



## OROVILLE CITY COUNCIL

Council Chambers  
1735 Montgomery Street  
Regular Meeting

**JULY 1, 2014**

**CLOSED SESSION 5:00 P.M.**

**OPEN SESSION 6:00 P.M.**

**AGENDA**

***Oroville - California's best opportunity for a safe and diverse quality of life.***

---

### **CLOSED SESSION (5:00 P.M.)**

#### **ROLL CALL**

Council Members Andoe, Berry, Bunker, Pittman, Simpson, Vice Mayor Wilcox, Mayor Dahlmeier

### **CONVENE TO CLOSED SESSION (ITEMS LISTED ON PAGE NO. 6)**

### **RECONVENE TO OPEN SESSION**

### **OPEN SESSION (6:00 P.M.)**

#### **PLEDGE OF ALLEGIANCE**

#### **PROCLAMATION / PRESENTATION**

A Presentation by the *Oroville Downtown Business Association* in appreciation of *City of Oroville employees*.

#### **RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS**

This is the time the Mayor will invite anyone in the audience wishing to address the Council on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda, you will be asked to step to the podium, repeat your name for the record, and make your presentation or ask questions regarding the agenda item. Following your remarks, Council and/or staff may respond to your comments or questions. **Presentations are limited to three minutes per person.** Under Government Code Section 54954.3 the time allotted for presentations may be limited.

## CONSENT CALENDAR

1. **APPROVAL OF THE MINUTES OF THE JUNE 17, 2014 REGULAR MEETING AND JUNE 24, 2014 SPECIAL MEETING OF THE OROVILLE CITY COUNCIL** – minutes attached

2. **APPLICATION TO PLACE THE LOTT HOME ON THE NATIONAL REGISTER OF HISTORIC PLACES** – staff report

The Council may consider directing the staff to work with the Friends of the Parks to process the required paperwork to place the Lott Home on the National Register of Historic Places. (**Donald Rust, Director of Community Development and Luis Topete, Associate Planner**)

Council Action Requested: **Provide direction, as necessary.**

3. **SETTING FORTH A CHARGE OF \$277 FOR CANDIDATE'S STATEMENT** – staff report

The Council may consider setting forth a \$277 deposit to be levied against each candidate wishing to include a candidate's statement in the 2014 General Municipal Election pamphlet. (**Randy Murphy, City Administrator**)

Council Action Requested: **Adopt Resolution No. 8226 – A RESOLUTION OF THE OROVILLE CITY COUNCIL DETERMINING THAT A CHARGE OF \$277 IS LEVIED AGAINST EACH CANDIDATE FOR THE CANDIDATE'S STATEMENT SENT TO THE VOTERS FOR THE CITY OF OROVILLE'S GENERAL MUNICIPAL ELECTION TO BE HELD NOVEMBER 4, 2014.**

4. **MODIFICATIONS TO THE LEASE TO PURCHASE PROGRAM** – staff report

The Council may consider modifications to the Lease to Purchase Program guidelines. (**Pat Clark, Director of Business Assistance and Housing Development**)

Council Action Requested: **Authorize the modifications to the Lease to Purchase Program guidelines.**

5. **MODIFICATIONS TO THE AUTHORIZED SIGNATURES FOR VARIOUS HOUSING AND ECONOMIC DEVELOPMENT GRANTS** – staff report

The Council may consider modifications to the authorized signatures for various housing and economic development housing grants. (**Pat Clark, Director of Business Assistance and Housing Development**)

Council Action Requested: **Adopt Resolution No. 8227 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING MODIFICATIONS TO THE AUTHORIZED SIGNATURES FOR VARIOUS HOUSING AND ECONOMIC DEVELOPMENT GRANTS.**

6. **SERVICE AGREEMENT WITH ARAMARK FOR UNIFORM CLEANING SERVICES** – staff report

The Council may consider a three (3) year Service Agreement with Aramark for uniform cleaning services. (**Donald Rust, Director of Community Development**)

Council Action Requested:

1. **Approve the three (3) year Service Agreement with Aramark for uniform cleaning services.**
2. **Authorize staff to continue using Ameripride for uniform cleaning services until August 1, 2014, or until the services begin with Aramark.**

**7. ACCEPTANCE OF A UNITED STATES ENVIRONMENTAL PROTECTION AGENCY COMMUNITY-WIDE BROWNFIELD ASSESSMENT GRANT RELATING TO PROPERTIES WITHIN THE INDUSTRIAL AREA (IU2) PROJECT AREA— staff report**

The Council may consider the acceptance of a \$400,000 United States Environmental Protection Agency Grant to conduct a community-wide brownfield assessment of properties within the Industrial Area (IU2) project area. **(Donald Rust, Director of Community Development)**

Council Action Requested:

- 1. Adopt Resolution No. 8228 - A RESOLUTION OF THE OROVILLE CITY COUNCIL ACCEPTING \$400,000 FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S FOR A COMMUNITY-WIDE BROWNFIELD ASSESSMENT GRANT PROGRAM AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ALL DOCUMENTS RELATING TO THE GRANT.**
- 2. Direct staff to reflect the necessary appropriations in the City's final budget for Fiscal Year 2014/2015 on August 12, 2014.**

**8. ACCEPTANCE OF A UNITED STATES ENVIRONMENTAL PROTECTION AGENCY SITE-SPECIFIC BROWNFIELD ASSESSMENT GRANT – staff report**

The Council may consider the acceptance of a \$350,000 United States Environmental Protection Agency Grant to conduct a site-specific brownfield assessment of a 39-acre property located at the intersection of Oro Dam Boulevard (east) and Veatch Street (APN 035-270-016). **(Donald Rust, Director of Community Development)**

Council Action Requested:

- 1. Adopt Resolution No. 8229 - A RESOLUTION OF THE OROVILLE CITY COUNCIL ACCEPTING \$350,000 FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S 2014 SITE-SPECIFIC BROWNFIELD ASSESSMENT GRANT PROGRAM AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ALL DOCUMENTS RELATING TO THE GRANT.**
- 2. Direct staff to reflect the necessary appropriations in the City's final budget for Fiscal Year 2014/2015 on August 12, 2014.**

**PUBLIC HEARINGS**

**9. ZONING CODE AMENDMENT - DIGITAL DISPLAY SIGNS – staff report**

The Council will conduct a public hearing to consider amending the City's Municipal Code Sections 26-04.020, 26-19.030 and 26-19.045 regarding digital display signs. **(Donald Rust, Director of Community Development and Luis Topete, Associate Planner)**

Council Action Requested: **Waive the first reading and introduce by title only, Ordinance No. 1806 – AN ORDINANCE OF THE OROVILLE CITY COUNCIL AMENDING THE OROVILLE MUNICIPAL CODE SECTIONS 26-04.020, 26-19.030 AND 26-19.045 REGARDING DIGITAL DISPLAY SIGNS.**

## **REGULAR BUSINESS**

**10. LIMA SHAY LOCOMOTIVE WITHIN HEWITT PARK – staff report**

The Council may consider the potential sale of the Lima Shay Locomotive currently located in Hewitt Park. **(Donald Rust, Director of Community Development)**

Council Action Requested: **Direct staff as necessary.**

**11. AMENDMENT TO LEGAL AGREEMENT WITH COTA COLE, LLP –staff report**

The Council may consider an amendment to the Legal Services Agreement with Cota Cole, LLP, for City Attorney Services. **(Randy Murphy, City Administrator)**

Council Action Requested: **Adopt Resolution No. 8230 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE LEGAL SERVICES AGREEMENT WITH COTA COLE, LLP, FOR CITY ATTORNEY SERVICES – (Agreement No. 2004-3).**

**12. COLLABORATION BETWEEN FEATHER RIVER RECREATION AND PARK DISTRICT AND THE CITY OF OROVILLE FOR SHARING RESOURCES – staff report**

The Council will receive information and may provide comments on the collaboration between Feather River Recreation and Park District and the City for the use of the Municipal Auditorium for their sports programs, the return of Bedrock Park to the City, and the funding of a Reserve Police Officer. **(Randy Murphy, City Administrator)**

Council Action Requested:

1. **Authorize staff to complete the negotiations with Feather River Recreation and Park District and execute any necessary agreements relating to the sharing of resources, as detailed in the July 1, 2014 staff report; or**
2. **Do not authorize any changes to the Maintenance Agreement for Bedrock Park and authorize a 50% fee waiver for Feather River Recreation and Park District use of the Municipal Auditorium, or**
3. **Provide other direction to staff, including revisions to City's final budget for Fiscal Year 2014/2015 on August 12, 2014.**

**13. DISCUSSION OF GAS TAX REVENUES FOR THE CITY – staff report**

The Council will receive a report on how gas taxes are distributed to the City. **(Randy Murphy, City Administrator)**

Council Action Requested: **Direct staff as necessary.**

**14. EMPLOYMENT AGREEMENT FOR ASSISTANT CHIEF OF POLICE – staff report**

The Council may consider an Employment Agreement between the City of Oroville and Allen W. Byers for the position of Assistant Chief of Police. **(Randy Murphy, City Administrator)**

Council Action Requested:

1. **Adopt Resolution No. 8231 - A RESOLUTION OF THE OROVILLE CITY COUNCIL**

**AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND ALLEN W. BYERS FOR THE POSITION OF ASSISTANT CHIEF OF POLICE – (Agreement No. 3073).**

2. **Authorize staff to perform the necessary personnel and budgetary actions in order to activate and fund the position of Assistant Chief of Police.**

**15. EMPLOYMENT AGREEMENT FOR DEPUTY FIRE CHIEF/FIRE MARSHAL – staff report**

The Council may consider an Employment Agreement between the City of Oroville and Dean J. Hill, Jr. for the position of Deputy Fire Chief/Fire Marshal. **(Randy Murphy, City Administrator)**

Council Action Requested:

1. **Adopt Resolution No. 8232 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND DEAN J. HILL, SR. FOR THE POSITION OF DEPUTY FIRE CHIEF/FIRE MARSHALL – (Agreement No. 3074).**
2. **Authorize staff to perform the necessary personnel and budgetary actions in order to activate and fund the position of Deputy Fire Chief/Fire Marshall.**

**16. CITY'S FINAL OFFER TO THE OROVILLE FIREFIGHTERS' ASSOCIATION REGARDING STAFFING STRUCTURE – staff report**

The Council may consider imposing the City's final offer to the Oroville Firefighters' Association regarding the staffing structure at the Oroville Fire Department. **(Randy Murphy, City Administrator)**

Council Action Requested: **Impose the Fire Department staffing structure and order its implementation July 2, 2014, or as soon as practicable thereafter, but not later than the onset of the next 24 day cycle.**

**17. ADOPTION OF FISCAL YEAR 2015 BUDGET – staff report**

The Council may consider the adoption of the preliminary budget, as revised, to be the Fiscal year 2015 working budget. **(Randy Murphy, City Administrator and Glenn Lazof, Interim Director of Finance)**

Council Action Requested:

1. **Direct staff regarding revisions to the Preliminary Budget prior to adoption.**
2. **Adopt the revised budget for Fiscal Year 2015.**

**SUCCESSOR AGENCY** - None

**MAYOR/ COUNCIL REPORTS**

**COUNCIL ANNOUNCEMENTS/COMMITTEE REPORTS** (A verbal report may be given regarding any committee meetings attended.)

**CITY ADMINISTRATOR/ ADMINISTRATION REPORTS**

## CORRESPONDENCE

- Pacific Gas & Electric Company, received June 16, 2014
- Butte County Fair, received June 23, 2014

## HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS

This is the time the Mayor will invite anyone in the audience wishing to address the Council on a matter not listed on the agenda to step to the podium, state your name for the record and make your presentation. **Presentations are limited to 3 minutes.** Under Government Code Section 54954.2, The Council is prohibited from taking action except for a brief response by the Council or staff to a statement or question relating to a non-agenda item.

## CLOSED SESSION

The Council will hold a Closed Session on the following:

1. Pursuant to Government Code section 54957.6, the Council will meet with Labor Negotiators and City Attorney to discuss labor negotiations for the following represented groups: Oroville City Employee's Association, Oroville Fire Fighter's Association, Oroville City Confidential Association, and Oroville Mid-Manager's Association.
2. Pursuant to Government Code Section 54957(b), the Council will meet with the City Administrator and City Attorney to consider the appointment, employment, evaluation of performance, discipline, and/or dismissal of a public employee related to the following position: Assistant Fire Chief.
3. Pursuant to Government Code Section 54957(b), the Council will meet with Labor Negotiators, City Attorney and Director of Public Safety to consider the appointment, employment, evaluation of performance, discipline, and/or dismissal of a public employee related to the following position: Assistant Chief of Police.
4. Pursuant to Government Code Section 54957(b), the Council will meet with Labor Negotiators, City Attorney and Director of Public Safety to consider the appointment, employment, evaluation of performance, discipline, and/or dismissal of a public employee related to the following position: Director of Finance.
5. Pursuant to Government Code section 54956.9(b), the Council will meet with the City Administrator and the City Attorney regarding potential litigation – two cases

## ADJOURNMENT

The meeting will be adjourned. The next regular meeting of the Oroville City Council will be held on Tuesday, July 15, 2014 at 5:00 p.m.

*Accommodating Those Individuals with Special Needs* – In compliance with the Americans with Disabilities Act, the City of Oroville encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the City Clerk at (530) 538-2535, well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at City Hall, 1735 Montgomery Street, Oroville, California.

**CITY COUNCIL MEETING MINUTES  
JUNE 17, 2014 – 5:00 P.M.**

---

The agenda for the June 17, 2014 regular meeting of the Oroville City Council was posted on the bulletin board at the front of City Hall and on the City of Oroville's website located at [www.cityoforoville.org](http://www.cityoforoville.org) on Friday, June 13, 2014, at 2:32 p.m.

The June 17, 2014 regular meeting of the Oroville City Council was called to order by Mayor Dahlmeier at 5:03 p.m.

**ROLL CALL**

Present: Council Members Andoe, Berry, Bunker, Pittman, Simpson, Vice Mayor Wilcox,  
Mayor Dahlmeier

Absent: None

**Staff Present:**

---

Randy Murphy, City Administrator  
Bill La Grone, Director of Public Safety  
Donald Rust, Director of Planning & Development Services  
Luis Topete, Associate Planner

Scott Huber, City Attorney  
Karolyn Fairbanks, City Treasurer  
Jamie Hayes, Deputy City Clerk  
Glenn Lazof, Interim Director of Finance

---

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Dahlmeier and student representatives from St. Thomas the Apostle Parish School.

**PROCLAMATION / PRESENTATION**

Mayor Dahlmeier and Council Member Pittman presented student representatives from St. Thomas the Apostle Parish School with a Proclamation recognizing St. Thomas the Apostle Parish School and students for achieving their goals in the 2013-2014 'Accelerated Reader Program'.

Mayor Dahlmeier presented Gary Clark, President of the Oroville Amateur Radio Society, with a Proclamation recognizing June 22 – 28, 2014 as Amateur Radio Week.

**RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS**

Jim Moll – Item No. 12

**CONSENT CALENDAR**

A motion was made by Council Member Pittman seconded by Council Member Bunker, to approve the following Consent Calendar:

1. **APPROVAL OF THE MINUTES OF THE JUNE 3, 2014 REGULAR MEETINGS OF THE OROVILLE CITY COUNCIL** – minutes attached

2. **2014 CALHOME GRANT PROGRAM APPLICATION** – staff report

The Council considered the submission of a grant application to the State Department of Housing and Community Development for CalHome Program funds. **(Pat Clark, Director of Business Assistance and Housing Development)**

Council Action Requested: **Adopt Resolution No. 8220 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING, ANY AMENDMENTS THERETO, AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM.**

3. **REGULATIONS FOR DISTRIBUTIVE ANTENNA SYSTEMS** – staff report

The Council considered amendments to Section 26-04.020 of the Oroville Municipal Code and adding Section 26-16.175 for the purpose of specifying the City's regulations for Distributed Antenna Systems as an alternative telecommunications technology within the City of Oroville. **(Donald Rust, Director of Community Development and Luis Topete, Associate Planner)**

Council Action Requested: **Waive the second reading and adopt by title only, Ordinance No. 1805 – AN ORDINANCE OF THE OROVILLE CITY COUNCIL AMENDING CHAPTER 26 OF THE OROVILLE MUNICIPAL CODE FOR THE PURPOSE OF SPECIFYING CITY REGULATIONS REGARDING DISTRIBUTIVE ANTENNA SYSTEMS IN THE CITY RIGHT OF WAY.**

4. **ACCEPTANCE OF DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL GRANT ASSISTANCE PROGRAM FUNDING** – staff report

The Council considered accepting the Department of Alcoholic Beverage Control Grant Assistance Program funding, in the amount of \$32,045, to fund overtime activities to address alcohol related crimes and ensure compliance with the ABC Act. **(Bill LaGrone, Director of Public Safety)**

Council Action Requested: **Adopt Resolution No. 8221 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE ATTACHED CONTRACT, INCLUDING ANY EXTENSIONS OR AMENDMENTS THEREOF AND ANY SUBSEQUENT CONTRACT WITH THE STATE IN RELATION THERETO.**

5. **NEWSLETTER CONGRATULATING THE OROVILLE CITY COUNCIL FOR ITS CLASSIFICATION OF E-CIGARETTES AS A TOBACCO PRODUCT** – staff report

The Council received and update on a newsletter released by the Butte County Public Health Department which congratulates the Oroville City Council in protecting the health of our youth by redefining electronic cigarettes as tobacco products in the recently adopted Tobacco Retail Policy. **(Donald Rust, Director of Community Development and Luis**

**Topete, Associate Planner)**

Council Action Requested: **None.**

**6. PROPOSED ARTWORK ONTO A PACIFIC GAS AND ELECTRIC COMPANY CABINET – staff report**

The Council received a report regarding a proposed art project to paint a Pacific Gas & Electric Company cabinet at the north end of Grand Avenue, just east of Wildflower Terrace. **(Donald Rust, Director of Community Development and Luis Topete, Associate Planner)**

Council Action Requested: **Approve the placement of the proposed artwork onto a Pacific Gas & Electric Company cabinet at the north end of Grand Avenue, just east of Wildflower Terrace.**

**7. AMENDMENT TO THE COMMERCIAL LEASE AGREEMENT WITH BOB THOMASTON DBA: LA PETITE GALLERIE – 1461 AND 165 MYERS STREET – staff report**

The Council considered an amendment to the Commercial Lease Agreement with Bob Thomaston dba: La Petite Gallerie, located at 1461 and 1465 Myers Street, Oroville. **(Donald Rust, Director of Community Development)**

Council Action Requested: **Adopt Resolution No. 8222 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE COMMERCIAL LEASE AGREEMENT WITH BOB THOMASTON DBA: LA PETITE GALLERIE, FOR OFFICE SPACE LOCATED AT 1461 MYERS STREET, SUITE 2 AND 1465 MYERS STREET, SUITE 3, OROVILLE – (Agreement No. 3017-2).**

**8. STANDARD INTERAGENCY AGREEMENT FOR WITH REGIONAL GOVERNMENT SERVICES FOR RECRUITMENT OF FINANCE DIRECTOR – staff report**

The Council considered a Standard Interagency Agreement (Agreement) with Regional Government Services (RGS), in an amount not-to-exceed \$15,000, for services and related expenses associated with the recruitment for a new Finance Director. **(Randy Murphy, City Administrator)**

Council Action Requested: **Adopt Resolution No. 8223 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A STANDARD INTERAGENCY AGREEMENT WITH REGIONAL GOVERNMENT SERVICES, IN AN AMOUNT NOT TO EXCEED \$15,000, FOR RECRUITMENT SERVICES AND RELATED EXPENSES – (Agreement No. 3068).**

**9. ACCEPTANCE AND APPROPRIATION OF INDIAN GAMING GRANT FUNDS FOR THE OROVILLE PUBLIC SAFETY DEPARTMENT – staff report**

The Council considered the acceptance and appropriation of Indian Gaming Local Community Benefit Committee funds in the amount of \$97,130 for the Oroville Public Safety Department. **(Bill LaGrone, Director of Public Safety)**

Council Action Requested:

1. **Accept the Indian Gaming Local Community Benefit Committee grant funds in the amount of \$97,130 for the Oroville Public Safety Department.**
2. **Direct staff to reflect the Indian Gaming Local Community Benefit Committee grant funds, in the amount of \$97,130, to the fiscal year 2015 budget as proposed for adoption at the July 1, 2014 regular City Council meeting.**

The motion to approve the above Consent Calendar was passed by the following vote:

Ayes: Council Members Andoe, Berry, Bunker, Pittman, Simpson, Vice Mayor  
Wilcox, Mayor Dahlmeier  
Noes: None  
Abstain: None  
Absent: None

**PUBLIC HEARING** -None

**REGULAR BUSINESS**

10. **REINSTATEMENT OF THE PROGRAM ANALYST I POSITION AND MODIFICATION TO THE JOB DESCRIPTION AND SALARY INCREASE FOR MANAGEMENT ANALYST III POSITION – staff report**

The Council considered the reinstatement of the Program Analyst I position and increasing the salary range and a new job description for the Management Analyst III position. **(Pat Clark, Director of Business Assistance and Housing Development) (Continued from June 3, 2014)**

Following discussion, a motion was made by Council Member Andoe, seconded by Council Member Simpson, to:

1. **Approve the Reinstatement of the Program Analyst I position and approve time this individual spent in Step F count in the current classification as time served towards the next step increase (Longevity Step G) in the new classification.**
2. **Approve the salary increase and new job description for the Management Analyst III position and approve time this individual spent in Step G classification as time served towards the next step increase (Longevity Step G) in the new classification.**
3. **Direct staff to reflect these changes in the 2014/15 budget as proposed for adoption July 1, 2014.**

The motion was passed by the following vote:

Ayes: Council Members Andoe, Berry, Bunker, Pittman, Simpson, Vice Mayor  
Wilcox, Mayor Dahlmeier

Noes: None  
Abstain: None  
Absent: None

**11. APPROVAL OF ATTENDANCE TO THE 2014 U.S. CONFERENCE OF MAYORS – staff report**

The Council considered a request by Mayor Dahlmeier to attend the 2014 U.S. Conference of Mayors in Dallas, Texas. **(Randy Murphy, City Administrator)**

Following discussion, a motion was made by Council Member Bunker, seconded by Vice Mayor Wilcox, to:

- 1. Approve the request by Mayor Dahlmeier to attend the 2014 U.S. Conference of Mayors in Dallas, Texas.**
- 2. Direct staff to submit any necessary budget adjustments as part of the final budget review of fiscal year 2014.**

The motion was passed by the following vote:

Ayes: Council Members Andoe, Berry, Bunker, Pittman, Vice Mayor Wilcox, Mayor Dahlmeier  
Noes: Council Member Simpson  
Abstain: None  
Absent: None

**12. NEGOTIATION OF A LEASE AGREEMENT FOR THE OPERATION, MAINTENANCE AND MANAGEMENT OF THE OROVILLE STATE THEATRE – staff report**

The Council received a report and provide direction to staff regarding the negotiations with State Theatre Arts Guild, Inc. (STAGE) to take over the operation, maintenance and management of the Oroville State Theatre. **(Donald Rust, Director of Community Development)**

Jim Moll, STAGE President, thanked the Council for their consideration of allowing STAGE to take over the operation, maintenance and management of the Oroville State Theatre.

Following discussion, a motion was made by Vice Mayor Wilcox, seconded by Council Member Bunker, to:

**Direct staff to negotiate the final agreement with STAGE for the operation, maintenance and management of the Oroville State Theatre.**

The motion was passed by the following vote:

Ayes: Council Members Andoe, Berry, Bunker, Pittman, Simpson, Vice Mayor Wilcox, Mayor Dahlmeier  
Noes: None  
Abstain: None  
Absent: None

**13. MONTHLY SUMMARY OF INVESTMENTS AND MONTHLY FINANCIAL REPORTS FOR MAY 2014 – reports attached**

The Council received a copy of the Monthly Summary of Investments and the Monthly Financial Reports for May 2014. **(Randy Murphy, City Administrator)**

**The Council acknowledged receipt of the May 2014 Monthly Summary of Investments and Monthly Financial Reports.**

**MAYOR/ COUNCIL REPORTS**

Council Member Pittman reported his attendance to the Butte County Continuum of Care Council meeting, as well as a Butte County Indian Gaming meeting.

Council Member Pittman also reported a meeting between himself and Senator Neilson's representatives in regards to the release of California State Park funding, earmarked for the Oroville Clay Pit State Vehicular Recreational Area, which is currently being held by the State of California Department of Finance.

Council Member Bunker announced the Oroville Economic Development Corporation's Annual Barbeque would be held on August 15, 2014.

**CITY ADMINISTRATOR/ ADMINISTRATION REPORTS**

- Department of Public Safety – activity report

Bill LaGrone, Director of Public Safety, praised Public Safety staff for their accomplishments in applying and receiving grant awards for 2013/14.

Donald Rust, Director of Community Development, gave a brief report relating to the Department of Water Resources Gravel Project within the Feather River. In addition, Mr. Rust advised that a Community Outreach meeting relating to the City's Sustainability Code and Climate Action Plan would be held June 19, 2014.

Glenn Lazof, Interim Director of Finance, reported that a Request for Proposals has been advertised relating to Annual Audit Services. Mr. Lazof also reported that staff was preparing to conduct a physical inventory of fixed assets, and under the leadership of the City Treasurer, Karolyn Fairbanks, researching alternative banking establishments for consideration by the City Council.

Randy Murphy, City Administrator, commended Bill LaGrone, Public Safety Director, for keeping within the allowable 2013/14 overtime budget for the Fire Department.

Mr. Murphy also reported that staff had completed the review of an annexation study relating to the annexation of South Oroville. A final draft of the annexation study should be available by July 2014.

**CORRESPONDENCE**

- Comcast, received June 2, 2014

**RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON NON-AGENDA ITEMS** - None

Celia Hirshman spoke to the Council in regards to the California Water Rights Association.

**CLOSED SESSION**

The Council held a Closed Session on the following:

1. Pursuant to Government Code section 54957.6, the Council met with Labor Negotiators and City Attorney to discuss labor negotiations for the following represented groups: Oroville City Employee's Association, Oroville Fire Fighter's Association, Oroville City Confidential Association and Oroville Mid-Manager's Association.
2. Pursuant to Government Code Section 54957(b), the Council met with the City Administrator and City Attorney to consider the appointment, employment, evaluation of performance, discipline, and/or dismissal of a public employee related to the following position: Assistant Fire Chief.
3. Pursuant to Government Code Section 54957(b), the Council met with Labor Negotiators, City Attorney and Director of Public Safety to consider the appointment, employment, evaluation of performance, discipline, and/or dismissal of a public employee related to the following position: Assistant Chief of Police.
4. Pursuant to Government Code Section 54957(b), the Council met with the City Administrator and City Attorney to consider the evaluation of performance of a public employee related to the following position: City Administrator.
5. Pursuant to Government Code section 54956.9(b), the Council met with the City Administrator and the City Attorney regarding potential litigation – one case.

Mayor Dahlmeier announced that no actions had been taken in Closed Session and direction had been given to staff.

**ADJOURNMENT**

The meeting was adjourned at 8:45 p.m. A special meeting of the Oroville City Council will be held on Tuesday, June 24, 2014 at 5:00 p.m.

---

Randy Murphy, City Clerk

---

Linda L. Dahlmeier, Mayor

**OROVILLE CITY COUNCIL MEETING MINUTES  
JUNE 24, 2014 – 5:00 P.M.**

---

The agenda for the June 24, 2014 special meeting of the Oroville City Council was posted on the bulletin board at the front of City Hall and on the City of Oroville's website locate at [www.cityoforoville.org](http://www.cityoforoville.org) on Friday, June 20, 2014 at 2:48 p.m.

The June 24, 2014 special meeting of the Oroville City Council was called to order by Vice Mayor Wilcox at 5:04 p.m.

**ROLL CALL**

Present: Council Members Andoe, Berry, Bunker, Simpson, Vice Mayor Wilcox  
Absent: Council Members Pittman (excused), Mayor Dahlmeier (excused)

---

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by City Attorney, Scott Huber.

**RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS** - None

**SPECIAL BUSINESS**

**CONSENT CALENDAR**

A motion was made by Council Member Berry, seconded by Council Member Bunker, to approve the following Consent Calendar:

1. **AMENDMENT TO THE SUPPLEMENTAL BENEFITS FUND IMPLEMENTATION AGREEMENT WITH STATE OF CALIFORNIA DEPARTMENT OF WATER RESOURCES – staff report**

The Council considered an amendment to the Supplemental Benefits Fund Implementation Agreement between the City of Oroville and the State of California Department of Water Resources, extending the term through July 20, 2015. **(Bob Marciniak, SBF Program Specialist)**

Council Action Requested: **Adopt Resolution No. 8224 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE SUPPLEMENTAL BENEFITS FUND IMPLEMENTATION AGREEMENT BETWEEN THE CITY OF OROVILLE AND THE STATE OF CALIFORNIA DEPARTMENT OF WATER RESOURCES, EXTENDING THE AGREEMENT THROUGH JULY 20, 2015 – (Agreement No. 1688-5).**

**2. THIS ITEM WAS REMOVED FROM THE CONSENT CALENDAR (SEE BELOW)**

The motion to approve the above Consent Calendar was passed by the following vote:

Ayes: Council Members Andoe, Berry, Bunker, Simpson, Vice Mayor Wilcox  
Noes: None  
Abstain: None  
Absent: Council Member Pittman, Mayor Dahlmeier

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**2. LEASE AGREEMENT WITH PETALUMA ECUMENICAL PROPERTIES TO UTILIZE A PORTION OF THE CENTENNIAL CULTURE CENTER – staff report**

The Council considered a Lease Agreement to allow Petaluma Ecumenical Properties (PEP Housing) to utilize a portion of the Centennial Cultural Center located at 1931 Arlin Rhine Memorial Drive, Oroville, for approximately three (3) months. **(Donald Rust, Director of Community Development)**

At the request of Council Member Berry, this item was pulled from the Consent Calendar for questions, which were answered by staff.

Following discussion, a motion was made by Council Member Andoe, seconded by Council Member Bunker, to:

**Adopt Resolution No. 8225 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH PETALUMA ECUMENICAL PROPERTIES FOR RENT OF 620 SQ. FT. OF OFFICE SPACE AT THE CENTENNIAL CULTURAL CENTER LOCATED AT 1931 ARLIN RHINE MEMORIAL DRIVE, OROVILLE – (Agreement No. 3070).**

The motion was passed by the following vote:

Ayes: Council Members Andoe, Bunker, Simpson, Vice Mayor Wilcox  
Noes: Council Member Berry  
Abstain: None  
Absent: Council Member Pittman, Mayor Dahlmeier

**SPECIAL BUSINESS**

**3. 2014/15 GENERAL FUND BUDGET WORKSHOP INCLUDING POTENTIAL PERSONNEL ACTIONS - attachments**

The Council reviewed the General Fund budget for fiscal year 2014/15 and gave direction to staff.

