are expected to work independently and exercise judgment and initiative. Positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and processes various documents requiring knowledge of assigned department's programs/projects, operations, and services and the ability to explain, interpret, and apply federal, state, and local laws, rules, regulations, codes, ordinances, and Town policies and procedures relevant to assigned area of responsibility.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate Town staff; assists the public and directs the public to appropriate locations/staff.
- Serves as the point of contact for assigned department; receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; ensures compliance with legal and regulatory requirements.
- Works with the public and a variety of outside parties to ensure completion of applications, documents, forms, and supporting documentation related to assigned area of responsibility.
- Performs various accounting support work such as monitoring budgets, purchase order, and account balances; determining and calculating required fees; processing, reconciling, and verifying cash and monies expended and received; processing and auditing reimbursements, payment vouchers, check requests, and invoices; generating purchase orders; and allocating general ledger codes in accordance with Town policies and procedures.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental policies and procedures in determining completeness of applications, records, and files.

- Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and reports.
- Researches, summarizes, and interprets data from various sources and prepares a variety of statistical and narrative reports according to established procedures and practices; may submit reports to various local, state, and federal regulatory agencies.
- Serves as recording secretary and provides staff support for assigned boards, committees, and commissions including preparing, posting, and distributing public hearing notices, agendas, and informational packets, preparing staff reports, coordinating meeting logistics and room set-up, attending meetings, taking and transcribing minutes, and processing action items; prepares and posts public and legal noticing related to board, committee, and commission actions.
- Performs a variety of office support duties such as scheduling and coordinating meetings, conferences, and trainings; coordinating travel arrangements; opening and routing mail; and ordering and maintaining equipment, office supplies, and other related supplies.
- Maintains department personnel files, including processing personnel action forms and sensitive/confidential personnel issues, preparing supervisor generated performance evaluation forms, processing accident/incident/workers' compensation claim forms, filing pertinent documents, maintaining files in a secure location, and providing information to supervisors and managers.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, programs, policies, procedures, and processes of the department to which the position is assigned.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Research and reporting methods, techniques, and procedures.
- Record keeping and filing systems and methods.
- Basic business arithmetic.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned department.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.
- Research and summarize information; prepare clear and concise reports, correspondence, procedures, and other written materials.
- Perform basic arithmetic computations accurately.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and two (2) years of increasingly responsible clerical experience. Some college courses preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



June 2019
FLSA: Exempt

ADMINISTRATIVE SERVICES DIRECTOR/TOWN TREASURER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Town's finance, budgeting, accounting, human resources, risk management, and information technology; serves as the Town's Finance Director and Treasurer; oversees and formulates departmental policies, goals, and directives; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Town Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises direct supervision over management, professional, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all Administrative Services activities, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Town Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Town functions and activities, including the role of the Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Finance Department programs, services, and activities including budget management, accounting and financial reporting, treasury and revenue management, purchasing and accounts payable, payroll, and debt management.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within Town policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Evaluates the need for and develops, plans, and schedules for long-term financial, budgetary, risk management, and/or IT programs; organizes available resources for the efficient operation of the department; compiles estimates, contract provisions, and specifications.
- Serves as the Town's principal budget officer; coordinates the development and administration of the Town's budget; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness.
- Oversees the development, modification, and implementation of the Town's Information Technology strategic plans, processes, and procedures; investigates, evaluates and oversees administration of new applications and hardware/software upgrades related to all computer technology and the internet and intranet.
- Oversees Town policies and administrative regulations pertaining to human resources; ensures compliance with Federal and State laws and Board policies related to personnel management and employer/employee relations.
- Oversees the administration of the Town's employee benefits program including employee health and medical programs, workers' compensation, risk management, and retirement programs.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine Town needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Monitors and provides for financial forecasting and planning and analysis on Town and CCFD financial conditions.
- Manages debt management and compliance program including preparing debt and equity swaps, reporting, and conducting bond rating reviews.
- Serves as Town Treasurer including creating and maintaining investment policies, executing investment transactions, and managing investment portfolio; oversees and approves all transactions related to Town investments.
- Represents the department to other Town departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the Town Council and a wide variety of committees, boards, and commissions; serves as staff support to the Financial Advisory Committee.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal finance.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Town Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, responsibilities, and limitations of an elected Town Council.
- Technical, legal, financial, and public relations problems associated with the management of finance programs.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of governmental accounting and auditing and municipal finance administration, including budgeting, cash management, debt management, and investment management.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze investment reports and strategies and recommend Town's investment plans.
- Effectively represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Direct the establishment of filing, record keeping, and tracking systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of progressively responsible management and/or administrative experience in finance, accounting, and/or auditing.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, performs a variety of duties involved in the enforcement and communication of animal services codes, ordinances, and regulations; ensures public safety by capturing and caring for domestic, wild, vicious, and/or injured animals; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Animal Control Supervisor. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range duties related to animal control activities to ensure compliance with local and State codes, including field patrol, investigation, and quarantine of specified animals. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and Town activities, and extensive staff, public, and organizational contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from sworn Police classes in that it performs law enforcement and police support duties that do not require performance by a sworn police officer.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols areas within the Town and enforces animal services codes, ordinances, and regulations; investigates reports of animal abuse; issues citations; takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter; arranges for proper storage and humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to veterinarian for treatment or euthanasia; medicates and vaccinates animals to be adopted.
- Responds to calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Determines whether calls meet the criteria for emergency response and call out and how quarantines should be handled; evaluates and authorizes immediate care of euthanasia for sick and injured animals, emergency seizure of animals, and owner relinquishments in the field; determines whether a criminal complaint and/or dangerous/vicious dog investigation should be initiated.
- Performs routine maintenance and animal care duties at the shelters including cleaning kennels, laundry; feeding and caring for the animals.
- Assists Police Department with animal related issues, including when individuals who get arrested have pets needing care.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding humane animal services, including wildlife issues, adoption procedures, and

enforcement of animal regulations; speaks at school and other meetings, and answers specific and general questions.

- Identifies and investigates animal related crimes; interviews witnesses, collects evidence, writes reports, and testifies in court.
- Investigates reports of animal bites; completes state mandated quarantines as necessary.
- Answers questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- Prepares reports and cases; maintains records, logs, and files of activities.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Identification of various breeds of domestic and wild or feral animals.
- Principles of animal behavior and care.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Practices for documenting inspections, correcting violations, and carrying through on Court procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and standard safety practices necessary in the area of animal services.
- Principles of record keeping and reporting.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recognize normal and abnormal animal behavior.
- Handle potentially dangerous animals in a safe manner.
- Inoculate and medicate animals, after completion of the appropriate training.
- Effectively respond to calls for services.
- Prepare, maintain, and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
- Operate and maintain a variety of animal control equipment.
- Operate a two-way radio.
- Understand and carry out oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and one (1) year of experience in the enforcement and communication of animal services codes, ordinances, and regulations and the humane care and handling of animals. College-level coursework in animal health care and experience with a public agency are highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a certificate of completion of Penal Code §832 Course in Arrest, Search and Seizure issued by California Commission on Peace Officer Standards and Training within 90 days of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various Town and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification with frequent standing and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and above-mentioned tools and equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work outside and may be exposed to inclement weather conditions and potentially hazardous physical substances. May involve exposure to dangerous and/or diseased animals and animals known to cause allergies. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.



ANIMAL CONTROL SUPERVISOR

DEFINITION

Under general direction, enforces and supervises the enforcement and communication of animal services codes, ordinances, and regulations; ensures public safety by capturing and caring for domestic, wild, stray, vicious, and/or injured animals; directs the operation of the Town's animal shelter and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Lieutenant. Exercises direct or general supervision over professional, technical, and/or administrative staff.

CLASS CHARACTERISTICS

This is a single position, working supervisory classification in the area of Animal Control. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of Animal Control and Animal Shelter staff and the Town's Animal Shelter operations. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the care of animals and the enforcement of animal control laws, rules, and regulations.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Animal Control Program; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Monitors operations and day-to-day activities of the Town's animal shelter; recommends improvements and modifications; compiles and maintains statistics relating to animal control functions; posts, files, and maintains a variety of records and prepares various annual and monthly reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs, procedures and standards for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance, expenditures, and revenues.
- Plans and lays out animal control and care programs and activities; monitors and controls supplies and equipment; orders supplies and equipment as necessary; prepares documents for equipment procurement and participates in the bid process.
- Supervises the use of and operation of materials, equipment, and vehicles; ensures that equipment and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of equipment and vehicles.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Participates in the selection of employees; conducts or directs staff training and development; reviews and evaluates employee performance; counsels employees and recommends disciplinary action.
- Participates in responding to complaints regarding possible threats to public safety and property attributable to animals and reptiles and/or violations of animal control regulations; searches locations of reported vicious and/or stray animals; captures, transports and impounds animals; patrols areas to determine compliance with animal control regulations; advises pet owners of regulations and may issue citations for violations.
- Conducts investigations of reported violations of code provisions regarding the keeping of animals and cruelty to animals, reports of animal bites, and animal nuisance complaints; interviews complainants and identifies animals' owners; inspects animals and retention areas; establishes quarantines to determine health of animals; impounds seriously injured or ill animals and arranges for veterinary care or euthanasia; prepares incident reports; may attend court and provide testimony regarding cases involving court action.
- Provides assistance to the public regarding animal control matters; responds to inquiries and provides information regarding local animal control laws; makes presentations to community groups and participates in the preparation of informational materials regarding animal care and regulations; organizes, coordinates, and participates in the conduct of rabies vaccination clinics with local veterinarians.
- Supervises and participates in a variety of activities related to animal licensing, adoption, care, confinement, and disposal; issues licenses, collects fees, and maintains records; directs, plans, coordinates, and oversees the Animal Shelter's front counter operations and identifies opportunities for improvement in service, delivery methods and procedures; assists the public in completing forms for the adoption of animals and arranges transfers; feeds, waters, inoculates and generally cares for animals; assists in the cleaning and disinfection of animal cages and kennels.
- Interprets applicable Federal, State, and local laws, rules, regulations, ordinances, statutes, and policies for staff and for the general public.
- Coordinates activities and services of the program with those of other Town departments, outside agencies, non-profit groups, and the general public.
- Composes, types, formats, and proofreads a wide variety of reports, letters, memoranda, and other written materials.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Identification of various breeds of domestic and wild or feral animals.
- Principles of animal behavior and care.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Practices for documenting inspections, correcting violations, and carrying through on Court procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and standard safety practices necessary in the area of animal services.
- Techniques and practices of public speaking and making presentation before small groups.
- Principles of record keeping and reporting.

- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Recognize normal and abnormal animal behavior.
- Handle potentially dangerous animals in a safe manner.
- Inoculate and medicate animals, after completion of the appropriate training.
- Effectively respond to calls for services.
- Prepare, maintain, and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
- Operate and maintain a variety of animal control equipment.
- Operate a two-way radio.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and three (3) years of experience in the enforcement and communication of animals services codes, ordinances, and regulations and the humane care and handling of animals and lead experience. College-level coursework in animal health care and experience with a public agency are highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a certificate of completion of Penal Code §832 Course in Arrest, Search and Seizure issued by California Commission on Peace Officer Standards and Training within 90 days of appointment.
- Possession of a certificate in Animal Law Enforcement Basic Academy; 20 hours in animal care, 40 hours in California Humane Law, is desirable.
- Possession of a certificate in Animal Law Enforcement Advanced Academy with 40 hours of continued training in California Humane Law every two (2) years, is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various Town and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification with frequent standing and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and above-mentioned tools and equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work outside and may be exposed to inclement weather conditions and potentially hazardous physical substances. May involve exposure to dangerous and/or diseased animals and animals known to cause allergies. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.



June 2019
FLSA: Non-Exempt

ASSISTANT PLANNER

DEFINITION

Under general supervision, performs professional duties in support of the Town's Planning Division; processes planning-related applications, collects and interprets relevant information, completes technical assessments, and prepares written project analyses and reports on current and long-term planning projects; provides professional advice and assistance to the public on planning, zoning, and permitting issues; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Building and Planning. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Planner series. Initially under close supervision, incumbents learn and perform technical and routine professional level work in the fields of planning, zoning, and design review. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with the Town's General Plan, codes, and ordinances.
- Reviews permit applications and building plans for completeness and compliance with current Town codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; conducts follow-up reviews and approves or denies submittals.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information.
- Assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or Town projects.
- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the Town's entitlement process; performs plan check functions for various projects; receives and reviews applications for building permits for completeness.

- Provides staff support to and prepares staff reports for the Town Council, Architecture and Design Review Board, and various other committees and advisory boards as directed; prepares public notices for public hearings.
- Confers with and advises property owners, architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies, guidelines, and standards.
- Researches and assists in preparing resolutions and ordinances for management, Architecture and Design Review Board, and Town Council review and approval.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, theories, and trends of urban, land use, and regional planning, zoning, and environmental review.
- Geographic, socio-economic, transportation, political and other elements related to Town planning.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Principles of advanced mathematics and their application to planning work.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Learn and interpret Town planning and zoning programs to the general public; identify and respond to issues and concerns of the public, Town Council, Architecture and Design Review Board, and other boards and commissions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research planning and zoning issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff and technical reports.
- Read and interpret plans and specifications.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic and statistical computations.
- Effectively represent the division and the Town in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Establish and maintain accurate databases, records, and files.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in urban planning or a related field and two (2) years of professional planning experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



June 2019
FLSA: Exempt

ASSISTANT TOWN MANAGER

DEFINITION

Under administrative direction, provides highly responsible and complex management assistance to the Town Manager and Town Council in coordinating and directing Town and departmental activities and operations; assists the Town Manager in executing the long-term vision for the Town in collaboration with the Town Council and department directors; provides leadership to all Town departments to enable department directors to effectively and efficiently maximize available resources; ensures quality services provision to the residents of the community; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Town Manager in areas of expertise; acts as Town Manager in the Town Manager's absence; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the Town's operations, including short- and long-term planning, policy development and administration, and enforcing all Town codes and regulations. The incumbent regularly interacts with the Town Manager, Town Council, and departmental representatives in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Town Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities among all Town departments and agencies and managing and overseeing the complex and varied programs, projects, and activities of the assigned function. The incumbent is accountable for accomplishing Town planning and operational goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the Town Manager in planning, organizing, and directing the services and activities of Town departments and programs.
- Implements directives and policies from the Town Manager; provides guidance and direction to department directors to coordinate and direct programs and projects; meets with department directors to identify and resolve organizational and operational problems both within departments and across departmental lines.
- Participates in the implementation of goals, objectives, policies, procedures, and work standards for assigned programs and projects.

- Contributes to the overall quality of the Town's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Manages the development and administration of the Town's annual operating budgets.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine Town needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Provides strategic direction and guidance in the planning, development, and administration of comprehensive human resources, public information, elections management, legislative, and records management programs.
- Manages the planning and administration of risk management programs including liability insurance, property claims management, and workers' compensation.
- Manages the planning and administration of information technology program; directs the development and implementation of the Town's Information Technology Master Plan.
- Represents the Town in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; may act as a Town liaison with the media.
- Conducts a variety of Town organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; participates in and makes presentations to the Town Council and a wide variety of committees, boards, and commissions.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Town Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as acting Town Manager in the absence of the Town Manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.

- Principles and practices of budget administration and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, responsibilities, and limitations of an elected Town Council.
- Technical, legal, financial, and public relations problems associated with the management of assigned programs.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Work cooperatively with, provide staff support to, and implement the policies of the Town Manager and Town Council.
- Provide administrative and professional leadership to all staff and departments at the Town.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, public policy, finance, or a related field and five (5) years of management or administrative experience in a public agency setting or in a related administrative/managerial capacity involving responsibility for agency-wide planning, organization, and implementation.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Assistant - Non-Exempt
Associate- Exempt

ASSISTANT/ASSOCIATE ENGINEER

DEFINITION

Under general supervision or general direction, performs various professional field and office engineering work related to the management, planning, design, construction, and maintenance of the Town's Capital Improvement Program (CIP), land development, traffic engineering, public works infrastructure, and daily departmental operations; provides project management and administration; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; administers Federal and State grant funds associated with construction projects; provides professional staff assistance to the Director of Public Works/Town Engineer, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or general direction from the Director of Public Works/Town Engineer. Exercises no direct supervision of staff. May provide technical and function direction to lower-level staff.

CLASS CHARACTERISTICS

Assistant Engineer: This the entry-level class in the professional engineering series. Initially under close supervision, incumbents with basic engineering experience perform professional and technical engineering work in Town's Capital Improvement Program (CIP), land development, traffic engineering, public works infrastructure, and daily departmental operations, in addition to providing project management and administration. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Associate level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Associate Engineer: This is the full journey-level class in the professional engineering series. Incumbents are expected to perform the full range of professional and technical engineering work for the Town's CIP, land development, traffic engineering, public works infrastructure, and daily departmental operations, in addition to providing project management and administration. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative.

Positions in the professional engineer class series are flexibly staffed and positions at the Associate level are normally filled by advancement from the Assistant level requiring three (3) additional years of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have four (4) years of prior related experience that allows the

employee to meet the qualification standards for the Associate level and to possess and maintain registration as a licensed Professional Engineer in the State of California.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, designs, and inspects all phases of civil engineering public works construction projects, including defining the scope of the project; securing adequate funding from Federal and State grant programs and other funding sources; coordinating with permitting and public utility agencies; performing historical document research and review; surveying and engineering analysis of alternatives; preparing plans, specifications, and cost estimates; performing research, map, and field studies and surveys; drafting site plans with specialized computer software; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; and inspecting construction of projects to ensure compliance with construction documents; and performs related planning and design work.
- Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with Town sidewalk, public utility, and improvement requirements; checks plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; reviews engineering calculations of other engineers or engineering technicians; participates in pre-design, construction, and utility coordination meetings and issues construction permits.
- Provides construction administration, public relations, management, and inspection of public works construction projects, including coordinating work with other divisions and Town departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone, or other means of communication regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability and improvement plan check, and payment processes.
- Reviews traffic control plans; performs speed and traffic surveys and traffic counts.
- Processes subdivisions and prepares and reviews legal descriptions.
- Assists with traffic engineering studies and roadway design.
- Reviews and prepares traffic signal plans, timing plans, and sign and striping plans.
- Reviews tract and parcel maps, lot line adjustments, and other subdivision documents.
- Reviews hydrology studies and hydraulic calculations.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- May provide technical direction and training to other engineering and technical staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Civil engineering principles, techniques, policies, and procedures.
- Methods, materials, and techniques used in the construction of public works projects, including stormwater, street, and traffic systems design.

- Basic principles, practices, procedures, and standards related to Town public works, engineering infrastructure development and maintenance, and surveying.
- Basic principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Subdivision engineering, plan review, mapping, and construction practices.
- Bidding requirements for public works projects.
- Project management and contract administration principles and techniques.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting (CAD) concepts and applications and Geographic Information Systems (GIS) programs.
- Modern developments, current literature, and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

Ability to:

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Assist in and develop and administer contracts for professional services and construction in a public agency setting.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations, technical written material, and Town engineering policies and procedures.
- Design engineering projects.
- Read and understand technical drawings and specifications.
- Perform mathematical and engineering computations with precision.
- Recognize discrepancies from as-built to contract specifications and recommend reconciliation.
- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field.

Assistant Engineer: One (1) year of professional engineering design, plan review, and project administration experience, preferably in a public agency setting.

Associate Engineer: Four (4) years of professional engineering design, plan review, and project administration experience, preferably in a public agency setting, or three (3) years of experience equivalent to Assistant Engineer at the Town of Paradise.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

Assistant Engineer: Possession and maintenance of Engineer-In-Training certification.

Associate Engineer: Possession and maintenance of a Registered Professional Civil Engineer license in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Assistant-Non-Exempt
Associate-Exempt

ASSISTANT/ASSOCIATE PLANNER

DEFINITION

Under general supervision or general direction, performs various professional field and office planning work related to current and advance planning, including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; provides complex professional staff assistance to the Community Development Director, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or general direction from the Community Development Director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

Assistant Planner: This is the entry-level classification in the Planner series. Initially under close supervision, incumbents with basic planning experience perform professional and technical planning work in current, advance, and/or environmental planning activities. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Associate level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Associate Planner: This is the full journey-level class in the Planner series. Incumbents are expected to perform the full range of professional and technical planning work in all of the following areas: current, advance, and/or environmental planning activities and daily departmental operations, in addition to providing project management and administration. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Planner series are flexibly staffed and positions at the Associate level are normally filled by advancement from the Assistant level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews routine to complex commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.
- Reviews permit applications and building plans for completeness and compliance with current Town codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up and re-check and approves or denies submittals.
- Reviews and signs off on plans submitted for Building Plan Check and permits.
- Prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or Town projects.
- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the Town's entitlement process; performs plan check functions for various projects; receives and reviews applications for building permits for completeness; receives and records zoning and code compliance complaints, establishes appropriate files, performs inspections of document violations, coordinates actions with those of other agencies, and implements appropriate procedures to correct or resolve each complaint and violation.
- Serves as project manager on planning and development projects, which includes application and plan review, coordination with project applicants and other Town departments, preparation and posting of legal notices, background research, environmental review, preparation of staff reports, scheduling meetings and hearings, and monitoring of project implementation to verify substantial conformance with approved plans, conditions, and mitigation measures; suggests revisions to site plans and architecture; inspects project development sites.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; researches and reviews previous entitlements and Town records; develops recommendations and prepares written reports on various planning matters and the Town's General Plan; participates in the implementation and administration of the Town's General Plan and development regulations.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares and presents staff reports for the Town Council, Planning Commission, Design Review Committee, Zoning Administrator, Staff Review Committee, and various other committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings and meetings.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies and standards; provides and clarifies information relative to land use, zoning, code interpretation, general plan compliance, signage, and other issues.
- Researches and assists in preparing ordinances for review.
- Participates in coordinating Town planning and development related activities with other Town departments and with outside agencies.
- Refers to and applies numerous documents including the General Plan, Zoning Ordinance, California Environmental Quality Act, Subdivision Map Act, State Planning laws, Municipal Code, Specific Plans, Redevelopment Guidelines, emergency operations manual, historical preservation guidelines, County tax assessor's maps and records, building and architecture plans, etc.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- May provide technical direction and training to other planning and technical staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, and other elements related to Town planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public, Town Council, and other boards and commissions.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on and of various Town programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field.

Assistant Planner: One (1) year of professional experience in planning, zoning and related community development activities.

Associate Planner: Three (3) years of professional experience in planning, zoning and related community development activities, or two (2) years of experience as an Assistant Planner at the Town of Paradise.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

ASSOCIATE PLANNER

DEFINITION

Under direction, performs a variety of professional duties in support of the Town's Planning Division; serves as project manager on current and long-term planning and development projects; provides professional advice and assistance to the public on planning, zoning, and permitting issues; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Building and Planning. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Planner series. Positions at this level are distinguished from the Assistant Planner by the performance of the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Planner in that the latter is responsible for performing the more complex planning and project management activities, including serving as a project manager for multiple planning projects.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as project manager on current and long-term planning and development projects, including application and plan review, coordination with applicants to obtain additional information and project changes, preparing and posting legal notices, background research, preparing staff reports, scheduling meetings and hearings, monitoring implementation measures and conditions of approval, and inspecting development sites.
- Reviews commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with the Town's General Plan, codes, and ordinances.
- Reviews permit applications and building plans for completeness and compliance with current Town codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; conducts follow-up reviews and approves or denies submittals.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information.
- Prepares and reviews environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or Town projects.
- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the Town's

entitlement process; performs plan check functions for various projects; receives and reviews applications for building permits for completeness.

- Provides staff support and prepares and presents staff reports to the Town Council, Architecture and Design Review Board, and various other committees and advisory boards; prepares public notices for public hearings.
- Confers with and advises property owners, architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies, guidelines, and standards.
- Researches and prepares draft resolutions and ordinances for management, Architecture and Design Review Board, and Town Council review and approval.
- Provides technical and functional direction and training to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure work is performed in accordance with applicable federal, state, and local laws, rules, regulations, ordinances, and Town's policies and procedures.
- Assists in the development and implementation of division goals, objectives, operational policy, and priorities.
- Assists in development of division budget; monitors expenditures.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, theories, and trends of urban, land use, and regional planning, zoning, and environmental review.
- Principles and practices of project management.
- Geographic, socio-economic, transportation, political and other elements related to Town planning.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Principles of advanced mathematics and their application to planning work.
- Principles of providing technical and functional direction and training.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret Town planning and zoning programs to the general public; identify and respond to issues and concerns of the public, Town Council, Architecture and Design Review Board, and other boards and commissions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Manage complex planning projects.
- Independently research planning and zoning issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff and technical reports.

- Read and interpret plans and specifications.
- Plan, organize, and coordinate the work of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic and statistical computations.
- Effectively represent the division and the Town in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Establish and maintain accurate databases, records, and files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in urban planning or a related field and four (4) years of professional planning or related work experience. A master's degree in a planning or related field may substitute for two (2) years of previous work experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



June 2019
FLSA: Non-Exempt

BUILDING/ONSITE INSPECTOR I/II

DEFINITION

Under direct (I) or general (II) supervision, performs inspections of residential, commercial, and sanitary sewer sites to enforce relevant codes; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision or general supervision from the Chief Building or Onsite Sanitary Official. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building/Onsite Inspector I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform day-to-day responsibilities of building and/or sanitary sewer inspection work to ensure California Code of Regulations and related codes and standards are met. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Building/Onsite Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Building/Onsite Inspector II: This is the fully qualified journey-level classification in the Building/Onsite Inspector series. Positions at this level are distinguished from the Building/Onsite Inspector I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Building/Onsite Inspector class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Building/Onsite Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Conducts field inspections of residential and commercial sites at various stages of construction, alteration, and repair for conformance to state and local building, plumbing, electrical, housing, energy conservation, and wastewater codes, plans, specifications, standards, and drawings.
- Inspects construction framing, foundations, grading, mechanical systems, and electrical, plumbing, and sanitary sewer installations on new construction and alterations to verify code compliance.
- Inspects setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes, and zoning ordinances.
- Issues correction notices, stop-work notices, and citations according to established building inspection policies and procedures.
- Conducts follow-up inspections to ensure compliance; conducts and approves final inspections.
- Reviews construction and/or alteration plans of residential and commercial structures and septic system to determine compliance of plans to established codes and regulations; reviews proposed subdivisions for code compliance.
- Performs surface water and ground water sampling.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Maintains files, databases, and records related to building inspection activities.
- Prepares a variety of written reports, memoranda, and correspondence.
- Advises and provides information to property owners, developers, architects, engineers, and contractors regarding building inspection requirements, in person and over the counter and telephone; assists the public in the permit application and issuance processes, coordinating and scheduling inspections, plan review, and other developmental processes; responds to questions, complaints, and inquiries.
- Enforces business license, business occupancy, and related codes and regulations as referred by the Finance Department.
- Monitors and interprets changes in building code requirements and new construction techniques.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Building/Onsite Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Building, electrical, mechanical, plumbing, sanitary sewer, and Title 24 and Title 25 of the California State Codes.
- Building construction and design practices, methods, and materials.
- Principles and techniques of building inspection work.
- Policies and procedures related to development review, permitting, and plan checking.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Business arithmetic, including the calculation of areas and fees.
- Occupational hazards and standard safety practices necessary in the area of building inspection.
- Principles and procedures of record keeping and preparation of correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Explain and enforce building, sanitary sewer, and related codes and regulations to property owners, residents, and others.
- Identify and respond to issues and concerns of Town management and staff, a variety of community and business groups, and the general public in a fair, tactful, and timely manner.
- Review, understand, and interpret construction blueprints, plans, specifications, drawings, and maps for conformance with Town standards and federal, state, and local regulations.
- Review and advise homeowners of corrections required for basic residential plan checks.
- Perform required mathematical computations with accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise correspondence and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Effectively represent the department and the Town in meetings with community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building/Onsite Inspector I/II: Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in planning, construction management, architecture, engineering, or a related field.

Building/Onsite Inspector I: Four (4) years of experience in general construction or related field.

Building/Onsite Inspector II: Two (2) years of progressively responsible experience equivalent to Building/Onsite Inspector I with the Town of Paradise.

Licenses and Certifications:

Building/Onsite Inspector I/II:

- Possession of, or ability to obtain, a valid California Driver's License.

Building/Onsite Inspector I:

- Ability to obtain an International Code Council (I.C.C.) Building Inspector Certification or Combination Residential Certificate within twelve (12) months of appointment.

Building/Onsite Inspector II:

- Possession of an I.C.C. Building Inspector Certificate or I.C.C. Combination Building Inspector Certificate, and one of the following: I.C.C. Plumbing, Electrical, or Mechanical Inspection Certificate.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, crawl, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Town sites; vision, smell, and hearing to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.



June 2019
FLSA: Exempt

BUILDING OFFICIAL

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and programs of the Division, including plan review, building inspection, enforcement, and permit processing and the public counter staff; ensures compliance with standards to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location, and maintenance of structures; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Community Development in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Director of Community Development. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a mid-management classification responsible for planning, organizing, and managing the staff, operations and activities of the Building Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. Incumbents serve as a resource for operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from the Director of Community Development in that the latter has overall responsibility for all planning and building programs, functions, and activities, and for developing, implementing and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Building Division, including plan review, building inspection, enforcement, and permit processing and the public counter staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Town specifications and service quality.
- Advises staff on interpretation and application of state and local codes and regulations, plans, and specifications to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location, and maintenance of structures.
- Serves as source of information for property owners, developers, architects, engineers, contractors, and the general public regarding plan review, building inspection, enforcement, and permitting programs and functions; represents the division, department, and Town in disputes and litigations; facilitates community participation through a continual dialogue with residents on major projects.
- Assists with difficult field inspections, reviews inspections and decisions when unusual circumstances exist; meets with customers to interpret and explain the plan review, permitting, and inspection processes; provides clarification and responds to questions pertaining to plans review comments and inspection results.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other Town departments and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in plan review, building inspection, and permitting; researches emerging products and enhancements and their applicability to Town needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and procedures of plans examination, building inspection, and permitting work.
- Principles, methods, and techniques of structural engineering and construction used in plans examination.
- Building, electrical, mechanical, plumbing, and Title 24 and Title 25 of the California State Codes.
- Building construction and design practices, methods, and materials.

- Recent developments, current literature, and sources of information related to plan review, building inspection, and permitting.
- Practices of researching plan review, building inspection, and permitting issues.
- Principles of advanced mathematics and their application to planning work.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, oversee and manage the staff and operations of the Building Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently conduct plan review, building inspection, and permitting studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Interpret Town plan review, building inspection, and permitting programs to the general public; identify and respond to issues and concerns of the public, Town Council and other boards and commissions.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the division and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree from an accredited college with significant coursework planning, construction management, architecture, engineering, or a related field and seven (7) years of increasingly responsible experience performing plans examination and/or building inspections, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of an International Code Council (I.C.C.) Building Official Certificate.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Town sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Non-Exempt

BUILDING/ONSITE PERMIT TECHNICIAN I/II

DEFINITION

Under direct (I) or general (II) supervision, performs a variety of routine to complex administrative and technical support duties related to the issuance of building, onsite wastewater, plumbing, mechanical, and electrical permits and in support of related services and activities of the Community Development Department; provides information to the public at a counter or over the telephone explains ordinances, requirements, codes, and department procedures to building contractors, architects, engineers, builders, and the general public pertaining to land development and improvement, permit requests, and concerns; supports regulation and control of design, construction, and quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the Town's jurisdiction; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building/Onsite Permit Technician I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform day-to-day responsibilities of providing building, onsite wastewater, and planning information to the public, processing plans and permit applications, and providing technical support to the department staff. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern.

Building/Onsite Permit Technician II: This is the fully qualified journey-level classification in the Permit Technician series. Positions at this level are distinguished from the I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Permit Technician class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Permit Technician I level may perform some of these duties and responsibilities in a learning capacity

- Provides appropriate information regarding zoning, subdivision plans, onsite wastewater, and building ordinances, procedures, and requirements to the public including homeowners, developers, contractors, engineers, and architects, in person and over the counter and telephone; assists the public in the permit application process, coordinating and scheduling inspections, and other developmental processes; notifies applicants when plans or permits are ready for delivery or issuance; provides status updates.
- Conducts building, land use, onsite wastewater, and engineering permit processing; reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and Town requirements; calculates permit fees; prepares bills, collects fees, and issues receipts; issues building, plumbing, mechanical, and electrical permits following established guidelines.
- Receives documents and completes planning and building review approval process on plot and site plans to ensure code compliance; resolves moderately complex issues of compliance; reviews and approves plans and accompanying documents on over-the-counter permits for assigned projects; assists in processing construction plans for commercial and residential projects; files or routes information to appropriate Town departments.
- Applies departmental policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; processes appropriate information.
- Processes Onsite Division Clearance to Record requests, operating permits, expiration notices, corrective action requests, and correction notices and/or infraction notices.
- Checks status of State contractors' licenses, business licenses, and verification of worker's compensation insurance.
- Tracks time limitations and constraints on construction projects; prepares standard periodic and special reports as required; researches files regarding prior actions, decisions, development activities, and other information related to the property under review.
- Performs a wide variety of administrative duties in support of the Building and Onsite Divisions; establishes and maintains files, logs, and databases; creates and modifies forms as necessary; prepares and proofreads a wide variety of correspondence, letters, memoranda, reports, statistical charts, and other written materials; distributes reports internally and to various governmental offices; organizes and assembles documents; files and catalogs maps, photos, and other planning exhibits and documents; verifies accuracy of information; researches discrepancies and records information.
- Stays current on changing code, laws, manufacturers, and material requirements.
- Compiles information and data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates statistical data.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Building/Onsite Permit Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic planning, building, and zoning principles and practices.
- Basic policies and procedures related to development review, permitting, and plan checking.
- Real property description terminology and concepts.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Business arithmetic, including the calculation of areas and fees.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed, technical, and specialized planning and zoning and/or permit support work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read and interpret plans, specifications, related construction documents and maps.
- Calculate square footage, fees and/or penalties from plans and fees for permit applications.
- Respond to and effectively prioritizing multiple phone calls, walk-up traffic, and other requests and interruptions.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate arithmetic computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building/Onsite Permit Technician I/II: Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in planning, construction management, architecture, engineering, or a related field.

Building/Onsite Permit Technician I: Two (2) years of office support experience, including experience explaining procedures and regulations, preferably in a public agency setting.

Building/Onsite Permit Technician II: Four (4) years of progressively responsible experience equivalent to Building and Planning Technician I with the Town of Paradise.

Licenses and Certifications:

Building/Onsite Permit Technician II:

- Possession of, or ability to obtain, a certification as a Permit Technician by the International Code Council within twelve (12) months of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



CODE ENFORCEMENT OFFICER I/II

DEFINITION

Under general supervision, performs a variety of routine to complex technical and public contact duties related to the Town's code compliance program, including the identification, investigation, and correction of violations of the Town's municipal, zoning, housing, development, and signage codes; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official. Exercises no supervision of staff.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn entry level classification series in that the duties do not require the physical arrest of persons or the use of a firearm.

Code Enforcement Officer I: This is the entry-level classification in the Code Enforcement Officer series. Initially under close supervision, incumbents with basic experience learn Town systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Code Enforcement Officer II: This is the journey-level classification in the Code Enforcement Officer series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

Positions in the Code Enforcement Officer class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties may be performed by positions at the entry (I) level in a learning capacity:

- Receives, records, and investigates complaints from the public and staff regarding violations of building, and zoning codes, ordinances, housing standards, and health and safety regulations;

documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and State regulations to establish whether a violation has occurred.

- Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with Town codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues of vacant properties; provides confirmation regarding code regulations to the public by telephone and in person.
- Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas; notes possible violations at other property sites during the course of field investigations.
- Prepares and issues notices of violation or noncompliance, final notices, and other correspondence according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate public safety hazards and nuisances.
- Meets with Town planning, building, engineering, police, and public works staff and legal counsel regarding complaints; coordinates activities with other code compliance personnel and departments.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
- Provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; responds to questions, complaints, and inquiries.
- Drafts and recommends revisions to Town code enforcement policies, procedures, and standards.
- Participates in recommending, developing, and administering policies, procedures, and projects to ensure efficient and effective code enforcement activities in compliance with Town guidelines, standards, goals, and objectives.
- Performs a variety of public relations and outreach work related to assigned activities.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Basic requirements of zoning and related codes, ordinances, and regulations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Occupational hazards and standard safety practices necessary in the area of code compliance.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Safety equipment and practices related to the work, including safe driving rules and practices.

- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Explain codes and regulations to property owners, residents, and others.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies and procedures.
- Understand and explain occupational hazards and standard safety practices related to code compliance.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Operate office equipment and computer applications related to the work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Code Enforcement Officer I: Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework or technical training in code compliance or law enforcement and one (1) year of experience involved the interpretation of and explanation or enforcement of law and regulations.

Code Enforcement Officer II: Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework or technical training in code compliance or law enforcement and three (3) years of increasingly responsible municipal code compliance experience, or two (2) years as a Code Enforcement Officer I with the Town of Paradise.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a certificate of completion of Penal Code § 832 Course in Arrest, Search and Seizure issued by California Commission on Peace Officer Standards and Training within one (1) year of appointment.

Code Enforcement Officer II:

- International Conference of Building Officials (ICBO), Statewide California Association of Code Enforcement Officials, or other similar association certificate is desirable and may substitute two of the four-year experience requirements.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various Town sites; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Town sites; possible entry into confined spaces and the use of confined entry equipment; vision to inspect site conditions and work in progress; color vision to identify hazards during inspections, dye testing industries and water color issues. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.



COMMUNITY DEVELOPMENT MANAGER

DEFINITION

Under general direction, assists in planning, organizing, managing, and providing administrative direction and oversight for major functions and activities of the Community Development Department, including current, advance, and environmental planning, building and safety, building plan check, permitting, inspection, and code compliance; fosters cooperative working relationships among Town departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Community Development Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community Development Director. Exercises general and direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the mid-management classification in the Community Development Department. The incumbent oversees, directs, and participates in major activities and programs of the Community Development Department, and is responsible for providing professional-level support to the Community Development Director in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other Town departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all community development programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for community development functions and activities, including current, advance, and environmental planning, building and safety, building plan check, permitting, inspection, and/or code compliance.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the Community Development annual budget and capital improvement budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Meets and confers with department staff regarding interpretations of the zoning code, processing of complex projects, and the assignment and monitoring of work.
- Meets with developers, engineers, property owners, contractors, and other agencies to discuss potential project proposals, pre-applications, feasibility analysis, currently submitted proposals, and/or status of development projects; answers questions and responds to inquiries.
- Manages and/or directs department or consulting staff in the management and implementation of routine to large and complex community development projects; assists Town economic development efforts.
- Serves as a liaison for the department with other Town departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding departmental programs, projects, and services.
- Negotiates contracts and agreements; coordinates with Town department representatives to determine Town needs and requirements for contractual services.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Prepares procedures and guidelines for processing applications; develops internet/intranet-based information to aid the public with applications; identifies new software applications, storage options, and other technical tools for the preparation or completion of departmental work assignments; works with staff to develop brochures, census data, and other information to assist staff and the public.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Town Council, Planning Commission, and Design Review Committee, and a variety of other boards and commissions, as assigned by the Community Development Director; attends meetings.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect Town or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of community development program development, implementation, and management in a municipal setting.
- Methods, materials, and techniques used in the planning of community development projects.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development programs and administrative activities.
- Conduct effective negotiations and effectively represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field and five (5) years of administrative experience in community development, urban planning, and project management.

Licenses and Certifications:

➤ None..

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



COMMUNITY SERVICE OFFICER

DEFINITION

Under general supervision, performs a variety of routine to complex field and administrative activities in support of police services and programs for the Town's Police Department; provides comprehensive non-sworn staff support to Police Department supervisory and management personnel on a wide variety of law enforcement programs, projects, and services; responds to public requests; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a non-sworn entry and journey-level classification in the Police Department. Initially under close supervision, incumbents learn to perform various field and administrative duties in support of designated non-sworn police activities and are responsible for providing support to the assigned management staff in a variety of areas. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and Town activities, and extensive staff and public contact. Positions at performing at journey level, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing all assignments:

- Takes information from the public regarding thefts, accidents, lost and found property, and other incidents that do not require the presence of a law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Enforces miscellaneous municipal codes, ordinances, and regulations, including sign violations, abandoned property and vehicle violations.
- Assists in booking, fingerprinting, searching and transporting prisoners as required; periodically checks individuals held in detention facilities.
- Provides comprehensive staff support to the Police Department on a wide variety of programs, projects, and services.
- Provides initial non-emergency contact with the public and representatives of other agencies requesting police records or related services at a public counter or over the telephone; determines the nature of the contact; provides factual information regarding services, policies and procedures or directs the caller to the proper individual or agency.
- Provides applications for a variety of permits and licenses to the public; explains policies and procedures and processes completed forms.
- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.

- Interprets Federal, State and local legislation, policies, laws, codes and regulations; researches, analyzes, and coordinates their application to the City's operations.
- Prepares and processes a variety of reports and records following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Performs research and review of community and police activity data; maintains statistical data relative to program and unit objectives; prepares a variety of reports, correspondence, and other written materials; duplicates and distributes various written materials.
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Collaborates with partner agencies, community residents, and external organizations to plan and coordinate disaster preparedness, mitigation, response, and recovery efforts; assists in the preparation and implementation of emergency preparedness drills and training for Town staff and residents; assists in updating official documents required by the State to qualify for assistance in disaster recovery.
- Attends a variety of trainings, workshops, classes, and events on behalf of the Town.
- Performs other duties as assigned.

When performing patrol activities:

- Patrols City streets and facilities to provide security support; follows-up on complaints regarding abandoned vehicles; issues citations and arranges for the towing or other abatement of abandoned or illegally parked vehicles.
- Patrols in efforts to deter crime, including communicating with residents regarding on-going crime related problems, taking crime reports, and providing support to crime victims.
- Monitors and assists sworn officers in crowd control as required.
- Assists sworn staff with investigations including searches at crime scenes.
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Performs required research in order to locate information for police use, including gathering available information on wanted and paroled persons, and property owners as necessary.

When performing traffic activities:

- Responds to non-injury traffic collisions, obtains statements from involved parties, completes standard police reports for review by sworn officers.
- Searches and responds to reported parking violations and write citations for vehicles that are illegally parked.
- Assists officers with injury and fatality traffic collision reports.
- Transports, sets up, and ensures radar and DUI trailer are operating effectively.
- Makes determination and stores vehicles that require removal from the roadway.
- Monitors and assists sworn officers at DUI checkpoints and in controlling traffic as required.
- Performs crossing guard duties.
- Confirm and approve corrections made on vehicle citations.
- Compile traffic statistics; promote traffic safety

When performing crime prevention activities:

- Assists in the formulation and development of a program of public information and education on the use of the Police Department facilities, programs, activities, and services by selecting, preparing, and distributing information through various media sources.
- Arranges and conducts various community meetings, events, and tours; makes oral presentations to community and school groups; conducts surveys; assists in writing articles and news releases relating to community relations activities.
- Receives inquiries and provides information to the public regarding a wide variety of crime prevention topics, including drafting and sending out new releases on related issues and successfully communicating with a variety of news media.

- Plans, promotes, and participates in local community events related to crime prevention and safety, including determining appropriate events and taking appropriate measures to ensure successful implementation.
- Designs and prepares content for pamphlets, brochures, and bulletins related to various topics including crime prevention and disaster preparedness.
- Coordinates child safety seat checks to ensure proper installation and usage for interested parties.
- Conducts tours of the police department facilities to members of the community.

When performing investigation activities:

- Reviews, performs follow-up on, and supplies briefing information, makes copies of reports for the Department of Justice, writes clearances and ensures that dispatch clears missing persons or runaway juveniles cases, maintains files and logs on all missing persons and runaway juveniles; assists in monthly Department of Justice records audit pertaining to follow-up and information on missing persons and runaway juveniles.
- Performs required follow-up functions on crime reports, including booking found property, serving subpoenas, taking missing person, vehicle burglary, forgery, and vandalism reports.
- May process warrants and subpoenas, confirming information provided; distributes them to sworn personnel; maintains status and disposition records and notifies appropriate agencies as required.
- Assists the assigned unit as needed by running RAPS, DMV checks, CAD research, transcribing tapes, answering phones, indexing into Case Management system personnel assigned to cases, and picking up and delivering items pertaining to a case.
- Receives, logs, distributes, and replies to requests for information from the District Attorney's office.
- Maintains, orders, and logs supplies needed for the assigned unit.

QUALIFICATIONS

Knowledge of:

- Functions, principles, and practices of law enforcement agencies.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles of record keeping.
- Principles and techniques of developing and conducting public information presentations.
- Principles and practices of data collection and report preparation.
- Operations and functions of the Police Department and other public safety agencies.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Understand and follow oral and written instructions.
- Assess situations while remaining calm and using sound, independent judgment.
- Maintain accurate records and files.
- Develop and deliver public information presentations related to the assigned areas of responsibility.
- Compile and summarize information and data to prepare accurate, clear, and concise reports.
- Safely and effectively use and operate specialized equipment required for the work.
- Research, compile, and summarize a variety of informational and statistical data and materials.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures,

and standards relevant to work performed.

- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and two (2) years of experience performing administrative support duties related to the functions of law enforcement. Equivalent to an associate degree in criminal justice or a closely related field is desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid Cardiopulmonary Resuscitation (CPR) certificate is required at the time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain physical standards, including mobility, physical strength, and stamina to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work irregular shifts, including weekends, and holidays. Must be able to pass a thorough background investigation.



June 2019
FLSA: Non-Exempt

CONSTRUCTION INSPECTOR I/II

DEFINITION

Under general supervision (I) or general direction (II), performs a variety of duties involved in inspecting the workmanship and materials used in a variety of public works construction and capital improvement projects of Town infrastructure and private development construction, such as encroachments, easements, streets, storm drains, traffic control, and public safety; ensures conformance with applicable federal and state laws, codes, ordinances, plans, specifications, and departmental regulations in order to control pollution; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Construction Inspector I) or general direction (Construction Inspector II) from the Public Works Director/Town Engineer. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

Construction Inspector I: This is the entry-level class in the construction inspection series. Initially under close supervision, incumbents with basic public works construction and/or inspection experience perform work such as maintaining inspection records, performing basic public works construction, capital improvement project inspections, private development, and conducting field observations and inspections. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Construction Inspector II: This is the full journey-level class in the construction inspection series. Incumbents perform the full range of technical work in all of the following areas: inspecting the workmanship and materials used in a variety of public works and private development projects, ensuring conformance with plans, specifications and departmental regulations, and directing and guiding contractors to achieve quality control and proper use of materials. Positions at this level are distinguished from the I level by the performance of the full range of duties, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Building Inspector I/II in that the latter is focused on compliance of building codes.

Positions in the Construction Inspector class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Construction Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Inspects all phases of a variety of public works, infrastructure, capital improvement construction projects, and private development projects for conformance with plans, specifications, contract provisions, and safe work practices in accordance with Town, County, and State codes; inspects materials for identification; performs routine field tests as needed.
- Reviews plans and specifications of assigned construction projects, including streets, storm drains, curbs, gutters and sidewalks, street and alley pavement and grading installation and repair projects.
- Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- Inspects adjacent properties for damage from construction activity.
- Confers with contractors and developers regarding conformance to standards, plans, specifications, and codes; explains requirements and evaluates alternatives.
- Consults with engineering staff regarding problems and change alternatives.
- Prepares and maintains daily activity logs, progress payments, change orders, claims, and other written documentation.
- Takes samples of materials used; performs basic tests or submits to testing laboratories to ensure appropriate composition.
- Conducts pre-construction meetings with contractors and developers.
- Investigates resident complaints; confers with property owners regarding project schedule, hazards, and inconvenience.
- Schedules service interruptions with least interference and least inconvenience to properties.
- Inspects Town sidewalks and asphalt roads for hazards in need of repair; measures and records displacements; submits locations for repair.
- Performs office review and field inspections of encroachment permits, including utility installations, new driveways, and culvert installations.
- Acts as liaison between the Town, contractors, other agencies, and businesses and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution; prepares work orders in response to complaints.
- Prepares general construction and site improvement specification and plan review.
- Prepares a variety of correspondence, reports, correction notices, procedures, and other written materials.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, principles, and practices used in public works construction, including streets, curbs, gutters, sidewalks, drainage, and related facilities and appurtenances.
- Principles and practices of public works construction inspection.
- Basic practices of construction contract administration in a public agency setting.
- Applicable federal, state, and local laws, codes, and regulations, including administrative and department policies and procedures.

- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Defects and faults in construction.
- Materials sampling, testing, and estimating procedures.
- Mathematical principles and theories.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Inspect standard capital improvement, public works, and private development projects to ensure compliance with plans and specifications.
- Detect and locate faulty materials and workmanship and determining the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps, and legal descriptions for conformance with Town standards and policies.
- Coordinate activities with multiple contractors, engineers, and property owners.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare and maintain accurate and complete records; prepare clear and concise technical reports.
- Make accurate mathematical, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Construction Inspector I/II: Equivalent to graduation from the twelfth (12th) grade. A bachelor's degree from an accredited four-year college or university with major course work in civil engineering or construction technology is preferred.

Construction Inspector I: One (1) year of increasingly responsible public agency building/public works construction, construction inspection, civil engineering, or related experience.

Construction Inspector II: Three (3) years of increasingly responsible public agency building/public works construction, construction inspection, civil engineering, or related experience, or two (2) years of experience equivalent to Construction Inspector I at the Town of Paradise.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Non-Exempt

DEPUTY TOWN CLERK

DEFINITION

Under general direction, provides administrative and program support to the Town Clerk in the preparation of Town Council agendas, minutes, actions, ordinances, and resolutions, in the maintenance of official documents and records, in the administration of Town elections, and in overseeing the day-to-day activities, services, and operations of the Town Clerk's function; provides varied technical, complex, specialized, and confidential office administrative support to the Town Clerk and other Town departments as assigned; coordinates assigned activities with those of other Town departments; acts for the Town Clerk on a relief basis; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Clerk. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for the administration and daily operations of the Town Clerk's Office functions and activities, under the direction of the Town Clerk. This classification performs a variety of administrative duties, including assisting in the development of Town Council agendas, administration of filings, records management, assisting with municipal elections, and coordinating with other Town departments. The nature, scope, and diversity of responsibilities of this classification require a broader understanding of Town functions and the capability of relieving the Town Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the Town Clerk in the latter's absence.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in overseeing and performing functions of the day-to-day operations of the Town Clerk's office, including the maintenance of administrative files, resolutions, ordinances, contacts, agreements, deeds, annexations, and other official documents; performs mandated and other Town Clerk duties in the absence of the Town Clerk.
- Monitors operations and activities of assigned programs; recommends improvements and modifications and prepares various reports on operations and activities.
- Maintains and implements the Town's records management program; ensures legal compliance with retention schedules for Town records.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the Town is upheld.
- Assists with preparation of Town Council meeting agendas and tentative agendas; assists in the assembly and distribution of agenda packets; prepares Council and Agency packets and approved resolutions, ordinances, and meeting minutes for archiving.

- Oversees the preparation, receipt, review, and processing of various reports and records; oversees and participates in processing business license applications.
- Provides assistance to the public and Town staff by helping to identify records and information relevant to requests; ensures timely response to all requests and communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- Performs complex records management activities, including assigning record codes to documents, imaging and/or filing, storage, and destroying Town records.
- Assists in planning and conducting Town municipal elections as required by state law; participates in all election events.
- Assists in organizing, administering, maintaining, and monitoring all required Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.
- Administers policies and procedures and monitors filings of campaign statements for candidates, Council members, and all active committees as requested by state law; distributes forms and monitors filing of Statements of Economic Interests as required under the Political Reform Act of 1974; maintains a comprehensive list of designated employees under the Town Conflict of Interest Code.
- Maintains the department website.
- Coordinates and integrates program services and activities with other agencies and Town departments.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping and the Town Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Town Council and appointed boards and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- A variety of public documents including contracts and ordinances.
- Municipal elections processes and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Develop, plan, coordinate, and implement records management program suited to the needs of the Town and in compliance with Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, and ordinances.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework and/or specialized secretarial training and three (3) years of increasingly responsible secretarial or administrative experience in a municipal government agency, preferably within a Town or City Clerk's office.

Licenses and Certifications:

- Possession of, or ability to obtain, a Notary Public certification.
- Possession of, or ability to obtain, a Certified Municipal Clerk certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community Development Department including building, planning, code enforcement, land use, transit and zoning; formulates departmental policies, goals, and directives; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Town Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Community Development Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Town Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Town functions and activities, including the role of the Town Council and Architecture and Design Review Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Community Development Department programs, services, and activities including building, sanitary sewer, code enforcement, planning, land use, and zoning.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within Town policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine Town needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Provides technical information on building and municipal codes, inspection and permitting processes, and guidelines to property owners, contractors, developers, architects, engineers, other Town staff, and the general public.
- Develops and recommends amendments and revisions to the Design Guidelines, General Plan, Municipal Code, and permitting/project approval process.
- Represents the department to other Town departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in meetings and makes presentations to the Town Council and a wide variety of committees, boards, and commissions including the Planning Commission.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and planning.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Town Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and practices of budget administration and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, responsibilities, and limitations of an elected Town Council.
- Technical, legal, financial, and public relations problems associated with the management of planning and building programs.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of current and long-range planning.
- Principles and practices of building plan review and processing, inspection, and permitting.

- Theories, principles, and contents of rules and regulations, codes, and ordinances governing departmental operations, including, but not limited to the General Plan, land use, zoning, subdivision, and urban planning regulations, and environmental laws.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record keeping, and tracking systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in land-use planning, urban planning, landscape architecture, business or public administration, or related field and five (5) years progressively responsible management experience in municipal planning, building inspection, community development, or related field.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Public Works Department; formulates departmental policies, goals, and directives; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Town Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises direct supervision over managerial, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Works Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Town Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Town functions and activities, including the role of the Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Public Works Department programs, projects, and services, including design, engineering, and construction programs; maintenance of drainage, streets, vehicles, parks, and facilities; and development and implementation of the Town's Capital Improvement Program (CIP).
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within Town policy, appropriate budget, service, and staffing levels.
- Manages the development and administration of the CIP and department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine Town needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Evaluates the need for and develops, plans, and schedules for preventative and long-term maintenance programs; oversees the development of master plans; organizes available resources for the maintenance, improvement, and repair of Town facilities, infrastructure, and equipment.
- Manages the Town's CIP program, including the planning, prioritization, and scheduling of long-term capital improvement projects
- Reviews and approves designs, materials, and processes proposed in connection with new construction or major repairs of Town facilities and infrastructure.
- Represents the department to other Town departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in and makes presentations to the Town Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works and engineering.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Town Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of budget administration and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public works and engineering in a municipal setting.
- Technical, legal, financial, and public relations problems associated with the management of public works and engineering programs.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.

- Principles and practices of public works program development and long-term maintenance planning and budgeting.
- Principles, practices, concepts, and standards of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of a bachelor's degree from an accredited college or university with major coursework in civil engineering, business or public administration, or a closely related field and five (5) years progressively responsible management and/or administrative experience in public works, engineering, or a related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession and maintenance of a Registered Professional Civil Engineer license in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

DISASTER RECOVERY DIRECTOR

DEFINITION

Under general direction, plans, directs, and oversees the Town's recovery projects and programs; fosters cooperative working relationships among Town departments and serves as a liaison to the community and federal, state, and local agencies; provides complex staff assistance to the Town Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager. Exercises direct and general supervision over staff.

CLASS CHARACTERISTICS

This is a single-position classification responsible for performing complex program management work that has a high degree of sensitivity, is strategic in nature, has Town-wide and community impact, and is of critical importance to Town business operations and the community. The incumbent serves as a subject matter expert or technical advisor with a high degree of knowledge in disaster and emergency management planning, response, and recovery and represents the Town on local, statewide, and national committees and advisory groups. The position operates in highly visible, politically sensitive, legally complex, and evolving arenas working on significant and strategic issues and problems, as well as management and/or Town Council priorities and directives, requiring political sensitivity and in-depth evaluation and analysis of various (and often competing) circumstances, interests, and information.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, designs, manages, and implements recovery management and emergency management programs, projects, and initiatives; develops and implements program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement program goals and supports the Town's sustainability and resiliency.
- Serves as the primary point of contact for the Town with federal, state, and local government agencies and the community on disaster and emergency preparedness, response, and recovery programs; establishes and maintains contacts and networks for resources and support systems; ensures an inclusive recovery process that engages the whole community and is accessible to all community members.
- In the event of a disaster or emergency, serves as the lead in coordinating local government-led recovery organizations and initiatives; works with local emergency management to assess impacts and communicate local recovery priorities to state and federal governments, as well as other stakeholders.
- Collaborates with recovery partners to ensure response and recovery activities are communicated to stakeholders as appropriate.
- Develops, maintains, coordinates, and drives implementation of the Town's disaster recovery and emergency operations plans; collaborates with the community to ensure community support; assesses funding and plan feasibility and makes modifications as necessary.
- Integrates early recovery implementation into long-term community recovery planning processes.
- Provides leadership and technical guidance as a subject matter expert and advisor for disaster and emergency management planning, response, and recovery using initiative and resourcefulness in

deviating from traditional methods or analyzing unique issues or problems without precedent and/or structure; researches trends and patterns to develop new standards, models, methods, criteria, or propose new policies and procedures related to assigned area of responsibility; oversees quality assurance and quality control activities within area(s) of expertise.

- Identifies, plans, develops, and implements new and/or modified programs that promote and enhance the mission, goals, and interests of the Town; develops performance measurement and assessment tools; conducts research and analysis to justify the appropriateness of implementing proposed modifications and/or new programs.
- Develops, administers, and monitors program budget(s) and fiscal activities, including developing revenue projections, multi-year cash flow analyses, and cost containment strategies; monitors financial integrity of assigned programs; identifies and applies for federal funding for emergency management related needs; ensures Town meets eligibility requirements for reimbursement programs.
- Develops, implements, and manages threat assessment and mitigation plans to protect Town facilities and assets; performs vulnerability studies and analysis of disaster and emergency response capabilities; incorporates critical mitigation, resilience, sustainability, and accessibility-building measures into plans and efforts.
- Plans, directs, and conducts disaster training exercises to test all elements of the Town's disaster recovery and emergency operations plans; conducts, coordinates, and evaluates simulated drills and exercises; makes recommendations for improvements.
- Establishes and maintains an emergency response team assigned to staff the Town's Emergency Operations Center (EOC); facilitates the activation of the EOC in accordance with Standardized Emergency Management System and related regulations; and serves as the EOC Manager in the event of an activation.
- Prepares and presents staff reports, policies, procedures, and general correspondence regarding recovery management and emergency management programs and initiatives.
- Individually or as a team lead, manages complex, politically sensitive studies, projects, and initiatives in support of recovery management and emergency management programs; develops project plans consisting of objectives, scope of work, budget, schedules, baseline requirements, and implementation strategies.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Town specifications and service quality.
- Directs the establishment and maintenance of working and official program files.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in recovery management and emergency management; researches emerging products and enhancements and their applicability to Town needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local agencies, laws, rules, regulations, ordinances, and organizational

- policies and procedures relevant to assigned area of responsibility.
- Principles, practices, purposes, and techniques of disaster and emergency management planning, response, and recovery.
- Geographic and demographic characteristics of the Town of Paradise region.
- Logistics and operations planning methods to coordinate and evaluate service delivery of disaster and emergency response and recovery efforts.
- Practices of researching recovery and emergency management issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to recovery management and emergency management programs.
- Methods and techniques of preparing reports and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, design, manage, and implement recovery management and emergency management programs and initiatives.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently conduct recovery and emergency management studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in emergency management, planning, community development, business or public administration, or a field related and five (5) years of experience in planning, developing, implementing, evaluating, and maintaining comprehensive recovery and emergency management plans, or major components of plans.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; to walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various Town sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.



July 2019
FLSA: Exempt

FIRE MARSHAL

DEFINITION

Under general direction, manages, supervises, coordinates and performs technical work in the investigation of industrial, commercial, and residential building facilities; enforces compliance with building, zoning, fire, safety laws, Town and State codes, local ordinances and abatement regulations; investigates suspicious fires and post blast incidents to determine causes, collect process and store evidence; oversees and directs field staff to calls for service; researches, develops, writes, implements, and interprets Town ordinances; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager. Exercises direct supervision over assigned code enforcement staff.

CLASS CHARACTERISTICS

This is a single-position classification that performs difficult and responsible types of technical and administrative duties in support of the Town's fire prevention, investigation, and code enforcement activities. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fire Inspector in that it is a management-level class responsible for the operations of an assigned program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, supervises, and reviews the work of fire prevention, code enforcement, and investigations.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures; evaluates employee performance, counsels employees, works with employees to correct deficiencies, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Develops, writes, and recommends the implementation of goals and objectives, schedules, and policies and procedures.
- Participates in the development, preparation of the assigned budget and administers and monitors budgets as assigned.
- Reviews plans, conducts field inspections of buildings, facilities and construction projects.
- Stays abreast of new trends, laws, procedures, and innovations relating to: Fire Investigation, Fire Prevention, Code Enforcement, case law, trends in liability issues.
- Researches, develops, writes, promotes, implements, and interprets Town ordinances.
- Investigates and reviews status of the burnt buildings, as well as insurance coverage and financing.
- Performs a variety of administrative duties including recording staff activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the division.

- Oversees and directs staff that receive and respond to complaints regarding substandard dwellings or structures, zoning violations, Fire/Health & safety code violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, sign ordinances, landscaping and/or building, and housing code violations, and other zoning and municipal code violations, issues notices of violation for non-compliance.
- Oversees and directs staff that inspect various buildings and establishments for fire hazards and general compliance with applicable laws, codes, and regulations; makes recommendations concerning fire/life safety for licensed establishments.
- Oversees and directs staff that contact owners, architects, engineers, developers, contractors, labors, and public officials to explain and interpret requirements and restrictions.
- Investigates all arson related fires and all structure/vehicle fires constituting a great monetary loss and interview all parties involved, analyzes and evaluates their testimony; communicates and confers with other law enforcement officers and private investigators; issues warrants and arrests suspects; testifies in court.
- Processes fire scenes for evidence collection, storage, and documentation.
- Reviews legal actions and works with the District Attorney in prosecuting offenders, appears in court concerning codes and ordinances.
- Completes fire investigations, prepares crime reports and submits them to the District Attorney's office for review and prosecution of arson/fraud offenders.
- Arranges, coordinates, and participates in professional group meetings and provides information to the public concerning fire investigation, prevention and code enforcement practices and procedures.
- Responds to traditional and chemical bomb/explosive devices; secures and searches scene, documents scene, collects and stores evidence, and investigates.
- Attends meetings, conferences, workshops, and training sessions and reviews materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of modern fire prevention, public education, fire suppression, emergency medical, rescue and hazardous materials activities.
- Applicable Federal, State, and local laws, codes, and ordinances such as the California Fire, Life-Safety, and Building codes.
- Mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials and hazardous substances.
- Principles and practices of organization, administration, budgeting, and personnel management.
- Methods and procedures to monitor compliance with regulations, codes, and laws.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and methods of investigation utilized in code enforcement inspections.
- Basic terminology used in zoning, including regulations and requirements for court evidence documentation.
- Basic engineering, architectural, and building design practices and procedures.
- Occupancy-use Classifications.
- Occupational hazards and standard safety practices necessary in the area of building and facility inspection and construction.
- Principles, methods, and procedures of criminal investigation and identification, and criminal law within reference to apprehension, arrest, and prosecution.
- Principles, practices and techniques of program development, administration and evaluation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, evaluate and participate in a comprehensive fire prevention management program; develop and implement policies and procedures.
- Compare hazards, probability of occurrence and consequence to establish risk and rank risks based on the effect to and in the community.
- Detect fire hazards and make recommendations on ways to prevent and eliminate fire hazards.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Read and interpret blueprints; detect deviations from plans, regulations, and standard safety procedures.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Identify and distinguish between various types of accelerants.
- Recreate a fire/arson scene through documentation and drawings.
- Operate modern arson tools; hydro carbon detector, digital photo equipment at fire scenes, etc.
- Enforce regulations, firmly, tactfully, and impartially.
- Conduct fact-finding inspections, including evidence gathering.
- Prepare clear and concise reports, correspondence and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by 60 units of coursework in fire science related to fire prevention, plan checking, building trades, public education, hazardous materials, inspection, arson investigation and/or suppression, other related field, and five (5) years of experience performing technical fire and/or law enforcement duties. A bachelor's degree in engineering, environmental science, public administration or related field is desirable

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate, valid driver's license with a satisfactory driving record.

- California State Fire Training certification by the California Office of the State Fire Marshal as a Fire Prevention Officer I and II, or equivalent.
- Fire Marshal and Fire Plan Examiners certification by the California Office of the State Fire Marshal.
- PC-832 Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.



FIRE PREVENTION INSPECTOR I/II

DEFINITION

Under direct (I) or general (II) supervision, plans, coordinates, and performs technical work in the inspection of industrial, commercial, and residential building facilities; enforces compliance with fire, safety, building, and zoning laws, Town and State codes, local ordinances and abatement regulations; issues fire permits; inspects the storage and handling of hazardous materials; inspects and maintains fire protection systems including hydrants; researches, implements, and interprets Town ordinances; participates in public relations and education programs; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Building Official or Fire Marshal. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Fire Prevention Inspector I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform day-to-day responsibilities of fire prevention and code enforcement inspection work to ensure codes and standards are met. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Fire Prevention Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Fire Prevention Inspector II: This is the fully qualified journey-level classification in the Fire Prevention Inspector series. Positions at this level are distinguished from the Inspector I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Fire Prevention Inspector class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Fire Prevention Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Schedules, coordinates, and conducts fire prevention and safety field inspections for commercial, residential, and industrial buildings.
- Inspects fire prevention systems, vacant lots, residential and commercial properties for fire hazards; identifies corrective actions to ensure conformance with codes, laws and regulations; issues permits; issues notices of violation for non-compliance.
- Performs a variety of administrative duties including recording activities in designated logs, preparing and maintaining records, reports, forms, letters, authorizations, recommendations, and other required procedures.
- Participates in meetings and educational sessions; provides information to the public, owners, architects, engineers, developers, contractors, labors, and public officials to explain and interpret requirements and restrictions concerning fire code enforcement, practices and procedures.
- Inspects hydrants and ensures proper functioning; maintains hydrants including cleaning, lubricating, and painting to insure in proper working order; coordinate replacements with contract agency.
- Respond to complaints regarding Fire/Health & safety code violations, debris, unsanitary conditions, overgrown vegetation landscaping and/or code violations.
- Assists with plan check reviews.
- Stays abreast of new trends, laws, procedures, and innovations relating to Fire Code enforcement. participates in the development and implementation of related goals, objectives, policies, and procedures.
- Attends meetings, conferences, workshops, and training sessions and reviews materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Plan review code applications and general building code applications pertaining to fire code.
- Basic engineering, architectural, and building design practices and procedures.
- Life-Safety Code Provisions.
- Occupancy-use Classifications.
- Occupational hazards and standard safety practices necessary in the area of building and facility inspection and construction.
- Applicable Federal, State, and local laws, codes, and ordinances.
- Safety practices and equipment related to the work.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Enforce regulations, firmly, tactfully, and impartially.
- Detect fire hazards and make recommendations on ways to prevent and eliminate fire hazards.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Read and interpret blueprints.

- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Prepare clear and concise reports, correspondence and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by 30 units of coursework in fire science or building inspection.

Fire Prevention Inspector I: One (1) year of experience in fire prevention, building inspections, or a related field.

Fire Prevention Inspector II: Two (2) years of progressively responsible experience equivalent to the Fire Prevention Inspector I with the Town of Paradise.

License and Certifications:

- Possession of, or ability to obtain, an appropriate, valid driver's license with a satisfactory driving record.
- Possession of, or ability to obtain, an International Code Council (ICC) Fire Inspector I or State Fire Marshals Fire Prevention 1A, 1B, and 1C certifications.
- Possession of a P.C. 832 certificate.

Fire Prevention Inspector II:

- Possession of an International Code Council (ICC) Fire Inspector II

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

HOUSING PROGRAM MANAGER

DEFINITION

Under general direction, administers, manages, organizes, and monitors housing and community development programs within the Town of Paradise; reviews the work of assigned staff performing complex support related to programs and activities of the Business and Housing Services Division; develops and implements strategic plans and overall business objectives for the assigned programs; manages the effective use of program and project resources to meet program goals; provides professional assistance to the Town Manager in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director. Exercises direct and general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating activities related to the Town's housing and community development programs. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, plans, directs and coordinates, the Business and Housing Services Division's work plan, assigns projects and programmatic areas of responsibilities, reviews, evaluates and assesses workload, work methods and procedures, and administrative support systems.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within divisional policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Prepares and processes loan applications from start to completion for the rehabilitation of real property of targeted groups, including interviewing applicants, performing intake duties, processing loan applications, evaluating, collecting and verifying application information, explaining the various Town housing programs to prospective loan recipients, and taking applications through to the approval process.
- Prepares and processes grant applications; monitors and implements grant funding for Town housing programs, including reporting grant funding activities according to applicable grant regulations.
- Performs property inspections and develops work write-ups and approval; monitors adherence to program eligibility and guidelines; prepares rehabilitation contracting documents and monitors the bidding process and work.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns.

- Manages, develops and administers the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of improvements.
- Ensures compliance which includes quality assurance, auditing, file review, efficiency/service delivery, software administration and ad-hoc reporting.
- Negotiates program contracts and agreements; determined needs and requirements for contractual services; ensures legal and contractual provisions are included to protect the Town's interests; ensures contractor compliance with contractual provisions.
- Oversees, implements, and monitors procedures for loan/grant closings, including coordinating and interacting with owners and escrow companies, setting up loan collection accounts, and implementing procedures regarding loan/grant defaults, loan extensions, and related monitoring requirements.
- Serves as a liaison for the division with other Town departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to the Town, committees, and task forces; participates in community events and workshops that provide public information regarding divisional programs, projects, and services.
- Represents the division to other Town departments, elected officials, and outside agencies including the Contractors State License Board; explains and interprets programs, policies, and activities.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of housing programs and workforce development.
- Monitors changes in laws, regulations, and technology that may affect Town or divisional operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of public agency administration.
- Principles and practices of housing and property management.
- Methods, materials, and techniques used in the planning of related programs and projects.
- Applicable Federal, State, and local laws, regulatory codes ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Business and Housing Services Division programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division and assigned program areas.
- Preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Effectively administer a variety of housing programs and administrative activities.
- Conduct effective negotiations and effectively represent the Town and the assigned division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in in public administration, business administration, urban planning, or a closely related field and five (5) years of administrative and analytical housing program experience preferably in California including supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.



HOUSING PROGRAM TECHNICIAN

DEFINITION

Under general supervision, provides a wide variety of technical and administrative support in coordinating, implementing, and maintaining housing and community development projects, programs and agreements; acts as liaison for the Town with a variety of private, public and community organizations and regulatory agencies; implements, and participates in technical processes, procedures and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Housing Program Manager. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of routine and complex housing related work. Incumbents serve to relieve the Housing Program Manager of performing technical and administrative work and are expected to function with very little direct oversight. Successful performance of the work requires the interpretation and application of policies, procedures and regulations and may involve frequent contact with the public, as well as performing various research and monitoring functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs technical administrative assistance and support duties for the Town's housing and community development programs.
- Develops and processes loan applications from start to completion for the rehabilitation of real property belonging to targeted groups, including interviewing applicants, performing intake duties, processing loan applications, evaluating collecting and verifying application information, explaining the various Town housing and community development programs to prospective loan recipients, and taking applications through the approval process.
- Monitors and implements procedures for loan/grant closings, including coordinating and interacting with owners and escrow staff, setting up loan collection accounts, and implementing procedures regarding loan/grant defaults, loan extensions, and related monitoring requirements.
- Establishes and maintains records and files for town rehabilitation programs, including all documentation related to loans, contracting agreements, housing photos, and fund disbursements.
- Participates in field inspection work, including gathering data for State and Federal grant applications, and other related duties.
- Meets with contractors and homeowners to discuss project scope; disburses funds to contractors for work completed, including providing the final accounting of loan proceeds, adjusting and documenting changes to Note as required, and processing the checks.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

- Prepares, processes and tracks loan pay off documents, staff documents for agenda, and legal documents for recording.
- Acts as the Town's representative and liaison on relevant topics, including responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected Town Council and appointed boards and commissions.
- Applicable codes, regulations, policies, guidelines technical processes and procedures related to a housing rehabilitation program.
- Basic practices of banking, finance, real estate and construction industries.
- Practices and procedures of real estate loans and escrow.
- Principles and practice of contract administration.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible technical administrative support work with accuracy, speed, and minimal supervision.
- Provide varied, responsible administrative support work requiring the use of independent judgment, tact and discretion.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Read, comprehend, and translate blueprints, plans, and related items.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Organize, maintain, and update office database and records systems.
- Quickly learn and use new skills and knowledge due to rapidly changing information and/or technology.
- Develop creative alternatives to problem solving and conflicts.
- Make accurate arithmetic, financial and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in real estate, finance, economics, business, or a related field, and two (2) years of experience in loan processing, property rehabilitation, construction, escrow procedures, financial accounting, real estate transactions, and/or public agency programs.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to visit various Town and meeting sites and to inspect various residential sites; vision to read printed materials, a computer screen, and to perform inspections; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

HUMAN RESOURCES AND RISK MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the operations of the Human Resources Department, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, benefits administration, and risk management; manages the effective use of department resources to improve organizational productivity and customer service; provides complex and responsible support to the Assistant Town Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director. Exercises supervision over administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the operations and activities of the Human Resources Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to human resources. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Human Resources Department, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, benefits administration, and risk management.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of department budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Town specifications and service quality.
- Plans, coordinates, and implements recruitment, examination, and selection processes; oversees the Town's equal employment process for protected groups.
- Plans, manages, and oversees the daily functions, operations, and activities of the Town's risk management programs, including insurance, safety management and training, property claims management, and workers' compensation.
- Administers the Town's employee benefits programs; negotiates with and as liaison to various third-party administrators; resolves issues; provides guidance on policy interpretation explains benefits plan provisions and eligibility requirements to staff.
- Participates in negotiations during meet-and-confer sessions with various employee organizations; assists in developing bargaining strategies including preparing various analyses; communicates with and suggests direction to the Town Manager and Town Council during the meet and confer process; prepares and revises contract agreements; administers the provisions of existing employee agreements; represents the Town in matters of concern to unions and associations representing Town employees.
- Coordinates employee training and development programs to ensure a well-trained and effective workforce.
- Tracks all disciplinary actions and ensures adherence to the Town's disciplinary process through education and coaching for supervisors and managers; manages formal disciplinary actions to ensure compliance with mandated rules, regulations, and laws.
- Oversees and participates in developing, receiving, reviewing, and processing information for a variety of departmental, State mandated, and statistical reports and records, including Occupational Safety Health Act (OSHA) logs, annual self insured worker's compensation reports, auto accident reports and graphs, employee accident reports, property damage reports, claims analysis, claims expense reports for worker's compensation, medical auditing summary, risk management surveys, financial property reports, claims for damages, industrial accident claims, and other related reports; verifies accuracy and completion of reports and records; maintains accurate files.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other Town departments and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in human resources; researches emerging products and enhancements and their applicability to Town needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Directs the establishment and maintenance of working and official division files.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and budget development and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, and techniques of public human resources administration, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, and benefits administration.
- Principles and practices of labor relations and collective bargaining in the public agency setting, including effective negotiating techniques.
- Principles and practices of effective risk management programs, including basic regulatory and legal requirements.
- Techniques for investigating, analyzing, and resolving employee grievances.
- Health and welfare benefits administration including cost structure of employee benefits.
- Principles and practices to be applied in promoting equal employment opportunity and diversity.
- Practices of researching human resources issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the operations of the Human Resources Department.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively administer a variety of human resources programs, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, and benefits administration.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the department in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, business or public administration, or a related field and five (5) years of increasingly responsible professional human resources experience, including supervisory training and experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



July 2019
FLSA: Exempt

INFORMATION TECHNOLOGY MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and performs difficult and complex technical support related to all programs and activities of the Information Technology Division, including the installation, maintenance, and upgrade of the local area network, required hardware and software, infrastructure, personal computers, and communications systems and facilities; administers short and long-range planning activities; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Administrative Services Director in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is a management classification that manages all information technology activities in the Information Technology Division. The incumbent organizes and oversees day-to-day computer hardware, software, networks, and other information and communications systems operations and maintenance. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Administrative Services Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other departments and outside agencies. This class is distinguished from the Administrative Services Director in that the latter has overall responsibility for all functions and programs assigned to the Administrative Services Department including the Information Technology Division and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Information Technology Division, including the installation, maintenance, and upgrade of the local area network, required hardware and software, infrastructure, personal computers, and communications systems.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budgets.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
- Manages and participates in the administration and maintenance of the Town's information technology infrastructure; evaluates, selects, and recommends Town-wide computer purchases; develops long-term

information systems strategies to plan for and control network upgrades and growth; evaluates and recommends new technologies; and encourages innovation among technical staff in the utilization and implementation of ideas and techniques.

- Assists the Director with special projects as assigned; participates in deliberations to address Town operational issues as they relate to information technology, and in the development of management recommendations for consideration by the Director, Town Manager, and Town Council.
- Resolves computer system related problems as they occur; provides direction and technical supervision to internal staff and external consultants whose work involves information technology systems related tasks and work methods.
- Identifies and proposes technology services projects appropriate for contract delivery; negotiates service contracts and computer hardware pricing with vendors; oversees contract preparation and completion of work.
- Provides high-quality internal customer service and performs technical support, installation, maintenance, and repair of computers and other information systems equipment.
- Provides highly complex staff assistance to the Director; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in information technology; researches emerging products and enhancements and their applicability to Town needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Information technology systems, database management, policies and procedures, including computer networks, personal computers, telecommunications, copiers, and other electronic office automation systems.
- Hardware and software characteristics of various computer systems and a general understanding of system features and their integration capabilities.
- Systems design and development process, including requirements analysis, feasibility studies, software design, programming, beta testing, installation, evaluation, and operational management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal information technology operations.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative, management, and professional leadership for the Information Technology Division programs.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Organize, manage, implement, and maintain efficient and effective automated systems to ensure the reliability and integrity of the computer infrastructure.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Manage and monitor complex projects, on-time, and within budget.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques; develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree with major coursework in computer science, management information technology, or a related field and five (5) years of experience in the development and administration of computer systems, telecommunication systems, and local area networks, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



MAINTENANCE WORKER I/II

DEFINITION

Under direct (I) or general (II) supervision, performs a variety of work in the construction, repair, maintenance, and replacement of Town infrastructure including, streets, parks, buildings, and drainage facilities and systems; uses and operates a variety of tools and light to heavy equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision (Maintenance Worker I) or general supervision (Maintenance Worker II) from the Public Works Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level classification in the Maintenance Worker series. Initially under close supervision, incumbents learn Town infrastructure and use of tools and equipment. As experience is gained, assignments become more varied and complex and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Maintenance Worker II: This is the fully qualified journey-level classification in the Maintenance Worker series. Positions at this level are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Maintenance Worker in that the latter is responsible for providing technical and functional direction to lower-level maintenance staff and performs the most complex duties assigned to the series.

Positions in the Maintenance Worker class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs construction, maintenance, and repair activities of Town streets, roadways, curbs, sidewalks, and drainage infrastructure; maintains and repairs asphalt pavement, concrete, traffic and street signs, and pavement markings.

- Performs routine cleaning, inspection, and preventative maintenance work for Town buildings.
- Inspects, cleans, maintains, and repairs storm drains and catch basins.
- Trims and prunes bushes, trees, and shrubs and removes weeds to provide clearance of roadways, easements, sidewalks, and signs.
- Performs street sweeping and snow plowing duties and other cleaning activities on public sidewalks, streets, parking lots, roadways, parks, and Town Hall.
- Inspects and repairs park equipment, drinking fountains, public restrooms, benches, lighting, pathways, fences, and other park and landscape amenities; ensures that all aspects of equipment are functioning safely.
- Maintains Town parks, landscaping, medians, and right-of-way areas; Maintains, monitors, troubleshoots, and programs park irrigation systems; repairs sprinklers, booster pumps, water feature pumps, backflows, main lines, and valves.
- Waters, mows, weeds, renovates, and fertilizes lawns; plants, prunes, and cares for trees, shrubs, groundcovers, and flowers.
- Assists with repairing traffic signals and lighting.
- Inspects assigned Town infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Operates and maintains hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites, accidents, and special events to ensure safe conditions for the general public and Town staff; assists with clearing the roadway after a traffic accident.
- Responds to emergency issues that may cause a road hazard, including down trees or power lines, landslides, flooding, potholes, and traffic signal malfunctions.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Receives and responds to service calls and resident complaints; investigates resident issues and complaints; resolves or refers issues to supervisor.
- Responds to after-hours emergencies.
- Locates underground utilities as part of Underground Service Alert (USA) to inform contractors, agencies, and Town employees doing construction, excavation, or digging work.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, and systems similar to those in a municipal environment.
- Operational characteristics and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment used in public works operations.
- Occupational hazards and safety equipment and practices related to the work, including driving rules and practices, traffic control procedures and regulations, and confined space entry.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Basic mathematics.

- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform construction, modification, maintenance, and repair work of Town infrastructure including streets, parks, buildings, and drainage facilities and systems.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Follow department policies and procedures related to assigned duties.
- Make accurate arithmetic calculations.
- Safely and effectively use, operate, and maintain hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Maintenance Worker I: No previous work experience is required. Previous experience in the field of maintenance or construction is highly desirable.

Maintenance Worker II: One (1) year of experience in construction, maintenance, and/or repair of streets and roadways, traffic signs, and/or related facilities, systems, and appurtenances equivalent to that of a Maintenance Worker I with the Town or two (2) years of increasingly responsible experience in street or grounds maintenance or construction.

Licenses and Certifications:

Maintenance Worker I:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a valid California Class B Driver's License within six (6) months of appointment.

Maintenance Worker II:

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Town sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



MECHANIC

DEFINITION

Under general supervision, performs skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small Town vehicles and equipment; performs related inventory, purchasing, welding, and record-keeping duties; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Supervisor and technical and functional direction and training from the Senior Mechanic. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the mechanic series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results. This is a technical classification performing a variety of vehicle and equipment maintenance and repair duties. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires knowledge of departmental and Town activities. This class is distinguished from the Senior Mechanic in that the latter provides technical and functional direction to lower-level support staff and is responsible for the most complex work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment such as generators, cars, fire trucks, police vehicles, backhoes, loaders, trailers, mowers, and tractors; ensures safe and effective operating condition of Town vehicles and power-driven equipment.
- Inspects a variety of vehicles and equipment according to established guidelines and procedures; troubleshoots, diagnoses, and resolves electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions; repairs or replaces parts and components as needed.
- Performs scheduled safety inspections and preventive maintenance of vehicles and equipment; identifies safety hazards and makes necessary adjustments to ensure safe operation; establishes preventive maintenance schedules.
- Performs a variety of welding activities involved in the repair of various machine parts.
- Services vehicles by ensuring satisfactory fluid levels; checks and replenishes air levels in tires; replaces tires; adjusts, repairs, and maintains air and hydraulic brake systems; adjusts and replaces brake shoes, pads and linings; turns drums and rotors; performs engine inspections, maintenance, and repairs; performs tune-ups on Town vehicles and equipment as requested.
- Installs and removes exterior and interior vehicle emergency equipment; mounts brackets, prisoner restraints, prisoner transportation cages, and other items or pieces of equipment attached or inside a Town vehicle.

- Diagnoses, repairs, adjusts, and replaces various components such as vehicle transmissions, carburetors, batteries, alternators, radiators, hoses, belts, distributors, differentials, drive shafts, clutches, pumps, shocks, cylinders, valve controls, generators, ignitions, bearings, and gears.
- Performs minor to major overhauls on existing vehicles as requested to meet Town needs.
- Estimates material and equipment needed for projects; monitors inventory levels of parts, supplies, and equipment; contacts vendors to obtain product and pricing information; orders items from vendors according to cost effectiveness and timeliness of product delivery.
- Operates a variety of equipment including hand and power tools, welders, torches, jacks, grease guns, presses, compressors, testers, meters and forklifts; maintains equipment in proper working condition; drives a vehicle to conduct work.
- Maintains a variety of records related to maintenance schedules, vehicles, equipment, costs, warranties, recalls, and assigned projects.
- Plans and organizes assigned tasks; interprets diagrams, sketches, schematics, technical manuals, and specifications; works from verbal and written instructions and work orders.
- Responds to regular and emergency maintenance and repair requests; travels to various Town sites to make repairs to vehicles and equipment; uses a map to locate disabled vehicles; arranges for major maintenance and repairs with outside agencies as needed.
- Maintains shop area, equipment, and tools in a safe, clean, and orderly condition; assists with related building maintenance functions including installation and renovation activities.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques, practices, procedures, tools, and materials used in the repair and maintenance of large and small vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Practices, procedures, techniques and equipment used in welding and metal fabrication.
- Operation, theory, and principles of gasoline, diesel, and alternative-powered engines.
- Preventative maintenance practices and procedures.
- Shop math applicable to vehicle maintenance.
- Record-keeping techniques.
- Health and safety regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment.
- Troubleshoot, diagnose, and resolve electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions.
- Repair or replace parts and components as needed.
- Perform scheduled safety inspections and preventive maintenance of vehicles and equipment.
- Estimate and procure materials and equipment needed for projects.

- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Operate a variety of hand and power tools including welding equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade supplemented by completion of an approved apprenticeship program in automotive repair and one (1) year of work experience in the maintenance and repair of large and small vehicles and equipment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of, or ability to obtain, a valid California Class B Driver's License within six (6) months of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing an average of 60 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees primarily work in the garage and occasionally in the field and are exposed to, loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



OFFICE ASSISTANT

DEFINITION

Under general supervision, provides routine office support activities to an assigned department, including word processing, data entry and organization, telephone and counter reception, scheduling, maintaining records, and filing; creates routine forms, memoranda, correspondence, and/or reports; performs routine operation of equipment; provides information and assistance to staff and the general public; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a clerical classification performing a limited spectrum of routine office support and customer service duties. Incumbents serve to relieve departmental staff of performing administrative detail work and are expected to function with very little direct oversight. This class is distinguished from the Administrative Assistant classification in that the latter performs a variety of administrative and office support duties of considerable complexity, requiring thorough knowledge of the assigned department, division, or program, which requires an additional definable requirement of technical knowledge and skill.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Screens calls, visitors, and incoming mail; assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate City staff as necessary.
- Maintains calendars and makes meeting arrangements; schedules meetings between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Performs a variety of routine clerical duties including opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Organizes, maintains, and updates departmental record systems using database software; enters and updates information with departmental activity, files, and report summaries; prepares documents for imaging; organizes and maintains various administrative, reference, imaging, and follow-up files.
- Gathers, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Monitors and orders office and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; receives vendor invoices; prepares request for payment

for department head approval.

- Maintains, organizes, and cleans office, conference rooms, and supply room.
- Assists with special projects and events as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Departmental practices and procedures and applicable City policies.
- Clerical practices and procedures.
- Business letter writing and the standard format for typed materials.
- Basic principles of record-keeping.
- Basic arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and one (1) year of experience performing clerical work in an office environment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be assigned to work in an animal shelter facility with exposure to loud noise levels and may be exposed to animal hair, dust, and potentially hazardous physical substances. The shelter work may involve potential exposure to wild, dangerous, and/or diseased animals, animals known to cause allergies, animal waste, and animal bites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

ONSITE SANITARY OFFICIAL

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and programs of the Onsite Wastewater Division, including application review, site inspection, enforcement, and permit processing and the public counter staff; ensures compliance with standards to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location, and maintenance of structures; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Community Development in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Director of Community Development. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a mid-management classification responsible for planning, organizing, and managing the staff, operations and activities of the Onsite Wastewater Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. Incumbents serve as a resource for operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from the Director of Community Development in that the latter has overall responsibility for all planning and building programs, functions, and activities, and for developing, implementing and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Onsite Wastewater Division, including plan review, building inspection, enforcement, and permit processing and the public counter staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Town specifications and service quality.
- Advises staff on interpretation and application of state and local codes and regulations, plans, and specifications to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location, and maintenance of structures.
- Serves as source of information for property owners, developers, architects, engineers, contractors, and the general public regarding plan review, building inspection, enforcement, and permitting programs and functions; represents the division, department, and Town in disputes and litigations; facilitates community participation through a continual dialogue with residents on major projects.
- Assists with difficult field inspections, reviews inspections and decisions when unusual circumstances exist; meets with customers to interpret and explain the plan review, permitting, and inspection processes; provides clarification and responds to questions pertaining to plans review comments and inspection results.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other Town departments and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in plan review, building inspection, and permitting; researches emerging products and enhancements and their applicability to Town needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and procedures of plans examination, sanitary sewer inspection, and permitting work.
- Principles, practices, methods, and equipment related to wastewater systems, infrastructure, and facilities.
- Building construction and design practices, methods, and materials.
- Recent developments, current literature, and sources of information related to plan review, building inspection, and permitting.
- Practices of researching plan review, sanitary sewer inspection, and permitting issues.

- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles of advanced mathematics and their application to planning work.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, oversee and manage the staff and operations of the Onsite Wastewater Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently conduct plan review, inspection, and permitting studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Interpret Town plan review, building inspection, and permitting programs to the general public; identify and respond to issues and concerns of the public, Town Council and other boards and commissions.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the division and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree from an accredited college with significant coursework wastewater management, engineering or a related field and seven (7) years of increasingly responsible experience performing plans examination and/or building inspections, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a California Environmental Health Specialist is preferred..

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Town sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.



POLICE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police Department, including field operations, criminal investigations, communications, and emergency management services; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Town Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This Department Director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-range planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the Town Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Police Department programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Police Department; establishes, within Town policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;

assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine Town needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other Town departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the Town Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police safety and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect Town or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Town Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, Town-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of police safety program development, management in a municipal setting, and police safety program planning and budgeting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Town.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public safety programs and administrative activities.
- Conduct effective negotiations and effectively represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in criminal justice, police science, public administration, or a related field, and seven (7) years of management and/or administrative experience in police service or a related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Completion of the California State Commission on Peace Officer Standards and Training (P.O.S.T.) Command College is desirable.
- Possession of a valid CPR certificate is required.
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.



June 2019
FLSA: Exempt

POLICE LIEUTENANT

DEFINITION

Under general direction, plans, organizes, and directs the operations and activities of an assigned division within the Police department to safeguard the lives, property, and constitutional rights of local citizens; coordinates and manages the programs of the assigned division to ensure timely response to crime and accident scenes, emergency situations, and other requests for assistance and proper enforcement of local and State laws and ordinances; supervises and evaluates the performance of assigned personnel; provides highly responsible and complex staff assistance to the Police Chief; may act as the Police Chief in their absence, as designated; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction the Police Chief. Exercises direct and general supervision over sworn and non-sworn staff.

CLASS CHARACTERISTICS

This highest level and full supervisory class in the sworn series responsible for supervising the functions of the patrol, traffic, investigative, and public service unit(s) in the Police Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day services and activities and is responsible for providing professional-level support to the Police Chief in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other Town departments and public agencies. This class is distinguished from Police Chief in that the latter has overall administrative and policy making responsibility of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the assigned division within the department; assume command of departmental activities in the absence of the Police Chief as assigned.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of police services and programs; continuously monitors and evaluates the efficiency and effectiveness of training, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Police Chief.
- Selects, trains, motivates and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and

concerns.

- Oversees the enforcement of federal, state, and local laws, regulatory codes, and ordinances; manages investigations and allocates and assigns needed resources; conducts or internal affairs investigations or reviews recommendations.
- Provides technical expertise, information, and assistance to the Police Chief regarding assigned Police services and activities.
- Develops and works with the Chief of Police to prepare the annual preliminary budget for the assigned division; controls and authorizes expenditures in accordance with established limitations; writes grants applicable to law enforcement and monitors related funds; estimates supply, equipment, and personnel needs; initiates requisitions and prepares budget requests as appropriate.
- Communicates with administrators, personnel, and outside organizations as appropriate regarding community policing, crime prevention, and law enforcement administration; resolves sensitive issues and public concerns.
- Attends and participates in a variety of meetings, boards, and committees; attends civic events and represents the department as directed; provides information to civic groups, news media, and others regarding departmental functions and activities.
- Plans, organizes, controls, and direct operations and activities related to the emergency and non-emergency dispatch of police; directs activities to ensure proper and timely response to routine and emergency requests from Town personnel and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative, and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees or exchange information regarding crimes of mutual interest.
- Oversees the preparation of formal descriptive reports of suspected harmful or illegal conditions or activities and of actions taken in response to such conditions or activities, for use by the department and other public agencies; review reports for accuracy and completeness.
- Researches, compiles, assembles, and analyzes information related to crime, Police Officer and department statistics; prepares reports concerning employee and program efficiency; oversees the maintenance of required documents and records and the preparation of federal, State, and local mandated reports.
- Utilizes and ensures proper maintenance of a variety of specialized equipment such as firearms, police vehicles, radios, batons, handcuffs, flares, pepper sprays, electrical weapons, breath testing equipment, and others according to established procedures; maintains proficiency in driving and the use of firearms; utilizes a computer to research information and prepare investigative reports.
- Provides first aid and rescue services at crime scenes, accidents, and other emergency situations.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Conducts investigations into internal affairs cases; summarizes information and makes recommendations to the Police Chief; implements disciplinary actions as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Applicable federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Practices and techniques for operating a motor vehicle in a safe manner under patrol, pursuit, and emergency conditions.
- Practices and procedures of crime scene investigation, evidence collection and preservation.
- Modern investigative methods including interviewing and interrogation techniques.
- Rules of evidence regarding search and seizure and the preservation of evidence, including technical aspects of field of specialty.
- Techniques of first aid.
- Principles and practices of public speaking.
- Record-keeping and report preparation techniques.
- Principles and practices of community-oriented policing and problem-solving.
- Town protocol for disaster preparedness and emergency operations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the department and the Town.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Prepare and maintain comprehensive, detailed, and descriptive reports.
- Demonstrate keen observation and memory.
- Administer first aid as necessary.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the

course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in criminal justice, police science, public administration, or a related field and two (2) years of supervisory experience in the police service equivalent to Police Sergeant at the Town of Paradise.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid Supervisory certificate issued by the California State Commission on P.O.S.T. is required at the time of appointment.
- Possession of a valid CPR certificate is required.
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.



June 2019
FLSA: Non-Exempt

POLICE OFFICER TRAINEE

DEFINITION

Under direct supervision, actively participates in the P.O.S.T. (Commission on Peace Officer Standards and Training) prescribed police academy training program; performs all related learning and testing activities; performs a variety of routine to complex field and administrative activities in support of police services and programs for the Town's Police Department; provides comprehensive non-sworn staff support to Police Department supervisory and management personnel on a wide variety of law enforcement programs, projects, and services; responds to public requests and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Sergeant. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry level, training classification for professional law enforcement in the Town of Paradise Police Department. Incumbents learn Town systems, operations, practices, policies, and procedures. This is a non-sworn classification and upon successful completion of the P.O.S.T. approved academy, a Police Officer Trainee may be promoted to the Police Officer classification.

Positions in the Police Officer class series are flexibly staffed and positions at the Officer level are normally filled by advancement from the Trainee level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learns and applies knowledge of the Town of Paradise Police Department's organization, rules, and regulations.
- Learns principles and techniques of patrol procedures, community service, crime prevention, and public relations.
- Learns and applies knowledge of enforcement and procedural aspects of criminal law, arrest and control techniques, crowd control, and the enforcement of those laws.
- Learns principles and techniques of proper use and maintenance of firearms.
- Learns vehicle operation including the Vehicle Code.
- Learns basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and interviewing witnesses.
- Learns and practices physical fitness and defense techniques programs.
- Learns and practices first aid and cardiopulmonary resuscitation (CPR).
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic functions, principles, and practices of law enforcement agencies.
- Activities and programs of the Town's Police Department.
- Basic principles of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Learn basic functions, principles, and practices of law enforcement agencies.
- Learn police terminology and law enforcement codes.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade. Applicants must be enrolled in a California P.O.S.T. approved Basic academy at the time of appointment.

Equivalent to an associate degree in public administration, criminal justice, police science or a related field is desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before

groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. Must possess ability in rare cases to exert “heavy force” (up to 100 pounds) or “very heavy force” (more than 100 pounds) if a crime/accident suspect/victim or inmate is incapable of walking and needs to be moved.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation.



POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property, traffic control, and the enforcement of Federal, State, and local laws and ordinances; employs community policing strategies to prevent juvenile crime and delinquency; assists in the preparation of cases and testifies in court; provides information and assistance to the public; depending on assignment, performs specialized administrative or investigative work; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a sworn journey-level law enforcement class that performs all assignments found in a municipal Police department. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field, including investigation, youth services, administration, and training are included. Incumbents may be armed and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to ensure the maximum delivery of effective police service. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series responsible for organizing, assigning, supervising, and reviewing the work of staff on an assigned shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle, or vehicle, and performing other related duties as required.
- Patrols the Town within an assigned area in a radio dispatched automobile to secure life and property, observes situations, reports suspicious, criminal activity, or hazardous conditions, and deters crime by providing high visibility.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuses situations, and enforces laws and ordinances.
- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Detects, apprehends, arrests, and transports suspected or convicted criminals; enforces traffic laws; prepares and issues tickets for violations; investigates traffic accidents and determines causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles as necessary.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves

evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.

- Responds to a wide variety of calls from citizens in need of first aid, information, and general assistance; provides direction or information to individuals or groups for the purpose of preventing, subduing, or alleviating harmful, dangerous or illegal situations; performs traffic and crowd control duties as needed.
- Prepares a variety of detailed and concise police reports related to crimes, investigations, traffic accidents, and assigned activities; maintains records and logs related to daily activities; prepares search warrants and press releases related to criminal activity as assigned by the position.
- Serves as an informational resource to the public concerning law enforcement activities; responds to inquiries and provides detailed and technical information concerning related services, crimes, laws, ordinances, codes, regulations, policies, and procedures.
- Communicates with other law enforcement agencies, Town personnel, and various outside organizations to exchange information, coordinates activities, and resolves issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate; assists the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Serves writs, warrants, subpoenas, and other legal documents as necessary.
- Operates and maintains a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, breathalyzers, and sirens.
- Assists in cases involving unfit homes and crimes committed against or by juveniles.
- Provides first aid, cardiopulmonary resuscitation (CPR), and rescue services at crime scenes, accidents, and other emergency situations as needed.
- Conducts investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, and deaths as assigned.
- Notifies the public of criminal and law enforcement situations and activities as needed; checks on the health and welfare of citizens as requested.
- Attends and participates in various meetings and training sessions as assigned; serves in assigned special functions and activities as required.
- Promotes the Town's commitment to excellence and quality customer service by employing community policing strategies.
- When assigned to the Field Training Officer (FTO) function, provides field training to colleagues, evaluates training performance, and keeps supervisory staff abreast of training progress as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- First aid and CPR.
- Operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Principles and techniques of report writing.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and Town staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Observe and document accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Monitor changes in laws and court decisions and apply them in work situations.
- Make sound, independent decisions in emergency situations.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Speak effectively before groups.
- Understand, interpret, apply and explain all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and one (1) year of experience in law enforcement.

Equivalent to an associate degree in public administration, criminal justice, police science or a related field is desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid Police Officer Standards and Training (P.O.S.T.) Academy Graduate Basic certificate.
- Possession of a valid CPR certificate is required within six (6) months of appointment.

- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. Must possess ability in rare cases to exert “heavy force” (up to 100 pounds) or “very heavy force” (more than 100 pounds) if a crime/accident suspect/victim or inmate is incapable of walking and needs to be moved.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.



POLICE SERGEANT

DEFINITION

Under general direction, organizes and directs law enforcement activities during an assigned shift including patrol functions, traffic regulation, and the enforcement of federal, State, and local laws, regulatory codes, and ordinances; coordinates, supervises, and participates in the response to and the investigation of crimes, accidents, emergency situations, and other disturbances and requests for assistance; reviews, evaluates, and approves cases and arrests; trains and evaluates the performance of assigned personnel; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Police Lieutenant. Exercises direct and general supervision over sworn police staff.

CLASS CHARACTERISTICS

This is the working supervisor classification in the sworn police series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of sworn police staff, and are expected to perform the full range of police officer duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Police Lieutenant in that the latter has management responsibility in the daily operations and activities of an assigned division within the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn staff on an assigned patrol shift; trains staff in work procedures; coordinates shift changes; oversees training activities; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; reviews police reports submitted by officers for accuracy, completeness, and adherence to established policies and procedures.
- Monitors and assesses Police Department policies and procedures for community effectiveness and operational efficiency; assists with the development of policies and procedures; determines appropriate equipment for police activities as needed.
- Monitors and organizes law enforcement activities during an assigned shift, including patrol functions, traffic regulation, and the enforcement of federal, State, and local laws, codes, ordinances and regulations; establishes shift time lines and priorities; ensures shift activities comply with established standards, requirements, and procedures.
- Supervises and participates in patrolling City streets, parks, commercial, and residential areas; identifies traffic violations and suspicious or criminal activities including misdemeanors and felonies; coordinates response to emergency situations and observed or reported harmful or illegal conditions and activities by taking appropriate action.
- Coordinates shift activities, communications, investigations, and patrol units to safeguard the lives, property, and constitutional rights of City citizens and visitors; monitors, evaluates, and adjusts shift activities in response to community law enforcement needs.

- Monitors and ensures the proper operation of the intake, detention, care and transportation of adult and juvenile detainees and persons in-custody.
- Detects, apprehends, arrests, and transports suspected or convicted criminals; enforces traffic laws; prepares and issues tickets for violations; investigates traffic accidents and determine causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles as necessary.
- Responds to major crime scenes, accidents, or emergencies and assumes immediate command of police activities, including supervising and participating in any or all crime scene processes, providing technical advice and direction; observes, interviews, and interrogates victims, witnesses, and suspects; searches suspects for drugs, weapons, and other illegal articles.
- Assists in preparing reports in cases for trial; presents evidence and testifies in court as requested.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; provides findings and recommendations to appropriate sworn management personnel.
- Prepares a variety of detailed and concise police reports related to crimes, investigations, traffic accidents, and assigned activities; maintains records and logs related to daily activities.
- Assists in investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, murders, shootings, and deaths as assigned.
- Operates and maintains a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, breathalyzers and sirens.
- Communicates with other law enforcement agencies, City personnel, and various outside organizations to exchange information, coordinate activities, and resolve issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate.
- Administers first aid and rescue services at crime scenes, accidents, and other emergency situations as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Techniques of first aid.
- Applicable federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Modern investigative methods including interviewing and interrogation techniques.
- Crime scene investigation, evidence collection and preservation practices, procedures and techniques.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Practices and techniques for operating a motor vehicle in a safe manner under patrol, pursuit, and emergency conditions.
- Record-keeping and report preparation techniques.
- Town protocol for disaster preparedness and emergency operations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Observe and document accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Respond to crime and emergency scenes and take immediate and appropriate action.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Maintain records and prepare clear and concise reports.
- Prepare and maintain comprehensive, detailed, and descriptive reports.
- Demonstrate keen observation and memory.
- Administer first aid as necessary.
- Take command while dealing with disorderly or emergency situations involving citizens and police officers.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in public administration, criminal justice, police science or a related field and four (4) years of work experience as a sworn police officer.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) or equivalent.
- Possession of a valid CPR certificate is required.

- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.



July 2019
FLSA: Exempt

PROCUREMENT OFFICER

DEFINITION

Under general direction, performs professional purchasing and procurement work, including centralized purchasing of materials, services, supplies, and equipment, ordering and accounting for inventory and supplies, and the operation of the central store services; manages the effective use of department resources to improve organizational productivity and customer service; performs a variety of technical accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, utility billing, and business licenses; provides highly complex and responsible support to the Administrative Services Director in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Service Director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower level staff.

CLASS CHARACTERISTICS

This is a professional classification that performs and manages the centralized procurement functions for the Town of Paradise. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Administrative Services Director in a variety of areas. This class is distinguished from the Administrative Services Director in that the latter has overall responsibility for all functions of the Administrative Services Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, directs, organizes, and participates in all activities related to the City's purchasing function, including the purchasing of materials, equipment, and services and the warehouse/inventory functions; manages the disposal of surplus, salvage, and/or obsolete items.
- Procures supplies, materials, services, and equipment for the operation of the City, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met.
- Makes recommendations for modifications in procurement policies and ordinances as appropriate.
- Reviews, examines, and processes requisitions, purchase orders, and other related documents, including contracts and bid recaps, to ensure compliance with established purchasing procedures, and to confirm funding availability.
- Processes claims with vendors for damaged materials; monitors invoices for accuracy; obtains credits and refunds where appropriate.
- Reviews and approves contracts and purchase orders; maintains contact and negotiates with vendors; keeps informed of market conditions and new products; evaluates vendor performance.
- Supervises and participates in the development of bid specifications and requests for proposals; solicits and analyzes bids; completes bid distribution and opening.

- Confers with department representatives to determine purchasing needs, specifications, and areas of standardization.
- Coordinates services with other City departments and divisions and with outside agencies; coordinates the cooperative purchasing program; interprets policies and procedures related to purchasing.
- Provides information to departments requesting status of requisitions and anticipated delivery dates.
- Verifies availability of budgeted funds for the purchase of equipment, supplies, and services.
- Prepares and reviews various quarterly and annual tax returns including Form 1099.
- Performs a variety of technical accounting support duties related to accounts payable, accounts receivable, utility billing, and business licenses.
- Provides staff assistance to the Administrative Services Director; develops and reviews staff reports, and other necessary correspondence related to assigned activities and services; and may present reports to Town Council.
- Reviews retention releases and escrow agreements for contractor payments.
- Reviews outstanding purchase orders at fiscal year-end; maintains purchase order rollovers per department requests in keeping with City policy.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including central purchasing, inventory, and central store functions.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to municipal operations.
- General principles and practices of data processing and its applicability to purchasing and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal purchasing operations.
- Principles and practices of business organization and public administration.
- Practices and techniques of automated and manual financial document processing and record-keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, direct, manage, and oversee a comprehensive public agency purchasing program.
- Evaluate and develop improvements in operations, procedures, policies, or methods.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in accounting, finance, business or public administration, or a related field and three (5) years of increasingly responsible purchasing, inventory control, administrative and/or analytical experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a Certified Purchasing Manager certificate from the National Association of Purchasing Managers is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



July 2019
FLSA: Exempt

PROCUREMENT OFFICER

DEFINITION

Under general direction, performs professional purchasing and procurement work, including centralized purchasing of materials, services, supplies, and equipment, ordering and accounting for inventory and supplies, and the operation of the central store services; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Administrative Services Director in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Service Director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower level staff.

CLASS CHARACTERISTICS

This is a professional classification that performs and manages the centralized procurement functions for the Town of Paradise. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Administrative Services Director in a variety of areas. This class is distinguished from the Administrative Services Director in that the latter has overall responsibility for all functions of the Administrative Services Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, directs, organizes, and participates in all activities related to the City's purchasing function, including the purchasing of materials, equipment, and services and the warehouse/inventory functions; manages the disposal of surplus, salvage, and/or obsolete items.
- Procures supplies, materials, services, and equipment for the operation of the City, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met.
- Makes recommendations for modifications in procurement policies and ordinances as appropriate.
- Reviews, examines, and processes requisitions, purchase orders, and other related documents, including contracts and bid recaps, to ensure compliance with established purchasing procedures, and to confirm funding availability.
- Supervises and participate in the annual physical inventory of the warehouse, as well as the monitoring of inventory levels.
- Processes claims with vendors for damaged materials; monitors invoices for accuracy; obtains credits and refunds where appropriate.
- Reviews and approves contracts and purchase orders; maintains contact and negotiates with vendors; keeps informed of market conditions and new products; evaluates vendor performance.
- Supervises and participates in the development of bid specifications and requests for proposals; solicits and analyzes bids; completes bid distribution and opening.

- Confers with department representatives to determine purchasing needs, specifications, and areas of standardization.
- Coordinates services with other City departments and divisions and with outside agencies; coordinates the cooperative purchasing program; interprets policies and procedures related to purchasing.
- Prepares periodic reports related to division activities; plans, directs, and coordinates year-end physical inventory.
- Provides information to departments requesting status of requisitions and anticipated delivery dates.
- Verifies availability of budgeted funds for the purchase of equipment, supplies, and services.
- Prepares and reviews various quarterly and annual tax returns including Form 1099.
- Provides staff assistance to the Administrative Services Director; develops and reviews staff reports, and other necessary correspondence related to assigned activities and services; and may present reports to Town Council.
- Reviews retention releases and escrow agreements for contractor payments.
- Reviews outstanding purchase orders at fiscal year-end; maintains purchase order rollovers per department requests in keeping with City policy.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including central purchasing, inventory, and central store functions.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to municipal operations.
- General principles and practices of data processing and its applicability to purchasing and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal purchasing operations.
- Principles and practices of business organization and public administration.
- Practices and techniques of automated and manual financial document processing and record-keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, direct, manage, and oversee a comprehensive public agency purchasing program.
- Evaluate and develop improvements in operations, procedures, policies, or methods.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in accounting, finance, business or public administration, or a related field and three (5) years of increasingly responsible purchasing, inventory control, administrative and/or analytical experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a Certified Purchasing Manager certificate from the National Association of Purchasing Managers is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

Under general supervision, performs technical support duties in coordination with investigators, district attorneys, and courts to receive, secure, preserve, release, and dispose of property and evidence items received by the Police Department; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Support Services Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a non-sworn technical classification performing a wide variety of duties related to the provision of evidence and property handling and preservation. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and Town activities, and extensive staff contact. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in the property and evidence functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives found property and evidence, documents the receipt, maintains the physical integrity, control, and the chain of custody, and physically stores the property and evidence in the designated location.
- Prepares evidence for submittal to outside agencies or labs for analysis, including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence to labs.
- Coordinates with crime laboratories; prepares and transports evidence including weapons, narcotics, and biological specimens for analysis and processing by others.
- Releases and purges property and evidence following appropriate Federal, State, and local laws and regulations; prepares evidence and property for auction and/or disposal upon completion of court proceedings; updates databases with release information and sends property release letters to owners.
- Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files.
- Acts as liaison with the court and other offices requiring the transmission of documents and the coordination of criminal filings and court appearances; may serve as an expert witness in court proceedings; prepares evidence for officers and investigators for court proceedings; maintains records and tracks such actions; coordinates with regulatory agencies to facilitate periodic audits and inventories of property and evidence operations within the crime lab.
- Releases property to the public; prepares the proper paperwork and prepares evidence for pick-up; completes the necessary reports and documentation of the release.
- Stays abreast of Department of Justice firearms regulations to ensure compliance with applicable legislations and ordinances; verifies background check compliance prior to the release of firearms; coordinates with the District Attorney's Office regarding firearms confiscation petitions; secures court

orders for the destruction of controlled substances and firearms on adjudicated cases.

- Performs difficult, complex, technical, and/or specialized office support work that requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the Police Department.
- Prepares correspondence, reports, forms, receipts, brochures, and specialized documents, such as letters to investigators, property claim letters to citizens, and other correspondence.
- Provides training and technical assistance to co-workers, including providing instruction on proper evidence collection, maintenance, and destruction techniques.
- Identifies opportunities for improving service delivery methods and procedures within area of responsibility to review with appropriate management staff prior to implementation.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current forensic methods and techniques used in the collection, preservation, organization, and presentation of physical evidence.
- Functions, terminology, services, and principles and practices of law enforcement work.
- Applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures.
- Techniques for records management and evidence processing, including records disbursement and chain of evidence procedures.
- Methods used in the collection, tabulation, review and distribution of evidence and property, forms, reports, and documents.
- Record keeping and inventory management principles and practices.
- Principles and techniques of business letter writing and report preparation.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform technical, detailed, and responsible law enforcement support work.
- Conduct technical criminal evidence collection and maintenance.
- Prepare clear, concise, and accurate reports, correspondence and other written materials.
- Organize, research and maintain technical and administrative files.
- Enter data into a computer system, file and maintain automated and hardcopy records, and prepare written materials with sufficient speed and accuracy.
- Stay abreast of modern property and evidence processing, storage, and disposal procedures.
- Establish and maintain confidentiality.
- Safely handle firearms and narcotics.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and three (3) years of progressively responsible experience in a law enforcement agency performing duties related to securing, preserving, and releasing property and evidence.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and satisfactory driving record.
- Possession of, or ability to obtain, training certification from the California Association for Property and Evidence, the International Association for Property and Evidence, or a Property and Evidence Specialist certification within eighteen (18) months of appointment.
- Possession of, or ability to obtain, a valid Preliminary Alcohol Screening Device certification.
- Possession of, or ability to obtain, a valid CLETS (California Law Enforcement Telecommunication System) certification.
- Possession of, or ability to obtain, a valid firearms safety and bio-hazards training certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work irregular shifts, including weekends, and holidays. Must be able to pass a thorough background investigation.



PUBLIC SAFETY DISPATCHER

DEFINITION

Under general supervision, receives 911 system emergency and non-emergency calls; dispatches assignments according to established emergency and Town procedures; performs a variety of technical tasks relative to the assigned functional area; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey level class in the Public Safety Dispatcher series. Initially under close supervision, incumbents with basic public contact experience learn to interact with the public in both emergency and non-emergency situations to receive, transmit, and provide factual information, forms, and reports. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. This class is distinguished from Senior Public Safety Dispatcher in that the latter is the working lead level of this series, with responsibility for planning and directing emergency communications activities on a designated shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives, analyzes, and evaluates 911, Town's emergency and business calls, inquiries and complaints, fire, ambulance, roads, animal control, maintenance, and transfers calls to appropriate parties or creates a call for dispatch.
- Dispatches Town units, or other staff and equipment to emergency or non-emergency locations.
- Monitors status of public safety units to ensure officer safety and availability for services.
- Operates multiple communications devices and computers concurrently to insure swift and appropriate response to calls, and continuously updates suspect information and deputy locations.
- Maintains efficient records of radio calls and information logs.
- Accesses local, state, and federal criminal justice information systems; operates teletype systems to transmit and receive information.
- Maintains radio contact with various other agencies, including mobile and portable units; recognizes units from other agencies and assists them with Town units or provides requested information.
- Monitors alarms and security systems for businesses, relevant histories and files for emergency contacts.
- Performs basic equipment adjustments and maintenance; maintains records and files; and may perform associated office support duties.
- May provide work instruction to newly hired Public Safety Dispatchers.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and terminology used in police, sheriffs, fire, and related emergency radio and telephone communications.
- Basic functions of law enforcement agencies.
- Town and department policies and procedures.
- Proper and effective methods of deploying law enforcement personnel.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for dealing with a variety of people under hostile and emergency situations.
- Principles and procedures of recordkeeping.
- Techniques for dealing with people of all socio-economic level under hostile and emergency situations.
- Safety practices and precautions pertaining to the work.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read and interpret maps and other pertinent documentation
- Observe and accurately recall places, names, descriptive characteristics, and facts of incidents
- Memorize codes, names, locations, and other detailed information.
- Work under stressful conditions; assess difficult or emergency circumstances; remain calm; make quick, sound, and independent decisions based on facts; and develop, implement, and direct appropriate response strategies.
- Testify in court.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth grade (12th) grade and one (1) year of general clerical experience involving public contact, preferably in a law enforcement setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a P.O.S.T. Basic Dispatcher certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator or to operate dispatch and standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, under highly stressful conditions, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work evenings, nights, weekends, and holidays. Must be willing to be subject to called back, held over or called-in to maintain minimum staffing levels. Must be able to pass a thorough background investigation.



June 2019
FLSA: Exempt

PUBLIC WORKS MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Public Works Department, including the construction, maintenance, and repair of Town streets and drainage systems and facilities and the maintenance and repair of parks, buildings, vehicles, and equipment; manages the effective use of department resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works Director/Town Engineer in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/Town Engineer. Exercises general direction and supervision over supervisory and maintenance support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, programs, projects, and activities of the Public Works Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include department budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to Public Works. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from the Public Works Director/Town Engineer in that the latter is a professional engineering class overseeing all engineering and public works operations and maintenance programs and projects of the Public Works Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Public Works Department, including streets, drainage systems and facilities, parks, buildings, vehicles, and equipment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of department operating and capital improvement program (CIP) budgets; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Town specifications and service quality.
- Participates in developing and planning and manages preventative and long-term maintenance programs.
- In collaboration with the Public Works Director/Town Engineer and consultants, participates in planning, prioritizing, scheduling, and constructing capital improvement and maintenance projects; reviews plans and specifications and recommends changes as appropriate to meet operational needs; oversees the work of contractors to ensure compliance with Town standards.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other Town departments and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in field of public works maintenance and operations; researches emerging products and enhancements and their applicability to Town needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official department files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, equipment, and techniques of the construction, maintenance, and repair of public works systems and facilities.
- Practices of researching public works maintenance and operations issues, evaluating alternatives, making sound recommendations, and preparing technical reports and general business correspondence.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, oversee and manage the staff and operations of the Public Works Department.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the department.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and increasingly responsible experience in the construction, maintenance, and repair of public facilities, including the operation of related maintenance equipment and two (2) years of supervisory experience. A bachelor's degree in business or public administration is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect Town sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and visit various Town sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over

the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Non-Exempt

PUBLIC WORKS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of maintenance crews and/or contractors in the Public Works Department; supervises, plans, and coordinates the construction, installation, and maintenance of Town streets, parks, buildings, drainage facilities and systems, vehicles, and equipment; coordinates assigned activities with other Town departments and outside agencies; provides operational and administrative support to the Public Works Supervisor; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Manager. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Maintenance Worker series that exercises independent judgment on diverse and specialized public works maintenance activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Manager in that the latter has management responsibility for all maintenance and operations programs and activities of the Public Works Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of maintenance staff in the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the maintenance work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Supervises and performs construction, maintenance, and repair work designed to provide quality street, park, facility, and drainage services for the Town.

- Supervises, maintains, and repairs Town parks, buildings, vehicles, and equipment; performs a wide variety of the more complex carpentry, electrical, and plumbing work including street lighting and traffic control.
- Plans and lays out maintenance projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for projects.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools, equipment, and vehicles.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Supervises the preparation and maintenance of reports, records, and files; ensures the proper documentation of projects and activities.
- Collaborates and confers with property owners, developers, architects, engineers, and contractors and other Town staff in acquiring information and coordinating public works matters; provides information regarding Town policies, procedures, codes, and ordinances.
- Monitors changes in regulations and technology that may affect public works maintenance services; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Responds to after-hours emergencies when needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, equipment, and techniques of the construction, maintenance, and repair of public works systems and facilities.
- Principles, methods, materials, tools, and practices used in the troubleshooting, preventative maintenance, and repair of devices used in street lighting and traffic control.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct public works maintenance programs and activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most difficult public works maintenance duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Make accurate arithmetic and financial computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and increasingly responsible experience in the construction, maintenance, and repair of public facilities, including the operation of related maintenance equipment and two (2) years of lead experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment.
- Possession and maintenance of an International Municipal Signal Association (IMSA) Traffic Signal Certification is desired.
- Possession and maintenance of a General Electrician Certification from the State of California is desired.

Commented [KK1]: Indicated desired; requirement doesn't need to be attached to this class.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; strength, stamina, and mobility to work in the field and perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Town sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

SENIOR ACCOUNTANT

DEFINITION

Under general direction, performs the more complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, providing information to Town staff regarding accounting practices and procedures, and reconciling general ledger accounts; participates in the preparation of the Town's annual budgets; prepares year-end audit reports and schedules; provides technical and responsible support to the Administrative Services Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a discretion and independent judgment in performing the full range of routine to complex accounting and financial record-keeping functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Administrative Services Director in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides complex professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, and collection of revenues.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Analyzes financial data and prepares a wide variety of financial reports and statements, including the Redevelopment Agency's Comprehensive Annual Financial Report.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; prepares monthly and year-end journal vouchers for a wide variety of financial programs.
- Coordinates and administers a wide variety of financial and accounting programs, including monitoring the property tax increment by project area and monitoring and reconciling loan programs.
- Participates in the compilation and preparation of annual budgets, including assisting other departments with budget preparation, providing revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
- Participates in the preparation of audit schedules and reports for external auditors and assists the Accounting Manager during the annual auditing process.

- Prepares payment requisitions for debt service transfers, fees, and agreements; maintains historical data on debt service requirements; projects costs and property taxes.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable Federal, State, and Town laws, rules, regulations, and ordinances.
- Provides financial information to bond consultants, fiscal agents, investors, or consultants, as requested.
- Prepares and processes reports and records including cash flows, historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including payment authorizations, mainframe computer printouts, and fiscal agent bank statements, checks, and receipts.
- Refers to manuals, documents, and books including Auditing and Financial Reporting Manual and Governmental Accounting and Financial Reporting Standards.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Coordinates technical and financial information and communications between the division, other departments, and external agencies regarding allocations and accounting issues.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Assists in writing and reviewing the Recommendation and Fiscal Impact sections of staff reports; prepares reports takes to the Town Council and various other committees and boards.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- Public agency finance and account functions, payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Analyze financial data and draw sound conclusions.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Review payroll and other financial documents for completeness and accuracy.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Follow department policies and procedures related to assigned duties.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and three (3) years of responsible professional public accounting experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

SENIOR ENGINEER

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of professional engineering staff within the Public Works Department; serves as project manager for complex professional engineering activities including environmental program planning and compliance, design, construction, land development engineering, traffic engineering, and other programs; ensures that functions meet all applicable laws, regulations, and Town policies related to the Town's Capital Improvement Program (CIP), land development, and traffic and transportation; provides complex staff assistance to the Public Works Director/Town Engineer in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/Town Engineer. Exercises direct or general supervision over professional staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the professional engineering series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of professional engineering staff as well as providing professional-level support to assigned management staff in a variety of areas of expertise. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Director/Town Engineer in that the latter is a professional engineering class overseeing all engineering and public works operations and maintenance programs and projects of the Public Works Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of professional engineering staff in the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of the work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Develops consultant requests for proposal for professional and/or construction services and participates in the bid process; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with Town standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts Capital Improvement Program (CIP) planning activities; provides oversight and input into conceptual designs of engineering projects; investigates and resolves problems with scope of work or

cost issues of major facility upgrade and replacement projects; ensures that projects are completed on time and within budget.

- Monitors rail programs proposed by other agencies and authorities that affect the Town; pursues grant opportunities for improvements in rail crossings protection programs; issues work orders to make changes to existing roadway systems to improve safety and capacity.
- Analyzes civil engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding Town development requirements.
- Responds to and resolves various issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Serves as a liaison for an assigned functional area with other Town departments, divisions, and outside agencies; attends meetings, as necessary; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups; stays abreast of new trends and innovations.
- Conducts a variety of organizational studies, investigations, and operational studies; assists in developing policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Develops and reviews staff reports related to engineering activities and services; may present information to the Town Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings and structures, and traffic and transportation systems.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials, and techniques used in the construction of public works projects.
- Contract management practices in a public agency setting.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Safety principles and practices.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in selecting staff, supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and five (5) years of project management experience in civil engineering with emphasis in public works capital improvements.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

- Possession and maintenance of a Registered Professional Civil Engineer license in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Non-Exempt

SENIOR MAINTENANCE WORKER

DEFINITION

Under general supervision, plans, schedules, directs, assigns, and participates in the work of staff responsible for constructing, repairing, maintaining, and replacing Town infrastructure including streets, parks, buildings, and drainage facilities and systems; uses and operates a variety of tools and light to heavy equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Manager. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Maintenance Worker series responsible for performing the most complex work assigned to the series, as well as providing lead direction on a day-to-day basis to an assigned crew. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. **This class is distinguished from the Public Works Manager in that the latter has full management responsibility for all maintenance and operations programs and activities of the Public Works Department.**

Commented [R01]: Should this class be distinguished from the manager or supervisor?

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that repairs, maintenance, and project activities are performed in accordance with Town standards and specifications.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes and shift staffing levels; implements changes and improvements after approval.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Performs construction, maintenance, and repair activities of Town streets, roadways, curbs, sidewalks, and drainage infrastructure; maintains and repairs asphalt pavement, concrete, traffic and street signs, and pavement markings.
- Performs routine cleaning, inspection, and preventative maintenance work for Town buildings.
- Inspects, cleans, maintains, and repairs storm drains and catch basins.
- Trims and prunes bushes, trees, and shrubs and removes weeds to provide clearance of roadways, easements, sidewalks, and signs.
- Performs street sweeping and snow plowing duties and other cleaning activities on public sidewalks, streets, parking lots, roadways, parks, and Town Hall.

- Inspects and repairs park equipment, drinking fountains, public restrooms, benches, lighting, pathways, fences, and other park and landscape amenities; ensures that all aspects of equipment are functioning safely.
- Maintains Town parks, landscaping, medians, and right-of-way areas; Maintains, monitors, troubleshoots, and programs park irrigation systems; repairs sprinklers, booster pumps, water feature pumps, backflows, main lines, and valves.
- Waters, mows, weeds, renovates, and fertilizes lawns; plants, prunes, and cares for trees, shrubs, groundcovers, and flowers.
- Inspects assigned Town infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired; assists in developing work plans and priorities.
- Operates and maintains hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Observes safe work methods and makes appropriate use of related safety equipment as required; participates in coordinating safety training.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and Town staff; assists with clearing the roadway after a traffic accident.
- Responds to emergency issues that may cause a road hazard, including down trees or power lines, landslides, flooding, potholes, and traffic signal malfunctions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Receives and responds to service calls and resident complaints; investigates resident issues and complaints; resolves or refers issues to supervisor.
- Responds to after-hours emergencies.
- Orders supplies and tools as necessary; assists with preparing documents for equipment procurement.
- Locates underground utilities as part of Underground Service Alert (USA) to inform contractors, agencies, and Town employees doing construction, excavation, or digging work.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, and systems similar to those in a municipal environment.
- Operational characteristics and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment used in public works operations.
- Occupational hazards and safety equipment and practices related to the work, including driving rules and practices, traffic control procedures and regulations, and confined space entry.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Basic mathematics.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Perform construction, modification, maintenance, and repair work of Town infrastructure including streets, parks, buildings, and drainage facilities and systems.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate arithmetic calculations.
- Safely and effectively use, operate, and maintain hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and two (2) years of increasingly responsible professional experience in construction, maintenance, or repair equivalent to a Maintenance Worker II with the Town or three (3) years of increasingly responsible experience in street or grounds maintenance or heavy construction.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment,

and to operate a motor vehicle and visit various Town sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, plans, oversees, and provides administrative, budgetary, grant, and work-flow support to an assigned department or on a town-wide level; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analysis, feasibility studies, and program evaluation for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among Town departments and acts as liaison with various community, public, and regulatory agencies; provides highly responsible and complex administrative support to the Town Manager and the Town Council; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager. May exercise direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the advanced level class in the management analyst series. Incumbents plan, develop, and implement policies and procedures for town-wide initiatives, including management analysis, and program evaluation. Incumbents facilitate and support the work of town management staff by organizing and overseeing day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, and may involve frequent contact with the public. This class is distinguished from the Management Analyst in that it is responsible for the most complex analytical and programmatic functions within the assigned department and policies and initiatives impacting the strategy and direction of the Town.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops goals, objectives, policies, procedures, work standards, and administrative control systems.
- Oversees, coordinates, and administers programs and projects; plans, organizes, oversees, and directs all aspects of assigned programs, including legal and regulatory compliance to avoid substantial fines; coordinates with private businesses and governmental agencies regarding the program as needed.
- Develops and implements new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data, and makes recommendations regarding staffing, equipment, and facility needs.
- Develops and administers program budgets, including cost containment and grant funds disbursement.
- Leads in the development and implementation of key departmental and Town projects related to the goals and functions of the department.
- Conducts a variety of analytical and operational studies regarding departmental and program activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.

- Plans, designs, develops, organizes, and oversees complex programs; manages program budgets; acts as the liaison between the Town and outside agencies and vendors; oversees committees formed for these programs; receives, reviews, and organizes program applications; ensures that awards stay within funding limits; presents committees' recommendations to the Town Council.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitors legislation and analyzes proposed legislation.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the formulation, strategic development, implementation, and evaluation of the Town's communications, marketing, and community relations programs, projects, and activities by selecting, preparing, responding, and distributing publicity releases through all available media; arranges information news releases; performs other related duties in the distribution of information.
- Plans and oversees development of town-wide marketing materials, publications, and other outreach materials, including newsletters, general interest materials, banners, website content, and brochures.
- Participates in the development and management of the Town's image, including review of materials developed by other departments for public distribution and marketing programs, projects, and issues of importance to the City.
- Coordinates community and special events and workshops, including developing presentations and handouts and coordinating work with other agencies on joint projects.
- Develops, researches, writes, and edits City publications; discusses layout and design issues with graphic designer; proofs or edits drafts; oversees printing and distribution.
- Drafts letters and speeches for the Town Council and Manager.
- Participates in the development and reporting of alternate funding sources and ensures that Town, state, federal, and funding agency, Town accounting and reporting requirements, and applicable laws, regulations, and professional accounting practices are met.
- Participates in the selecting, training, motivating, and evaluating assigned staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Directs the work activities of assigned clerical and technical personnel; prioritizes and coordinates work assignments; reviews work for accuracy; recommends improvements in workflow, procedures, and use of equipment and forms.
- Prepares and submits agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Prepares requests for proposals and bids and administers consultant contracts.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Assists with and coordinates and organizes special events; represents Town to residents to explaining Town policies; provides outreach and public education programs to the community.
- Plans, organizes, and oversees special projects that require coordination with and direction of contract consultants.
- Participates on a variety of interdisciplinary committees and commissions and represents the Town to a variety of community and stakeholder groups.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, purchasing, personnel, risk management, finance, budgeting, and other related governmental programs.

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles, practices, and techniques used in the conduct of an effective public affairs program, including public relations, marketing and advertising, strategic communications, and community relations.
- Principles, practices, and procedures related to media relations, reporting, and news writing.
- Recent and on-going developments, current literature, and sources of information related to public relations.
- Principles, practices, and procedures of funding sources and grant funds disbursement.
- Basic principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Research and reporting methods, techniques, and procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of public agency budget development and administration.
- Principles and practices of contract administration and evaluation.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Train staff in work procedures.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with Town policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in business or public administration, communications, or a related field, and five (5) years increasingly responsible professional administrative and analytical experience in municipal government, including experience in budget, strategic planning, policy analysis, and organizational development.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Non-Exempt

SENIOR MECHANIC

DEFINITION

Under general supervision, performs the most complex skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small Town vehicles and equipment; performs related inventory, purchasing, welding, and record-keeping duties; leads lower-level staff in completing vehicle and equipment maintenance and repair projects; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the mechanic series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex duties pertaining to the maintenance and repair of Town vehicles and equipment. Incumbents also provide lead direction and functional supervision to technical staff. This is a technical classification performing a wide variety of vehicle and equipment maintenance and repair duties. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires frequent use of discretion and independent judgment, and knowledge of departmental and Town activities. This class is distinguished from the Mechanic in that the latter is not expected to function at the same level of expertise and does not exercise functional and technical direction or provide training to lower level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment such as generators, cars, fire trucks, police vehicles, backhoes, loaders, trailers, mowers, and tractors; ensures safe and effective operating condition of Town vehicles and power-driven equipment.
- Inspects a variety of vehicles and equipment according to established guidelines and procedures; troubleshoots, diagnoses, and resolves electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions; repairs or replaces parts and components as needed.
- Performs scheduled safety inspections and preventive maintenance of vehicles and equipment; identifies safety hazards and makes necessary adjustments to ensure safe operation; establishes preventive maintenance schedules.
- Performs a variety of welding activities involved in the repair of various machine parts.
- Services vehicles by ensuring satisfactory fluid levels; checks and replenishes air levels in tires; replaces tires; adjusts, repairs, and maintains air and hydraulic brake systems; adjusts and replaces brake shoes, pads and linings; turns drums and rotors; performs engine inspections, maintenance, and repairs; performs tune-ups on Town vehicles and equipment as requested.

- Installs and removes exterior and interior vehicle emergency equipment; mounts brackets, prisoner restraints, prisoner transportation cages, and other items or pieces of equipment attached or inside a Town vehicle.
- Diagnoses, repairs, adjusts, and replaces various components such as vehicle transmissions, carburetors, batteries, alternators, radiators, hoses, belts, distributors, differentials, drive shafts, clutches, pumps, shocks, cylinders, valve controls, generators, ignitions, bearings, and gears.
- Performs minor to major overhauls on existing vehicles as requested to meet Town needs.
- Estimates material and equipment needed for projects; monitors inventory levels of parts, supplies, and equipment; contacts vendors to obtain product and pricing information; orders items from vendors according to cost effectiveness and timeliness of product delivery.
- Operates a variety of equipment including hand and power tools, welders, torches, jacks, grease guns, presses, compressors, testers, meters and forklifts; maintains equipment in proper working condition; drives a vehicle to conduct work.
- Maintains a variety of records related to maintenance schedules, vehicles, equipment, costs, warranties, recalls, and assigned projects.
- Provides technical and functional direction and training to less experienced maintenance staff in methods and procedures of vehicle and equipment maintenance and repair.
- Plans and organizes assigned tasks; interprets diagrams, sketches, schematics, technical manuals, and specifications; works from verbal and written instructions and work orders.
- Responds to regular and emergency maintenance and repair requests; travels to various Town sites to make repairs to vehicles and equipment; uses a map to locate disabled vehicles; arranges for major maintenance and repairs with outside agencies as needed.
- Maintains shop area, equipment, and tools in a safe, clean, and orderly condition; assists with related building maintenance functions including installation and renovation activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Techniques, practices, procedures, tools, and materials used in the repair and maintenance of large and small vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Practices, procedures, techniques, and equipment used in welding and metal fabrication.
- Operation, theory, and principles of gasoline, diesel and alternative-powered engines.
- Preventative maintenance practices and procedures.
- Shop math applicable to vehicle maintenance.
- Record-keeping techniques.
- Health and safety regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of technical staff.

- Effectively provide staff leadership and work direction.
- Perform skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment.
- Troubleshoot, diagnose, and resolve electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions.
- Repair or replace parts and components as needed.
- Perform scheduled safety inspections and preventive maintenance of vehicles and equipment.
- Estimate and procure materials and equipment needed for projects.
- Perform a variety of welding activities involved in the repair and fabrication of parts and equipment.
- Read and work from diagrams, sketches, schematics, technical manuals, and specifications.
- Operate a variety of hand and power tools including welding equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and five (5) years of progressively responsible work experience in a classification equivalent to that of a Mechanic at the Town of Paradise.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment and a satisfactory driving record.
- Certification as a National Automotive Institute of Service Excellence (NAISE) Diesel Mechanic, Truck Mechanic, Body Technician, or other related area. Automotive Service Excellence (ASE) master is preferred (by assignment).

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect

work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing an average of 60 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees primarily work in the garage and occasionally in the field and are exposed to, loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



SENIOR PUBLIC SAFETY DISPATCHER

DEFINITION

Under general direction, leads, trains, oversees, and participates in the work of 911 system emergency and non-emergency calls; evaluates and prioritizes 911 system emergency and non-emergency calls; dispatches assignments in accordance with Police Department, emergency, and Town procedures assigns and directs the work of Public Safety Dispatchers in the absence of supervisory staff on a per shift basis; performs a variety of technical tasks relative to the assigned functional area; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to dispatch staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Public Safety Dispatcher series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex emergency communication activities and provides shift supervision in the absence of supervisory staff. Incumbents also provide lead direction and supervision to clerical, technical, and professional staff. This class is distinguished from the Support Services Supervisor in that the latter is the full supervisory-level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides lead direction and training to new Public Safety Dispatchers.
- Participates in the work of assigned staff responsible for dispatch services, including receiving, evaluating, and prioritizing emergency and non-emergency calls; eliciting information to determine nature of emergency; and dispatching and coordinating law enforcement, medical, fire, and other emergency response units in accordance with Police Department procedures.
- Monitors and evaluates operations, call volume, and stress levels; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes and shift staffing levels; reviews with the Support Services Supervisor; implements changes and improvements after approval.
- Directs dispatchers in determining appropriate actions to take in any situation that is not clearly defined in established policies and procedures; uses good judgment in determining how best to handle such situations to ensure the safety of citizens and responders and limited liability of the Town.
- Monitors quality and ensures all calls are answered and dispatched in accordance with established standards.
- Maintains recordings of dispatch communications; provides copies as requested and appropriate.
- Provides input into the evaluation, retention, and training progression of new Public Safety Dispatchers.
- Receives, analyzes, and evaluates 911, Town's emergency and business calls, inquiries and complaints, fire, ambulance, roads, animal control, maintenance, transfers calls to appropriate parties or creates a call for dispatch.

- Oversees and participates in the retrieval of information from various federal, state, and local law enforcement information databases.
- Oversees and participates in the entry, update, and retrieval of records from teletype database and computer systems.
- Inspects and assists in ensuring the proper maintenance and operation of dispatch systems and other dispatch center equipment.
- Maintains radio contact with allied agencies, including mobile and portable units; recognizes units from other agencies and assists them with Town units or provides requested information.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Functions, authorities, and practices of public safety and emergency response agencies.
- Principles, practices, procedures, and terminology used in police, fire, and related emergency radio and telephone communications.
- The topography of Town of Paradise and surrounding areas.
- Proper and effective methods of deploying law enforcement personnel.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of recordkeeping.
- Techniques for dealing with a variety of people under hostile and emergency situations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide staff leadership and work direction
- Train staff in work procedures.
- Assess difficult or emergency circumstances and develop, implement, and direct appropriate response strategies.
- Maintain accurate records and prepare clear and concise reports and other written material.
- Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.
- Read and interpret maps and other pertinent documentation.
- Memorize codes, names, locations, and other detailed information.
- Attend to multiple activities and receive information from multiple sources simultaneously.
- Testify in court.
- Work under stressful conditions; remain calm; and make quick, sound, and independent decisions based on facts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth grade (12th) grade and two (2) years of journey-level emergency dispatching experience.

Licenses and Certifications:

- Possess and maintain Peace Officer Standards and Training (POST) Public Safety Dispatcher certification.
- Possess and maintain POST Communications Training Officer certification within one (1) year of appointment to the position; may be required to possess or obtain additional certification(s) as deemed necessary by the supervisor.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator or to operate dispatch and standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, under highly stressful conditions, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work evenings, nights, weekends, and holidays. Must be willing to be subject to called back, held over or called-in to maintain minimum staffing levels. Must be able to pass a thorough background investigation.



SHELTER ASSISTANT

DEFINITION

Under direct supervision, cleans and maintains the Town's animal shelter facility; feeds, monitors and handles domestic and wild animals held at the shelter; assists the public in locating and handling animals; assists Animal Control Officers in running the shelter, as necessary; performs general clerical functions; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Animal Control Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level classification that performs a variety of duties related to the care of animals and the maintenance and cleaning of Town animal shelter facilities. Initially under close supervision, incumbents with basic experience learn Town systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. This class is distinguished from Animal Control Officer in that the latter class has responsibility for enforcing state and local laws related to the control of animals and is empowered with limited peace officer authority in the conduct of official duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives stray, unwanted and other domestic and wild animals at the Town animal shelter from Animal Control Officers and the public.
- Monitors animals for signs of illness or injury and reports symptoms to appropriate staff.
- Places animals in appropriate shelter areas according to species and special requirements, such as court-ordered quarantine or isolation pending identification of diseases.
- Scrapes, washes, disinfects and dries kennel runs; cleans, changes and disinfects cage linings.
- Feeds and provides water for animals; bathes animals and performs related animal grooming and care.
- Provides effective customer service; explains shelter policies and procedures.
- Assists the public in claiming lost animals or selecting pets for adoption.
- Assists in maintaining records and completes forms regarding the location, care, feeding and disposition of shelter animals.
- Assists staff with medical exams, vaccinations, and euthanasia.
- Performs routine custodial and grounds maintenance work in the cleaning and maintenance of shelter buildings and grounds.
- Stocks animal food and shelter supplies.
- Assists in opening and closing shelter facilities at designated times of day.
- Performs general clerical work as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic health and safety issues related to handling and caring for animals.
- Basic species and breed identification of a variety of domestic and common wild animals.
- Symptoms and behavior associated with rabies and other common diseases of animals.
- Methods and techniques of animal capture.
- General custodial and grounds keeping methods and equipment.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Handle animals humanely and effectively under stressful circumstances.
- Respond calmly and effectively in an emergency situation.
- Prepare accurate and complete records.
- Perform basic mathematical computations with accuracy.
- Learn to operate various equipment and tools used in shelter operations.
- Understand, interpret, and apply pertinent laws, codes, regulations, policies and procedures, and standards relevant to the shelter operations and care, keeping, treatment and impounding of animals.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and six (6) months of experience working with animals in a humane care setting or other experience providing a basic understanding of animal care and handling. Graduation from a Veterinarian Technician program may be substituted for the required experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard animal control facility and office setting and use standard office equipment, including a computer, and to walk on uneven terrain; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Incumbents are primarily assigned to an animal control facility with frequent standing in work areas and walking between work areas. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an animal control facility with exposure to loud noise levels and may be exposed to animal hair, dust, and potentially hazardous physical substances. Work involves potential exposure to wild, dangerous, and/or diseased animals, animals known to cause allergies, animal waste, and animal bites. Employees may interact with upset residents and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



July 2019
FLSA: Non-Exempt

SUPPORT SERVICES SUPERVISOR

DEFINITION

Under general direction, organizes, oversees, coordinates, and reviews the work of staff performing technical and administrative support related to communications dispatch; performs support services functions of the Police Department including records management, property and evidence preservation and communications dispatch; oversees the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to Command Staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Police Lieutenant. Exercises direct and general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a single position supervisory classification within the Police Department's Service Division. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of dispatchers and other support staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Organizes, directs, and participates in the daily functions, operations, and activities of the Service Division function, including public safety dispatch; maintenance, processing, distribution, and security of police records; and control of physical property/evidence.
- Supervises, trains, and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; assigns employee duties and reviews work to ensure compliance with established standards, guidelines, and procedures.
- Organizes and directs operations and activities related to the emergency and non-emergency dispatch of police; coordinates dispatch activities and personnel to assure timely services and to meet the police needs of the Town; establishes and maintains dispatch timelines and priorities as directed.
- Acts as the liaison for outside agency contractors who are performing dispatch activities for the Town of Paradise; coordinates interagency communications and activities related to dispatch functions.
- Supervises and controls the maintenance, release, and purging of Police records and other documents; responds to requests from Town departments, law enforcement, and other outside agencies, and the public; determines appropriateness of releasing records according to established requirements; oversees and participates in the printing, duplication and preparation of records, files, and reports for release.
- Oversees and participates in the operation of telephones to receive routine and emergency requests from Town personnel and the public; dispatches police personnel utilizing assigned radio equipment according to established guidelines and procedures; notifies personnel of nature, location, and time of incidents; makes copies of voice recordings as needed.
- Maintains radio communications with Town police units; monitors location and status of police

officers; keeps officers current regarding police, fire, and medical activities, emergencies, and situations; responds to officer requests for vehicle, individual, and other information.

- Oversees and participates in the maintenance of call and radio logs; compiles information and statistics and prepares and maintains a variety of records, reports, and files related to crime, calls, dispatches, victims, suspects, witnesses, cases, accidents, and assigned activities.
- Receives, stores, and ensures the proper safekeeping and control of physical evidence/property in the possession of the department; maintains manual and computerized records of the evidence/property; coordinates the proper release of evidence/property to its rightful owner or dispose of unreturnable items in a manner prescribed by department policies and procedures, court orders, and federal and state laws.
- Serves as a technical resource to Town personnel, outside agencies, and the public concerning Police records and dispatch activities; responds to inquiries and provides detailed and technical information concerning related 911 standards, requirements, laws, codes, regulations, policies, and procedures.
- Monitors and assesses dispatch operations and activities for operational efficiency; assists in the development and implementation of dispatch policies and procedures to enhance operational efficiency as directed.
- Monitors inventory levels of dispatch and related office supplies; orders, receives, and maintains adequate inventory levels of supplies; assists in the selection and maintenance of dispatch equipment; initiates funding requests for training and other dispatch needs as appropriate.
- Attends and participates in various meetings and training sessions as assigned; participates in records and evidence related organizations and meetings; schedules and conducts training activities for subordinates as appropriate.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and direction of operations and activities related to the emergency and non-emergency dispatch of police.
- Public safety communications practices, procedures, techniques and terminology.
- Town and Department organization, operations, radio procedures and dispatch guidelines.
- Functions, principles, and practices of law enforcement agencies.
- Principles and practices for records management, including records disbursement procedures.
- Principles and practices of data collection and report preparation.
- Local geography, street locations, important buildings and landmarks of the area.
- Telephone and radio procedures, techniques and etiquette.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and report preparation techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize and direct operations and activities related to the emergency and non-emergency dispatch of police.
- Supervise and control the maintenance and release of Police records, files and documents.
- Oversee and participate in the operation of telephones to receive routine and emergency requests from Town personnel and the public.
- Determine appropriateness of releasing records according to established requirements.
- Complete work with many interruptions.
- Utilize and stay current with evidence/property collection techniques and equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from twelfth (12th) grade and three (3) years of journey-level emergency dispatching experience, including one (1) year of lead experience equivalent to the Senior Public Safety Dispatcher at the Town of Paradise.

Licenses and Certifications:

- Possess and maintain Peace Officer Standards and Training (POST) Public Safety Dispatcher certification.
- Possession of, or ability to obtain, a Peace Officer Standards and Training (POST) Records Supervisor or Dispatch Supervisor certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file

information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with constant interruptions, moderate noise levels, controlled temperature conditions, Employees regularly interact with upset public and private representatives in providing services. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work irregular shifts including weekends, and holidays. Must be willing to be subject to called back, held over or called-in to maintain minimum staffing levels. Must be able to pass a thorough background investigation.



June 2019
FLSA: Exempt

TOWN CLERK

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Town Clerk's Office, including administration, election management, the legislative function, archiving of public records and public information, and filing officer services; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with State and local intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex administrative support to the Town Manager and the Town Council; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises general direction and supervision over professional staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Town Clerk's Office, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class is appointed by the Town Manager and provides assistance to the Town Manager and Town Council in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all programs, services, and activities of the Town Clerk's Office, including administration, public information, election management, and records management.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Town Clerk's Office; establishes, within Town policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the Town Clerk and Town Council's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates Town Clerk's Office activities with those of other departments and outside agencies and organizations; provides staff assistance to the Town Manager and Town Council; prepares and presents staff reports and other necessary correspondence.
- Plans, manages, and conducts municipal elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; coordinates, receives, and certifies sufficiency/insufficiency of ballot measures, initiative petitions, arguments, rebuttals, referendums, recalls, and impartial analyses; prepares municipal legislation as required; prepares candidate's notebooks and provides necessary information to candidates, committees, and the public; serves as filing officer for the Fair Political Practices Commission for campaign disclosure filings; maintains election documents for public inspection; oversees printing of sample ballot material; declares election results; administers and files oaths of office.
- Oversees the operations of the Town-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legal compliance retention schedules for Town records; develops and updates records retention policies and procedures; researches Town documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Maintains custody of the Town Seal, ensuring authentication of only approved documents.
- Serves as Public Records Coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the Town is upheld.
- Serves as the Clerk of the Town Council; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the Town Council.
- Serves as Filing Officer and Filing Official for the Political Reform Act; manages the Town's disclosure requirements for designated employees, including composing and presenting legislation; ensures all candidates, political committees, elected officials, appointed officers, and designated employees file timely and complete campaign disclosure forms; distributes forms and notifications; conducts required audits; advises and trains candidates, committees, and treasurers on filing requirements; determines and collects fines for late filing; ensures campaign contribution limits and other requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.
- Administers and manages a variety of functions in the Town Clerk's Office including ensuring compliance with legal acts, including the Maddy Act; processing, filing, recording, and countersigning various documents and records; attesting all official documents of the Town; receiving and distributing all subpoenas and claims; and preparing State filings.
- Manages the codification and distribution of revisions to the Municipal Code.
- Acts as the Town Historian, including answering questions from staff, other departments, and the public.
- Represents the Town Clerk Office to other Town departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.

- Monitors changes in laws, regulations, and technology that may affect Town or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, Town-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the Town Clerk function.
- Functions, authority, responsibilities, and limitations of an elected Town Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Town Clerk's program.
- Provide administrative and professional leadership and direction for the division and the City.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the Town.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in business administration, public administration, records management, or a related field and five (5) years of increasingly responsible experience in a municipal clerk's office, with lead experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a Certified Municipal Clerk certification within two (2) years of employment.
- Possession of, or ability to obtain, a Notary Public certification within six (6) months of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



June 2019
FLSA: Exempt

TOWN MANAGER

DEFINITION

Under general policy direction of the Town Council, plans, organizes, manages, and provides administrative direction and oversight for all Town functions and activities; provides policy guidance and program evaluation to the Town Council and management staff; encourages and facilitates provision of services to Town residents and businesses; fosters cooperative working relationships among Town departments and with intergovernmental, regulatory agencies, and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Town Council. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision to the entire Town staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The Town Manager serves as the Chief Executive Officer of the Town, is accountable to the Town Council under the Council-Manager form of government and is responsible for enforcement of all Town codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the Town's operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers operations of the Town either directly, or through subordinate management and supervisory staff; coordinates and evaluates the work of the Town in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the Town Council.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Town Council and the Town; 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.
- Oversees the administration, construction, use, and maintenance of all Town facilities and equipment, including buildings, parks, facilities, and other public property.

- 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 files.
- Monitors changes in laws, regulations, and technology that may affect Town operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, responsibilities, and limitations of an elected Town Council.
- Current social, political, and economic trends affecting Town government and service provision.
- Principles and practices of budget administration and contract management.
- General principles of risk management related to the functions of the assigned area.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the Town.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Town Council.
- Develop and implement goals, objectives, practices, policies, procedures, work standards and internal controls for the Town and assigned program areas.
- Provide administrative and professional leadership to all staff and departments at the Town.
- Oversee all Town financial activities, including development and implementation of the Town budget and the control of all expenditures and purchases.

- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Accurately assess organizational issues and opportunities and research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Direct the establishment of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 27, 2019

Total Compensation Study Final Report

Town of Paradise

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August 27, 2019

Ms. Crystal Peters
Human Resources and Risk Manager
Town of Paradise
5555 Skyway
Paradise, CA 95969

Dear Ms. Peters:

Koff & Associates is pleased to present the Total Compensation Study Final Report to the Town of Paradise. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with the Town of Paradise and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Katie Kaneko
President



TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
Background	1
Summary of Findings	1
STUDY PROCESS	1
Benchmark Classifications.....	1
Comparator Agencies.....	3
Salary and Benefits Data	4
Data Collection	7
Matching Methodology	7
Data Spreadsheets.....	8
MARKET COMPENSATION FINDINGS	9
Base Salary	11
Total Compensation.....	11
Benefits	11
INTERNAL SALARY RELATIONSHIPS	15
RECOMMENDATIONS.....	16
Pay Philosophy	16
Proposed Salary Structure	17
Proposed Salary Range Placements	17
Options for Implementation.....	17
USING THE MARKET DATA AS A TOOL	19



LIST OF TABLES

Table 1. Benchmark Classification.....	2
Table 2. Comparator Agencies	4
Table 3. Market Compensation Results Summary.....	9
Table 4. Base Salary Market Results.....	11
Table 5. Total Compensation Market Results.....	11
Table 6. Comparator Retirement Benefit Summary: Miscellaneous	18
Table 7. Comparator Retirement Benefit Summary: Safety	12
Table 8. Comparator Insurance Benefit Summary	13
Table 9. Comparator Leave Benefit Summary.....	15
Table 10. Three-Year Implementation Proposal.....	18

APPENDICES

Appendix I: Results Summary

Appendix II: Market Compensation Findings

Appendix IIa: Top Monthly Salary

Appendix IIb: Total Compensation

Appendix IIc: Benefit Detail

Appendix III: Proposed Salary Range Schedule and Range Placement Recommendations



EXECUTIVE SUMMARY

Background

In June and July 2019, Koff & Associates (K&A) conducted a comprehensive Total Compensation Study for the Town of Paradise (the Town). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the Town Council and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the the Town to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the the Town; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the the Town.

The goals of the compensation study are to assist the the Town in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the the Town with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. The results of the total compensation study showed:

- ***The Town's base salaries, overall, in comparison to the market average are 15.3% below the market.***
- ***The Town's total compensation, overall, in comparison to the market average is 20.4% below the market.***
- The Town's benefits package puts the Town in a less competitive position compared to the market.
- K&A considers a classification falling within 5% of the average to be competitive.

STUDY PROCESS

Benchmark Classifications

The study included 55 classifications, and of those 35 classifications were selected in order to collect salary and benefits data within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as "benchmarks" to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are compared to the market, and these classifications are used as a means of anchoring the Town's



overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

The benchmark classifications are listed in Table 1.

Table 1. Benchmark Classification

Classification Title
1. Accountant
2. Accounting Technician
3. Administrative Assistant
4. Administrative Services Director
5. Animal Control Officer
6. Animal Control Supervisor
7. Associate Engineer
8. Associate Planner
9. Building Official
10. Building/Onsite Inspector
11. Building/Onsite Permit Technician II
12. Code Enforcement Officer II
13. Community Service Officer (II)
14. Construction Inspector II
15. Criminal Records Technician
16. Director of Community Development
17. Director of Public Works/Town Engineer
18. Fire Prevention Inspector II
19. Senior Mechanic
20. Housing Program Manager
21. Human Resources and Risk Manager
22. Information Technology Manager



Classification Title
23. Maintenance Worker II
24. Management Analyst II
25. Mechanic
26. Police Chief
27. Police Lieutenant
28. Police Officer
29. Police Sergeant
30. Property and Evidence Technician
31. Public Safety Dispatcher
32. Public Works Manager
33. Support Services Supervisor
34. Town Clerk
35. Town Manager

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, K&A considered the following factors:

- 1. Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to that of the Town be used as comparators.

When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

- 2. Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.



3. **Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to the Town.
4. **Labor market and geographic location** – In the reality that is today’s labor market, many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. The geographic labor market area, where the Town may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to the Town, the resulting labor market data generally reflects the region’s cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to the Town.

All factors mentioned should be considered in selecting the group of comparator agencies. The Town agreed to a list of nine (9) agencies.

Table 2. Comparator Agencies

Agency
1. City of Auburn
2. City of Chico
3. City of Clearlake
4. City of Grass Valley
5. City of Gridley
6. City of Lincoln
7. City of Marysville
8. City of Oroville
9. County of Butte

Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix IIc [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).



1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis.

2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS Formula:** The service retirement formula for each agency's Classic plan.
- **Enhanced Formula Cost:** The baseline PERS formula is 2%@62 for miscellaneous employees and 2%@57 for safety employees. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:
 - **Miscellaneous Employees**
 - 2%@60: midpoint of range = 1.5%
 - 2%@55: midpoint of range = 2.7%
 - 2.5%@55: midpoint of range = 4.9%
 - 2.7%@55: midpoint of range = 6.4%
 - 3%@60: midpoint of range = 7.4%
 - **Safety Employees**
 - 2%@55 : midpoint of range = 0.3%
 - 2.5%@57: midpoint of range = 3.5%
 - 2.7%@57 : midpoint of range = 4.6%
 - 2%@50 : midpoint of range = 5.1%
 - 3%@55 : midpoint of range = 7.1%
 - 3%@50 : midpoint of range = 8.9%
- **Employee Cost Sharing:** The amount of the employer's contribution to PERS that is paid by the employee.
- **Employer Paid Member Contribution:** The amount of the employee's contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
- **Single Highest Year:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is 36 highest paid consecutive months. When final compensation is based on a shorter period of time, such as 12 months' highest paid consecutive months, there is a cost to the employer. Similar to the enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the final compensation.



- **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally determined maximum contribution of \$687 per month was reported. Note that the maximum contribution rate is that of 2019 in order to be consistent with the timeframe during which data was collected.
- **Other:** Any other retirement contributions made by the employer.

3. Deferred Compensation

Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision
- Other

5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation:** The number of paid time off (or vacation) hours available to all employees who have completed five years of employment.
- **Holidays:** The number of holiday hours (including floating hours) available to employees.
- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act (“FLSA”) Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.



7. Uniform Allowance

This category includes the provision of a uniform allowance for Sworn and Non-Sworn safety classifications.

8. Cell Phone/Technology Allowance

This category includes the provision of a cell phone and/or technology allowance.

9. Other

This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis. See Appendix IV for qualitative information regarding Additional Benefits.

Data Collection

Data was collected during the months of June and July 2019, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the Town's classification descriptions as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the Town. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;



- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification's "likeness" be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses "hybrids" which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the Town is performed by two or more classifications at a comparator agency. A "hybrid" representing a span in scope means that the comparator agency has one class that is "bigger" in scope and responsibility and one class that is "smaller," where the Town's class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three information pages:

- Top Monthly Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data

The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary and total compensation data spreadsheets. The % above or below that the Town is compared to the average and median is also reported.

The mean is the sum of the comparator agencies' salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for 31 of the 35 benchmark classifications.



When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values. However, based on the Town's recent experience with recruitment and retention, and their historical practices, the market average was utilized to determine their market position. Both methods are acceptable approaches to setting salaries.

MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market average and total compensation market average is listed. The table is sorted by top monthly salary in descending order from the most positive percentile (above market) to the most negative (below market).

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Senior Mechanic (Fleet Maintenance Shop Foreman)	6	7.7	-0.9
Public Safety Dispatcher	8	1.8	-5.2
Support Services Supervisor (Communication Records Supervisor)	4	1.3	-6.6
Property and Evidence Technician	4	-2.6	-9.3
Police Officer	9	-4.4	-9.4
Information Technology Manager	6	-5.0	-9.9
Community Service Officer (II)	7	0.3	-10.2
Police Sergeant	9	-6.5	-10.9
Code Enforcement Officer II	7	-8.1	-13.3
Building Official (Fire Marshal/Building Official)	8	-10.2	-13.9
Public Works Maintenance Worker II	9	-6.2	-16.9
Town Clerk	7	-11.8	-18.1
Police Lieutenant	8	-18.7	-19.2
Town Manager	8	-15.6	-19.3



Total Compensation Study – Final Report

Town of Paradise

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Animal Control Officer	5	-9.3	-21.9
Administrative Assistant (II FD)	7	-15.9	-21.9
Accounting Technician	7	-15.2	-24.2
Building/Onsite Permit Technician II	5	-15.2	-24.6
Public Works Manager	7	-21.3	-26.0
Police Chief	8	-22.9	-29.3
Public Works Director/Town Engineer	7	-24.9	-30.0
Management Analyst (Administrative Analyst II)	4	-32.9	-31.1
Administrative Services Director	7	-30.7	-31.6
Criminal Records Technician	7	-34.0	-32.3
Building/Onsite Inspector	5	-31.6	-32.9
Human Resources and Risk Manager	5	-41.6	-38.4
Community Development Director	5	-38.6	-42.2
Accountant	7	Proposed	Proposed
Associate Engineer	7	Proposed	Proposed
Associate Planner	6	Proposed	Proposed
Mechanic	7	Proposed	Proposed
Animal Control Supervisor	3	Insuff data	Insuff data
Construction Inspector	3	Insuff data	Insuff data
Fire Prevention Inspector II	1	Insuff data	Insuff data
Housing Program Manager (Housing Program Supervisor)	1	Insuff data	Insuff data



Base Salary

Base salary market results show that twenty-three (23) classifications are paid below the market average and four (4) classifications are paid above the market average.

Table 4. Base Salary Market Results

# of Classifications	<5%	5-10%	10-15%	15-20%	20-25%	>25%	Total
Below the Market Average	2	5	2	5	3	6	23
Above the Market Average	3	1	0	0	0	0	4

Total Compensation

Total compensation market results show that twenty-seven (27) classifications are paid below the market average.

Table 5. Total Compensation Market Results

# of Classifications	<5%	5-10%	10-15%	15-20%	20-25%	>25%	Total
Below the Market Average	1	5	4	4	4	9	27
Above the Market Average	0	0	0	0	0	0	0

Generally, a classification falling within 5% of the average is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, the Town can adopt a different standard.

Overall, the differences between market base salaries and total compensation indicate that the the Town's benefits package puts the the Town at a less competitive advantage. Further analysis indicates that, on average, classifications are 15.3% below the market average for base salaries, while that figure changes to 20.4% below the market average for total compensation, which is a 5.1% difference (i.e., the the Town "loses" a 5.1% competitive advantage when taking benefits into consideration).

Benefits

The market benefits data reveal that the Town's benefits are below market in several areas relative to comparator agencies.

Retirement

While the Town does not offer single highest year or social security, several comparators do. When considering all of the Retirement factors (enhanced retirement formulas, employer paid member contributions, single highest year final compensation, social security), several agencies have a more competitive retirement package compared to the Town.



Table 6. Comparator Retirement Benefit Summary: Miscellaneous

Comparator Agencies	Retirement Formula	Social Security	Final Compensation
Town of Paradise	2% @ 60	No	36 months
City of Auburn	2% @ 55	No	12 months
City of Chico	3% @ 60	No	36 months
City of Clearlake	2% @ 55	No	36 months
City of Grass Valley	2.5% @ 55	Yes	12 months
City of Gridley	2% @ 55	No	36 months
City of Lincoln	2% @ 60	Yes	36 months
City of Marysville	2% @ 55	No	36 months
City of Oroville	2% @ 55	No	12 months
County of Butte	2% @ 55	Yes	12 months

Table 7. Comparator Retirement Benefit Summary: Safety

Comparator Agencies	Retirement Formula	Social Security	Final Compensation
Town of Paradise	3% @ 55	No	36 months
City of Auburn	2% @ 50	No	12 months
City of Chico	3% @ 60	No	36 months
City of Clearlake	3% @ 50	No	36 months
City of Grass Valley	3% @ 55	Yes	12 months
City of Gridley	3% @ 50	No	36 months
City of Lincoln	3% @ 50	Yes	36 months
City of Marysville	3% @ 50	No	36 months
City of Oroville	2% @ 50	No	12 months
County of Butte	3% @ 50	Yes	12 months

- 89% of participating comparators do not contribute to the member contribution of PERS. City of Gridley is the only agency that pays toward the member contribution, but reserves this benefit only for the City Administrator.
- 44% of the comparators have Miscellaneous employees pay a portion of the employer contribution, and 78% of the comparators have Safety employees pay a portion of the employer contribution. Two (2) agencies limit cost-sharing to specific employee groups. For example, only sworn fire classifications pay toward the employer contribution at the



City of Grass Valley. Only management and executive employees pay toward the employer contribution at the City of Oroville, and all employees except for management pay toward employer contribution at the City of Marysville.

- 89% of comparators offer an enhanced Miscellaneous retirement formula compared to the Town, and 11% offer a comparable Miscellaneous formula.
- 67% of comparators offer an enhanced Safety retirement formula compared to the Town, 11% offer a comparable formula, and 22% offer a lesser formula.
- 44% of the comparators base final compensation on 12 months of salary, whereas the Town calculates final compensation based on 36 months.
- 33% of the comparator agencies participate in social security.

Insurances

Across bargaining units, the Town's total contribution toward health, dental, and vision insurance premiums is relatively low compared to other agencies surveyed. The Town's average total monthly contribution of \$1,348 is below the market average of \$1,823 by 35.3%.

Seven (7) comparator agencies offer more toward insurance premiums, while two (2) currently offer less than the Town. There were slight discrepancies among bargaining unit contributions for six (6) of the nine (9) agencies surveyed, so the average contribution was calculated for a holistic comparison. Refer to Appendix IIc for specific insurance contributions according bargaining unit.

Table 8. Comparator Insurance Benefit Summary

Comparator Agencies	Average Total Monthly Insurance Contribution	% Above/Below Market Average
City of Gridley	\$2,823	35.4
City of Marysville	\$2,249	19.0
City of Grass Valley	\$2,163	15.7
City of Auburn	\$1,960	7.0
City of Clearlake	\$1,767	-3.2
City of Lincoln	\$1,550	-17.6
City of Chico	\$1,504	-21.2
Town of Paradise	\$1,348	-35.3
County of Butte	\$1,267	-43.8
City of Oroville	\$1,122	-62.4



Leaves

The Town offers a competitive leave package relative to comparator agencies surveyed. Only two (2) participating comparators provide more total vacation and administrative leave to management and director-level employees.

Several agencies offer administrative and/or personal leave to non-management employees, which the Town does not.

- At the director level the Town provides one hundred twenty (120) hours of administrative leave while the median for participating comparator agencies is eighty (80) hours.
- At the management level the Town provides eighty-eight (88) hours of administrative leave while the median for participating comparator agencies is seventy-two (72) hours.
- At the director level the Town provides one hundred thirty-five (135) hours of vacation. Two (2) comparators provide Paid Time Off (PTO) that includes sick leave in their vacation allotment. Outside of this paid time off allotment, the median for the seven (7) remaining comparators is one hundred twenty (120) hours.
- At the management level the Town provides one hundred thirty-five (135) hours of vacation. One (1) participating comparator provides PTO that includes sick leave in the vacation allotment. Outside of this PTO allotment, the median for the eight (8) remaining comparators is one hundred twenty (120) hours.
- Of the two (2) participating comparator agencies that provide PTO to Directors and Management employees, the average hours provided is two hundred sixty-eight (268) hours.
- Three (3) participating comparators offer administrative leave to non-management employees. Of these agencies, two (2) offer administrative leave to Exempt employees only, while the remaining one (1) offers administrative leave to all employees in the general unit. The average number of hours offered to non-management employees is fifty-nine (59) per year.
- One (1) agency offers between forty (40) and one hundred (100) hours of Personal Leave to non-management employees in addition to vacation, sick, and administrative leave. This was a concession for an inability to provide salary increases and is an unusual practice.