## **CLOSED SESSION**

The Council held a Closed Session on the following:

1. Pursuant to Government Code section 54957.6, the Council met with Labor Negotiators and City Attorney to discuss labor negotiations for the following represented groups: Oroville City Employee's Association, Oroville Fire Fighter's Association, Oroville City Confidential Association, and Oroville Mid-Manager's Association.
2. Pursuant to Government Code Section 54957(b), the Council met with the City Administrator and City Attorney to consider the appointment, employment, evaluation of performance, discipline, and/or dismissal of a public employee related to the following position: Assistant Fire Chief.
3. Pursuant to Government Code Section 54957(b), the Council met with Labor Negotiators, City Attorney and Director of Public Safety to consider the appointment, employment, evaluation of performance, discipline, and/or dismissal of a public employee related to the following position: Assistant Chief of Police.
4. Pursuant to Government Code Section 54957(b), the Council met with Labor Negotiators, City Attorney and Director of Public Safety to consider the appointment, employment, evaluation of performance, discipline, and/or dismissal of a public employee related to the following position: Director of Finance.
5. Pursuant to Government Code section 54956.9(b), the Council met with the City Administrator and the City Attorney regarding potential litigation – one case

Vice Mayor Wilcox announced that no actions had been taken in Closed Session and direction had been given to staff.

## **ADJOURNMENT**

The meeting was adjourned at 7:08 p.m. to a regular meeting of the Oroville City Council to be held on Tuesday, July 1, 2014 at 5:00 p.m.

---

Randy Murphy, City Clerk

---

Linda L. Dahlmeier, Mayor

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS  
RANDY MURPHY, CITY ADMINISTRATOR**

**FROM: DONALD RUST, DIRECTOR (530) 538-2433  
LUIS A. TOPETE, ASSOCIATE PLANNER (530) 538-2408  
COMMUNITY DEVELOPMENT DEPARTMENT**

**RE: APPLICATION TO PLACE THE LOTT HOME ON THE NATIONAL  
REGISTER OF HISTORIC PLACES**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider directing staff to work with the Friends of the Parks to process the required paperwork to place the Lott Home on the National Register of Historic Places.

**DISCUSSION**

At the May 12, 2014 Park Commission meeting, the Commission received a presentation from Janice Clay and David Dewey, representatives from the Friends of the Parks, offering to volunteer their time to fill out and file the required paperwork to place the Lott Home on the National Register of Historic Places.

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

Listing in the National Register of Historic Places provides formal recognition of a property's historical, architectural, or archeological significance based on national standards used by every state. Results include:

- Becoming part of the National Register Archives, a public, searchable database that provides a wealth of research information.
- Encouraging preservation of historic resources by documenting a property's historic significance.
- Providing opportunities for specific preservation incentives, such as:

**CC-2**

- ✓ Federal preservation grants for planning and rehabilitation
  - ✓ Federal investment tax credits
  - ✓ Preservation easements to nonprofit organizations
  - ✓ International Building Code fire and life safety code alternatives
- Possible State tax benefit and grant opportunities.
  - Involvement from the Advisory Council on Historic Preservation when a Federal agency project may affect historic property.
  - Find out information on the care and maintenance of your historic property through various National Park Service Preservation Briefs and Tech Notes.
  - Network with other historic property owners, tour historic areas, or chat with preservationists through conferences, workshops, and preservation organizations.
  - Celebrate your listing by ordering a bronze plaque that distinguishes your property as listed in the National Register of Historic Places.

On June 9, 2014, the Oroville Park Commission reviewed this item and has forwarded a recommendation to the Oroville City Council to approve the filing of the required paperwork, with the volunteer assistance from the Friends of the Parks, to apply for the placement of the Lott Home on the National Register of Historic Places.

If the Council approves the action and the property is placed on the National registry, any alterations, reconstruction, property improvements, or other modifications to the structure or site will require review by the State Historic Preservation Office (SHPO) as drastic alterations that are not absolutely necessary may affect the property's status. Depending on the determination from SHPO, certain structure/site alterations or improvements could cause the site to be removed from the register.

## **FISCAL IMPACT**

No impact to the General Fund with this action, however, the application process will have some minimal impact to the General Fund that are unknown at this time.

## **RECOMMENDATIONS**

Provide direction, as necessary.

## **ATTACHMENT**

None.

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS**  
**FROM: RANDY MURPHY, CITY ADMINISTRATOR**  
**RE: SETTING FORTH A CHARGE OF \$277 FOR CANDIDATE'S STATEMENT**  
**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider setting forth a \$277 deposit to be levied against each candidate wishing to include a candidate's statement in the 2014 General Municipal Election pamphlet.

**BACKGROUND**

Elections Code 13307 states that candidates seeking election can submit a candidate's statement to be included on the ballot. If they choose to submit a candidate's statement, they are responsible for the cost incurred in the printing, handling, and mailing of the statement.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Adopt Resolution No. 8226 - A RESOLUTION OF THE OROVILLE CITY COUNCIL DETERMINING THAT A CHARGE OF \$277 IS LEVIED AGAINST EACH CANDIDATE FOR THE CANDIDATE'S STATEMENT SENT TO THE VOTERS FOR THE CITY OF OROVILLE'S MUNICIPAL ELECTION TO BE HELD NOVEMBER 4, 2014.

**ATTACHMENT**

Resolution No. 8226  
Butte County Estimated Candidate Statement Costs - Oroville

**OROVILLE CITY COUNCIL  
RESOLUTION NO. 8226**

**A RESOLUTION DETERMINING THAT A CHARGE OF \$277 BE LEVIED AGAINST EACH CANDIDATE FOR THE CANDIDATE'S STATEMENT SENT TO THE VOTERS FOR THE CITY OF OROVILLE'S GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 4, 2014**

**WHEREAS**, Elections Code Section 13307 provides that each candidate for nonpartisan elective office in the City may prepare a candidate's statement on an appropriate form provided by the Clerk; and

**WHEREAS**, Elections Code Section 13307 provides that the local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statement filed pursuant to that section; and

**WHEREAS**, Elections Code Section 13307 provides that the local agency may require each candidate filing a statement to pay, in advance, his/her estimated pro rata share as a condition of having his/her statement included in the voters' pamphlet.

**NOW, THEREFORE**, be it hereby resolved by the Oroville City Council as follows:

**SECTION 1:** The City Council hereby determines that a charge shall be levied against each candidate for that candidate's statement sent to each voter pursuant to Elections Code Section 13307.

**SECTION 2:** The City Council hereby estimates that each candidate's pro rata share of the total cost of printing, handling, translating, and mailing said candidate's statements to be the sum of Two Hundred-Seventy Seven (\$277) Dollars.

**SECTION 3:** If a candidate would like to have a candidate statement sent to each voter, the City Council hereby requires each candidate running for office in a City of Oroville municipal or special election to pay in advance to the City his/her estimated pro rata share as a condition of having his/her candidate's statement included in the voters' pamphlet. In the event of under payment, the City Clerk shall require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall pro rate the excess amount among the candidates and refund the excess amount paid within thirty (30) days of the date receipt of the election bill from County of Butte.

**SECTION 4:** The City Clerk shall attest to the adoption of this Resolution.

/

/

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting held on July 1, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott E. Huber, City Attorney

\_\_\_\_\_  
Randy Murphy, City Clerk

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS  
RANDY MURPHY, CITY ADMINISTRATOR**

**FROM: PAT CLARK, DIRECTOR OF BUSINESS ASSISTANCE  
AND HOUSING DEVELOPMENT**

**RE: MODIFICATIONS TO THE LEASE TO PURCHASE PROGRAM  
GUIDELINES**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider authorizing modifications to the Lease to Purchase Program guidelines.

**DISCUSSION**

Staff has found it necessary to make modifications that provide further clarification to specific sections in the Lease to Purchase Program guidelines which address situations that may preclude an applicant from participating in the Lease to Purchase Program. Modifications include, but are not limited to, the following: a criminal background, an ongoing investigation and/or pending criminal charges, derogatory reference from previous landlord, failure to pay rent, and an unlawful detainer on record. Additionally, staff has made minor changes throughout the guidelines to provide more clarification in some sections of the guidelines.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Authorize the modifications to the Lease to Purchase Program guidelines.

**ATTACHMENTS**

Lease to Purchase Program Guidelines



# LEASE TO PURCHASE PROGRAM

## GUIDELINES

### I. PURPOSE

The City of Oroville ((City) Lease to Purchase Program (LPP) is designed to assist low-~~and moderate~~-income families achieve home ownership that might not otherwise have that opportunity. The LPP is designed to help home buyers with less than ideal credit and/or circumstances purchase a home, maintain it, and remain a homeowner. The LPP provides assistance to participants by mentoring qualified individuals throughout the leasing process on various aspects of becoming a homeowner including, but not limited to, credit counseling. The LPP provides quality homes at fair rents throughout the lease period and locks the purchase price from the start of the program. Further, the LPP provides a fully-amortized principal loan at time of purchase and, in ~~most~~-some cases, reduces the monthly payments by providing a second deferred payment loan subsidy. Down payment and closing cost assistance may also be provided based on a percentage of lease payments made.

The LPP is designed to be self-sustaining with income from lease payments and fully amortized mortgage payments that can be used for a revolving loan fund as well as to acquire and/or rehabilitate more homes and pay for the administration of the program.

### II. CONFLICT OF INTEREST

Any person who is an employee, agent, consultant, officer, or elected official or appointed official of the City of Oroville who exercises or exercised any functions or responsibilities with respect to activities assisted with City funds or who are in a position to participate in a decision-making process or gain inside information with respect to these activities, may not obtain financial interest or benefit from a City assisted activity, or who have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties during their tenure and for one year thereafter.

### III. LEASE POLICY

#### A. ELIGIBILITY

##### 1. Location and Type of Housing

Eligible homes through the LPP shall be existing single-family, residential homes that are owned by the City of Oroville. Applicants will need to contact the Business Assistance/Housing Development Department to obtain a list of the available homes.

## 2. Applicant Characteristics

- a. Applicants must not currently own a home in order to be an eligible applicant for the LPP, which is defined as not currently owning or having any interest in a house and/or a residential parcel.
- b. No minimum credit score is required to enter into the program. However, all applicants must go through credit counseling and must have a score of 620 or greater prior to actual purchase of the home. The level of credit counseling shall be determined by staff and based on applicant credit scores. If applicants cannot meet this requirement, then they have breached their Lease and Mandatory purchase agreement.
- c. Twelve-month rental history showing timely payments is required prior to lease of the home.
- d. Applicants are eligible for the program one year after bankruptcy with extenuating circumstances or two years after bankruptcy due to financial mismanagement.
- e. Homebuyer education is required during the lease period prior to purchase, and a certificate must be obtained for the file as proof of completion.
- f. If an applicant has been through foreclosure, then it must be at least two years after the foreclosure, or one year after the foreclosure with extenuating circumstances, to be eligible for the LPP.
- g. Any individual(s) who has previously participated in any of the City's First-Time Home Buyer (FTHB) or Homeownership Programs (including the Home Investment Partnerships FTHB Program, CalHome FTHB Program, Community Development Block Grant (CDBG) Homeownership Program or the former Redevelopment Agency (RDA) FTHB Program, or Lease to Purchase Program) will not be eligible to participate in the LPP, even though it has been more than the allowable time since the individual has owned a home. Participation in the City and the former RDA Programs is a once-in-a-lifetime opportunity. An exception to this exclusionary clause might be granted if the applicant is eligible in all other categories and is a "displaced homemaker" and/or a "single-parent."

- h. The applicant's gross annual income shall not exceed 120% of the Butte County Area Median Family Income (by family size) as annually established by the State of California Department of Housing and Urban Development. Income shall be sufficient to cover lease payments. Income eligibility for the program shall be determined in the beginning of the application process, prior to signing the lease. The Director of Business Assistance and Housing Development will incorporate the revised income limits as they become available. (See Exhibit "A" -- HUD HOME Program Income Limits.)
- i. In the event a lease is not approved within six months of the date of eligibility determination, the applicant's current monthly gross income shall be updated every six months from the date of eligibility determination until the applicant signs the Lease and Mandatory Purchase Agreement.
- j. Participation in the program shall be based upon the gross income of the family, family size, purchase price, and the income/debt ratio.

### 3. Reasons for Denial of Assistance

The City of Oroville will deny eligibility based on certain types of current or past behaviors of potential residents, for the following reasons: family members.

- a. Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity.
- b. Any household member is currently engaged in the use of illegal drugs. Drug means a controlled substance as defined in section 102 of the Controlled Substances Act [21 U.S.C 802]. Currently engaged in the illegal use of a drug means a person has engaged in the behavior recently enough to justify a reasonable belief that there is a continuing illegal drug use by a household member [24 CFR 960.2059b)(1)]. Currently engaged in is defined as any use of illegal drugs during the previous twelve months.
- c. The City of Oroville has reasonable cause to believe that any households current use or pattern of use of illegal drugs, or current use or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. (in determining reasonable cause, city staff will consider credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol.

- d. Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- e. Any household member is subject to a lifetime registration requirement under a state sex offender registration program.
- f. Any household member is, at the time of application or prior to participation in the program, incarcerated, on parole, under house arrest, or has misdemeanor or felony criminal charges pending.
- g. ~~If a~~Any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied admission:
  - 1. Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute [24 CFR 5.100].
  - 2. Violent criminal activity, defined by HUD as any criminal activity that as one of its elements that use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].
  - 3. Criminal activity that may threaten the health and safety, or welfare of other tenants [24 CFR 960.203 (c) (3)]
  - 4. Criminal activity that may threaten the health or safety of City staff, contractors, subcontractors or agents.
  - 5. Criminal sexual conduct, including but not limited to sexual assaults, incest, open and gross lewdness, or child abuse.
  - 6. Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past 5 years.
- h. Has a pattern of unsuitable past performance in meeting financial obligations including rent within the past five years
- i. Has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past five years.
- j. Has a pattern of evictions from housing or termination from residential programs within the past five years.
- k. Has a pattern of unlawful detainer actions filed against a household member within the past five years, or has any unlawful detainer actions filed against a household member in the last 2 years.
- l. Owes rent or other amounts to owners or Housing Authorities in connections to any assisted housing programs

a. Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition or rent.

m.

b. Has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

n.

Has engaged in or threatened violent or abusive behavior toward city personnel.

Abusive or violent behavior toward city personnel includes verbal as well as and/or physical abuse or violence. Use of racial epithets, or other language, written or oral verbal, that is customarily used to intimidate may be considered abusive or violent behavior.

o. Threateneding refers to oral verbal or written threats or physical gestures that communicate intent to abuse or commit violence.

## **B. PRIORITIES**

Priority shall be based upon date of receipt of a completed application packet from the applicant and notification of such receipt shall be provided to applicant with a list of available homes in the applicant's price range.

## **C. APPLICANT PROCESSING**

The Business Assistance and Housing Development staff will verify incomes of borrowers as follows:

### **1. Applicant Screening**

- a. Any fees charged for screening the applicant shall be paid for by an application fee charged to the applicant upon submittal of their application. Any screening fees above and beyond the designated application fee shall be incurred by the City (this pertains only to the processing of the application and screening of the applicant).
- b. Signed copies of the last two years' Federal Income Tax returns and current six (6) consecutive pay stubs and/or current copy of Social Security award letter, disability benefits or other evidence of income for the previous 12 months for all applicants will be required.
- c. Credit report shall be ordered and reviewed.

- d. Criminal background check and rental history verification shall be ordered and reviewed.
- e. Landlord name(s), address(es), and phone number(s) for the past two years will be required.

**D. LEASE**

1. Lease Period

Agency shall lease the home to the Lessee for a period of 36 months. Lessees must make timely lease payments during the 36-month lease period and improve their FICO score to 620 or greater to be eligible for automatic purchase of the home at the end of the lease period. Throughout the lease period, staff may check the Lessee's credit as often as every 6 months to make sure Lessee is on track to purchase at the end of the lease period. Also, stable income, completion of a homeownership course and other lender requirements are applicable. The Lease and Mandatory Purchase Agreement must be approved by the City prior to the Lessee executing the agreement and prior to occupying the property. The Lease and Mandatory Purchase Agreement shall specifically outline the Lease and pet restrictions.

2. Earnest Money

A deposit of earnest money equal to one and a half (1 1/2) months' rent shall be required prior to or at the time the lease is signed. If for any reason the lessee walks away from the transaction or breaks the Lease and Mandatory Purchase agreement, the earnest money is non-refundable.

3. Pets

Applicants/Lessees must obtain approval from the Business Assistance/Housing Development Department prior to having a pet on the property. Certain restrictions shall apply and are located in the Lease and Mandatory Purchase Agreement containing the detailed lease and pet restrictions.

- a. If a pet is permitted, a pet deposit in the amount of \$300 per pet shall be required prior to the pet residing on the property.
- d. A separate Pet Addendum to the Lease Agreement must be executed prior to the pet residing on the property.

4. Determining Applicant Price Range and Lease Payments

- a. An applicant's price range shall be determined by calculating the maximum purchase price the applicant can afford based on their gross household income. Calculations should take into consideration if the applicant will need a loan subsidy to purchase the home. The City can provide a loan subsidy up to a maximum of \$50,000.00 for those earning up to 120% of the Butte County Median Income or 45% of the purchase price for those earning up to 80% of the Butte County median income. For determining the applicant's purchase price range and lease payments, calculations should be conservative. A minimum front-end ratio (housing expense ratio) of 25% must be met if a loan subsidy is expected to be needed at time of purchase; however, a back-end ratio (total debt to income ratio) of 44% should not be exceeded for price range and lease payment determination.
  
- b. Prior to the lease, applicants will receive a list of homes in their price range; appointments to view the homes can be made with City staff. Homes in the applicant's price range shall be determined by their housing expense ratio. To determine the lease payment, the applicant will have chosen a house that is on the list in their price range. Lease payments are determined based on the purchase price. The lease payment shall be the equivalent of a principal mortgage payment with taxes and insurance. The total monthly housing expense, including the house payment with taxes and insurance plus, cannot exceed 38% of the applicant's gross income. All utilities are the responsibility of the Lessee; however, the CITY has the option to add the sewage, water and garbage fees into the lease payment to ensure these items are being paid throughout the lease. It may be further determined that the applicant will require a subsidy at the actual time of purchase. Once the housing expense has been calculated, and it meets the ratio requirement, an approximate lease payment will then be calculated. These calculations are based on estimated taxes at 1.25% of the purchase price, estimated insurance at \$60 per month, and an estimated interest rate of approximately 2 basis points higher than that of the current Fannie Mae interest rate listed on Bloomberg.com at the time the calculation is performed. Also, the current market rent as listed in Exhibit "D" shall be used as a determining factor in the monthly lease payment. The calculation estimate of the lease payment or the fair market rent from Exhibit "D" shall set the lease payment; whichever amount is more. The following are a few examples:



P & I:	\$846	
Taxes:	\$172	or \$1,050 Fair Market Rent
Ins.:	\$60	
Monthly payment:	\$1,078	estimated lease payment
<b>Total Housing Expense:</b>	<b>\$1,078 = 35.43%</b>	<b>or \$1000 = 32.87%</b>
<b>Total Monthly Lease Payment: \$1,078</b>		
Look at Other Debt & Total Debt to Income Ratio (TDTI) for Feasibility:		
Car Payment:	\$225	Other Debt: \$250
Credit Card:	\$15	Housing Expense: \$1,078
Credit Card:	\$10	Total Debt: \$1,328
Total Other Debt:	\$250	
<b>\$1,328 Debt / \$3,042 Gross Monthly Income = 43.65% TDTI Ratio</b>		

- c. If the household size changes due to an addition or loss of a household member during the lease period, and the change in household size results in an increase or decrease of the gross household income, the Housing Loan Advisory Committee shall have the right to increase or decrease the lease payment accordingly. Note, if the lease payment is already based on the Lessee receiving no loan subsidy at the time of purchase, the payment cannot be increased. Normal increases to household income due to a raise, etc. shall not cause a change in the lease payment.

5. Payments

- b. The lease payment shall be due on or about the 1<sup>st</sup> of every month as stated in the lease; a 5-day grace period shall apply. If a payment is not received on or before the end of the grace period, a late fee out-lined in the lease agreement will be assessed.
- c. All utilities are the responsibility of the Lessee; however, the CITY has the option to add the sewage, water and garbage fees into the lease payment to ensure these items are being paid throughout the lease.
- d. Payments must be mailed to the Oroville Redevelopment Agency :

6. Monitoring the Property and Property Maintenance

- a. Prior to occupancy, a walk-through shall be done with the applicant to note the condition of the property prior to the applicant/Lessee taking possession of the premises. Further, a "How to" walk-through shall be done in which the Lessee is shown or explained the proper procedure on how to properly maintain certain aspects of the home. Each walk-through will require the applicant/Lessee to sign and date the walk-through forms/checklists.
- b. Quarterly walk-through inspections shall be done to note the current condition of the property throughout the Lease and program compliance.
- c. Routine property maintenance such as yard care, etc., shall be the responsibility of the Lessee.
- d. No alterations or improvements shall be performed to the property in any manner without first receiving authorization from City Staff. This authorization will be in the form of an Alterations Request Form submitted by the lessee and signed by the Executive Director. (see Lease & Mandatory Purchase Agreement).

7. Early Purchase

After a period of 18 months leasing the property, the Lessee may ask the City to consider allowing them to purchase early. This may be allowed only if the Lessee has met all program requirements.

8. Late Purchase

If an extension of the purchase contract is needed because lessee needs just slightly more time to increase their credit score or repair credit, then an extension may be requested and is subject to LAC approval.

**E. EVICTIONS**

An eviction may occur in the event that the Lessee refuses to vacate the property upon notice. Notice to vacate may be given due to one or more of the following events, but not limited to:

1. Non-payment of lease;
2. Excessive late payments;
3. Not residing on the property as their principal residence;
4. Occurrence of illegal activity;
5. Codes violations;
6. Persons not a part of the lease living on the property;
7. Pets not permitted by the City;
8. Non-performance of program or Lease to Purchase Contract requirements;

In the event a Lessee must be evicted, the City shall take the proper legal actions necessary to evict the tenant. This may include contracting with the proper legal authority that shall perform the eviction process on behalf of the City. In the event of an eviction, the Lessee is in violation of the Agreement and the City shall keep the deposit of earnest money and all lease payments made.

#### **IV. PURCHASE, FINANCING & PAYMENTS**

##### **A. PURCHASE**

1. All requirements of the Lessee must be met prior to purchasing the property.
  - a. Lessee(s) must have a FICO score of 620 or better before the purchase of the property takes place.
  - b. Lessee(s) must have completed the FTHB and Financial Budgeting Workshop and provide certificates of completion to the City staff.
  - c. Lessee must have adequate funds for closing costs.
  - d. Final walk-thru shall be performed with the Lessee, and the Lessee shall sign and date the walk-thru form(s)/checklist.
2. Purchase Price

The purchase price is set upon entering into the Lease and Mandatory Purchase Agreement (when the lease begins). If possible, escrow shall be opened from the beginning of the lease period.

An appraisal is done prior to finalizing the Lease-to-Purchase Agreement, and that appraisal locks in the purchase price for the borrower.

5. Pest Inspection

A pest inspection shall be required once the escrow has been opened. All items on the pest report are required to be fixed by the City prior to the close of escrow.

6. Closing Costs

The City shall be responsible for paying 50% of Escrow fees, up to \$400 for a Home Warranty for the first year after purchase of the buyer's choice, the natural hazard zone disclosure and the transfer tax. The Buyer is responsible to pay for all other closing costs unless otherwise stated in the Lease and Mandatory Purchase Agreement. However, the City shall also credit the buyer 15% of all lease payments made toward closing costs, and/or principal pay down at the close of escrow. Any principal pay down shall first be applied toward the loan subsidy amount, if applicable. If there is no loan subsidy, then the principal pay down may be applied to the primary loan. For determining the borrower closing costs, please refer to Exhibit "B".

**B. FINANCING**

1. Borrower Screening for Financing

The Lessee/Borrower's credit, income, employment, bank statements, etc., shall be reviewed again, six months or less before the end of the Lease and Mandatory Purchase Agreement to determine the primary monthly mortgage amount and if a loan subsidy amount is needed. If a loan subsidy is needed, the review of the Lessees' information and income will also determine which funding source will be used for the loan subsidy (CDBG, CalHOME, HOME, PI, or City funds). The following is required from the Lessee/borrower:

- a. Signed copies of the last three years' Federal Income tax returns and current six (6) pay stubs and/or current copy of Social Security award letter, disability benefits or other evidence of income for the previous 12 months for all applicants.

- b. Credit report shall be ordered again to ensure that the borrower has a score of 620 or greater and this shall be at the borrower's expense.
- c. Verification that all program guidelines and the Lease and Mandatory Purchase Agreement have been met.

## **TERMS OF MORTGAGE ASSISTANCE**

Loans will be financed by the City of Oroville. Resale restrictions shall apply.

### 1. Affordability Period

Loans made with units developed by Oroville Redevelopment Agency Housing Set-Aside funds shall remain affordable for no less than 45 years. Sale of the unit prior to the expiration of the 45-year period shall be due and payable as defined in the Recapture portion of Program Guidelines.

### 2. Recapture

The principal and any outstanding interest which accrues under the loan repayment agreement shall be due and payable in the event Borrower ceases to occupy the property as Borrower's principal place of residence, or in the event of the sale or transfer of the property without the prior consent of the City, whether such sale or transfer be voluntary or not; it being further provided for therein that Redevelopment Agency will not consent to such a sale or transfer unless the same is made to a person or persons of low- or very low-income who agrees to occupy the property as his/her principal place of residence and who agree(s) to assume, in writing, all of Borrowers(s) duties and obligations under the low income housing loan agreement, loan repayment agreement as well as the deed of trust and, at the City's sole discretion execute(s) a new low income housing, loan repayment agreement, and deed of trust.

### 3. Loan Term

The loan term is for a period not to exceed 30 years. At the end of 30 years, the loan is due and payable in full if there is any remaining funds owed; or it shall become due and payable in full upon sale of the property, transfer of title, rental of the property, or if the property is no longer the borrower's primary residence.

### 4. Interest

Interest on the principal loan shall be a fair market rate determined by the Fannie Mae published rate at time of loan approval.

Interest on the loan subsidy shall be 3% - 5% depending upon the funds used for the loan subsidy. The loan subsidy shall have deferred payments corresponding with the term of the primary loan.

5. Security

The City loan is secured by a Deed of Trust and shall not be subordinated. The loan subsidy (where applicable) is also secured by a Deed of Trust and shall only be subordinate to the City primary loan.

6. Payments

Fully-amortized payments plus impounds shall be required on a monthly basis.

7. Impound Account

An impound account will be set up for the loan, and will include property taxes, insurance and a monthly service fee.

**LOAN SUBSIDY**

In the event that the borrower does not have the ability to pay a principal mortgage based on the entire purchase price amount, the City will provide a 2<sup>nd</sup> mortgage as a loan subsidy with deferred payments for a term that runs concurrent with the first mortgage.

**1. Determination of Loan Subsidy**

The loan subsidy shall be determined based on the borrower's housing expense ratio. If a borrower's housing expense does not meet the minimum requirement, then no subsidy is necessary. If the housing expense ratio has been met the minimum requirement of 25%, then a subsidy shall be allowed.

Housing Expense Ratio

The housing expense ratio must meet a minimum of 25% of the household gross monthly income. The housing expense ratio, as a percent of the household's monthly gross income, is the sum of monthly principal and interest payments on the deed of trust plus property taxes, hazard insurance, and homeowners' association dues (where applicable). The following expenses shall be included in housing expense:

1. Mortgage payments, including principal and interest,

2. Service charges,
3. Hazard insurance,
4. Real estate taxes and special assessments,
5. Maintenance and repairs, and

#### Maximum Overall Fixed Debt Ratio

The maximum overall fixed debt ratio shall not exceed 44% unless special approval is otherwise received by the Loan Advisory Committee (LAC).

### **C. APPROVAL PROCESS**

#### 1. Loan Approval

- a. Prior to execution of any agreements, staff will present applicant analysis information to the Loan Advisory Committee to seek their endorsement to enter into a Lease and Mandatory Purchase Agreement encompassing a time period of 18 months to 36 months. The LAC endorsement shall act as the LAC's initial approval, that if all requirements of the program are met, then the LAC shall later approve a loan(s) in the transaction process.
- a. Loans will be approved by the LAC established by the RDA Commission. Near the end of the 18 or 36 months, staff shall present the final loan analysis information packet to the LAC for approval of the loan(s). The LAC shall approval loan(s), pending that they have met the program requirements. The LAC may make the approval contingent upon completion of certain items or obtaining more documentation prior to the close of escrow, etc. Loan requests requiring exceptions to these guidelines shall be considered by the LAC. Loans that have been approved by LAC shall remain as is upon close of escrow. Any changes made to the loan amount, term, rate, etc. on the loan(s) shall require further LAC approval.
- b. After the approval from the City Council is received to enter into the initial Lease and Mandatory Purchase contract, the Housing LAC shall have the authority to approve any addendums to the contract that arise during the lease and/or purchase process.

#### 2. Council Approval

- a. Approval for City homes to be available through the LPP shall be taken to closed session for approval to allow any and all City owned homes to be used for the purpose of the lease purchase program.

Commission shall authorize the City Administrator to sign all documents related to the loan(s) for the purchase of any lease to purchase homes.

Prior to execution of the Lease and Mandatory Purchase Agreement for a specified City property, staff will seek Council approval to enter into a Lease and Mandatory Purchase Agreement and the Council shall authorize the City Administrator to execute any and all documents relating to the Lease and Sale of the Property. Such documents include, but are not limited to, the Lease and Mandatory Purchase Agreement, Alterations Request forms, etc.

#### **D. LOAN CLOSING**

Staff deposits a mortgage subsidy with loan documents and appropriate instructions in escrow. The City Administrator is authorized to execute loan agreements on behalf of the City loans approved as set forth in section IV, C.

Loan documents are signed by the applicant and recorded concurrently.

#### **E. SUBORDINATION AGREEMENT REQUESTS**

City will not subordinate to other lender requests.

#### **E. LOAN SERVICING**

##### **1. Defaults and Foreclosure**

If a first mortgage loan goes into default, every effort will be made by the Business Assistance and Housing Development Department staff to work with the borrower to resolve the problem and attempts will be made to work out viable solutions.