Table 9. Comparator Leave Benefit Summary

Comparator Agencies	Management Admin Leave (hrs/year)	Director Admin Leave (hrs/year)	Management Vacation Leave (hrs/year)	Director Vacation Leave (hrs/year)
Town of Paradise	88	120	135	135
City of Auburn	80	80	136	136
City of Chico	96	96	120	120
City of Clearlake	0	80	112	112
City of Grass Valley	72	0	120	296 ¹
City of Gridley	80	120	120	120
City of Lincoln	64	80	144 ²	144
City of Marysville	80	80	240 ³	240 ³
City of Oroville	48	80	120	120
County of Butte	56	80	160	160

¹City of Grass Valley: Includes sick time.

²City of Lincoln: Safety Management classes other than the Chief of Police receive 132 hours of vacation per year.

³City of Marysville: Includes sick time.

INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the Town may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing the Town's classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, the Town can adopt a different standard.



- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
 - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level;
 - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, K&A utilized market data to develop the salary recommendations for all of the benchmarked classifications, and used internal equity principles to make the salary recommendations for twenty-three (23) classifications that were not benchmarked and for those classifications that did not yield sufficient market data. For the non-benchmarked classifications, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and “worth” to the Town. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for Town management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

The Town may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the Town to determine market indexing and salary determination.

RECOMMENDATIONS

Pay Philosophy

The Town has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the Town’s pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative



compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.

Proposed Salary Structure

Currently, the Town has a salary structure with ranges that are approximately 2.5% apart from one another. Each salary range has six steps with 5% between each step. It is recommended that the Town maintain a similar salary structure. Appendix III contains the proposed salary range structure.

It is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

Proposed Salary Range Placements

Appendix III illustrates the proposed salary range placement for each classification adjusting salaries to the market average as well as the internal relationship analysis, which is typically the desired position of an agency to ensure market competitiveness. Two sets of recommendations are available based on base salary and total compensation market results, which may be utilized in line with the preferences and needs of the Town. The following calculation was used:

1. Multiplied the Town's current top monthly salary by the percentage difference between the Town's base salary or total compensation and the base salary or total compensation market average to calculate the Market Placement Salary.
2. The classification was then placed within the proposed salary range with a Step 6 salary closest to the Market Placement Salary.

K&A also modified the current internal alignment in certain instances where it seemed warranted based on market-supported groupings and/or compaction issues.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if the Town decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved and the salary schedule remains structured and easily administered.

Options for Implementation

Most agencies are interested in bringing all salaries to the average or median market position as soon as practical to achieve market competitiveness in compensation. Depending on the



circumstances of the agency, implementation strategies will vary from full implementation to a phased implementation approach. In situations where market position cannot be reached by a single adjustment, a phased implementation approach can be used. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market average should receive the greatest equity increase (separate from any cost of living increase). An option is to move employees into the salary range that is recommended for each class based on this market study and to the step within the new range that is closest to their current compensation. If employees' current salaries are significantly below market so that their current compensation falls below the bottom of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

Another option would be to phase the implementation program. If a class falls within 5% of the market average, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% (or in this case, more than 20%) below the market average, a higher percentage change may be initially warranted to reduce the disparity.

For example, if the Town decided to implement the recommendations over a three-year period, then the following guidelines could be applied for the initial increase of the three-year implementation plan:

Table 10. Three-Year Implementation Proposal

Market Disparity	% Increase
0 to 4.99%	0 to 2.49%
5.0% to 9.99%	2.5% to 4.99%
10.0% to 14.99%	5.0% to 7.49%
15.0% to 19.99%	7.5% to 9.99%
20.0% and above	10.0%

The initial first year adjustment would provide a portion of the equity increase and place the class into the closest step (but not below) where they are now. Subsequent increases would be spaced on a similar schedule (at annual intervals) based upon the remaining disparity after each adjustment.

Please note that typically, for those classes that had a market disparity of 0 to 4.99%, we recommend a 0% increase in the first year and an adjustment in the second year. Depending upon the Town's financial situation, which will have to be reviewed before each further adjustment is made, all market disparity adjustments are intended to be completed by the third year. The Town may also consider a similar implementation plan over a longer period of time, like a five-year implementation plan.



The Town may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality workforce. However, the Town may want to consider adjusting those classifications' salaries that are currently below the market average as soon as possible, assuming that incumbents' performance meets the Town's level of expectation.

When classifications are over market, K&A typically recommends Y-rating employees whose current pay exceeds the maximum of the recommended range until the market numbers "catch up" with their current salary. To Y-rate an employee means to keep the employee's salary frozen and to provide no salary increases (including no cost of living adjustments) until the employee's current salary is within the recommended salary range. This will result in no immediate loss of income, but will delay any future increases until the incumbent's salary is within the salary range.

Other options to "freezing" a classification's salary in place until the market catches up are:

- **"Grandfathering" of salary ranges:** This means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they separate from employment with the Town. Any new-hires would be paid within the newly established salary range.
- **Single-incumbent classes:** If a class only has one incumbent, an option would be to wait until the person separates from employment with the Town and then adjust the salary range for the class according to the market.
- **Recent hires:** Some employees who have recently been hired may still be at one of the lower steps within their current salary range. So, even if the top of their current salary range is above market, the incumbents are currently still paid below the market maximum because they are not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range within the market. This would bring the affected incumbents either to the top of the market range or very close to it, but they would not technically be Y-rated or lose any pay.

Another option, of course, is to actually reduce salaries down to the market. However, from an employee relations perspective this may not be a viable option.

USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the Town to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the Town's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the Town an instrument to make future compensation decisions.



Total Compensation Study – Final Report

Town of Paradise

It has been a pleasure working with the Town on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

Katie Kaneko
President



Appendix I

Results Summary



Appendix II

Market Compensation Findings



Appendix III

Proposed Salary Range Schedule and Range Placement Recommendations

**Town of Paradise - Results Summary
July 2019**

Classification	Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Accountant	proposed	\$ 6,125		\$ 5,344		proposed	\$ 9,011		\$ 7,949		7
Accounting Technician	\$ 3,718	\$ 4,283	-15.2%	\$ 4,183	-12.5%	\$ 5,513	\$ 6,845	-24.2%	\$ 6,802	-23.4%	7
Administrative Assistant (II FD)	\$ 3,538	\$ 4,099	-15.9%	\$ 4,180	-18.2%	\$ 5,309	\$ 6,473	-21.9%	\$ 6,414	-20.8%	7
Administrative Services Director	\$ 8,483	\$ 11,087	-30.7%	\$ 11,071	-30.5%	\$ 11,591	\$ 15,255	-31.6%	\$ 15,466	-33.4%	7
Animal Control Officer	\$ 3,645	\$ 3,983	-9.3%	\$ 4,015	-10.1%	\$ 5,431	\$ 6,622	-21.9%	\$ 6,799	-25.2%	5
Animal Control Supervisor	\$ 4,330	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	\$ 2,203	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Associate Engineer	proposed	\$ 7,965		\$ 8,226		proposed	\$ 11,211		\$ 11,242		7
Associate Planner	proposed	\$ 6,712		\$ 6,580		proposed	\$ 9,632		\$ 9,752		6
Building Official (Fire Marshal/Building Official)	\$ 7,736	\$ 8,522	-10.2%	\$ 8,192	-5.9%	\$ 10,430	\$ 11,880	-13.9%	\$ 11,869	-13.8%	8
Building/Onsite Inspector	\$ 4,326	\$ 5,693	-31.6%	\$ 5,897	-36.3%	\$ 6,199	\$ 8,238	-32.9%	\$ 8,567	-38.2%	5
Building/Onsite Permit Technician II	\$ 3,786	\$ 4,360	-15.2%	\$ 4,153	-9.7%	\$ 5,589	\$ 6,965	-24.6%	\$ 6,690	-19.7%	5
Code Enforcement Officer II	\$ 4,564	\$ 4,936	-8.1%	\$ 5,199	-13.9%	\$ 6,467	\$ 7,330	-13.3%	\$ 7,373	-14.0%	7
Community Development Director	\$ 8,483	\$ 11,759	-38.6%	\$ 12,458	-46.9%	\$ 11,591	\$ 16,484	-42.2%	\$ 16,477	-42.1%	5
Community Service Officer (II)	\$ 4,115	\$ 4,103	0.3%	\$ 4,257	-3.5%	\$ 5,961	\$ 6,567	-10.2%	\$ 6,799	-14.1%	7
Construction Inspector	\$ 3,827	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	\$ 5,636	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Criminal Records Technician	\$ 2,876	\$ 3,854	-34.0%	\$ 3,786	-31.7%	\$ 4,729	\$ 6,257	-32.3%	\$ 6,207	-31.3%	7
Fire Prevention Inspector II	\$ 4,326	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	\$ 6,199	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Housing Program Manager (Housing Program Supervisor)	\$ 6,281	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	\$ 8,717	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Human Resources and Risk Manager	\$ 6,335	\$ 8,973	-41.6%	\$ 8,583	-35.5%	\$ 8,780	\$ 12,151	-38.4%	\$ 12,003	-36.7%	5
Information Technology Manager	\$ 7,947	\$ 8,348	-5.0%	\$ 8,472	-6.6%	\$ 10,679	\$ 11,736	-9.9%	\$ 11,634	-8.9%	6
Management Analyst (Administrative Analyst II)	\$ 4,427	\$ 5,882	-32.9%	\$ 5,838	-31.9%	\$ 6,377	\$ 8,358	-31.1%	\$ 8,405	-31.8%	4
Mechanic	proposed	\$ 4,538		\$ 4,590		proposed	\$ 7,053		\$ 7,297		7
Police Chief	\$ 10,211	\$ 12,547	-22.9%	\$ 12,777	-25.1%	\$ 14,093	\$ 18,229	-29.3%	\$ 18,037	-28.0%	8
Police Lieutenant	\$ 8,228	\$ 9,769	-18.7%	\$ 10,054	-22.2%	\$ 11,627	\$ 13,854	-19.2%	\$ 13,685	-17.7%	8
Police Officer	\$ 5,985	\$ 6,251	-4.4%	\$ 6,173	-3.1%	\$ 8,632	\$ 9,445	-9.4%	\$ 9,693	-12.3%	9
Police Sergeant	\$ 7,231	\$ 7,704	-6.5%	\$ 7,619	-5.4%	\$ 10,101	\$ 11,198	-10.9%	\$ 11,060	-9.5%	9
Property and Evidence Technician	\$ 4,115	\$ 4,223	-2.6%	\$ 4,269	-3.7%	\$ 6,120	\$ 6,689	-9.3%	\$ 6,593	-7.7%	4
Public Safety Dispatcher	\$ 4,429	\$ 4,350	1.8%	\$ 4,292	3.1%	\$ 6,473	\$ 6,808	-5.2%	\$ 6,908	-6.7%	8
Public Works Director/Town Engineer	\$ 9,358	\$ 11,687	-24.9%	\$ 12,525	-33.8%	\$ 12,631	\$ 16,425	-30.0%	\$ 17,196	-36.1%	7
Public Works Maintenance Worker II	\$ 3,628	\$ 3,852	-6.2%	\$ 3,945	-8.7%	\$ 5,411	\$ 6,324	-16.9%	\$ 6,230	-15.1%	9
Public Works Manager	\$ 6,486	\$ 7,868	-21.3%	\$ 7,825	-20.6%	\$ 8,958	\$ 11,289	-26.0%	\$ 11,398	-27.2%	7
Senior Mechanic (Fleet Maintenance Shop Foreman)	\$ 5,640	\$ 5,208	7.7%	\$ 5,028	10.8%	\$ 7,682	\$ 7,754	-0.9%	\$ 7,825	-1.9%	6
Support Services Supervisor (Communication Records Supervisor)	\$ 5,649	\$ 5,577	1.3%	\$ 5,503	2.6%	\$ 7,842	\$ 8,363	-6.6%	\$ 8,273	-5.5%	4
Town Clerk	\$ 6,812	\$ 7,615	-11.8%	\$ 7,083	-4.0%	\$ 9,341	\$ 11,030	-18.1%	\$ 10,923	-16.9%	7
Town Manager	\$ 12,265	\$ 14,183	-15.6%	\$ 14,554	-18.7%	\$ 16,466	\$ 19,639	-19.3%	\$ 19,274	-17.0%	8
		AVERAGE:	-15.3%	AVERAGE:	-15.6%		AVERAGE:	-20.4%	AVERAGE:	-20.6%	
		MEDIAN:	-15.2%	MEDIAN:	-12.5%		MEDIAN:	-19.3%	MEDIAN:	-17.7%	

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Accountant								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Town of Paradise	Accountant	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Chico	Accountant	\$ 9,760	\$ 3,397	\$ 13,157	7/1/2019	unknown	unknown
3	City of Grass Valley	General Ledger Accountant	\$ 8,306	\$ 4,004	\$ 12,310	7/1/2019	unknown	unknown
4	City of Lincoln	Accountant II	\$ 6,211	\$ 2,728	\$ 8,939	4/1/2019	unknown	unknown
5	County of Butte	Accountant, Senior	\$ 5,344	\$ 2,331	\$ 7,675	12/1/2018	unknown	unknown
6	City of Auburn	Accountant	\$ 4,940	\$ 3,009	\$ 7,949	7/1/2018	unknown	unknown
7	City of Marysville	Accountant	\$ 4,205	\$ 2,937	\$ 7,142	7/1/2017	unknown	unknown
8	City of Oroville	Accountant	\$ 4,110	\$ 1,794	\$ 5,905	10/2/2018	unknown	unknown
9	City of Clearlake	N/C						
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,125	\$ 9,011
% Town of Paradise Above/Below		-584.2%
Median of Comparators	\$ 5,344	\$ 7,949
% Town of Paradise Above/Below		-503.5%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Accounting Technician								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Accounting Technician II	\$ 5,753	\$ 2,354	\$ 8,107	7/1/2018	unknown	unknown
2	City of Grass Valley	Finance Technician	\$ 4,857	\$ 3,138	\$ 7,995	10/1/2018	10/1/2019	unknown
3	City of Lincoln	Account Clerk II	\$ 4,414	\$ 2,388	\$ 6,802	4/1/2019	unknown	unknown
4	City of Gridley	Accounting Technician	\$ 4,183	\$ 3,386	\$ 7,569	7/1/2014	unknown	unknown
5	City of Oroville	Accounting Technician	\$ 3,915	\$ 1,766	\$ 5,680	10/2/2018	unknown	unknown
6	Town of Paradise	Accounting Technician	\$ 3,718	\$ 1,795	\$ 5,513	unknown	unknown	unknown
7	City of Clearlake	Account Clerk	\$ 3,563	\$ 2,109	\$ 5,671	6/27/2019	unknown	unknown
8	City of Marysville	Finance/Personnel Technician (Confidential)	\$ 3,296	\$ 2,793	\$ 6,089	7/1/2017	unknown	unknown
9	City of Auburn	N/C						
10	County of Butte	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,283	\$ 6,845
% Town of Paradise Above/Below	-15.2%	-24.2%
Median of Comparators	\$ 4,183	\$ 6,802
% Town of Paradise Above/Below	-12.5%	-23.4%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Administrative Analyst II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Administrative Analyst II	\$ 6,719	\$ 2,824	\$ 9,543	4/1/2019	unknown	unknown
2	County of Butte	Administrative Analyst	\$ 5,923	\$ 2,781	\$ 8,704	12/1/2018	unknown	unknown
3	City of Chico	Administrative Analyst II	\$ 5,753	\$ 2,354	\$ 8,107	7/1/2018	unknown	unknown
4	City of Oroville	Administrative/Program Analyst II	\$ 5,132	\$ 1,945	\$ 7,076	10/2/2018	unknown	unknown
5	Town of Paradise	Administrative Analyst II	\$ 4,427	\$ 1,950	\$ 6,377	7/1/2018	unknown	unknown
6	City of Grass Valley	N/C						
7	City of Auburn	N/C						
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,882	\$ 8,358
% Town of Paradise Above/Below	-32.9%	-31.1%
Median of Comparators	\$ 5,838	\$ 8,405
% Town of Paradise Above/Below	-31.9%	-31.8%
Number of Matches	4	4

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Administrative Assistant II FD								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Oroville	Administrative Assistant	\$ 4,646	\$ 1,768	\$ 6,414	4/16/2019	unknown	unknown
2	City of Clearlake ¹	[Administrative Assistant / Office Assistant II]	\$ 4,531	\$ 2,230	\$ 6,761	6/27/2019	unknown	unknown
3	City of Chico	Administrative Assistant	\$ 4,356	\$ 2,148	\$ 6,503	7/1/2018	unknown	unknown
4	City of Gridley	Administrative Assistant	\$ 4,180	\$ 3,386	\$ 7,566	7/1/2016	unknown	unknown
5	City of Lincoln	Office Assistant II	\$ 4,004	\$ 2,310	\$ 6,314	4/1/2019	unknown	unknown
6	County of Butte	Administrative Assistant	\$ 3,683	\$ 1,977	\$ 5,661	12/1/2018	unknown	unknown
7	Town of Paradise	Administrative Assistant II FD	\$ 3,538	\$ 1,771	\$ 5,309	7/1/2018	unknown	unknown
8	City of Marysville	Administrative Assistant	\$ 3,296	\$ 2,793	\$ 6,089	7/1/2017	unknown	unknown
9	City of Grass Valley	N/C						
10	City of Auburn	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,099	\$ 6,473
% Town of Paradise Above/Below	-15.9%	-21.9%
Median of Comparators	\$ 4,180	\$ 6,414
% Town of Paradise Above/Below	-18.2%	-20.8%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Clearlake: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Administrative Services Director								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Administrative Services Director	\$ 13,333	\$ 4,490	\$ 17,824	8/1/2017	unknown	unknown
2	City of Oroville	Director of Finance	\$ 12,500	\$ 3,326	\$ 15,826	4/16/2019	unknown	unknown
3	City of Lincoln	Director of Support Services	\$ 11,988	\$ 3,955	\$ 15,943	12/11/2018	unknown	unknown
4	County of Butte ¹	[Deputy Chief Financial Officer / Manager, Finance and Investment]	\$ 11,071	\$ 4,395	\$ 15,466	12/1/2018	unknown	unknown
5	City of Gridley	Finance Director	\$ 9,807	\$ 4,785	\$ 14,592	7/1/2016	unknown	unknown
6	City of Marysville	Administrative Services Director	\$ 9,631	\$ 4,412	\$ 14,043	7/1/2017	unknown	unknown
7	City of Clearlake	Director of Finance	\$ 9,279	\$ 3,814	\$ 13,093	6/27/2019	7/1/2020	unknown
8	Town of Paradise	Administrative Services Director	\$ 8,483	\$ 3,108	\$ 11,591	7/1/2018	unknown	unknown
9	City of Grass Valley	N/C						
10	City of Auburn	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,087	\$ 15,255
% Town of Paradise Above/Below	-30.7%	-31.6%
Median of Comparators	\$ 11,071	\$ 15,466
% Town of Paradise Above/Below	-30.5%	-33.4%
Number of Matches	7	7

N/C - Non Comparator

1 - County of Butte: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Animal Control Officer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Animal Control Officer II	\$ 4,257	\$ 2,542	\$ 6,799	12/24/2017	unknown	unknown
2	City of Grass Valley	Animal Control Officer	\$ 4,028	\$ 2,949	\$ 6,977	10/1/2018	10/1/2019	unknown
3	City of Gridley	Animal Control Officer	\$ 4,015	\$ 3,389	\$ 7,404	7/1/2014	unknown	unknown
4	County of Butte	Animal Control Officer	\$ 3,858	\$ 2,166	\$ 6,025	4/20/2019	unknown	unknown
5	City of Clearlake	Animal Control Officer	\$ 3,757	\$ 2,148	\$ 5,904	6/27/2019	unknown	unknown
6	Town of Paradise	Animal Control Officer	\$ 3,645	\$ 1,785	\$ 5,431	7/1/2018	unknown	unknown
7	City of Auburn	N/C						
8	City of Oroville	N/C						
9	City of Lincoln	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 3,983	\$ 6,622
% Town of Paradise Above/Below	-9.3%	-21.9%
Median of Comparators	\$ 4,015	\$ 6,799
% Town of Paradise Above/Below	-10.1%	-25.2%
Number of Matches	5	5

N/C - Non Comparator

**Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019**

Animal Control Supervisor								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Animal Control Supervisor	\$ 5,700	\$ 3,318	\$ 9,018	7/1/2019	unknown	unknown
2	City of Chico	Animal Control Supervisor	\$ 5,143	\$ 2,769	\$ 7,912	12/24/2017	unknown	unknown
3	County of Butte	Supervisor, Animal Control	\$ 4,626	\$ 2,469	\$ 7,096	12/1/2018	unknown	unknown
4	Town of Paradise	Animal Control Supervisor	\$ 4,330	\$ 1,873	\$ 6,203	7/1/2018	unknown	unknown
5	City of Auburn	N/C						
6	City of Gridley	N/C						
7	City of Clearlake	N/C						
8	City of Oroville	N/C						
9	City of Lincoln	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Associate Engineer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Town of Paradise	Associate Engineer	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Grass Valley	Associate Civil Engineer	\$ 9,044	\$ 4,198	\$ 13,241	7/1/2019	unknown	unknown
3	City of Auburn	Associate Civil Engineer	\$ 8,544	\$ 3,357	\$ 11,901	7/1/2018	unknown	unknown
4	City of Lincoln ²	Associate Civil Engineer	\$ 8,323	\$ 3,128	\$ 11,451	4/1/2019	unknown	unknown
5	City of Oroville	Associate Civil Engineer	\$ 8,226	\$ 2,401	\$ 10,627	10/2/2018	unknown	unknown
6	County of Butte	Civil Engineer, Associate	\$ 7,970	\$ 3,272	\$ 11,242	12/1/2018	unknown	unknown
7	City of Chico ¹	Associate Engineer	\$ 7,613	\$ 3,141	\$ 10,754	7/1/2018	unknown	unknown
8	City of Marysville ³	Associate Civil Engineer	\$ 6,035	\$ 3,227	\$ 9,262	7/1/2017	unknown	unknown
9	City of Clearlake	N/C						
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,965	\$ 11,211
% Town of Paradise Above/Below		-751.2%
Median of Comparators	\$ 8,226	\$ 11,242
% Town of Paradise Above/Below		-753.6%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Chico: City of Chico's Associate Engineer requires an Engineer In Training certificate upon appointment.

2 - City of Lincoln: City of Lincoln's Associate Engineer requires PE registration within one year of appointment.

3 - City of Marysville: City of Marysville's Associate Civil Engineer requires PE registration within one year of appointment.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Associate Planner								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Town of Paradise	Associate Planner	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Lincoln	Associate Planner	\$ 7,550	\$ 2,981	\$ 10,531	4/1/2019	unknown	unknown
3	City of Auburn	Associate Planner	\$ 7,188	\$ 3,154	\$ 10,342	7/1/2018	unknown	unknown
4	City of Grass Valley	Associate Planner	\$ 6,802	\$ 3,582	\$ 10,384	10/1/2018	10/1/2019	unknown
5	City of Oroville	Associate Planner	\$ 6,359	\$ 2,126	\$ 8,485	10/2/2018	unknown	unknown
6	City of Chico	Associate Planner	\$ 6,302	\$ 2,860	\$ 9,162	7/1/2018	unknown	unknown
7	County of Butte	Planner, Associate	\$ 6,070	\$ 2,816	\$ 8,886	12/1/2018	unknown	unknown
8	City of Clearlake	N/C						
9	City of Gridley	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,712	\$ 9,632
% Town of Paradise Above/Below		-631.3%
Median of Comparators	\$ 6,580	\$ 9,752
% Town of Paradise Above/Below		-640.5%
Number of Matches	6	6

N/C - Non Comparator

**Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019**

Building Official								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Building Official	\$ 11,129	\$ 3,653	\$ 14,782	7/1/2019	7/1/2020	1.5%
2	County of Butte	Manager, Building Division	\$ 10,450	\$ 3,868	\$ 14,318	12/1/2018	unknown	unknown
3	City of Chico	Building Official	\$ 10,299	\$ 3,502	\$ 13,801	7/1/2019	unknown	unknown
4	City of Grass Valley	Building Official	\$ 8,456	\$ 4,043	\$ 12,499	7/1/2019	unknown	unknown
5	City of Oroville	Building Official	\$ 7,928	\$ 2,144	\$ 10,072	4/16/2019	unknown	unknown
6	Town of Paradise	Building Official	\$ 7,736	\$ 2,694	\$ 10,430	7/1/2018	unknown	unknown
7	City of Auburn	Building Official	\$ 7,365	\$ 3,181	\$ 10,546	7/1/2018	unknown	unknown
8	City of Gridley	Chief Building Official	\$ 7,127	\$ 4,112	\$ 11,239	7/1/2016	unknown	unknown
9	City of Clearlake	Code Supervisor / Building Inspector	\$ 5,418	\$ 2,362	\$ 7,780	6/27/2019	unknown	unknown
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,522	\$ 11,880
% Town of Paradise Above/Below	-10.2%	-13.9%
Median of Comparators	\$ 8,192	\$ 11,869
% Town of Paradise Above/Below	-5.9%	-13.8%
Number of Matches	8	8

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Building/Onsite Inspector								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Building Inspector II	\$ 6,522	\$ 2,787	\$ 9,308	4/1/2019	unknown	unknown
2	City of Chico	Combination Inspector II	\$ 6,153	\$ 2,413	\$ 8,567	7/1/2018	unknown	unknown
3	City of Auburn	Building Inspector	\$ 5,897	\$ 2,962	\$ 8,859	7/1/2018	unknown	unknown
4	County of Butte	Building Inspector	\$ 5,344	\$ 2,331	\$ 7,675	12/1/2018	unknown	unknown
5	City of Clearlake	Building Inspector II	\$ 4,547	\$ 2,232	\$ 6,779	6/27/2019	unknown	unknown
6	Town of Paradise	Building/Onsite Inspector	\$ 4,326	\$ 1,873	\$ 6,199	7/1/2018	unknown	unknown
7	City of Grass Valley	N/C						
8	City of Gridley	N/C						
9	City of Oroville	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,693	\$ 8,238
% Town of Paradise Above/Below	-31.6%	-32.9%
Median of Comparators	\$ 5,897	\$ 8,567
% Town of Paradise Above/Below	-36.3%	-38.2%
Number of Matches	5	5

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Building/Onsite Permit Technician II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Permit Technician II	\$ 5,180	\$ 2,533	\$ 7,713	4/1/2019	unknown	unknown
2	City of Gridley	Community Development Assistant	\$ 4,576	\$ 3,439	\$ 8,015	7/1/2014	unknown	unknown
3	City of Chico	Permit Technician	\$ 4,153	\$ 2,118	\$ 6,271	7/1/2018	unknown	unknown
4	County of Butte	Permit Technician	\$ 4,075	\$ 2,061	\$ 6,136	12/1/2018	unknown	unknown
5	City of Marysville	Planning Technician	\$ 3,815	\$ 2,875	\$ 6,690	7/1/2017	unknown	unknown
6	Town of Paradise	Building/Onsite Permit Technician II	\$ 3,786	\$ 1,803	\$ 5,589	7/1/2018	unknown	unknown
7	City of Grass Valley	N/C						
8	City of Auburn	N/C						
9	City of Clearlake	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,360	\$ 6,965
% Town of Paradise Above/Below	-15.2%	-24.6%
Median of Comparators	\$ 4,153	\$ 6,690
% Town of Paradise Above/Below	-9.7%	-19.7%
Number of Matches	5	5

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Code Enforcement Officer II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Code Enforcement Officer II	\$ 5,915	\$ 2,672	\$ 8,587	4/1/2019	unknown	unknown
2	City of Chico	Code Enforcement Officer	\$ 5,860	\$ 2,370	\$ 8,230	7/1/2018	unknown	unknown
3	County of Butte	Code Enforcement Officer	\$ 5,344	\$ 2,331	\$ 7,675	12/1/2018	unknown	unknown
4	City of Oroville	Code Enforcement Specialist	\$ 5,199	\$ 1,955	\$ 7,154	10/2/2018	unknown	unknown
5	City of Auburn	Code Enforcement Officer	\$ 4,914	\$ 2,459	\$ 7,373	7/1/2018	unknown	unknown
6	Town of Paradise	Code Enforcement Officer II	\$ 4,564	\$ 1,903	\$ 6,467	7/1/2018	unknown	unknown
7	City of Clearlake	Code Enforcement Officer I	\$ 3,667	\$ 2,122	\$ 5,789	6/27/2019	unknown	unknown
8	City of Marysville	Community Improvement Specialist	\$ 3,649	\$ 2,849	\$ 6,498	7/1/2017	unknown	unknown
9	City of Grass Valley	N/C						
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,936	\$ 7,330
% Town of Paradise Above/Below	-8.1%	-13.3%
Median of Comparators	\$ 5,199	\$ 7,373
% Town of Paradise Above/Below	-13.9%	-14.0%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Communication Records Supervisor								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Police Office Supervisor	\$ 7,643	\$ 2,747	\$ 10,390	12/13/2017	unknown	unknown
2	Town of Paradise	Communication Records Supervisor	\$ 5,649	\$ 2,193	\$ 7,842	3/18/2019	unknown	unknown
3	County of Butte	Supervisor, Dispatch Operations	\$ 5,633	\$ 2,711	\$ 8,345	12/1/2018	unknown	unknown
4	City of Chico	Communications Supervisor	\$ 5,373	\$ 2,829	\$ 8,202	12/24/2017	unknown	unknown
5	City of Marysville	Dispatch/Records Supervisor	\$ 3,658	\$ 2,860	\$ 6,518	7/1/2017	unknown	unknown
6	City of Grass Valley	N/C						
7	City of Auburn	N/C						
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,577	\$ 8,363
% Town of Paradise Above/Below	1.3%	-6.6%
Median of Comparators	\$ 5,503	\$ 8,273
% Town of Paradise Above/Below	2.6%	-5.5%
Number of Matches	4	4

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Community Development Director								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Community Development Director	\$ 13,333	\$ 4,490	\$ 17,824	8/1/2017	unknown	unknown
2	City of Grass Valley	Community Development Director	\$ 12,500	\$ 6,358	\$ 18,858	1/1/2019	unknown	unknown
3	City of Lincoln	Director of Community Development	\$ 12,458	\$ 4,019	\$ 16,477	12/11/2018	unknown	unknown
4	County of Butte ¹	[Deputy Administrative Officer - Economic & Community Development / Manager, Economic & Community Development]	\$ 10,761	\$ 4,317	\$ 15,077	12/1/2018	unknown	unknown
5	City of Marysville	Community Development Director	\$ 9,744	\$ 4,438	\$ 14,182	7/1/2017	unknown	unknown
6	Town of Paradise	Community Development Director	\$ 8,483	\$ 3,108	\$ 11,591	7/1/2018	unknown	unknown
7	City of Auburn	N/C						
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,759	\$ 16,484
% Town of Paradise Above/Below	-38.6%	-42.2%
Median of Comparators	\$ 12,458	\$ 16,477
% Town of Paradise Above/Below	-46.9%	-42.1%
Number of Matches	5	5

N/C - Non Comparator

1 - County of Butte: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Community Services Officer II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Auburn	Community Service Officer	\$ 4,677	\$ 2,423	\$ 7,100	7/1/2018	unknown	unknown
2	City of Lincoln	Community Services Officer	\$ 4,651	\$ 2,261	\$ 6,912	1/1/2018	unknown	unknown
3	City of Grass Valley	Community Services Officer II	\$ 4,493	\$ 3,055	\$ 7,548	10/1/2018	10/1/2019	unknown
4	City of Chico	Community Services Officer II	\$ 4,257	\$ 2,542	\$ 6,799	12/24/2017	unknown	unknown
5	Town of Paradise	Community Services Officer II	\$ 4,115	\$ 1,846	\$ 5,961	7/1/2018	unknown	unknown
6	City of Clearlake	Community Service Officer	\$ 3,858	\$ 2,211	\$ 6,068	6/27/2019	unknown	unknown
7	County of Butte	Crime Prevention Officer	\$ 3,683	\$ 1,977	\$ 5,661	12/1/2018	unknown	unknown
8	City of Marysville	Community Services Officer II	\$ 3,100	\$ 2,782	\$ 5,882	7/1/2017	unknown	unknown
9	City of Gridley	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,103	\$ 6,567
% Town of Paradise Above/Below	0.3%	-10.2%
Median of Comparators	\$ 4,257	\$ 6,799
% Town of Paradise Above/Below	-3.5%	-14.1%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Construction Inspector								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Construction Inspector II	\$ 6,522	\$ 2,787	\$ 9,308	4/1/2019	unknown	unknown
2	City of Chico	Construction Inspector	\$ 5,860	\$ 2,370	\$ 8,230	7/1/2018	unknown	unknown
3	City of Oroville	Construction Inspector	\$ 5,030	\$ 1,930	\$ 6,960	10/2/2018	unknown	unknown
4	Town of Paradise	Construction Inspector	\$ 3,827	\$ 1,809	\$ 5,636	7/1/2018	unknown	unknown
5	City of Grass Valley	N/C						
6	City of Auburn	N/C						
7	City of Gridley	N/C						
8	City of Clearlake	N/C						
9	County of Butte	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Criminal Records Technician								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Auburn	Dispatcher / Clerk II	\$ 4,628	\$ 2,407	\$ 7,035	7/1/2018	7/1/2019	2.00%
2	City of Gridley	Public Safety Records Technician	\$ 4,015	\$ 3,389	\$ 7,404	7/1/2014	unknown	unknown
3	City of Grass Valley	Police Records Technician	\$ 3,985	\$ 2,939	\$ 6,924	10/1/2018	10/1/2019	unknown
4	City of Clearlake	Police Dispatcher	\$ 3,786	\$ 2,201	\$ 5,988	6/27/2019	unknown	unknown
5	City of Chico	Police Records Technician II	\$ 3,786	\$ 2,422	\$ 6,207	12/24/2017	unknown	unknown
6	City of Oroville	Police Records Technician	\$ 3,440	\$ 1,560	\$ 5,000	8/28/2017	7/1/2019	Tent. 4%
7	County of Butte	Sheriff's Clerk II	\$ 3,337	\$ 1,903	\$ 5,240	12/1/2018	unknown	unknown
8	Town of Paradise	Criminal Records Technician	\$ 2,876	\$ 1,853	\$ 4,729	7/1/2018	unknown	unknown
9	City of Lincoln	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 3,854	\$ 6,257
% Town of Paradise Above/Below	-34.0%	-32.3%
Median of Comparators	\$ 3,786	\$ 6,207
% Town of Paradise Above/Below	-31.7%	-31.3%
Number of Matches	7	7

N/C - Non Comparator

**Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019**

Fire Prevention Inspector II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico ¹	Fire Prevention Specialist	\$ 6,640	\$ 2,485	\$ 9,126	5/21/2019	unknown	unknown
2	Town of Paradise	Fire Prevention Inspector II	\$ 4,326	\$ 1,873	\$ 6,199	7/1/2018	unknown	unknown
3	City of Grass Valley	N/C						
4	City of Auburn	N/C						
5	City of Gridley	N/C						
6	City of Clearlake	N/C						
7	City of Oroville	N/C						
8	City of Lincoln	N/C						
9	County of Butte	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

1 - City of Chico: City of Chico's Fire Prevention Specialist belongs to the IAFF bargaining unit. Because the benchmark classification is non-sworn, benefits shown are for general employees.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Fleet Maintenance Shop Foreman (Senior Mechanic)								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Senior Equipment Mechanic	\$ 6,453	\$ 2,499	\$ 8,951	7/7/2019	unknown	unknown
2	Town of Paradise	Fleet Maintenance Shop Foreman (Senior Mechanic)	\$ 5,640	\$ 2,042	\$ 7,682	7/1/2018	unknown	unknown
3	City of Auburn	Lead Mechanic	\$ 5,567	\$ 2,912	\$ 8,479	7/1/2018	unknown	unknown
4	County of Butte	Heavy Equipment Mechanic, Senior	\$ 5,067	\$ 2,424	\$ 7,490	4/20/2019	unknown	unknown
5	City of Grass Valley	Lead Mechanic	\$ 4,990	\$ 3,168	\$ 8,159	10/1/2018	10/1/2019	unknown
6	City of Chico	Senior Equipment Mechanic	\$ 4,630	\$ 2,416	\$ 7,046	1/1/2018	unknown	unknown
7	City of Oroville	Lead Equipment Mechanic	\$ 4,543	\$ 1,858	\$ 6,401	10/2/2018	unknown	unknown
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,208	\$ 7,754
% Town of Paradise Above/Below	7.7%	-0.9%
Median of Comparators	\$ 5,028	\$ 7,825
% Town of Paradise Above/Below	10.8%	-1.9%
Number of Matches	6	6

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Housing Program Supervisor (Housing Program Manager)								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Housing Manager	\$ 10,299	\$ 3,502	\$ 13,801	7/1/2019	unknown	unknown
2	Town of Paradise	Housing Program Supervisor (Housing Program Manager)	\$ 6,281	\$ 2,435	\$ 8,717	7/1/2018	unknown	unknown
3	City of Grass Valley	N/C						
4	City of Auburn	N/C						
5	City of Gridley	N/C						
6	City of Clearlake	N/C						
7	City of Oroville	N/C						
8	City of Lincoln	N/C						
9	County of Butte	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Human Resources and Risk Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Human Resources Manager	\$ 10,299	\$ 3,502	\$ 13,801	7/1/2019	unknown	unknown
2	City of Lincoln	Human Resources Manager	\$ 10,169	\$ 3,262	\$ 13,431	12/11/2018	unknown	unknown
3	County of Butte	Human Resources Analyst, Principal	\$ 8,583	\$ 3,420	\$ 12,003	12/1/2018	unknown	unknown
4	City of Oroville	HR Manager	\$ 7,928	\$ 2,144	\$ 10,072	4/16/2019	unknown	unknown
5	City of Auburn	Human Resources Manager	\$ 7,884	\$ 3,561	\$ 11,445	7/1/2018	unknown	unknown
6	Town of Paradise	Human Resources and Risk Manager	\$ 6,335	\$ 2,445	\$ 8,780	7/1/2018	unknown	unknown
7	City of Grass Valley	N/C						
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,973	\$ 12,151
% Town of Paradise Above/Below	-41.6%	-38.4%
Median of Comparators	\$ 8,583	\$ 12,003
% Town of Paradise Above/Below	-35.5%	-36.7%
Number of Matches	5	5

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Information Technology Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Information Systems Manager	\$ 10,117	\$ 3,465	\$ 13,583	7/1/2019	7/1/2020	1.5%
2	City of Grass Valley	Information Technology Analyst	\$ 9,464	\$ 4,308	\$ 13,772	7/1/2019	unknown	unknown
3	County of Butte	Program Manager, Information Systems	\$ 9,017	\$ 3,524	\$ 12,541	12/1/2018	unknown	unknown
4	Town of Paradise	Information Technology Manager	\$ 7,947	\$ 2,732	\$ 10,679	7/1/2018	unknown	unknown
5	City of Oroville	IT Manager	\$ 7,928	\$ 2,144	\$ 10,072	4/16/2019	unknown	unknown
6	City of Chico	Information Systems Manager	\$ 7,725	\$ 3,002	\$ 10,728	7/1/2019	unknown	unknown
7	City of Gridley	Information Technology Manager	\$ 5,834	\$ 3,888	\$ 9,722	7/1/2016	unknown	unknown
8	City of Auburn	N/C						
9	City of Clearlake	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,348	\$ 11,736
% Town of Paradise Above/Below	-5.0%	-9.9%
Median of Comparators	\$ 8,472	\$ 11,634
% Town of Paradise Above/Below	-6.6%	-8.9%
Number of Matches	6	6

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Mechanic								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Town of Paradise	Mechanic	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Lincoln	Equipment Mechanic I	\$ 5,316	\$ 2,331	\$ 7,648	7/7/2019	unknown	unknown
3	City of Auburn	Mechanic	\$ 4,883	\$ 2,810	\$ 7,693	7/1/2018	unknown	unknown
4	City of Chico	Equipment Mechanic II	\$ 4,839	\$ 2,457	\$ 7,297	1/1/2018	unknown	unknown
5	County of Butte	Heavy Equipment Mechanic	\$ 4,590	\$ 2,322	\$ 6,912	4/20/2019	unknown	unknown
6	City of Grass Valley	Mechanic	\$ 4,571	\$ 3,073	\$ 7,643	10/1/2018	10/1/2019	unknown
7	City of Oroville	Equipment Mechanic	\$ 4,023	\$ 1,781	\$ 5,804	10/2/2018	unknown	unknown
8	City of Marysville	Equipment Mechanic II	\$ 3,545	\$ 2,832	\$ 6,377	7/1/2017	unknown	unknown
9	City of Clearlake	N/C						
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,538	\$ 7,053
% Town of Paradise Above/Below		-435.6%
Median of Comparators	\$ 4,590	\$ 7,297
% Town of Paradise Above/Below		-454.0%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Police Chief								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Chief of Police	\$ 14,583	\$ 7,964	\$ 22,547	1/1/2019	unknown	unknown
2	City of Lincoln	Chief of Police	\$ 13,749	\$ 5,360	\$ 19,109	12/11/2018	unknown	unknown
3	City of Chico	Chief of Police	\$ 13,333	\$ 4,732	\$ 18,065	8/1/2017	unknown	unknown
4	City of Auburn ¹	Police Chief	\$ 12,833	\$ 5,020	\$ 17,853	unknown	unknown	unknown
5	County of Butte	Undersheriff	\$ 12,721	\$ 5,573	\$ 18,295	1/17/2015	unknown	unknown
6	City of Gridley	Police Chief	\$ 11,526	\$ 6,483	\$ 18,009	7/1/2016	unknown	unknown
7	City of Clearlake ²	Police Chief	\$ 11,039	\$ 5,040	\$ 16,079	6/27/2019	7/1/2020	unknown
8	City of Marysville	Chief of Police	\$ 10,588	\$ 5,286	\$ 15,874	7/1/2017	unknown	unknown
9	Town of Paradise ³	Police Chief	\$ 10,211	\$ 3,882	\$ 14,093	7/1/2018	unknown	unknown
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 12,547	\$ 18,229
% Town of Paradise Above/Below	-22.9%	-29.3%
Median of Comparators	\$ 12,777	\$ 18,037
% Town of Paradise Above/Below	-25.1%	-28.0%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Auburn: Actual salary determined by contract; no range.

2 - City of Clearlake: Actual salary determined by contract; no range.

3 - Salary reflects 7.5% pay incentive for POST certification.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Police Lieutenant								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Police Commander	\$ 11,665	\$ 3,892	\$ 15,558	1/1/2018	unknown	unknown
2	City of Grass Valley ¹	Police Lieutenant	\$ 10,931	\$ 5,104	\$ 16,035	7/1/2019	unknown	unknown
3	County of Butte ²	Sheriff's Lieutenant	\$ 10,763	\$ 4,339	\$ 15,102	12/1/2018	unknown	unknown
4	City of Lincoln	Police Lieutenant	\$ 10,602	\$ 4,100	\$ 14,702	12/13/2017	unknown	unknown
5	City of Oroville	Police Lieutenant	\$ 9,507	\$ 3,153	\$ 12,660	4/16/2019	unknown	unknown
6	City of Auburn	Police Lieutenant	\$ 8,759	\$ 3,717	\$ 12,476	7/1/2018	unknown	unknown
7	City of Clearlake	Police Lieutenant	\$ 8,627	\$ 4,041	\$ 12,668	6/27/2019	7/1/2020	unknown
8	Town of Paradise³	Police Lieutenant	\$ 8,228	\$ 3,399	\$ 11,627	7/1/2018	unknown	unknown
9	City of Marysville	Police Lieutenant	\$ 7,300	\$ 4,336	\$ 11,636	7/1/2017	unknown	unknown
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 9,769	\$ 13,854
% Town of Paradise Above/Below	-18.7%	-19.2%
Median of Comparators	\$ 10,054	\$ 13,685
% Town of Paradise Above/Below	-22.2%	-17.7%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Grass Valley: Salary reflects total 5.0% pay incentive for POST Management and Command College certifications.

2 - County of Butte: Salary reflects total 20.5% pay incentive cap for any combination of POST Basic, Intermediate, Advanced, Supervisory, and Management certifications.

3 - Salary reflects 7.5% pay incentive for POST certification.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Police Officer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Police Officer	\$ 7,959	\$ 3,430	\$ 11,388	1/1/2018	unknown	unknown
2	County of Butte ⁸	Deputy Sheriff	\$ 7,036	\$ 3,058	\$ 10,094	12/1/2018	unknown	unknown
3	City of Chico ²	Police Officer	\$ 6,874	\$ 3,333	\$ 10,207	1/1/2017	unknown	unknown
4	City of Auburn ¹	Police Officer	\$ 6,321	\$ 2,954	\$ 9,275	7/1/2018	unknown	unknown
5	City of Oroville ⁷	Police Officer	\$ 6,173	\$ 2,038	\$ 8,211	8/28/2017	7/1/2019	Tent. 4%
6	City of Grass Valley ⁴	Police Officer II	\$ 6,141	\$ 3,847	\$ 9,988	10/1/2018	10/1/2019	unknown
7	Town of Paradise	Police Officer	\$ 5,985	\$ 2,647	\$ 8,632	3/18/2019	unknown	unknown
8	City of Gridley ⁵	Police Officer	\$ 5,656	\$ 4,037	\$ 9,693	7/1/2014	unknown	unknown
9	City of Clearlake ³	Police Officer II	\$ 5,391	\$ 2,742	\$ 8,133	6/27/2019	unknown	unknown
10	City of Marysville ⁶	Police Officer	\$ 4,704	\$ 3,313	\$ 8,017	7/1/2017	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,251	\$ 9,445
% Town of Paradise Above/Below	-4.4%	-9.4%
Median of Comparators	\$ 6,173	\$ 9,693
% Town of Paradise Above/Below	-3.1%	-12.3%
Number of Matches	9	9

N/C - Non Comparator

1 - City of Auburn: Salary reflects total 5.0% pay incentive for possession of POST Intermediate and Advanced certifications.

2 - City of Chico: Salary reflects total 5.0% pay incentive cap for POST Intermediate and Advanced certifications.

3 - City of Clearlake: Salary reflects total 7.5% pay incentive for POST Intermediate and Advanced certifications.

4 - City of Grass Valley: Salary reflects total 5.0% pay incentive cap for any combination of POST Intermediate, Advanced, Supervisory, and Management certifications.

5 - City of Gridley: Salary reflects total 5.0% pay incentive for POST Intermediate and Advanced certifications, plus additional \$50 per certificate.

6 - City of Marysville: Salary includes total 10.0% pay incentive for POST Intermediate, Advanced, Supervisory, and Management certifications.

7 - City of Oroville: Salary includes \$225 total pay incentives for POST Intermediate and Advanced certifications.

8 - County of Butte: Salary reflects total 13.0% pay incentive for POST Basic, Intermediate, and Advanced certifications.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Police Sergeant								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Police Sergeant	\$ 9,848	\$ 3,896	\$ 13,744	12/13/2017	unknown	unknown
2	City of Chico ²	Police Sergeant	\$ 9,233	\$ 3,953	\$ 13,186	1/1/2017	unknown	unknown
3	County of Butte ⁸	Sheriff's Sergeant	\$ 8,569	\$ 3,443	\$ 12,012	12/1/2018	unknown	unknown
4	City of Oroville ⁷	Sergeant	\$ 7,667	\$ 2,246	\$ 9,913	8/28/2017	7/1/2019	Tent. 4%
5	City of Grass Valley ⁴	Police Sergeant	\$ 7,619	\$ 4,260	\$ 11,879	10/1/2018	10/1/2019	unknown
6	City of Auburn ¹	Police Sergeant	\$ 7,444	\$ 2,898	\$ 10,342	2/1/2017	unknown	unknown
7	Town of Paradise ⁹	Police Sergeant	\$ 7,231	\$ 2,870	\$ 10,101	3/18/2019	unknown	unknown
8	City of Gridley ⁵	Police Sergeant	\$ 6,798	\$ 4,262	\$ 11,060	7/1/2014	unknown	unknown
9	City of Clear Lake ³	Police Sergeant	\$ 6,713	\$ 3,024	\$ 9,737	6/27/2019	unknown	unknown
10	City of Marysville ⁶	Police Sergeant	\$ 5,445	\$ 3,461	\$ 8,906	7/1/2017	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,704	\$ 11,198
% Town of Paradise Above/Below	-6.5%	-10.9%
Median of Comparators	\$ 7,619	\$ 11,060
% Town of Paradise Above/Below	-5.4%	-9.5%
Number of Matches	9	9

N/C - Non Comparator

1 - City of Auburn: Salary reflects total 10.0% pay incentive for POST Intermediate, Advanced, and Supervisory certifications.

2 - City of Chico: Salary reflects total 5.0% pay incentive cap for POST Intermediate and Advanced certifications.

3 - City of Clearlake: Salary reflects total 7.5% pay incentive for POST Intermediate and Advanced certifications.

4 - City of Grass Valley: Salary reflects total 5.0% pay incentive cap for any combination of POST Intermediate, Advanced, Supervisory, and Management certifications.

5 - City of Gridley: Salary reflects total 5.0% pay incentive for POST Intermediate and Advanced certifications, plus additional \$50 per certificate.

6 - City of Marysville: Salary includes total 10.0% pay incentive for POST Intermediate, Advanced, Supervisory, and Management certifications.

7 - City of Oroville: Salary includes \$225 total pay incentives for POST Intermediate and Advanced certifications.

8 - County of Butte: Salary reflects total 13.0% pay incentive for POST Basic, Intermediate, and Advanced certifications.

9 - Salary reflects 2.5% pay incentive for POST certification.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Property and Evidence Technician								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Police Evidence / Property Technician	\$ 4,498	\$ 3,056	\$ 7,554	10/1/2018	10/1/2019	unknown
2	County of Butte	Evidence / Photographic Technician	\$ 4,281	\$ 2,105	\$ 6,386	12/1/2018	unknown	unknown
3	City of Chico	Community Services Officer II	\$ 4,257	\$ 2,542	\$ 6,799	12/24/2017	unknown	unknown
4	Town of Paradise	Property and Evidence Technician	\$ 4,115	\$ 2,005	\$ 6,120	7/1/2018	unknown	unknown
5	City of Clearlake	Support Services Technician	\$ 3,858	\$ 2,161	\$ 6,018	6/27/2019	unknown	unknown
6	City of Auburn	N/C						
7	City of Gridley	N/C						
8	City of Oroville	N/C						
9	City of Lincoln	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,223	\$ 6,689
% Town of Paradise Above/Below	-2.6%	-9.3%
Median of Comparators	\$ 4,269	\$ 6,593
% Town of Paradise Above/Below	-3.7%	-7.7%
Number of Matches	4	4

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Public Safety Dispatcher								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Public Safety Dispatcher II	\$ 6,007	\$ 2,468	\$ 8,475	1/1/2018	unknown	unknown
2	City of Auburn	Dispatcher / Clerk II	\$ 4,628	\$ 2,407	\$ 7,035	7/1/2018	7/1/2019	2.00%
3	County of Butte	Public Safety Dispatcher	\$ 4,607	\$ 2,174	\$ 6,782	12/1/2018	unknown	unknown
4	City of Chico ¹	[Public Safety Dispatcher I / Public Safety Dispatcher II]	\$ 4,472	\$ 2,598	\$ 7,070	12/24/2017	unknown	unknown
5	Town of Paradise	Public Safety Dispatcher	\$ 4,429	\$ 2,044	\$ 6,473	3/18/2019	unknown	unknown
6	City of Oroville	Police Dispatcher	\$ 4,111	\$ 1,633	\$ 5,745	8/28/2017	7/1/2019	Tent. 4%
7	City of Gridley	Public Safety Dispatcher	\$ 4,015	\$ 3,389	\$ 7,404	7/1/2014	unknown	unknown
8	City of Clearlake	Police Dispatcher	\$ 3,786	\$ 2,201	\$ 5,988	6/27/2019	unknown	unknown
9	City of Marysville	Public Safety Dispatcher	\$ 3,175	\$ 2,793	\$ 5,968	7/1/2017	unknown	unknown
10	City of Grass Valley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,350	\$ 6,808
% Town of Paradise Above/Below	1.8%	-5.2%
Median of Comparators	\$ 4,292	\$ 6,908
% Town of Paradise Above/Below	3.1%	-6.7%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Chico: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Public Works Director/Town Engineer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Auburn ¹	Director of Planning and Public Works	\$ 13,593	\$ 5,201	\$ 18,794	10/8/2018	unknown	unknown
2	City of Chico ²	[Public Works Director - Engineering / City Engineer]	\$ 13,333	\$ 4,490	\$ 17,823	8/1/2017	unknown	unknown
3	City of Lincoln ⁵	[Director of Public Services / City Engineer]	\$ 13,090	\$ 4,104	\$ 17,194	12/11/2018	unknown	unknown
4	County of Butte ⁶	[Assistant Director, Public Works / Senior Civil Engineer]	\$ 12,525	\$ 4,671	\$ 17,196	12/1/2018	unknown	unknown
5	City of Grass Valley ⁴	[Public Works Director of Operations / Senior Engineer / Deputy Director]	\$ 12,500	\$ 6,808	\$ 19,308	1/1/2019	unknown	unknown
6	Town of Paradise	Public Works Director / Town Engineer	\$ 9,358	\$ 3,273	\$ 12,631	7/1/2018	unknown	unknown
7	City of Clearlake ³	[Public Works Director / City Engineer]	\$ 9,058	\$ 4,031	\$ 13,089	6/27/2019	7/1/2020	unknown
8	City of Gridley	Public Works Director	\$ 7,711	\$ 3,862	\$ 11,573	7/1/2016	unknown	unknown
9	City of Oroville	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,687	\$ 16,425
% Town of Paradise Above/Below	-24.9%	-30.0%
Median of Comparators	\$ 12,525	\$ 17,196
% Town of Paradise Above/Below	-33.8%	-36.1%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Auburn: Actual salary determined by contract; no range.

2 - City of Chico: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Clearlake: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - City of Grass Valley: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

5 - City of Lincoln: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

6 - County of Butte: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Public Works Maintenance Worker II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Auburn	Maintenance Worker II	\$ 4,486	\$ 2,751	\$ 7,237	7/1/2018	unknown	unknown
2	City of Lincoln	Maintenance Worker II	\$ 4,349	\$ 2,189	\$ 6,538	12/14/2016	unknown	unknown
3	City of Grass Valley	Maintenance Worker II	\$ 3,978	\$ 2,937	\$ 6,915	10/1/2018	10/1/2019	unknown
4	City of Chico	Maintenance Worker	\$ 3,949	\$ 2,282	\$ 6,230	1/1/2018	unknown	unknown
5	City of Gridley	Maintenance Worker II	\$ 3,945	\$ 3,354	\$ 7,299	7/1/2014	unknown	unknown
6	City of Oroville ¹	[Parks Maintenance Technician / Building Maintenance Technician / Public Works Operator II]	\$ 3,925	\$ 1,767	\$ 5,693	10/2/2018	unknown	unknown
7	County of Butte ²	[Road Maintenance Worker / Grounds Maintenance Worker]	\$ 3,761	\$ 2,145	\$ 5,907	4/20/2019	unknown	unknown
8	Town of Paradise	Public Works Maintenance Worker II	\$ 3,628	\$ 1,783	\$ 5,411	7/1/2018	unknown	unknown
9	City of Clearlake	Maintenance Worker II	\$ 3,185	\$ 2,062	\$ 5,246	6/27/2019	unknown	unknown
10	City of Marysville	Maintenance Worker II	\$ 3,093	\$ 2,761	\$ 5,854	7/1/2017	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 3,852	\$ 6,324
% Town of Paradise Above/Below	-6.2%	-16.9%
Median of Comparators	\$ 3,945	\$ 6,230
% Town of Paradise Above/Below	-8.7%	-15.1%
Number of Matches	9	9

N/C - Non Comparator

1 - City of Oroville: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - County of Butte: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Public Works Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Maintenance Services Manager	\$ 10,599	\$ 3,556	\$ 14,155	7/1/2019	7/1/2020	1.5%
2	City of Chico	Public Works Manager	\$ 9,071	\$ 3,263	\$ 12,334	7/1/2019	unknown	unknown
3	City of Grass Valley	Superintendent II	\$ 8,075	\$ 3,943	\$ 12,018	7/1/2019	unknown	unknown
4	City of Clearlake	Public Works Superintendent	\$ 7,825	\$ 3,574	\$ 11,398	6/27/2019	7/1/2020	unknown
5	City of Auburn	Public Works Superintendent	\$ 7,365	\$ 3,181	\$ 10,546	7/1/2018	unknown	unknown
6	County of Butte	Superintendent, Maintenance Operations	\$ 6,867	\$ 3,008	\$ 9,875	12/1/2018	unknown	unknown
7	Town of Paradise	Public Works Manager	\$ 6,486	\$ 2,471	\$ 8,958	7/1/2018	unknown	unknown
8	City of Marysville	Parks & Facilities Superintendent	\$ 5,276	\$ 3,423	\$ 8,699	7/1/2017	unknown	unknown
9	City of Gridley	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,868	\$ 11,289
% Town of Paradise Above/Below	-21.3%	-26.0%
Median of Comparators	\$ 7,825	\$ 11,398
% Town of Paradise Above/Below	-20.6%	-27.2%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Town Clerk								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico ¹	City Clerk	\$ 12,977	\$ 4,021	\$ 16,998	7/1/2018	unknown	unknown
2	City of Lincoln	City Clerk	\$ 8,358	\$ 3,132	\$ 11,490	7/1/2019	7/1/2020	1.5%
3	City of Auburn	City Clerk	\$ 7,444	\$ 3,479	\$ 10,923	7/1/2018	unknown	unknown
4	City of Grass Valley	City Clerk	\$ 7,083	\$ 4,813	\$ 11,896	1/1/2019	unknown	unknown
5	City of Marysville	City Clerk	\$ 6,924	\$ 3,798	\$ 10,722	7/1/2017	unknown	unknown
6	Town of Paradise	Town Clerk	\$ 6,812	\$ 2,529	\$ 9,341	7/1/2018	unknown	unknown
7	County of Butte	Assistant Clerk of the Board	\$ 6,070	\$ 2,816	\$ 8,886	12/1/2018	unknown	unknown
8	City of Oroville	Assistant City Clerk	\$ 4,448	\$ 1,844	\$ 6,293	10/2/2018	unknown	unknown
9	City of Gridley	N/C						
10	City of Clearlake	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,615	\$ 11,030
% Town of Paradise Above/Below	-11.8%	-18.1%
Median of Comparators	\$ 7,083	\$ 10,923
% Town of Paradise Above/Below	-4.0%	-16.9%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Chico: Actual Salary

Town of Paradise - Market Compensation Data (sorted by Top Monthly Salary)
July 2019

Town Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	City Manager	\$ 18,666	\$ 5,216	\$ 23,882	12/11/2018	unknown	unknown
2	City of Chico ²	City Manager	\$ 17,292	\$ 6,743	\$ 24,035	10/15/2017	unknown	unknown
3	City of Auburn ¹	City Manager	\$ 15,000	\$ 5,337	\$ 20,337	2/24/2017	unknown	unknown
4	City of Oroville	City Administrator	\$ 14,583	\$ 3,627	\$ 18,210	7/1/2012	unknown	unknown
5	City of Grass Valley	City Manager	\$ 14,525	\$ 7,591	\$ 22,116	1/1/2019	unknown	unknown
6	Town of Paradise	Town Manager	\$ 12,265	\$ 4,201	\$ 16,466	7/1/2018	unknown	unknown
7	City of Clearlake ³	City Manager	\$ 12,032	\$ 4,345	\$ 16,377	6/27/2019	7/1/2020	unknown
8	City of Marysville	City Manager	\$ 11,015	\$ 4,726	\$ 15,741	7/1/2017	unknown	unknown
9	City of Gridley	City Administrator	\$ 10,350	\$ 6,064	\$ 16,414	6/27/2016	unknown	unknown
10	County of Butte	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 14,183	\$ 19,639
% Town of Paradise Above/Below	-15.6%	-19.3%
Median of Comparators	\$ 14,554	\$ 19,274
% Town of Paradise Above/Below	-18.7%	-17.0%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Auburn: Actual salary determined by contract; no range.

2 - City of Chico: Actual Salary

3 - City of Clearlake: Actual salary determined by contract; no range.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Accountant								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Town of Paradise	Accountant	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Chico	Accountant	\$ 9,760	\$ 3,397	\$ 13,157	7/1/2019	unknown	unknown
3	City of Grass Valley	General Ledger Accountant	\$ 8,306	\$ 4,004	\$ 12,310	7/1/2019	unknown	unknown
4	City of Lincoln	Accountant II	\$ 6,211	\$ 2,728	\$ 8,939	4/1/2019	unknown	unknown
5	City of Auburn	Accountant	\$ 4,940	\$ 3,009	\$ 7,949	7/1/2018	unknown	unknown
6	County of Butte	Accountant, Senior	\$ 5,344	\$ 2,331	\$ 7,675	12/1/2018	unknown	unknown
7	City of Marysville	Accountant	\$ 4,205	\$ 2,937	\$ 7,142	7/1/2017	unknown	unknown
8	City of Oroville	Accountant	\$ 4,110	\$ 1,794	\$ 5,905	10/2/2018	unknown	unknown
9	City of Clearlake	N/C						
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,125	\$ 9,011
% Town of Paradise Above/Below		-584.2%
Median of Comparators	\$ 5,344	\$ 7,949
% Town of Paradise Above/Below		-503.5%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Accounting Technician								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Accounting Technician II	\$ 5,753	\$ 2,354	\$ 8,107	7/1/2018	unknown	unknown
2	City of Grass Valley	Finance Technician	\$ 4,857	\$ 3,138	\$ 7,995	10/1/2018	10/1/2019	unknown
3	City of Gridley	Accounting Technician	\$ 4,183	\$ 3,386	\$ 7,569	7/1/2014	unknown	unknown
4	City of Lincoln	Account Clerk II	\$ 4,414	\$ 2,388	\$ 6,802	4/1/2019	unknown	unknown
5	City of Marysville	Finance/Personnel Technician (Confidential)	\$ 3,296	\$ 2,793	\$ 6,089	7/1/2017	unknown	unknown
6	City of Oroville	Accounting Technician	\$ 3,915	\$ 1,766	\$ 5,680	10/2/2018	unknown	unknown
7	City of Clearlake	Account Clerk	\$ 3,563	\$ 2,109	\$ 5,671	6/27/2019	unknown	unknown
8	Town of Paradise	Accounting Technician	\$ 3,718	\$ 1,795	\$ 5,513	unknown	unknown	unknown
9	City of Auburn	N/C						
10	County of Butte	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,283	\$ 6,845
% Town of Paradise Above/Below	-15.2%	-24.2%
Median of Comparators	\$ 4,183	\$ 6,802
% Town of Paradise Above/Below	-12.5%	-23.4%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Administrative Analyst II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Administrative Analyst II	\$ 6,719	\$ 2,824	\$ 9,543	4/1/2019	unknown	unknown
2	County of Butte	Administrative Analyst	\$ 5,923	\$ 2,781	\$ 8,704	12/1/2018	unknown	unknown
3	City of Chico	Administrative Analyst II	\$ 5,753	\$ 2,354	\$ 8,107	7/1/2018	unknown	unknown
4	City of Oroville	Administrative/Program Analyst II	\$ 5,132	\$ 1,945	\$ 7,076	10/2/2018	unknown	unknown
5	Town of Paradise	Administrative Analyst II	\$ 4,427	\$ 1,950	\$ 6,377	7/1/2018	unknown	unknown
6	City of Grass Valley	N/C						
7	City of Auburn	N/C						
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,882	\$ 8,358
% Town of Paradise Above/Below	-32.9%	-31.1%
Median of Comparators	\$ 5,838	\$ 8,405
% Town of Paradise Above/Below	-31.9%	-31.8%
Number of Matches	4	4

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Administrative Assistant II FD								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Gridley	Administrative Assistant	\$ 4,180	\$ 3,386	\$ 7,566	7/1/2016	unknown	unknown
2	City of Clearlake ¹	[Administrative Assistant / Office Assistant II]	\$ 4,531	\$ 2,230	\$ 6,761	6/27/2019	unknown	unknown
3	City of Chico	Administrative Assistant	\$ 4,356	\$ 2,148	\$ 6,503	7/1/2018	unknown	unknown
4	City of Oroville	Administrative Assistant	\$ 4,646	\$ 1,768	\$ 6,414	4/16/2019	unknown	unknown
5	City of Lincoln	Office Assistant II	\$ 4,004	\$ 2,310	\$ 6,314	4/1/2019	unknown	unknown
6	City of Marysville	Administrative Assistant	\$ 3,296	\$ 2,793	\$ 6,089	7/1/2017	unknown	unknown
7	County of Butte	Administrative Assistant	\$ 3,683	\$ 1,977	\$ 5,661	12/1/2018	unknown	unknown
8	Town of Paradise	Administrative Assistant II FD	\$ 3,538	\$ 1,771	\$ 5,309	7/1/2018	unknown	unknown
9	City of Grass Valley	N/C						
10	City of Auburn	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,099	\$ 6,473
% Town of Paradise Above/Below	-15.9%	-21.9%
Median of Comparators	\$ 4,180	\$ 6,414
% Town of Paradise Above/Below	-18.2%	-20.8%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Clearlake: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Administrative Services Director								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Administrative Services Director	\$ 13,333	\$ 4,490	\$ 17,824	8/1/2017	unknown	unknown
2	City of Lincoln	Director of Support Services	\$ 11,988	\$ 3,955	\$ 15,943	12/11/2018	unknown	unknown
3	City of Oroville	Director of Finance	\$ 12,500	\$ 3,326	\$ 15,826	4/16/2019	unknown	unknown
4	County of Butte ¹	[Deputy Chief Financial Officer / Manager, Finance and Investment]	\$ 11,071	\$ 4,395	\$ 15,466	12/1/2018	unknown	unknown
5	City of Gridley	Finance Director	\$ 9,807	\$ 4,785	\$ 14,592	7/1/2016	unknown	unknown
6	City of Marysville	Administrative Services Director	\$ 9,631	\$ 4,412	\$ 14,043	7/1/2017	unknown	unknown
7	City of Clearlake	Director of Finance	\$ 9,279	\$ 3,814	\$ 13,093	6/27/2019	7/1/2020	unknown
8	Town of Paradise	Administrative Services Director	\$ 8,483	\$ 3,108	\$ 11,591	7/1/2018	unknown	unknown
9	City of Grass Valley	N/C						
10	City of Auburn	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,087	\$ 15,255
% Town of Paradise Above/Below	-30.7%	-31.6%
Median of Comparators	\$ 11,071	\$ 15,466
% Town of Paradise Above/Below	-30.5%	-33.4%
Number of Matches	7	7

N/C - Non Comparator

1 - County of Butte: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Animal Control Officer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Gridley	Animal Control Officer	\$ 4,015	\$ 3,389	\$ 7,404	7/1/2014	unknown	unknown
2	City of Grass Valley	Animal Control Officer	\$ 4,028	\$ 2,949	\$ 6,977	10/1/2018	10/1/2019	unknown
3	City of Chico	Animal Control Officer II	\$ 4,257	\$ 2,542	\$ 6,799	12/24/2017	unknown	unknown
4	County of Butte	Animal Control Officer	\$ 3,858	\$ 2,166	\$ 6,025	4/20/2019	unknown	unknown
5	City of Clearlake	Animal Control Officer	\$ 3,757	\$ 2,148	\$ 5,904	6/27/2019	unknown	unknown
6	Town of Paradise	Animal Control Officer	\$ 3,645	\$ 1,785	\$ 5,431	7/1/2018	unknown	unknown
7	City of Auburn	N/C						
8	City of Oroville	N/C						
9	City of Lincoln	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 3,983	\$ 6,622
% Town of Paradise Above/Below	-9.3%	-21.9%
Median of Comparators	\$ 4,015	\$ 6,799
% Town of Paradise Above/Below	-10.1%	-25.2%
Number of Matches	5	5

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Animal Control Supervisor								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Animal Control Supervisor	\$ 5,700	\$ 3,318	\$ 9,018	7/1/2019	unknown	unknown
2	City of Chico	Animal Control Supervisor	\$ 5,143	\$ 2,769	\$ 7,912	12/24/2017	unknown	unknown
3	County of Butte	Supervisor, Animal Control	\$ 4,626	\$ 2,469	\$ 7,096	12/1/2018	unknown	unknown
4	Town of Paradise	Animal Control Supervisor	\$ 4,330	\$ 1,873	\$ 6,203	7/1/2018	unknown	unknown
5	City of Auburn	N/C						
6	City of Gridley	N/C						
7	City of Clearlake	N/C						
8	City of Oroville	N/C						
9	City of Lincoln	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Associate Engineer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Town of Paradise	Associate Engineer	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Grass Valley	Associate Civil Engineer	\$ 9,044	\$ 4,198	\$ 13,241	7/1/2019	unknown	unknown
3	City of Auburn	Associate Civil Engineer	\$ 8,544	\$ 3,357	\$ 11,901	7/1/2018	unknown	unknown
4	City of Lincoln ²	Associate Civil Engineer	\$ 8,323	\$ 3,128	\$ 11,451	4/1/2019	unknown	unknown
5	County of Butte	Civil Engineer, Associate	\$ 7,970	\$ 3,272	\$ 11,242	12/1/2018	unknown	unknown
6	City of Chico ¹	Associate Engineer	\$ 7,613	\$ 3,141	\$ 10,754	7/1/2018	unknown	unknown
7	City of Oroville	Associate Civil Engineer	\$ 8,226	\$ 2,401	\$ 10,627	10/2/2018	unknown	unknown
8	City of Marysville ³	Associate Civil Engineer	\$ 6,035	\$ 3,227	\$ 9,262	7/1/2017	unknown	unknown
9	City of Clearlake	N/C						
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,965	\$ 11,211
% Town of Paradise Above/Below		-751.2%
Median of Comparators	\$ 8,226	\$ 11,242
% Town of Paradise Above/Below		-753.6%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Chico: City of Chico's Associate Engineer requires an Engineer In Training certificate upon appointment.

2 - City of Lincoln: City of Lincoln's Associate Engineer requires PE registration within one year of appointment.

3 - City of Marysville: City of Marysville's Associate Civil Engineer requires PE registration within one year of appointment.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Associate Planner								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Town of Paradise	Associate Planner	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Lincoln	Associate Planner	\$ 7,550	\$ 2,981	\$ 10,531	4/1/2019	unknown	unknown
3	City of Grass Valley	Associate Planner	\$ 6,802	\$ 3,582	\$ 10,384	10/1/2018	10/1/2019	unknown
4	City of Auburn	Associate Planner	\$ 7,188	\$ 3,154	\$ 10,342	7/1/2018	unknown	unknown
5	City of Chico	Associate Planner	\$ 6,302	\$ 2,860	\$ 9,162	7/1/2018	unknown	unknown
6	County of Butte	Planner, Associate	\$ 6,070	\$ 2,816	\$ 8,886	12/1/2018	unknown	unknown
7	City of Oroville	Associate Planner	\$ 6,359	\$ 2,126	\$ 8,485	10/2/2018	unknown	unknown
8	City of Clearlake	N/C						
9	City of Gridley	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,712	\$ 9,632
% Town of Paradise Above/Below		-631.3%
Median of Comparators	\$ 6,580	\$ 9,752
% Town of Paradise Above/Below		-640.5%
Number of Matches	6	6

N/C - Non Comparator

**Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019**

Building Official								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Building Official	\$ 11,129	\$ 3,653	\$ 14,782	7/1/2019	7/1/2020	1.5%
2	County of Butte	Manager, Building Division	\$ 10,450	\$ 3,868	\$ 14,318	12/1/2018	unknown	unknown
3	City of Chico	Building Official	\$ 10,299	\$ 3,502	\$ 13,801	7/1/2019	unknown	unknown
4	City of Grass Valley	Building Official	\$ 8,456	\$ 4,043	\$ 12,499	7/1/2019	unknown	unknown
5	City of Gridley	Chief Building Official	\$ 7,127	\$ 4,112	\$ 11,239	7/1/2016	unknown	unknown
6	City of Auburn	Building Official	\$ 7,365	\$ 3,181	\$ 10,546	7/1/2018	unknown	unknown
7	Town of Paradise	Building Official	\$ 7,736	\$ 2,694	\$ 10,430	7/1/2018	unknown	unknown
8	City of Oroville	Building Official	\$ 7,928	\$ 2,144	\$ 10,072	4/16/2019	unknown	unknown
9	City of Clearlake	Code Supervisor/Building Inspector	\$ 5,418	\$ 2,362	\$ 7,780	6/27/2019	unknown	unknown
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,522	\$ 11,880
% Town of Paradise Above/Below	-10.2%	-13.9%
Median of Comparators	\$ 8,192	\$ 11,869
% Town of Paradise Above/Below	-5.9%	-13.8%
Number of Matches	8	8

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Building/Onsite Inspector								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Building Inspector II	\$ 6,522	\$ 2,787	\$ 9,308	4/1/2019	unknown	unknown
2	City of Auburn	Building Inspector	\$ 5,897	\$ 2,962	\$ 8,859	7/1/2018	unknown	unknown
3	City of Chico	Combination Inspector II	\$ 6,153	\$ 2,413	\$ 8,567	7/1/2018	unknown	unknown
4	County of Butte	Building Inspector	\$ 5,344	\$ 2,331	\$ 7,675	12/1/2018	unknown	unknown
5	City of Clearlake	Building Inspector II	\$ 4,547	\$ 2,232	\$ 6,779	6/27/2019	unknown	unknown
6	Town of Paradise	Building/Onsite Inspector	\$ 4,326	\$ 1,873	\$ 6,199	7/1/2018	unknown	unknown
7	City of Grass Valley	N/C						
8	City of Gridley	N/C						
9	City of Oroville	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,693	\$ 8,238
% Town of Paradise Above/Below	-31.6%	-32.9%
Median of Comparators	\$ 5,897	\$ 8,567
% Town of Paradise Above/Below	-36.3%	-38.2%
Number of Matches	5	5

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Building/Onsite Permit Technician II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Gridley	Community Development Assistant	\$ 4,576	\$ 3,439	\$ 8,015	7/1/2014	unknown	unknown
2	City of Lincoln	Permit Technician II	\$ 5,180	\$ 2,533	\$ 7,713	4/1/2019	unknown	unknown
3	City of Marysville	Planning Technician	\$ 3,815	\$ 2,875	\$ 6,690	7/1/2017	unknown	unknown
4	City of Chico	Permit Technician	\$ 4,153	\$ 2,118	\$ 6,271	7/1/2018	unknown	unknown
5	County of Butte	Permit Technician	\$ 4,075	\$ 2,061	\$ 6,136	12/1/2018	unknown	unknown
6	Town of Paradise	Building/Onsite Permit Technician II	\$ 3,786	\$ 1,803	\$ 5,589	7/1/2018	unknown	unknown
7	City of Grass Valley	N/C						
8	City of Auburn	N/C						
9	City of Clearlake	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,360	\$ 6,965
% Town of Paradise Above/Below	-15.2%	-24.6%
Median of Comparators	\$ 4,153	\$ 6,690
% Town of Paradise Above/Below	-9.7%	-19.7%
Number of Matches	5	5

N/C - Non Comparator

**Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019**

Code Enforcement Officer II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Code Enforcement Officer II	\$ 5,915	\$ 2,672	\$ 8,587	4/1/2019	unknown	unknown
2	City of Chico	Code Enforcement Officer	\$ 5,860	\$ 2,370	\$ 8,230	7/1/2018	unknown	unknown
3	County of Butte	Code Enforcement Officer	\$ 5,344	\$ 2,331	\$ 7,675	12/1/2018	unknown	unknown
4	City of Auburn	Code Enforcement Officer	\$ 4,914	\$ 2,459	\$ 7,373	7/1/2018	unknown	unknown
5	City of Oroville	Code Enforcement Specialist	\$ 5,199	\$ 1,955	\$ 7,154	10/2/2018	unknown	unknown
6	City of Marysville	Community Improvement Specialist	\$ 3,649	\$ 2,849	\$ 6,498	7/1/2017	unknown	unknown
7	Town of Paradise	Code Enforcement Officer II	\$ 4,564	\$ 1,903	\$ 6,467	7/1/2018	unknown	unknown
8	City of Clearlake	Code Enforcement Officer I	\$ 3,667	\$ 2,122	\$ 5,789	6/27/2019	unknown	unknown
9	City of Grass Valley	N/C						
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,936	\$ 7,330
% Town of Paradise Above/Below	-8.1%	-13.3%
Median of Comparators	\$ 5,199	\$ 7,373
% Town of Paradise Above/Below	-13.9%	-14.0%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Communication Records Supervisor								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Police Office Supervisor	\$ 7,643	\$ 2,747	\$ 10,390	12/13/2017	unknown	unknown
2	County of Butte	Supervisor, Dispatch Operations	\$ 5,633	\$ 2,711	\$ 8,345	12/1/2018	unknown	unknown
3	City of Chico	Communications Supervisor	\$ 5,373	\$ 2,829	\$ 8,202	12/24/2017	unknown	unknown
4	Town of Paradise	Communication Records Supervisor	\$ 5,649	\$ 2,193	\$ 7,842	3/18/2019	unknown	unknown
5	City of Marysville	Dispatch/Records Supervisor	\$ 3,658	\$ 2,860	\$ 6,518	7/1/2017	unknown	unknown
6	City of Grass Valley	N/C						
7	City of Auburn	N/C						
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,577	\$ 8,363
% Town of Paradise Above/Below	1.3%	-6.6%
Median of Comparators	\$ 5,503	\$ 8,273
% Town of Paradise Above/Below	2.6%	-5.5%
Number of Matches	4	4

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Community Development Director								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Community Development Director	\$ 12,500	\$ 6,358	\$ 18,858	1/1/2019	unknown	unknown
2	City of Chico	Community Development Director	\$ 13,333	\$ 4,490	\$ 17,824	8/1/2017	unknown	unknown
3	City of Lincoln	Director of Community Development	\$ 12,458	\$ 4,019	\$ 16,477	12/11/2018	unknown	unknown
4	County of Butte ¹	[Deputy Administrative Officer - Economic & Community Development / Manager, Economic & Community Development]	\$ 10,761	\$ 4,317	\$ 15,077	12/1/2018	unknown	unknown
5	City of Marysville	Community Development Director	\$ 9,744	\$ 4,438	\$ 14,182	7/1/2017	unknown	unknown
6	Town of Paradise	Community Development Director	\$ 8,483	\$ 3,108	\$ 11,591	7/1/2018	unknown	unknown
7	City of Auburn	N/C						
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,759	\$ 16,484
% Town of Paradise Above/Below	-38.6%	-42.2%
Median of Comparators	\$ 12,458	\$ 16,477
% Town of Paradise Above/Below	-46.9%	-42.1%
Number of Matches	5	5

N/C - Non Comparator

1 - County of Butte: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019**

Community Services Officer II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Community Services Officer II	\$ 4,493	\$ 3,055	\$ 7,548	10/1/2018	10/1/2019	unknown
2	City of Auburn	Community Service Officer	\$ 4,677	\$ 2,423	\$ 7,100	7/1/2018	unknown	unknown
3	City of Lincoln	Community Services Officer	\$ 4,651	\$ 2,261	\$ 6,912	1/1/2018	unknown	unknown
4	City of Chico	Community Services Officer II	\$ 4,257	\$ 2,542	\$ 6,799	12/24/2017	unknown	unknown
5	City of Clearlake	Community Service Officer	\$ 3,858	\$ 2,211	\$ 6,068	6/27/2019	unknown	unknown
6	Town of Paradise	Community Services Officer II	\$ 4,115	\$ 1,846	\$ 5,961	7/1/2018	unknown	unknown
7	City of Marysville	Community Services Officer II	\$ 3,100	\$ 2,782	\$ 5,882	7/1/2017	unknown	unknown
8	County of Butte	Crime Prevention Officer	\$ 3,683	\$ 1,977	\$ 5,661	12/1/2018	unknown	unknown
9	City of Gridley	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,103	\$ 6,567
% Town of Paradise Above/Below	0.3%	-10.2%
Median of Comparators	\$ 4,257	\$ 6,799
% Town of Paradise Above/Below	-3.5%	-14.1%
Number of Matches	7	7

N/C - Non Comparator

**Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019**

Construction Inspector								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Construction Inspector II	\$ 6,522	\$ 2,787	\$ 9,308	4/1/2019	unknown	unknown
2	City of Chico	Construction Inspector	\$ 5,860	\$ 2,370	\$ 8,230	7/1/2018	unknown	unknown
3	City of Oroville	Construction Inspector	\$ 5,030	\$ 1,930	\$ 6,960	10/2/2018	unknown	unknown
4	Town of Paradise	Construction Inspector	\$ 3,827	\$ 1,809	\$ 5,636	7/1/2018	unknown	unknown
5	City of Grass Valley	N/C						
6	City of Auburn	N/C						
7	City of Gridley	N/C						
8	City of Clearlake	N/C						
9	County of Butte	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Criminal Records Technician								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Gridley	Public Safety Records Technician	\$ 4,015	\$ 3,389	\$ 7,404	7/1/2014	unknown	unknown
2	City of Auburn	Dispatcher / Clerk II	\$ 4,628	\$ 2,407	\$ 7,035	7/1/2018	7/1/2019	2.00%
3	City of Grass Valley	Police Records Technician	\$ 3,985	\$ 2,939	\$ 6,924	10/1/2018	10/1/2019	unknown
4	City of Chico	Police Records Technician II	\$ 3,786	\$ 2,422	\$ 6,207	12/24/2017	unknown	unknown
5	City of Clearlake	Police Dispatcher	\$ 3,786	\$ 2,201	\$ 5,988	6/27/2019	unknown	unknown
6	County of Butte	Sheriff's Clerk II	\$ 3,337	\$ 1,903	\$ 5,240	12/1/2018	unknown	unknown
7	City of Oroville	Police Records Technician	\$ 3,440	\$ 1,560	\$ 5,000	8/28/2017	7/1/2019	Tent. 4%
8	Town of Paradise	Criminal Records Technician	\$ 2,876	\$ 1,853	\$ 4,729	7/1/2018	unknown	unknown
9	City of Lincoln	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 3,854	\$ 6,257
% Town of Paradise Above/Below	-34.0%	-32.3%
Median of Comparators	\$ 3,786	\$ 6,207
% Town of Paradise Above/Below	-31.7%	-31.3%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Fire Prevention Inspector II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico ¹	Fire Prevention Specialist	\$ 6,640	\$ 2,485	\$ 9,126	5/21/2019	unknown	unknown
2	Town of Paradise	Fire Prevention Inspector II	\$ 4,326	\$ 1,873	\$ 6,199	7/1/2018	unknown	unknown
3	City of Grass Valley	N/C						
4	City of Auburn	N/C						
5	City of Gridley	N/C						
6	City of Clearlake	N/C						
7	City of Oroville	N/C						
8	City of Lincoln	N/C						
9	County of Butte	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

1 - City of Chico: City of Chico's Fire Prevention Specialist belongs to the IAFF bargaining unit. Because the benchmark classification is non-sworn, benefits shown are for general employees.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Fleet Maintenance Shop Foreman (Senior Mechanic)								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Senior Equipment Mechanic	\$ 6,453	\$ 2,499	\$ 8,951	7/7/2019	unknown	unknown
2	City of Auburn	Lead Mechanic	\$ 5,567	\$ 2,912	\$ 8,479	7/1/2018	unknown	unknown
3	City of Grass Valley	Lead Mechanic	\$ 4,990	\$ 3,168	\$ 8,159	10/1/2018	10/1/2019	unknown
4	Town of Paradise	Fleet Maintenance Shop Foreman (Senior Mechanic)	\$ 5,640	\$ 2,042	\$ 7,682	7/1/2018	unknown	unknown
5	County of Butte	Heavy Equipment Mechanic, Senior	\$ 5,067	\$ 2,424	\$ 7,490	4/20/2019	unknown	unknown
6	City of Chico	Senior Equipment Mechanic	\$ 4,630	\$ 2,416	\$ 7,046	1/1/2018	unknown	unknown
7	City of Oroville	Lead Equipment Mechanic	\$ 4,543	\$ 1,858	\$ 6,401	10/2/2018	unknown	unknown
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,208	\$ 7,754
% Town of Paradise Above/Below	7.7%	-0.9%
Median of Comparators	\$ 5,028	\$ 7,825
% Town of Paradise Above/Below	10.8%	-1.9%
Number of Matches	6	6

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Housing Program Supervisor (Housing Program Manager)								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Housing Manager	\$ 10,299	\$ 3,502	\$ 13,801	7/1/2019	unknown	unknown
2	Town of Paradise	Housing Program Supervisor (Housing Program Manager)	\$ 6,281	\$ 2,435	\$ 8,717	7/1/2018	unknown	unknown
3	City of Grass Valley	N/C						
4	City of Auburn	N/C						
5	City of Gridley	N/C						
6	City of Clearlake	N/C						
7	City of Oroville	N/C						
8	City of Lincoln	N/C						
9	County of Butte	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% Town of Paradise Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Human Resources and Risk Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico	Human Resources Manager	\$ 10,299	\$ 3,502	\$ 13,801	7/1/2019	unknown	unknown
2	City of Lincoln	Human Resources Manager	\$ 10,169	\$ 3,262	\$ 13,431	12/11/2018	unknown	unknown
3	County of Butte	Human Resources Analyst, Principal	\$ 8,583	\$ 3,420	\$ 12,003	12/1/2018	unknown	unknown
4	City of Auburn	Human Resources Manager	\$ 7,884	\$ 3,561	\$ 11,445	7/1/2018	unknown	unknown
5	City of Oroville	HR Manager	\$ 7,928	\$ 2,144	\$ 10,072	4/16/2019	unknown	unknown
6	Town of Paradise	Human Resources and Risk Manager	\$ 6,335	\$ 2,445	\$ 8,780	7/1/2018	unknown	unknown
7	City of Grass Valley	N/C						
8	City of Gridley	N/C						
9	City of Clearlake	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,973	\$ 12,151
% Town of Paradise Above/Below	-41.6%	-38.4%
Median of Comparators	\$ 8,583	\$ 12,003
% Town of Paradise Above/Below	-35.5%	-36.7%
Number of Matches	5	5

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Information Technology Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Information Technology Analyst	\$ 9,464	\$ 4,308	\$ 13,772	7/1/2019	unknown	unknown
2	City of Lincoln	Information Systems Manager	\$ 10,117	\$ 3,465	\$ 13,583	7/1/2019	7/1/2020	1.5%
3	County of Butte	Program Manager, Information Systems	\$ 9,017	\$ 3,524	\$ 12,541	12/1/2018	unknown	unknown
4	City of Chico	Information Systems Manager	\$ 7,725	\$ 3,002	\$ 10,728	7/1/2019	unknown	unknown
5	Town of Paradise	Information Technology Manager	\$ 7,947	\$ 2,732	\$ 10,679	7/1/2018	unknown	unknown
6	City of Oroville	IT Manager	\$ 7,928	\$ 2,144	\$ 10,072	4/16/2019	unknown	unknown
7	City of Gridley	Information Technology Manager	\$ 5,834	\$ 3,888	\$ 9,722	7/1/2016	unknown	unknown
8	City of Auburn	N/C						
9	City of Clearlake	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,348	\$ 11,736
% Town of Paradise Above/Below	-5.0%	-9.9%
Median of Comparators	\$ 8,472	\$ 11,634
% Town of Paradise Above/Below	-6.6%	-8.9%
Number of Matches	6	6

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Mechanic								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Town of Paradise	Mechanic	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Auburn	Mechanic	\$ 4,883	\$ 2,810	\$ 7,693	7/1/2018	unknown	unknown
3	City of Lincoln	Equipment Mechanic I	\$ 5,316	\$ 2,331	\$ 7,648	7/7/2019	unknown	unknown
4	City of Grass Valley	Mechanic	\$ 4,571	\$ 3,073	\$ 7,643	10/1/2018	10/1/2019	unknown
5	City of Chico	Equipment Mechanic II	\$ 4,839	\$ 2,457	\$ 7,297	1/1/2018	unknown	unknown
6	County of Butte	Heavy Equipment Mechanic	\$ 4,590	\$ 2,322	\$ 6,912	4/20/2019	unknown	unknown
7	City of Marysville	Equipment Mechanic II	\$ 3,545	\$ 2,832	\$ 6,377	7/1/2017	unknown	unknown
8	City of Oroville	Equipment Mechanic	\$ 4,023	\$ 1,781	\$ 5,804	10/2/2018	unknown	unknown
9	City of Clearlake	N/C						
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,538	\$ 7,053
% Town of Paradise Above/Below		-435.6%
Median of Comparators	\$ 4,590	\$ 7,297
% Town of Paradise Above/Below		-454.0%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Police Chief								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Chief of Police	\$ 14,583	\$ 7,964	\$ 22,547	1/1/2019	unknown	unknown
2	City of Lincoln	Chief of Police	\$ 13,749	\$ 5,360	\$ 19,109	12/11/2018	unknown	unknown
3	County of Butte	Undersheriff	\$ 12,721	\$ 5,573	\$ 18,295	1/17/2015	unknown	unknown
4	City of Chico	Chief of Police	\$ 13,333	\$ 4,732	\$ 18,065	8/1/2017	unknown	unknown
5	City of Gridley	Police Chief	\$ 11,526	\$ 6,483	\$ 18,009	7/1/2016	unknown	unknown
6	City of Auburn ¹	Police Chief	\$ 12,833	\$ 5,020	\$ 17,853	unknown	unknown	unknown
7	City of Clearlake ²	Police Chief	\$ 11,039	\$ 5,040	\$ 16,079	6/27/2019	7/1/2020	unknown
8	City of Marysville	Chief of Police	\$ 10,588	\$ 5,286	\$ 15,874	7/1/2017	unknown	unknown
9	Town of Paradise ³	Police Chief	\$ 10,211	\$ 3,882	\$ 14,093	7/1/2018	unknown	unknown
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 12,547	\$ 18,229
% Town of Paradise Above/Below	-22.9%	-29.3%
Median of Comparators	\$ 12,777	\$ 18,037
% Town of Paradise Above/Below	-25.1%	-28.0%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Auburn: Actual salary determined by contract; no range.