##### **2. Equal Opportunity and Fair Housing**

No person shall, on the grounds of race, color, national origin, religion, or sex, be excluded from participation; denied benefits; or be subjected to discrimination relating to program benefits, employment, contracting, and/or fair housing under any City Program.

3. Environmental Review Requirements

The City's environmental reviews are completed in accordance to the guidelines established by CEQA.

**F. LOAN ADVISORY COMMITTEE PURPOSE AND COMPOSITION**

1. Loan Advisory Committee Purpose--The function of the LAC will be to review and act on applicant/loan analysis packets recommended by First Time Home Buyers Program staff for financing. The LAC will review applications in terms of: eligibility, compliance with all program requirements, consistency of staff recommendations regarding terms and type(s) of assistance provided. The LAC will also review the proposed loan package and, if appropriate, recommend changes in loan terms and type(s) of assistance to be provided.
2. Composition--The Committee will consist of three (3) members of the City Council to be appointed by majority vote of the City Council for a maximum two year term; two (2) individuals that reside in the Oroville City limits and/or own a business or work within the Oroville City limits for a maximum two year term , to be appointed by the City Council; two individual alternates, to be appointed by the City Council for a maximum two year term; and the Director of the Business Assistance and Housing Development and Finance Director as exofficio members without a vote.

**V. PROGRAM BENEFITS**

1. Helps with closing costs (City shall pay up to 15% of total lease payments made and apply them toward the borrower's closing costs and/or principal pay down).
2. Instead of a lease/rent deposit, the earnest money required at the beginning of the lease shall be applied to the purchase price as a down payment; however, if the Lessee fails to comply with the program, the earnest money is the City's to keep.
3. Benefit to the Borrower is that the purchase price is locked from the beginning.
4. A loan subsidy will be available for those who need it.
5. Aids in the purchase of a home that might otherwise not be possible through traditional lending.
6. Helps to build credit.

7. Teaches budgeting as a homeowner.
8. Slowly transitions the Lessee into a homeowner.

Exhibit "D"

Fair Rents as determined by city

1 bd.	1 bd.	2 bd	2bd	3 bd & 4 bd	3 bd. & 4 bd.
>700 sq.ft.	<700 sq. ft.	>850 square feet	<850 sq. ft.	>1400 sq. ft.	<1400 sq. feet
\$600	\$700	\$800	\$900	\$1050	\$1325

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS  
RANDY MURPHY, CITY ADMINISTRATOR**

**FROM: PAT CLARK, DIRECTOR OF BUSINESS ASSISTANCE  
AND HOUSING DEVELOPMENT**

**RE: MODIFICATIONS TO THE AUTHORIZED SIGNATURES FOR  
VARIOUS HOUSING AND ECONOMIC DEVELOPMENT  
GRANTS**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider modifications to the authorized signatures for various housing and economic development grants.

**DISCUSSION**

The Community Development Block Grant (CDBG), CalHome and Home Investment Partnership (HOME) grant programs require the submittal of a resolution indicating the authorized signatory for various aspects of the administration of housing and economic development grants. These activities which include but are not limited to: the execution of the Application, Funds Requests, Project Drawdowns and Environmental Finding Forms.

Due to the current vacancy of the Finance Director position and the impending retirement of the Director of Business Assistance and Housing Development, staff is proactively seeking to request the changes in order to operate seamlessly through the transitions.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Adopt Resolution No. 8227 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING MODIFICATIONS TO THE AUTHORIZED SIGNATURES FOR VARIOUS HOUSING AND ECONOMIC DEVELOPMENT GRANTS.

**ATTACHMENTS**

Resolution 8227

CC-5

**CITY OF OROVILLE  
RESOLUTION NO. 8227**

**A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING  
MODIFICATIONS TO THE AUTHORIZED SIGNATURES FOR VARIOUS  
HOUSING AND ECONOMIC DEVELOPMENT GRANTS**

**BE IT HEREBY RESOLVED** by the Oroville City Council as follows:

1. The Oroville City Council hereby authorizes the City Administrator and/or the Mayor to execute documents related to the Community Development Block Grant (CDBG) Program, Home Investment Partnership (HOME) Program, and CalHome Programs
  
2. The Oroville City Council hereby authorizes the City Administrator and/or designees and/or the Management Analyst III to execute Environmental Certifications and all other documents required by the Department or by Housing and Urban Development (HUD) for participation in the CDBG, HOME and CalHome Programs; the City Council further authorizes the Finance Director and/or the City Administrator and/or designee to execute Drawdown Requests, Funds Requests, Quarterly Performance Reports, Annual Performance Reports and amendments thereto.
  
3. The City Clerk shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting on July 1, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott E. Huber, City Attorney

\_\_\_\_\_  
Randy Murphy, City Clerk

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS  
RANDY MURPHY, CITY ADMINISTRATOR**

**FROM: DONALD RUST, DIRECTOR (530) 538-2433  
COMMUNITY DEVELOPMENT DEPARTMENT**

**RE: SERVICE AGREEMENT WITH ARAMARK FOR UNIFORM CLEANING  
SERVICES**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider a three (3) year Service Agreement with Aramark for uniform cleaning services.

**DISCUSSION**

Since 2010, the cleaning of uniforms for the sewer, public works crews and mechanics shop had been performed by AmeriPride. The current agreement with AmeriPride will terminate on June 30, 2014. Staff prepared and released a Request for Bids (RFB) for uniform cleaning services on May 2, 2014, with a submittal due date of June 5, 2014. The RFB was issued for uniform cleaning services for the sewer crew and the mechanic shop only. The RFB was submitted to four professional uniform cleaning services companies. Two RFB responses were received as summarized below.

<b>BID SUMMARY UNIFORM CLEANING SERVICES</b>			
<b>Bidder</b>	<b>Weekly Cost - Sewer</b>	<b>Weekly Cost - Mechanics</b>	<b>Annual Totals</b>
Aramark <sup>(1)(2)</sup>	\$33.56	\$21.49	\$2,862.60
Modern Dry Cleaners	\$110.00	\$77.00	\$9,724.00
AmeriPride	No Bid		
Mission Linen Supply	No Bid		

(1) Bid price includes a 7.5% service charge.

(2) Garment cleaning prices include a 4 cent (shirts) and 10 cents (jeans and coveralls) charge for damage insurance.

One difference between the Agreements with Aramark and AmeriPride is the inclusion of a damage insurance provision, which staff recommends. The damage insurance consists of a 4 cent (shirts) and 10 cent (jeans and coveralls) charge that provides for replacement of un-repairable damaged garments at no cost.

*CC-6*

Aramark, as the low bidder, will purchase all new garments under the Service Agreement and will provide City patches and names on all shirts at no cost. The first week of cleaning services will be at no cost (a savings of \$55.05). It will take Aramark 3 – 4 weeks after execution of the Service Agreement to set up the account, measure staff for uniform sizes and start the service. The City will need to continue to use AmeriPride for cleaning services until August 1<sup>st</sup>. The Service Agreement with Aramark will be for a term of 3 years. The Agreement has a maximum 5% consumer price index increase that may apply on each anniversary date of the Agreement.

A purchase order in the amount of \$2,864 will be prepared for the first year. The purchase order will be split between sewer (\$1,746) and vehicle maintenance (\$1,118).

### **FISCAL IMPACT**

There is no negative fiscal impact. Funds are available in the Sewer and Vehicle Maintenance operating budgets to pay for these services.

### **RECOMMENDATIONS**

1. Approve the three (3) year Service Agreement with Aramark for uniform cleaning services.
2. Authorize staff to continue using AmeriPride for uniform cleaning services until August 1, 2014 or until the services begin with Aramark.

### **ATTACHMENTS**

Aramark Bid Schedule  
Aramark Service Agreement

**CITY OF OROVILLE**

**BID SCHEDULE - UNIFORM CLEANING SERVICES**

<b>AUTO SHOP</b>						
Item No.	Employee #	Description	Total Inventory	Weekly Usage(2)	Cost per Item	Weekly Cost
1	1	Shirt SS - Gulf Blue	6	3	0.18	1.08
2	1	Shirt SS - Orange	5	2	0.25	1.25
3	1	Coverall Zip - Postman	10	5	0.45	4.5
4	2	Shirt SS - Orange - 2XL	4	2	0.25	1
5	2	Shirt SS - Postman - 2XL	4	2	0.18	0.72
6	2	Shirt LS - Postman - 2XL	3	1	0.18	0.54
7	2	Coverall - Zip - 2XL	2	1	0.45	0.9
8	---	Bag Rack Stand	1	1	0	0
10	---	Laundry Bag	2	2	0	0
11	---	Fender Cover - Grey	4	2	0.25	1
12	---	Shop Towel - Blue	300	150	0.025	7.5
13	---	Shop Towel Inventory Maintenance(3)	NA			1.5
14	---	Service Charge at 7.5%(4)				1.50
<b>TOTAL WEEKLY COST AUTO SHOP</b>						<b>21.49</b>

**CITY OF OROVILLE  
 BID SCHEDULE - UNIFORM CLEANING SERVICES**

<b>SEWER DEPARTMENT</b>						
Item No.	Employee #	Description	Total Inventory	Weekly Usage(2)	Cost per Item	Weekly Cost
15	1	Shirt SS - Orange	11	5	0.25	2.75
16	1	Denim Jean Regular Fit	11	5	0.38	4.18
17	2	Shirt SS - Orange	11	5	0.25	2.75
18	2	Denim Jean Regular Fit	11	5	0.38	4.18
19	3	Shirt SS - Orange	11	5	0.25	2.75
20	3	Denim Jean Regular Fit	11	5	0.38	4.18
21	4	Shirt SS - Orange	11	5	0.25	2.75
22	4	Denim Jean Regular Fit	11	5	0.38	4.18
23	---	Bag Rack Stand	1	1	0	0
24	---	Laundry Bag	2	2	0	0
25	---	Mat 3x10 - Grey	2	1	3.5	3.5
26	---	Service Charge(4)				2.34
			<b>TOTAL WEEKLY COST SEWER</b>			<b>33.56</b>
			<b>TOTAL AUTO SHOP AND SEWER</b>			<b>55.05</b>

**CITY OF OROVILLE**

**BID SCHEDULE - UNIFORM CLEANING SERVICES**

**BID SCHEDULE FOOTNOTES**

1. It is not the City's intention to commit to a long term multi-year agreement. The City is willing to issue annual purchase orders for these services. By signing this bid schedule, the bidder agrees to this condition.
2. Weekly Usage: The weekly uniform usage data does not account for employee time off (vacation, sick, etc.). It is the City's intention to pay for only the actual number of uniforms and other supplies turned in for cleaning weekly. By signing this bid schedule, the bidder agrees to this condition. This condition does not apply to the shop towels.
3. If the bidder has a charge for shop towel inventory maintenance, enter this cost under the column entitled "Cost per Item".
4. If the bidder has a standing service charge, enter this cost in dollars and cents under the column entitled "Cost per Item".
5. Bidders shall include with this bid a written statement (bidder's standard policy) regarding uniform damage. The statement shall include the specific criteria for when the bidder decides to repair or replace an item. Bidder shall also include in this statement the repair and replacement costs for each uniform item in the bid schedule.
6. Uniforms in inventory shall not be repaired or replaced without prior written agreement by the City. By signing this bid schedule, the bidder agrees to this condition.

**BID SUBMITTED BY (COMPANY NAME):**

ARAMARK UNIFORM SERVICES

**BID SIGNED BY (RESPONSIBLE OFFICIAL - PRINTED NAME AND TITLE):**

MICAH BUZEK - ACCOUNT EXECUTIVE

**BIDDER'S SIGNATURE:**

*Micah Buzek*

**DATE SIGNED:**

5/29/14



**SERVICE AGREEMENT**

CUSTOMER NO. \_\_\_\_\_

PAGE NO. \_\_\_\_\_

Service To ("Customer"): Oroville, City Of, Inc  
1735 Montgomery St  
 Service Address  
Oroville CA 95965  
 City State Zip Code

Bill To: Oroville, City Of, Inc  
1735 Montgomery St  
 Billing Address  
Oroville CA 95965  
 City State Zip Code

**GARMENTS AND SERVICES ORDERED:**

NO. OF WEARERS	MERCHANDISE	NUMBER OF ITEMS PER WEARER*	CHANGES PER WEEK (per wearer)	RATE	RATE BASIS (per item or change)	FREQUENCY	EASYCARE™ (per item per week)	REPLACEMENT CHARGE (per item)
4	Shirt, Work, Solid, 65/35 Blend-Postman Blue	11	5	\$0.210	Per Item	Weekly	\$0.04	\$14.50
4	Pant, Denim Jeans-Blue Denim	11	5	\$0.280	Per Item	Weekly	\$0.10	\$25.00
2	Shirt, Work, Solid, 65/35 Blend-Postman Blue	11	5	\$0.140	Per Item	Weekly	\$0.04	\$14.50
1	Coveralls, 65/35 Blend-Postman Blue	10	5	\$0.350	Per Item	Weekly	\$0.10	\$35.00
1	Coveralls, 65/35 Blend-Postman Blue	2	1	\$0.350	Per Item	Weekly	\$0.10	\$35.00

**ALLIED MERCHANDISE AND SERVICES ORDERED:**

MERCHANDISE	QUANTITY*	RATE PER ITEM	FREQUENCY	MINIMUM BILLED PERCENTAGE	INVENTORY MAINTENANCE	REPLACEMENT CHARGE (per item)
Mat, Standard, 3x10-Dark Gray	2	\$3.500	Weekly	50%	Not Incl.	\$115.00
Laundry Bag Stand	3	\$0.000	Weekly	100%	Not Incl.	\$10.00
Laundry Bag, Ergonomic, Poly	4	\$0.000	Weekly	100%	Not Incl.	\$5.00
Fender Cover-Red	4	\$0.250	Weekly	100%	Not Incl.	\$10.00
Shop Towel, 16X18	300	\$0.025	Weekly	100%	2%	\$0.25

\*Represents total units, including items at Customer's location(s) and items in the process of being laundered.

ARAMARK Uniform Services (AUS) will provide Customer with a uniform, apparel and/or allied product ('Merchandise') rental, lease and/or customer-owned-goods program and Customer agrees to pay for all of Customer's requirements for rented and/or leased Merchandise according to the terms and conditions of this Agreement and the related Customer Information Sheet(s) (which shall constitute our entire agreement), including increases or additions in Merchandise. Customer agrees that AUS is its exclusive provider of rented and/or leased Merchandise and related services and that all rented or leased Merchandise will remain the property of AUS. Customer will be provided a rental program unless otherwise specified.

36 MSB

This Agreement is effective on the date of the last signature to this Agreement, and will continue for 60 consecutive months following the later of such date or the date Merchandise is first installed on Customer's premises. Renewal will be automatic for another like term unless either party gives the other party written notice of termination at least 60 days before the end of the then current term by certified mail, return receipt requested.

AUS will provide regularly scheduled deliveries of rented Merchandise, freshly processed, repaired and finished, and will replace rented and leased Merchandise that is worn out through normal wear at no additional charge. Customer may reduce standard Merchandise and services to accommodate normal turnover of employees in the ordinary course of Customer's business. Customer must notify AUS of an employee's termination and must immediately return Merchandise issued to that employee.