2 - City of Clearlake: Actual salary determined by contract; no range.

3 - Salary reflects 7.5% pay incentive for POST certification.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Police Lieutenant								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley ¹	Police Lieutenant	\$ 10,931	\$ 5,104	\$ 16,035	7/1/2019	unknown	unknown
2	City of Chico	Police Commander	\$ 11,665	\$ 3,892	\$ 15,558	1/1/2018	unknown	unknown
3	County of Butte ²	Sheriff's Lieutenant	\$ 10,763	\$ 4,339	\$ 15,102	12/1/2018	unknown	unknown
4	City of Lincoln	Police Lieutenant	\$ 10,602	\$ 4,100	\$ 14,702	12/13/2017	unknown	unknown
5	City of Clearlake	Police Lieutenant	\$ 8,627	\$ 4,041	\$ 12,668	6/27/2019	7/1/2020	unknown
6	City of Oroville	Police Lieutenant	\$ 9,507	\$ 3,153	\$ 12,660	4/16/2019	unknown	unknown
7	City of Auburn	Police Lieutenant	\$ 8,759	\$ 3,717	\$ 12,476	7/1/2018	unknown	unknown
8	City of Marysville	Police Lieutenant	\$ 7,300	\$ 4,336	\$ 11,636	7/1/2017	unknown	unknown
9	Town of Paradise ³	Police Lieutenant	\$ 8,228	\$ 3,399	\$ 11,627	7/1/2018	unknown	unknown
10	City of Gridley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 9,769	\$ 13,854
% Town of Paradise Above/Below	-18.7%	-19.2%
Median of Comparators	\$ 10,054	\$ 13,685
% Town of Paradise Above/Below	-22.2%	-17.7%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Grass Valley: Salary reflects total 5.0% pay incentive for POST Management and Command College certifications.

2 - County of Butte: Salary reflects total 20.5% pay incentive cap for any combination of POST Basic, Intermediate, Advanced, Supervisory, and Management certifications.

3 - Salary reflects 7.5% pay incentive for POST certification.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Police Officer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Police Officer	\$ 7,959	\$ 3,430	\$ 11,388	1/1/2018	unknown	unknown
2	City of Chico ²	Police Officer	\$ 6,874	\$ 3,333	\$ 10,207	1/1/2017	unknown	unknown
3	County of Butte ⁸	Deputy Sheriff	\$ 7,036	\$ 3,058	\$ 10,094	12/1/2018	unknown	unknown
4	City of Grass Valley ⁴	Police Officer II	\$ 6,141	\$ 3,847	\$ 9,988	10/1/2018	10/1/2019	unknown
5	City of Gridley ⁵	Police Officer	\$ 5,656	\$ 4,037	\$ 9,693	7/1/2014	unknown	unknown
6	City of Auburn ¹	Police Officer	\$ 6,321	\$ 2,954	\$ 9,275	7/1/2018	unknown	unknown
7	Town of Paradise	Police Officer	\$ 5,985	\$ 2,647	\$ 8,632	3/18/2019	unknown	unknown
8	City of Oroville ⁷	Police Officer	\$ 6,173	\$ 2,038	\$ 8,211	8/28/2017	7/1/2019	Tent. 4%
9	City of Clearlake ³	Police Officer II	\$ 5,391	\$ 2,742	\$ 8,133	6/27/2019	unknown	unknown
10	City of Marysville ⁶	Police Officer	\$ 4,704	\$ 3,313	\$ 8,017	7/1/2017	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,251	\$ 9,445
% Town of Paradise Above/Below	-4.4%	-9.4%
Median of Comparators	\$ 6,173	\$ 9,693
% Town of Paradise Above/Below	-3.1%	-12.3%
Number of Matches	9	9

N/C - Non Comparator

1 - City of Auburn: Salary reflects total 5.0% pay incentive for possession of POST Intermediate and Advanced certifications.

2 - City of Chico: Salary reflects total 5.0% pay incentive cap for POST Intermediate and Advanced certifications.

3 - City of Clearlake: Salary reflects total 7.5% pay incentive for POST Intermediate and Advanced certifications.

4 - City of Grass Valley: Salary reflects total 5.0% pay incentive cap for any combination of POST Intermediate, Advanced, Supervisory, and Management certifications.

5 - City of Gridley: Salary reflects total 5.0% pay incentive for POST Intermediate and Advanced certifications, plus additional \$50 per certificate.

6 - City of Marysville: Salary includes total 10.0% pay incentive for POST Intermediate, Advanced, Supervisory, and Management certifications.

7 - City of Oroville: Salary includes \$225 total pay incentives for POST Intermediate and Advanced certifications.

8 - County of Butte: Salary reflects total 13.0% pay incentive for POST Basic, Intermediate, and Advanced certifications.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Police Sergeant								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Police Sergeant	\$ 9,848	\$ 3,896	\$ 13,744	12/13/2017	unknown	unknown
2	City of Chico ²	Police Sergeant	\$ 9,233	\$ 3,953	\$ 13,186	1/1/2017	unknown	unknown
3	County of Butte ⁸	Sheriff's Sergeant	\$ 8,569	\$ 3,443	\$ 12,012	12/1/2018	unknown	unknown
4	City of Grass Valley ⁴	Police Sergeant	\$ 7,619	\$ 4,260	\$ 11,879	10/1/2018	10/1/2019	unknown
5	City of Gridley ⁵	Police Sergeant	\$ 6,798	\$ 4,262	\$ 11,060	7/1/2014	unknown	unknown
6	City of Auburn ¹	Police Sergeant	\$ 7,444	\$ 2,898	\$ 10,342	2/1/2017	unknown	unknown
7	Town of Paradise ⁹	Police Sergeant	\$ 7,231	\$ 2,870	\$ 10,101	3/18/2019	unknown	unknown
8	City of Oroville ⁷	Sergeant	\$ 7,667	\$ 2,246	\$ 9,913	8/28/2017	7/1/2019	Tent. 4%
9	City of Clearlake ³	Police Sergeant	\$ 6,713	\$ 3,024	\$ 9,737	6/27/2019	unknown	unknown
10	City of Marysville ⁶	Police Sergeant	\$ 5,445	\$ 3,461	\$ 8,906	7/1/2017	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,704	\$ 11,198
% Town of Paradise Above/Below	-6.5%	-10.9%
Median of Comparators	\$ 7,619	\$ 11,060
% Town of Paradise Above/Below	-5.4%	-9.5%
Number of Matches	9	9

N/C - Non Comparator

1 - City of Auburn: Salary reflects total 10.0% pay incentive for POST Intermediate, Advanced, and Supervisory certifications.

2 - City of Chico: Salary reflects total 5.0% pay incentive cap for POST Intermediate and Advanced certifications.

3 - City of Clearlake: Salary reflects total 7.5% pay incentive for POST Intermediate and Advanced certifications.

4 - City of Grass Valley: Salary reflects total 5.0% pay incentive cap for any combination of POST Intermediate, Advanced, Supervisory, and Management certifications.

5 - City of Gridley: Salary reflects total 5.0% pay incentive for POST Intermediate and Advanced certifications, plus additional \$50 per certificate.

6 - City of Marysville: Salary includes total 10.0% pay incentive for POST Intermediate, Advanced, Supervisory, and Management certifications.

7 - City of Oroville: Salary includes \$225 total pay incentives for POST Intermediate and Advanced certifications.

8 - County of Butte: Salary reflects total 13.0% pay incentive for POST Basic, Intermediate, and Advanced certifications.

9 - Salary reflects 2.5% pay incentive for POST certification.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Property and Evidence Technician								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley	Police Evidence/Property Technician	\$ 4,498	\$ 3,056	\$ 7,554	10/1/2018	10/1/2019	unknown
2	City of Chico	Community Services Officer II	\$ 4,257	\$ 2,542	\$ 6,799	12/24/2017	unknown	unknown
3	County of Butte	Evidence/Photographic Technician	\$ 4,281	\$ 2,105	\$ 6,386	12/1/2018	unknown	unknown
4	Town of Paradise	Property and Evidence Technician	\$ 4,115	\$ 2,005	\$ 6,120	7/1/2018	unknown	unknown
5	City of Clearlake	Support Services Technician	\$ 3,858	\$ 2,161	\$ 6,018	6/27/2019	unknown	unknown
6	City of Auburn	N/C						
7	City of Gridley	N/C						
8	City of Oroville	N/C						
9	City of Lincoln	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,223	\$ 6,689
% Town of Paradise Above/Below	-2.6%	-9.3%
Median of Comparators	\$ 4,269	\$ 6,593
% Town of Paradise Above/Below	-3.7%	-7.7%
Number of Matches	4	4

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Public Safety Dispatcher								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Public Safety Dispatcher II	\$ 6,007	\$ 2,468	\$ 8,475	1/1/2018	unknown	unknown
2	City of Gridley	Public Safety Dispatcher	\$ 4,015	\$ 3,389	\$ 7,404	7/1/2014	unknown	unknown
3	City of Chico ¹	[Public Safety Dispatcher I / Public Safety Dispatcher II]	\$ 4,472	\$ 2,598	\$ 7,070	12/24/2017	unknown	unknown
4	City of Auburn	Dispatcher/Clerk II	\$ 4,628	\$ 2,407	\$ 7,035	7/1/2018	7/1/2019	2.00%
5	County of Butte	Public Safety Dispatcher	\$ 4,607	\$ 2,174	\$ 6,782	12/1/2018	unknown	unknown
6	Town of Paradise	Public Safety Dispatcher	\$ 4,429	\$ 2,044	\$ 6,473	3/18/2019	unknown	unknown
7	City of Clearlake	Police Dispatcher	\$ 3,786	\$ 2,201	\$ 5,988	6/27/2019	unknown	unknown
8	City of Marysville	Public Safety Dispatcher	\$ 3,175	\$ 2,793	\$ 5,968	7/1/2017	unknown	unknown
9	City of Oroville	Police Dispatcher	\$ 4,111	\$ 1,633	\$ 5,745	8/28/2017	7/1/2019	Tent. 4%
10	City of Grass Valley	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,350	\$ 6,808
% Town of Paradise Above/Below	1.8%	-5.2%
Median of Comparators	\$ 4,292	\$ 6,908
% Town of Paradise Above/Below	3.1%	-6.7%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Chico: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Public Works Director/Town Engineer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Grass Valley ⁴	[Public Works Director of Operations / Senior Engineer / Deputy Director]	\$ 12,500	\$ 6,808	\$ 19,308	1/1/2019	unknown	unknown
2	City of Auburn ¹	Director of Planning and Public Works	\$ 13,593	\$ 5,201	\$ 18,794	10/8/2018	unknown	unknown
3	City of Chico ²	[Public Works Director - Engineering / City Engineer]	\$ 13,333	\$ 4,490	\$ 17,823	8/1/2017	unknown	unknown
4	County of Butte ⁶	[Assistant Director, Public Works / Senior Civil Engineer]	\$ 12,525	\$ 4,671	\$ 17,196	12/1/2018	unknown	unknown
5	City of Lincoln ⁵	[Director of Public Services / City Engineer]	\$ 13,090	\$ 4,104	\$ 17,194	12/11/2018	unknown	unknown
6	City of Clearlake ³	[Public Works Director / City Engineer]	\$ 9,058	\$ 4,031	\$ 13,089	6/27/2019	7/1/2020	unknown
7	Town of Paradise	Public Works Director/Town Engineer	\$ 9,358	\$ 3,273	\$ 12,631	7/1/2018	unknown	unknown
8	City of Gridley	Public Works Director	\$ 7,711	\$ 3,862	\$ 11,573	7/1/2016	unknown	unknown
9	City of Oroville	N/C						
10	City of Marysville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,687	\$ 16,425
% Town of Paradise Above/Below	-24.9%	-30.0%
Median of Comparators	\$ 12,525	\$ 17,196
% Town of Paradise Above/Below	-33.8%	-36.1%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Auburn: Actual salary determined by contract; no range.

2 - City of Chico: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Clearlake: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - City of Grass Valley: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

5 - City of Lincoln: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

6 - County of Butte: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Public Works Maintenance Worker II								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Gridley	Maintenance Worker II	\$ 3,945	\$ 3,354	\$ 7,299	7/1/2014	unknown	unknown
2	City of Auburn	Maintenance Worker II	\$ 4,486	\$ 2,751	\$ 7,237	7/1/2018	unknown	unknown
3	City of Grass Valley	Maintenance Worker II	\$ 3,978	\$ 2,937	\$ 6,915	10/1/2018	10/1/2019	unknown
4	City of Lincoln	Maintenance Worker II	\$ 4,349	\$ 2,189	\$ 6,538	12/14/2016	unknown	unknown
5	City of Chico	Maintenance Worker	\$ 3,949	\$ 2,282	\$ 6,230	1/1/2018	unknown	unknown
6	County of Butte ²	[Road Maintenance Worker / Grounds Maintenance Worker]	\$ 3,761	\$ 2,145	\$ 5,907	4/20/2019	unknown	unknown
7	City of Marysville	Maintenance Worker II	\$ 3,093	\$ 2,761	\$ 5,854	7/1/2017	unknown	unknown
8	City of Oroville ¹	[Parks Maintenance Technician / Building Maintenance Technician / Public Works Operator II]	\$ 3,925	\$ 1,767	\$ 5,693	10/2/2018	unknown	unknown
9	Town of Paradise	Public Works Maintenance Worker II	\$ 3,628	\$ 1,783	\$ 5,411	7/1/2018	unknown	unknown
10	City of Clearlake	Maintenance Worker II	\$ 3,185	\$ 2,062	\$ 5,246	6/27/2019	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 3,852	\$ 6,324
% Town of Paradise Above/Below	-6.2%	-16.9%
Median of Comparators	\$ 3,945	\$ 6,230
% Town of Paradise Above/Below	-8.7%	-15.1%
Number of Matches	9	9

N/C - Non Comparator

1 - City of Oroville: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - County of Butte: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Public Works Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Lincoln	Maintenance Services Manager	\$ 10,599	\$ 3,556	\$ 14,155	7/1/2019	7/1/2020	1.5%
2	City of Chico	Public Works Manager	\$ 9,071	\$ 3,263	\$ 12,334	7/1/2019	unknown	unknown
3	City of Grass Valley	Superintendent II	\$ 8,075	\$ 3,943	\$ 12,018	7/1/2019	unknown	unknown
4	City of Clearlake	Public Works Superintendent	\$ 7,825	\$ 3,574	\$ 11,398	6/27/2019	7/1/2020	unknown
5	City of Auburn	Public Works Superintendent	\$ 7,365	\$ 3,181	\$ 10,546	7/1/2018	unknown	unknown
6	County of Butte	Superintendent, Maintenance Operations	\$ 6,867	\$ 3,008	\$ 9,875	12/1/2018	unknown	unknown
7	Town of Paradise	Public Works Manager	\$ 6,486	\$ 2,471	\$ 8,958	7/1/2018	unknown	unknown
8	City of Marysville	Parks & Facilities Superintendent	\$ 5,276	\$ 3,423	\$ 8,699	7/1/2017	unknown	unknown
9	City of Gridley	N/C						
10	City of Oroville	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,868	\$ 11,289
% Town of Paradise Above/Below	-21.3%	-26.0%
Median of Comparators	\$ 7,825	\$ 11,398
% Town of Paradise Above/Below	-20.6%	-27.2%
Number of Matches	7	7

N/C - Non Comparator

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Town Clerk								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico ¹	City Clerk	\$ 12,977	\$ 4,021	\$ 16,998	7/1/2018	unknown	unknown
2	City of Grass Valley	City Clerk	\$ 7,083	\$ 4,813	\$ 11,896	1/1/2019	unknown	unknown
3	City of Lincoln	City Clerk	\$ 8,358	\$ 3,132	\$ 11,490	7/1/2019	7/1/2020	1.5%
4	City of Auburn	City Clerk	\$ 7,444	\$ 3,479	\$ 10,923	7/1/2018	unknown	unknown
5	City of Marysville	City Clerk	\$ 6,924	\$ 3,798	\$ 10,722	7/1/2017	unknown	unknown
6	Town of Paradise	Town Clerk	\$ 6,812	\$ 2,529	\$ 9,341	7/1/2018	unknown	unknown
7	County of Butte	Assistant Clerk of the Board	\$ 6,070	\$ 2,816	\$ 8,886	12/1/2018	unknown	unknown
8	City of Oroville	Assistant City Clerk	\$ 4,448	\$ 1,844	\$ 6,293	10/2/2018	unknown	unknown
9	City of Gridley	N/C						
10	City of Clearlake	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,615	\$ 11,030
% Town of Paradise Above/Below	-11.8%	-18.1%
Median of Comparators	\$ 7,083	\$ 10,923
% Town of Paradise Above/Below	-4.0%	-16.9%
Number of Matches	7	7

N/C - Non Comparator

1 - City of Chico: Actual Salary

Town of Paradise - Market Compensation Data (sorted by Total Compensation)
July 2019

Town Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Chico ²	City Manager	\$ 17,292	\$ 6,743	\$ 24,035	10/15/2017	unknown	unknown
2	City of Lincoln	City Manager	\$ 18,666	\$ 5,216	\$ 23,882	12/11/2018	unknown	unknown
3	City of Grass Valley	City Manager	\$ 14,525	\$ 7,591	\$ 22,116	1/1/2019	unknown	unknown
4	City of Auburn ¹	City Manager	\$ 15,000	\$ 5,337	\$ 20,337	2/24/2017	unknown	unknown
5	City of Oroville	City Administrator	\$ 14,583	\$ 3,627	\$ 18,210	7/1/2012	unknown	unknown
6	Town of Paradise	Town Manager	\$ 12,265	\$ 4,201	\$ 16,466	7/1/2018	unknown	unknown
7	City of Gridley	City Administrator	\$ 10,350	\$ 6,064	\$ 16,414	6/27/2016	unknown	unknown
8	City of Clearlake ³	City Manager	\$ 12,032	\$ 4,345	\$ 16,377	6/27/2019	7/1/2020	unknown
9	City of Marysville	City Manager	\$ 11,015	\$ 4,726	\$ 15,741	7/1/2017	unknown	unknown
10	County of Butte	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 14,183	\$ 19,639
% Town of Paradise Above/Below	-15.6%	-19.3%
Median of Comparators	\$ 14,554	\$ 19,274
% Town of Paradise Above/Below	-18.7%	-17.0%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Auburn: Actual salary determined by contract; no range.

2 - City of Chico: Actual Salary

3 - City of Clearlake: Actual salary determined by contract; no range.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Accountant	Accountant	Accountant	N/C	General Ledger Accountant	N/C	Accountant II	Accountant	Accountant	Accountant, Senior
	Top Step	Proposed	\$ 4,940	\$ 9,760		\$ 8,306		\$ 6,211	\$ 4,205	\$ 4,110	\$ 5,344
Retirement	Classic		2%@55	3%@60		2.5%@55		2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost		\$ 133	\$ 722		\$ 407		\$ 93	\$ 114	\$ 111	\$ 144
	Classic Other Retirement Contrib			\$ -293				\$ -186	\$ -126		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 25			\$ 50				\$ 21	\$ 27
	Social Security					\$ 515		\$ 385			\$ 331
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria		\$ 1,895			\$ 1,818					\$ 1,192
	Health			\$ 1,438				\$ 1,431	\$ 2,076	\$ 1,075	
	Dental ¹		\$ 186	\$ 60				\$ 112	\$ 179	\$ 66	
	Vision			\$ 5				\$ 9	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation		\$ 323	\$ 563		\$ 479		\$ 430	\$ 485	\$ 237	\$ 411
	Holidays		\$ 257	\$ 450		\$ 447		\$ 263	\$ 194	\$ 190	\$ 226
	Admin Leave		\$ 190	\$ 450		\$ 288		\$ 191		\$ 47	
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 0	\$ 3,009	\$ 3,397	\$ 0	\$ 4,004	\$ 0	\$ 2,728	\$ 2,937	\$ 1,794	\$ 2,331

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Accounting Technician	N/C	Accounting Technician II	Account Clerk	Finance Technician	Accounting Technician	Account Clerk II	Finance/ Personnel Technician (Confidential)	Accounting Technician	N/C
	Top Step	\$ 3,718		\$ 5,753	\$ 3,563	\$ 4,857	\$ 4,183	\$ 4,414	\$ 3,296	\$ 3,915	
Retirement	Classic	2%@60		3%@60	2%@55	2.5%@55	2%@55	2%@60	2%@55	2%@55	
	Enhanced Formula Cost	\$ 56		\$ 426	\$ 96	\$ 238	\$ 113	\$ 66	\$ 89	\$ 106	
	Classic Other Retirement Contrib			\$ -173				\$ -132	\$ -99		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year					\$ 29				\$ 20	
	Social Security					\$ 301		\$ 274			
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria					\$ 2,028					
	Health	\$ 1,128		\$ 1,438	\$ 1,663		\$ 2,628	\$ 1,431	\$ 2,076	\$ 1,075	
	Dental	\$ 174		\$ 60			\$ 195	\$ 112	\$ 179	\$ 66	
	Vision	\$ 15		\$ 5				\$ 9	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 215		\$ 332	\$ 185	\$ 280	\$ 241	\$ 306	\$ 380	\$ 226	
	Holidays	\$ 207		\$ 266	\$ 164	\$ 262	\$ 209	\$ 187	\$ 152	\$ 181	
	Admin Leave							\$ 136		\$ 45	
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 1,795	\$ 0	\$ 2,354	\$ 2,109	\$ 3,138	\$ 3,386	\$ 2,388	\$ 2,793	\$ 1,766	\$ 0

Town of Paradise - Benefit Detail
July 2019

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Administrative Analyst II	N/C	Administrative Analyst II	N/C	N/C	N/C	Administrative Analyst II	N/C	Administrative/Program Analyst II	Administrative Analyst
	Top Step	\$ 4,427		\$ 5,753				\$ 6,719		\$ 5,132	\$ 5,923
Retirement	Classic	2%@60		3%@60				2%@60		2%@55	2%@55
	Enhanced Formula Cost	\$ 66		\$ 426				\$ 101		\$ 139	\$ 160
	Classic Other Retirement Contrib			\$ -173				\$ -202			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year									\$ 26	\$ 30
	Social Security							\$ 417			\$ 367
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria										\$ 1,288
	Health	\$ 1,128		\$ 1,438				\$ 1,431		\$ 1,075	
	Dental	\$ 174		\$ 60				\$ 112		\$ 66	
	Vision	\$ 15		\$ 5				\$ 9		\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 319		\$ 332				\$ 465		\$ 296	\$ 456
	Holidays	\$ 247		\$ 266				\$ 284		\$ 237	\$ 251
	Admin Leave							\$ 207		\$ 59	\$ 159
	Cell Phone/ Tech Allowance										\$ 70
Allow	Auto										
	Uniform										
Benefit Package Total		\$ 1,950	\$ 0	\$ 2,354	\$ 0	\$ 0	\$ 0	\$ 2,824	\$ 0	\$ 1,945	\$ 2,781

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Administrative Assistant II FD	N/C	Administrative Assistant	[Administrative Assistant / Office Assistant II]	N/C	Administrative Assistant	Office Assistant II	Administrative Assistant	Administrative Assistant	Administrative Assistant
	Top Step	\$ 3,538		\$ 4,356	\$ 4,531		\$ 4,180	\$ 4,004	\$ 3,296	\$ 4,646	\$ 3,683
Retirement	Classic	2%@60		3%@60	2%@55		2%@55	2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost	\$ 53		\$ 322	\$ 122		\$ 113	\$ 60	\$ 89	\$ 125	\$ 99
	Classic Other Retirement Contrib			\$ -131				\$ -120	\$ -99	\$ -139	
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year									\$ 23	\$ 18
	Social Security							\$ 248			\$ 228
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria										\$ 1,192
	Health	\$ 1,128		\$ 1,438	\$ 1,663		\$ 2,628	\$ 1,431	\$ 2,076	\$ 1,075	
	Dental	\$ 174		\$ 60			\$ 195	\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 9	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 204		\$ 251	\$ 235		\$ 241	\$ 277	\$ 380	\$ 268	\$ 283
	Holidays	\$ 197		\$ 201	\$ 209		\$ 209	\$ 169	\$ 152	\$ 214	\$ 156
	Admin Leave							\$ 123		\$ 154	
	Cell Phone/ Tech Allowance										
Allow	Auto										
	Uniform										
Benefit Package Total		\$ 1,771	\$ 0	\$ 2,148	\$ 2,230	\$ 0	\$ 3,386	\$ 2,310	\$ 2,793	\$ 1,768	\$ 1,977

Town of Paradise - Benefit Detail
July 2019

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Administrative Services Director	N/C	Administrative Services Director	Director of Finance	N/C	Finance Director	Director of Support Services	Administrative Services Director	Director of Finance	[Deputy Chief Financial Officer / Manager, Finance and Investment]
	Top Step	\$ 8,483		\$ 13,333	\$ 9,279		\$ 9,807	\$ 11,988	\$ 9,631	\$ 12,500	\$ 11,071
Retirement	Classic	2%@60		3%@60	2%@55		2%@55	2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost	\$ 127		\$ 987	\$ 251		\$ 265	\$ 180	\$ 260	\$ 338	\$ 299
	Classic Other Retirement Contrib			\$ -400				\$ -360		\$ -375	
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year									\$ 63	\$ 55
	Social Security							\$ 687			\$ 686
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria										\$ 1,288
	Health	\$ 1,128		\$ 1,438	\$ 2,079		\$ 2,628	\$ 1,431	\$ 2,032	\$ 1,075	
	Dental	\$ 174		\$ 60			\$ 195	\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 551		\$ 769	\$ 500		\$ 566	\$ 830	\$ 1,111	\$ 721	\$ 852
	Holidays	\$ 424		\$ 615	\$ 428		\$ 490	\$ 507	\$ 445	\$ 577	\$ 468
	Admin Leave	\$ 489		\$ 615	\$ 357		\$ 566	\$ 461	\$ 370	\$ 481	\$ 426
	Cell Phone/Tech Allowance						\$ 75	\$ 100		\$ 100	\$ 70
Allow	Auto ¹	\$ 200		\$ 400	\$ 200					\$ 300	\$ 250
	Uniform										
Benefit Package Total		\$ 3,108	\$ 0	\$ 4,490	\$ 3,814	\$ 0	\$ 4,785	\$ 3,955	\$ 4,412	\$ 3,326	\$ 4,395

N/C - Non Comparator

1 - Town of Paradise: Includes Cell Phone/Tech Allowance

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Animal Control Officer	N/C	Animal Control Officer II	Animal Control Officer	Animal Control Officer	Animal Control Officer	N/C	N/C	N/C	Animal Control Officer
	Top Step	\$ 3,645		\$ 4,257	\$ 3,757	\$ 4,028	\$ 4,015				\$ 3,858
Retirement	Classic	2%@60		3%@60	2%@55	2.5%@55	2%@55				2%@55
	Enhanced Formula Cost	\$ 55		\$ 315	\$ 101	\$ 197	\$ 108				\$ 104
	Classic Other Retirement Contrib			\$ -255							
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year					\$ 24					\$ 19
	Social Security					\$ 250					\$ 239
	Deferred Compensation			\$ 426			\$ 25				
	Other Ret.										
Insurance	Cafeteria					\$ 2,028					\$ 1,343
	Health	\$ 1,128		\$ 1,438	\$ 1,663		\$ 2,628				
	Dental	\$ 174		\$ 8			\$ 195				
	Vision	\$ 15		\$ 5							
	Other Ins.										
Leaves	Vacation	\$ 210		\$ 246	\$ 195	\$ 232	\$ 232				\$ 297
	Holidays	\$ 203		\$ 196	\$ 188	\$ 217	\$ 201				\$ 163
	Admin Leave			\$ 164							
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 1,785	\$ 0	\$ 2,542	\$ 2,148	\$ 2,949	\$ 3,389	\$ 0	\$ 0	\$ 0	\$ 2,166

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Animal Control Supervisor	N/C	Animal Control Supervisor	N/C	Animal Control Supervisor	N/C	N/C	N/C	N/C	Supervisor, Animal Control
	Top Step	\$ 4,330		\$ 5,143		\$ 5,700					\$ 4,626
Retirement	Classic	2%@60		3%@60		2.5%@55					2%@55
	Enhanced Formula Cost	\$ 65		\$ 381		\$ 279					\$ 125
	Classic Other Retirement Contrib			\$ -309							
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year					\$ 34					\$ 23
	Social Security					\$ 353					\$ 287
	Deferred Compensation			\$ 514							
	Other Ret.										
Insurance	Cafeteria					\$ 1,818					\$ 1,288
	Health	\$ 1,128		\$ 1,438							
	Dental	\$ 174		\$ 8							
	Vision	\$ 15		\$ 5							
	Other Ins.										
Leaves	Vacation	\$ 250		\$ 297		\$ 329					\$ 356
	Holidays	\$ 241		\$ 237		\$ 307					\$ 196
	Admin Leave			\$ 198		\$ 197					\$ 125
Allow	Cell Phone/ Tech Allowance										\$ 70
	Auto										
	Uniform										
Benefit Package Total		\$ 1,873	\$ 0	\$ 2,769	\$ 0	\$ 3,318	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,469

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Associate Engineer	Associate Civil Engineer	Associate Engineer	N/C	Associate Civil Engineer	N/C	Associate Civil Engineer	Associate Civil Engineer	Associate Civil Engineer	Civil Engineer, Associate
	Top Step	Proposed	\$ 8,544	\$ 7,613		\$ 9,044		\$ 8,323	\$ 6,035	\$ 8,226	\$ 7,970
Retirement	Classic		2%@55	3%@60		2.5%@55		2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost		\$ 231	\$ 563		\$ 443		\$ 125	\$ 163	\$ 222	\$ 215
	Classic Other Retirement Contrib			\$ -228				\$ -250	\$ -181		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 43			\$ 54				\$ 41	\$ 40
	Social Security					\$ 561		\$ 516			\$ 494
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria		\$ 1,895			\$ 1,818					\$ 1,288
	Health			\$ 1,438				\$ 1,431	\$ 2,076	\$ 1,075	
	Dental ¹		\$ 186	\$ 60				\$ 112	\$ 179	\$ 66	
	Vision			\$ 5				\$ 9	\$ 16	\$ 47	
Leaves	Other Ins.										
	Vacation		\$ 559	\$ 439		\$ 522		\$ 576	\$ 696	\$ 475	\$ 613
	Holidays		\$ 444	\$ 351		\$ 487		\$ 352	\$ 279	\$ 380	\$ 337
	Admin Leave			\$ 512		\$ 313		\$ 256		\$ 95	\$ 215
Allow	Cell Phone/ Tech Allowance										\$ 70
	Auto										
	Uniform										
Benefit Package Total		\$ 0	\$ 3,357	\$ 3,141	\$ 0	\$ 4,198	\$ 0	\$ 3,128	\$ 3,227	\$ 2,401	\$ 3,272

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Associate Planner	Associate Planner	Associate Planner	N/C	Associate Planner	N/C	Associate Planner	N/C	Associate Planner	Planner, Associate
	Top Step	Proposed	\$ 7,188	\$ 6,302		\$ 6,802		\$ 7,550		\$ 6,359	\$ 6,070
Retirement	Classic		2%@55	3%@60		2.5%@55		2%@60		2%@55	2%@55
	Enhanced Formula Cost		\$ 194	\$ 466		\$ 333		\$ 113		\$ 172	\$ 164
	Classic Other Retirement Contrib			\$ -189				\$ -226			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 36			\$ 41				\$ 32	\$ 30
	Social Security					\$ 422		\$ 468			\$ 376
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria		\$ 1,895			\$ 2,028					\$ 1,288
	Health			\$ 1,438				\$ 1,431		\$ 1,075	
	Dental ¹		\$ 186	\$ 60				\$ 112		\$ 66	
	Vision			\$ 5				\$ 9		\$ 47	
	Other Ins.										
Leaves	Vacation		\$ 470	\$ 364		\$ 392		\$ 523		\$ 367	\$ 467
	Holidays		\$ 373	\$ 291		\$ 366		\$ 319		\$ 293	\$ 257
	Admin Leave			\$ 424				\$ 232		\$ 73	\$ 163
Allow	Cell Phone/ Tech Allowance										\$ 70
	Auto										
	Uniform										
Benefit Package Total		\$ 0	\$ 3,154	\$ 2,860	\$ 0	\$ 3,582	\$ 0	\$ 2,981	\$ 0	\$ 2,126	\$ 2,816

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Building Official	Building Official	Building Official	Code Supervisor/ Building Inspector	Building Official	Chief Building Official	Building Official	N/C	Building Official	Manager, Building Division
	Top Step	\$ 7,736	\$ 7,365	\$ 10,299	\$ 5,418	\$ 8,456	\$ 7,127	\$ 11,129		\$ 7,928	\$ 10,450
Retirement	Classic	2%@60	2%@55	3%@60	2%@55	2.5%@55	2%@55	2%@60		2%@55	2%@55
	Enhanced Formula Cost	\$ 116	\$ 199	\$ 762	\$ 146	\$ 414	\$ 192	\$ 167		\$ 214	\$ 282
	Classic Other Retirement Contrib			\$ -309				\$ -334		\$ -238	
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 37			\$ 51				\$ 40	\$ 52
	Social Security					\$ 524		\$ 687			\$ 648
	Deferred Compensation Other Ret.										
Insurance	Cafeteria		\$ 1,895			\$ 1,818					\$ 1,288
	Health	\$ 1,128		\$ 1,438	\$ 1,663		\$ 2,628	\$ 1,431		\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 60			\$ 195	\$ 112			
	Vision	\$ 15		\$ 5				\$ 7		\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 502	\$ 482	\$ 594	\$ 281	\$ 488	\$ 411	\$ 770		\$ 457	\$ 804
	Holidays	\$ 431	\$ 382	\$ 475	\$ 271	\$ 455	\$ 356	\$ 471		\$ 366	\$ 442
	Admin Leave	\$ 327		\$ 475		\$ 293	\$ 274	\$ 342		\$ 183	\$ 281
Allow	Cell Phone/ Tech Allowance						\$ 55				\$ 70
	Auto										
	Uniform										
Benefit Package Total		\$ 2,694	\$ 3,181	\$ 3,502	\$ 2,362	\$ 4,043	\$ 4,112	\$ 3,653	\$ 0	\$ 2,144	\$ 3,868

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Building/ Onsite Inspector	Building Inspector	Combination Inspector II	Building Inspector II	N/C	N/C	Building Inspector II	N/C	N/C	Building Inspector
	Top Step	\$ 4,326	\$ 5,897	\$ 6,153	\$ 4,547			\$ 6,522			\$ 5,344
Retirement	Classic	2%@60	2%@55	3%@60	2%@55			2%@60			2%@55
	Enhanced Formula Cost	\$ 65	\$ 159	\$ 455	\$ 123			\$ 98			\$ 144
	Classic Other Retirement Contrib			\$ -185				\$ -196			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 29								\$ 27
	Social Security							\$ 404			\$ 331
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria		\$ 1,895								\$ 1,192
	Health	\$ 1,128		\$ 1,438	\$ 1,663			\$ 1,431			
	Dental ¹	\$ 174	\$ 186	\$ 60				\$ 112			
	Vision	\$ 15		\$ 5				\$ 9			
	Other Ins.										
Leaves	Vacation	\$ 250	\$ 386	\$ 355	\$ 236			\$ 452			\$ 411
	Holidays	\$ 241	\$ 306	\$ 284	\$ 210			\$ 276			\$ 226
	Admin Leave							\$ 201			
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 1,873	\$ 2,962	\$ 2,413	\$ 2,232	\$ 0	\$ 0	\$ 2,787	\$ 0	\$ 0	\$ 2,331

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

Town of Paradise - Benefit Detail
July 2019

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Building /Onsite Permit Technician II	N/C	Permit Technician	N/C	N/C	Community Development Assistant	Permit Technician II	Planning Technician	N/C	Permit Technician
	Top Step	\$ 3,786		\$ 4,153			\$ 4,576	\$ 5,180	\$ 3,815		\$ 4,075
Retirement	Classic	2%@60		3%@60			2%@55	2%@60	2%@55		2%@55
	Enhanced Formula Cost	\$ 57		\$ 307			\$ 124	\$ 78	\$ 103		\$ 110
	Classic Other Retirement Contrib			\$ -125				\$ -155	\$ -114		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year										\$ 20
	Social Security							\$ 321			\$ 253
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria										\$ 1,192
	Health	\$ 1,128		\$ 1,438			\$ 2,628	\$ 1,431	\$ 2,076		
	Dental	\$ 174		\$ 60			\$ 195	\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 9	\$ 16		
	Other Ins.										
Leaves	Vacation	\$ 218		\$ 240			\$ 264	\$ 359	\$ 440		\$ 313
	Holidays	\$ 211		\$ 192			\$ 229	\$ 219	\$ 176		\$ 172
	Admin Leave							\$ 159			
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 1,803	\$ 0	\$ 2,118	\$ 0	\$ 0	\$ 3,439	\$ 2,533	\$ 2,875	\$ 0	\$ 2,061

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Code Enforcement Officer II	Code Enforcement Officer	Code Enforcement Officer	Code Enforcement Officer I	N/C	N/C	Code Enforcement Officer II	Community Improvement Specialist	Code Enforcement Specialist	Code Enforcement Officer
	Top Step	\$ 4,564	\$ 4,914	\$ 5,860	\$ 3,667			\$ 5,915	\$ 3,649	\$ 5,199	\$ 5,344
Retirement	Classic	2%@60	2%@55	3%@60	2%@55			2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost	\$ 68	\$ 133	\$ 434	\$ 99			\$ 89	\$ 99	\$ 140	\$ 144
	Classic Other Retirement Contrib			\$ -176				\$ -177	\$ -109		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 25							\$ 26	\$ 27
	Social Security							\$ 367			\$ 331
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria		\$ 1,539								\$ 1,192
	Health	\$ 1,128		\$ 1,438	\$ 1,663			\$ 1,431	\$ 2,076	\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 60				\$ 112	\$ 179	\$ 66	
	Vision	\$ 15		\$ 5				\$ 9	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 263	\$ 321	\$ 338	\$ 190			\$ 410	\$ 421	\$ 300	\$ 411
	Holidays	\$ 255	\$ 255	\$ 270	\$ 169			\$ 250	\$ 168	\$ 240	\$ 226
	Admin Leave							\$ 182		\$ 60	
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 1,903	\$ 2,459	\$ 2,370	\$ 2,122	\$ 0	\$ 0	\$ 2,672	\$ 2,849	\$ 1,955	\$ 2,331

NIC - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

Town of Paradise - Benefit Detail
July 2019

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Communication Records Supervisor	N/C	Communications Supervisor	N/C	N/C	N/C	Police Office Supervisor	Dispatch/ Records Supervisor	N/C	Supervisor, Dispatch Operations
	Top Step	\$ 5,649		\$ 5,373				\$ 7,643	\$ 3,658		\$ 5,633
Retirement	Classic	2%@60		3%@60				2%@60	2%@55		2%@55
	Enhanced Formula Cost	\$ 85		\$ 398				\$ 115	\$ 99		\$ 152
	Classic Other Retirement Contrib			\$ -322				\$ -229	\$ -183		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year										\$ 28
	Social Security							\$ 474			\$ 349
	Deferred Compensation			\$ 537							
	Other Ret.										
Insurance	Cafeteria										\$ 1,288
	Health	\$ 1,311		\$ 1,438				\$ 1,431	\$ 2,092		
	Dental	\$ 174		\$ 8				\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16		
	Other Ins.										
Leaves	Vacation	\$ 326		\$ 310				\$ 485	\$ 422		\$ 433
	Holidays	\$ 282		\$ 248				\$ 353	\$ 169		\$ 238
	Admin Leave			\$ 207							\$ 152
	Cell Phone/ Tech Allowance										\$ 70
Allow	Auto										
	Uniform								\$ 67		
Benefit Package Total		\$ 2,193	\$ 0	\$ 2,829	\$ 0	\$ 0	\$ 0	\$ 2,747	\$ 2,860	\$ 0	\$ 2,711

Town of Paradise - Benefit Detail
July 2019

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Community Development Director	N/C	Community Development Director	N/C	Community Development Director	N/C	Director of Community Development	Community Development Director	N/C	[Deputy Administrative Officer - Economic & Community Development / Manager, Economic & Community Development]
	Top Step	\$ 8,483		\$ 13,333		\$ 12,500		\$ 12,458	\$ 9,744		\$ 10,761
Retirement	Classic	2%@60		3%@60		2.5%@55		2%@60	2%@55		2%@55
	Enhanced Formula Cost	\$ 127		\$ 987		\$ 613		\$ 187	\$ 263		\$ 291
	Classic Other Retirement Contrib			\$ -400				\$ -374			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year					\$ 75					\$ 54
	Social Security					\$ 687		\$ 687			\$ 667
	Deferred Compensation										
Other Ret.											
Cafeteria					\$ 2,676					\$ 1,288	
Insurance	Health	\$ 1,128		\$ 1,438				\$ 1,431	\$ 2,032		
	Dental	\$ 174		\$ 60				\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16		
Leaves	Other Ins.										
	Vacation	\$ 651		\$ 769		\$ 1,779		\$ 863	\$ 1,124		\$ 828
	Holidays	\$ 424		\$ 615		\$ 529		\$ 527	\$ 450		\$ 455
Allow	Admin Leave	\$ 488		\$ 615				\$ 479	\$ 375		\$ 414
	Cell Phone/ Tech Allowance							\$ 100			\$ 70
	Auto*	\$ 200		\$ 400							\$ 250
	Uniform										
Benefit Package Total		\$ 3,108	\$ 0	\$ 4,490	\$ 0	\$ 6,368	\$ 0	\$ 4,019	\$ 4,438	\$ 0	\$ 4,317

N/C - Non Comparator
1 - Town of Paradise: Includes Cell Phone/Tech Allowance

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Community Services Officer II	Community Service Officer	Community Services Officer II	Community Service Officer	Community Services Officer II	N/C	Community Services Officer	Community Services Officer II	N/C	Crime Prevention Officer
	Top Step	\$ 4,115	\$ 4,677	\$ 4,257	\$ 3,858	\$ 4,493		\$ 4,651	\$ 3,100		\$ 3,683
Retirement	Classic	2%@60	2%@55	3%@60	2%@55	2.5%@55		2%@60	2%@55		2%@55
	Enhanced Formula Cost	\$ 62	\$ 126	\$ 315	\$ 104	\$ 220		\$ 70	\$ 84		\$ 99
	Classic Other Retirement Contrib			\$ -255				\$ -140	\$ -155		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 23			\$ 27					\$ 18
	Social Security					\$ 279		\$ 288			\$ 228
Insurance	Deferred Compensation			\$ 426							
	Other Ret.										
	Cafeteria		\$ 1,539			\$ 2,028					\$ 1,192
	Health	\$ 1,128		\$ 1,438	\$ 1,663			\$ 1,431	\$ 2,092		
	Dental ¹	\$ 174	\$ 186	\$ 8				\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16		
	Other Ins.										
Leaves	Vacation	\$ 237	\$ 306	\$ 246	\$ 200	\$ 259		\$ 295	\$ 358		\$ 283
	Holidays	\$ 229	\$ 243	\$ 196	\$ 193	\$ 242		\$ 197	\$ 143		\$ 156
	Admin Leave			\$ 164							
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform				\$ 50				\$ 67		
Benefit Package Total		\$ 1,846	\$ 2,423	\$ 2,542	\$ 2,211	\$ 3,055	\$ 0	\$ 2,261	\$ 2,782	\$ 0	\$ 1,977

N/C - Non Comparator

1 - City of Auburn; Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Construction Inspector	N/C	Construction Inspector	N/C	N/C	N/C	Construction Inspector II	N/C	Construction Inspector	N/C
	Top Step	\$ 3,827		\$ 5,860				\$ 6,522		\$ 5,030	
Retirement	Classic	2%@60		3%@60				2%@60		2%@55	
	Enhanced Formula Cost	\$ 57		\$ 434				\$ 98		\$ 136	
	Classic Other Retirement Contrib			\$ -176				\$ -196			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year									\$ 25	
	Social Security							\$ 404			
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria										
	Health	\$ 1,128		\$ 1,438				\$ 1,431		\$ 1,075	
	Dental	\$ 174		\$ 60				\$ 112		\$ 66	
	Vision	\$ 15		\$ 5				\$ 9		\$ 47	
Leaves	Other Ins.										
	Vacation	\$ 221		\$ 338				\$ 452		\$ 290	
	Holidays	\$ 213		\$ 270				\$ 276		\$ 232	
	Admin Leave							\$ 201		\$ 58	
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 1,809	\$ 0	\$ 2,370	\$ 0	\$ 0	\$ 0	\$ 2,787	\$ 0	\$ 1,930	\$ 0

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Criminal Records Technician	Dispatcher/ Clerk II	Police Records Technician II	Police Dispatcher	Police Records Technician	Public Safety Records Technician	N/C	N/C	Police Records Technician	Sheriff's Clerk II
	Top Step	\$ 2,876	\$ 4,628	\$ 3,786	\$ 3,786	\$ 3,985	\$ 4,015			\$ 3,440	\$ 3,337
Retirement	Classic	2%@60	2%@55	3%@60	2%@55	2.5%@55	2%@55			2%@55	2%@55
	Enhanced Formula Cost	\$ 43	\$ 125	\$ 280	\$ 102	\$ 195	\$ 108			\$ 93	\$ 90
	Classic Other Retirement Contrib			\$ -227						\$ -103	
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 23			\$ 24				\$ 17	\$ 17
	Social Security					\$ 247					\$ 207
	Deferred Compensation			\$ 379			\$ 25				
Insurance	Other Ret.										
	Cafeteria		\$ 1,539			\$ 2,028					\$ 1,192
	Health	\$ 1,311		\$ 1,438	\$ 1,663		\$ 2,628			\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 8			\$ 195				
	Vision	\$ 15		\$ 5						\$ 47	
Leaves	Other Ins.										
	Vacation	\$ 166	\$ 303	\$ 218	\$ 197	\$ 230	\$ 232			\$ 198	\$ 257
	Holidays	\$ 144	\$ 231	\$ 175	\$ 189	\$ 215	\$ 201			\$ 172	\$ 141
	Admin Leave			\$ 146							
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform				\$ 50					\$ 60	
Benefit Package Total		\$ 1,853	\$ 2,407	\$ 2,422	\$ 2,201	\$ 2,939	\$ 3,389	\$ 0	\$ 0	\$ 1,560	\$ 1,903

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Fire Prevention Inspector II	N/C	Fire Prevention Specialist	N/C	N/C	N/C	N/C	N/C	N/C	N/C
	Top Step	\$ 4,326		\$ 6,640							
Retirement	Classic	2%@60		3%@60							
	Enhanced Formula Cost	\$ 65		\$ 491							
	Classic Other Retirement Contrib			\$ -199							
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year										
	Social Security										
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria										
	Health	\$ 1,128		\$ 1,438							
	Dental	\$ 174		\$ 60							
	Vision	\$ 15		\$ 5							
	Other Ins.										
Leaves	Vacation	\$ 250		\$ 383							
	Holidays	\$ 241		\$ 306							
	Admin Leave										
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 1,873	\$ 0	\$ 2,485	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Fleet Maintenance Shop Foreman (Senior Mechanic)	Lead Mechanic	Senior Equipment Mechanic	N/C	Lead Mechanic	N/C	Senior Equipment Mechanic	N/C	Lead Equipment Mechanic	Heavy Equipment Mechanic, Senior
	Top Step	\$ 5,640	\$ 5,567	\$ 4,630		\$ 4,990		\$ 6,453		\$ 4,543	\$ 5,067
Retirement	Classic	2%@60	2%@55	3%@60		2.5%@55		2%@60		2%@55	2%@55
	Enhanced Formula Cost	\$ 85	\$ 150	\$ 343		\$ 245		\$ 97		\$ 123	\$ 137
	Classic Other Retirement Contrib							\$ -194			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 28			\$ 30				\$ 23	\$ 25
	Social Security					\$ 309		\$ 400			\$ 314
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria		\$ 1,895			\$ 2,028					\$ 1,343
	Health	\$ 1,128		\$ 1,438				\$ 1,431		\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 60				\$ 112		\$ 66	
	Vision	\$ 15		\$ 5				\$ 7		\$ 47	
Leaves	Other Ins.										
	Vacation	\$ 325	\$ 364	\$ 267		\$ 288		\$ 372		\$ 262	\$ 390
	Holidays	\$ 315	\$ 289	\$ 214		\$ 269		\$ 273		\$ 210	\$ 214
	Admin Leave			\$ 89						\$ 52	
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 2,042	\$ 2,912	\$ 2,416	\$ 0	\$ 3,168	\$ 0	\$ 2,499	\$ 0	\$ 1,858	\$ 2,424

N/C - Non Comparator

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Town of Paradise - Benefit Detail
July 2019

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Housing Program Supervisor (Housing Program Manager)	N/C	Housing Manager	N/C	N/C	N/C	N/C	N/C	N/C	N/C
	Top Step	\$ 6,281		\$ 10,299							
Retirement	Classic	2%@60		3%@60							
	Enhanced Formula Cost	\$ 94		\$ 762							
	Classic Other Retirement Contrib			\$ -309							
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year										
	Social Security										
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria										
	Health	\$ 1,128		\$ 1,438							
	Dental	\$ 174		\$ 60							
	Vision	\$ 15		\$ 5							
Leaves	Other Ins.										
	Vacation	\$ 408		\$ 594							
	Holidays	\$ 350		\$ 475							
	Admin Leave	\$ 266		\$ 475							
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 2,435	\$ 0	\$ 3,502	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Human Resources and Risk Manager	Human Resources Manager	Human Resources Manager	N/C	N/C	N/C	Human Resources Manager	N/C	HR Manager	Human Resources Analyst, Principal
	Top Step	\$ 6,335	\$ 7,884	\$ 10,299				\$ 10,169		\$ 7,928	\$ 8,583
Retirement	Classic	2%@60	2%@55	3%@60				2%@60		2%@55	2%@55
	Enhanced Formula Cost	\$ 95	\$ 213	\$ 762				\$ 153		\$ 214	\$ 232
	Classic Other Retirement Contrib			\$ -309				\$ -305		\$ -238	
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 39							\$ 40	\$ 43
	Social Security							\$ 630			\$ 532
	Deferred Compensation Other Ret.										
Insurance	Cafeteria		\$ 1,895								\$ 1,288
	Health	\$ 1,128		\$ 1,438				\$ 1,431		\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 60				\$ 112			
	Vision	\$ 15		\$ 5				\$ 7		\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 411	\$ 515	\$ 594				\$ 704		\$ 457	\$ 660
	Holidays	\$ 353	\$ 409	\$ 475				\$ 430		\$ 366	\$ 363
	Admin Leave	\$ 268	\$ 303	\$ 475						\$ 183	\$ 231
Allow	Cell Phone/ Tech Allowance							\$ 100			\$ 70
	Auto										
	Uniform										
Benefit Package Total		\$ 2,445	\$ 3,561	\$ 3,502	\$ 0	\$ 0	\$ 0	\$ 3,262	\$ 0	\$ 2,144	\$ 3,420

N/C - Non Comparator

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**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Information Technology Manager	N/C	Information Systems Manager	N/C	Information Technology Analyst	Information Technology Manager	Information Systems Manager	N/C	IT Manager	Program Manager, Information Systems
	Top Step	\$ 7,947		\$ 7,725		\$ 9,464	\$ 5,834	\$ 10,117		\$ 7,928	\$ 9,017
Retirement	Classic	2%@60		3%@60		2.5%@55	2%@55	2%@60		2%@55	2%@55
	Enhanced Formula Cost	\$ 119		\$ 572		\$ 464	\$ 158	\$ 152		\$ 214	\$ 243
	Classic Other Retirement Contrib			\$ -232				\$ -304		\$ -238	
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year					\$ 57				\$ 40	\$ 45
	Social Security					\$ 587		\$ 627			\$ 559
	Deferred Compensation Other Ret.										
Insurance	Cafeteria					\$ 1,818					\$ 1,288
	Health	\$ 1,128		\$ 1,438			\$ 2,628	\$ 1,431		\$ 1,075	
	Dental	\$ 174		\$ 60			\$ 195	\$ 112			
	Vision	\$ 15		\$ 5				\$ 7		\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 516		\$ 446		\$ 546	\$ 337	\$ 700		\$ 457	\$ 694
	Holidays	\$ 443		\$ 357		\$ 510	\$ 292	\$ 428		\$ 366	\$ 381
	Admin Leave	\$ 336		\$ 357		\$ 328	\$ 224	\$ 311		\$ 183	\$ 243
Allow	Cell Phone / Tech Allowance						\$ 55				\$ 70
	Auto										
	Uniform										
Benefit Package Total		\$ 2,732	\$ 0	\$ 3,002	\$ 0	\$ 4,308	\$ 3,888	\$ 3,465	\$ 0	\$ 2,144	\$ 3,524

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Mechanic	Mechanic	Equipment Mechanic II	N/C	Mechanic	N/C	Equipment Mechanic I	Equipment Mechanic II	Equipment Mechanic	Heavy Equipment Mechanic
	Top Step	Proposed	\$ 4,883	\$ 4,839		\$ 4,571		\$ 5,316	\$ 3,545	\$ 4,023	\$ 4,590
Retirement	Classic		2%@55	3%@60		2.5%@55		2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost		\$ 132	\$ 358		\$ 224		\$ 80	\$ 96	\$ 109	\$ 124
	Classic Other Retirement Contrib							\$ -159	\$ -106		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 24			\$ 27				\$ 20	\$ 23
	Social Security					\$ 283		\$ 330			\$ 285
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria		\$ 1,895			\$ 2,028					\$ 1,343
	Health			\$ 1,438				\$ 1,431	\$ 2,076	\$ 1,075	
	Dental ¹		\$ 186	\$ 60				\$ 112	\$ 179	\$ 66	
	Vision			\$ 5				\$ 7	\$ 16	\$ 47	
Leaves	Other Ins.										
	Vacation		\$ 319	\$ 279		\$ 264		\$ 307	\$ 409	\$ 232	\$ 353
	Holidays		\$ 254	\$ 223		\$ 246		\$ 225	\$ 164	\$ 186	\$ 194
	Admin Leave			\$ 93						\$ 46	
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 0	\$ 2,810	\$ 2,457	\$ 0	\$ 3,073	\$ 0	\$ 2,331	\$ 2,832	\$ 1,781	\$ 2,322

N/C - Non Comparator

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**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Police Chief	Police Chief	Chief of Police	Police Chief	Chief of Police	Police Chief	Chief of Police	Chief of Police	N/C	Undersheriff
	Top Step	\$ 10,211	\$ 12,833	\$ 13,333	\$ 11,039	\$ 14,583	\$ 11,526	\$ 13,749	\$ 10,588		\$ 12,721
Retirement	Classic	3%@55	2%@50	3%@50	3%@50	3%@50	3%@50	3%@50	3%@50		3%@50
	Enhanced Formula Cost	\$ 725	\$ 655	\$ 1,187	\$ 982	\$ 1,298	\$ 1,026	\$ 1,224	\$ 942		\$ 1,132
	Classic Other Retirement Contrib		\$ -385	\$ -400				\$ -412			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 128			\$ 160					\$ 140
	Social Security					\$ 687		\$ 687			\$ 687
	Deferred Compensation		\$ 50				\$ 576				
Insurance	Other Ret.										
	Cafeteria		\$ 1,895			\$ 2,676					\$ 1,288
	Health	\$ 1,128		\$ 1,438	\$ 2,079		\$ 2,628	\$ 1,431	\$ 2,032		
	Dental ¹	\$ 174	\$ 186	\$ 60			\$ 195	\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16		
Leaves	Other Ins.										
	Vacation	\$ 663	\$ 839	\$ 769	\$ 594	\$ 2,075	\$ 665	\$ 952	\$ 1,222		\$ 979
	Holidays	\$ 511	\$ 666	\$ 615	\$ 510	\$ 617	\$ 576	\$ 582	\$ 489		\$ 538
	Admin Leave	\$ 589	\$ 494	\$ 615	\$ 425		\$ 665	\$ 529	\$ 407		\$ 489
Allow	Cell Phone/ Tech Allowance		\$ 42				\$ 75	\$ 100			\$ 70
	Auto		\$ 450	\$ 400	\$ 450	\$ 450					\$ 250
	Uniform	\$ 78		\$ 42			\$ 77	\$ 150			
Benefit Package Total		\$ 3,882	\$ 5,020	\$ 4,732	\$ 5,040	\$ 7,964	\$ 6,483	\$ 5,360	\$ 5,286	\$ 0	\$ 5,573

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**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Police Lieutenant	Police Lieutenant	Police Commander	Police Lieutenant	Police Lieutenant	N/C	Police Lieutenant	Police Lieutenant	Police Lieutenant	Sheriff's Lieutenant
	Top Step	\$ 8,228	\$ 8,759	\$ 11,665	\$ 8,627	\$ 10,931		\$ 10,602	\$ 7,300	\$ 9,507	\$ 10,763
Retirement	Classic	3%@55	2%@50	3%@50	3%@50	3%@55		3%@50	3%@50	2%@50	3%@50
	Enhanced Formula Cost	\$ 584	\$ 447	\$ 1,038	\$ 768	\$ 776		\$ 944	\$ 650	\$ 485	\$ 958
	Classic Other Retirement Contrib		\$ -263	\$ -350				\$ -318		\$ -285	\$ -323
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 88			\$ 120				\$ 95	\$ 118
	Social Security					\$ 678		\$ 657			\$ 667
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria		\$ 1,895			\$ 1,818					\$ 1,262
	Health	\$ 1,128		\$ 1,438	\$ 2,079			\$ 1,431	\$ 2,032	\$ 1,075	
	Dental ¹	\$ 174	\$ 186					\$ 112	\$ 179		
	Vision	\$ 15						\$ 7	\$ 16	\$ 47	
Leaves	Other Ins.										
	Vacation	\$ 534	\$ 573	\$ 673	\$ 465	\$ 631		\$ 673	\$ 842	\$ 548	\$ 828
	Holidays	\$ 411	\$ 455	\$ 538	\$ 398	\$ 589		\$ 489	\$ 337	\$ 439	\$ 455
	Admin Leave	\$ 475	\$ 337	\$ 538	\$ 332	\$ 378			\$ 281	\$ 219	\$ 290
Allow	Cell Phone/ Tech Allowance										\$ 70
	Auto									\$ 450	
	Uniform	\$ 78		\$ 16		\$ 115		\$ 105		\$ 79	\$ 13
Benefit Package Total		\$ 3,399	\$ 3,717	\$ 3,892	\$ 4,041	\$ 5,104	\$ 0	\$ 4,100	\$ 4,336	\$ 3,153	\$ 4,339

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Town of Paradise - Benefit Detail
July 2019

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Police Officer	Police Officer	Police Officer	Police Officer II	Police Officer II	Police Officer	Police Officer	Police Officer	Police Officer	Deputy Sheriff
	Top Step	\$ 5,985	\$ 6,321	\$ 6,874	\$ 5,391	\$ 6,141	\$ 5,656	\$ 7,959	\$ 4,704	\$ 6,173	\$ 7,036
Retirement	Classic	3%@55	2%@50	3%@50	3%@50	3%@55	3%@50	3%@50	3%@50	2%@50	3%@50
	Enhanced Formula Cost	\$ 425	\$ 322	\$ 612	\$ 480	\$ 436	\$ 503	\$ 708	\$ 419	\$ 315	\$ 626
	Classic Other Retirement Contrib		\$ -190	\$ -206				\$ -239	\$ -235	\$ -185	\$ -211
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 63			\$ 68				\$ 62	\$ 77
	Social Security					\$ 381		\$ 493			\$ 436
	Deferred Compensation			\$ 687			\$ 25				
	Other Ret.										
Insurance	Cafeteria		\$ 1,759			\$ 2,130					\$ 1,207
	Health	\$ 1,311		\$ 1,438	\$ 1,663		\$ 2,628	\$ 1,431	\$ 2,092	\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 8			\$ 195	\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 345	\$ 413	\$ 397	\$ 280	\$ 354	\$ 326	\$ 505	\$ 543	\$ 356	\$ 541
	Holidays	\$ 299	\$ 316	\$ 317	\$ 270	\$ 478	\$ 283	\$ 337	\$ 217	\$ 309	\$ 298
	Admin Leave										
Allow	Cell Phone/ Tech Allowance										\$ 70
	Auto										
	Uniform	\$ 78	\$ 83	\$ 75	\$ 50		\$ 77	\$ 75	\$ 83	\$ 60	\$ 13
Benefit Package Total		\$ 2,647	\$ 2,954	\$ 3,333	\$ 2,742	\$ 3,847	\$ 4,037	\$ 3,430	\$ 3,313	\$ 2,038	\$ 3,058

N/C - Non Comparator

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**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Police Sergeant	Police Sergeant	Police Sergeant	Police Sergeant	Police Sergeant	Police Sergeant	Police Sergeant	Police Sergeant	Sergeant	Sheriff's Sergeant
	Top Step	\$ 7,231	\$ 7,444	\$ 9,233	\$ 6,713	\$ 7,619	\$ 6,798	\$ 9,848	\$ 5,445	\$ 7,667	\$ 8,569
Retirement	Classic	3%@55	2%@50	3%@50	3%@50	3%@55	3%@50	3%@50	3%@50	2%@50	3%@50
	Enhanced Formula Cost	\$ 513	\$ 380	\$ 822	\$ 597	\$ 541	\$ 605	\$ 876	\$ 485	\$ 391	\$ 763
	Classic Other Retirement Contrib		\$ -223	\$ -277				\$ -295	\$ -272	\$ -230	\$ -257
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 74			\$ 84				\$ 77	\$ 94
	Social Security					\$ 472		\$ 611			\$ 531
	Deferred Compensation			\$ 923			\$ 25				
	Other Ret.										
Insurance	Cafeteria		\$ 1,539			\$ 2,130					\$ 1,207
	Health	\$ 1,311		\$ 1,438	\$ 1,663		\$ 2,628	\$ 1,431	\$ 2,092	\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 8			\$ 195	\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 417	\$ 487	\$ 533	\$ 361	\$ 440	\$ 392	\$ 625	\$ 628	\$ 442	\$ 659
	Holidays	\$ 362	\$ 372	\$ 426	\$ 336	\$ 593	\$ 340	\$ 455	\$ 251	\$ 383	\$ 363
	Admin Leave										
Allow	Cell Phone/ Tech Allowance										\$ 70
	Auto										
	Uniform	\$ 78	\$ 83	\$ 75	\$ 67		\$ 77	\$ 75	\$ 83	\$ 60	\$ 13
Benefit Package Total		\$ 2,870	\$ 2,898	\$ 3,953	\$ 3,024	\$ 4,260	\$ 4,262	\$ 3,896	\$ 3,461	\$ 2,246	\$ 3,443

N/C - Non Comparator

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**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Property and Evidence Technician	N/C	Community Services Officer II	Support Services Technician	Police Evidence/ Property Technician	N/C	N/C	N/C	N/C	Evidence/ Photographic Technician
	Top Step	\$ 4,115		\$ 4,257	\$ 3,858	\$ 4,498					\$ 4,281
Retirement	Classic	2%@60		3%@60	2%@55	2.5%@55					2%@55
	Enhanced Formula Cost	\$ 62		\$ 315	\$ 104	\$ 220					\$ 116
	Classic Other Retirement Contrib			\$ -255							
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year					\$ 27					\$ 21
	Social Security					\$ 279					\$ 265
	Deferred Compensation			\$ 426							
	Other Ret.										
Insurance	Cafeteria					\$ 2,028					\$ 1,192
	Health	\$ 1,311		\$ 1,438	\$ 1,663						
	Dental	\$ 174		\$ 8							
	Vision	\$ 15		\$ 5							
	Other Ins.										
Leaves	Vacation	\$ 237		\$ 246	\$ 200	\$ 260					\$ 329
	Holidays	\$ 206		\$ 196	\$ 193	\$ 242					\$ 181
	Admin Leave			\$ 164							
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 2,005	\$ 0	\$ 2,542	\$ 2,161	\$ 3,056	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,105

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Public Safety Dispatcher	Dispatcher/Clerk II	[Public Safety Dispatcher I / Public Safety Dispatcher II]	Police Dispatcher	N/C	Public Safety Dispatcher	Public Safety Dispatcher II	Public Safety Dispatcher	Police Dispatcher	Public Safety Dispatcher
	Top Step	\$ 4,429	\$ 4,628	\$ 4,472	\$ 3,786		\$ 4,015	\$ 6,007	\$ 3,175	\$ 4,111	\$ 4,607
Retirement	Classic	2%@60	2%@55	3%@60	2%@55		2%@55	2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost	\$ 66	\$ 125	\$ 331	\$ 102		\$ 108	\$ 90	\$ 86	\$ 111	\$ 124
	Classic Other Retirement Contrib			\$ -268				\$ -180	\$ -159	\$ -123	
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 23							\$ 21	\$ 23
	Social Security							\$ 372			\$ 286
	Deferred Compensation			\$ 447			\$ 25				
	Other Ret.										
Insurance	Cafeteria		\$ 1,539								\$ 1,192
	Health	\$ 1,311		\$ 1,438	\$ 1,663		\$ 2,628	\$ 1,431	\$ 2,092	\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 8			\$ 195	\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 256	\$ 303	\$ 258	\$ 197		\$ 232	\$ 381	\$ 366	\$ 237	\$ 354
	Holidays	\$ 221	\$ 231	\$ 206	\$ 189		\$ 201	\$ 254	\$ 147	\$ 206	\$ 195
	Admin Leave			\$ 172							
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform				\$ 50				\$ 67	\$ 60	
Benefit Package Total		\$ 2,044	\$ 2,407	\$ 2,598	\$ 2,201	\$ 0	\$ 3,389	\$ 2,468	\$ 2,793	\$ 1,633	\$ 2,174

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Public Works Director/ Town Engineer	Director of Planning and Public Works	[Public Works Director - Engineering / City Engineer]	[Public Works Director / City Engineer]	[Public Works Director of Operations / Senior Engineer/Deputy Director]	Public Works Director	[Director of Public Services / City Engineer]	N/C	N/C	[Assistant Director, Public Works / Senior Civil Engineer]
	Top Step	\$ 9,358	\$ 13,593	\$ 13,333	\$ 9,058	\$ 12,500	\$ 7,711	\$ 13,090			\$ 12,525
Retirement	Classic	2%@60	2%@55	3%@60	2%@55	2.5%@55	2%@55	2%@60			2%@55
	Enhanced Formula Cost	\$ 140	\$ 367	\$ 987	\$ 245	\$ 613	\$ 208	\$ 196			\$ 338
	Classic Other Retirement Contrib			\$ -400				\$ -393			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 68			\$ 75					\$ 63
	Social Security					\$ 687		\$ 687			\$ 687
	Deferred Compensation		\$ 526		\$ 453						
	Other Ret.										
Insurance	Cafeteria		\$ 1,895			\$ 2,676					\$ 1,288
	Health	\$ 1,128		\$ 1,438	\$ 2,079		\$ 2,628	\$ 1,431			
	Dental ¹	\$ 174	\$ 186	\$ 60			\$ 195	\$ 112			
	Vision	\$ 15		\$ 5				\$ 7			
	Other Ins.										
Leaves	Vacation	\$ 607	\$ 889	\$ 769	\$ 488	\$ 1,779	\$ 445	\$ 906			\$ 963
	Holidays	\$ 468	\$ 706	\$ 615	\$ 418	\$ 529	\$ 386	\$ 554			\$ 530
	Admin Leave	\$ 540	\$ 523	\$ 615	\$ 348			\$ 503			\$ 482
Allow	Cell Phone/ Tech Allowance		\$ 42					\$ 100			\$ 70
	Auto ²	\$ 200		\$ 400		\$ 450					\$ 250
	Uniform										
Benefit Package Total		\$ 3,273	\$ 5,201	\$ 4,490	\$ 4,031	\$ 6,808	\$ 3,862	\$ 4,104	\$ 0	\$ 0	\$ 4,671

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

2 - Town of Paradise: Includes Cell Phone/Tech Allowance

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Public Works Maintenance Worker II	Maintenance Worker II	Maintenance Worker	Maintenance Worker II	Maintenance Worker II	Maintenance Worker II	Maintenance Worker II	Maintenance Worker II	[Parks Maintenance Technician / Building Maintenance Technician / Public Works Operator II]	[Road Maintenance Worker / Grounds Maintenance Worker]
	Top Step	\$ 3,628	\$ 4,486	\$ 3,949	\$ 3,185	\$ 3,978	\$ 3,945	\$ 4,349	\$ 3,093	\$ 3,925	\$ 3,761
Retirement	Classic	2%@60	2%@55	3%@60	2%@55	2.5%@55	2%@55	2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost	\$ 54	\$ 121	\$ 292	\$ 86	\$ 195	\$ 107	\$ 65	\$ 84	\$ 106	\$ 102
	Classic Other Retirement Contrib							\$ -130	\$ -93		
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 22			\$ 24				\$ 20	\$ 19
	Social Security					\$ 247		\$ 270			\$ 233
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria		\$ 1,895			\$ 2,028					\$ 1,343
	Health	\$ 1,128		\$ 1,438	\$ 1,663		\$ 2,628	\$ 1,431	\$ 2,076	\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 60			\$ 195	\$ 112	\$ 179	\$ 66	
	Vision	\$ 15		\$ 5				\$ 7	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 209	\$ 293	\$ 228	\$ 165	\$ 230	\$ 228	\$ 251	\$ 357	\$ 226	\$ 289
	Holidays	\$ 202	\$ 233	\$ 182	\$ 147	\$ 214	\$ 197	\$ 184	\$ 143	\$ 181	\$ 159
	Admin Leave			\$ 76						\$ 45	
Allow	Cell Phone/ Tech Allowance										
	Auto										
	Uniform										
Benefit Package Total		\$ 1,783	\$ 2,751	\$ 2,282	\$ 2,062	\$ 2,937	\$ 3,354	\$ 2,189	\$ 2,761	\$ 1,767	\$ 2,145

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Public Works Manager	Public Works Superintendent	Public Works Manager	Public Works Superintendent	Superintendent II	N/C	Maintenance Services Manager	Parks & Facilities Superintendent	N/C	Superintendent, Maintenance Operations
	Top Step	\$ 6,486	\$ 7,365	\$ 9,071	\$ 7,825	\$ 8,075		\$ 10,599	\$ 5,276		\$ 6,867
Retirement	Classic	2%@60	2%@55	3%@60	2%@55	2.5%@55		2%@60	2%@55		2%@55
	Enhanced Formula Cost	\$ 97	\$ 199	\$ 671	\$ 211	\$ 396		\$ 159	\$ 142		\$ 185
	Classic Other Retirement Contrib			\$ -272				\$ -318			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 37			\$ 48					\$ 34
	Social Security					\$ 501		\$ 657			\$ 426
	Deferred Compensation										
Insurance	Other Ret.										
	Cafeteria		\$ 1,895			\$ 1,818					\$ 1,288
	Health	\$ 1,128		\$ 1,438	\$ 2,079			\$ 1,431	\$ 2,032		
	Dental ¹	\$ 174	\$ 186	\$ 60				\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16		
Leaves	Other Ins.										
	Vacation	\$ 421	\$ 482	\$ 523	\$ 421	\$ 466		\$ 734	\$ 609		\$ 528
	Holidays	\$ 362	\$ 382	\$ 419	\$ 361	\$ 435		\$ 448	\$ 244		\$ 291
	Admin Leave	\$ 274		\$ 419	\$ 301	\$ 280		\$ 326	\$ 203		\$ 185
Allow	Cell Phone/ Tech Allowance										\$ 70
	Auto				\$ 200						
	Uniform										
Benefit Package Total		\$ 2,471	\$ 3,181	\$ 3,263	\$ 3,574	\$ 3,943	\$ 0	\$ 3,556	\$ 3,423	\$ 0	\$ 3,008

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Town Clerk	City Clerk	City Clerk	N/C	City Clerk	N/C	City Clerk	City Clerk	Assistant City Clerk	Assistant Clerk of the Board
	Top Step	\$ 6,812	\$ 7,444	\$ 12,977		\$ 7,083		\$ 8,358	\$ 6,924	\$ 4,448	\$ 6,070
Retirement	Classic	2%@60	2%@55	3%@60		2.5%@55		2%@60	2%@55	2%@55	2%@55
	Enhanced Formula Cost	\$ 102	\$ 201	\$ 960		\$ 347		\$ 125	\$ 187	\$ 120	\$ 164
	Classic Other Retirement Contrib			\$ -389				\$ -251			
	ER Paid Member Contrib										
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 37			\$ 43				\$ 22	\$ 30
	Social Security					\$ 439		\$ 518			\$ 376
	Deferred Compensation										
	Other Ret.										
Insurance	Cafeteria		\$ 1,895			\$ 2,676					\$ 1,288
	Health	\$ 1,128		\$ 1,438				\$ 1,431	\$ 2,032	\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 60				\$ 112	\$ 179	\$ 66	
	Vision	\$ 15		\$ 5				\$ 7	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 442	\$ 487	\$ 749		\$ 1,008		\$ 579	\$ 799	\$ 257	\$ 467
	Holidays	\$ 380	\$ 387	\$ 599		\$ 300		\$ 354	\$ 320	\$ 205	\$ 257
	Admin Leave	\$ 288	\$ 286	\$ 599				\$ 257	\$ 266	\$ 51	\$ 163
	Cell Phone/ Tech Allowance										\$ 70
Allow	Auto										
	Uniform										
Benefit Package Total		\$ 2,529	\$ 3,479	\$ 4,021	\$ 0	\$ 4,813	\$ 0	\$ 3,132	\$ 3,798	\$ 1,844	\$ 2,816

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

**Town of Paradise - Benefit Detail
July 2019**

Agency		Town of Paradise	City of Auburn	City of Chico	City of Clearlake	City of Grass Valley	City of Gridley	City of Lincoln	City of Marysville	City of Oroville	County of Butte
Benchmark/ Comparator Agency Match		Town Manager	City Manager	City Manager	City Manager	City Manager	City Administrator	City Manager	City Manager	City Administrator	N/C
	Top Step	\$ 12,265	\$ 15,000	\$ 17,292	\$ 12,032	\$ 14,525	\$ 10,350	\$ 18,666	\$ 11,015	\$ 14,583	
Retirement	Classic	2%@60	2%@55	3%@60	2%@55	2.5%@55	2%@55	2%@60	2%@55	2%@55	
	Enhanced Formula Cost	\$ 184	\$ 405	\$ 1,280	\$ 325	\$ 712	\$ 279	\$ 280	\$ 297	\$ 394	
	Classic Other Retirement Contrib			\$ -519				\$ -560		\$ -438	
	ER Paid Member Contrib						\$ 725				
	Calc Classic EPMC as Spec Comp										
	Single Highest Year		\$ 75			\$ 87				\$ 73	
	Social Security					\$ 687		\$ 687			
	Deferred Compensation		\$ 155	\$ 1,485							
	Other Ret.										
Insurance	Cafeteria		\$ 1,895			\$ 2,676					
	Health	\$ 1,128		\$ 1,438	\$ 2,079		\$ 2,628	\$ 1,431	\$ 2,032	\$ 1,075	
	Dental ¹	\$ 174	\$ 186	\$ 60			\$ 195	\$ 112	\$ 179		
	Vision	\$ 15		\$ 5				\$ 7	\$ 16	\$ 47	
	Other Ins.										
Leaves	Vacation	\$ 1,179	\$ 865	\$ 998	\$ 648	\$ 2,067	\$ 597	\$ 1,292	\$ 1,271	\$ 841	
	Holidays	\$ 613	\$ 779	\$ 798	\$ 555	\$ 615	\$ 518	\$ 790	\$ 508	\$ 673	
	Admin Leave	\$ 708	\$ 577	\$ 798	\$ 463		\$ 597	\$ 1,077	\$ 424	\$ 561	
Allow	Cell Phone/ Tech Allowance				\$ 75	\$ 98	\$ 75	\$ 100		\$ 100	
	Auto ²	\$ 200	\$ 400	\$ 400	\$ 200	\$ 650	\$ 450			\$ 300	
	Uniform										
Benefit Package Total		\$ 4,201	\$ 5,337	\$ 6,743	\$ 4,345	\$ 7,591	\$ 6,064	\$ 5,216	\$ 4,726	\$ 3,627	\$ 0

N/C - Non Comparator

1 - City of Auburn: Amount shown represents average disbursement for the 2018 fiscal year.