Terms and Conditions Continued on Next Page

## TERMS AND CONDITIONS

Rented and leased Merchandise that is lost or ruined (except through normal wear) will be promptly paid for by Customer at the then current replacement charge; except for ruined garments covered by EasyCare™ or lost allied merchandise covered by Inventory Maintenance. Customer agrees to pay the EasyCare™ amount, which will entitle Customer to have rented or leased garments that are ruined beyond reasonable repair removed from service and replaced, unless initiated below or not included in the pricing above. Lost or intentionally abused garments are not covered by EasyCare™ and Customer is still responsible for preparation, name and emblem charges. AUS or Customer may discontinue EasyCare™ at any time by providing written notice to the other party in which case standard ruin charges will apply.

\_\_\_\_\_(Customer to Initial if EasyCare™ is declined) Customer hereby declines EasyCare™ and by doing so agrees to be liable for and pay the full then current replacement charge for any and all rented or leased garments that are ruined by Customer (except through normal wear).

If a percentage is included under "Inventory Maintenance" (which percentage shall be a charge under this Agreement), AUS will replace the corresponding Merchandise that is lost by Customer without any additional loss charge. The service fee for Inventory Maintenance is equal to the applicable percentage of total inventory multiplied by the then current replacement rate. If applicable Merchandise is lost as a result of willful misconduct, standard loss charges will apply.

Each year, on the first day of the month in which the anniversary date of this Agreement occurs, AUS may increase the charges then in effect (the "API") either by an amount up to the percentage change in the Consumer Price Index over the previous 12 months or 5%, whichever is greater. AUS will notify Customer of the API in writing (which may be by invoice or monthly statement). AUS may also increase charges at any time by notifying Customer in writing (which may be by invoice or monthly statement). Customer may reject such increase (except the API) by notifying AUS in writing within 15 days after Customer's receipt of notice of such increase. If Customer rejects the increase, AUS reserves the right to terminate this Agreement in whole or in part. In consideration of the sizeable investment AUS is making in Merchandise for Customer, Customer agrees that AUS may impose minimum per invoice recurring charges equal to the greater of (a) \$25 or (b) 75% of the initial invoice amount for such charges.

AUS will charge customer for every week during this Agreement even if Customer requests reduced or no service for a particular week or weeks. For customers extended credit, payment terms are net 10 days after the end of the month of delivery. A late payment charge equal to the lesser of 1.5% per month (18% per year) or the maximum permitted by law shall be charged by AUS on all past due amounts. AUS may elect at any time to revoke credit and/or open account privileges and continue to provide Merchandise and services on a cash-on-delivery basis only. For cash-on-delivery customers, if payment is not made at time of delivery, there will be a \$5.00 charge to carry the balance to the following week.

**Service Guaranty:** Customer may terminate this Agreement for material deficiencies in service by informing AUS in writing of the precise nature of the service deficiencies, allowing AUS at least 30 days to correct or begin to correct the deficiencies, and giving AUS 30 days written notice (by certified mail, return receipt requested) containing an explanation of the material deficiencies that AUS has not begun to correct. While AUS will work in good faith to resolve orally communicated issues, Customer agrees that the above writings-based procedure must be followed in order to terminate this Agreement. The performance of AUS's duties under this Agreement may be subject to circumstances beyond AUS's control, including strikes, lockouts,

product availability, government acts, wars, and acts of God. AUS's failure to perform under this Agreement because of such events shall not be considered a breach. Customer agrees to pay all loss or ruin charges and all unpaid statements upon any termination or expiration of this Agreement. If Customer breaches this Agreement by early termination (except in accordance with the above Service Guaranty), Customer agrees to pay AUS liquidated damages (intended as a good faith pre-estimate of the actual damages AUS would incur and not as a penalty), equal to the greater of (a) 25% of the average weekly charges during the 3 months prior to termination multiplied by the number of weeks remaining in the unexpired term, or (b) the then current replacement charge for all Merchandise.

Unless specified in writing in this Agreement, the Merchandise supplied under this Agreement is not flame resistant or resistant to hazardous substances. The Merchandise contains no special flame resistant or hazardous substance resistant features and the Merchandise is not designed for use in areas where it may catch fire or where contact with hazardous substances is possible. Customer agrees to indemnify, defend and hold AUS harmless from and against any loss, claim, expense, including attorney's fees, or liability incurred by AUS as a result of the use of such Merchandise in areas where contact with flame or hazardous substances is possible. Customer will immediately notify AUS of any toxic or hazardous substance introduced by Customer onto the Merchandise and agrees to be responsible for any loss, damage or injury experienced by AUS or its employees as a result of the existence of such substances. AUS reserves the right not to handle or process any Merchandise soiled with toxic or hazardous substances. Customer agrees that Customer has selected the Merchandise and is responsible for determining its appropriateness and for the safe and proper use and securing of the Merchandise. For reflective Merchandise, any garments supplied satisfy specific ANSI/ISEA standards only if so labeled. Customer acknowledges that AUS makes no representation, warranty or covenant regarding the visibility performance of any reflective Merchandise and that reflective properties may be reduced or ultimately lost through laundering. It is Customer's responsibility to determine if additional safety measures may be necessary under specific work conditions.

Except as set forth herein, the Merchandise and related services are provided "as is" without warranty of any kind, whether express or implied or statutory, and AUS disclaims any and all implied warranties, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, good and workmanlike manner and non-infringement of third party rights. In no event shall AUS, its affiliates and their respective officers, directors or employees be liable to Customer for any indirect, special, incidental, consequential, punitive or extraordinary damages.

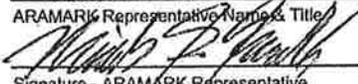
Any controversy or claim arising out of or relating to this Agreement shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties agree to utilize a single arbitrator and the most expedited process available in the forum where the arbitration is held. In this business-to-business Agreement, the terms are tailored to your specific requirements. Based on the foregoing, you agree to waive any right to bring any class and/or representative action based on any business dispute(s) between us. In the event any action, lawsuit or arbitration is required to be brought for collection of any amount due under this Agreement, Customer agrees and promises to pay AUS's reasonable attorney's fees and costs, including all fees and costs involved in collection.

Customer confirms that by signing this Agreement, no existing contract to which Customer is a party is, or will be, breached and the person signing this Agreement on Customer's behalf is duly authorized to do so. This Agreement is not binding on AUS until executed by the General Manager of the AUS facility that will provide service to Customer. This Agreement can only be amended in writing signed by such General Manager.

By signing below, Customer agrees to order the merchandise and services referenced herein and further agrees to the terms and conditions contained in this Agreement.

Oroville, City Of, Inc \_\_\_\_\_  
 Name of Customer \_\_\_\_\_ Customer Phone Number \_\_\_\_\_  
 Name & Title of Customer Contact \_\_\_\_\_  
 By \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Authorized Customer Representative

ARAMARK Uniform Services, a division of ARAMARK Uniform & Career Apparel, LLC  
 Micah Buczek, Account Executive

ARAMARK Representative Name & Title \_\_\_\_\_  
 Date 7/1/14  
 Signature - ARAMARK Representative \_\_\_\_\_  
 Signature - ARAMARK General manager \_\_\_\_\_ Date \_\_\_\_\_



ADDENDUM TO SERVICE AGREEMENT

Reference is made to the Service Agreement dated 7/1/14 (Service Agreement) between The City of Oroville (Customer) and ARAMARK Uniform Services (Company) to which addendum is attached. Service Agreement will be amended as follows upon the execution of this Addendum:

Aramark Uniform Services will provide one week of free service per year to the City of Oroville account.

OTHER TERMS AND CONDITIONS:

Customer and Company agree that except as modified by this Addendum, all other terms and conditions set forth in the Service Agreement shall remain in full force and effect.

This addendum is not binding until executed by the General Manager of the AUS facility that will provide service to Customer.

CUSTOMER:

COMPANY:

ARAMARK UNIFORM SERVICES, Inc.
A division of ARAMARK Uniform & Career Apparel, Inc.

Print:
Print: Name & Title of Customer Contact
Sign: Signature of Authorized Customer Representative
Date:

Sign: Micah Buczek- Account Executive
ARAMARK Representative Name & Title
Sign: Signature - ARAMARK Representative
Sign: Signature of ARAMARK General Manager
Date:

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS  
RANDY MURPHY, CITY ADMINISTRATOR**

**FROM: DONALD L. RUST, DIRECTOR (530) 538-2433  
COMMUNITY DEVELOPMENT DEPARTMENT**

**RE: ACCEPTANCE OF A UNITED STATES ENVIRONMENTAL PROTECTION  
AGENCY COMMUNITY-WIDE BROWNFIELD ASSESSMENT GRANT  
RELATING TO PROPERTIES WITHIN THE INDUSTRIAL AREA (IU2)  
PROJECT AREA**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider the acceptance of a \$400,000 United States Environmental Protection Agency (USEPA) Grant to conduct a community-wide brownfield assessment of properties within the Industrial Area (IU2) project area.

**DISCUSSION**

On June 10, 2014, the USEPA notified the City of Oroville that the City was awarded \$400,000 to identify petroleum and hazardous substances for the City's Industrial Area (IU2) project area. Upon receiving the award notification, the USEPA provided instructions as to how to access the federal funding and City Staff is in the process of preparing and the application for federal funding assistance to start the implementation of the Community-wide Brownfield Assessment Grant Program. As an applicant for federal funding assistance, the City must assure that we will comply with all applicable federal statutes, executive orders, regulations, and policies governing the grant program.

**FISCAL IMPACT**

No impact to the General Fund. The grant will provide funding for a qualified environmental consultant and for minor administrative expenses, training and travel as required to comply with grant.

**RECOMMENDATIONS**

1. Adopt Resolution No. 8228 - A RESOLUTION OF THE OROVILLE CITY COUNCIL ACCEPTING \$400,000 FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S FOR A COMMUNITY-WIDE BROWNFIELD ASSESSMENT GRANT PROGRAM AND AUTHORIZING AND

CC-7

DIRECTING THE MAYOR TO EXECUTE ALL DOCUMENTS RELATING TO THE GRANT.

2. Direct staff to reflect the necessary appropriations in the City's final budget for Fiscal Year 2014/2015 on August 12, 2014.

**ATTACHMENTS**

- A – Resolution No. 8228
- B – Award Notification from the US EPA
- C – Application Kit

# EXHIBIT - A

## OROVILLE CITY COUNCIL RESOLUTION NO. 8228

**A RESOLUTION OF THE OROVILLE CITY COUNCIL ACCEPTING \$400,000 FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S 2014 COMMUNITY-WIDE BROWNFIELD ASSESSMENT GRANT PROGRAM AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ALL DOCUMENTS RELATING TO THE GRANT**

**NOW THEREFORE**, be it hereby resolved by the Oroville City Council as follows:

1. The Oroville City Council has accepted the \$400,000 United States Environmental Protection Agency 2014 Community-wide Brownfield Assessment Grant.
2. Authorizes and directs the Mayor to execute all documents relating to the grant.
3. The City Clerk shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting on July 1, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott Huber, City Attorney

\_\_\_\_\_  
Randy Murphy, City Clerk

# EXHIBIT - B



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION IX  
75 Hawthorne Street  
San Francisco, CA 94105

## APPLICATION FOR FEDERAL ASSISTANCE

June 10, 2014

Don Rust  
Director of Community Development  
City of Oroville  
1735 Montgomery Street  
Oroville, CA 95965

**Re: New Brownfields Community-Wide Assessment Cooperative Agreement between the City of Oroville and the U.S. Environmental Protection Agency**

Dear Mr. Rust:

The Environmental Protection Agency (EPA), Region 9, is pleased to announce the availability of financial assistance to the City of Oroville for the EPA Brownfields Community-Wide Assessment program as follows:

**APPLICATION DUE DATE: July 11, 2014**

**PROGRAM TITLE: Brownfields Assessment Cooperative Agreement (NEW PROJECT)**

**STATUTORY AUTHORITY: CERCLA 104(k)(2)**

**FEDERAL FUNDS AVAILABLE: \$400,000**

**REQUIRED NON-FEDERAL MATCH: NA**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO.: 66.818**

**DELEGATION OF AUTHORITY (EPA use only): 14-45**

**WAS THIS PROPOSAL SUBJECT TO COMPETITION (EPA use only): Yes**

The Application Kit, including instructions, is available online. A project work plan is one of the elements of this application. Our work plan template has changed slightly from last year. I will send you our updated sample work plan template later this week. Please ensure that your organization's SAM.gov registration is current and active.

EPA has established electronic business practices to reduce our environmental footprint. The implementation of this electronic approach will ensure a faster and less costly method for grantees when submitting applications to our Grants Management Office. Your application and final work plan may be submitted by using **one** of the following methods:

1. Region 9 Electronic Mail Box: [GrantsRegion9@epa.gov](mailto:GrantsRegion9@epa.gov)  
EPA's [Application Kit](#) with instructions for completing all of the necessary forms may be downloaded. When submitting your application, please include "Federal Funding Application" and the grant program in the subject line.
2. Paper Submission (Least preferred method)  
An original and one copy of the complete application package to:

Grants Management Office, MTS-7  
Management & Technical Services Division  
U.S. Environmental Protection Agency, Region 9  
75 Hawthorne Street, San Francisco, CA 94105

Please obtain a copy of the Code of Federal Regulations (CFR), Title 40, Parts 1-49, the Office of Management and Budget (OMB) Cost Circulars, and other EPA grant policies, which are available on [EPA's Grant Requirements website](#) or from the U.S. Government Printing Office at (202) 512-1800.

EPA Region 9 has a [Greening Grants Policy](#) that is designed to encourage grantees to incorporate sustainability practices into projects funded under EPA assistance agreements. As we finalize Oroville's work plan we can discuss whether the sustainability practices in this policy can be integrated into Oroville's work plan.

Questions regarding the application or administrative/fiscal matters should be referred to Ms. Susan Chiu of our Grants Management Office, at (415) 972- 3674 or [chiu.susan@epa.gov](mailto:chiu.susan@epa.gov). Please call or email me at (415) 972-3846 or [blazej.nova@epa.gov](mailto:blazej.nova@epa.gov) regarding programmatic questions, such as development of the project work plan.

Sincerely,

/s/ Nova Blazej

EPA Project Officer

cc: Susan Chiu, EPA Grants Management Office, MTS-7

# EXHIBIT - C

Revised 01-10-2013

United States Environmental Protection Agency

Region 9

Application Kit



## Application Checklist for Awards

Include the original and one copy of the following items in your Application Package. (Click on form titles to access forms)

- **Application for Federal Assistance (Form SF 424), with authorized signature**

[http://www.epa.gov/ogd/forms/adobe/sf424\\_v2\\_508\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/sf424_v2_508_sec.pdf)

*NOTE:* you can also apply by using: <http://www.grants.gov/> (electronic application)

- **Budget Information (Form SF 424A)**

[http://www.epa.gov/ogd/forms/adobe/sf\\_424\\_a\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/sf_424_a_sec.pdf)

[http://www.epa.gov/ogd/forms/adobe/sf424a%20272712\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/sf424a%20272712_sec.pdf)

[http://www.epa.gov/ogd/forms/adobe/SF424A\\_Instructions.pdf](http://www.epa.gov/ogd/forms/adobe/SF424A_Instructions.pdf)



SI Guide-3.pdf

'SI Guide' - provides Sustainability Infrastructure Guide that provides areas to address going green.

- **Budget Detail – Breakdown by Object Class Categories**

<http://www.epa.gov/region9/funding/applying.html>

- **Key People List**

[http://www.epa.gov/ogd/forms/adobe/5700-54\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf)

(For Universities, please include the project's Principle Investigator.)

- **Work plan**

This is an outline of required work plan elements as determined by Region 9.

Please contact your assigned EPA Project Officer for details.