2 - Town of Paradise: Includes Cell Phone/Tech Allowance

Town of Paradise
Appendix III - Proposed Range Placement Recommendations (TMS)
August 2019

Salary Range	Annually						Monthly						Per Pay Period						Hourly					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	29,001	30,451	31,973	33,572	35,251	37,013	2,417	2,538	2,664	2,798	2,938	3,084	1,115.41	1,171.19	1,229.74	1,291.23	1,355.79	1,423.58	13.94	14.64	15.37	16.14	16.95	17.79
2	29,726	31,212	32,773	34,411	36,132	37,938	2,477	2,601	2,731	2,868	3,011	3,162	1,143.30	1,200.47	1,260.49	1,323.51	1,389.69	1,459.17	14.29	15.01	15.76	16.54	17.37	18.24
3	30,469	31,992	33,592	35,272	37,035	38,877	2,539	2,666	2,799	2,939	3,086	3,241	1,171.88	1,230.48	1,292.00	1,356.60	1,424.43	1,495.65	14.65	15.38	16.15	16.96	17.81	18.70
4	31,231	32,792	34,432	36,153	37,961	39,859	2,603	2,733	2,869	3,013	3,163	3,322	1,201.18	1,261.24	1,324.30	1,390.52	1,460.04	1,533.04	15.01	15.77	16.55	17.38	18.25	19.16
5	32,011	33,612	35,293	37,057	38,910	40,856	2,668	2,801	2,941	3,088	3,243	3,405	1,231.21	1,292.77	1,357.41	1,425.28	1,496.54	1,571.37	15.39	16.16	16.97	17.82	18.71	19.64
6	32,812	34,452	36,175	37,984	39,883	41,877	2,734	2,871	3,015	3,165	3,324	3,490	1,261.99	1,325.09	1,391.34	1,460.91	1,533.96	1,610.65	15.77	16.56	17.39	18.26	19.17	20.13
7	33,632	35,314	37,079	38,933	40,880	42,924	2,803	2,943	3,090	3,244	3,407	3,577	1,293.54	1,358.22	1,426.13	1,497.43	1,572.30	1,650.92	16.17	16.98	17.83	18.72	19.65	20.64
8	34,473	36,196	38,006	39,907	41,902	43,997	2,873	3,016	3,167	3,326	3,492	3,666	1,325.88	1,392.17	1,461.78	1,534.87	1,611.61	1,692.19	16.57	17.40	18.27	19.19	20.15	21.15
9	35,335	37,101	38,956	40,904	42,949	45,097	2,945	3,092	3,246	3,409	3,579	3,758	1,359.02	1,426.98	1,498.32	1,573.24	1,651.90	1,734.50	16.99	17.84	18.73	19.67	20.65	21.68
10	36,218	38,029	39,930	41,927	44,023	46,224	3,018	3,169	3,328	3,494	3,669	3,852	1,393.00	1,462.65	1,535.78	1,612.57	1,693.20	1,777.86	17.41	18.28	19.20	20.16	21.17	22.22
11	37,123	38,980	40,929	42,975	45,124	47,380	3,094	3,248	3,411	3,581	3,760	3,948	1,427.83	1,499.22	1,574.18	1,652.89	1,735.53	1,822.31	17.85	18.74	19.68	20.66	21.69	22.78
12	38,052	39,954	41,952	44,049	46,252	48,564	3,171	3,330	3,496	3,671	3,854	4,047	1,463.52	1,536.70	1,613.53	1,694.21	1,778.92	1,867.86	18.29	19.21	20.17	21.18	22.24	23.35
13	39,003	40,953	43,001	45,151	47,408	49,779	3,250	3,413	3,583	3,763	3,951	4,148	1,500.11	1,575.11	1,653.87	1,736.56	1,823.39	1,914.56	18.75	19.69	20.67	21.71	22.79	23.93
14	39,978	41,977	44,076	46,279	48,593	51,023	3,331	3,498	3,673	3,857	4,049	4,252	1,537.61	1,614.49	1,695.22	1,779.98	1,868.98	1,962.43	19.22	20.18	21.19	22.25	23.36	24.53
15	40,977	43,026	45,178	47,436	49,808	52,299	3,415	3,586	3,765	3,953	4,151	4,358	1,576.05	1,654.85	1,737.60	1,824.48	1,915.70	2,011.49	19.70	20.69	21.72	22.81	23.95	25.14
16	42,002	44,102	46,307	48,622	51,053	53,606	3,500	3,675	3,859	4,052	4,254	4,467	1,615.45	1,696.23	1,781.04	1,870.09	1,963.59	2,061.77	20.19	21.20	22.26	23.38	24.54	25.77
17	43,052	45,204	47,465	49,838	52,330	54,946	3,588	3,767	3,955	4,153	4,361	4,579	1,655.84	1,738.63	1,825.56	1,916.84	2,012.68	2,113.32	20.70	21.73	22.82	23.96	25.16	26.42
18	44,128	46,335	48,651	51,084	53,638	56,320	3,677	3,861	4,054	4,257	4,470	4,693	1,697.24	1,782.10	1,871.20	1,964.76	2,063.00	2,166.15	21.22	22.28	23.39	24.56	25.79	27.08
19	45,231	47,493	49,868	52,361	54,979	57,728	3,769	3,958	4,156	4,363	4,582	4,811	1,739.67	1,826.65	1,917.98	2,013.88	2,114.58	2,220.30	21.75	22.83	23.97	25.17	26.43	27.75
20	46,362	48,680	51,114	53,670	56,353	59,171	3,864	4,057	4,260	4,472	4,696	4,931	1,783.16	1,872.32	1,965.93	2,064.23	2,167.44	2,275.81	22.29	23.40	24.57	25.80	27.09	28.45
21	47,521	49,897	52,392	55,012	57,762	60,650	3,960	4,158	4,366	4,584	4,814	5,054	1,827.74	1,919.12	2,015.08	2,115.83	2,221.63	2,332.71	22.85	23.99	25.19	26.45	27.77	29.16
22	48,709	51,145	53,702	56,387	59,206	62,167	4,059	4,262	4,475	4,699	4,934	5,181	1,873.43	1,967.10	2,065.46	2,168.73	2,277.17	2,391.02	23.42	24.59	25.82	27.11	28.46	29.89
23	49,927	52,423	55,044	57,797	60,686	63,721	4,161	4,369	4,587	4,816	5,057	5,310	1,920.27	2,016.28	2,117.09	2,222.95	2,334.10	2,450.80	24.00	25.20	26.46	27.79	29.18	30.64
24	51,175	53,734	56,421	59,242	62,204	65,314	4,265	4,478	4,702	4,937	5,184	5,443	1,968.27	2,066.69	2,170.02	2,278.52	2,392.45	2,512.07	24.60	25.83	27.13	28.48	29.91	31.40
25	52,454	55,077	57,831	60,723	63,759	66,947	4,371	4,590	4,819	5,060	5,313	5,579	2,017.48	2,118.35	2,224.27	2,335.48	2,452.26	2,574.87	25.22	26.48	27.80	29.19	30.65	32.19
26	53,766	56,454	59,277	62,241	65,353	68,620	4,480	4,705	4,940	5,187	5,446	5,718	2,067.92	2,171.31	2,279.88	2,393.87	2,513.57	2,639.24	25.85	27.14	28.50	29.92	31.42	32.99
27	55,110	57,865	60,759	63,797	66,987	70,336	4,592	4,822	5,063	5,316	5,582	5,861	2,119.61	2,225.60	2,336.88	2,453.72	2,576.40	2,705.22	26.50	27.82	29.21	30.67	32.21	33.82
28	56,488	59,312	62,278	65,392	68,661	72,094	4,707	4,943	5,190	5,449	5,722	6,008	2,172.60	2,281.24	2,395.30	2,515.06	2,640.81	2,772.86	27.16	28.52	29.94	31.44	33.01	34.66
29	57,900	60,795	63,835	67,026	70,378	73,897	4,825	5,066	5,320	5,586	5,865	6,158	2,226.92	2,338.27	2,455.18	2,577.94	2,706.84	2,842.18	27.84	29.23	30.69	32.22	33.84	35.53
30	59,347	62,315	65,431	68,702	72,137	75,744	4,946	5,193	5,453	5,725	6,011	6,312	2,282.59	2,396.72	2,516.56	2,642.39	2,774.51	2,913.23	28.53	29.96	31.46	33.03	34.68	36.42
31	60,831	63,873	67,066	70,420	73,941	77,638	5,069	5,323	5,589	5,868	6,162	6,470	2,339.66	2,456.64	2,579.47	2,708.45	2,843.87	2,986.06	29.25	30.71	32.24	33.86	35.55	37.33
32	62,352	65,469	68,743	72,180	75,789	79,579	5,196	5,456	5,729	6,015	6,316	6,632	2,398.15	2,518.06	2,643.96	2,776.16	2,914.97	3,060.71	29.98	31.48	33.05	34.70	36.44	38.26
33	63,911	67,106	70,462	73,985	77,684	81,568	5,326	5,592	5,872	6,165	6,474	6,797	2,458.10	2,581.01	2,710.06	2,845.56	2,987.84	3,137.23	30.73	32.26	33.88	35.57	37.35	39.22
34	65,508	68,784	72,223	75,834	79,626	83,607	5,459	5,732	6,019	6,320	6,635	6,967	2,519.56	2,645.53	2,777.81	2,916.70	3,062.54	3,215.66	31.49	33.07	34.72	36.46	38.28	40.20
35	67,146	70,503	74,029	77,730	81,617	85,697	5,596	5,875	6,169	6,478	6,801	7,141	2,582.54	2,711.67	2,847.26	2,989.62	3,139.10	3,296.05	32.28	33.90	35.59	37.37	39.24	41.20
36	68,825	72,266	75,879	79,673	83,657	87,840	5,735	6,022	6,323	6,639	6,971	7,320	2,647.11	2,779.46	2,918.44	3,064.36	3,217.58	3,378.46	33.09	34.74	36.48	38.30	40.22	42.23
37																								

Town of Paradise
Appendix III - Proposed Range Placement Recommendations (TMS)
August 2019

Salary Range	Annually						Monthly						Per Pay Period						Hourly					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
63	134,057	140,760	147,798	155,188	162,947	171,094	11,171	11,730	12,316	12,932	13,579	14,258	5,156.04	5,413.84	5,684.53	5,968.76	6,267.20	6,580.56	64.45	67.67	71.06	74.61	78.34	82.26
64	137,408	144,279	151,493	159,067	167,021	175,372	11,451	12,023	12,624	13,256	13,918	14,614	5,284.94	5,549.19	5,826.64	6,117.98	6,423.88	6,745.07	66.06	69.36	72.83	76.47	80.30	84.31
65	140,844	147,886	155,280	163,044	171,196	179,756	11,737	12,324	12,940	13,587	14,266	14,980	5,417.06	5,687.91	5,972.31	6,270.93	6,584.47	6,913.70	67.71	71.10	74.65	78.39	82.31	86.42
66	144,365	151,583	159,162	167,120	175,476	184,250	12,030	12,632	13,264	13,927	14,623	15,354	5,552.49	5,830.11	6,121.62	6,427.70	6,749.08	7,086.54	69.41	72.88	76.52	80.35	84.36	88.58
67	147,974	155,373	163,141	171,298	179,863	188,856	12,331	12,948	13,595	14,275	14,989	15,738	5,691.30	5,975.87	6,274.66	6,588.39	6,917.81	7,263.70	71.14	74.70	78.43	82.35	86.47	90.80
68	151,673	159,257	167,220	175,581	184,360	193,578	12,639	13,271	13,935	14,632	15,363	16,131	5,833.58	6,125.26	6,431.53	6,753.10	7,090.76	7,445.29	72.92	76.57	80.39	84.41	88.63	93.07
69	155,465	163,238	171,400	179,970	188,969	198,417	12,955	13,603	14,283	14,998	15,747	16,535	5,979.42	6,278.39	6,592.31	6,921.93	7,268.03	7,631.43	74.74	78.48	82.40	86.52	90.85	95.39
70	159,352	167,319	175,685	184,469	193,693	203,378	13,279	13,943	14,640	15,372	16,141	16,948	6,128.91	6,435.35	6,757.12	7,094.98	7,449.73	7,822.21	76.61	80.44	84.46	88.69	93.12	97.78
71	163,335	171,502	180,077	189,081	198,535	208,462	13,611	14,292	15,006	15,757	16,545	17,372	6,282.13	6,596.24	6,926.05	7,272.35	7,635.97	8,017.77	78.53	82.45	86.58	90.90	95.45	100.22
72	167,419	175,790	184,579	193,808	203,499	213,674	13,952	14,649	15,382	16,151	16,958	17,806	6,439.18	6,761.14	7,099.20	7,454.16	7,826.87	8,218.21	80.49	84.51	88.74	93.18	97.84	102.73
73	171,604	180,184	189,194	198,653	208,586	219,015	14,300	15,015	15,766	16,554	17,382	18,251	6,600.16	6,930.17	7,276.68	7,640.51	8,022.54	8,423.67	82.50	86.63	90.96	95.51	100.28	105.30
74	175,894	184,689	193,924	203,620	213,801	224,491	14,658	15,391	16,160	16,968	17,817	18,708	6,765.17	7,103.43	7,458.60	7,831.53	8,223.10	8,634.26	84.56	88.79	93.23	97.89	102.79	107.93
75	180,292	189,306	198,772	208,710	219,146	230,103	15,024	15,776	16,564	17,393	18,262	19,175	6,934.30	7,281.01	7,645.06	8,027.32	8,428.68	8,850.12	86.68	91.01	95.56	100.34	105.36	110.63
76	184,799	194,039	203,741	213,928	224,624	235,856	15,400	16,170	16,978	17,827	18,719	19,655	7,107.65	7,463.04	7,836.19	8,228.00	8,639.40	9,071.37	88.85	93.29	97.95	102.85	107.99	113.39
77	189,419	198,890	208,834	219,276	230,240	241,752	15,785	16,574	17,403	18,273	19,187	20,146	7,285.35	7,649.61	8,032.09	8,433.70	8,855.38	9,298.15	91.07	95.62	100.40	105.42	110.69	116.23
78	194,154	203,862	214,055	224,758	235,996	247,796	16,180	16,989	17,838	18,730	19,666	20,650	7,467.48	7,840.85	8,232.90	8,644.54	9,076.77	9,530.61	93.34	98.01	102.91	108.06	113.46	119.13
79	199,008	208,959	219,407	230,377	241,896	253,991	16,584	17,413	18,284	19,198	20,158	21,166	7,654.17	8,036.87	8,438.72	8,860.65	9,303.69	9,768.87	95.68	100.46	105.48	110.76	116.30	122.11
80	203,984	214,183	224,892	236,136	247,943	260,340	16,999	17,849	18,741	19,678	20,662	21,695	7,845.52	8,237.80	8,649.69	9,082.17	9,536.28	10,013.09	98.07	102.97	108.12	113.53	119.20	125.16
81	209,083	219,537	230,514	242,040	254,142	266,849	17,424	18,295	19,210	20,170	21,178	22,237	8,041.66	8,443.74	8,865.93	9,309.22	9,774.69	10,263.42	100.52	105.55	110.82	116.37	122.18	128.29
82	214,310	225,026	236,277	248,091	260,495	273,520	17,859	18,752	19,690	20,674	21,708	22,793	8,242.70	8,654.83	9,087.58	9,541.96	10,019.05	10,520.01	103.03	108.19	113.59	119.27	125.24	131.50
83	219,668	230,651	242,184	254,293	267,008	280,358	18,306	19,221	20,182	21,191	22,251	23,363	8,448.77	8,871.21	9,314.77	9,780.50	10,269.53	10,783.01	105.61	110.89	116.43	122.26	128.37	134.79
84	225,160	236,418	248,239	260,650	273,683	287,367	18,763	19,701	20,687	21,721	22,807	23,947	8,659.99	9,092.99	9,547.64	10,025.02	10,526.27	11,052.58	108.25	113.66	119.35	125.31	131.58	138.16
85	230,789	242,328	254,444	267,167	280,525	294,551	19,232	20,194	21,204	22,264	23,377	24,546	8,876.49	9,320.31	9,786.33	10,275.64	10,789.42	11,328.90	110.96	116.50	122.33	128.45	134.87	141.61
86	236,558	248,386	260,806	273,846	287,538	301,915	19,713	20,699	21,734	22,820	23,962	25,160	9,098.40	9,553.32	10,030.98	10,532.53	11,059.16	11,612.12	113.73	119.42	125.39	131.66	138.24	145.15
87	242,472	254,596	267,326	280,692	294,727	309,463	20,206	21,216	22,277	23,391	24,561	25,789	9,325.86	9,792.15	10,281.76	10,795.85	11,335.64	11,902.42	116.57	122.40	128.52	134.95	141.70	148.78
88	248,534	260,961	274,009	287,709	302,095	317,200	20,711	21,747	22,834	23,976	25,175	26,433	9,559.00	10,036.96	10,538.80	11,065.74	11,619.03	12,199.98	119.49	125.46	131.74	138.32	145.24	152.50
89	254,747	267,485	280,859	294,902	309,647	325,130	21,229	22,290	23,405	24,575	25,804	27,094	9,797.98	10,287.88	10,802.27	11,342.39	11,909.51	12,504.98	122.47	128.60	135.03	141.78	148.87	156.31
90	261,116	274,172	287,881	302,275	317,388	333,258	21,760	22,848	23,990	25,190	26,449	27,771	10,042.93	10,545.08	11,072.33	11,625.95	12,207.24	12,817.61	125.54	131.81	138.40	145.32	152.59	160.22
91	267,644	281,026	295,078	309,831	325,323	341,589	22,304	23,419	24,590	25,819	27,110	28,466	10,294.00	10,808.70	11,349.14	11,916.59	12,512.42	13,138.05	128.68	135.11	141.86	148.96	156.41	164.23
92	274,335	288,052	302,455	317,577	333,456	350,129	22,861	24,004	25,205	26,465	27,788	29,177	10,551.35	11,078.92	11,632.87	12,214.51	12,825.24	13,466.50	131.89	138.49	145.41	152.68	160.32	168.33
93	281,194	295,253	310,016	325,517	341,793	358,882	23,433	24,604	25,835	27,126	28,483	29,907	10,815.14	11,355.89	11,923.69	12,519.87	13,145.87	13,803.16	135.19	141.95	149.05	156.50	164.32	172.54
94	288,223	302,635	317,766	333,655	350,337	367,854	24,019	25,220	26,481	27,805	29,195	30,655	11,085.51	11,639.79	12,221.78	12,832.87	13,474.51	14,148.24	138.57	145.50	152.77	160.41	168.43	176.85
95	295,429	310,200	325,710	341,996	359,096	377,051	24,619	25,850	27,143	28,500	29,925	31,421	11,362.65	11,930.79	12,527.32	13,153.69	13,811.38	14,501.94	142.03	149.13	156.59	164.42	172.64	181.27
96	302,815	317,955	333,853	350,546	368,073	386,477	25,235	26,496	27,821	29,212	30,673	32,206	11,646.72	12,229.06	12,840.51	13,482.53	14,156.66	14,864.49	145.58	152.86	160.51	168.53	176.96	185.81
97	310,385	325,904	342,200	359,310	377,275	396,139	25,865	27,159	28,517	29,942	31,440	33,012	11,937.89	12,534.78	13,161.52	13,819.60	14,510.58	15,236.11	149.22	156.68	164.52	172.74	181.38	190.45
98	318,145	334,052	350,755	368,292	386,707	406,042	26,512	27,838	29,230	30,691	32,226	33,837	12,236.33	12,848.15	13,490.56	14,165.09	14,873.34	15,617.01	152.95	160.60	168.63	177.06	185.92	195.21
99	326,098	342,403	359,523	377,500	396,375	416,193	27,175	28,534	29,960	31,458	33,031	34,683	12,542.24	13,169.35	13,827.82	14,519.21	15,245.17	16,007.43	156.78	164.62	172.85	181.49	190.56	200.09
100	334,251	350,963	368,511	386,937	406,284	426,598	27,854	29,247	30,709	32,245	33,857	35,550	12,855.80	13,498.59	14,173.52	14,882.19	15,626.30	16,407.62	160.70	168.73	177.17	186.03	195.33	205.10

Town of Paradise
Appendix III - Proposed Range Placement Recommendations (TMS)
August 2019

Class Title	Current Maximum Monthly Salary	% from Average Maximum Monthly Salary	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	FLSA Status	Rationale
Accountant	Proposed	N/A	\$6,125	26	\$5,718	N/A	X	NE	Internal alignment: 30% above the Accounting Technician.
Accounting Assistant I	Proposed	N/A	N/A	6	\$3,490	N/A		NE	Internal alignment: 10% below Accounting Assistant II.
Accounting Assistant II	Proposed	N/A	N/A	10	\$3,852	N/A		NE	Internal alignment: 10% below Accounting Technician.
Accounting Technician	\$3,718	-15.2%	\$4,283	14	\$4,252	14.4%	X	NE	Market and range placement.
Administrative Assistant (II FD)	\$3,538	-15.9%	\$4,099	12	\$4,047	14.4%	X	NE	Market and range placement.
Administrative Services Director	\$8,483	-30.7%	\$11,087	55	\$11,702	37.9%	X	E	Internal alignment: anchor to the Director of Community Development
Animal Control Officer	\$3,645	-9.3%	\$3,983	11	\$3,948	8.3%	X	NE	Market and range placement.
Animal Control Supervisor	\$4,330	Insuff. data	Insuff. data	19	\$4,811	11.1%	X	NE	Internal alignment: 20% above Animal Control Officer.
Assistant Engineer	Proposed	N/A	N/A	34	\$6,967	N/A		NE	Internal alignment: 15% below Associate Engineer.
Assistant Planner	Proposed	N/A	N/A	26	\$5,718	N/A		NE	Internal alignment: 15% below Associate Planner.
Assistant Town Manager	\$9,358	N/A	N/A	56	\$11,995	28.2%		E	Internal alignment: 17.5% below Town Manager.
Associate Engineer	Proposed	N/A	\$7,965	40	\$8,080	N/A	X	E	Market and range placement.
Associate Planner	Proposed	N/A	\$6,712	32	\$6,632	N/A	X	E	Market and range placement.
Building Official (Fire Marshal/Building Official)	\$7,736	-10.2%	\$8,522	42	\$8,489	9.7%	X	E	Market and range placement.
Building/Onsite Inspector	\$4,326	-31.6%	\$5,693	26	\$5,718	32.2%	X	NE	Market and range placement.
Building/Onsite Permit Technician I	\$3,035	N/A	N/A	11	\$3,948	30.1%		NE	Internal alignment: 10% below Building/Onsite Permit Technician II.
Building/Onsite Permit Technician II	\$3,786	-15.2%	\$4,360	15	\$4,358	15.1%	X	NE	Market and range placement.
Code Enforcement Officer I	Proposed	N/A	N/A	16	\$4,467	N/A		NE	Internal alignment: 10% below Code Enforcement Officer II.
Code Enforcement Officer II	\$4,564	-8.1%	\$4,936	20	\$4,931	8.0%	X	NE	Market and range placement.
Community Development Manager	\$6,061			43	\$8,701	43.5%		E	Internal alignment: 30% below the Director of Community Development
Community Service Officer (II)	\$4,115	0.3%	\$4,103	13	\$4,148	0.8%	X	NE	Market and range placement.
Construction Inspector I	Proposed	N/A	N/A	20	\$4,931	N/A		NE	Internal alignment: 10% below Construction Inspector II.
Construction Inspector II	\$3,827	Insuff. data	Insuff. data	24	\$5,443	42.2%	X	NE	Internal alignment: 5% below Building/Onsite Inspector
Criminal Records Technician	\$2,876	-34.0%	\$3,854	10	\$3,852	34.0%	X	NE	Market and range placement.
Deputy Town Clerk (Administrative Analyst)	\$3,630	N/A	N/A	22	\$5,181	42.7%		NE	Internal alignment: 40% below Town Clerk.
Director of Community Development	\$8,483	-38.6%	\$11,759	55	\$11,702	37.9%	X	E	Market and range placement.
Director of Public Works/Town Engineer	\$9,358	-24.9%	\$11,687	55	\$11,702	25.0%	X	E	Market and range placement.
Disaster Recovery Director	Proposed			51	\$10,602	N/A		E	Internal alignment: 10% below the Administrative Services Director
Fire Prevention Inspector I	Proposed	N/A	N/A	22	\$5,181	N/A		NE	Internal alignment: 10% below Fire Prevention Inspector II.
Fire Prevention Inspector II	\$4,326	Insuff. data	Insuff. data	26	\$5,718	N/A	X	NE	Internal alignment: anchor to Building/Onsite Inspector.
Fire Marshal	Proposed			34	\$6,967	N/A		E	Internal alignment: 20% below Building Official.
Housing Program Technician	Proposed	N/A	N/A	23	\$5,310	N/A		NE	Internal alignment: 40% below the Housing Program Manager.
Housing Program Manager (Housing Program Supervisor)	\$6,282	Insuff. data	Insuff. data	39	\$7,883	25.5%	X	E	Internal alignment: anchor to Public Works Manager.
Human Resources Manager	\$6,335	-41.6%	\$8,973	44	\$8,919	40.8%	X	E	Market and range placement.
Information Technology Manager	\$7,947	-5.0%	\$8,345	41	\$8,282	4.2%	X	E	Market and range placement.
Maintenance Worker I	\$3,463	N/A	N/A	6	\$3,490	0.8%		NE	Internal alignment: 10% below Maintenance Worker II.
Maintenance Worker II	\$3,628	-6.2%	\$3,852	10	\$3,852	6.2%	X	NE	Market and range placement.
Management Analyst (Administrative Analyst II)	\$4,427	-32.9%	\$5,882	27	\$5,861	32.4%	X	NE	Market and range placement.
Mechanic	Proposed	N/A	\$4,538	17	\$4,579	N/A	X	NE	Market and range placement.
Office Assistant	\$2,230	N/A	N/A	8	\$3,666	64.5%		NE	Internal alignment: 10% below Administrative Assistant.
Onsite Sanitary Official	\$5,925	N/A	N/A	34	\$6,967	17.6%		E	Internal alignment: 20% below Building Official.
Police Chief	\$10,211	-22.9%	\$12,547	58	\$12,602	23.4%	X	E	Market and range placement.
Police Lieutenant	\$8,228	-18.7%	\$9,769	48	\$9,845	19.6%	X	E	Market and range placement.
Police Officer	\$5,985	1.4%	\$5,904	27	\$5,861	-2.1%	X	NE	Market and range placement.
Police Officer Trainee	\$3,642	N/A	N/A	21	\$5,054	38.8%		NE	Internal alignment: 15% below Police Officer.
Police Sergeant	\$7,231	-6.5%	\$7,704	38	\$7,691	6.4%	X	NE	Market and range placement.
Procurement Officer	Proposed	N/A	N/A	27	\$5,861	N/A		E	Internal alignment: anchor to Management Analyst.
Property and Evidence Technician	\$4,115	-2.6%	\$4,223	13	\$4,148	0.8%	X	NE	Internal alignment: anchor to Community Services Officer
Public Safety Dispatcher	\$4,429	1.8%	\$4,350	15	\$4,358	-1.6%	X	NE	Market and range placement.
Public Works Manager	\$6,486	-21.3%	\$7,868	39	\$7,883	21.5%	X	E	Market and range placement.
Senior Accountant	\$6,157	N/A	N/A	32	\$6,632	7.7%		E	Internal alignment: 15% above Accountant.
Senior Maintenance Worker (Public Works Maintainer)	\$3,975	N/A	N/A	16	\$4,467	12.4%		NE	Internal alignment: 15% above Maintenance Worker II.
Senior Management Analyst	Proposed	N/A	N/A	33	\$6,797	N/A		NE	Internal alignment: 15% above Management Analyst.

Town of Paradise
Appendix III - Proposed Range Placement Recommendations (TMS)
August 2019

Class Title	Current Maximum Monthly Salary	% from Average Maximum Monthly Salary	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	FLSA Status	Rationale
Senior Mechanic (Fleet Maintenance Shop Foreman)	\$5,640	7.7%	\$5,208	22	\$5,181	-8.2%	X	NE	Market and range placement.
Shelter Assistant	Proposed	N/A	N/A	6	\$3,490	N/A		NE	Internal alignment: 5% below Office Assistant.
Support Services Supervisor (Communication Records Supervisor)	\$5,649	1.3%	\$5,577	25	\$5,579	-1.2%	X	NE	Market and range placement.
Town Clerk	\$6,812	-11.8%	\$7,615	38	\$7,691	12.9%	X	E	Market and range placement.
Town Manager	\$12,265	-15.6%	\$14,183	63	\$14,258	16.2%	X	E	Market and range placement.

Legend for columns:

Column 1 - Classification Title.

Column 2 - Client's current monthly maximum salaries.

Column 3 - Market placement shows the monthly market values derived from the total compensation survey results.

Column 4 - Salary range number of the consultant's newly proposed salary range schedule.

Column 5 - Monthly maximum salary of the consultant's newly proposed salary ranges.

Column 6 - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.

Column 7 - This is the Job Family and displays internal relationship for salary alignment.

Column 8 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

Town of Paradise
Appendix III - Proposed Range Placement Recommendations (TMS)
August 2019

Class Title	Current Maximum Monthly Salary	% from Average Total Compensation	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	FLSA Status	Rationale
Accountant (Financial Services Analyst)	Proposed			29	\$6,158	N/A	X	NE	Internal alignment: 30% above the Accounting Technician.
Accounting Assistant I	Proposed	N/A	N/A	9	\$3,758	N/A		NE	Internal alignment: 10% below Accounting Assistant II.
Accounting Assistant II	Proposed	N/A	N/A	13	\$4,148	N/A		NE	Internal alignment: 10% below Accounting Technician.
Accounting Technician	\$3,718	-24.2%	\$4,616	17	\$4,579	23.2%	X	NE	Market and range placement.
Administrative Assistant (II FD)	\$3,538	-21.9%	\$4,313	15	\$4,358	23.2%	X	NE	Market and range placement.
Administrative Services Director	\$8,483	-31.6%	\$11,164	56	\$11,995	41.4%	X	E	Internal alignment: anchor to Director of Community Development
Animal Control Officer	\$3,645	-21.9%	\$4,445	16	\$4,467	22.5%	X	NE	Market and range placement.
Animal Control Supervisor	\$4,330	Insuff. data	Insuff. data	24	\$5,443	25.7%	X	NE	Internal alignment: 20% above Animal Control Officer.
Assistant Engineer	Proposed	N/A	N/A	35	\$7,141	N/A		NE	Internal alignment: 15% below Associate Engineer.
Assistant Planner	Proposed	N/A	N/A	27	\$5,861	N/A		NE	Internal alignment: 15% below Associate Planner.
Assistant Town Manager	\$9,358	N/A	N/A	57	\$12,295	31.4%		E	Internal alignment: 17.5% below Town Manager.
Associate Engineer	Proposed	N/A	N/A	41	\$8,282	N/A	X	E	Internal alignment: 40% below the Town Engineer
Associate Planner	Proposed	N/A	N/A	33	\$6,797	N/A	X	E	Internal alignment: 20% below the Associate Engineer
Building Official (Fire Marshal/Building Official)	\$7,736	-13.9%	\$8,811	44	\$8,919	15.3%	X	E	Market and range placement.
Building/Onsite Inspector	\$4,326	-32.3%	\$5,750	26	\$5,718	32.2%	X	NE	Market and range placement.
Building/Onsite Permit Technician I	\$3,035	N/A	N/A	14	\$4,252	40.1%		NE	Internal alignment: 10% below Building/Onsite Permit Technician II.
Building/Onsite Permit Technician II	\$3,786	-24.6%	\$4,717	18	\$4,693	24.0%	X	NE	Market and range placement.
Code Enforcement Officer I	Proposed	N/A	N/A	18	\$4,693	N/A		NE	Internal alignment: 10% below Code Enforcement Officer II.
Code Enforcement Officer II	\$4,564	-13.3%	\$5,171	22	\$5,181	13.5%	X	NE	Market and range placement.
Community Development Manager	\$6,061			44	\$8,919	47.1%		E	Internal alignment: 30% below the Director of Community Development
Community Service Officer (II)	\$4,115	-10.2%	\$4,535	17	\$4,579	11.3%	X	NE	Market and range placement.
Construction Inspector I	Proposed	N/A	N/A	20	\$4,931	N/A		NE	Internal alignment: 10% below Construction Inspector II.
Construction Inspector II	\$3,827	Insuff. data	Insuff. data	24	\$5,443	42.2%	X	NE	Internal alignment: 5% below Building/Onsite Inspector
Criminal Records Technician	\$2,876	-32.3%	\$3,804	9	\$3,758	30.7%	X	NE	Market and range placement.
Deputy Town Clerk (Administrative Analyst)	\$3,630	N/A	N/A	24	\$5,443	50.0%		NE	Internal alignment: 40% below Town Clerk.
Director of Community Development	\$8,483	-42.2%	\$12,063	56	\$11,995	41.4%	X	E	Market and range placement.
Director of Public Works/Town Engineer	\$9,358	-30.0%	\$12,169	57	\$12,295	31.4%	X	E	Market and range placement.
Disaster Recovery Director	Proposed			52	\$10,867	N/A			Internal alignment: 10% below the Administrative Services Director
Fire Prevention Inspector I	Proposed	N/A	N/A	22	\$5,181	N/A		NE	Internal alignment: 10% below Fire Prevention Inspector II.
Fire Prevention Inspector II	\$4,326	Insuff. data	Insuff. data	26	\$5,718	32.2%	X	NE	Internal alignment: anchor to Building/Onsite Inspector.
Housing Program Technician	Proposed			24	\$5,443	N/A			Internal alignment: 40% below the Housing Program Manager.
Housing Program Manager (Housing Program Supervisor)	\$6,282	Insuff. data	Insuff. data	40	\$8,080	28.6%	X	E	Internal alignment: anchor to Public Works Manager
Human Resources Manager	\$6,335	-38.4%	\$8,768	43	\$8,701	37.3%	X	E	Market and range placement.
Information Technology Manager	\$7,947	-9.9%	\$8,734	43	\$8,701	9.5%	X	E	Market and range placement.
Maintenance Worker I	\$3,463	N/A	N/A	10	\$3,852	11.2%		NE	Internal alignment: 10% below Maintenance Worker II.
Maintenance Worker II	\$3,628	-16.9%	\$4,241	14	\$4,252	17.2%	X	NE	Market and range placement.
Management Analyst (Administrative Analyst II)	\$4,427	-31.1%	\$5,804	27	\$5,861	32.4%	X	NE	Market and range placement.
Mechanic	Proposed	N/A	N/A	18	\$4,693	N/A	X	NE	Internal alignment: 20% below Senior Mechanic.
Office Assistant	\$2,230	N/A	N/A	11	\$3,948	77.1%		NE	Internal alignment: 10% below Administrative Assistant.
Onsite Sanitary Official	\$5,925	N/A	N/A	36	\$7,320	23.6%		E	Internal alignment: 20% below Building Official.
Police Chief	\$9,499	-29.3%	\$12,286	57	\$12,295	29.4%	X	E	Market and range placement.
Police Lieutenant	\$7,654	-19.2%	\$9,121	47	\$9,604	25.5%	X	E	Internal alignment: 20% above the Sergeant
Police Officer	\$5,985	-9.4%	\$6,549	31	\$6,470	8.1%	X	NE	Market and range placement.
Police Officer Trainee	\$3,642	N/A	N/A	25	\$5,579	53.2%		NE	Internal alignment: 15% below Police Officer.
Police Sergeant	\$7,055	-10.9%	\$7,821	39	\$7,883	11.7%	X	NE	Market and range placement.
Procurement Officer	Proposed	N/A	N/A	27	\$5,861	N/A		E	Internal alignment: anchor to Management Analyst.
Property and Evidence Technician	\$4,115	-9.3%	\$4,498	17	\$4,579	11.3%	X	NE	Internal alignment: anchor to Community Services Officer
Public Safety Dispatcher	\$4,429	-5.2%	\$4,659	18	\$4,693	6.0%	X	NE	Market and range placement.
Public Works Manager	\$6,486	-26.0%	\$8,173	40	\$8,080	24.6%	X	E	Market and range placement.
Senior Accountant	\$6,157	N/A	N/A	33	\$6,797	10.4%		E	Internal alignment: 10% above Accountant.
Senior Maintenance Worker (Public Works Maintainer)	\$3,975	N/A	N/A	20	\$4,931	24.1%		NE	Internal alignment: 15% above Maintenance Worker II.
Senior Management Analyst	Proposed	N/A	N/A	33	\$6,797	N/A		NE	Internal alignment: 15% above Management Analyst.

Town of Paradise
Appendix III - Proposed Range Placement Recommendations (TMS)
August 2019

Senior Mechanic (Fleet Maintenance Shop Foreman)	\$5,640	-0.9%	\$5,691	26	\$5,718	1.4%	X	NE	Market and range placement.
Shelter Assistant	Proposed	N/A	N/A	9	\$3,758	N/A		NE	Internal alignment: 5% below Office Assistant.
Support Services Supervisor (Communication Records Supervisor)	\$5,649	-6.6%	\$6,022	28	\$6,008	6.4%	X	NE	Market and range placement.
Town Clerk	\$6,812	-18.1%	\$8,045	40	\$8,080	18.6%	X	E	Market and range placement.
Town Manager	\$12,265	-19.3%	\$14,632	64	\$14,614	19.2%	X	E	Market and range placement.

Legend for columns:

Column 1 - Classification Title.

Column 2 - Client's current monthly maximum salaries.

Column 3 - Market placement shows the monthly market values derived from the total compensation survey results.

Column 4 - Salary range number of the consultant's newly proposed salary range schedule.

Column 5 - Monthly maximum salary of the consultant's newly proposed salary ranges.

Column 6 - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.

Column 7 - This is the Job Family and displays internal relationship for salary alignment.

Column 8 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

AB 235: Wildfire Victim Recovery Bonds

A BALANCED PATH FORWARD FOR CALIFORNIA

The wildfires of 2017 and 2018 impacted the lives of thousands of Californians and continue to threaten the stability of our state's energy system.

Now, months after the flames were extinguished, many of the people and communities impacted by these disasters are still struggling to recover and rebuild.

Assembly Bill 235 provides a path forward. Our state's leadership must ACT NOW.

THE SOLUTION:

The Legislature can support Assembly Bill 235, and the creation of Wildfire Victim Recovery Bonds (WVRBs), which would ensure that victims of the 2017 and 2018 wildfires are paid fairly and quickly and in a way that does not increase bills for PG&E's customers.

AB 235 would:

- ✓ **Pay victims quickly.** WVRBs, authorized by AB 235, allow PG&E to raise the money needed to pay wildfire victims, and to do so in the fastest possible fashion. Without WVRBs, victims will face needless delays to receive fair payment of their claims.
- ✓ **Have no impact on the bills of PG&E's customers.** Under the AB 235, PG&E shareholders pay, not its customers. PG&E bills would be the same as if the bonds didn't exist, while victims would be paid using only PG&E's profits. This proposal holds PG&E accountable to victims, while protecting its customers.
- ✓ **Put critical ratepayer protections into law.** AB 235 would prohibit the use of existing portions of law, passed by last year's SB 901, that allow utilities to pass wildfire costs on to their customers. The bill makes PG&E's shareholders, not its customers, pay wildfire damage claims.
- ✓ **Provide critical oversight for PG&E's plan to compensate victims.** The proposal tasks the California Public Utilities Commission with ensuring that customers are not left on the hook. The CPUC will ensure that bills do not increase as a result of WVRBs, and that the funds go directly to compensating wildfire victims.

Earlier this year, the Legislature took another step toward a solution by passing AB 1054, creating a wildfire insurance fund to protect future victims. Now, it's time to take the next step, making sure we don't leave behind the victims of past catastrophic wildfires.

The solution must hold PG&E accountable for its actions, while prioritizing and protecting both victims and customers. AB 235 provides a balanced approach that does just that.

Victims cannot wait. Tell California's leaders to SUPPORT AB 235.



FACT SHEET

Senate Bill 156

SUMMARY

SB 156 would allow limited-term emergency medical services to be provided in a standalone setting at the existing Feather River Hospital site for Butte County residents affected by the 2018 Camp Fire.

BACKGROUND

The loss of the Feather River Hospital in Paradise has been catastrophic for not just the people who lived in that community, but the entire region. The 100-bed facility served as one of the few acute care resources within Butte County and was integral in providing residents with peace of mind. Although the facility was thought entirely lost, there is the possibility of reopening some aspects – including the emergency department (ED). By the estimate of Adventist, the operator of Feather River, the ED could be functioning within a few months.

Prior to the fire, the Feather River ED saw approximately 80 patients per day. More than 80% of the patients seen at Feather River hospital had Medi-Cal or Medicare coverage, with substantial challenges in travelling distances for the care that they and their families need. Other regional hospitals, such as Enloe (Chico), Orchard (Gridley), and Oroville (Oroville), are experiencing a large influx of ED visits since the fire and lack of access to rural emergency services at Feather River. Some hospitals have seen their ED volumes double since the Camp Fire, which invariably means delayed access to needed medical intervention. In addition, local officials are estimating that 2,000 utility and construction workers are coming in to work in the Paradise community each day. These workers are more at risk for traumatic injury requiring emergency care.

The bill has been crafted to be extremely limited in scope and provide only the necessary statute to allow Feather River's ED to consolidate a license with another Adventist Hospital, Rideout, in nearby Marysville. It has been – and should be – the policy of California to not allow standalone emergency departments outside of the normal continuum of care.

However, the needs of the community at this moment provide for such challenging circumstances that an individual response, limited in scope and longevity, is warranted. The unique situations of Paradise and eastern Butte County require a unique response.

EXISTING LAW

HSC § 1798.175 sets the statutory guidelines by which any medical facility deeming itself to be an emergency department, for standby, basic, or comprehensive emergency medical services are available, must conform.

22 CCR § 70649 is the regulation that establishes the Department of Public Health's (CDPH) definition for standby emergency medical service, physician on call.

THIS BILL

HSC § 1251.6 would give CDPH the ability to issue a special permit to allow the operation of a standby ED for a 2-year term as long as the services are provided to individuals who were affected by a proclaimed state of emergency, the community faces a shortage of ED beds, and the standby ED complies with all existing care requirements. This would also include nurse-to-patient staffing requirements of a basic emergency department and compliance with the hospital's existing collective bargaining agreements.

SUPPORT

- **Adventist Health, Sponsor**
- California Hospital Association
- Loma Linda University
- Paradise Citizens' Alliance

CONTACT

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Adventist Health (Sponsor)
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**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: September 10, 2019**

AGENDA ITEM No. 9(a)1

ORIGINATED BY: Crystal Peters, Human Resources & Risk Manager
Gina Will, Finance Director/Town Treasurer

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: A Resolution of the Town Council of the Town of Paradise approving the Memorandum of Understanding between the Town of Paradise and the Town of Paradise **Police Officers Association** relating to employment covering the period from July 1, 2019 to June 30, 2022.

RECOMMENDATION:

1. Adopt Resolution 19-28, approving the Memorandum of Understanding between the Town of Paradise and the Town of Paradise Police Officers Association authorizing the Town Manager to execute the Memorandum of Understanding on behalf of the Town of Paradise effective July 1, 2019, or
2. Refer back to staff for further development.

BACKGROUND:

This year, the Town of Paradise Police Officers Association (POA) employees and Town negotiators worked together to reach agreement. The following outlines the changes made to the agreement:

☐ **Wages**

- First Year – Implement market equity increases in accordance with the Total Compensation Study results. Increase to salary pay plan as attached to MOU. Employees will retain their same step placement on the salary pay plan, except reclassifications will be in accordance with Town Policy. Salary Pay plan changes effective 7/1/19.
- Additionally in the First Year - For employees employed on the date of ratification, the Town will pay a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity where applicable. Rates shall be based upon salary pay plan step at ratification date.

- Second Year – Cost of Living (COLA) increase of 3% increase to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2020 (July 6, 2020).
- Third Year – Cost of Living (COLA) increase of 2% to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2021 (July 5, 2021).

☐ **Hard Caps for Vacation Accrual**

Allow the payroll system to accrue paid leave to reduce administrative burden. Hard cap at two times annual accrual limit for vacation. Leave existing language in place for extenuating circumstances, i.e. vacation cancellation.

☐ **Holiday Pay**

Association Members required to work any portion of an MOU Designated Holiday during a regularly scheduled shift shall be paid time and one-half for all hours worked on the Holiday. Association Members required to work the MOU designated Holiday on a regularly scheduled day off will receive paid time and a half plus half time for all hours worked on the Holiday.

☐ **Clean up language relating Bereavement Leave**

Spell the definition of immediate family member instead of referencing another policy for the definition.

FINANCIAL IMPACT:

1. The salary increases will add to the general fund cost as outlined below.

	Increase to Base Salary	Effective first payroll beginning in July	Estimated Annual Addition to General Fund Cost
2019/20	Market Increase & Ratification Bonus	Effective 07/01/19	\$238,297
2020/21	3% Increase to base salary	Effective 07/06/20	\$77,246
2021/22	2% Increase to base salary	Effective 07/05/21	\$53,161

2. Capping vacation accruals reduces the Town's unfunded liability as it relates to unpaid leave on the balance sheet.
3. Paying Holiday Pay at time and one-half versus the current straight time pay is estimated to cost the Town an additional annual cost of \$18,859 to the General Fund.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF PARADISE
AND
PARADISE POLICE OFFICERS ASSOCIATION**



JULY 1, 2019 THROUGH JUNE 30, 2022

ADOPTED BY TOWN COUNCIL SEPTEMBER 10, 2019

RESOLUTION NUMBER 19-28

Contents

ARTICLE I. OPENING	5
Section 1.01 PREAMBLE	5
Section 1.02 NO DISCRIMINATION	5
Section 1.03 RECOGNITION	5
Section 1.04 ASSOCIATION SECURITY	5
ARTICLE II. WAGES & HOURS	7
Section 2.01 SALARIES	7
Section 2.02 HOURS OF WORK	7
Section 2.03 OVERTIME & COMPENSATORY TIME OFF	9
Section 2.04 COURT OVERTIME	10
Section 2.05 CALL BACK/CALL OUT	11
Section 2.06 LONGEVITY PAY	11
Section 2.07 EDUCATION & POST CERTIFICATE PAY	11
Section 2.08 OUT OF CLASSIFICATION PAY	12
Section 2.09 INVESTIGATOR SPECIALTY PAY	12
Section 2.10 INVESTIGATION CALL BACK/CALL OUT	12
Section 2.11 SHIFT DIFFERENTIAL PAY	13
Section 2.12 SHIFT CHANGE	13
Section 2.13 FTO TRAINING PAY	13
Section 2.14 CANINE CARE AND MAINTENANCE PAY	14
Section 2.15 UNIFORM ALLOWANCE	14
Section 2.16 GYM REIMBURSEMENT	15
ARTICLE III. PAID LEAVES	15

Section 3.01	RECOGNIZED HOLIDAYS	15
Section 3.02	SICK LEAVE	16
Section 3.03	VACATION LEAVE	16
Section 3.04	BEREAVEMENT LEAVE	17
Section 3.05	FAMILY MEDICAL LEAVE	17
Section 3.06	MATERNITY LEAVE / PREGNANCY DISABILITY LEAVE	19
Section 3.07	NON-WORK RELATED JURY DUTY	19
Section 3.08	POLICE OFFICERS ASSOCIATION - COMP TIME BANK	19
ARTICLE IV. INSURANCE BENEFITS		20
Section 4.01	MEDICAL PLAN	20
Section 4.02	DENTAL PLAN	20
Section 4.03	VISION PLAN	20
Section 4.04	DEFERRED COMPENSATION OPTION	20
Section 4.05	DISABILITY INSURANCE COVERAGE	21
Section 4.06	LIFE INSURANCE	21
Section 4.07	INDUSTRIAL INJURY PROVISIONS	21
Section 4.08	INTERNAL REVENUE CODE SECTION 125 PLAN	22
Section 4.09	MAINTENANCE OF BENEFITS	22
Section 4.10	HEALTH PREMIUM CHANGE NOTICE	22
ARTICLE V. RETIREMENT BENEFITS		22
Section 5.01	RETIREMENT PLAN	22
Section 5.02	RETIREE MEDICAL PLAN	23
ARTICLE VI. OTHER BENEFITS		24
Section 6.01	TUITION & BOOKS REIMBURSEMENT	24

ARTICLE VII. SAFETY & PERSONNEL	24
Section 7.01 PROBATIONARY PERIOD	24
Section 7.02 APPLICATION OF SALARY RATES	25
Section 7.03 PROMOTIONS AND APPOINTMENTS	25
Section 7.04 ADVANCEMENT WITHIN SALARY RANGE	25
Section 7.05 EMPLOYEE DISCIPLINE AND PROCEDURE	25
Section 7.06 GRIEVANCE PROCEDURE	27
Section 7.07 SENIORITY AND REDUCTION IN FORCE	30
ARTICLE VIII. CLOSING	31
Section 8.01 SAVINGS CLAUSE	31
Section 8.02 SCOPE OF AGREEMENT	31
Section 8.03 TERM	32

Article I. OPENING

Section 1.01 PREAMBLE

Pursuant to the Meyer-Milias-Brown Act and the Town of Paradise Employee-Employer Relations Resolution, this Memorandum of Understanding has been entered into by the Town of Paradise, hereinafter referred to as the “Town”, and the Paradise Police Officers Association, hereinafter referred to as the “Association”. The purpose of the Memorandum of Understanding is the promotion of harmonious relations between the Town and the Association, the establishment of equitable procedures for the peaceful resolution of differences, and the establishment of rates of compensation, hours of work, and other matters relating to employment conditions to be observed by the parties.

Section 1.02 NO DISCRIMINATION

There shall be no discrimination because of race, creed, color, national origin, sex, disability, age, or legitimate Association activities against any employee or applicant for employment by the Town or by anyone employed by the Town; and to the extent prohibited by applicable state and federal law.

Section 1.03 RECOGNITION

The Paradise Police Officers’ Association is recognized as the sole and exclusive representative of employees in the non-management bargaining unit of the Paradise Police Department (Department), consisting of the classifications listed in Exhibit A, certified pursuant to the Employee-Employer Relation Code adopted by the Town Council on May 6, 1981. Town agrees to meet and consult with the Association in connection therewith.

Employer Rights and Responsibilities. Employer retains, solely and exclusively, all of the rights, powers, and authority exercised or held prior to the execution of this Memorandum of Understanding, except as expressly limited by law or this Memorandum of Understanding. Without limiting the generality of the foregoing, the rights, powers and authority retained solely and exclusively by Employer include but are not limited to the following:

To manage, control and determine business and personnel; to manage, control and determine the mission of its departments, building facilities and operations; to direct the work force; to hire, transfer, promote and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to determine the type and scope of work to be performed by Employer’s employees and the services to be provided; to classify positions; to establish initial salaries of new classifications; to determine the methods, processes, means and places of providing services; to reduce the work force.

Section 1.04 ASSOCIATION SECURITY

Employees represented by the Association shall be free to participate in Association activities without interference, intimidation or discrimination in accordance with State law and Town policies, rules and regulations. The Association and employee rights include:

- A. The right to represent its members before the Town Council or advisory boards or commissions with regard to wages, hours, and working conditions or other matters within the scope of representation.
- B. The right to be giving reasonable written notice of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation.
- C. The Town agrees that two (2) employee representatives of the Association are entitled to reasonable time off without loss of compensation or other benefits when meeting and conferring with management representatives on matters of employer-employee relations, or when engaged in activities that the parties mutually agree are in the shared interest of more harmonious relations on matters within the scope of representation. Such employee representatives shall be permitted relief from "active duty" for the full shift on any day when meeting and conferring with the Town negotiator occurs. Should a police emergency arise or any scheduled meet and confer session be canceled for any reason, employee representatives will report for "active duty" as needed. Each party shall give notification of any cancellation of a meet and confer session as soon as practicable. Employee representatives who are scheduled other than the day shift, shall, when shift coverage is required by the Chief, arrange through the Association with concurrence of the Chief or a designated representative, a volunteer to shift swap with the employee representative. In the event no volunteer is available, the Chief may assign any employee to cover the required shift. In such instances, all shift change time notices and premiums set forth in the Agreement are waived.
- D. The right to have payroll deductions made for payments of organization dues and for lawful programs.
- E. The right to the use of designated bulletin boards by the Association in each building or facility where employees represented by the Association are assigned as approved by the Chief of Police.
- F. The use of Town facilities for Association activities providing that appropriate advance arrangements are made. The granting of such use may be conditioned on appropriate charges to offset the cost of such use as are applicable to the general public. The Town Council or its designated representative will make copies of their agenda and related material available.
- G. Reasonable access to employee work locations for officers of the Association and their officially designated representatives, for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. The Association representative shall give prior notice to the Chief, or if unavailable, to the watch commander, of his/her intent to contact a worker on duty. Access shall be restricted so as not to interfere with the normal operations of the Department or with established safety or security requirements as approved by the Chief of Police.
- H. It is acknowledged that nothing contained in this agreement is a waiver by the Association of its right to meet and confer on any proposed changes by the Town of any matter(s) relating to wages, hours, and other terms and conditions of employment, not included in this agreement.

Article II. WAGES & HOURS

Section 2.01 SALARIES

Rates of pay. The monthly salary range and effective date for each classification, including steps, shall be as shown on Exhibit A attached hereto and incorporated as an integral part of the Memorandum of Understanding.

- A. In accordance with a Town Council approved Side Letter Agreement, effective March 18, 2019, and added to this section for documentation purposes, all employee unit members received a 15% increase to the salary pay plan schedule.
- B. Effective July 1, 2019 all employee unit members shall receive (a) a market equity salary increase set forth in the attached Exhibit "A" salary pay plan schedule and (b) a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity pay where applicable. Rates shall be based on salary pay plan step on the ratification date.
- C. Effective the first full pay period following July 1, 2020 (July 6, 2020), all employee unit members shall receive a 3% cost of living increase to the salary pay plan schedule.
- D. Effective the first full pay period following July 1, 2021 (July 05, 2021), all employee unit members shall receive a 2% cost of living increase to the salary pay plan schedule.

Section 2.02 HOURS OF WORK

The standard work-week for employees covered under this agreement consists of forty (40) hours. This may be achieved by alternate workweek schedules that average 40 or more hours per week over a pay period.

- A. Work Week:
 - 1. A work week shall consist of five (5) consecutive work days and two (2) consecutive days off, except for probationary employees participating in a Field Training Officer program. Any alteration of the work-week shall be by mutual agreement of the employee and management.
 - 2. Effective May 19, 2003 the Town and the POA established a 3/12.5 schedule in a 28 day work period 7(k) exemption, for Public Safety positions as defined by FLSA (sworn), for the purpose of calculating federal Department of Labor Fair Labor Standards Act (FLSA) overtime. Regular pay of 160 hours worked (75 hours one biweekly pay period, 85 hours the second biweekly pay period or vice versa) within the 28 day work period will be paid in two equal paychecks of 80 hours each.
 - 3. The standard work schedule for police officers assigned to patrol shall consist of three consecutive weeks of 37.5 hours each and one week of 47.5 hours, within a 28 day work period. The standard work schedule for Sergeants assigned to patrol shall be a four (4) day, ten (10) hour weekly schedule.
 - 4. A police officer's work week shall consist of three (3) consecutive work days and four (4) consecutive days off. Every 4th week a work week shall consist of three (3) consecutive work days and 1 training day. The exception shall be for probationary employees

participating in a Field Training Program. Any alteration of the work week shall be by mutual agreement of the employee and management.

5. 12.5 hour example: This schedule has 3 shifts 12.5 hours long followed by 4 days off and consists of day shift personnel and night shift personnel. This schedule has positions, a 10 hour training day per month with no overtime compensation required, but does not have a team concept. Day shift would begin at 0600 hours and conclude at 1830 hours, with a half-hour overlap with night shift: (1800-1830). Night shift would begin at 1800 hours and conclude at 0630 hours, with a half-hour overlap with day shift (0600-0630). At the end of the second pay period, each officer would have to compensate the Town of Paradise for 10 hours of time to complete the 160 hours required for two pay periods. Therefore, these 10 hours could be used for a training day. To train the entire patrol division, there would have to be two different training days.

*The math is as follows:

1st week 3 shifts x 12.5 hrs = 37.5

2nd week 3 shifts x 12.5 hrs = 37.5

3rd week 3 shifts x 12.5 hrs = 37.5

4th week 3 shifts x 12.5 hrs = 37.5 = 150 hours for four week pay period

150 + 10 hour training day = 160 hours for four week pay period.

*This would require a minimum of 15 personnel to work without overtime compensation to back fill.

6. Sworn employees assigned other than patrol may be assigned to a 4/10 or 9/80 work schedule.
7. The work-week for the Communication Records Supervisor and Public Safety Dispatcher shall be the four/ten (4/10) program. Specialized Public Safety Dispatcher positions may require a five-day/eight-hour (5 day/8 hour) per day work-week schedule. Any alteration of the work-week shall be by mutual agreement of the employee and management.
8. Effective April 18, 2019 the Town and the POA established a 3-12 / 4-12 schedule in a 28 day work period 7(k) exemption, for Public Safety positions as defined by FLSA (sworn), for the purpose of calculating federal Department of Labor Fair Labor Standards Act (FLSA) overtime. Regular pay of 160 hours worked (80 regular hours and 4 overtime hours one biweekly pay period, and 80 regular hours and 4 overtime hours on the second biweekly pay period) within the 28 day work period will be paid in two equal paychecks of 80 regular hours and 4 overtime hours each. Overtime pay is not pensionable compensation.
9. Non-sworn members shall be paid in accordance with FLSA weekly overtime rule, anything worked over 40 hours in one week is overtime. For dispatch the 3-12 / 4-12 is 36 regular hours in one week and 40 regular hours plus 8 overtime hours in the other week. Overtime pay is not pensionable compensation.
10. The standard work schedule for Police Officers, Sergeants, Dispatchers, and Dispatch Supervisor assigned to a patrol schedule shall consist of alternating three consecutive 12 hour shifts with four consecutive days off and four consecutive 12 hour shifts with three consecutive days off, within a 28 day work period.

11. 12 hour example: This schedule has 3 shifts 12 hours long followed by 4 days off, and then 4 shifts 12 hours long followed by 3 days off or vice versa. This schedule consists of day and night shifts. This schedule has 4 hours of overtime per biweekly pay period. Day shift would begin at 0600 hours and conclude at 1800 hours. Night shift would begin at 1800 hours and conclude at 0600 hours.
- B. Work Day. A normal work day shall consist of eight (8), nine (9), ten (10), twelve (12) or twelve and one half (12 1/2) consecutive hours, within which is included a reasonable lunch period, normally thirty (30) minutes, unless otherwise provided herein.
1. Employees may or may not receive consecutive days off during a week in which employees rotate shifts on a department-wide basis. However, except for probationary employees participating in a Field Training Officer program, such shift rotation shall be no more than three (3) times yearly, unless otherwise agreed upon by the Association and the Chief of Police. At rotation, no employee shall be required to work two (2) shifts with less than eight (8) hours between shifts.
 2. All paid leave taken during a work week/day shall be computed as time worked for the purpose of computing overtime in accordance with Article II, Section 2.02 of this agreement.
 3. Overtime shall be paid at the rate of time and one half the prevailing rate of pay for an employee required to work in excess of 12.5 hours per shift on a normal work day, in excess of 8 hours per shift on a normal work day, in excess of 10 hours per shift or on a 10 hour normal training day, in excess of 8 hours per shift on an 8 hour training day, in excess of 12 hours for a normal work day, and for 7(k) exempt employees in excess of 160 hours in a 28 day work period.

Section 2.03 OVERTIME & COMPENSATORY TIME OFF

- A. The Town shall pay an amount equal to one and one-half (1 1/2) times the hourly rate of pay for an employee required to work in excess of eight (8) hours per shift on a five/eight (5/8) shift schedule or in excess of ten (10) hours per shift on a four/ten (4/10) shift schedule, or to work in excess of twelve (12) hours per shift on an alternating three days per week/four days per week 12 hours per day shift schedule, or more than forty (40) hours per work week. Note: for the 12.5 hour shift schedule refer to Article II, Section 2.02.A.1.
- B. For the purpose of computing time worked in this article, all paid leave taken during the work week shall be computed as time worked. All overtime shall be authorized only when in the opinion of the Police Chief it is necessary for the safe and effective operation of the Department. The Department shall make a reasonable effort to find volunteers to work overtime before requiring an employee to report for overtime duty. To the extent operationally feasible, ordered overtime shall be assigned on an equitable basis among employees qualified to perform such overtime. It is further agreed that employees may accumulate up to a total of two hundred and forty (240) hours of compensatory time off. All

overtime earned in excess of the maximum accrual shall be automatically paid as provided herein.

1. All employee unit members shall be allowed to cash in up to \$3,000 of accrued compensatory time off once per year. Requests must be received by May 31st, to be paid in the month of June.
2. Compensatory time off bank shall be paid out in full at the time of promotion from a non-exempt position to an exempt position, or other movement out of the Association.

Section 2.04 COURT OVERTIME

- A. It is agreed that employees required to appear in court or any official hearing, civil or criminal, in connection with their duties and as a result of a Paradise Police Department Criminal investigation, arrest and/or citation, response to a request for service or self-initiated act while employed by the Town of Paradise and within the scope of his/her normal employment shall receive overtime compensation
- B. pursuant to this Article, except that such employees shall receive a minimum of four (4) hours overtime for each appearance (not contiguous) that is not part of his/her normal work shift. When the required court appearance is scheduled within two (2) hours before or after the regularly scheduled normal work shift, the four (4) hour minimum will not apply.
- C. Employees hired on or prior to March 31, 1984, who are required to appear as specified in Article II, Section 2.04.A-D., but as a result of being employed with a prior law enforcement agency shall be compensated in accordance with this section except that an appearance required for a Civil action, administrative hearing or other actions as further defined in Article II, Section 2.04.E., will be compensated according to Article II, Section 2.04.E.
- D. Employees hired after March 31, 1984, who are required to appear as a result of being employed with a prior law enforcement agency, shall not be compensated according to Article II, Section 2.04.A-D. for criminal court appearance but will be compensated according to Article II, Section 2.04.E. for a Criminal or Civil court appearance or administrative hearing or action as further defined in Article II, Section 2.05.
- E. Exception to Article II, Section 2.04.A-E. Criminal Subpoena
 1. When a member of the Department is required to appear for a court appearance or any Civil action as defined below by a foreign jurisdiction and as a result of prior law enforcement employment he/she shall notify the Chief of Police of such required appearance as soon as is practical. Upon being advised, the Chief of Police or his designee shall, as soon as is practical, modify, if necessary, the employee's schedule to place him/her on such a shift that would permit the employee to appear during an on-duty status. Compensation will be made for travel time, stand by time, and for time actually spent in Court or hearing up to a maximum of eight (8) hours per day of straight time pay. The Town agrees to furnish the employee with a Town vehicle and supply such needed fuel, if the foreign jurisdiction will not furnish transportation.

2. Civil Actions Defined. A civil action is defined as any hearing arising out of a lawsuit that results from an action in the scope of employment as a member of a law enforcement agency where the employee is the defendant or witness. Administrative Hearings listed below that result from an action in the Scope of employment as a member of a prior law enforcement agency, including but not limited to: DMV hearing, ABC hearing, Coroner's inquest, and internal affairs hearings.

Section 2.05 CALL BACK/CALL OUT

Employees represented by the Association who are required to return to work after completion of a shift, prior to the beginning of the next shift, or on a day off, shall receive overtime as provided in this article, except that such employees shall receive a minimum of four (4) hours overtime for each occurrence. When the call out is one (1) hour or less prior to the normal shift, no minimum shall apply. The four (4) hour call back provision shall not apply to departmental meetings for all personnel provided that such meetings are scheduled at least two (2) weeks in advance, and that the number of departmental meetings will be limited to no more than three (3) per year. It is understood that where an employee works or attends a meeting outside his/her regularly scheduled normal work shift, overtime compensation, where appropriate, will be made whether or not the four (4) hour minimum applies.

Section 2.06 LONGEVITY PAY

The Town will provide a longevity pay program for employees who qualify, with the following amounts:

- A. Ten Years. An amount equal to two and one-half percent (2.5%) of salary at the employee's anniversary for ten (10) years of service.
- B. Fifteen Years. An additional amount equal to two and one-half percent (2.5%) for a total of five (5.0%) of salary at the employee's anniversary for fifteen (15) years of service.
- C. Twenty Years. Effective November 22, 2010, an additional amount equal to two and one-half percent (2.5%) for a total of seven and one half (7.5%) of salary at the employee's anniversary for twenty (20) years of service.

Section 2.07 EDUCATION & POST CERTIFICATE PAY

The Town agrees to add to the monthly base pay of each employee who qualifies for the following amount as school incentive pay and POST certificate pay:

- A. School Incentive Pay for Sworn and Non-Sworn Employees.
Effective the first full pay period following November 1, 2009 , a base amount of forty dollars (\$40.00) per month will be established if employee has some community college units completed. An additional one dollar (\$1.00) per month for each unit of the community college or college level classes successfully completed up to a maximum of ninety (90) units.
- B. Post Certificate Pay for Employees.
 1. Until February 29, 2012, Fifty-five dollars (\$55.00) per month for having been awarded an intermediate certificate from the Commission of Peace Officer Standards and Training of California. Thereafter, effective March 1, 2012 a 2.5% incentive of salary pay

plan will be paid for having an intermediate certificate from the Commission of Peace Officer Standards and Training of California.

2. Until February 29, 2012, an additional thirty dollars (\$30.00) per month for having been awarded an advanced certificate from the Commission on Peace Officer Standards and Training of California. Thereafter, effective March 1, 2012 an additional 2.5% incentive of salary pay plan will be paid for having an advanced certificate from the Commission of Peace Officer Standards and Training of California, up to a total of 5%.

Section 2.08 OUT OF CLASSIFICATION PAY

Any employee temporarily holding a position in a higher classification or as an "officer in charge/shift supervisor" shall be granted additional compensation for all time worked in a position when assigned such duty. The compensation rate shall be five percent (5%) of the employee's regular hourly rate of pay in the salary pay plan.

Employees who possess certifications for the specialty assigned may not unreasonably refuse to perform when ordered. Refusal to perform may be basis for disciplinary action. It is intended, that to the extent feasible, considering the needs of the Department, that assignments be made on an equitable basis from among the certified employees

Section 2.09 INVESTIGATOR SPECIALTY PAY

Effective the first pay period following Council approval, employees covered under this Memorandum of Understanding who are assigned to the Investigation's unit, including but not limited to the Investigation Sergeant, Investigator, SRO, and BINTF shall receive additional pay. The amount of additional pay shall be five percent (5%) of the employee's regular hourly rate of pay for his or her position in the salary pay plan at the time of assignment.

Section 2.10 INVESTIGATION CALL BACK/CALL OUT

- A. Requirements. In order for an employee to become eligible for standby pay, the employee must be assigned to standby status by the Police Chief to qualify for standby status. The employee shall be required to do all of the following:
 1. Review the projected standby assignment schedule within the deadlines established by the Police Department;
 2. Wear a Town provided cell phone during standby assignment;
 3. Contacts the department/dispatch and responds to the callback location within the time period established by the Police Chief;
 4. Responds promptly to callbacks during scheduled standby time unless the employee has notified the department of the name of another qualified employee who will respond;
 5. Refrains from activities that impair the employee's ability to perform assigned duties;
 6. Accept the applicable standby pay as referred to in Article II, Section 2.09 as full consideration for any inconvenience the standby assignment may pose;
- B. Callback from Standby. Any employee, when called back to duty from standby status, shall be compensated for the hours worked at one and one half (1 1/2) times the equivalent hourly rate of his or her regular salary. The minimum for each callback from standby duty shall be two (2) hour.

- C. Pay for Callback While Not on Standby. An employee of the Police Department not on standby status who is called back to work shall be credited with a minimum of four (4) hours of time worked as defined in Article II, Section 2.05.

Section 2.11 SHIFT DIFFERENTIAL PAY

Employees shall receive shift differential pay of their hourly rate in the salary pay plan for their position at the time the differential is earned. If an employee is scheduled to swing or graveyard they will receive that differential for pay during all other hours in that pay period.

Following are shifts represented for non-sworn:

Days (0%) :	0500 – 1500 (5:00 am to 3:00 pm)
	0900 – 1900 (9:00 am to 7:00 pm)
Swing (5%):	1500 – 0100 (3:00 pm to 1:00 am)
	0900 – 1900 (2 shifts) & 1500 – 0100 (2 shifts)
Graveyard (7.5%):	1900 – 0500 (7:00 pm to 5:00 am)
	1500 – 0100 (1 shift) & 1900 – 0500 (3 shifts)

Following are shifts represented for sworn:

Days (0%):	0600 – 1830 (6:00 am to 6:30 pm)
	0700 – 1700 (7:00 am to 5:00 pm)
Graveyard (7.5%):	1800 – 0630 (6:00 pm to 6:30 am)

An employee assigned to day shift that is called in or held over, must work at least 4 or more hours of swing or graveyard to receive the shift differential. Shift differential will be paid based on shift assignment including paid leave and training. In the event the Town or the Association wishes to change the shift schedule above parties agree to meet and confer regarding the applicability of shift differential to the new shift schedule.

Section 2.12 SHIFT CHANGE

It is agreed that, except for probationary employees participating in a Field Training Officer program, any required change in the days and hours of the regular work schedule of an employee covered by this agreement shall entitle the employee to overtime compensation at the rate of time and one-half for any hours outside his/her work schedule unless the Town has given the employee seven (7) calendar days notice of such change.

Section 2.13 FTO TRAINING PAY

Employees covered under this Memorandum of Understanding who are assigned to perform work in the position of Trainer shall receive additional pay while actually performing said duties in the amount of five percent (5%) of their own regular hourly rate of pay for their position in the salary pay plan at the time they perform the duties.

Employees who possess certifications for the specialty assigned may not unreasonably refuse to perform when ordered. Refusal to perform may be basis for disciplinary action. It is intended, that to the extent feasible, considering the needs of the Department, that assignments be made on an equitable basis from among the certified employees.

Section 2.14 CANINE CARE AND MAINTENANCE PAY

- A. Eligibility. Employees shall be eligible for canine care and maintenance pay only as defined in this section for time they work feeding, grooming and exercising the dog, as well as for hours worked cleaning kennels and performing other duties related to care of the assigned dog. The establishment of a separate rate for these distinct duties shall constitute establishment of a separate job with a separate pay rate as is provided in 29 C.F.R. Section 778.419, which establishes regulations for implementation of the Federal Fair Labor Standard Act. Employees shall continue to receive their regular rate which has been established for their work as Police Officer and shall receive time and one-half (1-1/2) for overtime as is provided for in the current MOU between the Town and the Association for their non-canine care and maintenance hours. Hours worked in the separate canine care and maintenance duties shall not create eligibility for overtime for non-canine work hours. The employee's primary assignment will remain as Police Officer, and those work hours shall constitute their first forty (40) hours per week.
- B. Pay. Effective January 1, 2002, pay for such work shall be as the adopted California or federal minimum wage, whichever is higher. Because an employee's hours worked in canine care and maintenance typically result in total time worked in excess of forty (40) hours per week, employee will typically be paid at the overtime rate of one and one-half (1-1 /2) times the applicable canine care and maintenance base pay rate per hour for such hours worked .
- C. Assignment, Hours and Damage Limitations. Only those employees assigned as canine officers by the Chief of Police shall be eligible for canine care and maintenance pay. Canine care and maintenance pay shall terminate as soon as the dog is removed from the employee's care. The Chief of Police's decision to remove an employee from assignment for normal operational reasons shall be final and not subject to appeal. Total hours worked providing care and maintenance and related work under this provision shall not exceed forty (40) minutes [two-thirds (2/3) of an hour] per day without specific approval of the employee's supervisor. Such work shall typically be performed at the employee's home. There shall be no compensation for any other hours of incidental contact, travel time or for damage the dog may cause at the employee's home.

Section 2.15 UNIFORM ALLOWANCE

- A. Effective July 1, 2007, the amount of uniform allowance for sworn employees shall be nine hundred and thirty dollars (\$930.00) and six hundred and eighty- two dollars (\$682.00) for non-sworn employees per year.
- B. Effective July 1, 2009, the above uniform allowance shall be paid in twenty-four (24) equal increments throughout the year.
- C. Effective immediately, new hire employees shall be allowed to purchase on the Town's account up to their maximum for a new uniform for their position as listed above for sworn and non-sworn.
- D. This allowance is to be applied toward the cost of uniform and equipment maintenance expenses and replacement of uniforms due to normal wear. The Town agrees to replace

uniforms and equipment of employees represented by the Association that are damaged during duty hours, provided that such damage is not as a result of gross negligence, or while stored at a Town facility upon the approval of the Chief of Police. Replacement shall be of like kind to that being replaced.

- E. Safety Equipment. The Town agrees to provide the following protective equipment to sworn employees which shall remain the property of the Town:

Rain Gear	Soft Wear Vest	Helmet & Face Shield
Baton	Flashlight	Firearm and Ammunition
Chemical agent & Holder	Complete Leather Gear	Handcuffs
Electronic Control Device		

- F. SRT Equipment. In addition to the items set forth above, the members assigned to the SRT will receive the following equipment which shall remain property of the Town:

1. Uniform (pants, Shirt, Hat, Jacket) Footwear (as specified by the Town)
Tactical Equipment Vest
2. Miscellaneous Equipment:
Pen Light Dog Spray
Equipment Storage Bag Mechanics Mirror
3. Rappelling Equipment:
Carabineer Leather Gloves
Swiss Seat Rope
Hobbs Hook
4. Miscellaneous Tools As Needed:
Wire Cutters Door Stops

- G. Employees assigned any Town equipment are expected to agree to utilize due care for such equipment. (All safety equipment for SRT will be in accordance with Town specifications). In addition, Town agrees to purchase, at cost, listed items previously purchased by team members based on detailed accounting of purchases to be provided by Association and approved by the Police Chief.

Section 2.16 GYM REIMBURSEMENT

The Town will provide a gym reimbursement of \$90 per quarter for employees who attend the gym at least 13 times in a quarter to begin January 1, 2009. Employee shall submit proof of such attendance or a signed declaration of such attendance to be eligible for reimbursement.

Article III. PAID LEAVES

Section 3.01 RECOGNIZED HOLIDAYS

It is agreed that all full-time regular employees represented by the Association shall be paid for thirteen (13) holidays per year, in lieu of a day off.

- A. Recognized holidays are: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Admission Day, Labor Day, Veteran's Day, Thanksgiving Day,

the Friday after Thanksgiving Day, Christmas Eve, and Christmas Day, a floating holiday, and any other day proclaimed by the president and/or governor as a public holiday, day of mourning or day of thanksgiving that is applicable to local governmental agency employees.

- B. Rate of Pay. Effective January 1, 2009 holiday pay will be paid out in equal increments throughout the 26 bi-weekly checks in a calendar year.
- C. Association Members required to work any portion of an MOU Designated Holiday (as above, less floating holiday and day(s) proclaimed as public holiday), shall be paid time and one-half for all hours worked on the holiday. Association Members required to work the MOU Designated holiday on a regularly scheduled day off will be paid time and a half plus half time for all hours worked on the holiday.

Section 3.02 SICK LEAVE

- A. Sick Leave Accrual. Paid sick leave shall accrue as follows:
 - 1. Eight (8) hours per month for full-time employees.
 - 2. A regular part-time employee shall accrue sick leave with pay in proportion that his/her hours of service bear to full-time service.
 - 3. No sick leave credit shall be earned when an employee is on leave without pay.
 - 4. Effective November 1, 2012, sick leave may be accumulated to a maximum of one thousand forty (1,040) hours. No sick leave shall be earned beyond one thousand forty (1,040) hours. Employees with a sick leave balance over the new cap of 1,040 hours on November 1, 2012 shall have their balance grandfathered; provided, however, no new sick leave accumulation shall be earned over 1,040 hours by such employee.
 - 5. Sick leave with pay can only be granted by the approval of the Chief of Police, in the case of disabilities due to illness, injury or pregnancy.
- B. Evidence of Illness. The Town may require evidence to determine the employee's fitness for return to duty at the Town's expense.
- C. Holidays During Sick Leave. Observed holidays occurring during sick leave shall not be counted as a day of sick leave.
- D. Sick Leave Pay. Employees hired before November 19, 2012, upon termination in good standing, with a minimum of five (5) years service, an employee will be paid for all unused sick leave accrued over twenty (20) days at one-half (1/2) the employee's rate of pay up to a maximum of three thousand , seven hundred fifty dollars (\$3,750.00). Employees hired after November 19, 2012 are not eligible for this payout.
- E. Catastrophic Leave Donation. The Town and the unit agree to craft mutually agreeable language that details the definition of Catastrophic Leave Donation and guidelines for its use.

Section 3.03 VACATION LEAVE

- A. Vacation Accrual. Each full-time regular and probationary employee represented by the Association shall accrue vacation leave with pay as follows :

1- 4 years of service	= 80 hours annually
5-9 years of service	= 120 hours annually
10-14 years of service	= 160 hours annually

15-19 years of service	= 184 hours annually
20-25 years of service	= 200 hours annually
26-30 years of service	= 216 hours annually

- B. Use of Vacation. Vacation leave may be taken as it accrues following one year of service. The date of vacation leave may be selected by the employee on a seniority basis but shall be approved by the Chief of Police who shall consider the wishes of the employee and the needs of the department.
- C. Maximum Accrual Employees are entitled to accumulate an amount equal to two years of vacation leave. Effective January 1, 2020; no additional vacation shall be earned once an employee has accrued two times the employee annual accrual earnings. This limit may be increased upon the recommendation of the Chief of Police and the approval of the Town Manager. Any increased vacation accrual must be used within six (6) months of approval. In addition, the employee may arrange with the Town Manager to withdraw up to one thousand dollars (\$1 ,000) annually.
- D. Vacation Cancellation. If a scheduled vacation is cancelled by the Department, the affected employee shall not suffer any loss of vacation or any other benefits. In the event that a previously scheduled and approved vacation is cancelled by the Department and the employee accrues vacation credit in excess of the maximum allowed, the excess credit shall be paid to the employee in the following pay period.
- E. Length of Service. For the purpose of Article III, Section 3.03.B., seniority shall mean the number of years the employee has been employed in their current classification which is covered by this Memorandum of Understanding.
- F. Pay For Vacation. Any employee who is about to terminate his/her employment, and who has unused vacation time on record , shall be paid the straight hourly equivalent based upon the applicable salary schedule for the time period involved for such vacation time in his/her final paycheck.

Section 3.04 BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee of the Town, bereavement leave with pay shall, upon request, be granted not to exceed three (3) regularly scheduled working days for each leave. For purposes of this provision, the immediate family is defined as: a person related by blood, marriage, or adoption who is a spouse, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, mother-in-law, father-in-law, grandchild, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household. .. The aforementioned bereavement leave shall not be deducted from or otherwise charted against member's sick leave or any other accrued leave or vacation.

Section 3.05 FAMILY MEDICAL LEAVE

- A. The Town will comply with the provisions of the Family Medical Leave Act (FMLA), 29 C.F.R. Sec. 825.100 et seq. the California Family Rights Act (CFRA), Government Code Sec. 12945.2 and other related federal, state and local laws with regards to leaves of absence.

Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA)

1. An employee shall be eligible for FMLA and CFRA leave only if the employee has worked for the Town at least twelve (12) months, including a minimum of one thousand, two hundred fifty (1,250) hours of paid service during the twelve (12) month period immediately preceding the leave.
2. Employees shall exhaust all accrued sick leave, vacation and compensation time off balances. An employee is entitled to use sick leave concurrently if the leave is for the employee's own serious health condition or the leave is needed to care for an FMLA/CFRA qualified family member and would otherwise be approved as sick leave.
3. Employees eligible for such leave may elect to take up to twelve (12) work weeks in a rolling 12 month period of leave for one of the following reasons:
 - a) The birth of a child or to care for a newborn of the employee.
 - b) The placement of a child with an employee in connection with the adoption or foster care of a child.
 - c) Leave to care for a child, parent, spouse or domestic partner who has a serious health condition
 - d) When the employee is unable to work because of his or her own serious medical condition.
 - e) For a "qualifying exigency" arising out of the fact that an employee's spouse, child or parent is on active military duty or has been notified or an impending call or order to active duty in support of a contingency operation involving the U.S. Armed Forces.
 - f) To care for a spouse, child, parent, or "next of kin" servicemember of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty (up to 26 work weeks to care for an injured service member).
4. The Town will continue to provide group health benefits and will pay the Town's share of the health plan premium during the leave. The employee is responsible for timely payment of his or her share of the premium.
5. The Town will reinstate the employee to the employee's previously held position or a substantially equivalent one if said position is not available. The employee, however, will lose reinstatement rights to such a position if the employee is unable to perform the essential functions of the job due to physical or mental condition under provisions of the Americans with Disabilities Act.
6. An employee on FMLA is equally subject to layoffs as are others continuously employed by the department.
7. The employee is required to give thirty (30) calendar days notice to the department head that a leave under the FMLA is being requested. If such an advance notice is not practical, the employee shall inform the department head of the need for leave as soon as possible.
8. Leaves shall be applied for in writing to the department head with accompanying

documentation and verification by the appropriate medical provider. The request shall normally be initiated by the employee, but may be initiated by The Town. The Town shall have the right to require that FMLA/CFRA leaves run concurrently.

Section 3.06 MATERNITY LEAVE / PREGNANCY DISABILITY LEAVE

An employee, pursuant to the California Fair Employment and Housing Act (FEHA), and in addition to the Family Medical Leave Act, Town personnel rules, and this Memorandum of Understanding, shall be granted maternity leave / Pregnancy Disability Leave of absence for disability related to pregnancy, not to exceed four (4) months in duration. Employees may utilize sick leave when appropriate, vacation, or CTO time during the four (4) month period. Any time not covered by paid leave shall be unpaid leave. Upon expiration of a maternity leave / Pregnancy Disability Leave, the employee will be returned to her former position.

Section 3.07 NON-WORK RELATED JURY DUTY

- A. When an on-duty employee is subpoenaed to serve as a juror or witness in any court action, he/she shall be allowed leave for the time actually required for such service without loss of pay. However, the employee must return to work immediately after being excused from such service.
- B. Each on-duty employee subpoenaed for such service shall present the subpoena calling him for such service to the Chief of Police for his examination.
- C. Each on-duty employee called for such service shall notify his immediate supervisor as soon as possible to make arrangements for suitable replacement during the employee's absence.
- D. Each on-duty employee shall receive his regular pay provided all jury or witness fees are remitted to the Town.
- E. In the event an employee provides such service on scheduled days off, he/she may keep the fees received for such service.
- F. Time served by an employee for such service shall not be counted towards the computation of overtime pay and the employee shall not receive overtime pay for participating in such service.

Section 3.08 POLICE OFFICERS ASSOCIATION - COMP TIME BANK

The Town agrees to a compensatory time off "bank" for Association members. This time will be used exclusively for Association matters relating to labor relations. The bank will be composed of assessments made in February of each year against members' individual comp time banks in an amount sufficient to replenish the Association bank to a level of 80 hours. If a member does not have sufficient comp time, it will be assessed as vacation. It is understood that the actual time off must be approved by the Chief of Police or his designee, who may only approve or disapprove leave based on staffing level considerations unless otherwise agreed to by both parties. The decision as to whether the hours may be appropriately deducted from the Association's bank is to be made by the Board of Directors of the Association.

Article IV. INSURANCE BENEFITS

Health Plan. The Town shall provide a health plan as provided below:

Section 4.01 MEDICAL PLAN

All employees must enroll in an available medical plan in accordance with PERS and Town regulations. The employee shall pay all administrative fees required by the PERS medical program. Effective following adoption of this Memorandum of Understanding or enrollment in the PERS medical program, the Town agrees to pay monthly premiums for a medical plan, up to, but not exceeding the following amounts.

	Town Share Cap
Employee	\$ 504.15
Employee plus one	\$1 ,008.29
Employee plus two or more	\$1 ,310.79

Any premium cost for a medical plan exceeding the above Town Share Caps shall be paid by employees.

Section 4.02 DENTAL PLAN

Employees may choose to be covered under a Dental plan in accordance with the plan carrier and Town regulations. Effective December 1, 2007, the Town will share the cost of dental premiums at 80% (employer) – 20% (employee) ratio. The 80%-20% ratio would exist for each of the tiers (employee only, employee plus one, and employee plus family). The 80%-20% sharing will be effective for the period of this Memorandum of Understanding.

During the term of this Memorandum of Understanding, any increase in each calendar year relating to the dental plan premium below 10% will be shared 80%(employer)/20%(employee) . Any increase amount for the dental plan premium rate above 10% will be shared on a 50/50 basis.

Section 4.03 VISION PLAN

Employees may choose to be covered under a Vision plan in accordance with the plan carrier and Town regulations. The Town agrees to pay 80% of the premium for the vision plan.

Section 4.04 DEFERRED COMPENSATION OPTION

Employees may shift the Town cap set forth in Article VI, Section 4.01, of the employee only medical plan premiums, to a Town sponsored deferred compensation program (either ICMA or ING/Aetna) or receive that amount as pay-in-lieu subject to one of the following conditions:

- A. An employee must submit proof of coverage under a plan, which must be a qualified medical plan as well as a signed health insurance waiver at that time.
- B. An employee must provide proof of coverage under the employee's retired health plan, which must be a qualified medical plan as well as a signed health insurance waiver at that time. The Town reserves the right to verify information provided by an employee who has opted out for proof of coverage at any time.
- C. Effective the first of the month following ratification, the maximum amount that can be deferred shall be limited to the amount the Town is contributing towards the "employee only" medical rate only.

- D. The Town agrees to actively co-operate, within the constraints of the insurance carrier re-enrollment regulations, with any employee who desires to re-enroll in the health insurance plans to expedite any such enrollment.

Section 4.05 DISABILITY INSURANCE COVERAGE

- A. The Town shall provide short-term disability coverage to employee's following a 30 day waiting period at 70% of salary up to maximum of 23 weeks of non-industrial injury or illness.
- B. The Town shall provide long-term disability coverage which includes "own occupation" coverage for a period of three (3) years at sixty-seven percent (67%) of employee's salary after one hundred and eighty (180) days, up to a maximum of four thousand dollars (\$4,000.00) per month. The coverage is for total disability coverage. Total disability is defined as "the inability to perform each of the main duties of your own occupation, due to injury and sickness." The "own occupation" applies to the first 24 months of your disability. Following this the definition of disability becomes the inability to perform any occupation for which you are reasonably fitted, based on your experience, education or training.

Section 4.06 LIFE INSURANCE

- A. Town shall provide prepaid life insurance in an amount of one hundred thousand (\$100,000) dollars for each full-time employee in the Bargaining Unit.
- B. The Town will allow individual employees to pay, through payroll deduction or convert from their CTO accrual, such amounts as they choose to buy additional life insurance in ten thousand dollar (\$10,000) increments, up to additional one hundred thousand dollar (\$100,000) coverage.

Section 4.07 INDUSTRIAL INJURY PROVISIONS

For those sworn employees covered under the Town's PERS safety retirement plan, it is agreed that whenever an employee represented by the Association is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of his/her duties, as determined by the Town's workers' compensation carrier and subject to the worker's compensation appeal process, he/she shall become entitled, regardless of his/her period of service with the Town, to a Labor code section 4850 paid leave of absence while so disabled without loss of salary or benefits, in lieu of temporary disability payments, if the claim is approved for the period of such disability but not exceeding one (1) year, or until such earlier date as he/she is retired on permanent disability. Salary and benefits provided under this section, although they may come from different sources, should not in any situation, exceed one hundred percent (100%) of the employee's salary and benefits at the time the employee becomes disabled. Pending approval of workers compensation claim, 4850 pay will be paid to employee for up to the first 30 days. If on the 31st day the claim is still not approved, employee's accruals will be utilized. If the claim is approved employee's accruals will be replenished. If the claim is denied, the Town will seek reimbursement from the employee for the paid 4850 pay received by the employee in the first 30 days.

Section 4.08 INTERNAL REVENUE CODE SECTION 125 PLAN

Employees in the POA have access to a full Internal Revenue Code Section (IRC) 125 Plan, including all health premiums, and the Flexible Spending Accounts; Healthcare Spending and Dependent Care Spending Accounts.

Section 4.09 MAINTENANCE OF BENEFITS

It is agreed that the current level of benefits in Sections 4.01-4.03 and 4.06 of this article will continue for the duration of this Agreement, unless changed by mutual agreement.

Section 4.10 HEALTH PREMIUM CHANGE NOTICE

The Town will provide immediate notice to the Association of any health premium rate changes that impact either Article VI, Section 4.01-4.03 or Section 4.06.

Article V. RETIREMENT BENEFITS

Section 5.01 RETIREMENT PLAN

- A. The Town shall provide current public safety employees in the unit a retirement plan under PERS at three percent at age fifty (3%@50) formula for safety members and two percent at age fifty-five (2%@55) retirement for all miscellaneous employees in the unit. These first tier PERS plans shall also include:
 - 1. The one-year final compensation retirement benefit (Section 20042) for both public safety and miscellaneous employees.
 - 2. Military service credit (Section 21024) for both public safety and miscellaneous employees.
 - 3. Fourth level of 1959 Survivor Benefits (Section 21574) for both public safety and miscellaneous employees, while employed with the Town.
- B. The Town shall provide public safety employees in the unit hired after January 1, 2011, a retirement plan under PERS of three percent at age fifty-five (3%@55) and shall provide miscellaneous employees in the unit hired after January 1, 2011, a retirement plan under PERS of two percent at age sixty (2%@60). These second tier PERS plans shall also include:
 - 1. The three year final compensation retirement benefit (Government Code Section 20037) for both public safety and miscellaneous employees.
 - 2. Military service credit (Section 21024) for both public safety and miscellaneous employees.
 - 3. Fourth level of 1959 Survivor Benefits (Section 21574) for both public safety and miscellaneous employees, while employed with the Town.
- C. The Town and Association have agreed to a gradual implementation of employees paying their own member contributions towards their PERS retirement Plan as described below. Please refer to "Exhibit A" for corresponding salary pay plan.
 - 1. Effective the first full pay period following November 1, 2009 the miscellaneous employees in the unit shall pay three and one-half percent (3.5%) for the contribution rate pre-tax and

- the Town shall pay the remaining three and one-half percent (3.5%) of the contribution rate for the miscellaneous member retirement plan.
2. Effective the first full pay period following November 1, 2010 the miscellaneous employees in the unit shall pay seven percent (7%) for the contribution rate pre-tax and the Town shall pay none of the contribution rate for the miscellaneous member retirement plan.
 3. The Town shall provide the Public Employees Retirement System (PERS) 3% at 50 retirements for all safety employees in the unit. The PERS plan shall also include the fourth level of 1959 Survivor Benefits (Section 21574), while employed with the Town. Effective the first full pay period following November 1, 2009 the safety employees in the unit shall pay four and one-half percent (4.5%) for the contribution rate pre-tax and the Town shall pay the remaining four and one-half percent (4.5%) of the contribution rate for the safety member retirement plan.
 4. Effective the first full pay period following November 1, 2010 the safety employees in the unit shall pay nine percent (9%) for the contribution rate pre-tax and the Town shall pay none of the contribution rate for the safety member retirement plan .
 5. The Town will continue to provide the (reporting the value of) EPMC option paid by the Town under PERS regulations for both the public safety and miscellaneous employees in the unit by contributing half of the respective rate of 4.5% for safety and 3.5% for miscellaneous from the first full pay period following November 1, 2009. Following the first full pay period after November 1, 2010, the Town shall cease to provide this benefit as the EPMC will be paid by the employee in full at that time.
- D. Such retirement plan may not be changed during the term of this agreement, except by the mutual consent of the Town and the Association. The Town agrees to explore the legality of allowing employee's share of PERS contribution to be tax deferred under IRS rules, and if legal to implement the IRS exemption concurrently with implementation of the PERS Retirement Plan.
 - E. The Town and Association agree to open negotiations on the question of Social Security and/or Medi-Care cost should the Federal government mandate changes in such programs on existing employees during the term of this Agreement.
 - F. The Public Employees Pension Reform Act of 2013 (PEPRA) adds a Third Tier to the Town's Retirement Benefits. All new members hired on or after January 1, 2013, shall be provided a Public Employees Retirement System (PERS) plan in accordance with PEPRA. Public Safety employees hired into this level shall be at the two point seven percent (2.7%) at age fifty-seven (57) years of age retirement plan. Miscellaneous employees shall be at the two percent (2%) at sixty-two (62) years of age retirement plan. This 2.7%@57 or 2%@62 PERS plan shall include a three (3) year final compensation averaging. Also set forth by PEPRA is the provision that employees in this benefit Tier shall pay fifty percent (50%) of the total normal cost rate.

Section 5.02 RETIREE MEDICAL PLAN

- A. Employees retiring after enrollment shall be in accordance with PERS medical program regulations.

- B. Employees of the Town, who, immediately upon termination, retire under the PERS retirement plan, and remain in the Town's medical plan, shall have a Town paid contribution toward their medical plan premium. The contribution shall be under the uneven contribution program in accordance with PERS medical program regulations. The employer's contribution for each annuitant shall be increased annually by five percent (5%) of the monthly contribution for employees, until such time as the contributions are equal; and that the contributions for employees and annuitants shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund. Please reference Article III, Section 3.02.D-E. for information related to the retiree's potential ability to pay for his or her medical premiums using a portion of sick leave.
- C. For the cost of the full premium plus 2%, dental and vision coverage are available through COBRA following retirement for up to 18-months for those employees and their families who are covered under those plans at the time of retirement.
- D. In addition, accumulated sick leave at time of retirement not used for any other purpose may be converted to paid medical plan premiums until the value is exhausted or the retiree reaches 65 or the spouse or surviving spouse reaches 65. The rate of sick leave conversion shall be fifty percent (50%) of the regular daily rate that the employee was receiving at retirement.

Article VI. OTHER BENEFITS

Section 6.01 TUITION & BOOKS REIMBURSEMENT

The parties agree to establish a tuition & books reimbursement program to be jointly administered by representatives of the Association and the Town.

- A. Eligible employees must be full-time or part-time benefited employees. The annual expenditures for this purpose shall not exceed \$550 per student per fiscal year.
- B. Reimbursement to an individual shall be fifty (50%) percent of actual costs for tuition and textbooks.
- C. Before reimbursement is given, the employee must submit evidence that a grade of "C" or better has been earned in the course.
- D. The courses approved must be taken on the employee's own time.

Article VII. SAFETY & PERSONNEL

Section 7.01 PROBATIONARY PERIOD

It is agreed that the probationary period for new employees, lateral entries and in-house promotions shall be:

New hire employee:	18 mos. satisfactory service
Lateral Entry:	12 mos. satisfactory service
In-House Promotion:	12 mos. satisfactory service

Failure to pass probation is considered part of the testing process and not a demotion or disciplinary action. The Police Chief is authorized to extend probation up to six (6) months, if necessary. Probationary employees shall be evaluated at the end of one years' service and if that service has been performed satisfactorily, then they shall be entitled to a merit increase although they will still be on probation for an additional six months.

Section 7.02 APPLICATION OF SALARY RATES

Employees shall be assigned a salary within the range established for the appropriate position. The minimum rate generally should be assigned to employees upon original appointment; however, the Town may, when circumstances warrant it appoint, reinstate or promote at other than the minimum rate, but not more than the maximum rate.

Section 7.03 PROMOTIONS AND APPOINTMENTS

The Town and the Association agree that it is in the best interest of the Town and the employees within the Department to provide a career ladder within the Department. It is also a policy of the Town that when promotional opportunities arise, full consideration will be given to eligible employees from within the Department. Employee positions in this MOU shall be filled from among the top five (5) qualified and available candidates on an eligibility list developed under the provisions of the Town's Personnel Rules.

Section 7.04 ADVANCEMENT WITHIN SALARY RANGE

Salary advances shall be only at the recommendation of the Chief of Police with approval of the Town Manager whose decision is final and shall be based on merit as established by record of the employee's performance. No salary advancement shall be made so as to exceed any maximum rate established in the Salary Pay Plan for the employee's position nor be automatic merely upon completion of a specified period of service.

Continued satisfactory performance is required to maintain any salary increases above the initial increase. Where an employee is reduced in salary for disciplinary reasons or for not maintaining satisfactory performance, such action is subject to the grievance procedure. Performance evaluation may be more frequent than the twelve (12) month interval, but only those evaluations which have been designated as "salary review" performance evaluations and which have been approved by the Chief of Police will be utilized to advance an employee through the salary range.

Section 7.05 EMPLOYEE DISCIPLINE AND PROCEDURE

Employees covered under this MOU shall be disciplined under the Paradise Police Department Policy Manual.

- A. Basis for Discipline. The tenure of every employee holding a probationary or permanent appointment in the classified service shall be during good behavior and fit and efficient service. Any employee may be disciplined; including discharged, suspended, or reduced in rank or compensation for good cause. For purposes of this section, good cause is defined as the following:

- 1. Discourteous treatment of the public or fellow employees while on duty.

2. Incompetence or inefficiency
 3. Insubordination or willful disobedience of an article of this agreement or a direct order of a supervisor regarding official conduct.
 4. Gross and/or willful neglect of duty
 5. Material and intentional misrepresentation or concealment of any fact in connection with obtaining employment
 6. Mental or physical incapacity
 7. Abuse, damage to or waste of public equipment, property, or supplies due to gross negligence or willful acts, while on duty.
 8. Being at work under the influence of liquor or drugs, or carrying onto the Town premises liquor or drugs or consuming or using liquor or drugs during work hours and/or Town premises. An employee shall not be subject to discipline for taking medications as prescribed by his/her physician or utilizing said liquor or drugs if ordered to do so in the performance of his/her duties. Provided, however, such employee shall advise the Police Chief or designee of any side effects the prescription drugs may create which may adversely affect the employee's ability to carry out his or her normal duties. Failure to provide such notice may be grounds for discipline.
 9. Willful falsification of any records.
 10. Conviction of a crime, the nature of which as a direct bearing on continued employment.
 11. Any other failure of good behavior that has been demonstrated to have impaired the effectiveness of the employee in rendering services to the Town.
Conduct of an employee represented by the Association, for acts other than those narrowly related to the performance of official duties or as defined in Article VII, Section 7.05.A.10., shall not be the subject of any disciplinary action or any form of discrimination against an employee.
 12. Absence without leave.
- B. Policy. Prior to the discharge, demotion or reduction in salary for disciplinary purpose, or suspension of any regular permanent employee pursuant to provisions of this agreement, the following procedure shall be complied with:
1. Written Notice. Written notice of the proposed disciplinary action shall be given to the employee. Such notice shall include statement of the reason(s) for the proposed action and the charge(s) being considered.
 2. Reserve
 3. Employee Response. Within five (5) calendar days after the receipt of a notice of disciplinary action, an employee shall have the right to review the documents and materials upon which the disciplinary action is based, receive copies of such documents and materials upon request, to respond verbally or in writing, or both, to the Chief of Police concerning the proposed disciplinary action and to be represented to such review by a representative of the employee's choice.

4. Temporary Leave with Pay. Notwithstanding the provisions of this Article, the Chief of Police may approve the temporary assignment of an employee to a status of leave with pay pending conduct or completion of such investigations or hearing as may be required to determine if disciplinary action is to be taken.
 5. In the above procedure, the employee may be represented by a representative of his/her choice.
- C. Investigative Procedures. Any investigation of a complaint of misconduct, or for any other reason, against any employee represented by the Association, shall be in strict adherence to the provisions of Government Code Section 3300, et seq.
- D. Citizen Complaints. The Town and the Association agree that it is in the interest of the Town, citizens of the Town of Paradise, and members of the Association that citizen complaints be investigated promptly and resolved with all due dispatch. In order to accomplish prompt resolution of citizen complaints, it is agreed that:
1. All complaints shall be in writing on a form provided by the Department whenever possible. All complaints shall be investigated, whether written or not.
 2. Findings will be made on citizen complaint within sixty (60) days of the date the complaint is received. The Chief of Police will take such actions as are within his power within said sixty (60) days whenever possible. This time limit may be extended by mutual agreement and after disclosure is provided to the involved parties.
- E. Appeal. An employee covered by this agreement may appeal such discipline, discharge, suspension or demotion to the grievance procedure in accordance with Article VII, Section 7.06 of this Agreement.

Section 7.06 GRIEVANCE PROCEDURE

- A. Purpose. The purpose of this article is to:
1. Promote improved employer-employee relations by establishing grievance procedures.
 2. Afford employees individually or through their certified employee organization a systematic means of resolving grievances.
 3. Provide that every effort shall be made to resolve grievances as near as possible to the point of origin.
 4. Provide the opportunity for grievances to be settled in an informal manner.
- B. Definition. A grievance is any dispute concerning the interpretation or application of this agreement or of rules or regulations governing personnel practices or working conditions of the Town or Police Department, or of the practical consequences of a Town rights decision on wages, hours and other terms and conditions of employment, or a dispute which involves disciplinary action specified in Article VII, Section 7.05 of this Agreement.
- C. Procedure.
1. Step 1. An employee may represent the grievance orally, either directly or through his Association representative, to the immediate supervisor within fourteen (14) calendar days following the event or events on which the grievance is based. The immediate supervisor shall make whatever investigation is necessary to obtain the facts pertaining

to the grievance. Within seven (7) calendar days after receiving the oral grievance, the immediate supervisor shall give the employee a reply.

If the employee is not satisfied with the replay of his immediate supervisor, the employee may appeal the grievance to Step 2.

2. Step 2. If the employee desires to appeal the grievance to Step 2, the grievance shall be reduced to writing, on forms provided, and presented to the Chief or the Acting Chief within seven (7) calendar days following the receipt of the immediate supervisor's oral reply. The Chief may refer the grievance to the appropriate supervisor.

The written grievance shall contain a complete statement of the grievance, the alleged facts upon which the grievance is based, the reasons for the appeal, the remedy requested, and the Articles of the Agreement claimed to have been violated, if any. The grievance shall be signed and dated by the employee, the Chief, or the appropriate supervisor to whom the grievance has been referred, may arrange a meeting between him, the employee, the appropriate Association representative, and the immediate supervisor in an attempt to resolve the grievance. In any event, the Chief or his designated representative shall give a written decision to the employee within fourteen (14) calendar days following receipt of the written appeal to Step 2.

3. Step 3. If the employee desires to appeal the grievance to Step 3, the employee shall complete the appropriate appeal section of the grievance form, sign the appeal, and represent the grievance to the Town Manager within seven (7) calendar days following receipt of the written decision in Step 2. Within fourteen (14) calendar days after the receipt of the appeal to Step 3, the Town Manager shall hold a meeting with the employee, the appropriate association representative, the Chief of the appropriate supervisor to discuss the matter. A written decision shall be given to the employee or the appropriate Association representative within seven (7) calendar days following the meeting. If the employee is not satisfied with the decision of the Town Manager, the employee or the appropriate Association representative may appeal their grievances to Step 4.

- D. Formal Appeal. Step 4. If the grievance has been properly processed through the previous steps of the procedure and not resolved, the employee or the appropriate Association representative may appeal the grievance to the Appeals Board or Town Council. The employee or the appropriate Association representative shall notify the Town Manager in writing within fourteen (14) calendar days following receipt of the written answer to Step 3.

1. Within fourteen (14) calendar days following receipt of the notice of appeal to Step 4, a meeting shall be arranged by the Town Manager with the employee or the appropriate Association representative to prepare a joint statement of the issue or issues to be presented to the Appeals Board. If the parties are unable to agree upon the issue or issues, each party will prepare its statement of the issue or issues, and jointly submit the separate statement of issue or issues to the Appeals Board for determination.
2. The Appeals Board shall consist of one (1) representative appointed by the Town, one (1) representative appointed by the Association, and one (1) representative selected by

mutual agreement between the other two (2) Board members. In the event that the parties are unable to agree upon the third party, they shall jointly request the State Mediation and Conciliation Service to provide a list of seven names.

3. Within seven (7) calendar days following receipt of the above-referenced list, the parties shall meet to select the neutral party. The right to strike the first name shall be determined by lot and the parties shall alternately strike one name from the list until only one name remains, and that person will be the Board member.
 4. The Appeals Board shall hold a hearing on the issue or issues submitted, or as determined by the Board if the parties have not mutually agreed upon the issue or issues, and render a written opinion and reasons for the opinion as soon after the hearing as possible.
 5. The opinion shall be sent to the Town Manager and to the employee or appropriate Association representative within fourteen (14) calendars days of the hearing.
 6. The opinion shall be limited to the issue or issues involved and presented to the Town Council. The Town Council shall thereupon consider the appeal and make such investigation as it may deem necessary and within a reasonable time shall firm, revoke, or modify the action of the Appeals Board findings, provided that a four-fifths (4/5) vote of the Council is required to revoke or modify the findings and recommendations of the Appeals Board.
 7. Except as hereinafter provided, each of the parties shall pay for the time and expenses of its representatives and witnesses through all stages of the appeal procedure and shall contribute equally to the fee and expenses of the neutral party. The panel member's fee schedule, whenever possible, shall be determined in advance of the hearing.
- E. Release Time. Witnesses who are employees and who are on-duty at the time of a scheduled appearance shall be released from duty without loss of compensation for the time required to testify. Individual grievant shall be released from duty without loss of pay for the time of the appeals board hearing. One spokesperson shall be permitted to be present without loss of compensation for grievances filed by the Association. Arrangements for release time for grievant witnesses shall, whenever possible, be made with the Town manager no later than twenty-four (24) hours in advance of the scheduled hearing.
- F. General Provisions.
1. The parties agree that the Appeals Board shall not add to, subtract from, change or modify any provision of this agreement and shall be authorized only to apply existing provisions of this agreement to the specific facts involved and to interpret only applicable provisions of this agreement.
 2. The parties agree that the time limits set forth herein are of the essence of this procedure and are to be strictly complied with. Time limits may be extended only by mutual agreement of the parties.
 3. Although grievances may be processed during normally scheduled working hours, the Association agrees that the time spent by its designated representatives shall be kept to a reasonable minimum and that no Association representative shall be entitled to any

additional compensation or premium pay for any time spent in processing grievances outside such representative's regularly scheduled hours.

4. Any grievance not filed or appealed within the time limits specified shall be considered settled on the basis of the last disposition given. In the event the grievance is not answered within the time limits set forth herein, either the employee or the appropriate Association representative may appeal the grievance to the next higher step within the time limits provided.
5. Reserve.
6. Any of the time limits specified in Steps 1-3 may be extended by written mutual agreement of the parties.
7. No resolution of any grievance as defined in this article shall be contrary to the provisions of the Memorandum of Understanding. Copies of the resolution of all grievances, including the grievance, shall be sent to the President of the Association.
8. It is understood and agreed that whenever a provision in this article refers to an employee filing a grievance, the Association may file such grievance either on the employee's behalf or on behalf of the Association. In such event, the processing of the grievance shall comply with all other provisions of this grievance procedure article.

Section 7.07 SENIORITY AND REDUCTION IN FORCE

- A. Town Seniority is understood to mean an employee's most recent date of employment or reemployment. Seniority will continue to accrue during all types of leave except for Leave of Absence without Pay for thirty (30) calendar days or more which shall cause this date to be adjusted for an equivalent amount of time. Leaves of Absence without Pay for periods of less than thirty (30) calendar days shall not cause the Town Seniority date to be adjusted. Town Seniority shall be used for purposes of computing vacations, service awards and other matters based on length of service.
- B. Classification Seniority shall be understood to mean length of time in classification. After successful completion of the probationary period, length of time in classification reverts to date of entry, transfer or promotion to present classification. Seniority will continue to accrue during all types of leave except suspension without pay, or a voluntary Leave of Absence without Pay for thirty (30) calendar days or more which shall cause the Classification Seniority date to be adjusted for an equivalent amount of time. Leaves of Absence without Pay for periods of less than thirty (30) calendar days shall not cause the Classification Seniority date to be adjusted. Classification Seniority shall be used in conjunction with job classifications for purposes of layoff and consideration for merit reviews.
- C. Layoff.
 1. The Town shall give notice to the Association in advance of any pending reduction-in-force. Employees to be laid off shall be given, whenever possible, at least sixty (60) calendar day's prior notice. In each class of position, employees shall be laid off according to employment status in the following order: temporary, provisional, probationary and permanent.

2. Employees within each category shall be laid off in inverse order of seniority in the Paradise Police Department Service.
 3. In the event that two or more employees affected have the exact same amount of service in class as well as the same evaluation rating, the employee(s) to be laid off shall be determined by lot.
 4. In lieu of layoff, an employee may demote to a position in a lower classification in the unit where such employee has seniority over the incumbent employee in the lower classification, calculated by adding seniority in the class of layoff to seniority the employee previously earned in the lower class. In such instance, the incumbent employee in the lower classification shall be served a layoff notice and shall be allowed demotion rights.
- D. Recall. Employees in layoff status will retain recall rights for three (3) years and shall have preference to work over applicants on eligibility lists. Recall will be made by certified mail to the last address in the employer's records. Within fourteen (14) calendar days of the certified receipt date, laid off employees must signify their intention of returning to work to the Employment Office.
1. Recall will be offered to laid-off employees provided they are physically qualified to perform the duties of the job. A laid off employee, when offered recall, who is temporarily unable to accept due to medical reasons as certified by an attending physician, may request a leave of absence not to exceed thirty (30) days. Recall from layoff shall be in the order of classification seniority.
 2. An employee recalled within three (3) years shall keep the same classification seniority date as existed before the layoff.
 3. Employees who return to a job classification covered by this agreement from an "exempt" status receive a rate of pay not more than what they would have attained had they progressed normally within the original classification.

Article VIII. CLOSING

Section 8.01 SAVINGS CLAUSE

If any Article or Section of this Memorandum should be found invalid, unlawful, or unenforceable by reason of any existing or subsequent enacted legislation or by judicial authority, all other Articles and Sections of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum. In the event of invalidation of any Article or Section, the Town and the Association agree to meet within thirty (30) days for the purpose of renegotiating said Article or Section.

Section 8.02 SCOPE OF AGREEMENT

Waiver of obligation to meet and confer during the Memorandum of Understanding. Town and Association acknowledge that during the negotiations which resulted in this Memorandum, each has the unlimited right and opportunity to make proposals with respect to any subject or matter not removed

by law from the area of consultation or meet and confer, and that understandings and agreements arrived at by the parties hereto after the exercise of that right and opportunity are set forth in this Memorandum. Therefore, Town and Association, for the duration of this Memorandum and subject to the exceptions contained herein, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to meet and confer with respect to any subject or matter referred to or covered in this Memorandum. With respect to any subject not specifically referred to or covered in this Memorandum, in the event that either party desires to meet and confer to consult in good faith during the term of this Memorandum regarding such subject or matters, the parties hereto agree to abide by the Government Code Sections 3500 et seq., relating to obligations to meet and confer in good faith.

Section 8.03 TERM

A. Renegotiation for a Successor Agreement.

In the event either party hereto desires to negotiate a successor Memorandum of Understanding, such party shall serve upon the other, its written request to commence negotiations, as well as its full and entire written proposals for such successor Memorandum of Understanding. Upon receipt of such written notice, negotiations shall begin no later than thirty (30) calendar days after such receipt, or prior to the end of the agreement. An impasse concerning the matters under negotiations shall be declared automatically if full and entire agreement on the terms of a successor Memorandum of Understanding is not reached by June 30, 2022 unless the parties mutually agree to continue negotiations.

B. Renegotiation During Term.

Notwithstanding Section 8.03.A., in recognition of the current uncertain economic times, either party may reopen negotiations for possible revisions to wages and benefits during the term of this Agreement by serving on the other party a notice so stating its intent. Upon receipt of such notice the parties shall commence negotiations in good faith.

C. Term of Agreement.

This Memorandum of Understanding shall be effective July 1, 2019, except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as hereinabove set forth and shall remain in full force and effect to and including the thirty (30th) day of June, 2022, at 11:59 p.m.

In Witness Whereof, the parties hereto have executed this Memorandum of Understanding this 10th day of September, 2019.

Paradise Police Officers Association

Town of Paradise

By _____

Rob Nichols, President, POA

Lauren M. Gill, Town Manager

TOWN OF PARADISE SALARY PAY PLAN
TOWN OF PARADISE POLICE OFFICERS ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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POLICE OPERATIONS

POLICE OFFICER

Effective July 1, 2019

HOURLY	40	29.27	30.73	32.27	33.88	35.57	37.35
BIWEEKLY		2,341.60	2,458.40	2,581.60	2,710.40	2,845.60	2,988.00
MONTHLY		5,073.47	5,326.53	5,593.47	5,872.53	6,165.47	6,474.00
ANNUAL		60,881.60	63,918.40	67,121.60	70,470.40	73,985.60	77,688.00

Effective July 6, 2020

HOURLY	40	30.15	31.66	33.24	34.90	36.65	38.48
BIWEEKLY		2,412.00	2,532.80	2,659.20	2,792.00	2,932.00	3,078.40
MONTHLY		5,226.00	5,487.73	5,761.60	6,049.33	6,352.67	6,669.87
ANNUAL		62,712.00	65,852.80	69,139.20	72,592.00	76,232.00	80,038.40

Effective July 5, 2021

HOURLY	40	30.75	32.29	33.90	35.60	37.38	39.25
BIWEEKLY		2,460.00	2,583.20	2,712.00	2,848.00	2,990.40	3,140.00
MONTHLY		5,330.00	5,596.93	5,876.00	6,170.67	6,479.20	6,803.33
ANNUAL		63,960.00	67,163.20	70,512.00	74,048.00	77,750.40	81,640.00

POLICE SERGEANT

Effective July 1, 2019

HOURLY	40	35.67	37.45	39.32	41.29	43.35	45.52
BIWEEKLY		2,853.60	2,996.00	3,145.60	3,303.20	3,468.00	3,641.60
MONTHLY		6,182.80	6,491.33	6,815.47	7,156.93	7,514.00	7,890.13
ANNUAL		74,193.60	77,896.00	81,785.60	85,883.20	90,168.00	94,681.60

Effective July 6, 2020

HOURLY	40	36.74	38.58	40.51	42.54	44.67	46.90
BIWEEKLY		2,939.20	3,086.40	3,240.80	3,403.20	3,573.60	3,752.00
MONTHLY		6,368.27	6,687.20	7,021.73	7,373.60	7,742.80	8,129.33
ANNUAL		76,419.20	80,246.40	84,260.80	88,483.20	92,913.60	97,552.00

TOWN OF PARADISE SALARY PAY PLAN
TOWN OF PARADISE POLICE OFFICERS ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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Effective July 5, 2021

HOURLY	40	37.47	39.34	41.31	43.38	45.55	47.83
BIWEEKLY		2,997.60	3,147.20	3,304.80	3,470.40	3,644.00	3,826.40
MONTHLY		6,494.80	6,818.93	7,160.40	7,519.20	7,895.33	8,290.53
ANNUAL		77,937.60	81,827.20	85,924.80	90,230.40	94,744.00	99,486.40

PUBLIC SAFETY COMMUNICATIONS

PUBLIC SAFETY DISPATCHER

Effective July 1, 2019

HOURLY	40	21.23	22.29	23.40	24.57	25.80	27.09
BIWEEKLY		1,698.40	1,783.20	1,872.00	1,965.60	2,064.00	2,167.20
MONTHLY		3,679.87	3,863.60	4,056.00	4,258.80	4,472.00	4,695.60
ANNUAL		44,158.40	46,363.20	48,672.00	51,105.60	53,664.00	56,347.20

Effective July 6, 2020

HOURLY	40	21.87	22.96	24.11	25.32	26.59	27.92
BIWEEKLY		1,749.60	1,836.80	1,928.80	2,025.60	2,127.20	2,233.60
MONTHLY		3,790.80	3,979.73	4,179.07	4,388.80	4,608.93	4,839.47
ANNUAL		45,489.60	47,756.80	50,148.80	52,665.60	55,307.20	58,073.60

Effective July 5, 2021

HOURLY	40	22.31	23.43	24.60	25.83	27.12	28.48
BIWEEKLY		1,784.80	1,874.40	1,968.00	2,066.40	2,169.60	2,278.40
MONTHLY		3,867.07	4,061.20	4,264.00	4,477.20	4,700.80	4,936.53
ANNUAL		46,404.80	48,734.40	51,168.00	53,726.40	56,409.60	59,238.40

SUPPORT SERVICES SUPERVISOR (FORMERLY COMMUNICATION RECORDS SUPERVISOR)

Effective July 1, 2019

HOURLY	40	27.18	28.54	29.97	31.47	33.04	34.69
BIWEEKLY		2,174.40	2,283.20	2,397.60	2,517.60	2,643.20	2,775.20
MONTHLY		4,711.20	4,946.93	5,194.80	5,454.80	5,726.93	6,012.93
ANNUAL		56,534.40	59,363.20	62,337.60	65,457.60	68,723.20	72,155.20

TOWN OF PARADISE SALARY PAY PLAN
TOWN OF PARADISE POLICE OFFICERS ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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Effective July 6, 2020

HOURLY	40	28.00	29.40	30.87	32.41	34.03	35.73
BIWEEKLY		2,240.00	2,352.00	2,469.60	2,592.80	2,722.40	2,858.40
MONTHLY		4,853.33	5,096.00	5,350.80	5,617.73	5,898.53	6,193.20
ANNUAL		58,240.00	61,152.00	64,209.60	67,412.80	70,782.40	74,318.40

Effective July 5, 2021

HOURLY	40	28.56	29.99	31.49	33.06	34.71	36.45
BIWEEKLY		2,284.80	2,399.20	2,519.20	2,644.80	2,776.80	2,916.00
MONTHLY		4,950.40	5,198.27	5,458.27	5,730.40	6,016.40	6,318.00
ANNUAL		59,404.80	62,379.20	65,499.20	68,764.80	72,196.80	75,816.00



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: September 10, 2019**

AGENDA ITEM No. 9(a)2

ORIGINATED BY: Crystal Peters, Human Resources & Risk Manager
Gina Will, Administrative Services/Finance Director

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: A Resolution of the Town Council of the Town of Paradise approving the Memorandum of Understanding between the Town of Paradise and Town of Paradise **General Employees Unit** relating to employment covering the period from July 1, 2019 to June 30, 2022.

RECOMMENDATION:

1. Adopt Resolution 19-29, approving the Memorandum of Understanding between the Town of Paradise and Town of Paradise **General Employees Unit** authorizing the Town Manager to execute the Memorandum of Understanding on behalf of the Town of Paradise effective July 1, 2019, or
2. Refer back to staff for further development.

BACKGROUND:

This year, the Town of Paradise General Employees Unit and Town negotiators worked together to reach agreement. The following outlines the changes made to the agreement:

- First Year – Implement market equity increases in accordance with the Total Compensation Study results. Increase to salary pay plan as attached to MOU. Employees will retain their same step placement on the salary pay plan, except reclassifications will be in accordance with Town Policy. Salary Pay plan changes effective 7/1/19.
- Additionally in the First Year - For employees employed on the date of ratification, the Town will pay a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity where applicable. Rates are based upon salary pay plan step at ratification date.

- Second Year – Cost of Living (COLA) increase of 3% increase to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2020 (July 6, 2020).
- Third Year – Cost of Living (COLA) increase of 2% to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2021 (July 5, 2021).

□ **Hard Caps for Vacation Accrual**

Allow the payroll system to accrue paid leave to reduce administrative burden.

- Hard cap at two times annual accrual limit for vacation. Effective January 1, 2020.

□ **Proration and Hard Caps for Floating Holiday Accrual**

Allow the payroll system to accrue paid leave to reduce administrative burden.

- Upon employment, a prorated portion of floating holiday shall be credited on a calendar year basis.
- An employee who has a balance at the end of the calendar year will have an amount credited to bring the employee up to 28 hours. For example, an employee with 8 hours remaining as of December 31st will be credited 20 hours as of January 1st.

□ **Increase to On-call wages**

Effective September 10, 2019, on-call wages shall be increased from \$3.00 to \$3.50 per hour.

FINANCIAL IMPACT:

1. The salary increases will add to the general fund cost as outlined below.

Fiscal Year	Increase	Effective first payroll beginning in July	Estimated Annual Addition to General Fund Cost	Estimated Annual Addition to All Funds Cost
2019/20	Market Increase & Ratification Bonus	Effective 07/01/19	\$58,892	\$270,048
2020/21	3% Increase to base salary	Effective 07/06/20	\$13,136	\$46,869
2021/22	2% Increase to base salary	Effective 07/05/21	\$9,012	\$30,963

2. Capping vacation accruals and floating holiday pay reduces the Town's unfunded liability as it relates to unpaid leave on the balance sheet.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF PARADISE
AND
TOWN OF PARADISE GENERAL EMPLOYEES UNIT



JULY 1, 2019 THROUGH JUNE 30, 2022

ADOPTED BY TOWN COUNCIL SEPTEMBER 10, 2019

RESOLUTION NUMBER 19-29

Contents

ARTICLE I. OPENING	5
Section 1.01 PREAMBLE	5
Section 1.02 NO DISCRIMINATION	5
Section 1.03 RECOGNITION	5
Section 1.04 TOWN – UNION RELATIONS	5
Section 1.05 MANAGEMENT RIGHTS	6
Section 1.06 AUTHORIZED AGENTS	6
Section 1.07 UNION ACTIVITY	6
Section 1.08 BULLETIN BOARDS AND DEPARTMENT MAIL	7
ARTICLE II. WAGES & WORKING CONDITIONS	7
Section 2.01 WAGES	7
Section 2.02 WORK SCHEDULES	8
Section 2.03 OVERTIME	8
Section 2.04 COMPENSATORY TIME IN LIEU OF PAY	8
Section 2.05 CALL BACK	9
Section 2.06 LONGEVITY PAY	9
Section 2.07 OUT-OF-CLASS ASSIGNMENTS	10
Section 2.08 ON-CALL WAGES	11
Section 2.09 OVERTIME MEAL	11
Section 2.10 UNIFORM ALLOWANCE	11
Section 2.11 GYM REIMBURSEMENT	11
ARTICLE III. PAID LEAVES	12
Section 3.01 HOLIDAYS	12

Section 3.02	SICK LEAVE	13
Section 3.03	VACATION LEAVE	14
Section 3.04	BEREAVEMENT LEAVE	15
Section 3.05	FAMILY MEDICAL LEAVE ACT (FMLA)	15
Section 3.06	FLOATING HOLIDAYS	16
Section 3.07	NON PAID MEDICAL LEAVE OF ABSENCE	17
Section 3.08	JURY DUTY	17
Section 3.09	MILITARY LEAVE	17
ARTICLE IV. INSURANCE BENEFITS		18
Section 4.01	MEDICAL INSURANCE	18
Section 4.02	DENTAL INSURANCE	18
Section 4.03	VISION INSURANCE	18
Section 4.04	DEFERRED COMPENSATION OPTION	18
Section 4.05	LONG-TERM DISABILITY INSURANCE	18
Section 4.06	LIFE INSURANCE	19
ARTICLE V. RETIREMENT BENEFITS		19
Section 5.01	RETIREMENT	19
Section 5.02	RETIREE MEDICAL PLAN	19
ARTICLE VI. OTHER BENEFITS		20
Section 6.01	EDUCATION REIMBURSEMENT	20
Section 6.02	COMPUTER LOAN	20
Section 6.03	ON-CALL VEHICLE	20
ARTICLE VII. SAFETY & PERSONNEL		20

Section 7.01	SAFETY PROVISIONS	20
Section 7.02	PERSONNEL RULES	21
Section 7.03	TERMS OF PROBATION	21
Section 7.04	SALARY RANGE POLICY	21
Section 7.05	GRIEVANCE PROCEDURE	21
ARTICLE VIII. CLOSING		22
Section 8.01	SAVINGS PROVISION	22
Section 8.02	FULL UNDERSTANDING, MODIFICATION AND WAIVER	23
Section 8.03	PEACEFUL PERFORMANCE	23
Section 8.04	IMPLEMENTATION	23
Section 8.05	TERM OF MEMORANDUM OF UNDERSTANDING	23

Article I. OPENING

Section 1.01 PREAMBLE

This Memorandum of Understanding hereinafter referred to as the "Memorandum," has been prepared pursuant to the terms of Resolution No. 81-23, of the Town of Paradise, hereinafter referred to as "Town," and the Operating Engineers Local No. 3, hereinafter referred to as "Union."

It is agreed that this Memorandum is of no force and effect until ratified and approved by a resolution duly adopted by the Town Council of the Town of Paradise; however, it is agreed that the agreements contained herein are within the authority held by the representatives of the Town and of the Union.

Principles: The parties recognize that the free enterprise system in the United States has produced the highest standard of living anywhere in the world, and they hereby confirm their adherence to, and belief in, that system. Further, the parties support the principles of bargaining and self-organization.

Section 1.02 NO DISCRIMINATION

It is the policy of the Town and the Union not to discriminate against any employee because of race, creed, or religion, physical or mental handicap, sex, color, age, national origin, or veteran's status as defined under any Act of Congress.

Section 1.03 RECOGNITION

For the purpose of bargaining with respect to wages, hours of employment, and other conditions of employment, Town recognizes Union as the sole and exclusive representative of all full-time and part-time (assigned to more than 1040 hours per fiscal year) employees employed by the Town and assigned to classifications listed in Appendix "A" hereto.

The Town and the Union will work together on mutually acceptable language in the future to replace the agency shop language that must be removed due to the Janus court case. The Town and the Union agree to continue to negotiate replacement language in good faith that it will be added to the agreement in a side-letter addendum once an agreement has been reached.

Union shall indemnify and hold Town and its officers and employees harmless and defend from any and all claims, demands, suits, liability or any other action arising from the provision herein.

Section 1.04 TOWN – UNION RELATIONS

This Memorandum is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes. The Town and Union agree to promote harmonious relations between the parties and other employee groups; establish and maintain an orderly bargaining procedure; work to provide the best possible service for the general public; prompt and fair disposition of all grievances and disputes; and adhere to this Memorandum.

Section 1.05 MANAGEMENT RIGHTS

The Town retains, solely and exclusively, all the rights, powers, and authority exercised or held prior to the execution of this Memorandum, and in addition, shall retain the following Management Rights not in conflict with this Memorandum of Understanding.

To manage and direct its business and personnel; to manage, control, and determine the mission of its departments, building facilities and operations; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to subcontract or discontinue work for economic or operational reasons; to direct the work forces; to increase or decrease the work force and determine the number of employees needed; to hire, transfer, promote, and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to adopt rules of conduct and penalties for violation thereof; to determine the type and scope of work to be performed and the services to be provided; to determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Nothing in this article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the Town by any law regulating, authorizing or empowering the Town to act or refrain from acting.

Section 1.06 AUTHORIZED AGENTS

For the purpose of administering the terms and provisions of this Memorandum, the following authorized agents have been designated:

Town's principal authorized agent:

- A. Lauren M. Gill, Town Manager
5555 Skyway
Paradise, CA 95969
- B. Union's principal authorized agent:
Art Froli, Business Representative
Operating Engineers, Local No. 3
20308 Engineers Lane
Redding, CA. 96002

Section 1.07 UNION ACTIVITY

On or before January 31st of each year, Town shall furnish Union with a list showing the name, Social Security number, home address, employment date, and classification of each employee in this bargaining unit.

Upon ten (10) calendar days after a new employee is hired, Town shall provide Union the following information: name of individual, Social Security number, employment date, classification, date vacancy filled.

The Union shall provide to the Town and keep current the names of the designated representative and a list of persons authorized to act on its behalf or receive service in its name.

Town agrees to provide payroll deduction of dues for those employees who authorize such deductions for payment directly to the Union. The Union shall indemnify and hold the Town harmless against any costs accruing from any and all claims which arise from the implementation of this section.

Section 1.08 BULLETIN BOARDS AND DEPARTMENT MAIL

The Union shall have reasonable access to bulletin boards and departmental mail for the purpose of Union communications provided such use does not interfere with the needs of the department and material posted is not derogatory to the Town, employees of the Town or other employee organizations. A copy of all posted material will be provided to the Human Resources Division of the Town Manager's Office.

Article II. WAGES & WORKING CONDITIONS

Section 2.01 WAGES

- A. Rates of pay. The hourly, monthly, yearly salary range and effective date for each classification within the Association, including steps, shall be as shown on Appendix A attached hereto and incorporated as an integral part of this Memorandum.
- B. When an employee's position is reclassified to a classification with a higher salary range, the employee's pay shall be set at the first step of the new range or the next higher step in the new range that provides the employee a salary increase of a minimum of five (5%) percent. This reclassification or promotion will change the employee's original merit review date to the new job classification change date.
- C. The (F) step added to the pay schedule, the increase in the ten (10) year career performance pay from two and one half (2.5%) percent to five (5%) percent and the addition of the fifteen (15) year two and one half (2.5%) percent career performance pay step are understood and agreed to be settlement in full of any and all claims, grievance an or expectations arising out of the Town's past, present and future application of the former Memorandum of Understanding section setting out the conversion rule from the thirty six (36) hour work week back to the normal forty (40) hour work week.
- D. Effective July 1, 2019, all General Unit employees shall receive (a) a market equity increase set forth in the attached Appendix "A" and (b) a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity where applicable. Rates shall be based on salary pay plan step on the ratification date.
- E. Effective the first full pay period following July 1, 2020 (July 6, 2020), all General Unit employees shall receive (a) a 3% cost of living increase to base salary pay plan
- F. Effective the first full pay period following July 1, 2021 (July 05, 2021), all General Unit employees shall receive a 2% cost of living increase to the salary pay plan schedule.

Section 2.02 WORK SCHEDULES

- A. Employees shall be scheduled to work on regular work shifts having regular starting and quitting times. Nothing herein shall be construed as a guarantee of a minimum number of hours of work per day or per week. Nothing herein shall be construed to modify whatsoever a workday or workweek as defined by the Town.
- B. The normal workweek for “full time” employees of the Town shall be forty (40) hours schedule consecutively Monday through Friday. The Town Manager may authorize a department to establish a schedule of workdays within the regular (40) forty-hour workweek consistent with the following options:
 - 1. Five (5) eight (8) hour days.
 - 2. Four (4) ten (10) hour days.
 - 3. Four (4) nine (9) hour days and one (1) four (4) hour day.
- C. Management retains the right to schedule the consecutive workday other than Monday through Friday to the meet operational needs of the Town. Employees affected by such change will be given, (except in an emergency), fourteen (14) days prior notice of any permanent shift or schedule change.
- D. Employees who are assigned to work less then forty (40) hours per week shall work hours as scheduled by the Town to assure the efficiency and operational needs of Town services.
- E. A workday is defined as starting at 12:01am and ending at 12:00am (midnight).
- F. Flex Time. Employees may request flex time which shall be granted at the discretion of their supervisor, so long as it does not create overtime. If a supervisor grants an employee flex time, the employee shall be required to work an equal amount of time within the same work week.
- G. For the purpose of eligibility of benefits, employees covered by this Memorandum of Understanding as assigned by the Town to a thirty six (36) hours per week, shall be considered “full time”. Workers assigned less than thirty (36) hours shall be considered “part time” and have benefits prorated on the normal forty (40) hour week benefits rates.

Section 2.03 OVERTIME

All employees not exempt from the provisions of the Fair Labor Standards Act shall receive overtime pay at time and one-half pay for over forty hours (40) in a week. Over time may be paid or credited as CTO as set out in Section 2.04.

Section 2.04 COMPENSATORY TIME IN LIEU OF PAY

- A. Upon request of the employee, compensatory time off (CTO) may be accumulated in lieu of premium pay for overtime worked. CTO shall be accumulated at the rate of one and one-half times (1-1/2) the normal rate of pay. No more than one hundred twenty (120) hours of CTO may be held in the employees "CTO Bank" at any time. For public works maintenance classifications November 1st, of each year and for all other classes July 1st of each year, no employee may have more than one hundred twenty (120) hours in his/her CTO Bank. An employee may deplete any previously earned CTO by requesting such time off in advance. Such request shall be granted unless it would cause an undue hardship to the Town.

- B. The CTO limits for road maintenance classes may, upon recommendation of the Public Works Manager and approval by the Town Manager, be temporarily increased up to two (2) times the amounts in Section 2.04.A. due to the needs of the Town.

Section 2.05 CALL BACK

When an employee is called back to work, the employee shall receive a minimum of three (3) hours of compensation at time and a half (1-1/2) if called on any Saturday, Sunday, holiday, or regularly scheduled day off, and two (2) hours of compensation at time and a half (1-1/2) for call back at all other periods of time. Hours worked shall include reasonable travel time to work, but shall not include return from work travel time.

Any time worked beyond these minimum hours shall be paid at the applicable overtime rate. Call back pay is triggered either after leaving work premises, the employee is called back to work on an emergency basis or when the employee has the time scheduled in advance for a particular reason or event. Employees on assigned "on-call status" shall not be eligible for call back pay.

Section 2.06 LONGEVITY PAY

Career Performance Pay. Employees in the Unit shall be eligible to participate in a career performance incentive pay plan under the following conditions:

A. Eligibility.

1. Effective July 1, 2001, an employee in the "E" Step of a pay range who has completed ten (10) years of continuous service with the Town and who meets the eligibility provisions stated in this section will be eligible to receive a career performance pay incentive equal to two and one-half percent (2.5%) of the employee's pay step effective the first pay period following the employee's employment anniversary date. Those employees, who are currently receiving career performance pay, shall continue to do so at the existing rate.
2. Effective first pay period beginning in January 1, 2002, an employee who has completed ten (10) years of continuous service with the Town and who meets the eligibility provisions stated in this section will be eligible to receive a career performance pay incentive equal to five percent (5%) of the employee's pay step effective the first pay period following the employee's employment anniversary date. Effective first pay period beginning in January 1, 2002 employees who are currently receiving career performance pay, shall do so at the five-percent rate until the employee's employment anniversary date.
3. Effective first pay period beginning in January 1, 2002, an employee who has completed fifteen (15) years of continuous service with the Town and who meets the eligibility provisions stated in this section will be eligible to receive a career performance pay incentive equal to seven and one half percent (7.5%) of the employee's pay step effective the first pay period following the employee's employment anniversary date.
4. The ten (10) year and fifteen (15) year career performance pay increases are not cumulative. The maximum career performance pay is seven and one half (7.5%) percent.

- B. Performance Evaluations. Annually, within thirty (30) days of the employee's employment anniversary date, the employee's performance will be evaluated by the employee's supervisor.
 - 1. If the employee's performance is "satisfactory," a career performance pay incentive will be granted for the next year.
 - 2. If the employee's performance is "less than satisfactory," the employee shall not receive a career performance pay incentive for the next year. The denied employee will be eligible for a review in the following year.
- C. Appeal. Denial of a career performance pay incentive shall not be subject to the normal grievance procedures. An employee receiving a "less than satisfactory" performance report may appeal for a review and determination to the next level of Town management not involved in the initial performance evaluation. The decision of the reviewing manager will be final.

Longevity Pay. Effective with the ratification of this amended Memorandum of Understanding, employees in the Unit shall be eligible to participate in a longevity pay plan under the following conditions:

- A. Eligibility
 - 1. At an employee's ten (10) year anniversary with the Town the employee shall be eligible to receive longevity pay incentive equal to five (5%) percent of the employees pay step effective on the employee's anniversary date.
 - 2. At an employee's fifteen (15) year anniversary with the Town the employee shall be eligible to receive longevity pay incentive equal to seven and one-half (7.5%) percent of the employees pay step effective on the employee's anniversary date.
 - 3. Effective July 1, 2011, upon an employee's twenty (20) year anniversary with the Town the employee shall be eligible to receive longevity pay incentive equal to ten percent (10%) longevity pay effective on the employee's anniversary date.
 - 4. The ten (10) year, fifteen (15) year and twenty (20) year longevity pay increases are not cumulative. The maximum longevity pay is ten (10%) percent of the employee's pay step.
- B. Those employees currently receiving career performance pay shall have their career Performance pay converted to longevity pay at the same rate as the employee is receiving in career performance pay. The longevity pay rate at the time of ratification of this amended Memorandum of Understanding shall remain in effect until the employee is eligible for the fifteen-year longevity pay increase as set forth in Section 2.06.(Longevity)A.2 above. The rate increase shall be effective on the employee's anniversary date.

Section 2.07 OUT-OF-CLASS ASSIGNMENTS

When an employee in the Bargaining Unit is assigned by the department head to work out of class in a lead or supervisory position, the employee shall receive, a five percent (5%) increase for the period of assignment in one hour increments.

Section 2.08 ON-CALL WAGES

Effective September 10, 2019, on-call employees shall be paid three dollars and fifty cents (\$3.50) for each hour of on-call assignment. On call time worked will be paid on a one hour minimum of pay. The Town will provide a pager to each on-call employee and compensate at time and a half (1-1/2) for overtime worked. Public Works employees shall be in the on-call rotation after being hired and passing the probationary period.

Section 2.09 OVERTIME MEAL

Effective April 28, 2009, an employee working 2 or more hours over scheduled hours with a 8 hour minimum continuous work shift, with or without a lunch break, shall be eligible for a meal stipend of fifteen dollars (\$15.00). For example; an employee on a nine (9) hour shift would be eligible for the meal stipend when working eleven (11) or more hours on a continuous work shift. When the Town activates the EOC at level 2 and is providing meals, no meal allowances will be provided for that period of time.

Section 2.10 UNIFORM ALLOWANCE

- A. Effective July 1, 2008, full-time Animal Control, Fire Prevention employees, and Community Service Officers will receive six hundred eighty two dollars (\$682.00) per year for the cost and maintenance of their uniform to be paid in 24 equal bi-weekly increments throughout the fiscal year.
- B. Each field personnel will receive a five hundred dollar (\$500.00) annual boot allowance, for the purchase, use and maintenance of work boots, which meet the approval of the Town, to be paid in July of each year. Other positions may be considered based on the percentage of time they spend in the field and the safety risk on a case by case basis and approved by the Department head.
- C. The Lead Vehicle Mechanic will receive a five hundred dollar (\$500.00) uniform allowance per year for the cost and maintenance of the work uniform to be paid in 24 equal bi-weekly increments throughout the fiscal year.
- D. The Lead Vehicle Mechanic will receive one thousand dollars (\$1,000.00) as a tool allowance for personally providing, using and maintaining the mechanic tools necessary for the performance of the Town mechanic duties, to be paid in July of each year.
- E. Any allowances listed in the above section will be available to part-time employees covered under this MOU on a pro-rated basis.

Section 2.11 GYM REIMBURSEMENT

The Town proposes a gym reimbursement of \$90 per quarter for employees who attend the gym at least 13 times in a quarter to begin January 1, 2009. Employee shall submit proof of attendance to be eligible for reimbursement.

Article III. PAID LEAVES

Section 3.01 HOLIDAYS

A. Employees under this Memorandum shall be eligible to take the following holidays:

New Year's Day	January 1st
Martin Luther King's Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Fourth Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving	Designated Thursday in November
Thanksgiving pre/post	Wednesday or Friday, Town designates
Pre/Post Christmas Day*	*See chart to follow
Christmas Day	December 25 th

1. Any other day proclaimed by the President and/or Governor as a public holiday, day of mourning or day of thanksgiving.
2. If a holiday falls on a Saturday, the preceding Friday will be observed. Except for those employees whose regularly scheduled workweek includes a partial or non-work day on Friday, such employees will then observe the holiday on the preceding Thursday, or portion thereof.
3. If a holiday falls on a Sunday the following Monday will be observed.
4. A holiday for full time employees shall consist of eight (8) hours of paid time off. An employee whose work schedule is greater than eight (8) hours a day may use floating holidays, vacation, CTO or flexible work hours during that workweek to make up the difference between the hours of an assigned work day and the defined eight (8) hour holiday. Holiday pay shall be prorated for part-time workers.

B. *The Pre/Post Christmas Day Holiday shall be taken by the employee on the day before or the day after Christmas according to the following schedule:

If Christmas falls on:	Holiday shall be taken on:
Monday	following Tuesday
Tuesday	preceding Monday
Wednesday	following Thursday
Thursday	preceding Wednesday
Friday	preceding Thursday
Saturday	preceding Thursday
Sunday	following Monday

C. Recognized Holidays - Animal Control Employees

Effective June 30, 2005, all permanent full-time Animal Control employees shall receive one hundred and sixteen (116) hours straight pay in lieu of Holiday Leave. Effective January 1, 2009, due to a CalPERS requirement, holidays will be paid in 26 bi-weekly equal increments

throughout the calendar year. New hires that start after the 1st of the year will receive a pro-rated portion.

Section 3.02 SICK LEAVE

- A. General Policy. Sick leave with pay shall be earned by regular full-time, regular part-time and those authorized limited term employees and may be used as herein provided.
- B. Definition. Sick leave means the necessary absence from duty of an employee because of:
 - 1. The employee's illness or injury.
 - 2. The employee's exposure to contagious disease.
 - 3. The employee's dental, eye, and other physical or medical examination or treatment by a licensed practitioner.
 - 4. Illness or disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or recovery from any of the foregoing.
 - 5. For a serious illness of a person in the employee's "immediate family" which requires the personal care and assistance to be provided by the employee requesting such leave.
 - 6. "Immediate family" is defined as: A person related by blood, marriage, or adoption who is a spouse, domestic partner, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, mother-in-law, father-in-law, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household.
- C. Substantiating Sick Leave. Department heads shall approve sick leave for the purposes mentioned in the above section. However, if in the opinion of the department head or Town Manager, there is a need for substantiating evidence or an investigation in regard to appropriate use of sick leave, he/she may require the employee to submit substantiating evidence including, but not limited to, a physician's certificate.
- D. In cases of chronic absenteeism or medical work restrictions, the Town Manager may have an employee examined by a Town-selected physician. The Town shall pay the cost of any such medical exam.
- E. Transfer of Sick Leave. When a regular employee is transferred to, or appointed to, another Town department, sick leave credit shall be assumed by the new department.
- F. Rate of Accrual. Paid sick leave shall accrue as follows:
 - 1. Eight (8) hours per month for full-time employees.
 - 2. A regular part-time employee shall accrue sick leave with pay in proportion that his/her hours of service bear to full-time service.
 - 3. No sick leave credit shall be earned when an employee is on leave without pay.
 - 4. Effective October 20, 2011, sick leave may be accumulated to a maximum of one thousand and forty (1,040) hours. No sick leave shall be earned beyond one thousand and forty (1,040) hours. Employees with a sick leave balance over the new cap of 1,040 hours at the time of approval of this Memorandum shall have their balance grandfathered; provided however, no new sick leave accumulation shall be earned over 1,040 hours by such employees.

- G. Exclusions. No employee shall be entitled to sick leave while absent from duty on account of any of the following causes:
 - 1. Sickness or injury resulting from outside employment (as evidenced by a contract or payroll documents or as adjudicated by the Worker's Compensation Appeals Board).
 - 2. Injury purposely self-inflicted but not as a result of any job-related condition.
- H. Absence Paid by Worker's Compensation Insurance. Regular employees in this unit shall receive the difference between the Worker's Compensation for the lost time and the employee's sick leave accrued with assurance of no loss of salary as long as a sick leave balance is available (except as provided by the State Labor Code). Employees must send payments received from Worker's Compensation to the Town to avoid double payments as long as regular salary is received from the Town.
- I. Records. Sick leave shall be certified by the department head to the Human Resources Manager as well as recording time in the timekeeping system. Payroll shall maintain complete and accurate sick leave records for all employees.
- J. Loss of Sick Leave. Any employee whose continuity of employment with the Town is broken for any reason shall lose his/her entitlement to any sick leave which has been accrued. However, when an employee is re-employed after a break in service resulting from layoff, leave of absence or military leave, such employee shall be credited with any unused or uncompensated sick leave which had accumulated prior to such break in service.

Section 3.03 VACATION LEAVE

- A. Eligibility. All regular employees who are eligible for benefit under this Memorandum are eligible to earn and accrue vacation leave.
- B. Rate of Accrual.
 - 1. Except as otherwise provided in this section, eligible employees who are in a full time paid status as defined in Section 2.02 shall earn vacation leave with pay at the following rate:

Years of Service	Vacation Hours Accrued Annually
0- 4	80 Hours
5- 9	120 Hours
10 & Over	200 Hours
 - 2. Eligible employees who are not in a paid status of a full time during a pay period shall be credited with the appropriate prorated accrual based on the above hourly rates and actual hours in a paid status.
 - 3. Employees who on December 31 of any year exceed the vacation accrual limit shall not earn vacation until the vacation accrual is reduced to the limit allowed.
- C. Vacation Accrual During Probation. New probationary employees during the first thirteen (13) pay periods of their probation period, shall accrue vacation, but shall not take vacation until after his/her thirteenth (13th) pay period.
- D. Use of Vacation. The time at which an employee may use his/her accrued vacation leave and the amount to be taken at any one time shall be determined by the department head with

particular attention to the needs of the Town, but also as far as possible, considering the wishes of the employee. Employees shall not work for any other department of the Town during vacation leave.

- E. **Maximum Accumulation.** An employee may accumulate up to two times the employee's annual vacation accrual rate. No additional vacation shall be earned once an employee has accrued two times the employee annual accrual earnings.
- F. **Terminal Vacation Pay.** Employees who are separated from the Town shall be entitled to a lump sum payment for vacation leave accumulated as of the last day worked. In case of death, compensation for accrued vacation leave shall be paid in the same manner that salary due to the decedent is paid.
- G. **Transfer of Vacation Leave.** When an employee is transferred to, or appointed to, another department, his/her vacation credit shall be assumed by the new department.

Section 3.04 BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee of the Town, bereavement leave with pay shall be granted upon request not to exceed 3 days of regularly scheduled work for each leave. "Immediate family" is defined as: a person related by blood, marriage, or adoption who is a spouse, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, mother-in-law, father-in-law, grandchild, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household. The aforementioned bereavement leave shall not be deducted from or otherwise charted against sick leave or any other accrued leave or vacation.

Section 3.05 FAMILY MEDICAL LEAVE ACT (FMLA)

- A. The Town will comply with the provisions of the Family Medical Leave Act (FMLA), 29 C.F.R. Sec. 825.100 et seq. the California Family Rights Act (CFRA), Government Code Sec. 12945.2 and other related federal, state and local laws with regards to leaves of absence.

Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA)

- 1. An employee shall be eligible for FMLA and CFRA leave only if the employee has worked for the Town at least twelve (12) months, including a minimum of one thousand, two hundred fifty (1,250) hours of paid service during the twelve (12) month period immediately preceding the leave.
- 2. Employees shall exhaust all accrued sick leave, vacation and compensation time off balances. An employee is entitled to use sick leave concurrently if the leave is for the employee's own serious health condition or the leave is needed to care for an FMLA/CFRA qualified family member and would otherwise be approved as sick leave.
- 3. Employees eligible for such leave may elect to take up to twelve (12) work weeks in a rolling 12 month period of leave for one of the following reasons:

- a) The birth of a child or to care for a newborn of the employee.
 - b) The placement of a child with an employee in connection with the adoption or foster care of a child.
 - c) Leave to care for a child, parent, spouse or domestic partner who has a serious health condition
 - d) When the employee is unable to work because of his or her own serious medical condition.
 - e) For a “qualifying exigency” arising out of the fact that an employee’s spouse, child or parent is on active military duty or has been notified or an impending call or order to active duty in support of a contingency operation involving the U.S. Armed Forces.
 - f) To care for a spouse, child, parent, or “next of kin” servicemember of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty (up to 26 work weeks to care for an injured service member).
- 4. The Town will continue to provide group health benefits and will pay the Town's share of the health plan premium during the leave. The employee is responsible for timely payment of his or her share of the premium.
 - 5. The Town will reinstate the employee to the employee's previously held position or a substantially equivalent one if said position is not available. The employee, however, will lose reinstatement rights to such a position if the employee is unable to perform the essential functions of the job due to physical or mental condition under provisions of the Americans with Disabilities Act.
 - 6. An employee on FMLA is equally subject to layoffs as are others continuously employed by the department.
 - 7. The employee is required to give thirty (30) calendar days notice to the department head that a leave under the FMLA is being requested. If such an advance notice is not practical, the employee shall inform the department head of the need for leave as soon as possible.
 - 8. Leaves shall be applied for in writing to the department head with accompanying documentation and verification by the appropriate medical provider. The request shall normally be initiated by the employee, but may be initiated by The Town. The Town shall have the right to require that FMLA/CFRA leaves run concurrently.

Section 3.06 FLOATING HOLIDAYS

Floating Holidays are to be taken at an employee’s discretion, subject to prior management approval.

- A. Rate of Accrual: Floating Holidays (28 hours)
- B. Floating holidays shall be credited at the beginning of the calendar year, and shall be used by employee during the calendar year in which they are credited. Upon employment of an

employee, a prorated portion of the floating holiday benefit shall be credited on a calendar year basis.

- C. An employee who has not used their floating holidays by the end of the calendar year shall not have the full new year's floating holidays credited, but will have hours topped at 28 hours. Example: if there are 8 hours remaining, the employee will get 20 hours topped at a total of 28 hours at the beginning of the calendar year.
- D. The increase in the floating holiday amount from two days to twenty-eight (28) hours is in recognition of final settlement to any and all claims or grievances that may exist or arise over the past practice by the Town of the prior nine (9) hour holiday observance. To be taken at employee's discretion, subject to prior management approval.

Section 3.07 NON PAID MEDICAL LEAVE OF ABSENCE

If a non-paid leave does not qualify under FMLA, the employee may request a non-paid leave of absence for medical reasons in accordance with the following:

- A. The employee shall have used all accrued sick leave, vacation and administrative leave time balances.
- B. Leaves of thirty (30) calendar days or less may be granted by the Town Manager. Leaves greater than 30 days require the prior approval of the Town Council.
- C. A request for non-paid medical leave under the provisions of this section requires medical verification by the employee's medical provider and must be provided for in writing to the Town Manager.
- D. The employee may continue in the Town health plans by advancing the full premium during the leave period.
- E. The Town reserves the right to deny a non-paid leave and to deny the extension of such a leave.
- F. An employee granted a leave under this provision is expected to return to his normally assigned duties upon the expiration of the leave. He is subject to layoffs as if he were working.
- G. An employee unable to perform the essential functions of the job under provisions of the Americans with Disabilities Act may not be reinstated to Town employment.

Section 3.08 JURY DUTY

Any employee required to report for jury duty or to answer a subpoena as witness in his/her capacity as a Town employee, shall be granted a leave of absence with pay for actual time spent in court and in related travel, not to exceed the number of hours in the employees' normal work day and work week. Employees must notify his/her supervisor of the expected duration of the absence and must present to the department head official documents supporting such duty. An employee shall reimburse the Town for any jury service or witness fees received except for mileage or subsistence allowance. This section shall not apply to Grand Jury service.

Section 3.09 MILITARY LEAVE

An employee who is a member of the National Guard or any reserve component of the armed services of the U.S. shall be granted up to thirty (30) days per year of paid leave for any reserve training

or active duty scheduled during the employee's regular work hours. When possible, the employees must give his/her supervisor forty-eight (48) hours advance notification of the need for such leave and must present a copy of the "notice" for such duty. All other military leaves shall be granted pursuant to the relevant state and federal statutes.

Article IV. INSURANCE BENEFITS

Section 4.01 MEDICAL INSURANCE

- A. All employees must enroll in an available Medical Plan in accordance with PERS and Town regulations. Employee shall pay all administrative fees required by the PERS medical program.
- B. Effective following approval of this Memorandum, the Town agrees to pay monthly a portion of the premiums for a medical plan, up to, but not exceeding the following amounts.

	Town Share
Employee	433.73
Employee plus one	867.45
Employee plus two or more	1,127.69

- C. Any premium cost in addition to the above Town Share Caps shall be paid by employees.

Section 4.02 DENTAL INSURANCE

Employees may choose to be covered under a Dental plan in accordance with the plan carrier and Town regulations. Effective December 1, 2005, the Town will share the cost of dental premiums at 80% (employer) – 20% (employee) ratio. The 80%-20% ratio would exist for each of the tiers (employee only, employee plus one, and employee plus family).

Section 4.03 VISION INSURANCE

Employees may choose to be covered under a Vision plan in accordance with the plan carrier. The Town agrees to pay 80% of the premium for the vision plan. Employees electing coverage will pay 20% of the premium. The 80%-20% ratio shall apply for each of the tiers.

Section 4.04 DEFERRED COMPENSATION OPTION

Employees may shift Town share of the medical plan premiums to a Town sponsored deferred compensation program (either ICMA or ING) or choose a pay-in-lieu option subject to one of the following conditions:

- A. An employee must submit proof of coverage under a qualified health plan, which must be accompanied by a signed health insurance waiver by January 1st of each year.
- B. An employee must provide proof of coverage under the employee's retired health plan, which must be a qualified plan and a signed health insurance waiver by January 1st of each year to qualify for waiver from the Town medical plan requirements.

Section 4.05 LONG-TERM DISABILITY INSURANCE

The Town will provide a long-term disability insurance policy with Mutual Benefit Life in the amount of two-thirds (2/3) of base salary. This coverage will be provided at no expense to the General

employees and coverage will begin when hired, except when an individual, for underwriting reasons, is not able to obtain individual coverage.

Section 4.06 LIFE INSURANCE

Town shall provide prepaid life insurance in an amount of one hundred thousand (\$100,000) dollars for each employee in the unit. Amount of life insurance coverage benefit shall be pro-rated by percentage of standard hours for benefited part-time employees.

Article V. RETIREMENT BENEFITS

Section 5.01 RETIREMENT

- A. Effective January 1, 2011, The Town shall have a Two-Tiered Retirement Plan for Miscellaneous employees. These tiers shall consist of a two percent at age fifty five (2%@55) CALPERS plan and a two percent at age 60 (2%@60) CALPERS plan.
 - 1. The Town shall provide for miscellaneous employees in the Association hired before February 14, 2011, the Public Employees Retirement System (PERS) two percent (2%) at fifty-five (55) retirement. The 2%@55 PERS plan shall also include the fourth level of 1959 Survivor Benefits (Section 21574). The 2%@55 PERS plan shall include the one-year final compensation program (Government Code Section 20042).
 - 2. The Town shall provide for Miscellaneous employees in the Association hired on and after February 14, 2011, The Public Employees Retirement System (PERS) plan at two (2%) at sixty (60) retirement. This 2%@60 PERS plan shall also include the fourth level of 1959 Survivor Benefits (Section 21574). This 2%@60 PERS plan shall include a three (3) year final compensation averaging.
- B. "PERS Swap". Effective September 27, 2010, employees shall pay the entire seven percent (7%) of the employee paid member contribution rate toward their respective PERS retirement plan. In consideration of this, and at the same time, the Town shall increase such employees' base pay by seven percent (7%). The Town of Paradise Salary Pay Plan was updated accordingly.
- C. The Public Employees Pension Reform Act of 2013 (PEPRA) adds a Third Tier to the Town's Retirement Benefits. All new members hired on or after January 1, 2013, shall be provided The Public Employees Retirement System (PERS) plan at two (2%) at sixty-two (62) retirement. This 2%@62 PERS plan shall include a three (3) year final compensation averaging. Also set forth by PEPRA is the provision that employees in this benefit Tier shall pay fifty percent (50%) of the total normal cost rate.

Section 5.02 RETIREE MEDICAL PLAN

- A. Upon enrollment in the PERS medical program, health plans for employees retiring after enrollment shall be in accordance with PERS medical program regulations.
- B. Employees of the Town, who, immediately upon termination, retire under the PERS retirement plan, and remain in the Town's medical plan, shall have a Town paid contribution towards the

medical plan premium not to exceed the Town contribution to the active “employee and spouse” rate as prescribed in Town Resolution and PERS Health Plan Regulations.

- C. In addition, accumulated sick leave at time of retirement, not used for any other purpose, may be converted to supplement a health plan premium until the value is exhausted or the retiree reaches sixty-five (65) or the surviving spouse reaches sixty-five (65). The rate of sick leave conversion shall be fifty percent (50%) of the regular daily rate the employee was receiving at retirement.

Article VI. OTHER BENEFITS

Section 6.01 EDUCATION REIMBURSEMENT

The parties agree to establish an educational reimbursement program to be jointly administered by representatives of the Union and the Town.

- A. Eligible employees must be full-time or half time employees of the Town and a part of the General Employees Unit.
- B. The annual expenditures for this purpose shall not exceed \$2,500 in the aggregate for the unit or more than \$600 per student per fiscal year.
- C. Reimbursement shall be one hundred (100%) percent for job required class, seventy-five (75%) percent for job related classes and fifty (50%) percent for career related classes. Determination shall be made by the Town Manager. Approval should be requested prior to signing up for any courses so that the employee will be aware of the amount of reimbursement.
- D. Before reimbursement is given, the employee must submit evidence that a grade of "C" or better has been earned in the course.
- E. The courses approved must be taken on the employee's own time.

Section 6.02 COMPUTER LOAN

The Town will establish a computer loan fund of ten thousand (\$10,000) to provide for loans to purchase computers, effective on the effective date of this Memorandum of Understanding. This loan fund is limited to the use of Town employees and cannot exceed \$1,500 per employee.

Section 6.03 ON-CALL VEHICLE

The Town will provide a vehicle to employees while employees are "on-call," under a policy established by the Town Manager.

Article VII. SAFETY & PERSONNEL

Section 7.01 SAFETY PROVISIONS

Town shall make reasonable provisions for the safety of employees in the performance of their work.

Section 7.02 PERSONNEL RULES

Where benefits and working conditions are not specifically described in this MOU, those provided for by the Town of Paradise Personnel Rules shall apply. If they conflict with language contained in this MOU, this MOU shall have precedent.

In the event of proposed changes to Town Personnel Rules and Regulations, subject to meet and confer, the Union shall be advised in writing, for the purpose of enabling the Town and the Union to meet and consult as soon as possible with respect to any proposed changes.

Section 7.03 TERMS OF PROBATION

- A. Newly hired employees shall have a six (6) month probation period and shall be eligible for a step increase after one (1) year.
- B. An employee promoted or reclassified to a class with a higher pay range shall have a new merit pay anniversary date effective the date of change. Promotional employees shall serve a six (6) month probationary period. An employee who is promoted and who has passed probation in their formerly held lower class, if rejected during the promotional probation period, shall have the right to return to their former class and pay status.
- C. Employees rejected during the probation period shall have no right to appeal the rejection.

Section 7.04 SALARY RANGE POLICY

Disclosure of salaries of individual General employees shall be made only in accordance with the requirement of the Public Records Act.

Section 7.05 GRIEVANCE PROCEDURE

- A. Grievance Definitions
 - 1. Grievance. A grievance is a claimed violation, misapplication, or misinterpretation of a specific provision of this Memorandum which adversely affects the grievant.
 - 2. Grievant. A grievant is an employee in the unit who is filing a grievance as defined above. Alleged violations, misapplications, or misinterpretations which affect more than one employee in substantially similar manner may be consolidated at the discretion of management as a group grievance and thereafter represented by a single grievant.
 - 3. Day. Day shall mean a calendar day.
- B. Grievance Process
 - 1. Informal Level.

Within seven (7) days from the event giving rise to a grievance or from the date the employee could reasonably have been expected to have had knowledge of such event, the grievant shall orally discuss his/her grievance with his/her immediate supervisor. A supervisor shall have seven (7) days to give an answer to the employee.
 - 2. Formal Levels
 - a. Level 1. If a grievant is not satisfied with the resolution proposed at the informal level, he/she may within fourteen (14) days of the receipt of such answer file a formal written grievance with his/her supervisor on a form containing a statement describing the grievance, the section of this

Memorandum allegedly violated, and the remedy requested. The supervisor (or designee) shall, within seven (7) days thereafter give a written answer to the grievant on the form provided.

- b. Level 2. If the grievant is not satisfied with the written answer from the supervisor, the grievant may within fourteen (14) days from the receipt of such answer, file a written appeal to the department head. Within fourteen (14) days of receipt of the written appeal, the department head or his/her designee shall investigate the grievance which may include a meeting with the concerned parties and give written answer to the grievant.
 - c. Level 3. If the grievant is not satisfied with the written answer from the department head, the grievant may, within fourteen (14) days from the receipt of such answer file a written appeal to the Town Manager. Within fourteen (14) days of receipt of the written appeal, the Town Manager or his/her designee shall investigate the grievance which shall include a meeting with the concerned parties and give written answer to the grievant.
 - d. Level 4. If the grievant is not satisfied with the written answer from the Town Manager, the grievant may, within fourteen (14) days from the receipt of such answer, file a written appeal to the Town Council. Within fourteen (14) days of receipt of the written appeal, the Town Manager or his/her designee shall schedule a personnel session with the concerned parties and the Town Council. The Town Council will conduct the hearing and render a decision which shall be final and binding on both parties.
3. General Provisions
- a. If a grievant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance shall be considered settled based upon the decision rendered at the most recent step utilized.
 - b. If a supervisor or manager fails to respond with an answer within the given time period, the grievant may appeal his/her grievance to the next higher level.
 - c. The grievant may be represented by a person of his/her choice at any formal level of this procedure.
 - d. Time limits and formal levels may be waived by mutual written consent of the parties.
 - e. Proof of service shall be accomplished by certified mail or personal delivery.

Article VIII. CLOSING

Section 8.01 SAVINGS PROVISION

If any provisions of this Memorandum are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

Section 8.02 FULL UNDERSTANDING, MODIFICATION AND WAIVER

This Memorandum sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved by the Town Council.

The waiver of any breach, term or condition of this Memorandum by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

Section 8.03 PEACEFUL PERFORMANCE

The parties to this Memorandum recognize and acknowledge that the services performed by the Town employees covered by this Memorandum are essential to the public health, safety, and general welfare of the residents of this jurisdiction. Union agrees that under no circumstances will the Union recommend, encourage, cause or permit its members to initiate, recognize, participate in, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in, sick-out, slow-down, or picketing (hereinafter collectively referred to as work stoppage), in any office or department of this jurisdiction, nor to curtail any work or restrict any production, or interfere with any operation of the Town. In the event of any such work stoppage by any member of the bargaining unit, the Town shall not be required to negotiate on the merits of any dispute which may have given rise to such work stoppage until said work stoppage has ceased.

Section 8.04 IMPLEMENTATION

The Memorandum shall be of no force or effect until ratified and approved by formal action of the Town Council and the membership of the General Employees Unit. It is recognized that certain provisions may require ordinance changes in order to be effectuated.

Section 8.05 TERM OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding shall be effective July 1, 2019 through June 30, 2022. After June 30, 2022, the Memorandum shall terminate. Until the Town and Association agree on the terms for a subsequent memorandum of understanding, or there is an impasse regarding a new memorandum of understanding, the terms of this Memorandum will remain in effect, except for those provisions which have been assigned expiration dates.