- **Current Indirect Cost Rate Negotiation Agreement**

(Submit Rate and Signature Pages, Sections 1 and 3, along with application)

### ASSURANCES/CERTIFICATIONS

- **Assurances-Non Construction Programs (Form SF424B), with authorized signature**  
(Required for all applicants.)

[http://www.epa.gov/ogd/forms/adobe/sf\\_424b\\_8\\_1\\_11.pdf](http://www.epa.gov/ogd/forms/adobe/sf_424b_8_1_11.pdf)

- **Pre-award Compliance Review Report for All Applicants Requesting Federal Financial Assistance (EPA Form 4700-4)**, with authorized signature  
(Required for all applicants.)

[http://www.epa.gov/oqd/forms/adobe/4700-4\\_sec.pdf](http://www.epa.gov/oqd/forms/adobe/4700-4_sec.pdf)

- **Certification Regarding Lobbying (Form SF-6600-06)**, with authorized signature  
(Not required for Tribes. For all other applicants, forms required if the total federal dollar requested is greater than \$100K.)

[http://www.epa.gov/oqd/AppKit/form/Lobbying\\_sec.pdf](http://www.epa.gov/oqd/AppKit/form/Lobbying_sec.pdf)

- **Disclosure of Lobbying Activities (Form SF-LLL)**, with authorized signature  
(Not required for Tribes. For all other applicants, forms are required for reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352.

[http://www.epa.gov/oqd/AppKit/form/sfillin\\_sec.pdf](http://www.epa.gov/oqd/AppKit/form/sfillin_sec.pdf)

- **Procurement System Certification (EPA Form 5700-48)**, with authorized signature  
(Required ONLY for recipients of SUPERFUND monies.)

[http://www.epa.gov/region3/grants/pdf/Procurement Certification EPA 5700-48.pdf](http://www.epa.gov/region3/grants/pdf/Procurement_Certification_EPA_5700-48.pdf)

**Include Program/Project Director's Email Address on page 1 of SF424 - Acknowledgement of Application receipt will be sent to Program/Project Director listed.**

## Region 9 Application Instructions

### SUBMISSION

All applicants must apply for Federal financial assistance on Standard Form 424 (revised 7/03). The **final** application and work plan should be submitted by the date indicated in the application guidance letter sent to your agency by the EPA Program Office. All OMB Standard Forms (SF) and Circulars are also available for download at <http://www.whitehouse.gov/omb/grants/index.html>

If you are requesting continuation funding for an ongoing Environmental Program Grant under 40 CFR Part 35, your application must be submitted *before* your current grant expires. This will allow your program to continue to incur costs without interruption. However, if the application is received even one day late, your grant funds will be stopped until a new grant is awarded. This may cause adverse conditions for your program because you will be responsible for all costs until your new grant is awarded.

Please submit all items noted on the enclosed Application Checklist to:

**Grants Management Office, MTS-7  
U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105**

### HOW TO COMPLETE YOUR APPLICATION FOR FEDERAL ASSISTANCE

Based on the inquiries we frequently receive, we have developed the following information to augment the instructions in the "Application for Federal Assistance" (Standard Form 424 and 424A). Reading this information in conjunction with the instructions for the SF-424 and the SF-424A will help ensure that all the necessary information is included with your submission to EPA. Questions regarding completion of the application forms should be referred to the Grants Specialist identified on the guidance letter accompanying this application kit.

#### APPLICATION FOR FEDERAL ASSISTANCE (SF-424)--FACESHEET

**Refer to the pre-printed instructions for the SF-424 on the SF-424 form. Complete all items as instructed. If a particular item does not apply, please indicate N/A.**

**Item 1: Type of Submission:** (Required): Select one type of submission in accordance with agency instructions.

- Preapplication
- Application
- Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.

**Item 2: Type of Application:** (Required) Select one type of application in accordance with agency instructions.

- New – An application that is being submitted to an agency for the first time.
- Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include

renewals.

• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.

- A. Increase Award B. Decrease Award
- C. Increase Duration
- D. Decrease Duration
- E. Other (specify)

**Item 3: Date Received:** Leave this field blank. This date will be assigned by the Federal agency.

**Item 4: Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.

**Item 5a: Federal Entity Identifier:** Enter the number assigned to your organization by the Federal Agency, if any.

**Item 5b: Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.

**Item 6: Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.

**Item 7: State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.

**Item 8: Applicant Information:** Enter the following in accordance with agency instructions:

**a. Legal Name:** (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry (*Please use the same name on all applications*). Information on registering with CCR may be obtained by visiting the Grants.gov website.

**b. Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.

**c. Organizational DUNS:** (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Your organization may obtain a DUNS number by calling Dun & Bradstreet at 1-866-705-5711 or via internet at <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>

Information on obtaining a DUNS number may also be obtained by visiting the Grants.gov website.

**NOTE:** Effective **October 1, 2010**, all applicants are required to be registered in the System for Award Management ([www.sam.gov](http://www.sam.gov)), previously Central Contractor Registration (CCR). A DUNS number is required for registration.

**d. Address:** Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).

**e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.

**f. Name and contact information of person to be contacted on matters involving this application:** Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and e-mail address (Required) of the person to contact on matters related to this application.

**Item 9: Type of Applicant:** (Required) Select up to three applicant type(s) in accordance with agency instructions.

- A. State Government
- B. County Government
- C. City or Township Government
- D. Special District Government
- E. Regional Organization
- F. U.S. Territory or Possession
- G. Independent School District
- H. Public/State Controlled Institution of Higher Education
- I. Indian/Native American Tribal Government (Federally Recognized)
- J. Indian/Native American Tribal Government (Other than Federally Recognized)
- K. Indian/Native American Tribally Designated Organization
- L. Public/Indian Housing Authority
- M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
- O. Private Institution of Higher Education
- P. Individual
- Q. For-Profit Organization (Other than Small Business)
- R. Small Business
- S. Hispanic-serving Institution
- T. Historically Black Colleges and Universities (HBCUs)
- U. Tribally Controlled Colleges and Universities (TCCUs)
- V. Alaska Native and Native Hawaiian Serving Institutions
- W. Non-domestic (non-US) Entity
- X. Other (specify)

**Item 10: Name Of Federal Agency:** (Required) Enter the name of the Federal agency from which assistance is being requested with this application.

**Item 11: Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable. Refer to the EPA CFDA listing in the website: XXXXXXXXXX

**Item 12: Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.

**Item 13: Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.

**Item 14: Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.

**Item 15: Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.

**Item 16: Congressional Districts Of:** (Required)

16a. Enter the applicant's Congressional District, and

16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12<sup>th</sup> district, NC-103 for North Carolina's 103rd district.

- If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
- If nationwide, i.e. all districts within all states are affected, enter US-all.
- If the program/project is outside the US, enter 00-000.

**Item 17: Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.

**Item 18: Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

**Item 19: Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State. The Office of Management and Budget maintains a list of SPOCs at this site: <http://www.opr.ca.gov/index.php?a=sch/grant.html#epa>

Applicants must submit or fax page 1 of the application (or summary thereof) to the SPOC Intergovernmental Review. **In addition, the fax/submittal date must be entered on page 1 of the SF424, Block#16.**

**CALIFORNIA**

Grants Coordination  
State Clearinghouse  
Office of Planning & Research  
P.O. Box 3044, Room 212  
Sacramento, CA 95814-3044  
Telephone: (916) 445-0613  
FAX: (916) 323-3018  
Email: [state.clearinghouse@opr.ca.gov](mailto:state.clearinghouse@opr.ca.gov)

**NEVADA**

Coordinator  
Department of Administration  
State Clearinghouse  
209 E. Musser Street, Room 200  
Carson City, Nevada 89701  
Telephone: (775) 684-0222 or 0223  
Fax: (775) 684-0260  
Email: [rtietje@budget.state.nv.us](mailto:rtietje@budget.state.nv.us)

**GUAM**

Director  
Bureau of Budget and Mgmt. Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
Telephone: 011-671-472-2285  
Fax: 011-472-2825

**NORTH MARIANA ISLANDS**

Ms. Jacoba T. Seman  
Federal Programs Coordinator  
Office of Management and Budget  
Office of the Governor  
Saipan, MP 96950  
Telephone: (670) 664-2289  
Fax: (670) 664-2272

**Item 20: Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.

**Item 21: Authorized Representative:** (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

**BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS (SF-424A)**

A complete budget must be submitted in order to be considered for federal assistance. The application includes a two-page sheet, "Budget Information - Non-Construction Programs" (Standard Form 424A), Sections A through F. Complete Sections A, B and F. Complete Section C if estimated funding includes other sources of non-federal funding besides the applicant's cost share. Sections D and E are optional.

**Section A - Budget Summary**

Columns (a), (b), (c), (d), are not required. Complete columns (e), (f), and (g). Complete column (c) if applying for unobligated federal funds from a prior grant budget (amount must correspond with the unobligated balance of Federal funds reported on your Financial Status Report).

**Section B - Budget Categories**

Enter the amounts for the COMBINED Federal and non-Federal funds distributed by object class categories under column (5) "Total." Columns (1) - (4) may be used to separately identify the amount of Federal funds, recipient matching contribution, supplemental funds, etc. Column (5), line k total should be the same as the total amount shown on the SF-424 facesheet under item 15g.

**A detailed budget breakdown of column (5) "Total" by object class categories must be prepared and submitted with the application. A sample budget breakdown is attached. (Other formats may be used.) Refer to our Instructions under Section F - Other Budget Information.**

**Section C - Non-Federal Resources**

Complete only if other sources of non-Federal funds are budgeted for your project. Amounts should agree with the amounts budgeted under item 15 on the SF-424 facesheet. Refer to the pre-printed instructions for this item on the SF-424A.

**Section D - Forecasted Cash Needs**

Optional. Refer to the pre-printed instructions for this item on the SF-424A

**Section E - Budget Estimates of Federal Funds Needed for Balance of the Project**

Optional. Refer to the pre-printed instructions for this item on the SF-424A.

**Section F - Other Budget Information. Guidance for completing a Detailed Budget to Supplement Standard Form 424A, Section B - Budget Categories.**

A separate, detailed budget is required and must be attached to your Application. Follow the guidelines below to support the amounts budgeted under the following object class categories on the SF-424A:

**Line 6a- Personnel.** List all participants in the program/project by position title, estimated time on the project, and salary during the project period.

**Line 6b - Fringe Benefits.** Identify the fringe benefit percentage and apply the percentage to the estimated personnel costs.

**Line 6c - Travel.** If travel is budgeted, indicate the general purpose of the travel (e.g., in-State/local travel and out-of State travel), number of travelers, destination and estimated costs per trip.

**Line 6d - Equipment.** List all equipment to be purchased and include estimated costs for each item. The Federal government defines equipment as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Property, which does not fall into this category, should be listed as supplies, unless your organization defines equipment at a lower threshold by policy.

**Line 6e - Supplies.** Identify the estimated costs for general materials and supplies (i.e. office supplies).

**Line 6f - Contractual.** List and describe each proposed contractual service, the proposed procurement method (i.e. small purchase, formal advertising, competitive negotiations/RFPs, or non-competitive negotiations/sole source), and the estimated cost of each contract. EPA may require review of contracts prior to their execution to assure all costs are reasonable and necessary to the program/project. Applicants should review EPA's regulations concerning procurement and the need to provide justification for sole source agreements, and documentation of cost and/or price analysis for contracts and other agreements.

**Line 6g - Construction.** List proposed construction contracts under item 6f - Contractual.

**Line 6h - Other.** List all other direct costs, which are not included in the above categories (i.e. telecommunication expenses, training, etc.).

**Line 6i - Total Direct Charges (sum of 6a-6h)**

**Line 6j - Indirect Charges.** Provide an explanation of how indirect charges were calculated for the program/project. Identify the type of indirect cost rate (provisional, predetermined, final or fixed), the Federal Agency with whom your rate is negotiated, the rate that is in effect during the grant period and the base to which the rate is applied.

**Line 6k - Totals (sum of 6i and 6j)**

Indirect costs are allocable to an EPA grant only if supported by an Indirect Cost Rate Agreement, Cost Allocation Plan, or Indirect Cost Rate Proposal as detailed in OMB Circulars 2 CFR 225, 2 CFR 230, and 2 CFR 220,

depending on your organizational type. States, Tribes and educational institutions must submit a copy of their current Negotiated Indirect Cost Rate Agreement to EPA with their application.

**Line 7 - Program Income.** If any income is expected to be generated from your program/project, describe the nature, source and estimated amount. Examples of program income include registration fees collected, income from the sale of products produced under a grant, and rental fees generated from equipment purchased with grant funds. The EPA project officer will negotiate the use of the program income with your agency in accordance with Federal regulations.

An example of a properly completed budget detail is included with this document.

#### **ASSURANCES - NON-CONSTRUCTION PROGRAMS (SF-424B)**

As an applicant for Federal Financial Assistance, you must assure that you will comply with all applicable Federal Statutes, Executive Orders, regulations, and policies governing the program/project. The required Assurances must be signed by the authorized representative who signed the SF-424 Facesheet. An original signature is required.

#### **KEY PEOPLE LIST**

Complete the enclosed "Key People List" and return it with your application.

#### **WORK PLAN**

Attach a copy of your proposed work plan. Additional information regarding the requirements for an acceptable work plan may be found in Program guidance, 40 CFR Part 35 Subpart A, and other Parts applicable to your project. Any questions regarding the work plan or program objectives should be discussed with your EPA Project Officer.

#### **Preaward Compliance Review Report for All Applicants Requesting Federal Financial Assistance (EPA Form 4700-4)**

Complete the Pre-Award Compliance Review Report, EPA Form 4700-4, and return it with your application. If a recipient receives more than one grant from EPA Region 9, you may choose to complete this form for all EPA Region 9 environmental programs by indicating on the form, under Part II "APPLICABLE TO ALL EPA, REGION 9 GRANTS". This form will be valid for one year from the date it is received by the Grants Management Office. All applicants should complete roman numerals I through V. If the information in Section VI through IX does not apply to your project or program, write N/A for "not applicable." The authorized representative is required to sign and date the form under Section X. Questions regarding completion of the form should be addressed to the Office of Civil Rights, at (415) 947-4286.

#### **Certification Regarding Lobbying and Disclosure of Lobbying Activities (Standard Form - SFLLL)**

**Note:** *Not applicable to Indian Tribes nor applicants receiving \$100,000 or less of Federal assistance.*

This requirement generally prohibits recipients of Federal grants, cooperative agreements, contracts, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific grant, cooperative agreement, contract, or loan. Each recipient who requests or receives a Federal contract, grant, cooperative agreement, loan, or Federal commitment to insure or guarantee a loan, must also disclose lobbying. Each recipient must file a certification and, if required, a disclosure form with each submission that

initiates agency consideration for the award of a Federal contract, grant or cooperative agreement exceeding \$100,000. Any subcontractors of the recipients receiving Federal funds in excess of \$100,000 must also file a certification form and a disclosure statement, if required.

The authorized representative is required to sign the form(s) which must be filed with each application for Federal assistance. Your agency may fulfill this requirement by filing an annual certification form with original signatures with EPA's Grants Management Office. This requirement is established in 40 CFR Part 34.

#### **Procurement Certification (Superfund Recipients Only) (EPA Form 5700-48)**

All recipients of Superfund assistance are required to certify their Procurement System by completing the Procurement System Certification (EPA Form 5700-48). An applicant may self-certify their Procurement System if their system complies with 40 CFR 35.6550. The authorized representative is required to sign the certification for each application for Federal assistance. Your agency may fulfill this requirement by filing an annual certification form with original signatures with EPA's Grants Management Office. This requirement is established in 40 CFR 35, Subpart O.