DATED: _____

Town Manager

Union Representative

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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MAINTENANCE WORKER I (FORMERLY PUBLIC WORKS MAINTENANCE WORKER I)

Effective July 1, 2019

HOURLY	40	17.41	18.28	19.19	20.15	21.16	22.22
BIWEEKLY		1,392.80	1,462.40	1,535.20	1,612.00	1,692.80	1,777.60
MONTHLY		3,017.73	3,168.53	3,326.27	3,492.67	3,667.73	3,851.47
ANNUAL		36,212.80	38,022.40	39,915.20	41,912.00	44,012.80	46,217.60

Effective July 6, 2020

HOURLY	40	17.93	18.83	19.77	20.76	21.80	22.89
BIWEEKLY		1,434.40	1,506.40	1,581.60	1,660.80	1,744.00	1,831.20
MONTHLY		3,107.87	3,263.87	3,426.80	3,598.40	3,778.67	3,967.60
ANNUAL		37,294.40	39,166.40	41,121.60	43,180.80	45,344.00	47,611.20

Effective July 5, 2021

HOURLY	40	18.29	19.20	20.16	21.17	22.23	23.34
BIWEEKLY		1,463.20	1,536.00	1,612.80	1,693.60	1,778.40	1,867.20
MONTHLY		3,170.27	3,328.00	3,494.40	3,669.47	3,853.20	4,045.60
ANNUAL		38,043.20	39,936.00	41,932.80	44,033.60	46,238.40	48,547.20

OFFICE ASSISTANT (FORMERLY OFFICE ASSISTANT III)

Effective July 1, 2019

HOURLY	30	17.85	18.74	19.68	20.66	21.69	22.77
BIWEEKLY		1,071.00	1,124.40	1,180.80	1,239.60	1,301.40	1,366.20
MONTHLY		2,320.50	2,436.20	2,558.40	2,685.80	2,819.70	2,960.10
ANNUAL		27,846.00	29,234.40	30,700.80	32,229.60	33,836.40	35,521.20

Effective July 6, 2020

HOURLY	30	18.39	19.31	20.28	21.29	22.35	23.47
BIWEEKLY		1,103.40	1,158.60	1,216.80	1,277.40	1,341.00	1,408.20
MONTHLY		2,390.70	2,510.30	2,636.40	2,767.70	2,905.50	3,051.10
ANNUAL		28,688.40	30,123.60	31,636.80	33,212.40	34,866.00	36,613.20

Effective July 5, 2021

HOURLY	30	18.76	19.70	20.69	21.72	22.81	23.95
BIWEEKLY		1,125.60	1,182.00	1,241.40	1,303.20	1,368.60	1,437.00
MONTHLY		2,438.80	2,561.00	2,689.70	2,823.60	2,965.30	3,113.50
ANNUAL		29,265.60	30,732.00	32,276.40	33,883.20	35,583.60	37,362.00

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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BUILDING/ONSITE PERMIT TECHNICIAN I (FORMERLY ENVIRONMENTAL TECHNICIAN)

Effective July 1, 2019

HOURLY	40	19.23	20.19	21.20	22.26	23.37	24.54
BIWEEKLY		1,538.40	1,615.20	1,696.00	1,780.80	1,869.60	1,963.20
MONTHLY		3,333.20	3,499.60	3,674.67	3,858.40	4,050.80	4,253.60
ANNUAL		39,998.40	41,995.20	44,096.00	46,300.80	48,609.60	51,043.20

Effective July 6, 2020

HOURLY	40	19.81	20.80	21.84	22.93	24.08	25.28
BIWEEKLY		1,584.80	1,664.00	1,747.20	1,834.40	1,926.40	2,022.40
MONTHLY		3,433.73	3,605.33	3,785.60	3,974.53	4,173.87	4,381.87
ANNUAL		41,204.80	43,264.00	45,427.20	47,694.40	50,086.40	52,582.40

Effective July 5, 2021

HOURLY	40	20.21	21.22	22.28	23.39	24.56	25.79
BIWEEKLY		1,616.80	1,697.60	1,782.40	1,871.20	1,964.80	2,063.20
MONTHLY		3,503.07	3,678.13	3,861.87	4,054.27	4,257.07	4,470.27
ANNUAL		42,036.80	44,137.60	46,342.40	48,651.20	51,084.80	53,643.20

MAINTENANCE WORKER II (FORMERLY PUBLIC WORKS MAINTENANCE WORKER II)

Effective July 1, 2019

HOURLY	40	19.23	20.19	21.20	22.26	23.37	24.54
BIWEEKLY		1,538.40	1,615.20	1,696.00	1,780.80	1,869.60	1,963.20
MONTHLY		3,333.20	3,499.60	3,674.67	3,858.40	4,050.80	4,253.60
ANNUAL		39,998.40	41,995.20	44,096.00	46,300.80	48,609.60	51,043.20

Effective July 6, 2020

HOURLY	40	19.81	20.80	21.84	22.93	24.08	25.28
BIWEEKLY		1,584.80	1,664.00	1,747.20	1,834.40	1,926.40	2,022.40
MONTHLY		3,433.73	3,605.33	3,785.60	3,974.53	4,173.87	4,381.87
ANNUAL		41,204.80	43,264.00	45,427.20	47,694.40	50,086.40	52,582.40

Effective July 5, 2021

HOURLY	40	20.21	21.22	22.28	23.39	24.56	25.79
BIWEEKLY		1,616.80	1,697.60	1,782.40	1,871.20	1,964.80	2,063.20
MONTHLY		3,503.07	3,678.13	3,861.87	4,054.27	4,257.07	4,470.27
ANNUAL		42,036.80	44,137.60	46,342.40	48,651.20	51,084.80	53,643.20

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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ADMINISTRATIVE ASSISTANT (FORMERLY ADMINISTRATIVE ASSISTANT II)

Effective July 1, 2019

HOURLY	24	19.71	20.70	21.74	22.83	23.97	25.17
BIWEEKLY		946.08	993.60	1,043.52	1,095.84	1,150.56	1,208.16
MONTHLY		2,049.84	2,152.80	2,260.96	2,374.32	2,492.88	2,617.68
ANNUAL		24,598.08	25,833.60	27,131.52	28,491.84	29,914.56	31,412.16

Effective July 6, 2020

HOURLY	24	20.30	21.32	22.39	23.51	24.69	25.92
BIWEEKLY		974.40	1,023.36	1,074.72	1,128.48	1,185.12	1,244.16
MONTHLY		2,111.20	2,217.28	2,328.56	2,445.04	2,567.76	2,695.68
ANNUAL		25,334.40	26,607.36	27,942.72	29,340.48	30,813.12	32,348.16

Effective July 5, 2021

HOURLY	24	20.71	21.75	22.84	23.98	25.18	26.44
BIWEEKLY		994.08	1,044.00	1,096.32	1,151.04	1,208.64	1,269.12
MONTHLY		2,153.84	2,262.00	2,375.36	2,493.92	2,618.72	2,749.76
ANNUAL		25,846.08	27,144.00	28,504.32	29,927.04	31,424.64	32,997.12

ANIMAL CONTROL OFFICER

Effective July 1, 2019

HOURLY	36	20.20	21.21	22.27	23.38	24.55	25.78
BIWEEKLY		1,454.40	1,527.12	1,603.44	1,683.36	1,767.60	1,856.16
MONTHLY		3,151.20	3,308.76	3,474.12	3,647.28	3,829.80	4,021.68
ANNUAL		37,814.40	39,705.12	41,689.44	43,767.36	45,957.60	48,260.16

Effective July 6, 2020

HOURLY	36	20.81	21.85	22.94	24.09	25.29	26.55
BIWEEKLY		1,498.32	1,573.20	1,651.68	1,734.48	1,820.88	1,911.60
MONTHLY		3,246.36	3,408.60	3,578.64	3,758.04	3,945.24	4,141.80
ANNUAL		38,956.32	40,903.20	42,943.68	45,096.48	47,342.88	49,701.60

Effective July 5, 2021

HOURLY	36	21.23	22.29	23.40	24.57	25.80	27.09
BIWEEKLY		1,528.56	1,604.88	1,684.80	1,769.04	1,857.60	1,950.48
MONTHLY		3,311.88	3,477.24	3,650.40	3,832.92	4,024.80	4,226.04
ANNUAL		39,742.56	41,726.88	43,804.80	45,995.04	48,297.60	50,712.48

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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COMMUNITY SERVICES OFFICER (FORMERLY COMMUNITY SERVICE OFFICER III)

Effective July 1, 2019

HOURLY	40	20.71	21.75	22.84	23.98	25.18	26.44
BIWEEKLY		1,656.80	1,740.00	1,827.20	1,918.40	2,014.40	2,115.20
MONTHLY		3,589.73	3,770.00	3,958.93	4,156.53	4,364.53	4,582.93
ANNUAL		43,076.80	45,240.00	47,507.20	49,878.40	52,374.40	54,995.20

Effective July 6, 2020

HOURLY	40	21.33	22.40	23.52	24.70	25.94	27.24
BIWEEKLY		1,706.40	1,792.00	1,881.60	1,976.00	2,075.20	2,179.20
MONTHLY		3,697.20	3,882.67	4,076.80	4,281.33	4,496.27	4,721.60
ANNUAL		44,366.40	46,592.00	48,921.60	51,376.00	53,955.20	56,659.20

Effective July 5, 2021

HOURLY	40	21.76	22.85	23.99	25.19	26.45	27.77
BIWEEKLY		1,740.80	1,828.00	1,919.20	2,015.20	2,116.00	2,221.60
MONTHLY		3,771.73	3,960.67	4,158.27	4,366.27	4,584.67	4,813.47
ANNUAL		45,260.80	47,528.00	49,899.20	52,395.20	55,016.00	57,761.60

PROPERTY & EVIDENCE TECHNICIAN (FORMERLY COMMUNITY SERVICE OFFICER III)

Effective July 1, 2019

HOURLY	36	20.71	21.75	22.84	23.98	25.18	26.44
BIWEEKLY		1,491.12	1,566.00	1,644.48	1,726.56	1,812.96	1,903.68
MONTHLY		3,230.76	3,393.00	3,563.04	3,740.88	3,928.08	4,124.64
ANNUAL		38,769.12	40,716.00	42,756.48	44,890.56	47,136.96	49,495.68

Effective July 6, 2020

HOURLY	36	21.33	22.40	23.52	24.70	25.94	27.24
BIWEEKLY		1,535.76	1,612.80	1,693.44	1,778.40	1,867.68	1,961.28
MONTHLY		3,327.48	3,494.40	3,669.12	3,853.20	4,046.64	4,249.44
ANNUAL		39,929.76	41,932.80	44,029.44	46,238.40	48,559.68	50,993.28

Effective July 5, 2021

HOURLY	36	21.76	22.85	23.99	25.19	26.45	27.77
BIWEEKLY		1,566.72	1,645.20	1,727.28	1,813.68	1,904.40	1,999.44
MONTHLY		3,394.56	3,564.60	3,742.44	3,929.64	4,126.20	4,332.12
ANNUAL		40,734.72	42,775.20	44,909.28	47,155.68	49,514.40	51,985.44

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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BUILDING/ONSITE PERMIT TECH II (ENVIRONMENTAL SERVICES SPECIALIST & BUILDING/ONSITE PERMIT TECH)

Effective July 1, 2019

HOURLY	40	21.23	22.29	23.40	24.57	25.80	27.09
BIWEEKLY		1,698.40	1,783.20	1,872.00	1,965.60	2,064.00	2,167.20
MONTHLY		3,679.87	3,863.60	4,056.00	4,258.80	4,472.00	4,695.60
ANNUAL		44,158.40	46,363.20	48,672.00	51,105.60	53,664.00	56,347.20

Effective July 6, 2020

HOURLY	40	21.87	22.96	24.11	25.32	26.59	27.92
BIWEEKLY		1,749.60	1,836.80	1,928.80	2,025.60	2,127.20	2,233.60
MONTHLY		3,790.80	3,979.73	4,179.07	4,388.80	4,608.93	4,839.47
ANNUAL		45,489.60	47,756.80	50,148.80	52,665.60	55,307.20	58,073.60

Effective July 5, 2021

HOURLY	40	22.31	23.43	24.60	25.83	27.12	28.48
BIWEEKLY		1,784.80	1,874.40	1,968.00	2,066.40	2,169.60	2,278.40
MONTHLY		3,867.07	4,061.20	4,264.00	4,477.20	4,700.80	4,936.53
ANNUAL		46,404.80	48,734.40	51,168.00	53,726.40	56,409.60	59,238.40

SENIOR MAINTENANCE WORKER (FORMERLY PUBLIC WORKS MAINTENANCE WORKER III)

Effective July 1, 2019

HOURLY	40	22.30	23.42	24.59	25.82	27.11	28.47
BIWEEKLY		1,784.00	1,873.60	1,967.20	2,065.60	2,168.80	2,277.60
MONTHLY		3,865.33	4,059.47	4,262.27	4,475.47	4,699.07	4,934.80
ANNUAL		46,384.00	48,713.60	51,147.20	53,705.60	56,388.80	59,217.60

Effective July 6, 2020

HOURLY	40	22.97	24.12	25.33	26.60	27.93	29.33
BIWEEKLY		1,837.60	1,929.60	2,026.40	2,128.00	2,234.40	2,346.40
MONTHLY		3,981.47	4,180.80	4,390.53	4,610.67	4,841.20	5,083.87
ANNUAL		47,777.60	50,169.60	52,686.40	55,328.00	58,094.40	61,006.40

Effective July 5, 2021

HOURLY	40	23.43	24.60	25.83	27.12	28.48	29.90
BIWEEKLY		1,874.40	1,968.00	2,066.40	2,169.60	2,278.40	2,392.00
MONTHLY		4,061.20	4,264.00	4,477.20	4,700.80	4,936.53	5,182.67
ANNUAL		48,734.40	51,168.00	53,726.40	56,409.60	59,238.40	62,192.00

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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CODE ENFORCEMENT OFFICER II (FORMERLY CODE ENFORCEMENT OFFICER)

Effective July 1, 2019

HOURLY	40	23.43	24.60	25.83	27.12	28.48	29.90
BIWEEKLY		1,874.40	1,968.00	2,066.40	2,169.60	2,278.40	2,392.00
MONTHLY		4,061.20	4,264.00	4,477.20	4,700.80	4,936.53	5,182.67
ANNUAL		48,734.40	51,168.00	53,726.40	56,409.60	59,238.40	62,192.00

Effective July 6, 2020

HOURLY	40	24.13	25.34	26.61	27.94	29.34	30.81
BIWEEKLY		1,930.40	2,027.20	2,128.80	2,235.20	2,347.20	2,464.80
MONTHLY		4,182.53	4,392.27	4,612.40	4,842.93	5,085.60	5,340.40
ANNUAL		50,190.40	52,707.20	55,348.80	58,115.20	61,027.20	64,084.80

Effective July 5, 2021

HOURLY	40	24.61	25.84	27.13	28.49	29.91	31.41
BIWEEKLY		1,968.80	2,067.20	2,170.40	2,279.20	2,392.80	2,512.80
MONTHLY		4,265.73	4,478.93	4,702.53	4,938.27	5,184.40	5,444.40
ANNUAL		51,188.80	53,747.20	56,430.40	59,259.20	62,212.80	65,332.80

ANIMAL CONTROL SUPERVISOR

Effective July 1, 2019

HOURLY	40	24.62	25.85	27.14	28.50	29.93	31.43
BIWEEKLY		1,969.60	2,068.00	2,171.20	2,280.00	2,394.40	2,514.40
MONTHLY		4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87
ANNUAL		51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40

Effective July 6, 2020

HOURLY	40	25.36	26.63	27.96	29.36	30.83	32.37
BIWEEKLY		2,028.80	2,130.40	2,236.80	2,348.80	2,466.40	2,589.60
MONTHLY		4,395.73	4,615.87	4,846.40	5,089.07	5,343.87	5,610.80
ANNUAL		52,748.80	55,390.40	58,156.80	61,068.80	64,126.40	67,329.60

Effective July 5, 2021

HOURLY	40	25.87	27.16	28.52	29.95	31.45	33.02
BIWEEKLY		2,069.60	2,172.80	2,281.60	2,396.00	2,516.00	2,641.60
MONTHLY		4,484.13	4,707.73	4,943.47	5,191.33	5,451.33	5,723.47
ANNUAL		53,809.60	56,492.80	59,321.60	62,296.00	65,416.00	68,681.60

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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CONSTRUCTION INSPECTOR II (FORMERLY CONSTRUCTION INSPECTOR)

Effective July 1, 2019

HOURLY	40	24.62	25.85	27.14	28.50	29.93	31.43
BIWEEKLY		1,969.60	2,068.00	2,171.20	2,280.00	2,394.40	2,514.40
MONTHLY		4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87
ANNUAL		51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40

Effective July 6, 2020

HOURLY	40	25.36	26.63	27.96	29.36	30.83	32.37
BIWEEKLY		2,028.80	2,130.40	2,236.80	2,348.80	2,466.40	2,589.60
MONTHLY		4,395.73	4,615.87	4,846.40	5,089.07	5,343.87	5,610.80
ANNUAL		52,748.80	55,390.40	58,156.80	61,068.80	64,126.40	67,329.60

Effective July 5, 2021

HOURLY	40	25.87	27.16	28.52	29.95	31.45	33.02
BIWEEKLY		2,069.60	2,172.80	2,281.60	2,396.00	2,516.00	2,641.60
MONTHLY		4,484.13	4,707.73	4,943.47	5,191.33	5,451.33	5,723.47
ANNUAL		53,809.60	56,492.80	59,321.60	62,296.00	65,416.00	68,681.60

DEPUTY TOWN CLERK (FORMERLY ADMINISTRATIVE ANALYST I)

Effective July 1, 2019

HOURLY	40	24.62	25.85	27.14	28.50	29.93	31.43
BIWEEKLY		1,969.60	2,068.00	2,171.20	2,280.00	2,394.40	2,514.40
MONTHLY		4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87
ANNUAL		51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40

Effective July 6, 2020

HOURLY	40	25.36	26.63	27.96	29.36	30.83	32.37
BIWEEKLY		2,028.80	2,130.40	2,236.80	2,348.80	2,466.40	2,589.60
MONTHLY		4,395.73	4,615.87	4,846.40	5,089.07	5,343.87	5,610.80
ANNUAL		52,748.80	55,390.40	58,156.80	61,068.80	64,126.40	67,329.60

Effective July 5, 2021

HOURLY	40	25.87	27.16	28.52	29.95	31.45	33.02
BIWEEKLY		2,069.60	2,172.80	2,281.60	2,396.00	2,516.00	2,641.60
MONTHLY		4,484.13	4,707.73	4,943.47	5,191.33	5,451.33	5,723.47
ANNUAL		53,809.60	56,492.80	59,321.60	62,296.00	65,416.00	68,681.60

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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HOUSING PROGRAM TECHNICIAN (FORMERLY HOUSING PROGRAM ANALYST)

Effective July 1, 2019

HOURLY	40	24.62	25.85	27.14	28.50	29.93	31.43
BIWEEKLY		1,969.60	2,068.00	2,171.20	2,280.00	2,394.40	2,514.40
MONTHLY		4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87
ANNUAL		51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40

Effective July 6, 2020

HOURLY	40	25.36	26.63	27.96	29.36	30.83	32.37
BIWEEKLY		2,028.80	2,130.40	2,236.80	2,348.80	2,466.40	2,589.60
MONTHLY		4,395.73	4,615.87	4,846.40	5,089.07	5,343.87	5,610.80
ANNUAL		52,748.80	55,390.40	58,156.80	61,068.80	64,126.40	67,329.60

Effective July 5, 2021

HOURLY	40	25.87	27.16	28.52	29.95	31.45	33.02
BIWEEKLY		2,069.60	2,172.80	2,281.60	2,396.00	2,516.00	2,641.60
MONTHLY		4,484.13	4,707.73	4,943.47	5,191.33	5,451.33	5,723.47
ANNUAL		53,809.60	56,492.80	59,321.60	62,296.00	65,416.00	68,681.60

FIRE PREVENTION INSPECTOR II (FORMERLY FIRE PREVENTION INSPECTOR)

Effective July 1, 2019

HOURLY	40	25.87	27.16	28.52	29.95	31.45	33.02
BIWEEKLY		2,069.60	2,172.80	2,281.60	2,396.00	2,516.00	2,641.60
MONTHLY		4,484.13	4,707.73	4,943.47	5,191.33	5,451.33	5,723.47
ANNUAL		53,809.60	56,492.80	59,321.60	62,296.00	65,416.00	68,681.60

Effective July 6, 2020

HOURLY	40	26.65	27.98	29.38	30.85	32.39	34.01
BIWEEKLY		2,132.00	2,238.40	2,350.40	2,468.00	2,591.20	2,720.80
MONTHLY		4,619.33	4,849.87	5,092.53	5,347.33	5,614.27	5,895.07
ANNUAL		55,432.00	58,198.40	61,110.40	64,168.00	67,371.20	70,740.80

Effective July 5, 2021

HOURLY	40	27.18	28.54	29.97	31.47	33.04	34.69
BIWEEKLY		2,174.40	2,283.20	2,397.60	2,517.60	2,643.20	2,775.20
MONTHLY		4,711.20	4,946.93	5,194.80	5,454.80	5,726.93	6,012.93
ANNUAL		56,534.40	59,363.20	62,337.60	65,457.60	68,723.20	72,155.20

TOWN OF PARADISE SALARY PAY PLAN

Operating Engineers Local No. 3

Appendix A

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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SENIOR MECHANIC (FORMERLY FLEET MAINTENANCE SHOP FOREMAN)

Effective July 1, 2019

HOURLY	40	25.87	27.16	28.52	29.95	31.45	33.02
BIWEEKLY		2,069.60	2,172.80	2,281.60	2,396.00	2,516.00	2,641.60
MONTHLY		4,484.13	4,707.73	4,943.47	5,191.33	5,451.33	5,723.47
ANNUAL		53,809.60	56,492.80	59,321.60	62,296.00	65,416.00	68,681.60

Effective July 6, 2020

HOURLY	40	26.65	27.98	29.38	30.85	32.39	34.01
BIWEEKLY		2,132.00	2,238.40	2,350.40	2,468.00	2,591.20	2,720.80
MONTHLY		4,619.33	4,849.87	5,092.53	5,347.33	5,614.27	5,895.07
ANNUAL		55,432.00	58,198.40	61,110.40	64,168.00	67,371.20	70,740.80

Effective July 5, 2021

HOURLY	40	27.18	28.54	29.97	31.47	33.04	34.69
BIWEEKLY		2,174.40	2,283.20	2,397.60	2,517.60	2,643.20	2,775.20
MONTHLY		4,711.20	4,946.93	5,194.80	5,454.80	5,726.93	6,012.93
ANNUAL		56,534.40	59,363.20	62,337.60	65,457.60	68,723.20	72,155.20



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: September 10, 2019**

AGENDA ITEM No. 9(a)3

ORIGINATED BY: Crystal Peters, Human Resources & Risk Manager
Gina Will, Finance Director/Town Treasurer

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: A Resolution of the Town Council of the Town of Paradise approving the Memorandum of Understanding between the Town of Paradise and the Town of Paradise **Police Management and Mid-Management** Association relating to employment covering the period from July 1, 2019 to June 30, 2022.

RECOMMENDATION:

1. Adopt Resolution 19-30, approving the Memorandum of Understanding between the Town of Paradise and the Town of Paradise Police Management and Mid-Management Association authorizing the Town Manager to execute the Memorandum of Understanding on behalf of the Town of Paradise effective July 1, 2019, or
2. Refer back to staff for further development.

BACKGROUND:

This year, the Town of Paradise **Police Management and Mid-Management** Association and Town negotiators worked together to reach agreement. The following outlines the changes made to the agreement:

☐ **Wages**

- First Year – Implement market equity increases in accordance with the Total Compensation Study results. Increase to salary pay plan as attached to MOU. Employees will retain their same step placement on the salary pay plan, except reclassifications will be in accordance with Town Policy. Salary Pay plan changes effective 7/1/19.
- Additionally in the First Year - For employees employed on the date of ratification, the Town will pay a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity where applicable. Rates shall be based upon salary pay plan step at ratification date.

- Second Year – Cost of Living (COLA) increase of 3% increase to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2020 (July 6, 2020).
- Third Year – Cost of Living (COLA) increase of 2% to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2021 (July 5, 2021).

☐ **Hard Caps for Vacation Accrual**

Allow the payroll system to accrue paid leave to reduce administrative burden. Hard cap at annual accrual limit for vacation. Add language for extenuating circumstances, i.e. vacation cancellation.

☐ **Language relating Bereavement Leave**

Include grandchild in the definition of family members covered in this provision.

FINANCIAL IMPACT:

1. The salary increases will add to the general fund cost as outlined below.

	Increase to Base Salary	Effective first payroll beginning in July	Estimated Annual Addition to General Fund Cost
2019/20	Market Increase & Ratification Bonus	Effective 07/01/19	\$155,032
2020/21	3% Increase to base salary	Effective 07/06/20	\$22,703
2021/22	2% Increase to base salary	Effective 07/05/21	\$15,687

2. Capping vacation accruals reduces the Town's unfunded liability as it relates to unpaid leave on the balance sheet.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF PARADISE
AND
THE TOWN OF PARADISE POLICE MANAGEMENT
AND MID-MANAGEMENT ASSOCIATION**



JULY 1, 2019 THROUGH JUNE 30, 2022

ADOPTED BY TOWN COUNCIL SEPTEMBER 10, 2019

RESOLUTION NO. 19-30

Table of Contents

ARTICLE I. OPENING	5
Section 1.01 PREAMBLE	5
Section 1.02 NONDISCRIMINATION	5
Section 1.03 RECOGNITION	5
Section 1.04 TOWN ASSOCIATION RELATIONS	5
Section 1.05 MANAGEMENT RIGHTS	5
Section 1.06 AUTHORIZED AGENTS	6
Section 1.07 MEMBERSHIP LIST	6
ARTICLE II. WAGES & WORKING CONDITIONS	6
Section 2.01 WAGES	6
Section 2.02 WORK SCHEDULES	7
Section 2.03 FLEXTIME	7
Section 2.04 OVERTIME-FAIR LABOR STANDARDS ACT	7
Section 2.05 MANAGEMENT AND MID-MANAGEMENT ADMINISTRATIVE INCENTIVE PAY	7
Section 2.06 DECLARED EMERGENCY COMPENSATION	8
Section 2.07 LONGEVITY PAY	8
Section 2.08 EDUCATION INCENTIVE PAY	8
Section 2.09 OUT OF CLASS	9
Section 2.10 UNIFORM ALLOWANCE	9
Section 2.11 GYM REIMBURSEMENT	9
ARTICLE III. PAID LEAVES	9
Section 3.01 HOLIDAYS	9

Section 3.02	SICK LEAVE	9
Section 3.03	VACATION LEAVE	10
Section 3.04	BEREAVEMENT LEAVE	11
Section 3.05	FAMILY MEDICAL LEAVE (FMLA)	11
ARTICLE IV. INSURANCE BENEFITS		12
Section 4.01	MEDICAL INSURANCE	12
Section 4.02	DENTAL INSURANCE	13
Section 4.03	VISION INSURANCE	13
Section 4.04	DEFERRED COMPENSATION OPTION	13
Section 4.05	LONG-TERM DISABILITY INSURANCE	13
Section 4.06	LIFE INSURANCE	14
Section 4.07	PUBLIC EMPLOYEE UNEMPLOYMENT INSURANCE	14
Section 4.08	WORKER'S COMPENSATION INSURANCE	14
Section 4.09	INTERNAL REVENUE CODE SECTION 125 PLAN	14
ARTICLE V. RETIREMENT BENEFITS		14
Section 5.01	RETIREMENT	14
Section 5.02	RETIREE MEDICAL	15
ARTICLE VI. OTHER BENEFITS		15
Section 6.01	EDUCATION/TUITION REIMBURSEMENT	15
Section 6.02	COMPUTER LOAN	16
Section 6.03	VEHICLE USAGE	16
ARTICLE VII. SAFETY & PERSONNEL		16
Section 7.01	SAFETY PROVISIONS	16

Section 7.02	PERSONNEL RULES	16
Section 7.03	TERMS OF PROBATION	16
Section 7.04	SALARY RANGE POLICY	16
Section 7.05	GRIEVANCE PROCEDURE	16
Section 7.06	TERMINATION OF MANAGEMENT AND MID-MANAGEMENT EMPLOYEES	18
ARTICLE VIII. CLOSING		18
Section 8.01	SAVINGS PROVISION	18
Section 8.02	FULL UNDERSTANDING, MODIFICATION AND WAIVER	18
Section 8.03	PEACEFUL PERFORMANCE	19
Section 8.04	IMPLEMENTATION	19
Section 8.05	TERM OF MEMORANDUM OF UNDERSTANDING	19

Article I. OPENING

Section 1.01 PREAMBLE

Memorandum of Understanding between The Town Of Paradise and The Town Of Paradise Police Management and Mid-Management Association July 1, 2019 through June 30, 2022.

This Memorandum of Understanding, hereinafter referred to as the “Memorandum” has been prepared pursuant to the terms of Resolution No. 81-23 of the Town of Paradise, hereinafter referred to as the “Town,” and the Town of Paradise Police Management and Mid-Management Association, hereinafter referred to as the “Association.”

It is agreed that this Memorandum is of no force and effect until ratified and approved by a resolution duly adopted by the Town Council of the Town of Paradise; however, it is agreed that the agreements contained herein are within the authority held by the representatives of the Town and of the Association.

Section 1.02 NONDISCRIMINATION

It is the policy of the Town and the Association not to discriminate against any employee because of race, creed, or religion, physical or mental handicap, sex, color, age, national origin, or veteran’s status as defined under any Act of Congress.

Section 1.03 RECOGNITION

For the purpose of bargaining with respect to wages, hours of employment, and other conditions of employment, Town recognizes Association as the sole and exclusive representative of all permanent full-time and permanent part-time employees employed by the Town within the Town of Paradise Police Management and Mid-Management Association “Bargaining Unit.” The employees are those assigned to classifications listed below:

Police Chief
Police Lieutenant

Section 1.04 TOWN ASSOCIATION RELATIONS

This Memorandum is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes. The Town and Association agree to promote harmonious relations between the parties and other employee groups; establish and maintain an orderly bargaining procedure; work to provide the best possible service to the general public; prompt and fair disposition of all grievances and disputes; and adhere to this Memorandum.

Section 1.05 MANAGEMENT RIGHTS

The Town retains, solely and exclusively, all the rights, powers, and authority exercised or held prior to the execution of this Memorandum, and in addition, shall retain the following Management Rights not in conflict with this Memorandum of Understanding.

To manage and direct its business and personnel; to manage, control, and determine the mission of its departments, building facilities and operations; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to subcontract or discontinue work for economic or

operational reasons; to direct the work forces; to increase or decrease the work force and determine the number of employees needed; to hire, transfer, promote and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to adopt rules of conduct and penalties for violation thereof; to determine the type and scope of work to be performed and the services to be provided; to determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Nothing in this article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the Town by any law regulating, authorizing or empowering the Town to act or refrain from acting.

Section 1.06 AUTHORIZED AGENTS

For the purpose of administering the terms and provisions of this Memorandum, the following authorized agents have been designated:

- A. Town's principal authorized agent shall be the Town Manager.
- B. Association's principal authorized agent shall be the president of the Association.

Section 1.07 MEMBERSHIP LIST

- A. On or before January 31st of each year, Town shall furnish Association with a list showing the name, employment date, and classification of each employee in this Bargaining Unit.
- B. Upon ten (10) calendar days after a new employee is hired, Town shall provide Association the following information: name of individual, employment date, classification and department.
- C. The Association shall provide to the Town and keep current the names of the designated representative and a list of persons authorized to act on its behalf or receive service in its name.
- D. Town agrees to provide payroll deduction of dues for those employees who authorize such deductions for payment directly to the Association. The Association shall defend, indemnify and hold the Town harmless against any liability or costs accruing from any and all claims which arise from the implementation of this section.

Article II. WAGES & WORKING CONDITIONS

Section 2.01 WAGES

- A. The Town Manager may grant a new police management or mid-management employee a beginning salary not to exceed the maximum for the affected class. Such salary should reflect a judgment as to the ability of the employee to achieve expected performance standards within anticipated time frames.
- B. Police Management and Mid-Management employees shall be evaluated for salary step adjustments at least annually with any changes normally to be made on the employee's anniversary date. The amount of any one adjustment may not exceed two salary steps and shall be granted at the discretion of the Town Manager. Increases in excess of two salary steps may

be granted upon recommendation of the Town Manager and approval of the Town Council. In evaluating Management and Mid-Management employees for salary increases, such performance criteria as may be deemed appropriate by the Town Manager shall be employed.

- C. "PERS Swap". In reference to Article V, Section 5.01.D, Retirement, effective September 27, 2010, for the Police Lieutenant and effective July 1, 2013 for the Police Chief, employees shall receive an increase in base pay of nine percent (9%). On the same date, employees shall be obligated to commence paying the full nine percent (9%) of the employee paid member contribution.
- D. In addition to the salary received as a result of application of the foregoing salary plan, police management and mid-management employees shall be eligible for an Exceptional Performance Bonus not to exceed one (1) month of their regular pay. Recommendations for granting an Exceptional Performance Bonus shall be submitted to the Town Manager. It will be granted only upon a showing of performance clearly and substantially exceeding job requirements.
- E. Effective July 1, 2019, all employee unit members shall receive a) market equity increase set forth in attached Exhibit "A" salary pay plan schedule and (b) a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity pay where applicable. Pay rates shall be based on salary pay plan step on the ratification date.
- F. Effective the first full pay period following July 1, 2020 (July 6, 2020), all employee unit members shall receive a 3% cost of living increase to the salary pay plan schedule.
- G. Effective the first full pay period following July 1, 2021 (July 5, 2021), all employee unit members shall receive a 2% cost of living increase to the salary pay plan schedule.

Section 2.02 WORK SCHEDULES

Employees covered by this Memorandum shall be on a forty-hour work week schedule.

Section 2.03 FLEXTIME

Employees covered by this memorandum shall work a minimum of eighty (80) hours bi-weekly depending on the employees work schedule but the hours worked per day in a weekly period are flexible. This is in recognition of the special nature of police Management and Mid-Management work. Evening meetings and other after-hours assignments shall not be included in the forty (40) hour work week schedule minimum for employees receiving Administrative Leave.

Section 2.04 OVERTIME-FAIR LABOR STANDARDS ACT

Employees exempt from the FLSA will receive, in lieu of overtime, administrative leave.

Section 2.05 MANAGEMENT AND MID-MANAGEMENT ADMINISTRATIVE INCENTIVE PAY

- A. All Association members will be eligible to receive up to one hundred and twenty (120) hours of Administrative Incentive Pay in a fiscal year. Employees will not have the option to take this time off work, but rather will be compensated biweekly as earned.

Section 2.06 DECLARED EMERGENCY COMPENSATION

In the event of a disaster declaration, employees who are exempt from the Fair Labor Standards Act (FLSA) shall receive additional compensation at time and a half for hours worked over 40 in a work week.

Section 2.07 LONGEVITY PAY

The Town will provide a longevity pay program for Police Management and Mid-management employees who qualify, the following amounts as longevity pay:

- A. Ten Years: An amount equal to five percent (5%) of salary at ten (10) years.
- B. Fifteen Years: An additional amount equal to two and one half percent (2.5%) for a total of seven and one half (7.5.0%) of salary at fifteen (15) years.
- C. In lieu of Town of Paradise years of service, possession of certain POST Certificates will also be eligible for longevity compensation as follows:
 - **For Police Lt's only:**
 - 2.5 % for POST Supervisor Certificate
 - 2.5% for POST Management Certificate
 - **For Police Chief only:**
 - Either 2.5% for POST Management Certificate or 2.5% for POST Executive Certificate.
 - **For all positions:** a maximum combined longevity pay shall not exceed 7.5%, whether recognizing years of service, certifications, or a combination thereof.

Section 2.08 EDUCATION INCENTIVE PAY

Police Management and Mid-Management employees shall receive education incentive pay as follows:

- A. Effective July 1, 2006, a base amount of seventy-five dollars (\$75.00).
- B. An additional one dollar (\$1.00) per month for each unit successfully completed up to a maximum of sixty-five (65) units.
- C. POST Certificate Pay for Police Management & Mid-management employees.
 - 1. Effective July 1, 2015, a two and one half percent (2.5%) incentive of salary pay plan will be paid for having an Intermediate Certificate from the Commission of Peace Officer Standards and Training of California.
 - 2. Effective July 1, 2015, an additional two and one half percent (2.5%) incentive of salary pay plan will be paid for having an Advanced Certificate from the Commission of Peace Officer Standards and Training of California.
 - 3. In no event shall an employee receive more than a total of five percent (5%) relating to the Intermediate and Advanced Certificates.

Section 2.09 OUT OF CLASS

When an employee in the Bargaining Unit is assigned by the department head to work of out class and such assignment is approved by the Town Manager, the employee shall receive, a five percent (5%) increase for the period of assignment.

Section 2.10 UNIFORM ALLOWANCE

Employees belonging to the Police Department Management and Mid-Management personnel shall receive an annual uniform allowance equal to the amount and paid in the same manner as specified in the Police Unit MOU.

These allowances shall be applied towards the cost of uniform and equipment maintenance expenses and replacement of uniforms due to normal wear.

Section 2.11 GYM REIMBURSEMENT

The Town shall provide a gym reimbursement of \$90 per quarter to each Police Management and Mid-management employee who attends the gym at least 13 times in a quarter beginning on July 1, 2015. Each Police Management and Mid-management employee requesting reimbursement shall submit proof of gym attendance, within 6 months, to Town payroll to be eligible for reimbursement.

Article III. PAID LEAVES

Section 3.01 HOLIDAYS

Association members shall be paid for thirteen (13) holidays per year in lieu of a day off. Recognized holidays are: New Year's Day, Martin Luther King Birthday, Washington's Birthday, Memorial Day, Independence Day, Admissions Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, a floating holiday, and any other day proclaimed by the President and/or Governor as a public holiday, day of mourning or day of thanksgiving.

Effective January 1, 2009, due to a CalPERS requirement, holiday pay will be paid out in equal increments throughout the 26 bi-weekly checks in a calendar year. Any other day proclaimed by the President and/or Governor as a public holiday, day of mourning or day of thanksgiving shall be paid on the following payday. Full-time probationary employees shall be paid for holidays on a pro-rated basis.

Section 3.02 SICK LEAVE

- A. Rate of Accrual. Paid sick leave shall accrue as follows:
 - Eight (8) hours per month for full-time employees.
- B. No sick leave credit shall be earned when an employee is on leave without pay.
- C. Effective November 8, 2011, for the position of Police Lieutenant, sick leave may be accumulated to a maximum of one thousand and forty (1,040) hours. No sick leave shall be earned beyond one thousand and forty (1,040) hours. Employees with a sick leave balance over the new cap of 1,040 hours at the time of approval of this Memorandum shall have their

balance grandfathered; provided however, no new sick leave accumulation shall be earned over 1,040 hours by such employees.

- D. Effective December 19, 2011, for the position of Police Chief, sick leave may be accumulated to a maximum of one thousand and five hundred (1,500) hours. No sick leave shall be earned beyond one thousand and five hundred (1,500) hours. Employees with a sick leave balance over the new cap of 1,500 at the time of approval of this Memorandum shall have their balance grandfathered; provided, however, no new sick leave accumulation shall be earned over 1,500 hours by such employee.

Section 3.03 VACATION LEAVE

- A. Eligibility. All regular employees who are eligible for benefits under this Memorandum are eligible to earn and accrue vacation leave.
- B. Rate of Accrual. Except as otherwise provided in this section, eligible employees who are in a paid status of eighty (80) hours per pay period shall earn vacation leave with pay at the following rate:

Police Management and Mid-Management employees shall accrue vacation according to the following schedule effective January 1, 2006:

Years of Service	Vacation Hours Accrued Annually
0 – 4	120 Hours
5 – 9	135 Hours
10 – 14	176 Hours
15 & Over	200 Hours

- C. Eligible employees who are not in a paid status of full eighty (80) hours during a pay period shall be credited with the appropriate prorated accrual based on the above hourly rates and actual hours in a paid status
- D. Use of Vacation. The time at which an employee may use his/her accrued vacation leave and the amount to be taken at any one time shall be determined by the department head with particular attention to the needs of the Town, but also as far as possible, considering the wishes of the employee. Employees shall not work for any other department of the Town during vacation leave.
- E. Maximum Accumulation. A Police Lieutenant employee may accrue vacation leave to an equivalent of twice the employee's annual vacation rate. Effective January 1, 2020, no additional vacation shall be earned once an employee has accrued two times the employee annual accrual earnings. The position of Police Chief may accrue vacation leave to an equivalent of three times the employee's annual vacation rate. Effective January 1, 2020, no vacation shall be earned once an employee has accrued two times the employee annual accrual earnings.
- F. Vacation Cancellation. If a scheduled vacation is cancelled by the Department, the affected employee shall not suffer any loss of vacation or any other benefits. In the event that a previously scheduled and approved vacation is cancelled by the Department and the employee accrues vacation credit in excess of the maximum allowed, with Town Manager approval, the

excess credit shall be paid to the employee in the following pay period, up to a maximum of 40 hours payout per year.

- G. Terminal Vacation Pay. Employees who are separated from the Town shall be entitled to a lump sum payment for vacation leave accumulated as of the last day worked. In case of death, compensation for accrued vacation leave shall be paid in the same manner that salary due to the retirement beneficiary is paid.
- H. Transfer of Vacation Leave. When an employee is transferred to, or appointed to, another department, his/her vacation credit shall be assumed by the new department.

Section 3.04 BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee of the Town, bereavement leave with pay shall be granted upon request not to exceed three (3) regularly scheduled working days for each leave.

“Immediate family” is defined as: a person related by blood, marriage, or adoption who is a spouse, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, grandchild, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household. The aforementioned bereavement leave shall not be deducted from or otherwise charted against sick leave or any other accrued leave or vacation.

Section 3.05 FAMILY MEDICAL LEAVE (FMLA)

- A. The Town will comply with the provisions of the Family Medical Leave Act (FMLA), 29 C.F.R. Sec. 825.100 et seq. the California Family Rights Act (CFRA), Government Code Sec. 12945.2 and other related federal, state and local laws with regards to leaves of absence.

Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA)

1. An employee shall be eligible for FMLA and CFRA leave only if the employee has worked for the Town at least twelve (12) months, including a minimum of one thousand, two hundred fifty (1,250) hours of paid service during the twelve (12) month period immediately preceding the leave.
2. Employees shall exhaust all accrued sick leave, vacation and compensation time off balances. An employee is entitled to use sick leave concurrently if the leave is for the employee's own serious health condition or the leave is needed to care for an FMLA/CFRA qualified family member and would otherwise be approved as sick leave.
3. Employees eligible for such leave may elect to take up to twelve (12) work weeks in a rolling 12 month period of leave for one of the following reasons:
 - a) The birth of a child or to care for a newborn of the employee.
 - b) The placement of a child with an employee in connection with the adoption or foster care of a child.
 - c) Leave to care for a child, parent, spouse or domestic partner who has a

- serious health condition
- d) When the employee is unable to work because of his or her own serious medical condition.
 - e) For a “qualifying exigency” arising out of the fact that an employee’s spouse, child or parent is on active military duty or has been notified or an impending call or order to active duty in support of a contingency operation involving the U.S. Armed Forces.
 - f) To care for a spouse, child, parent, or “next of kin” servicemember of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty (up to 26 work weeks to care for an injured service member).
- 4. The Town will continue to provide group health benefits and will pay the Town's share of the health plan premium during the leave. The employee is responsible for timely payment of his or her share of the premium.
 - 5. The Town will reinstate the employee to the employee's previously held position or a substantially equivalent one if said position is not available. The employee, however, will lose reinstatement rights to such a position if the employee is unable to perform the essential functions of the job due to physical or mental condition under provisions of the Americans with Disabilities Act.
 - 6. An employee on FMLA is equally subject to layoffs as are others continuously employed by the department.
 - 7. The employee is required to give thirty (30) calendar days notice to the department head that a leave under the FMLA is being requested. If such an advance notice is not practical, the employee shall inform the department head of the need for leave as soon as possible.
 - 8. Leaves shall be applied for in writing to the department head with accompanying documentation and verification by the appropriate medical provider. The request shall normally be initiated by the employee, but may be initiated by The Town. The Town shall have the right to require that FMLA/CFRA leaves run concurrently.

Article IV. INSURANCE BENEFITS

The Town shall provide a health plan as provided below:

Section 4.01 MEDICAL INSURANCE

- A. All employees must enroll in an available medical plan in accordance with PERS and Town regulations. The employee shall pay all administrative fees required by the PERS medical program.
- B. Effective following approval of this Memorandum, the Town agrees to pay monthly a portion of the premiums for a medical plan, up to, but not exceeding the following amounts.

	Town Share Cap
Employee	433.73

Employee plus one	867.45
Employee plus two or more	1,127.69

- C. Any premium cost in addition to the above Town Share Caps shall be paid by Association employees.

Section 4.02 DENTAL INSURANCE

- A. Employees may choose to be covered under a Dental plan in accordance with the plan carrier and Town regulations. The Town will share the cost of dental premiums at 80% (employer) – 20% (employee) ratio. The 80%-20% ratio would exist for each of the tiers (employee only, employee plus one, and employee plus family).
- B. Any increase in the dental plan premium below 9.99% will be shared 80 (employer)/20 (employee). Any increase amount for the dental plan premium rate above 10% will be shared on a 50/50 basis.

Section 4.03 VISION INSURANCE

Employees may choose to be covered under a Vision plan in accordance with the plan carrier and Town regulations. The Town agrees to pay 80% of the premium for the vision plan.

Section 4.04 DEFERRED COMPENSATION OPTION

- A. Employees may shift Town share to the medical plan premiums to a Town sponsored deferred compensation program (either ICMA or ING) subject to one of the following conditions:
1. An employee must submit proof of coverage under a qualified health plan, which must be comparable to one of the plans offered under PERS by the Town and a signed health insurance waiver by July 1st and January 1st of each year.
 2. An employee must provide proof of coverage under the employee's retired health plan, which must be comparable to one of the plans offered under PERS by the Town, and a signed health insurance waiver by July 1st and January 1st of each year to qualify for waiver from the Town Health Plan requirements.
- B. Effective the first of the month following ratification, the maximum amount that can be deferred shall be limited to the amount the Town is contributing towards the "employee only" medical rate only.
- C. The Town agrees to actively cooperate, within the constraints of the insurance carrier's re-enrollment regulations, with any employee who desires to re-enroll in the health insurance plans to expedite any such enrollment.

Section 4.05 LONG-TERM DISABILITY INSURANCE

The Town shall provide to the employees in the unit long-term disability insurance in the amount of two-thirds (2/3) of base salary and including a rider for future eligibility.

Section 4.06 LIFE INSURANCE

- A. Town shall provide prepaid life insurance in an amount of one hundred thousand (\$100,000) dollars for the position of Police Lieutenant and one hundred fifty thousand (\$150,000) dollars for the position of Police Chief.
- B. If acceptable to the life insurance carrier, the Town shall allow an employee at their cost to buy up to an additional one hundred thousand (\$100,000) dollars of life insurance coverage.

Section 4.07 PUBLIC EMPLOYEE UNEMPLOYMENT INSURANCE

Town shall provide Public Employee Unemployment Insurance at no cost to employee

Section 4.08 WORKER'S COMPENSATION INSURANCE

Town shall provide Worker's Compensation Insurance at no cost to employee.

Section 4.09 INTERNAL REVENUE CODE SECTION 125 PLAN

The Town will offer the full Internal Revenue Code Section (IRC) 125 Plan.

Article V. RETIREMENT BENEFITS

Section 5.01 RETIREMENT

- A. The Town shall provide current public safety employees in the Association a retirement plan under PERS at 3% at 50 formula for safety members. In addition to the 3%@50, the retirement plan shall include the following options:

Government Code Section 20042	One Year Final Compensation
Government Code Section 21574	Fourth Level 1959 Survivor Benefits
Government Code Section 20965	Credit for Unused Sick Leave
Government Code Section 21427	Improved Non-Industrial Disability
Government Code Section 21024	Military Service Credit as Public Service
- B. Upon agreement of all public safety units, the Town shall provide public safety employees in the Association hired after February 14, 2011, a retirement plan under PERS of three percent at age fifty-five (3%@55).
- C. In addition to the 3%@55, the retirement plan for employees hired after February 14, 2011, shall include the following options:

Government Code Section 20037	Three Year Final Compensation
Government Code Section 21574	Fourth Level 1959 Survivor Benefits
Government Code Section 20965	Credit for Unused Sick Leave
Government Code Section 21427	Improved Non-Industrial Disability
Government Code Section 21024	Military Service Credit as Public Service
- D. "PERS Swap". Effective September 27, 2010, for the Police Lieutenants and effective July 1, 2013 for the Police Chief, employees shall pay the entire nine percent (9%) of the employee paid member contribution rate toward their respective PERS retirement plan. In consideration of

this, and at the same time, the Town shall increase such employees' base pay by nine percent (9%). The Town of Paradise Salary Pay Plan was updated accordingly.

- E. Since the employees will be paying their employee paid member contribution (EPMC), it will no longer be necessary for The Town to pay the cost and report the value of EPMC.
- F. The Public Employees Pension Reform Act of 2013 (PEPRA) adds a Third Tier to the Town's Retirement Benefits. All new members hired on or after January 1, 2013, shall be provided The Public Employees Retirement System (PERS) plan at two point seven percent (2.7%) at fifty seven years old (57) retirement. This 2.7%@57 PERS plan shall include a three (3) year final compensation averaging. Also set forth by PEPRA is the provision that employees in this benefit Tier shall pay fifty percent (50%) of the total normal cost rate.

Section 5.02 RETIREE MEDICAL

- A. Employees retiring after enrollment shall be in accordance with PERS medical program regulations.
- B. Employees of the Town, who, immediately upon termination, retire under the PERS retirement plan, and remain in the Town's medical plan, shall have a Town paid contribution towards their medical plan premium. The contribution shall be under the uneven contribution program in accordance with PERS medical program regulations.
- C. The employer's contribution for each annuitant shall be increased annually by five percent (5%) of the monthly contribution for employees, until such time as the contributions are equal; and that the contributions for employees and annuitants shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund.
- D. In addition, accumulated sick leave at time of retirement, not used for any other purpose, may be converted to paid health plan premium until the value is exhausted or the retiree reaches sixty-five (65) or the spouse or surviving spouse reaches 65. The rate of sick leave conversion shall be fifty (50%) percent of the regular daily rate the employee was receiving at retirement.

Article VI. OTHER BENEFITS

Section 6.01 EDUCATION/TUITION REIMBURSEMENT

Purpose: The parties agree to a tuition reimbursement program to be jointly administered by representatives of the Association and the Town.

Education Reimbursement: Police Management and Mid-Management employees shall receive education reimbursement according to the following parameters:

- A. The annual expenditures for this purpose shall not exceed five hundred fifty (\$550)_dollars per student per year.
- B. Reimbursement to an individual may not exceed fifty percent (50%) of actual costs for tuition and textbooks.
- C. Approved reimbursement must be for courses related to the job of the employee.
- D. Before reimbursement is given, the employee must submit evidence that a grade "C" (passing) or better has been earned in the course.

- E. The courses approved must be taken on the employee's own time.

Section 6.02 COMPUTER LOAN

The Town has established a "computer loan fund" of ten thousand (\$10,000) dollars to provide for loans to employees for the purchase of computers. A maximum of three thousand, two hundred and fifty (\$3,250) dollars per loan may be made to an eligible employee. Such loans shall be repaid at an interest rate of three and one-half percent (3-1/2%) over a two (2) year period. Repayment shall be through payroll deduction for a period of two (2) years with all unpaid amounts due and payable in full upon termination.

Section 6.03 VEHICLE USAGE

The positions of Police Lieutenant and Police Chief shall have reasonable use of assigned vehicles within a seventy-five (75) mile radius of the Town of Paradise at the discretion of the Town Manager.

Article VII. SAFETY & PERSONNEL

Section 7.01 SAFETY PROVISIONS

Town shall make reasonable provisions for the safety of employees in the performance of their work.

Section 7.02 PERSONNEL RULES

Where benefits and working conditions are not specifically described in this Memorandum those provided for by the Town of Paradise Personnel Rules shall apply. If such rules conflict with language contained in this Memorandum, this Memorandum shall have precedent.

In the event of proposed changes to Town Personnel Rules and Regulations, subject to meet and confer, the Association shall be advised in writing, for the purpose of enabling the Town and the Association to meet and consult as soon as possible with respect to any proposed changes.

Section 7.03 TERMS OF PROBATION

- A. Newly hired employees shall have a six (6) month probation period and shall be eligible for a step increase after one (1) year.
- B. Promotional employees shall serve a six (6) month probationary period. There shall be no less than a twelve (12) month aggregate probation period. In addition, a terminated employee does not have the right to bump a less senior employee.

Section 7.04 SALARY RANGE POLICY

Disclosure of salaries of individual police Management and Mid-Management employees shall be made only in accordance with the requirement of the California Public Records Act.

Section 7.05 GRIEVANCE PROCEDURE

- A. GRIEVANCE DEFINITIONS

1. Grievance: A grievance is a claimed violation, misapplication, or misinterpretation of a specific provision of this Memorandum which adversely affects the grievant.
2. Grievant: A grievant is an employee in the unit who is filing a grievance as defined above. Alleged violations, misapplications, or misinterpretations which affect more than one employee in substantially similar manner may be consolidated at the discretion of management as a group grievance and thereafter represented by a single grievant.
3. Day: Day shall mean a day in which the Town's main administrative office is open for business.

B. GRIEVANCE PROCESS

1. Informal Level.

Within five (5) days from the event giving rise to a grievance or from the date the employee could reasonably have been expected to have had knowledge of such event, the grievant shall orally discuss his/her grievance with his/her immediate supervisor. A supervisor shall have five (5) days to give an answer to the employee.

2. Formal Levels.

- a. Level 1. If a grievant is not satisfied with the resolution proposed at the informal level, he/she may within ten (10) days of the receipt of such answer file a formal written grievance with his/her supervisor on a form containing a statement describing the grievance, the section of this Memorandum allegedly violated, and the remedy requested. The supervisor (or designee) shall, within five (5) days thereafter give a written answer to the grievant on the form provided.
- b. Level 2. If the grievant is not satisfied with the written answer from the supervisor, the grievant may within ten (10) days from the receipt of such answer, file a written appeal to the department head. Within ten (10) days of receipt of the written appeal, the department head or his/her designee, shall investigate the grievance which may include a meeting with the concerned parties and give written answer to the grievant.
- c. Level 3. If the grievant is not satisfied with the written answer from the department head, the grievant may, within ten (10) days from the receipt of such answer file a written appeal to the Town Manager. Within ten (10) days of receipt of the written appeal, the Town Manager or his/her designee, shall investigate the grievance which shall include a meeting with the concerned parties and give written answer to the grievant.
- d. Level 4. If the grievant is not satisfied with the written answer from the Town Manager, the grievant may, within ten (10) days from the receipt of such answer, file a written appeal to the Town Council. Within ten (10) days of receipt of the written appeal, the Town Manager or his/her designee, shall schedule a personnel session with the concerned parties and the Town Council. The Town Council will conduct the hearing and render a decision which shall be final and binding on both parties.

C. GENERAL PROVISIONS

1. If a grievant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance shall be considered settled based upon the decision rendered at the most recent step utilized.
2. If a supervisor or manager fails to respond with an answer within the given time period, the grievant may appeal his/her grievance to the next higher level.
3. The grievant may be represented by a person of his/her choice at any formal level of this procedure.
4. Time limits and formal levels may be waived by mutual written consent of the parties.
5. Proof of service shall be accomplished by certified mail or personal delivery.

Section 7.06 TERMINATION OF MANAGEMENT AND MID-MANAGEMENT EMPLOYEES

In the event a Police Lieutenant employee is terminated other than for willful misconduct in office, they will receive, at a minimum, thirty (30) days written notice and cash severance pay in a lump sum equal to one (1) month's pay and pay for unused annual vacation leave, administrative leave, and sick leave in accordance with this MOU and the Town Personnel Rules.

In the event a Police Chief employee is terminated other than for willful misconduct in office, he/she will receive, at a minimum, ninety (90) days written notice and cash severance pay in a lump sum equal to three (3) month's pay and pay for unused annual vacation leave, administrative leave, and sick leave in accordance with this MOU and the Town Personnel Rules.

Article VIII. CLOSING

Section 8.01 SAVINGS PROVISION

If any provisions of this Memorandum are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

Section 8.02 FULL UNDERSTANDING, MODIFICATION AND WAIVER

This Memorandum sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved by the Town Council.

The waiver of any breach, term or condition of this Memorandum by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

Section 8.03 PEACEFUL PERFORMANCE

The parties to this Memorandum recognize and acknowledge that the services performed by the Town employees covered by this Memorandum are essential to the public health, safety, and general welfare of the residents of this jurisdiction. Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, recognize, participate in, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in, sick-out, slow-down, or picketing (hereinafter collectively referred to as work stoppage), in any office or department of this jurisdiction, nor to curtail any work or restrict any production, or interfere with any operation of the Town. In the event of any such work stoppage by any member of the bargaining unit, the Town shall not be required to negotiate on the merits of any dispute which may have given rise to such work stoppage until said work stoppage has ceased.

Section 8.04 IMPLEMENTATION

The Memorandum shall be of no force or effect until ratified and approved by formal action of the Town Council and the membership of the Police Management and Mid-Management Unit. It is recognized that certain provisions may require ordinance changes in order to be effectuated.

Section 8.05 TERM OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding shall be effective as of July 1, 2019 and shall remain in full force and effect to, and including June 30, 2022. After June 30, 2022, the Memorandum shall terminate. Until the Town and Association agree on the terms for a subsequent memorandum of understanding, or there is completion of impasse pursuant to Government Code Section 3505.4 regarding a new memorandum of understanding, the terms of this Memorandum will remain in effect, except for those provisions which have been assigned expiration dates.

DATED: _____

Town Representative:

Lauren Gill, Town Manager

Association Representatives:

Chief Reinbold

Lt. Borgman

TOWN OF PARADISE SALARY PAY PLAN
POLICE MANAGEMENT AND MID-MANAGEMENT ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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POLICE LIEUTENANT

Effective July 1, 2019

HOURLY	40	43.45	45.62	47.90	50.30	52.82	55.46
BIWEEKLY		3,476.00	3,649.60	3,832.00	4,024.00	4,225.60	4,436.80
MONTHLY		7,531.33	7,907.47	8,302.67	8,718.67	9,155.47	9,613.07
ANNUAL		90,376.00	94,889.60	99,632.00	104,624.00	109,865.60	115,356.80

Effective July 6, 2020

HOURLY	40	44.75	46.99	49.34	51.81	54.40	57.12
BIWEEKLY		3,580.00	3,759.20	3,947.20	4,144.80	4,352.00	4,569.60
MONTHLY		7,756.67	8,144.93	8,552.27	8,980.40	9,429.33	9,900.80
ANNUAL		93,080.00	97,739.20	102,627.20	107,764.80	113,152.00	118,809.60

Effective July 5, 2021

HOURLY	40	45.65	47.93	50.33	52.85	55.49	58.26
BIWEEKLY		3,652.00	3,834.40	4,026.40	4,228.00	4,439.20	4,660.80
MONTHLY		7,912.67	8,307.87	8,723.87	9,160.67	9,618.27	10,098.40
ANNUAL		94,952.00	99,694.40	104,686.40	109,928.00	115,419.20	121,180.80

POLICE CHIEF

Effective July 1, 2019

HOURLY	40	55.62	58.40	61.32	64.39	67.61	70.99
BIWEEKLY		4,449.60	4,672.00	4,905.60	5,151.20	5,408.80	5,679.20
MONTHLY		9,640.80	10,122.67	10,628.80	11,160.93	11,719.07	12,304.93
ANNUAL		115,689.60	121,472.00	127,545.60	133,931.20	140,628.80	147,659.20

Effective July 6, 2020

HOURLY	40	57.29	60.15	63.16	66.32	69.64	73.12
BIWEEKLY		4,583.20	4,812.00	5,052.80	5,305.60	5,571.20	5,849.60
MONTHLY		9,930.27	10,426.00	10,947.73	11,495.47	12,070.93	12,674.13
ANNUAL		119,163.20	125,112.00	131,372.80	137,945.60	144,851.20	152,089.60

Effective July 5, 2021

HOURLY	40	58.44	61.36	64.43	67.65	71.03	74.58
BIWEEKLY		4,675.20	4,908.80	5,154.40	5,412.00	5,682.40	5,966.40
MONTHLY		10,129.60	10,635.73	11,167.87	11,726.00	12,311.87	12,927.20
ANNUAL		121,555.20	127,628.80	134,014.40	140,712.00	147,742.40	155,126.40



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: September 10, 2019**

AGENDA ITEM No. 9(a)4

**ORIGINATED BY: Crystal Peters, Human Resources & Risk Manager
Gina Will, Finance Director/Town Treasurer**

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: A Resolution of the Town Council of the Town of Paradise approving the Memorandum of Understanding between the Town of Paradise and Town of Paradise **Confidential and Mid-Management Association** relating to employment covering the period from July 1, 2019 to June 30, 2022.

RECOMMENDATION:

1. Adopt Resolution 19-31, approving the Memorandum of Understanding between the Town of Paradise and Town of Paradise Confidential and Mid-Management Association authorizing the Town Manager to execute the Memorandum of Understanding on behalf of the Town of Paradise effective July 1, 2019, or
2. Refer back to staff for further development.

BACKGROUND:

This year, the Town of Paradise Confidential and Mid-Management Association (CMMA) employees and Town negotiators worked together to reach agreement. The following outlines the changes made to the agreement:

- First Year – Implement market equity increases in accordance with the Total Compensation Study results. Increase to salary pay plan as attached to MOU. Employees will retain their same step placement on the salary pay plan, except reclassifications will be in accordance with Town Policy. Salary Pay plan changes effective 7/1/19.
- Additionally in the First Year - For employees employed on the date of ratification, the Town will pay a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity where applicable. Rates are based upon salary pay plan step at ratification date.

- Second Year – Cost of Living (COLA) increase of 3% increase to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2020 (July 6, 2020).
 - Third Year – Cost of Living (COLA) increase of 2% to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2021 (July 5, 2021).
- **Hard Caps for Vacation Accrual**
 Allow the payroll system to accrue paid leave to reduce administrative burden.
- Hard cap at two times annual accrual limit for vacation. Effective January 1, 2020.
- **Proration and Hard Caps for Floating Holiday Accrual**
 Allow the payroll system to accrue paid leave to reduce administrative burden.
- Upon employment, a prorated portion of floating holiday shall be credited on a calendar year basis.
 - An employee who has a balance at the end of the calendar year will have an amount credited to bring the employee up to 28 hours. For example, an employee with 8 hours remaining as of December 31st will be credited 20 hours as of January 1st.

FINANCIAL IMPACT:

1. The salary increases will add to the general fund cost as outlined below.

Fiscal Year	Increase	Effective first payroll beginning in July	Estimated Annual Addition to General Fund Cost	Estimated Annual Addition to All Funds Cost
2019/20	Market Increase & Ratification Bonus	Effective 07/01/19	\$109,016	\$263,304
2020/21	3% Increase to base salary	Effective 07/06/20	\$17,253	\$38,895
2021/22	2% Increase to base salary	Effective 07/05/21	\$11,223	\$24,512

2. Capping vacation accruals and floating holiday pay reduces the Town's unfunded liability as it relates to unpaid leave on the balance sheet.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF PARADISE
AND
THE TOWN OF PARADISE CONFIDENTIAL & MID-MANAGEMENT
ASSOCIATION



JULY 1, 2019 THROUGH JUNE 30, 2022

ADOPTED BY TOWN COUNCIL SEPTEMBER 10, 2019
RESOLUTION NUMBER 19-31

Table of Contents

ARTICLE I. OPENING	5
Section 1.01 PREAMBLE	5
Section 1.02 NONDISCRIMINATION	5
Section 1.03 RECOGNITION	5
Section 1.04 TOWN ASSOCIATION RELATIONS	5
Section 1.05 MANAGEMENT RIGHTS	5
Section 1.06 AUTHORIZED AGENTS	6
Section 1.07 MEMBERSHIP LIST	6
ARTICLE II. WAGES & WORKING CONDITIONS	6
Section 2.01 WAGES	6
Section 2.02 WORK SCHEDULES	7
Section 2.03 FLEXTIME	8
Section 2.04 OVERTIME FAIR LABOR STANDARDS ACT	8
Section 2.05 MID-MANAGEMENT ADMINISTRATIVE LEAVE	8
Section 2.06 DECLARED EMERGENCY COMPENSATION	8
Section 2.07 LONGEVITY PAY	9
Section 2.08 UNIFORM, BOOT & TOOL ALLOWANCE	9
Section 2.09 GYM REIMBURSEMENT	9
ARTICLE III. PAID LEAVES	9
Section 3.01 HOLIDAYS	9
Section 3.02 SICK LEAVE	10
Section 3.03 VACATION LEAVE	11

Section 3.04	BEREAVEMENT LEAVE	12
Section 3.05	FAMILY MEDICAL LEAVE (FMLA)	12
Section 3.06	FLOATING HOLIDAYS	14
Section 3.07	NON PAID MEDICAL LEAVE OF ABSENCE	14
ARTICLE IV. INSURANCE BENEFITS		14
Section 4.01	MEDICAL INSURANCE	14
Section 4.02	DENTAL INSURANCE	15
Section 4.03	VISION INSURANCE	15
Section 4.04	DEFERRED COMPENSATION OPTION	15
Section 4.05	LONG-TERM DISABILITY INSURANCE	15
Section 4.06	LIFE INSURANCE	15
Section 4.07	PUBLIC EMPLOYEE UNEMPLOYMENT INSURANCE	15
Section 4.08	WORKER'S COMPENSATION	16
ARTICLE V. RETIREMENT BENEFITS		16
Section 5.01	RETIREMENT	16
Section 5.02	RETIREE MEDICAL	16
ARTICLE VI. OTHER BENEFITS		17
Section 6.01	EDUCATION/TUITION REIMBURSEMENT	17
Section 6.02	COMPUTER LOAN	17
Section 6.03	VEHICLE USAGE	17
ARTICLE VII. SAFETY & PERSONNEL		18
Section 7.01	SAFETY PROVISIONS	18
Section 7.02	PERSONNEL RULES	18

Section 7.03	TERMS OF PROBATION	18
Section 7.04	SALARY RANGE POLICY	18
Section 7.05	GRIEVANCE PROCEDURE	18
Section 7.06	TERMINATION OF MID-MANAGEMENT EMPLOYEES	20
ARTICLE VIII. CLOSING		20
Section 8.01	SAVINGS PROVISION	20
Section 8.02	FULL UNDERSTANDING, MODIFICATION AND WAIVER	20
Section 8.03	PEACEFUL PERFORMANCE	20
Section 8.04	IMPLEMENTATION	20
Section 8.05	TERM OF MEMORANDUM OF UNDERSTANDING	21

Article I. OPENING

Section 1.01 PREAMBLE

This Memorandum of Understanding, hereinafter referred to as the “Memorandum” has been prepared pursuant to the terms of Resolution No. 81-23 of the Town of Paradise, hereinafter referred to as the “Town,” and the Town of Paradise Confidential and Mid-Management Association, hereinafter referred to as the “Association.”

It is agreed that this Memorandum is of no force and effect until ratified and approved by a resolution duly adopted by the Town Council of the Town of Paradise; however, it is agreed that the agreements contained herein are within the authority held by the representatives of the Town and of the Association.

Section 1.02 NONDISCRIMINATION

It is the policy of the Town and the Association not to discriminate against any employee because of race, creed, or religion, physical or mental handicap, sex, color, age, national origin, or veteran’s status as defined under any Act of Congress.

Section 1.03 RECOGNITION

For the purpose of bargaining with respect to wages, hours of employment, and other conditions of employment, Town recognizes Association as the sole and exclusive representative of all permanent full-time and permanent part-time employees employed by the Town within the Town of Paradise Confidential and Mid-Management Bargaining Unit “Bargaining Unit.” The employees are those assigned to classifications listed in Exhibit “A” hereto.

Section 1.04 TOWN ASSOCIATION RELATIONS

This Memorandum is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes. The Town and Association agree to promote harmonious relations between the parties and other employee groups; establish and maintain an orderly bargaining procedure; work to provide the best possible service to the general public; prompt and fair disposition of all grievances and disputes; and adhere to this Memorandum.

Section 1.05 MANAGEMENT RIGHTS

The Town retains, solely and exclusively, all the rights, powers, and authority exercised or held prior to the execution of this Memorandum, and in addition, shall retain the following Management Rights not in conflict with this Memorandum of Understanding.

To manage and direct its business and personnel; to manage, control, and determine the mission of its departments, building facilities and operations; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to subcontract or discontinue work for economic or operational reasons; to direct the work forces; to increase or decrease the work force and determine the number of employees needed; to hire, transfer, promote and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to

adopt rules of conduct and penalties for violation thereof; to determine the type and scope of work to be performed and the services to be provided; to determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Nothing in this article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the Town by any law regulating, authorizing or empowering the Town to act or refrain from acting.

Section 1.06 AUTHORIZED AGENTS

For the purpose of administering the terms and provisions of this Memorandum, the following authorized agents have been designated:

- A. Town's principal authorized agent shall be the Town Manager.
- B. Association's principal authorized agent shall be the president or designee of the Association.

Section 1.07 MEMBERSHIP LIST

- A. On or before January 31st of each year, Town shall furnish Association with a list showing the name, employment date, and classification of each employee in this Bargaining Unit.
- B. Upon ten (10) calendar days after a new employee is hired, Town shall provide Association the following information: name of individual, employment date, classification and department.
- C. The Association shall provide to the Town and keep current the names of the designated representative and a list of persons authorized to act on its behalf or receive service in its name.
- D. Town agrees to provide payroll deduction of dues for those employees who authorize such deductions for payment directly to the Association. The Association shall defend, indemnify and hold the Town harmless against any liability or costs accruing from any and all claims which arise from the implementation of this section.

Article II. WAGES & WORKING CONDITIONS

Section 2.01 WAGES

- A. Rates of pay. The hourly, monthly, yearly salary range and effective date for each classification within the Association, including salary steps, shall be as shown on Exhibit A attached hereto and incorporated as an integral part of the Memorandum.
- B. "PERS Swap". In reference to Article V, Section 5.01, Retirement, effective September 27, 2010, employees received an increase in base pay of 7%. At that same time, employees became responsible for paying the full 7% employee paid member contribution.
- C. The Town Manager may grant a new Confidential/Mid-Management employee a beginning salary not to exceed the maximum for the affected class. Such salary should reflect a judgment as to the ability of the employee to achieve expected performance standards within anticipated time frames.
- D. When an employee in the Bargaining Unit is assigned by the department head to work out of class and such assignment is approved by the Town Manager, the employee shall receive, a five

percent (5%) increase for the period of assignment. If the assignment exceeds sixty (60) days in a higher class, the employee shall receive the first step of the classification they have been assigned to, or their 5% out of class pay, whichever is greater, for the duration of the temporary out of class assignment. Out of class assignments shall have no effect upon the timing of the scheduled merit pay increase reviews or the assignment thereof.

- E. Confidential/Mid-Management employees shall be evaluated for salary step adjustments at least annually with any changes normally to be made on the employee's anniversary date. The amount of any one adjustment may not exceed two salary steps and shall be granted at the discretion of the Town Manager. Increases in excess of two salary steps may be granted upon recommendation of the Town Manager and approval of the Town Council. In evaluating confidential/mid-management employees for salary increases, such performance criteria as may be deemed appropriate by the Town Manager shall be employed.
- F. The (F) step added to the pay schedule, the increase in the ten (10) year career performance pay from two and one half (2.5%) percent to five (5%) percent and the addition of the fifteen (15) year two and one half (2.5%) percent career performance pay step are understood and agreed to be settlement in full of any and all claims, grievance and expectations arising out of the Town's past, present and future application of the former Memorandum of Understanding section setting out the conversion rule from the thirty six (36) hour work week back to the normal forty (40) hour work week.
- G. The Association and the Town will continue with progress relating to the "Revenue Sharing" concept when both parties believe the Town's revenue will support the concept.
- H. Effective July 1, 2019, all CMMA employees shall receive: (a) market equity increase as set forth in the attached Exhibit "A" Salary Pay Plan Schedule and (b) a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity where applicable. Rates shall be based on salary pay plan step on the ratification date.
- I. Effective the first full pay period following July 1, 2020 (July 6, 2020), all CMMA employees shall receive a 3% cost of living increase to the salary pay plan schedule.
- J. Effective the first full pay period following July 1, 2021 (July 05, 2021), all CMMA employees shall receive a 2% cost of living increase to the salary pay plan schedule.

Section 2.02 WORK SCHEDULES

- A. Employees shall be scheduled to work on regular work shifts having regular starting and quitting times. Nothing herein shall be construed as a guarantee of a minimum number of hours of work per day or per week. Nothing herein shall be construed to modify whatsoever a workday or workweek as defined by the Town.
- B. The normal workweek for "full time" employees of the Town shall be forty (40) hours scheduled consecutively Monday through Friday. The Town Manager may authorize a department to establish a schedule of workdays within the regular forty (40) hour workweek consistent with the following options:
 - 1. Five (5) eight (8) hour days
 - 2. Four (4) ten (10) hour days

3. Four (4) nine (9) hour days and one (1) four (4) hour day
Management retains the right to schedule the consecutive workdays other than Monday through Friday to meet the operational needs of the Town. Employees affected by such change will be given, (except in an emergency), fourteen (14) days prior notice of any permanent shift or schedule change.
- C. Employees who are assigned to work less than forty (40) hours per week shall work a schedule of hours arranged by the Town to assure the efficiency and operational needs of Town services.
- D. For the purpose of eligibility of benefits, employees covered by this Memorandum of Understanding as assigned by the Town to thirty-six (36) hours per week [ninety (90%) percent], shall be considered "full time." Workers assigned less than thirty-six (36) hours shall be considered "part time" and have benefits prorated on the normal forty (40) hour week benefits rates.

Section 2.03 FLEXTIME

Employees covered by this memorandum shall work the normal week however the hours worked per day in a normal weekly period may be flexible. The Town Management and the employee may mutually agree, in writing, to a flexible work schedule provided such schedule does not interfere with Town operations or services. Flexible work schedules may be revoked by the Town Manager provided the employee is given at least fourteen (14) days written notice.

Evening meetings and other after hour's assignments shall not be included in the normal workday for employees receiving Administrative Leave.

Section 2.04 OVERTIME FAIR LABOR STANDARDS ACT

All employees not exempt from the Fair Labor Standards Act (FLSA) shall receive overtime pay at time and one half pay for over forty (40) hours in a week. All employees covered by this Memorandum who are not exempt from the overtime provisions of the FLSA may, at the employee's option, receive either pay or compensatory time off (CTO) not exceeding eighty (80) hours.

Section 2.05 MID-MANAGEMENT ADMINISTRATIVE LEAVE

- A. All employees who are designated as Mid-Management and covered by this Memorandum shall be eligible to receive eighty-eight (88) hours per fiscal year of Administrative Leave accrual. Such leave may be taken, only upon advance written approval of the Town Manager, any time after it has been allocated. If any portion of the fiscal year is not worked by an employee (i.e. new hire or termination of employment), a prorated portion of this accrual will be calculated. Accruals shall be booked in July each year, or upon hire, and any unused balance shall be paid out on a regularly scheduled payroll in June each year at the employee's current rate of pay.

Section 2.06 DECLARED EMERGENCY COMPENSATION

In the event of a disaster declaration, employees who are exempt from FLSA shall receive additional compensation at time and a half for hours worked over 40 hours in a work week.

Section 2.07 LONGEVITY PAY

A. Eligibility

1. An employee who has completed ten (10) years of continuous service with the Town shall receive longevity pay incentive equal to five (5%) percent of the employees pay step effective on the employee's anniversary date.
2. An employee who has completed fifteen (15) years of continuous service with the Town shall receive longevity pay incentive equal to seven and one-half (7.5%) percent of the employees pay step effective on the employee's anniversary date.
3. The ten (10) year and fifteen (15) year longevity pay increases are not cumulative. The maximum longevity pay is seven and one half (7.5%) percent.

B. Performance

1. Annually, thirty (30) days before the employee's employment anniversary date, the employee's performance will be evaluated by the employee's supervisor.
2. If the employee's performance is "satisfactory," a career performance pay incentive will be granted for the next year.
3. If the employee's performance is "less than satisfactory," the employee shall not receive a career performance pay incentive for the next year. The denied employee will be eligible for a review in the following year.

Section 2.08 UNIFORM, BOOT & TOOL ALLOWANCE

- A. Field personnel will receive three hundred (\$300) dollars annual boot allowance, for the purchase, use and maintenance of work boots, meeting Town standards, which will be paid annually in July. "Field Personnel" shall include:
- Public Works Manager
 - Onsite Sanitary Official
 - Building Official/Fire Marshal.

Section 2.09 GYM REIMBURSEMENT

The Town shall provide a gym reimbursement of \$90 per quarter to employees who attend the gym at least 13 times in a quarter beginning on October 1, 2010. Employee shall submit proof of attendance to payroll to be eligible for reimbursement.

Article III. PAID LEAVES

Section 3.01 HOLIDAYS

- A. Employees under this Memorandum shall be eligible to take the following holidays:

New Year's Day	1 dy	January 1st
Martin Luther King's Day	1 dy	3rd Monday January
Presidents Day	1 dy	3rd Monday in February
Memorial Day	1 dy	4th Monday in May

Independence Day	1 dy	July 4th
Labor Day	1 dy	1st Monday in September
Veterans Day	1 dy	November 11th
Thanksgiving	2 dys	Thanksgiving & Pre or Post
Christmas	2 dys	Christmas & Pre or Post

1. Plus any other day proclaimed by the President and/or Governor as a public holiday, day of mourning or day of thanksgiving.
2. A holiday day shall consist of 8.0 hrs of paid time off, or a pro-rated portion for part time workers. If an employee is scheduled to work more than the defined hours of paid time off , such employee may use Floating Holiday, Vacation, CTO or flexible work hours during that workweek to make up the difference.
3. If a holiday falls on a Saturday, the preceding work day shall be observed. If a holiday falls on a Sunday, the following work day shall be observed.
4. If a holiday falls on a non scheduled day, the nearest work day within the same work week shall be observed. Two day holidays shall be observed on consecutive scheduled workdays in conjunction with the actual holiday as it falls on the calendar.

Section 3.02 SICK LEAVE

- A. General Policy. Sick leave with pay shall be earned by regular full-time, regular part-time and those authorized limited term employees and may be used as herein provided.
- B. Definition. Sick leave means the necessary absence from duty of an employee because of:
 1. The employee's illness or injury.
 2. The employee's exposure to contagious disease.
 3. The employee's dental, eye, and other physical or medical examination or treatment by a licensed practitioner.
 4. Illness or disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or recovery from any of the foregoing.
 5. For the serious illness of a person in the employee's "immediate family". As with the employee's own illness or injury, absences may require substantiating sick leave as required by Section 3.03.C "Immediate family" is defined as: A person related by blood, marriage, or adoption who is a spouse, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household.
- C. Substantiating Sick Leave. Department heads shall approve sick leave for the purposes mentioned in the above section. However, if in the opinion of the department head, there is a need for substantiating evidence or an investigation in regard to appropriate use of sick leave, he/she may require the employee to submit substantiating evidence including, but not limited to, a physician's certificate. The Town Manager may also require a substantiation of illness.
- D. Transfer of Sick Leave. When a regular employee is transferred to, or appointed to, another Town department, sick leave credit shall be assumed by the new department.
- E. Rate of Accrual. Paid sick leave shall accrue as follows:

1. Eight (8) hours per month for full-time employees.
 2. A regular part-time employee shall accrue sick leave with pay in proportion that his/her hours of service bear to full-time service.
 3. No sick leave credit shall be earned when an employee is on leave without pay.
 4. Effective October 20, 2011, sick leave may be accumulated to a maximum of one thousand and forty (1,040) hours. No sick leave shall be earned beyond one thousand and forty (1,040) hours. Employees with a sick leave balance over the new cap of 1,040 hours at the time of approval of this Memorandum shall have their balance grandfathered; provided however, no new sick leave accumulation shall be earned balance over 1,040 hours by such employees.
- F. Exclusions. No employee shall be entitled to sick leave while absent from duty on account of any of the following causes:
1. Sickness or injury resulting from outside employment (as evidenced by a contract or payroll documents or as adjudicated by the Worker's Compensation Appeals Board).
 2. Injury purposely self-inflicted but not as a result of any job-related condition.
- G. Absence Paid by Worker's Compensation Insurance. Regular employees in this unit shall receive the difference between the Worker's Compensation for the lost time and the employee's sick leave accrued with assurance of no loss of salary as long as a sick leave balance is available (except as provided by the State Labor Code). Employees must send payments received from Worker's Compensation to the Town to avoid double payments as long as regular salary is received from the Town.
- H. Records. Sick leave shall be certified by the department head by way of electronic submittal of timesheets through the time keeping system. The Finance Department shall maintain complete and accurate sick leave records for all employees.
- I. Loss of Sick Leave. Any employee whose continuity of employment with the Town is broken for any reason shall lose his/her entitlement to any sick leave which has been accrued. However, when an employee is re-employed after a break in service resulting from layoff, leave of absence or military leave, such employee shall be credited with any unused or uncompensated sick leave which had accumulated prior to such break in service.

Section 3.03 VACATION LEAVE

- A. Eligibility. All regular employees who are eligible for benefits under this Memorandum are eligible to earn and accrue vacation leave.
- B. Rate of Accrual. Except as otherwise provided in this section, eligible employees who are in a paid status of eighty (80) hours or seventy-two (72) hours per pay period shall earn vacation leave with pay at the following rate:

- *Confidential employees shall accrue vacation according to the following schedule:*

Years of Service	Vacation Hours Accrued Annually
0 – 4	100 Hours
5 – 9	150 Hours
10 & Over	200 Hours

- *Mid-Management employees shall accrue vacation according to the following schedule:*

Years of Service	Vacation Hours Accrued Annually
0 – 4	120 Hours
5 – 9	135 Hours
10 – 14	176 Hours
15 & Over	200 Hours

- C. Eligible employees who are not in a paid status of full time during a pay period shall be credited with the appropriate prorated accrual based on the above hourly rates and actual hours in a paid status
- D. Vacation Accrual During Probation. New hire probationary employees during the first six (6) months of their probationary period, shall accrue vacation, but shall not take vacation.
- E. Use of Vacation. The time at which an employee may use his/her accrued vacation leave and the amount to be taken at any one time shall be determined by the department head with particular attention to the needs of the Town, but also as far as possible, considering the wishes of the employee. Employees shall not work for any other department of the Town during vacation leave.
- F. Maximum Accumulation. Effective January 1, 2020, an employee may accumulate up to two (2) times the employee's annual vacation rate. No additional vacation shall be earned once an employee has accrued two times the annual accrual limit.
- G. Terminal Vacation Pay. Employees who are separated from the Town shall be entitled to a lump sum payment for vacation leave accumulated as of the last day worked. In case of death, compensation for accrued vacation leave shall be paid in the same manner that salary due to the decedent is paid.
- H. Transfer of Vacation Leave. When an employee is transferred to, or appointed to, another department, the new department shall assume his/her vacation credit.

Section 3.04 BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee of the Town, bereavement leave with pay shall be granted upon request not to exceed twenty-four (24) hours of regularly scheduled working hours for each leave.

"Immediate family" is defined as: a person related by blood, marriage, or adoption who is a spouse, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, grandchild, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household. The aforementioned bereavement leave shall not be deducted from or otherwise charted against sick leave or any other accrued leave or vacation.

Section 3.05 FAMILY MEDICAL LEAVE (FMLA)

The Town will comply with the provisions of the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and other related federal, state and local laws with regards to leaves of absence.

- A. Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA)
 - 1. An employee shall be eligible for FMLA and CFRA leave only if the employee has worked for the Town at least twelve (12) months, including a minimum of one thousand, two

hundred fifty (1,250) hours of paid service during the twelve (12) month period immediately preceding the leave.

2. Employees shall exhaust all accrued sick leave, vacation and compensation time off balances. An employee is entitled to use sick leave concurrently if the leave is for the employee's own serious health condition or the leave is needed to care for an FMLA/CFRA qualified family member and would otherwise be approved as sick leave.
3. Employees eligible for such leave may elect to take up to twelve (12) work weeks in a rolling 12 month period of leave for one of the following reasons:
 - a. The birth of a child or to care for a newborn of the employee.
 - b. The placement of a child with an employee in connection with the adoption or foster care of a child.
 - c. Leave to care for a child, parent, spouse or domestic partner who has a serious health condition
 - d. When the employee is unable to work because of his or her own serious medical condition.
 - e. For a "qualifying exigency" arising out of the fact that an employee's spouse, child or parent is on active military duty or has been notified of an impending call or order to active duty in support of a contingency operation involving the U.S. Armed Forces.
 - f. To care for a spouse, child, parent, or "next of kin" servicemember of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty (up to 26 work weeks to care for an injured service member).
4. The Town will continue to provide group health benefits and will pay the Town's share of the health plan premium during the leave. The employee is responsible for timely payment of his share of the premium.
5. The Town will reinstate the employee to the employee's previously held position or a substantially equivalent one if said position is not available. The employee, however, will lose reinstatement rights to such a position if the employee is unable to perform the essential functions of the job due to physical or mental condition under provisions of the Americans with Disabilities Act.
6. An employee on FMLA is equally subject to layoffs as are others continuously employed by the department.
7. The employee is required to give thirty (30) calendar days notice to the department head that a leave under the FMLA is being requested. If such an advance notice is not practical, the employee shall inform the department head of the need for leave as soon as possible.
8. Leaves shall be applied for in writing to the department head with accompanying documentation and verification by the appropriate medical provider. The request shall normally be initiated by the employee, but may be initiated by The Town. The Town shall have the right to require that FMLA/CFRA leaves run concurrently.

Section 3.06 FLOATING HOLIDAYS

Floating holidays are to be used at the employee's discretion.

- A. The current floating holiday benefit is 28.0 hours per year or a pro-rated portion for part time workers.
- B. The floating holiday shall be credited at the beginning of each calendar year or upon employment on a prorated basis, and are to be used during the calendar year in which they are credited.
- C. An employee who has a balance at the end of the calendar year will not have the full new year's hours credited, but will have hours topped back up to 28 hours. Example: if 8 hours remaining, will receive 20 hours topped up to total of 28 at the beginning of the calendar year.

Section 3.07 NON PAID MEDICAL LEAVE OF ABSENCE

If a non-paid leave does not qualify under FMLA, the employee may request a non-paid leave of absence for medical reasons in accordance with the following:

- 1. The employee shall have used all accrued sick leave, vacation and compensation time off balances.
- 2. Leaves of fourteen (14) calendar days or less may be granted by the department head. Leaves greater than fourteen (14) days through one hundred twenty (120) days also require the prior approval of the Town Manager. Leaves greater than one hundred twenty (120) days require the prior approval of the Town Council.
- 3. A request for non-paid medical leave under the provisions of this section requires medical verification by the employee's medical provider and must be provided for in writing to the employee's department head.
- 4. The employee may continue in the Town health plans by advancing the full premium during the leave period.
- 5. The Town reserves the right to deny a non-paid leave and to deny the extension of such a leave.
- 6. An employee granted a leave under this provision is expected to return to his normally assigned duties upon the expiration of the leave. He is subject to layoffs as if he were working.
- 7. An employee unable to perform the essential functions of the job under provisions of the Americans with Disabilities Act may not be reinstated to Town employment.

Article IV. INSURANCE BENEFITS

Section 4.01 MEDICAL INSURANCE

- A. All employees must enroll in an available Medical Plan in accordance with PERS and Town regulations. Employee shall pay all administrative fees required by the PERS medical program.
- B. Effective following approval of this Memorandum, the Town agrees to pay monthly a portion of the premiums for a medical plan, up to, but not exceeding the following amounts.

	Town Share Cap
Employee	433.73
Employee plus one	867.45
Employee plus two or more	1,127.69

- C. Any premium cost in addition to the above Town Share Caps shall be paid by employees.

Section 4.02 DENTAL INSURANCE

Employees may choose to be covered under a Dental plan in accordance with the plan carrier and Town regulations. Effective January 1, 2012 premiums, the Town will share the cost of dental premiums at 80% (employer) – 20% (employee) ratio. The 80%-20% ratio would exist for each of the tiers (employee only, employee plus one, and employee plus family).

Section 4.03 VISION INSURANCE

Employees may choose to be covered under a Vision plan in accordance with the plan carrier and Town regulations. The Town agrees to pay 80% of the premium for the vision plan.

Section 4.04 DEFERRED COMPENSATION OPTION

- A. Employees may shift Town share to the medical plan premiums to a Town sponsored deferred compensation program (either ICMA or ING) subject to one of the following conditions:
 1. An employee must submit proof of coverage under another health plan, which must be comparable to one of the plans offered under PERS by the Town and a signed health insurance waiver by July 1st and January 1st of each year.
 2. An employee must provide proof of coverage under the employee's retired health plan, which must be comparable to one of the plans offered under PERS by the Town, and a signed health insurance waiver by July 1st and January 1st of each year to qualify for waiver from the Town Health Plan requirements.
- B. Effective the first of the month following ratification, the maximum amount that can be deferred shall be limited to the amount the Town is contributing towards the "employee only" medical rate only.

Section 4.05 LONG-TERM DISABILITY INSURANCE

The Town shall provide to the employees in the unit long-term disability insurance in the amount of two-thirds (2/3) of base salary and including a rider for future eligibility.

Section 4.06 LIFE INSURANCE

- A. Town shall provide prepaid life insurance in an amount of one hundred thousand (\$100,000) dollars for each employee in the Bargaining Unit.
- B. If acceptable to the life insurance carrier, the Town shall allow an employee at their cost to buy up to an additional one hundred thousand (\$100,000) dollars of life insurance coverage.

Section 4.07 PUBLIC EMPLOYEE UNEMPLOYMENT INSURANCE

Town shall provide Public Employee Unemployment Insurance at no cost to employee.

Section 4.08 WORKER'S COMPENSATION

Town shall provide Worker's Compensation Insurance at no cost to employee.

Article V. RETIREMENT BENEFITS

Section 5.01 RETIREMENT

- A. Effective February 14, 2011, The Town shall have a Two-Tier Retirement Plan. These tiers shall consist of a 2%@55 and 2%@60 benefit level.
 1. The Town shall provide for miscellaneous employees in the Association hired before February 14, 2011, the Public Employees Retirement System (PERS) two percent (2%) at fifty-five (55) retirement. The 2%@55 PERS plan shall also include the fourth level of 1959 Survivor Benefits (Section 21574). The 2%@55 PERS plan shall include the one-year final compensation program (Government Code Section 20042).
 2. Town shall provide for Miscellaneous employees in the Association hired on and after February 14, 2011, The Public Employees Retirement System (PERS) plan at two (2%) at sixty (60) retirement. This 2%@60 PERS plan shall also include the fourth level of 1959 Survivor Benefits (Section 21574). This 2%@60 PERS plan shall include a three (3) year final compensation averaging.
- B. "PERS Swap". Effective September 27, 2010, employees shall pay the entire seven percent (7%) of the employee paid member contribution rate toward their respective PERS retirement plan. In consideration of this, and at the same time, the Town shall increase such employees' base pay by seven percent (7%). The Town of Paradise Salary Pay Plan was updated accordingly.
- C. Since the Employee will be paying their employee paid member contribution, it will no longer be necessary for The Town to pay the cost and report the value of EPMC.
- D. The Public Employees Pension Reform Act of 2013 (PEPRA) adds a Third Tier to the Town's Retirement Benefits. All new members hired on or after January 1, 2013, shall be provided The Public Employees Retirement System (PERS) plan at two (2%) at sixty-two (62) retirement. This 2%@62 PERS plan shall include a three (3) year final compensation averaging. Also set forth by PEPRA is the provision that employees in this benefit Tier shall pay fifty percent (50%) of the total normal cost rate.

Section 5.02 RETIREE MEDICAL

- A. Upon enrollment in the PERS medical program, health plans for employees retiring after enrollment shall be in accordance with PERS medical program regulations.
- B. Employees of the Town, who, immediately upon termination, retire under the PERS retirement plan, and remain in the Town's medical plan, shall have a Town paid contribution towards the medical plan premium. The contribution shall be under the uneven contribution program in accordance with PERS medical program regulations.

- C. In addition, accumulated sick leave at time of retirement, not used for any other purpose, may be converted to paid health plan premium until the sick leave conversion is exhausted or the retiree reaches sixty-five (65) or the spouse or surviving spouse reaches sixty-five (65). The rate of sick leave conversion shall be fifty (50%) percent of the regular daily rate the employee was receiving at retirement.

Article VI. OTHER BENEFITS

Section 6.01 EDUCATION/TUITION REIMBURSEMENT

EDUCATION REIMBURSEMENT PURPOSE. The parties agree to an education reimbursement program to be jointly administered by representatives of the Association and the Town.

EDUCATION REIMBURSEMENT. Confidential/Mid-Management employees shall receive education reimbursement according to the following parameters:

- A. The Confidential/Mid-Management employees can receive up to four hundred (\$400) dollars per student per fiscal year.
- B. Reimbursement to an individual may not exceed fifty percent (50%) of actual costs for tuition and textbooks.
- C. Approved reimbursement must be for courses related to the job of the employee.
- D. Before reimbursement is given, the employee must submit evidence that a grade 'C' or better has been earned in the course.
- E. The courses approved must be taken on the employee's own time.
- F. In addition, confidential employees shall receive tuition reimbursement as follows:
- G. Course work that is directly related and necessary to the job of an employee, as requested by the department director and approved by the Town Manager, shall be reimbursed at one hundred percent (100%) of actual costs for tuition and textbooks and employee may be given flextime to take course during regular work hours.

Section 6.02 COMPUTER LOAN

The Town will establish a "computer loan fund" of ten thousand (\$10,000) dollars to provide for loans to employees for the purchase of computers. A maximum of three thousand, two hundred and fifty (\$3,250) dollars per loan may be made to an eligible employee. Such loans shall be repaid at an interest rate of three and one-half (3 1/2%) percent over a two (2) year period. Repayment shall be through payroll deduction for a period of two (2) years with all unpaid amounts due and payable in full upon termination.

Section 6.03 VEHICLE USAGE

The positions of Town Engineer, Public Works Manager, Building Official, Onsite Official and Assistant Onsite Sanitary Official shall have reasonable use of assigned vehicles within a seventy-five (75) mile radius of the Town of Paradise at the discretion of the Town Manager.

Article VII. SAFETY & PERSONNEL

Section 7.01 SAFETY PROVISIONS

Town shall make reasonable provisions for the safety of employees in the performance of their work.

Section 7.02 PERSONNEL RULES

Where benefits and working conditions are not specifically described in this Memorandum those provided for by the Town of Paradise Personnel Rules shall apply. If such rules conflict with language contained in this Memorandum, this Memorandum shall have precedent.

In the event of proposed changes to Town Personnel Rules and Regulations, subject to meet and confer, the Association shall be advised in writing, for the purpose of enabling the Town and the Association to meet and consult as soon as possible with respect to any proposed changes.

Section 7.03 TERMS OF PROBATION

- A. Newly hired employees shall have a six (6) month probation period and shall be eligible for a step increase after one (1) year.
- B. An employee promoted to a class with a higher pay range shall have a new merit pay anniversary date effective the date of promotion. Promotional employees shall serve a six (6) month probationary period. An employee who is promoted and who has passed probation in their formerly held lower class, if rejected during the promotional probation period, shall have the right to return to their former class and pay status.
- C. Employees rejected during the probation period shall have no right to appeal the rejection.

Section 7.04 SALARY RANGE POLICY

Disclosure of salaries of individual confidential/mid-management employees shall be made only in accordance with the requirement of the California Public Records Act.

Section 7.05 GRIEVANCE PROCEDURE

A. GRIEVANCE DEFINITIONS

- 1. Grievance. A grievance is a claimed violation, misapplication, or misinterpretation of a specific provision of this Memorandum which adversely affects the grievant.
- 2. Grievant. A grievant is an employee in the unit who is filing a grievance as defined above. Alleged violations, misapplications, or misinterpretations which affect more than one employee in substantially similar manner may be consolidated at the discretion of management as a group grievance and thereafter represented by a single grievant.
- 3. Day. Day shall mean a calendar day

B. GRIEVANCE PROCESS

- 1. Informal Level.

Within seven (7) days from the event giving rise to a grievance or from the date the employee could reasonably have been expected to have had knowledge of such event,

the grievant shall orally discuss his/her grievance with his/her immediate supervisor. A supervisor shall have seven (7) days to give an answer to the employee.

2. Formal Levels.

- a. Level 1. If a grievant is not satisfied with the resolution proposed at the informal level, he/she may within fourteen (14) days of the receipt of such answer file a formal written grievance with his/her supervisor on a form containing a statement describing the grievance, the section of this Memorandum allegedly violated, and the remedy requested. The supervisor (or designee) shall, within five (5) days thereafter give a written answer to the grievant on the form provided.
- b. Level 2. If the grievant is not satisfied with the written answer from the supervisor, the grievant may within fourteen (14) days from the receipt of such answer, file a written appeal to the department head. Within fourteen (14) days of receipt of the written appeal, the department head or his/her designee shall investigate the grievance which may include a meeting with the concerned parties and give written answer to the grievant.
- c. Level 3. If the grievant is not satisfied with the written answer from the department head, the grievant may, within fourteen (14) days from the receipt of such answer file a written appeal to the Town Manager. Within (14) fourteen days of receipt of the written appeal, the Town Manager or his/her designee, shall investigate the grievance which shall include a meeting with the concerned parties and give written answer to the grievant.
- d. Level 4. If the grievant is not satisfied with the written answer from the Town Manager, the grievant may, within fourteen (14) days from the receipt of such answer, file a written appeal to the Town Council. Within fourteen (14) days of receipt of the written appeal, the Town Manager or his/her designee shall schedule a personnel session with the concerned parties and the Town Council. The Town Council will conduct the hearing and render a decision which shall be final and binding on both parties.

C. GENERAL PROVISIONS

1. If a grievant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance shall be considered settled based upon the decision rendered at the most recent step utilized.
2. If a supervisor or manager fails to respond with an answer within the given time period, the grievant may appeal his/her grievance to the next higher level.
3. The grievant may be represented by a person of his/her choice at any formal level of this procedure.
4. Time limits and formal levels may be waived by mutual written consent of the parties.
5. Proof of service shall be accomplished by certified mail or personal delivery.

Section 7.06 TERMINATION OF MID-MANAGEMENT EMPLOYEES

In the event a mid-management employee is terminated or asked other than for willful misconduct in office to resign, they will receive, at a minimum, thirty (30) days written notice and cash severance pay in a lump sum equal to one month's pay and pay for unused annual vacation leave, administrative leave, and sick leave in accordance with this MOU and the Town Personnel Rules.

Article VIII. CLOSING

Section 8.01 SAVINGS PROVISION

If any provisions of this Memorandum are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

Section 8.02 FULL UNDERSTANDING, MODIFICATION AND WAIVER

This Memorandum sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved by the Town Council.

The waiver of any breach, term or condition of this Memorandum by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

Section 8.03 PEACEFUL PERFORMANCE

The parties to this Memorandum recognize and acknowledge that the services performed by the Town employees covered by this Memorandum are essential to the public health, safety, and general welfare of the residents of this jurisdiction. Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, recognize, participate in, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in, sick-out, slow-down, or picketing (hereinafter collectively referred to as work stoppage), in any office or department of this jurisdiction, nor to curtail any work or restrict any production, or interfere with any operation of the Town. In the event of any such work stoppage by any member of the bargaining unit, the Town shall not be required to negotiate on the merits of any dispute which may have given rise to such work stoppage until said work stoppage has ceased.

Section 8.04 IMPLEMENTATION

The Memorandum shall be of no force or effect until ratified and approved by formal action of the Town Council and the membership of the Confidential/Mid-Management Unit. It is recognized that certain provisions may require ordinance changes in order to be effectuated.

Section 8.05 TERM OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding shall be effective as of July 1, 2019 and shall remain in full force and effect to, and including June 30, 2022. After June 30, 2022, the Memorandum shall terminate. Until the Town and Association agree on the terms for a subsequent memorandum of understanding, or there is completion of impasse procedures as specified in Town Policy and Procedure and/or California Statutes regarding a new memorandum of understanding, the terms of this Memorandum will remain in effect, except for those provisions which have been assigned expiration dates. The Association and the Town shall endeavor to provide notice to the other party well in advance of the expiration date and as timely as possible relative to the Town Budget Adoption.

DATED: _____

Town Representative: _____

Town Manager

CMMA Representative: _____

Association President

TOWN OF PARADISE SALARY PAY PLAN
CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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ADMINISTRATIVE ASSISTANT (FORMERLY ADMINISTRATIVE ASSISTANT III)

Effective July 1, 2019

HOURLY	36	19.71	20.70	21.74	22.83	23.97	25.17
BIWEEKLY		1,419.12	1,490.40	1,565.28	1,643.76	1,725.84	1,812.24
MONTHLY		3,074.76	3,229.20	3,391.44	3,561.48	3,739.32	3,926.52
ANNUAL		36,897.12	38,750.40	40,697.28	42,737.76	44,871.84	47,118.24

Effective July 6, 2020

HOURLY	36	20.30	21.32	22.39	23.51	24.69	25.92
BIWEEKLY		1,461.60	1,535.04	1,612.08	1,692.72	1,777.68	1,866.24
MONTHLY		3,166.80	3,325.92	3,492.84	3,667.56	3,851.64	4,043.52
ANNUAL		38,001.60	39,911.04	41,914.08	44,010.72	46,219.68	48,522.24

Effective July 5, 2021

HOURLY	36	20.71	21.75	22.84	23.98	25.18	26.44
BIWEEKLY		1,491.12	1,566.00	1,644.48	1,726.56	1,812.96	1,903.68
MONTHLY		3,230.76	3,393.00	3,563.04	3,740.88	3,928.08	4,124.64
ANNUAL		38,769.12	40,716.00	42,756.48	44,890.56	47,136.96	49,495.68

ACCOUNTING TECHNICIAN (FORMERLY FINANCIAL SERVICES ANALYST)

Effective July 1, 2019

HOURLY	36	20.71	21.75	22.84	23.98	25.18	26.44
BIWEEKLY		1,491.12	1,566.00	1,644.48	1,726.56	1,812.96	1,903.68
MONTHLY		3,230.76	3,393.00	3,563.04	3,740.88	3,928.08	4,124.64
ANNUAL		38,769.12	40,716.00	42,756.48	44,890.56	47,136.96	49,495.68

Effective July 6, 2020

HOURLY	36	21.33	22.40	23.52	24.70	25.94	27.24
BIWEEKLY		1,535.76	1,612.80	1,693.44	1,778.40	1,867.68	1,961.28
MONTHLY		3,327.48	3,494.40	3,669.12	3,853.20	4,046.64	4,249.44
ANNUAL		39,929.76	41,932.80	44,029.44	46,238.40	48,559.68	50,993.28

Effective July 5, 2021

HOURLY	36	21.76	22.85	23.99	25.19	26.45	27.77
BIWEEKLY		1,566.72	1,645.20	1,727.28	1,813.68	1,904.40	1,999.44
MONTHLY		3,394.56	3,564.60	3,742.44	3,929.64	4,126.20	4,332.12
ANNUAL		40,734.72	42,775.20	44,909.28	47,155.68	49,514.40	51,985.44

TOWN OF PARADISE SALARY PAY PLAN
CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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SENIOR ACCOUNTANT

Effective July 1, 2019

HOURLY	40	30.75	32.29	33.90	35.60	37.38	39.25
BIWEEKLY		2,460.00	2,583.20	2,712.00	2,848.00	2,990.40	3,140.00
MONTHLY		5,330.00	5,596.93	5,876.00	6,170.67	6,479.20	6,803.33
ANNUAL		63,960.00	67,163.20	70,512.00	74,048.00	77,750.40	81,640.00

Effective July 6, 2020

HOURLY	40	31.67	33.25	34.91	36.66	38.49	40.41
BIWEEKLY		2,533.60	2,660.00	2,792.80	2,932.80	3,079.20	3,232.80
MONTHLY		5,489.47	5,763.33	6,051.07	6,354.40	6,671.60	7,004.40
ANNUAL		65,873.60	69,160.00	72,612.80	76,252.80	80,059.20	84,052.80

Effective July 5, 2021

HOURLY	40	32.30	33.92	35.62	37.40	39.27	41.23
BIWEEKLY		2,584.00	2,713.60	2,849.60	2,992.00	3,141.60	3,298.40
MONTHLY		5,598.67	5,879.47	6,174.13	6,482.67	6,806.80	7,146.53
ANNUAL		67,184.00	70,553.60	74,089.60	77,792.00	81,681.60	85,758.40

SENIOR MANAGEMENT ANALYST (FORMERLY ADMINISTRATIVE ANALYST)

Effective July 1, 2019

HOURLY	40	30.75	32.29	33.90	35.60	37.38	39.25
BIWEEKLY		2,460.00	2,583.20	2,712.00	2,848.00	2,990.40	3,140.00
MONTHLY		5,330.00	5,596.93	5,876.00	6,170.67	6,479.20	6,803.33
ANNUAL		63,960.00	67,163.20	70,512.00	74,048.00	77,750.40	81,640.00

Effective July 6, 2020

HOURLY	40	31.67	33.25	34.91	36.66	38.49	40.41
BIWEEKLY		2,533.60	2,660.00	2,792.80	2,932.80	3,079.20	3,232.80
MONTHLY		5,489.47	5,763.33	6,051.07	6,354.40	6,671.60	7,004.40
ANNUAL		65,873.60	69,160.00	72,612.80	76,252.80	80,059.20	84,052.80

Effective July 5, 2021

HOURLY	40	32.30	33.92	35.62	37.40	39.27	41.23
BIWEEKLY		2,584.00	2,713.60	2,849.60	2,992.00	3,141.60	3,298.40
MONTHLY		5,598.67	5,879.47	6,174.13	6,482.67	6,806.80	7,146.53
ANNUAL		67,184.00	70,553.60	74,089.60	77,792.00	81,681.60	85,758.40

TOWN OF PARADISE SALARY PAY PLAN
CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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ONSITE SANITARY OFFICIAL

Effective July 1, 2019

HOURLY	40	33.12	34.78	36.52	38.35	40.27	42.28
BIWEEKLY		2,649.60	2,782.40	2,921.60	3,068.00	3,221.60	3,382.40
MONTHLY		5,740.80	6,028.53	6,330.13	6,647.33	6,980.13	7,328.53
ANNUAL		68,889.60	72,342.40	75,961.60	79,768.00	83,761.60	87,942.40

Effective July 6, 2020

HOURLY	40	34.11	35.82	37.61	39.49	41.46	43.53
BIWEEKLY		2,728.80	2,865.60	3,008.80	3,159.20	3,316.80	3,482.40
MONTHLY		5,912.40	6,208.80	6,519.07	6,844.93	7,186.40	7,545.20
ANNUAL		70,948.80	74,505.60	78,228.80	82,139.20	86,236.80	90,542.40

Effective July 5, 2021

HOURLY	40	34.79	36.53	38.36	40.28	42.29	44.40
BIWEEKLY		2,783.20	2,922.40	3,068.80	3,222.40	3,383.20	3,552.00
MONTHLY		6,030.27	6,331.87	6,649.07	6,981.87	7,330.27	7,696.00
ANNUAL		72,363.20	75,982.40	79,788.80	83,782.40	87,963.20	92,352.00

HOUSING PROGRAM MANAGER (FORMERLY HOUSING PROGRAM SUPERVISOR)

Effective July 1, 2019

HOURLY	40	36.56	38.39	40.31	42.33	44.45	46.67
BIWEEKLY		2,924.80	3,071.20	3,224.80	3,386.40	3,556.00	3,733.60
MONTHLY		6,337.07	6,654.27	6,987.07	7,337.20	7,704.67	8,089.47
ANNUAL		76,044.80	79,851.20	83,844.80	88,046.40	92,456.00	97,073.60

Effective July 6, 2020

HOURLY	40	37.66	39.54	41.52	43.60	45.78	48.07
BIWEEKLY		3,012.80	3,163.20	3,321.60	3,488.00	3,662.40	3,845.60
MONTHLY		6,527.73	6,853.60	7,196.80	7,557.33	7,935.20	8,332.13
ANNUAL		78,332.80	82,243.20	86,361.60	90,688.00	95,222.40	99,985.60

Effective July 5, 2021

HOURLY	40	38.41	40.33	42.35	44.47	46.69	49.02
BIWEEKLY		3,072.80	3,226.40	3,388.00	3,557.60	3,735.20	3,921.60
MONTHLY		6,657.73	6,990.53	7,340.67	7,708.13	8,092.93	8,496.80
ANNUAL		79,892.80	83,886.40	88,088.00	92,497.60	97,115.20	101,961.60

TOWN OF PARADISE SALARY PAY PLAN
CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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PUBLIC WORKS MANAGER

Effective July 1, 2019

HOURLY	40	36.56	38.39	40.31	42.33	44.45	46.67
BIWEEKLY		2,924.80	3,071.20	3,224.80	3,386.40	3,556.00	3,733.60
MONTHLY		6,337.07	6,654.27	6,987.07	7,337.20	7,704.67	8,089.47
ANNUAL		76,044.80	79,851.20	83,844.80	88,046.40	92,456.00	97,073.60

Effective July 6, 2020

HOURLY	40	37.66	39.54	41.52	43.60	45.78	48.07
BIWEEKLY		3,012.80	3,163.20	3,321.60	3,488.00	3,662.40	3,845.60
MONTHLY		6,527.73	6,853.60	7,196.80	7,557.33	7,935.20	8,332.13
ANNUAL		78,332.80	82,243.20	86,361.60	90,688.00	95,222.40	99,985.60

Effective July 5, 2021

HOURLY	40	38.41	40.33	42.35	44.47	46.69	49.02
BIWEEKLY		3,072.80	3,226.40	3,388.00	3,557.60	3,735.20	3,921.60
MONTHLY		6,657.73	6,990.53	7,340.67	7,708.13	8,092.93	8,496.80
ANNUAL		79,892.80	83,886.40	88,088.00	92,497.60	97,115.20	101,961.60

TOWN CLERK

Effective July 1, 2019

HOURLY	40	36.56	38.39	40.31	42.33	44.45	46.67
BIWEEKLY		2,924.80	3,071.20	3,224.80	3,386.40	3,556.00	3,733.60
MONTHLY		6,337.07	6,654.27	6,987.07	7,337.20	7,704.67	8,089.47
ANNUAL		76,044.80	79,851.20	83,844.80	88,046.40	92,456.00	97,073.60

Effective July 6, 2020

HOURLY	40	37.66	39.54	41.52	43.60	45.78	48.07
BIWEEKLY		3,012.80	3,163.20	3,321.60	3,488.00	3,662.40	3,845.60
MONTHLY		6,527.73	6,853.60	7,196.80	7,557.33	7,935.20	8,332.13
ANNUAL		78,332.80	82,243.20	86,361.60	90,688.00	95,222.40	99,985.60

Effective July 5, 2021

HOURLY	40	38.41	40.33	42.35	44.47	46.69	49.02
BIWEEKLY		3,072.80	3,226.40	3,388.00	3,557.60	3,735.20	3,921.60
MONTHLY		6,657.73	6,990.53	7,340.67	7,708.13	8,092.93	8,496.80
ANNUAL		79,892.80	83,886.40	88,088.00	92,497.60	97,115.20	101,961.60

TOWN OF PARADISE SALARY PAY PLAN
CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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HUMAN RESOURCES & RISK MANAGER

Effective July 1, 2019

HOURLY	36	39.37	41.34	43.41	45.58	47.86	50.25
BIWEEKLY		2,834.64	2,976.48	3,125.52	3,281.76	3,445.92	3,618.00
MONTHLY		6,141.72	6,449.04	6,771.96	7,110.48	7,466.16	7,839.00
ANNUAL		73,700.64	77,388.48	81,263.52	85,325.76	89,593.92	94,068.00

Effective July 6, 2020

HOURLY	36	40.55	42.58	44.71	46.95	49.30	51.77
BIWEEKLY		2,919.60	3,065.76	3,219.12	3,380.40	3,549.60	3,727.44
MONTHLY		6,325.80	6,642.48	6,974.76	7,324.20	7,690.80	8,076.12
ANNUAL		75,909.60	79,709.76	83,697.12	87,890.40	92,289.60	96,913.44

Effective July 5, 2021

HOURLY	36	41.36	43.43	45.60	47.88	50.27	52.78
BIWEEKLY		2,977.92	3,126.96	3,283.20	3,447.36	3,619.44	3,800.16
MONTHLY		6,452.16	6,775.08	7,113.60	7,469.28	7,842.12	8,233.68
ANNUAL		77,425.92	81,300.96	85,363.20	89,631.36	94,105.44	98,804.16

COMMUNITY DEVELOPMENT MANAGER (COMMUNITY DEVELOPMENT MANAGER/ASSISTANT PLANNER)

Effective July 1, 2019

HOURLY	40	40.35	42.37	44.49	46.71	49.05	51.50
BIWEEKLY		3,228.00	3,389.60	3,559.20	3,736.80	3,924.00	4,120.00
MONTHLY		6,994.00	7,344.13	7,711.60	8,096.40	8,502.00	8,926.67
ANNUAL		83,928.00	88,129.60	92,539.20	97,156.80	102,024.00	107,120.00

Effective July 6, 2020

HOURLY	40	41.56	43.64	45.82	48.11	50.52	53.05
BIWEEKLY		3,324.80	3,491.20	3,665.60	3,848.80	4,041.60	4,244.00
MONTHLY		7,203.73	7,564.27	7,942.13	8,339.07	8,756.80	9,195.33
ANNUAL		86,444.80	90,771.20	95,305.60	100,068.80	105,081.60	110,344.00

Effective July 5, 2021

HOURLY	40	42.39	44.51	46.74	49.08	51.53	54.11
BIWEEKLY		3,391.20	3,560.80	3,739.20	3,926.40	4,122.40	4,328.80
MONTHLY		7,347.60	7,715.07	8,101.60	8,507.20	8,931.87	9,379.07
ANNUAL		88,171.20	92,580.80	97,219.20	102,086.40	107,182.40	112,548.80



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: September 10, 2019**

AGENDA ITEM No. 9(a)5

ORIGINATED BY: Crystal Peters, Human Resources & Risk Manager
Gina Will, Finance Director/Town Treasurer

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: A Resolution of the Town Council of the Town of Paradise approving the Memorandum of Understanding between the Town of Paradise and Town of Paradise **Management Group** relating to employment covering the period from July 1, 2019 to June 30, 2022.

RECOMMENDATION:

1. Adopt Resolution 19-32, approving the Memorandum of Understanding between the Town of Paradise and **Town of Paradise Management Group** authorizing the Town Manager to execute the Memorandum of Understanding on behalf of the Town of Paradise effective July 1, 2019, or
2. Refer back to staff for further development.

BACKGROUND:

This year, the Town of Management Group representative and Town negotiators worked together to reach agreement. The following outlines the changes made to the agreement:

- First Year – Implement market equity increases in accordance with the Total Compensation Study results. Increase to salary pay plan as attached to MOU. Employees will retain their same step placement on the salary pay plan, except reclassifications will be in accordance with Town Policy. Salary Pay plan changes effective 7/1/19.
- Additionally in the First Year - For employees employed on the date of ratification, the Town will pay a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity where applicable. Rates are based upon salary pay plan step at ratification date.
- Second Year – Cost of Living (COLA) increase of 3% increase to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2020 (July 6, 2020).

- Third Year – Cost of Living (COLA) increase of 2% to the Salary Pay Plan Schedule, effective the first pay period following July 1, 2021 (July 5, 2021).

☐ **Hard Caps for Vacation Accrual**

Allow the payroll system to accrue paid leave to reduce administrative burden.

- Amended language to clarify hard cap of annual accrual limit for vacation.

☐ **Proration and Hard Caps for Floating Holiday Accrual**

Allow the payroll system to accrue paid leave to reduce administrative burden.

- Upon employment, a prorated portion of floating holiday shall be credited on a calendar year basis.
- An employee who has a balance at the end of the calendar year will have only the difference between their current balance and the full two days floating holiday credited.

☐ **Mileage Reimbursement**

Changes to mileage reimbursement from gasoline cost only to the current IRS standard mileage reimbursement rate when required to travel beyond a thirty (30) mile roundtrip from the Town of Paradise, up from thirty (30) mile radius.

FINANCIAL IMPACT:

1. The salary increases will add to the general fund cost as outlined below.

Fiscal Year	Increase	Effective first payroll beginning in July	Estimated Annual Addition to General Fund Cost	Estimated Annual Addition to All Funds Cost
2019/20	Market Increase & Ratification Bonus	Effective 07/01/19	\$81,898	\$193,230
2020/21	3% Increase to base salary	Effective 07/06/20	\$7,926	\$20,545
2021/22	2% Increase to base salary	Effective 07/05/21	\$5,516	\$14,348

2. Capping vacation accruals and floating holiday pay reduces the Town's unfunded liability as it relates to unpaid leave on the balance sheet.
3. Minor increase to travel reimbursement for mileage, depends entirely on travel required.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF PARADISE
AND
THE TOWN OF PARADISE MANAGEMENT GROUP



JULY 1, 2019 THROUGH JUNE 30, 2022

ADOPTED BY TOWN COUNCIL SEPTEMBER 10, 2019
RESOLUTION NUMBER 19-32

Table of Contents

ARTICLE I. OPENING	5
Section 1.01 PREAMBLE	5
Section 1.02 NONDISCRIMINATION	5
Section 1.03 RECOGNITION	5
Section 1.04 TOWN GROUP RELATIONS	5
Section 1.05 MANAGEMENT RIGHTS	5
ARTICLE II. WAGES & WORKING CONDITIONS	6
Section 2.01 WAGES	6
Section 2.02 WORK SCHEDULES	6
Section 2.03 FLEXTIME	6
Section 2.04 MANAGEMENT ADMINISTRATIVE LEAVE	7
Section 2.05 DECLARED EMERGENCY COMPENSATION	7
Section 2.06 LONGEVITY PAY	7
Section 2.07 GYM REIMBURSEMENT	7
ARTICLE III. PAID LEAVES	7
Section 3.01 HOLIDAYS	7
Section 3.02 SICK LEAVE	8
Section 3.03 VACATION LEAVE	8
Section 3.04 BEREAVEMENT LEAVE	9
Section 3.05 FAMILY MEDICAL LEAVE (FMLA)	9
Section 3.06 FLOATING HOLIDAY	10

ARTICLE IV. INSURANCE BENEFITS	11
Section 4.01 MEDICAL INSURANCE	11
Section 4.02 DENTAL INSURANCE	11
Section 4.03 VISION INSURANCE	11
Section 4.04 DEFERRED COMPENSATION OPTION	11
Section 4.05 LONG-TERM DISABILITY INSURANCE	12
Section 4.06 LIFE INSURANCE	12
Section 4.07 PUBLIC EMPLOYEE UNEMPLOYMENT INSURANCE	12
Section 4.08 WORKER’S COMPENSATION	12
ARTICLE V. RETIREMENT BENEFITS	12
Section 5.01 RETIREMENT	12
Section 5.02 RETIREE MEDICAL	13
ARTICLE VI. OTHER BENEFITS	14
Section 6.01 EDUCATION/TUITION REIMBURSEMENT	14
Section 6.02 COMPUTER LOAN PROGRAM	14
Section 6.03 CAR/CELLULAR PHONE ALLOWANCE	14
ARTICLE VII. SAFETY & PERSONNEL	15
Section 7.01 SAFETY PROVISIONS	15
Section 7.02 TERMS OF PROBATION	15
Section 7.03 PERFORMANCE EVALUATION	15
Section 7.04 TERMINATION	15
ARTICLE VIII. CLOSING	16
Section 8.01 SAVINGS PROVISION	16

Section 8.02	FULL UNDERSTANDING, MODIFICATION AND WAIVER	16
Section 8.03	IMPLEMENTATION	16
Section 8.04	TERM OF MEMORANDUM OF UNDERSTANDING	17

Article I. OPENING

Section 1.01 PREAMBLE

This Memorandum of Understanding, hereinafter referred to as the Memorandum has been prepared pursuant to the terms of Resolution No. 81-23 of the Town of Paradise, hereinafter referred to as the Town, and the Town of Paradise Management Group, hereinafter referred to as the Group.

It is agreed that this Memorandum is of no force and effect until ratified and approved by a resolution duly adopted by the Town Council of the Town of Paradise; however, it is agreed that the agreements contained herein are within the authority held by the representatives of the Town and of the Group.

Section 1.02 NONDISCRIMINATION

It is the policy of the Town and the Group not to discriminate against any employee because of race, creed, or religion, physical or mental handicap, sex, color, age, national origin, or veteran's status as defined under any Act of Congress.

Section 1.03 RECOGNITION

For the purpose of bargaining with respect to wages, hours of employment, and other conditions of employment, the employees of the Group are those assigned to classifications listed below:

- Assistant Town Manager
- Community Development Director
- Administrative Services Director/Town Treasurer
- Public Works Director/Town Engineer
- Disaster Recovery Director

Section 1.04 TOWN GROUP RELATIONS

This Memorandum is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes. The Town and Group agree to promote harmonious relations between the parties and other employee units; establish and maintain an orderly bargaining procedure; work to provide the best possible service to the general public; prompt and fair disposition of all grievances and disputes; and adhere to this Memorandum.

Section 1.05 MANAGEMENT RIGHTS

The Town retains, solely and exclusively, all the rights, powers, and authority exercised or held prior to the execution of this Memorandum, and in addition, shall retain the following Management Rights not in conflict with this Memorandum of Understanding.

To manage and direct its business and personnel; to manage, control, and determine the mission of its departments, building facilities and operations; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to subcontract or discontinue work for economic or operational reasons; to direct the work forces; to increase or decrease the work force and determine the number of employees needed; to hire, transfer, promote and maintain the discipline and efficiency

of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to adopt rules of conduct and penalties for violation thereof; to determine the type and scope of work to be performed and the services to be provided; to determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Nothing in this article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the Town by any law regulating, authorizing or empowering the Town to act or refrain from acting.

Article II. WAGES & WORKING CONDITIONS

Section 2.01 WAGES

- A. The Town Manager may grant a new management employee a beginning salary not to exceed the maximum for the affected class. Such salary should reflect a judgment as to the ability of the employee to achieve expected performance standards within anticipated time frames.
- B. Management employees shall be evaluated for salary step adjustments at least annually with any such adjustments made on the employee's anniversary date. The amount of any one adjustment may not exceed two salary steps and shall be granted at the discretion of the Town Manager. Increases in excess of two salary steps may be granted upon recommendation of the Town Manager and approval of the Town Council. In evaluating management employees for salary increases, such performance criteria as may be deemed appropriate by the Town Manager shall be employed.
- C. Effective July 1, 2019, all Management Group employees shall receive a) a market equity increase set forth in attached Exhibit "A" salary pay plan schedule and (b) a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity pay where applicable. Pay rates shall be based on salary pay plan step on the Town Council ratification date.
- D. Effective the first full pay period following July 1, 2020 (July 6, 2020), all management employees shall receive a 3% cost of living increase to the salary pay plan schedule.
- E. Effective the first full pay period following July 1, 2021 (July 5, 2021), all management employees shall receive a 2% cost of living increase to the salary pay plan schedule.

Section 2.02 WORK SCHEDULES

Employees covered by this Memorandum shall be on a forty-hour work schedule.

Section 2.03 FLEXTIME

Employees covered by this memorandum shall work a minimum of eighty (80) hours biweekly depending on the employees work schedule but the hours worked per day in a biweekly period are flexible. This is in recognition of the special nature of management work.

Section 2.04 MANAGEMENT ADMINISTRATIVE LEAVE

All management employees in Steps A through F of their respective salary schedules covered under this Memorandum are eligible to be allocated up to one hundred twenty (120) hours each fiscal year of Management Administrative Leave pay to compensate for additional time off due to the unique nature of their job. Such leave may be taken, only upon approval of the Town Manager, any time after it has been allocated. Allocation shall occur at the beginning of each fiscal year (July 1), such employee will then be paid for any unused leave at the end of the fiscal year. If any portion of the year is not worked by an employee (i.e. new hire or termination of employment), a prorated portion of this accrual will be calculated.

Section 2.05 DECLARED EMERGENCY COMPENSATION

In the event of a disaster declaration, employees who are exempt from FLSA shall receive additional compensation at time and one half for hours worked over forth (40) hours in a work week.

Section 2.06 LONGEVITY PAY

- A. Ten Years. Effective July 1, 2006, an amount equal to five (5.0%) percent of salary at ten (10) year anniversary of employment, will be added to employee's pay. If employee already has 10 years of employment, the five (5.0%) percent will be passed on pay as of July 1, 2006.
- B. Fifteen Years. Effective July 1, 2006, an additional amount equal to two and one-half percent (2.5%) for a total of seven and one half (7.5%) of salary at anniversary of fifteen (15) years of employment, will be added to members pay. If employee already has 15 years of employment, the two and a half (2.5%) percent will be based on pay as of July 1, 2006.

Section 2.07 GYM REIMBURSEMENT

The Town shall provide a gym reimbursement of \$90 per quarter to Management employees who attend the gym at least 13 times in a quarter beginning on October 1, 2010. Each Management Group employee requesting reimbursement shall submit proof of gym attendance to Town payroll to be eligible for reimbursement.

Article III. PAID LEAVES

Section 3.01 HOLIDAYS

- A. Employees under this Memorandum shall be eligible to take the following holidays:

New Year's Day	January 1st
Martin Luther King's Day	Third Monday January
Presidents Day	Third Monday in February
Memorial Day	Fourth Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving	Designated Thursday in November

Thanksgiving pre/post
Pre/Post Christmas Day*
Christmas

Thursday or Friday Town designates
*see below
December 25th

- B. Any other day proclaimed by the President and/or Governor as a public holiday, day of mourning or day of thanksgiving.
- C. If a holiday falls on a Saturday, we will honor it on the preceding Friday. Except for those employees whose regular scheduled workweek includes a non-work day on Friday, such employees will then honor the holiday on the preceding Thursday. If a holiday falls on a Sunday, the following Monday will be honored. A holiday for full time employees shall consist of eight (8) hours of paid time off.
- D. If Christmas falls on:
- | | |
|-----------|---------------------|
| Monday | following Tuesday |
| Tuesday | preceding Monday |
| Wednesday | following Thursday |
| Thursday | preceding Wednesday |
| Friday | preceding Thursday |
| Saturday | preceding Thursday |
| Sunday | following Monday |

Section 3.02 SICK LEAVE

- A. Rate of Accrual. Paid sick leave shall accrue as follows:
Eight (8) hours per month for full-time employees.
- B. No sick leave credit shall be earned when an employee is on leave without pay.
- C. Effective December 19, 2011, sick leave may be accumulated to a maximum of one thousand and five hundred (1,500) hours. No sick leave shall be earned beyond one thousand and five hundred (1,500) hours. Employees with a sick leave balance over the new cap of 1,500 at the time of approval of this Memorandum shall have their balance grandfathered; provided, however, no new sick leave accumulation shall be earned over 1,500 hours by such employee.

Section 3.03 VACATION LEAVE

- A. Eligibility. All regular employees who are eligible for benefits under this Memorandum are eligible to earn and accrue vacation leave.
- B. Rate of Accrual. Except as otherwise provided in this section, eligible employees who are in a paid status of eighty (80) hours per pay period shall earn vacation leave with pay at the following rate:

Years of Service	Vacation Hours Accrued Annually
0 – 4	120 Hours
5 – 9	135 Hours
10 - 14	176 Hours
15 & Over	200 Hours

- C. **Maximum Accumulation.** An employee may accrue vacation leave to an equivalent of three times the employee's annual vacation rate. No additional vacation shall be earned once an employee has accrued three times the employee annual earnings.
- D. **Terminal Vacation Pay.** Employees who are separated from the Town shall be entitled to a lump sum payment for vacation leave accumulated as of the last day worked. In case of death, compensation for accrued vacation leave shall be paid in the same manner as salary due to the decedent is paid.
- E. **Transfer of Vacation Leave.** When an employee is transferred to, or appointed to, another department, his/her vacation credit shall be assumed by the new department.

Section 3.04 BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee of the Town, bereavement leave with pay shall be granted upon request not to exceed three (3) regularly scheduled working days for each occurrence.

Immediate family is defined as: a person related by blood, marriage, or adoption who is a spouse, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, grandchild, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household.

The aforementioned bereavement leave shall not be deducted from or otherwise charged against sick leave or any other accrued leave or vacation.

Section 3.05 FAMILY MEDICAL LEAVE (FMLA)

- A. The Town will comply with the provisions of the Family Medical Leave Act (FMLA), 29 C.F.R. Sec. 825.100 et seq. the California Family Rights Act (CFRA), Government Code Sec. 12945.2 and other related federal, state and local laws with regards to leaves of absence.

Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA)

1. An employee shall be eligible for FMLA and CFRA leave only if the employee has worked for the Town at least twelve (12) months, including a minimum of one thousand, two hundred fifty (1,250) hours of paid service during the twelve (12) month period immediately preceding the leave.
2. Employees shall exhaust all accrued sick leave, vacation and compensation time off balances. An employee is entitled to use sick leave concurrently if the leave is for the employee's own serious health condition or the leave is needed to care for an FMLA/CFRA qualified family member and would otherwise be approved as sick leave.
3. Employees eligible for such leave may elect to take up to twelve (12) work weeks in a rolling 12 month period of leave for one of the following reasons:
 - a) The birth of a child or to care for a newborn of the employee.
 - b) The placement of a child with an employee in connection with the adoption or foster care of a child.

- c) Leave to care for a child, parent, spouse or domestic partner who has a serious health condition
 - d) When the employee is unable to work because of his or her own serious medical condition.
 - e) For a “qualifying exigency” arising out of the fact that an employee’s spouse, child or parent is on active military duty or has been notified or an impending call or order to active duty in support of a contingency operation involving the U.S. Armed Forces.
 - f) To care for a spouse, child, parent, or “next of kin” servicemember of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty (up to 26 work weeks to care for an injured service member).
- 4. The Town will continue to provide group health benefits and will pay the Town's share of the health plan premium during the leave. The employee is responsible for timely payment of his or her share of the premium.
 - 5. The Town will reinstate the employee to the employee's previously held position or a substantially equivalent one if said position is not available. The employee, however, will lose reinstatement rights to such a position if the employee is unable to perform the essential functions of the job due to physical or mental condition under provisions of the Americans with Disabilities Act.
 - 6. An employee on FMLA is equally subject to layoffs as are others continuously employed by the department.
 - 7. The employee is required to give thirty (30) calendar days notice to the department head that a leave under the FMLA is being requested. If such an advance notice is not practical, the employee shall inform the department head of the need for leave as soon as possible.
 - 8. Leaves shall be applied for in writing to the department head with accompanying documentation and verification by the appropriate medical provider. The request shall normally be initiated by the employee, but may be initiated by The Town. The Town shall have the right to require that FMLA/CFRA leaves run concurrently.

Section 3.06 FLOATING HOLIDAY

- A. Two (2) Floating Holidays.
- B. To be taken at employee’s discretion.
- C. Floating holidays shall be credited at the beginning of the calendar year, or upon employment on a prorated basis, and are to be used during the calendar year in which they are credited. An employee who has not used their floating holidays by the end of the calendar year shall not have the full new year’s hours credited, but will have hours topped up to 16 hours. Example: if an employee has 8 hours remaining, he or she will receive 8 hours topped up to total of 16 at the beginning of the calendar year.

Article IV. INSURANCE BENEFITS

Section 4.01 MEDICAL INSURANCE

- A. All employees must enroll in Medical Plan made available by the Town in accordance with PERS and Town regulations.
- B. Employee shall pay all administrative fees required by the PERS medical program.
- C. Effective December 19, 2011, the Town agrees to pay monthly a portion of the premiums for a medical plan, up to, but not exceeding the following amounts.

Town Share Cap	
Employee	\$433.73
Employee plus one	\$ 867.45
Employee plus two or more	\$1,127.69

- D. Any premium cost in addition to the above Town Share Caps shall be paid by Association employees.

Section 4.02 DENTAL INSURANCE

- A. Employees may choose to be covered under the Dental plan in accordance with the plan carrier and Town regulations.
- B. Effective December 1, 2005 the Town will share the cost of dental premiums at 80% (employer) – 20% (employee) ratio. The 80%-20% ratio will exist for each of the tiers (employee only, employee plus one, and employee plus family).
- C. Any increase in the dental plan premiums below 9.99% will be shared 80(employer)/20(employee). Any increase amount for the dental plan premium rate above 10% will be shared on a 50/50 basis.

Section 4.03 VISION INSURANCE

Employees may choose to be covered under the Vision plan in accordance with the plan carrier and Town regulations. The Town agrees to pay 80% of the premium for the vision plan.

Section 4.04 DEFERRED COMPENSATION OPTION

- A. Employees may shift Town share of the medical plan premiums to a Town sponsored deferred compensation program (either ICMA or ING) subject to the following conditions:
 - 1. An employee must submit proof of coverage under a spousal health plan, which must be comparable to one of the plans offered under PERS by the Town and a signed health insurance waiver by July 1st and January 1st of each year.
 - 2. An employee must provide proof of coverage under the employee's retired health plan, which must be comparable to one of the plans offered under PERS by the Town, and a signed health insurance waiver by July 1st and January 1st of each year to qualify for waiver from the Town Health Plan requirements.
- B. Effective the first of the month following adoption of this MOU, the maximum amount that can be deferred shall be limited to the amount the Town is contributing towards the "employee only" medical rate only.

Section 4.05 LONG-TERM DISABILITY INSURANCE

The Town shall provide to the employees in the Group long-term disability insurance in the amount of two-thirds (2/3) of base salary and including a rider for future eligibility.

Section 4.06 LIFE INSURANCE

Town shall provide prepaid life insurance in an amount of one hundred fifty thousand dollars (\$150,000) for the members in this group.

Section 4.07 PUBLIC EMPLOYEE UNEMPLOYMENT INSURANCE

Town shall provide Public Employee Unemployment Insurance at no cost to employee.

Section 4.08 WORKER'S COMPENSATION

Town shall provide Workers Compensation Insurance at no cost to employee.

Article V. RETIREMENT BENEFITS

Section 5.01 RETIREMENT

- A. "PERS Swap". Effective July 1, 2013 Management Group employees shall pay the entire portion (seven percent (7%) for Miscellaneous members or nine percent (9%) for safety members) of the employee paid member contribution rate toward their CalPERS retirement plan. In consideration of this, and at the same time, the Town shall increase such employees' base pay by the equivalent seven percent (7%) or nine percent (9%) as appropriate. The Town of Paradise Salary Pay Plan shall be updated accordingly. Since the employees will be paying the employee paid member contributions (EPMC) to CalPERS, it will no longer be necessary for the Town to pay the cost and report the value of EPMC.
- B. Effective February 14, 2011, The Town shall have a Two-Tier Retirement Plan. Tier One will be available to those employees hired before February 14, 2011. Tier Two will be for all employees hired after February, 2011.
 1. TIER ONE of PERS retirement plan for Management Group employees hired before February 14, 2011, as follows:
 - a. The Town participates in the Public Employee Retirement System (PERS) in accordance with the regulations of PERS to provide a 2% at 55 retirement for all miscellaneous employees in the Group and 3% at 50 retirement for all safety employees.
 - b. The Town's PERS plan also includes the fourth level of 1959 Survivor Benefits (Section 21574).
 - c. Town employees shall pay the entire seven percent (7%) employee contribution rate to the 2% at 55 retirement plan for miscellaneous employees and the entire nine percent (9%) employee contribution rate to the 3% at 50 retirement plan for safety employees.

- d. The PERS plan shall include the one-year final compensation retirement benefit (Section 20042) for both public safety and miscellaneous employees.
 - e. The Town adopted a resolution establishing procedures to implement the EPMC option under PERS regulations. Effective July 1, 2001, the Town will pay the cost of the EPMC option benefits provided, however, due to the agreed “PERS Swap”, in Section 5.01.A of this Memorandum, effective July 1, 2013, the Town shall no longer pay the cost of the EPMC option benefits relating to the employees.
- 2. TIER TWO of PERS retirement plan for Management Group Members hired after February 14, 2011, as follows:
 - a. The Town participates in the Public Employee Retirement Systems (PERS) in accordance with the regulations of PERS to provide a two percent at age sixty (2%@60) retirement for all miscellaneous employees in the Group and three percent at age 55 (3%@55) retirement for all safety employees.
 - b. The Town’s PERS plan also includes the fourth level of 1959 Survivor Benefits (Section 21574).
 - c. Town employees shall pay the entire seven percent (7%) employee contribution rate to the 2% at 55 retirement plan for miscellaneous employees and the entire nine percent (9%) employee contribution rate to the 3% at 50 retirement plan for safety employees.
 - d. The PERS plan shall include a three year final compensation retirement benefits (Government Code Section 20037) for both public safety and miscellaneous employees.
 - e. The Town adopted a resolution establishing procedures to implement the EPMC option under PERS regulations. Effective July 1, 2011, the Town will pay the cost of the EPMC option benefits. Due to the agreed “PERS Swap” in Section 5.01.A of this Memorandum, effective July 1, 2013, the Town will no longer pay the cost of the EPMC option benefits.
- 3. The Public Employees Pension Reform Act of 2013 (PEPRA) adds a Third Tier to the Town’s Retirement Benefits. All new members hired on or after January 1, 2013, shall be provided The Public Employees Retirement System (PERS) plan at two point seven percent (2.7%) at fifty seven years old (57) retirement. This 2.7%@57 PERS plan shall include a three (3) year final compensation averaging. Also set forth by PEPRA is the provision that employees in this benefit Tier shall pay fifty percent (50%) of the total normal cost rate.

Section 5.02 RETIREE MEDICAL

- A. Upon enrollment in the PERS medical program, health plans for employees retiring after enrollment shall be in accordance with PERS medical program regulations.

- B. Employees, who, immediately upon termination, retire under the PERS retirement plan, and remain in the Town's medical plan, shall have a Town paid contribution towards the medical plan premium not to exceed the Town contribution to the active "employee and spouse" rate as prescribed in PERS Health Plan Regulations.
- C. In addition, accumulated sick leave at time of retirement, not used for any other purpose, may be converted to supplement a health plan premium until the value is exhausted or the retiree reaches sixty-five (65) or the surviving spouse reaches sixty-five (65). The rate of sick leave conversion shall be fifty percent (50%) of the regular daily rate the employee was receiving at retirement.

Article VI. OTHER BENEFITS

Section 6.01 EDUCATION/TUITION REIMBURSEMENT

To provide incentive and compensation for furthering the education of the Management Team at the Town of Paradise. Management employees shall receive education reimbursement according to the following parameters:

- A. The annual expenditures for this purpose shall not exceed five hundred and fifty dollars (\$550.00) per fiscal year effective July 1, 2006.
- B. Reimbursement to an individual may not exceed fifty percent (50%) of actual costs for tuition and textbooks.
- C. Approved reimbursement must be for courses related to the job of the employee.
- D. Before reimbursement is given, the employee must submit evidence that a grade 'C' or better has been earned in the course.
- E. The courses approved must be taken on the employee's own time.

Section 6.02 COMPUTER LOAN PROGRAM

The Town has established a computer loan fund of ten thousand (\$10,000) dollars to provide for loans to employees for the purchase of computers. A maximum of three thousand, two hundred and fifty (\$3,250) dollars per loan may be made to an eligible employee. Such loans shall be repaid at an interest rate of three and one-half (3 1/2%) percent over a two (2) year period. Repayment shall be through payroll deduction for a period of two (2) years with all unpaid amounts due and payable in full upon termination.

Section 6.03 CAR/CELLULAR PHONE ALLOWANCE

Management Group members that are not provided a Town car and Town cell phone through their department shall receive a monthly car/cellular phone allowance of two hundred dollars (\$200.00) as compensation for using personal vehicle and cellular phone for Town business. Member shall be responsible to provide vehicle insurance and maintenance and shall be reimbursed at the current IRS reimbursement rate when required to travel beyond a thirty (30) mile roundtrip from the Town of Paradise.

Article VII. SAFETY & PERSONNEL

Section 7.01 SAFETY PROVISIONS

Town shall make reasonable provisions for the safety of employees in the performance of their work.

Section 7.02 TERMS OF PROBATION

- A. Newly hired employees shall have a six (6) month probation period and shall be eligible for a step increase after one (1) year.
- B. Promotional employees shall service a six (6) month probationary period. There shall be no less than a twelve (12) month aggregate probation period. In addition, a terminated employee does not have the right to bump a less senior employee.

Section 7.03 PERFORMANCE EVALUATION

The Town Manager shall review and evaluate the performance of the Group employees at least once annually in advance of the adoption of the annual operating budget. The review and evaluation shall be in accordance with the member's job description and specific criteria developed by the Town Manager. Further, the Town Manager shall provide an adequate opportunity for the Group Employee to discuss their evaluation with the Town Manager, and the results of such evaluations shall be reduced to writing. In effecting the provisions of this Section, the Town Manager and the Employee mutually agree to abide by the provisions of applicable law, ordinances, resolutions and current policies of the Town.

Salary. The Town agrees to pay employees for their services rendered pursuant to the wages Section 2.01, payable in installments at the same time as other employees are paid.

Indemnification. The Town agrees to indemnify and defend members in accordance with the provisions of California Government Code Section 825 et seq, 995 et seq, and related statutes.

Section 7.04 TERMINATION

- A. After providing Group member with a written notice of all charges against them and an opportunity to be heard, TOWN or Town Manager shall have the right to terminate Group member during the term of this Agreement only for cause.
- B. The following activities or conditions shall constitute grounds for termination for cause:
 - 1. Malfeasance
 - 2. Dishonesty
 - 3. Failure to perform duties of Group member at a level that meets requirements.
 - 4. Physical or mental incapacity to perform the duties the Group member is assigned to perform.
 - 5. Insubordination.
 - 6. Failure to comply with Town's ordinances, policies and regulations or with applicable state or federal laws and regulations.
 - 7. Abuse of any Town personnel.
- C. In the event Group member is terminated with cause as set forth in paragraph A & B above, member will receive, as a minimum, ninety (90) days written notice and cash severance pay in a

lump sum equal to three (3) month's pay and pay for unused annual vacation leave, administrative leave, and sick leave in accordance with this agreement and the Personnel Rules for the Town of Paradise.

- D. In the event Group member voluntarily resigns his/her position with the Town before expiration of the aforesaid term of employment, member shall give the Town thirty (30) days written notice in advance or such advance notice as may be otherwise mutually agreed upon. In the case of such voluntary resignation, the Town shall have no obligation to pay any severance pay to him/her.

Article VIII. CLOSING

Section 8.01 SAVINGS PROVISION

If any provisions of this Memorandum are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

Section 8.02 FULL UNDERSTANDING, MODIFICATION AND WAIVER

This Memorandum sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved by the Town Council.

The waiver of any breach, term or condition of this Memorandum by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

Section 8.03 IMPLEMENTATION

The Memorandum shall be of no force or effect until ratified and approved by formal action of the Town Council and the Management Group. It is recognized that certain provisions may require ordinance changes in order to be effectuated.

Section 8.04 TERM OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding shall be effective as of July 1, 2019 and shall remain in full force and effect to, and including June 30, 2022. After June 30, 2022, the Memorandum shall be terminated. Until the Town and the Association agree on the terms for a subsequent memorandum of understanding, or there is an impasse pursuant to Government Code Section 3505.4 regarding a new memorandum of understanding, the terms of this Memorandum will remain in effect, except for those provisions which have been assigned expirations dates.

DATED: _____

Town Representative: _____

Town Manager

Group Representative(s):

Public Works Director/Town Engineer – OPEN

Administrative Services Director/Town Treasurer – Gina Will

Community Development Director – OPEN

Disaster Recovery Director – Laura Page

TOWN OF PARADISE SALARY PAY PLAN
MANAGEMENT GROUP
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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DISASTER RECOVERY DIRECTOR

Effective July 1, 2019

HOURLY	40	49.16	51.62	54.20	56.91	59.76	62.75
BIWEEKLY		3,932.80	4,129.60	4,336.00	4,552.80	4,780.80	5,020.00
MONTHLY		8,521.07	8,947.47	9,394.67	9,864.40	10,358.40	10,876.67
ANNUAL		102,252.80	107,369.60	112,736.00	118,372.80	124,300.80	130,520.00

Effective July 6, 2020

HOURLY	40	50.63	53.16	55.82	58.61	61.54	64.62
BIWEEKLY		4,050.40	4,252.80	4,465.60	4,688.80	4,923.20	5,169.60
MONTHLY		8,775.87	9,214.40	9,675.47	10,159.07	10,666.93	11,200.80
ANNUAL		105,310.40	110,572.80	116,105.60	121,908.80	128,003.20	134,409.60

Effective July 5, 2021

HOURLY	40	51.64	54.22	56.93	59.78	62.77	65.91
BIWEEKLY		4,131.20	4,337.60	4,554.40	4,782.40	5,021.60	5,272.80
MONTHLY		8,950.93	9,398.13	9,867.87	10,361.87	10,880.13	11,424.40
ANNUAL		107,411.20	112,777.60	118,414.40	124,342.40	130,561.60	137,092.80

ADMINISTRATIVE SERVICES DIRECTOR/TOWN TREASURER

Effective July 1, 2019

HOURLY	40	54.26	56.97	59.82	62.81	65.95	69.25
BIWEEKLY		4,340.80	4,557.60	4,785.60	5,024.80	5,276.00	5,540.00
MONTHLY		9,405.07	9,874.80	10,368.80	10,887.07	11,431.33	12,003.33
ANNUAL		112,860.80	118,497.60	124,425.60	130,644.80	137,176.00	144,040.00

Effective July 6, 2020

HOURLY	40	55.89	58.68	61.61	64.69	67.92	71.32
BIWEEKLY		4,471.20	4,694.40	4,928.80	5,175.20	5,433.60	5,705.60
MONTHLY		9,687.60	10,171.20	10,679.07	11,212.93	11,772.80	12,362.13
ANNUAL		116,251.20	122,054.40	128,148.80	134,555.20	141,273.60	148,345.60

Effective July 5, 2021

HOURLY	40	57.00	59.85	62.84	65.98	69.28	72.74
BIWEEKLY		4,560.00	4,788.00	5,027.20	5,278.40	5,542.40	5,819.20
MONTHLY		9,880.00	10,374.00	10,892.27	11,436.53	12,008.53	12,608.27
ANNUAL		118,560.00	124,488.00	130,707.20	137,238.40	144,102.40	151,299.20

TOWN OF PARADISE SALARY PAY PLAN
MANAGEMENT GROUP
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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COMMUNITY DEVELOPMENT DIRECTOR

Effective July 1, 2019

HOURLY	40	54.26	56.97	59.82	62.81	65.95	69.25
BIWEEKLY		4,340.80	4,557.60	4,785.60	5,024.80	5,276.00	5,540.00
MONTHLY		9,405.07	9,874.80	10,368.80	10,887.07	11,431.33	12,003.33
ANNUAL		112,860.80	118,497.60	124,425.60	130,644.80	137,176.00	144,040.00

Effective July 6, 2020

HOURLY	40	55.89	58.68	61.61	64.69	67.92	71.32
BIWEEKLY		4,471.20	4,694.40	4,928.80	5,175.20	5,433.60	5,705.60
MONTHLY		9,687.60	10,171.20	10,679.07	11,212.93	11,772.80	12,362.13
ANNUAL		116,251.20	122,054.40	128,148.80	134,555.20	141,273.60	148,345.60

Effective July 5, 2021

HOURLY	40	57.00	59.85	62.84	65.98	69.28	72.74
BIWEEKLY		4,560.00	4,788.00	5,027.20	5,278.40	5,542.40	5,819.20
MONTHLY		9,880.00	10,374.00	10,892.27	11,436.53	12,008.53	12,608.27
ANNUAL		118,560.00	124,488.00	130,707.20	137,238.40	144,102.40	151,299.20

PUBLIC WORKS DIRECTOR/TOWN ENGINEER

Effective July 1, 2019

HOURLY	40	55.62	58.40	61.32	64.39	67.61	70.99
BIWEEKLY		4,449.60	4,672.00	4,905.60	5,151.20	5,408.80	5,679.20
MONTHLY		9,640.80	10,122.67	10,628.80	11,160.93	11,719.07	12,304.93
ANNUAL		115,689.60	121,472.00	127,545.60	133,931.20	140,628.80	147,659.20

Effective July 6, 2020

HOURLY	40	57.29	60.15	63.16	66.32	69.64	73.12
BIWEEKLY		4,583.20	4,812.00	5,052.80	5,305.60	5,571.20	5,849.60
MONTHLY		9,930.27	10,426.00	10,947.73	11,495.47	12,070.93	12,674.13
ANNUAL		119,163.20	125,112.00	131,372.80	137,945.60	144,851.20	152,089.60

Effective July 5, 2021

HOURLY	40	58.44	61.36	64.43	67.65	71.03	74.58
BIWEEKLY		4,675.20	4,908.80	5,154.40	5,412.00	5,682.40	5,966.40
MONTHLY		10,129.60	10,635.73	11,167.87	11,726.00	12,311.87	12,927.20
ANNUAL		121,555.20	127,628.80	134,014.40	140,712.00	147,742.40	155,126.40

AMENDED AND RESTATED AGREEMENT

An Amended and Restated Agreement by and between the **TOWN OF PARADISE**, a municipal corporation of the State of California, with offices at 5555 Skyway, Paradise, California 95969 (hereinafter known as TOWN) and **DWIGHT L. MOORE**, attorney at law, 3173 Land Park Drive, Sacramento, CA 95818 (hereinafter known as ATTORNEY), effective September 10, 2019 until June 30, 2020.

SECTION 1. AMENDED AND RESTATED AGREEMENT

The TOWN and ATTORNEY hereby agree to amend and restate the Agreement originally entered into on May 4, 1993 in accordance with this amended and restated Agreement:

SECTION 2. PURPOSE OF AGREEMENT

The purpose of this Agreement is to secure Town Attorney general legal services for the Town of Paradise by Dwight L. Moore, attorney at law.

SECTION 3. DUTIES AND RESPONSIBILITIES OF THE ATTORNEY

ATTORNEY's duties shall include, but not be limited to the following:

1. To act as chief legal advisor to the Town Council;
2. To attend all regular meetings of the Town Council and such other Town Council meetings as the Council determines necessary;
3. To perform legal research and prepare opinions on various legal problems for the Town Council, Town Manager and Town departments;
4. To review ordinances, resolutions, contracts, deeds, leases and other legal documents prepared by Town staff; to draft such documents when a staff document is not available; and to offer opinions as to the legal acceptability of any such documents prepared by an outside agent or agency that are presented to the Town for consideration;
5. To recommend such changes in policies and procedures as are necessary to meet legal requirements;
6. To represent the TOWN in civil litigation and in prosecuting violations of Town ordinances and regulations, whether in civil, administrative, or criminal proceedings;
7. To confer with and render assistance to the Town Manager and department directors in establishing Town and/or departmental policies by developing and applying legal points and procedures;

8. To review proposed state legislation relating to the TOWN and to advise the TOWN accordingly;
9. To perform all other tasks deemed necessary or appropriate by the Town Council and Town Manager.

SECTION 4. ASSIGNMENTS

1. Council assignments to ATTORNEY shall come from full Council and not from individual members of the Council.
2. Staff assignments or requests to ATTORNEY shall come from the Town Manager.
3. In the event of an emergency situation, ATTORNEY shall provide for consultation by the Council or management staff after normal business hours by providing telephone numbers where the ATTORNEY can be reached.
4. ATTORNEY shall not provide consultation to any private citizen at TOWN expense unless authorized by the Town Manager or required to resolve an assignment from an authorized Town official.
5. ATTORNEY shall, on a regular basis, report to the full Council as to the status of all litigation by or against the TOWN whether prospective, pending, settled, or finally adjudicated. It is preferred, but not required, that a brief written summary be available at the time of such review.

SECTION 5. REMUNERATION AND HOURS

1. On September 10, 2019, basic remuneration for the ATTORNEY shall be in the form of a monthly retainer of Eighteen Thousand Five-Hundred Seventy-Nine Dollars (\$18,579) for 120 hours per month which shall include attendance at one (1) regularly scheduled Town Council meeting each month. Attendance at the regularly scheduled Town Council meeting shall be included in the 120 hours for which attorney is compensated. Consultation with Council and staff shall be at Town Hall unless other mutually satisfactory arrangements are made in advance. Consultation time shall include, but not be limited to, consultation, research, review, document drafting, and other similar office work. The 120 hours per month shall be fully utilized prior to any other hourly fees being charged relating to consultation services; provided, however, ATTORNEY shall be paid the retainer amount even if the hours worked are less than 120 hours per month.
2. In performing the legal services under this Agreement, ATTORNEY is authorized to directly retain the services of Peters, Habib, McKenna, Juhl-Rhoads and Cardoza as the Assistant Town Attorney relating to general legal services for up to 40 hours per month at no additional cost to TOWN.

3. Any litigation services by ATTORNEY on behalf of the TOWN shall be paid at the rate of Two Hundred Dollars (\$200) per hour.
4. Any services by ATTORNEY on behalf of the SUCCESSOR AGENCY OF THE PARADISE REDEVELOPMENT AGENCY shall be paid at the rate of One Hundred Twenty Dollars (\$130) per hour.
5.
 - (a) No additional charge shall be made for normal expenses such as secretarial services, photocopying, office supplies, travel within Butte County, as well as travel to and from residence or principal place of business.
 - (b) Extraordinary expenses and those required by litigation shall be paid subject to prior authorization by the Town Council.
 - (c) Travel outside Butte County shall be paid at twenty-five cents (\$.25) per mile except when going to residence or principal place of business, which shall be at ATTORNEY's own expense.
 - (d) Other allowable expenses: postage on behalf of the Town; copy charges at the approved Town rate; and fax or long distance telephone charges incurred on behalf of the Town. All charges must be itemized and approved by Town Manager.
6. ATTORNEY agrees to submit written itemized monthly billing statements to the Town Manager that include the name of the department or Council action requesting services. Payment of the bill shall be promptly made, but in no case, longer than thirty (30) days after receipt and approval of the bill by the Town Manager.

SECTION 6. TERM OF AGREEMENT

1. This Agreement shall terminate on June 30, 2020.
2. Attorney shall provide a 120-day written notice to the Town before termination of the Agreement if he has determined not to renew the Agreement.
3. TOWN shall not terminate this Agreement without cause based on ATTORNEY's misconduct or inability to carry out his services under this Agreement.

SECTION 7. CONFLICT OF INTEREST

ATTORNEY shall promptly notify TOWN whenever ATTORNEY has knowledge that an actual or potential conflict of interest exists between ATTORNEY's representation of TOWN and representation of a present or prior client of ATTORNEY. ATTORNEY shall withdraw from representation of the party causing the conflict and shall continue rendering services to the TOWN

provided that the TOWN wishes ATTORNEY to do so and that such representation would not violate any ethical obligations imposed on ATTORNEY.

SECTION 8. INDEMNITY AND INSURANCE

ATTORNEY agrees to maintain malpractice insurance at ATTORNEY's expense on all members of its firm and on associates who may be providing services to the TOWN in accordance with applicable State statutes and California State Bar provisions.

ATTORNEY hereby expressly agrees to indemnify and hold harmless, and to defend, TOWN and its authorized agents against any claim made against TOWN as the result of ATTORNEY's own negligent acts or omissions or willful misconduct, except to the extent that TOWN's own negligence, gross negligence or willful misconduct causes or contributes to the damages arising from such claim.

TOWN hereby expressly agrees to indemnify, defend and hold ATTORNEY harmless against any and all claims made against ATTORNEY that arise out of performance of ATTORNEY's duties as Town Attorney except to the extent that ATTORNEY's own negligence, gross negligence, or willful misconduct causes or contributes to the damages arising from such claim.

SECTION 9. MISCELLANEOUS

1. In the event of a dispute between the parties arising out of the terms and conditions of this Agreement:
 - A. This Agreement shall be interpreted according to the laws of the State of California.
 - B. Any term or condition found to be unlawful or unenforceable shall be severed from the remaining terms and conditions which shall remain in full force and effect.
 - C. The prevailing party in any such dispute shall be entitled to receive its costs and attorney fees from the other party.
2. There are no other oral or written agreements between the parties which in any way modify, reduced or enlarge the rights and obligations provided for herein. The parties may by mutual written agreement amend the terms and conditions of this Agreement.
3. Any dispute arising out of interpretation or application of this Agreement shall be resolved through arbitration in accordance with rules as promulgated by the American Bar Association.
4. This Agreement is personal to the parties and may not be assigned to another party without the consent of the other party to the Agreement.

5. This Agreement is not a contract of employment, but is an agreement for the provision of contracted legal services by and between TOWN and ATTORNEY as an independent contractor.

THIS AMENDED AND RESTATED AGREEMENT is hereby entered into this ____ day of September, 2019, by the parties by the affixing of their signatures hereto.

TOWN OF PARADISE

TOWN ATTORNEY

Jody Jones, Mayor

Dwight L. Moore, Town Attorney

ATTEST:

Dina Volenski, Town Clerk

AMENDED AND RESTATED EMPLOYMENT AGREEMENT

THIS AMENDED AND RESTATED AGREEMENT, made on September 10, 2019 between the TOWN OF PARADISE, a municipal corporation of the State of California, (**TOWN**) and Lauren M. Gill, (**EMPLOYEE**).

WITNESSETH:

WHEREAS, the **TOWN** and **EMPLOYEE** desire to enter into Agreement relating to her employment as the Town Manager; and

WHEREAS, it is the desire of the **TOWN** to provide certain benefits, establish certain conditions of employment, and to set working conditions of **EMPLOYEE** in accordance with a salary study by Koff and Associates presented September 10, 2019; and,

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

Fairly compensate the Employee relating to her classification;

Secure and retain the services of the **EMPLOYEE** and to provide inducement for her to remain in such employment;

Establish a basis for good working relationships, to avoid possible misunderstandings, and to provide special benefits to the **EMPLOYEE** in recognition of the unique nature of her position;

Make possible full work productivity by assuring **EMPLOYEE's** morale and peace of mind with respect to future security;

Act as a deterrent against malfeasance or dishonesty for personal gain on the part of the **EMPLOYEE**; and

Provide a just means for terminating **EMPLOYEE's** services at such time as she may be unable to fully discharge her duties due to illness or disability or when the **TOWN** may otherwise desire to terminate her employment; and

WHEREAS, Lauren M. Gill desires to accept and continue employment as the Town Manager of the Town of Paradise.

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

SECTION 1: DUTIES AND RESPONSIBILITIES

- A. The duties, responsibilities and authority of the **EMPLOYEE**, shall be those specified in Chapter 2.04 of the Paradise Municipal Code and such other legally permissible and proper duties and functions as the Town Council shall assign.
- B. The Town Council agrees to direct its concerns and communications to the administration through the Town Manager. The **EMPLOYEE** agrees to respond promptly to all inquiries from the Mayor and the Town Council. Individual inquiries of council members regarding question of fact, clarification of policies and requests for services shall be responded to promptly by **EMPLOYEE**.

SECTION 2: TERMS OF AGREEMENT

- A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town Council to terminate the services of **EMPLOYEE** at any time as an at-will employee, subject only to the provisions set forth in Section 4, Paragraphs A and B of this Agreement.
- B. Nothing in the Agreement shall prevent, limit, or otherwise interfere with the right of the **EMPLOYEE** to resign at any time her position with the **TOWN**, subject only to the provisions set forth in Section 4, Paragraph C of this Agreement.
- C. **EMPLOYEE** agrees to remain in the exclusive employ of **TOWN** for the term of the Agreement and to neither seek, accept, or to become employed by any other employer that would have a detrimental impact on her duties and responsibilities as Town Manager for the Town of Paradise. The term “employed” shall not be construed to include occasional teaching, writing, or consulting performed on **EMPLOYEE’s** time off.
- D.
 - (1) It shall be the responsibility of the **EMPLOYEE** to notify the Council of expiration of this Agreement. Notice of the expiration shall be given to the Council six (6) months prior to the expiration. Failure of **EMPLOYEE** to give such notice shall cause this Agreement to expire on its own terms;
 - (2) After receiving notice under Section 2D(1), the Town Council may give **EMPLOYEE** notice of its intent to renew this Agreement. If the Council does not give such notice, this Agreement shall terminate by its own terms. The Council shall notify **EMPLOYEE** of its intent to renew

this Agreement ninety (90) days prior to the expiration of this Agreement;

SECTION 3: SUSPENSION & REMOVAL

After providing the **EMPLOYEE** with a written notice stating the Council's intention to remove her, at least thirty (30) days before the effective date of her removal, the Town Council may suspend **EMPLOYEE** from duty, but her compensation shall continue until the effective date of her removal. Council may suspend **EMPLOYEE** in accordance with the provisions of the Paradise Municipal Code 2.04.240(C). **EMPLOYEE** may exercise her right for a public hearing in accordance with the Paradise Municipal Code 2.04.240(B) or California Government Code Section 54957. In the event of misconduct, the **EMPLOYEE** shall be removed in accordance with the Paradise Municipal Code 2.04.240.

SECTION 4: TERMINATION AND SEVERANCE PAY

- A. Should **TOWN** elect to exercise its right to terminate **EMPLOYEE** without cause, then **TOWN** shall give at forty-five (45) days advance, written notice to her. **TOWN** shall have the right to separate **EMPLOYEE** immediately from **TOWN** service, with the payment of cash severance pay in a lump sum equal to six (6) month's salary and pay for unused annual vacation leave, administrative leave, and sick leave in accordance with the Town Personnel System Rules or any applicable employee Memorandum of Understanding, or in the **TOWN's** option, require **EMPLOYEE** to continue to perform services under this Amended and Restated Agreement until the forty-five (45) day period has elapsed.
- B. In the event **TOWN**, at any time during the term of this Agreement, reduces the salary or other financial benefits of **EMPLOYEE** in a greater percentage than an applicable across-the-board reduction for all employees of the **TOWN**; or if the Council refuses, following written notice requesting compliance with any other provision benefiting **EMPLOYEE** herein; or if **EMPLOYEE** resigns following suggestion, whether formal or informal, by the Town Council that she resign, then the **EMPLOYEE** may, at her option, deem the Agreement to be involuntarily terminated at the date of such reduction or such refusal to comply with the meaning and context of this Agreement, and the severance pay provision under Paragraph A of this Section shall apply.
- C. In the event **EMPLOYEE** voluntarily resigns her position with the **TOWN** before expiration of the above term of employment, **EMPLOYEE** shall give the **TOWN** forty-five (45) days written notice in advance or such advance notice as may be otherwise mutually agreed upon. In case of such voluntary resignation, the **TOWN** shall have no obligation to pay the severance pay referred to in Paragraph A above.

SECTION 5: PERFORMANCE EVALUATION

- A. The Town Council shall review and evaluate the performance of the **EMPLOYEE** at least once annually. The review and evaluation shall be in accordance with the duties outlined in Section 1 and specific criteria developed jointly by the Town Council and **EMPLOYEE**. The criteria may be added to or deleted from as the Town Council may, from time to time, determine in consultation with the **EMPLOYEE**. Further, the Town Council shall provide an adequate opportunity for the **EMPLOYEE** to discuss her evaluation with the Town Council, and the results of such evaluations shall be reduced to writing and agreed to by both parties.
- B. Every three (3) months, the Town Council and the **EMPLOYEE** shall define such goals and performance objectives which they determine necessary for the proper operation of the **TOWN** and for the attainment of the Town Council's policy objectives. Such goals and objectives shall be reduced to writing, and a relative priority shall be established among the goals and objectives. They shall generally be attainable within the time limitations as specified, and the annual operating and capital budgets and appropriations provided.
- C. In effecting the provisions of this Section, the Town Council and the **EMPLOYEE** mutually agree to abide by the provisions of applicable law, ordinances, resolutions and current policies of the **TOWN**.

SECTION 6: PROFESSIONAL DEVELOPMENT

- A. The **TOWN** agrees to budget and pay for the professional dues and subscriptions of the **EMPLOYEE** necessary for her continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for her continued professional advancement and for the good of the **TOWN** at a cost not to exceed budget allocations approved by the Town Council.
- B. The **TOWN** agrees to budget and pay for the travel, subsistence and other expenses for professional, business and official travel, courses, seminars, conferences and occasions adequate to continue to professional development of the **EMPLOYEE** and to adequately pursue necessary official business and other functions for the good of the **TOWN**. These expenses shall not exceed budget allocations approved by the Town Council.

SECTION 7: HOURS OF WORK

- A. The minimum workweek of the **EMPLOYEE** shall be forty (40) hours, plus any additional work time reasonably required to discharge the duties and responsibilities of the Town Manager. Because the **EMPLOYEE** will devote a great deal of time outside normal office hours to the business of the **TOWN**, and because flexibility in hours worked and work schedule benefit both the **TOWN** and **EMPLOYEE**, the **EMPLOYEE** has some discretion as to her work schedule and hours worked.
- B. In further recognition of the fact that the **EMPLOYEE** must devote a great deal of time outside normal business hours to the business of the **TOWN**, she shall be entitled to administrative leave in accordance with the provisions of the Memorandums of Understanding applicable to Management Employees.

SECTION 8: SALARY AND OTHER BENEFITS

- A. Salary. The **TOWN** shall pay **EMPLOYEE** for her services rendered pursuant to this Agreement; an annual base salary at Step F of the Town Manager Salary Schedule attached as Exhibit "A" payable in installments at the same time as other employees are paid.
- B. Indemnification. The **TOWN** shall indemnify and defend **EMPLOYEE** in accordance with the provisions of California Government Code Sections 825 et seq. 995 et seq., and related statutes.
- C. Employee Benefits. The **TOWN** shall provide **EMPLOYEE** with the benefits shown in the attached Exhibit "B".

SECTION 9: GENERAL PROVISIONS

- A. This Amended and Restated Agreement shall become effective on September 10, 2019 and shall terminate on September 10, 2020, unless extended by mutual agreement between the Town and **EMPLOYEE**.
- B. The provisions herein shall constitute the entire Agreement between the parties.
- C. Nothing shall restrict the ability of the Council and **EMPLOYEE** to mutually, and in writing, amend or adjust the terms of this Agreement. **EMPLOYEE** reserves the right to discuss the terms or termination of this Agreement with the Town Council as a whole in either closed or open regular sessions, as state law allows and as the **EMPLOYEE** deems appropriate.

- D. **EMPLOYEE** agrees to maintain a residence within ten (10) miles of Town Hall during the term of this employment.
- E. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portions thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- F. This Agreement is personal to the parties and shall not be assigned.
- G. This Agreement supersedes all previous agreements between the parties, It contains the sole and exclusive agreement of the parties and correctly states the rights, duties and obligations of the parties. Any oral or written representations or negotiations not expressly set forth in this Agreement are of no force or effect.

IN WITNESS WHEREOF, the Town of Paradise has caused this Agreement to be signed and executed on its behalf by its Mayor, and the Employee has signed and executed this Agreement, both in duplicate, the date and year first above written.

Jody Jones, Mayor

Lauren M. Gill, Town Manager

ATTEST:

Dina Volenski, Town Clerk

APPROVED AS TO FORM:

DWIGHT L. MOORE, Town Attorney

TOWN OF PARADISE SALARY PAY PLAN
TOWN MANAGER
Exhibit "A"

Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
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TOWN MANAGER

Effective September 10, 2019

HOURLY	40	66.12	69.43	72.90	76.55	80.38	84.40
BIWEEKLY		5,289.60	5,554.40	5,832.00	6,124.00	6,430.40	6,752.00
MONTHLY		11,460.80	12,034.53	12,636.00	13,268.67	13,932.53	14,629.33
ANNUAL		137,529.60	144,414.40	151,632.00	159,224.00	167,190.40	175,552.00

EXHIBIT "B"

TOWN MANAGER BENEFITS

In accordance with the current Management Group MOU, dated September 10th, 2019, benefits under the Employee Agreement shall be as follows:

- Vacation with 15+ years of service = 5 weeks, maximum 3X annual accrual.
- Sick leave accrual = 8 hours per month, maximum accrual 1,500 hours.
- Holidays = 11 standard + 2 floating holiday.
- Administrative Leave = 120 hours.
- Bereavement Leave = 3 days.
- Long Term Disability Insurance = 2/3 base salary, up to a maximum.
- Life Insurance coverage = 150,000.
- Dental Insurance = 80% (Town) and 20% (Employee) premium share. Any increase in the dental plan premium below 9.99% will be shared 80(employer)/20(employee). Any increase amount for the dental plan premium rate above 10% will be shared 50/50.
- Vision Insurance = 80% (Town) and 20% (Employee) premium share.
- Health Insurance= Town agrees to pay monthly a portion of the premiums for a medical plan, up to, but not exceeding the following amounts. Town Share Cap:

Employee	\$433.73
Employee plus one	\$867.45
Employee plus two or more	\$1,127.69

- PERS Retiree Medical in accordance with PERS Resolution for Management Group.
- PERS Retirement formula of 2%@55. Employee pays 100% of employee portion of PERS at 7%.
- Longevity with 15+ years of service = 7.5% of salary.
- Car/cell allowance = \$200 per month.