#### **Single Audit Act Requirements (A-133)**

All recipients must comply with the Single Audit Act amendments as set forth in OMB Circular A-133, revised June, 2003. The Act requires recipients that expend \$500,000 or more in a year in Federal awards from all Federal sources to have a single audit or a program-specific audit for that year in accordance with the provisions of the Circular. Recipients that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal government.

Audits shall be performed annually, unless the recipient made provisions previously for biennial audits as set forth in paragraphs (a) and (b) of Section .220 of the Circular. The costs of audits made in accordance with the provisions of this Circular are allowable charges to Federal awards. However, recipients may not charge the cost of auditing a non-Federal entity which has Federal awards expended of less than \$500,000 ( as of December 31, 2003) a year to a Federal award per Section .230 of A-133.

Audit report requirements and report submission are set forth in Sections .320 and .235 of the Circular. The recipient shall provide the number of reporting packages described in these sections to the Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132. <http://harvester.census.gov/sac/>

#### **OMB Circulars and EPA Regulations**

You should be familiar with the Federal requirements that govern Federal grants before you apply. These requirements often vary depending on your organization type and are established in law, Executive Order, Federal regulation, and the OMB Circulars.

**OMB Circulars:**

- 2 CFR, Part 220** Principles for Determining Costs Applicable to Grants, Contracts,  
(formerly known as A-21) and other Agreements with Educational Institutions
- 2 CFR, Part 225** Cost Principles for State, Local and Indian Tribal Governments  
(formerly known as A-87)
- 2 CFR, Part 230** Cost Principles for Non-Profit Organizations  
(formerly known as A-122)
- A-102** Grants and Cooperative Agreements with State and Local Governments
- 2 CFR, Part 215** Grants and Cooperative Agreements with Institutions of  
(formerly known as A-110) Higher Education, Hospitals, and other Non-Profit Organizations
- A-133** Audits of States, Local Governments, and Non-Profit Organizations.

**Some applicable EPA Regulations:**

- 40 CFR, Part 30** Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Institutions
- 31** Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and Indian Tribes
- 35** State, Local, and Tribal Assistance

To obtain sections of the 40 Code of Federal Regulations (CFR), Parts 1-49, refer to the website <http://www.epa.gov/epahome/cfr40.htm>

To obtain the printed 40 Code of Federal Regulations (CFR), Parts 1-49, you may contact:

Superintendent of Documents (phone# (202) 512-1803)  
United States Government Printing Office (USGPO)  
P.O. Box 371954  
Pittsburgh, PA 15250-7954

**Catalog of Federal Domestic Assistance (CFDA) Number:**

Block 10 of the SF424 Application requires a CFDA number. A listing of all current EPA assistance programs and their CFDA numbers can be found at <http://www.cfda.gov>  
EPA numbers begin with 66.001. CFDA numbers are regularly created, so refer to this web site often.

## KEY PEOPLE LIST

Please show street address as well as Post Office Box Number where applicable.

### AGENCY/ORGANIZATION DIRECTOR

(Individual who is authorized to sign the assistance agreement application and award acceptance.)

NAME: RANDY MURPHY  
TITLE: CITY ADMINISTRATOR  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

### PROGRAM/PROJECT DIRECTOR

(Technical program director or person responsible for the project as a contact person in Block #5 of the application.)

NAME: DONALD RUST, DIRECTOR  
TITLE: COMMUNITY DEVELOPMENT DEPARTMENT  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

### FINANCE DIRECTOR

(Individual responsible for maintaining the accounting and financial management system supporting expenditures, preparing the financial reports, etc.)

NAME: GLENN LAZOFF, INTERIM DIRECTOR  
TITLE: FINANCE DEPARTMENT  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**\*\*An Email Acknowledgement of Application receipt will be sent to Program/Project Director listed on page 1 of Form SF424\*\***

# OPTIONAL FORMAT

## SAMPLE BUDGET DETAIL FORMAT

The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.

**a. PERSONNEL**

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
<b>a. Personnel Total</b>				

**b. FRINGE BENEFITS**

BASE	
RATE	%
<b>b. FRINGE BENEFITS TOTAL</b>	

**c. TRAVEL – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.**

TRAVEL EXPENSES	AMOUNT

**Explain:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**c. TRAVEL TOTAL:**

**d. EQUIPMENT:** Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>d. EQUIPMENT TOTAL</b>			

**e. SUPPLIES**

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>e. SUPPLIES TOTAL</b>			

**f. CONTRACTUAL** [List each planned contract separately, type of service to be procured, **proposed procurement method** (i.e. small purchase, sealed bids, competitive proposals) and the estimated cost]

ITEM	PROCUREMENT METHOD	TOTAL
------	--------------------	-------

<b>f. CONTRACTUAL TOTAL</b>		

**g. CONSTRUCTION (N/A)**

**h. OTHER**

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>h. OTHER TOTAL</b>			

<b>i. TOTAL DIRECT COSTS</b>	<b>\$</b>
<b>j. INDIRECT COSTS</b>	<b>(BASE \$_____ x RATE ____% = INDIRECT COSTS)</b>
<b>k. TOTAL PROPOSED COSTS</b>	<b>\$</b>
<b>FEDERAL FUNDS REQUESTED</b>	<b>\$</b>
<b>RECIPIENT SHARE (MATCH)</b>	<b>\$</b>

<b>RECIPIENT SHARE OF TOTAL PROPOSED COSTS</b>		<b>%</b>
<b>FEDERAL SHARE OF TOTAL PROPOSED COSTS</b>		<b>%</b>

# **Region 9**

# **SAMPLE**

**COMPLETED BUDGET SF424 A AND BUDGET DETAIL  
(BREAKDOWN BY OBJECT CLASS CATEGORIES)**

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget	
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)
1. PWSS	66.432	\$	\$	\$465,000	\$1
2.					
3.					
4.					
5. TOTALS				\$465,000	\$1

**SECTION B - BUDGET CATEGORIES**

6. OBJECT CLASS CATEGORIES				
	(1) Federal	(2) Match	(3)	(4)
a. Personnel	\$233,243	\$77,750	\$	
b. Fringe Benefits	48,981	\$16,327		
c. Travel	15,179	0		
d. Equipment	20,000	32,000		
e. Supplies	8,650	0		
f. Contractual	60,000	0		
g. Construction	0	0		
h. Other	8,391	5,404		
i. Total Direct Charges (sum of 6a - 6h)	394,444	131,481		
j. Indirect Charges	70,556	23,519		
k. TOTALS (sum of 6i and 6j)	465,000	155,000		
7. Program Income	\$	\$	\$	\$

**SAMPLE SECTION C - NON-FEDERAL RESOURCES**

Revised 01-10-2013  
Standard Form 424A (4-88)

(a) Grant Program	(b) Applicant	(c) State	(d) Other Source
8. PWSS	\$155,000	\$	\$
9.			
10.			
11.			
12. TOTAL (sum of lines 8 and 11)	155,000.00	\$	\$

**SECTION D - FORECASTED CASH NEEDS**

Revised 01-10-2013

13. Federal	(Total for 1st Year)	1st Quarter	2nd Quarter	3rd Quarter
		\$ 465,000	116,250	116,250
14. NonFederal	\$ 155,000	38,750	38,750	38,750
15. TOTAL (sum of lines 13 and 14)	620,000	155,000	155,000	155,000

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)		
	(b) First	(c) Second	(d) Third
	16.	\$	\$
17.			
18.			
19.			
20. TOTALS (sum of lines 16 - 19)	\$0.00	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

*(Attach additional sheets if Necessary)*

21. Direct Charges: \$525,925	22. Indirect Charges: \$94,075
-------------------------------	--------------------------------

23. Remarks: *Please include anything not fully explained in the budget detail (i.e. Indirect Cost Rate, Base, etc.)*

**INDIRECT COST RATE = 25%**

# OPTIONAL FORMAT

## SAMPLE BUDGET DETAIL FORMAT

*The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.*

### a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Lab Assistant 1	2	\$22,500	1	\$45,000
Lab Assistant 2	1	20,000	1	20,000
Env. Engineer II	2	38875	1	77,750
Microbiologist IV	1	44,000	2	88,000
Env. Health Specialist	1	23,976	0.33	7,912
Chemist III	1	50,000	1	50,000
Health Assistant	1	22,331	1	22,331
<b>a. Personnel Total</b>				<b>\$310,993</b>

### b. FRINGE BENEFITS

BASE (personnel)	\$310,993
RATE	21%
<b>b. FRINGE BENEFITS TOTAL</b>	<b>\$65,308</b>

c. TRAVEL – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.

TRAVEL EXPENSES	AMOUNT
OUT-OF-STATE TRAVEL	
Philadelphia, PA (2 People)	\$4,437
Las Vegas, NV (1 Person)	\$1,000
Washington, DC (2 People)	\$2,400
San Francisco, CA (3 People)	\$3,000
LOCAL TRAVEL	\$4,342
<b>Explain:</b> _____	
-Trips are scheduled to attend the American Water Works Conference, Regional Workshop on New Regulations, Grant Negotiations, and Grant Workshop.	
Out of State Travel - \$10,837	
Local Travel - \$4,342	
Based on an estimate for mileage (\$.20/mile), \$45/day maximum lodging, and \$20/day maximum for meals.	
Travel total = \$15,179	
<b>c. TRAVEL TOTAL: \$15,179</b>	

d. EQUIPMENT: Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
Recycling Composter	2	\$16,000	\$32,000
Computers	4	1,750	7,000
Monitors	4	584	2,336
Laser Printers	2	1,389	2,778
File Cabinets	2	443	886

Water Quality Monitor	1	7,000	7,000
<b>d. EQUIPMENT TOTAL</b>			<b>\$52,000</b>

**e. SUPPLIES**

ITEM	NUMBER	COST PER UNIT	TOTAL
Office Supplies (post-its, pen, paper)	Multiple	Various	\$1,100
Field Survey Supplies	Multiple	Various	2,600
Lab Supplies (beakers, pipettes)	Multiple	Various	1,200
Software for Computers (MS Office)	4	\$387.50	1,550
Printing Supplies for Brochures	Multiple	Various	\$2,200
<b>e. SUPPLIES TOTAL</b>			<b>\$8,650</b>

**f. CONTRACTUAL [List each planned contract separately, type of service to be procured, proposed procurement method (i.e. small purchase, sealed bids, competitive proposals) and the estimated cost]**

ITEM	PROCUREMENT METHOD	TOTAL
Env. Engineer - Consultant	Competitive Proposals	\$24,100
Hydrologist	Competitive Proposals	25,900
GIS Survey	Small Purchase	3,500
Lab Sample Analysis	Small Purchase	6,500
<b>f. CONTRACTUAL TOTAL</b>		<b>\$60,000</b>

**g. CONSTRUCTION (N/A)**

**h. OTHER**

ITEM	NUMBER	COST PER UNIT	TOTAL
Repairs – Computers			\$2,500
Repairs – Vehicle Maintenance			3,500
Phone – Long Distance (not in Indirect Cost Pool)			1,200
Rental of Conference Rooms (4 days@\$1,050/day) for training			4,200
Postage			595
Printing for Reports (Distributed at Conference)			1,800
<b>h. OTHER TOTAL</b>			<b>\$13,795</b>

<b>i. TOTAL DIRECT COSTS</b>	<b>\$525,925</b>
<b>j. INDIRECT COSTS</b>	<b>Base= Personnel and Fringe Benefits BASE \$376,301 x RATE 25% = \$94,075</b>
<b>k. TOTAL PROPOSED COSTS</b>	<b>\$620,000</b>
<b>FEDERAL FUNDS REQUESTED</b>	<b>\$465,000</b>
<b>RECIPIENT SHARE (MATCH)</b>	<b>\$155,000</b>
<b>RECIPIENT SHARE OF TOTAL PROPOSED COSTS</b>	<b>25%</b>
<b>FEDERAL SHARE OF TOTAL PROPOSED COSTS</b>	<b>75%</b>

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS  
RANDY MURPHY, CITY ADMINISTRATOR**

**FROM: DONALD L. RUST, DIRECTOR (530) 538-2433  
COMMUNITY DEVELOPMENT DEPARTMENT**

**RE: ACCEPTANCE OF A UNITED STATES ENVIRONMENTAL PROTECTION  
AGENCY SITE-SPECIFIC BROWNFIELD ASSESSMENT GRANT**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider the acceptance of a \$350,000 United States Environmental Protection Agency (USEPA) Grant to conduct a site-specific brownfield assessment of a 39-acre property located at the intersection of Oro Dam Boulevard (east) and Veatch Street (APN 035-270-016).

**DISCUSSION**

On June 10, 2014, the USEPA notified the City of Oroville that the City was awarded \$350,000 to identify hazardous substances for the property located at the intersection of Oro Dam Boulevard East and Veatch Street (APN 035-270-016). Upon receiving the award notification, the USEPA provided instructions as to how to access the federal funding and City Staff is in the process of preparing the application for federal funding assistance to start the implementation of the Site-specific Brownfield Assessment Grant Program. As an applicant for federal funding assistance, the City must assure that we will comply with all applicable federal statutes, executive orders, regulations, and policies governing the grant program.

**FISCAL IMPACT**

No impact to the General Fund, the grant will be used to fund a qualified environmental consultant and for minor administrative expenses, training and travel as required to comply with grant.

**RECOMMENDATIONS**

1. Adopt Resolution No. 8229 - A RESOLUTION OF THE OROVILLE CITY COUNCIL ACCEPTING \$350,000 FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S 2014 SITE-SPECIFIC BROWNFIELD ASSESSMENT GRANT PROGRAM AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ALL DOCUMENTS RELATING TO

CC-8

**THE GRANT.**

2. Direct staff to reflect the necessary appropriations in the City's final budget for Fiscal Year 2014/2015 on August 12, 2014.

**ATTACHMENTS**

- A – Resolution No. 8229
- B – Award Notification from the US EPA
- C – Application Kit

# EXHIBIT - A

## OROVILLE CITY COUNCIL RESOLUTION NO. 8229

**A RESOLUTION OF THE OROVILLE CITY COUNCIL ACCEPTING \$350,000 FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY'S 2014 SITE-SPECIFIC BROWNFIELD ASSESSMENT GRANT PROGRAM AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ALL DOCUMENTS RELATING TO THE GRANT**

**NOW THEREFORE**, be it hereby resolved by the Oroville City Council as follows:

1. The Oroville City Council has accepted the \$350,000 United States Environmental Protection Agency 2014 Site-Specific Brownfield Assessment Grant.
2. Authorizes and directs the Mayor to execute all documents relating to the grant.
3. The City Clerk shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting on July 1, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott Huber, City Attorney

\_\_\_\_\_  
Randy Murphy, City Clerk

# EXHIBIT - B



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION IX

75 Hawthorne Street  
San Francisco, CA 94105

APPLICATION FOR FEDERAL ASSISTANCE

June 10, 2014

Don Rust  
Director of Community Development  
City of Oroville  
1735 Montgomery Street  
Oroville, CA 95965

**Re: New Site-Specific Brownfields Assessment Cooperative Agreement between the City of Oroville and the U.S. Environmental Protection Agency**

Dear Mr. Rust:

The Environmental Protection Agency (EPA), Region 9, is pleased to announce the availability of financial assistance to the City of Oroville for the EPA Brownfields Site-Specific Assessment program as follows:

**APPLICATION DUE DATE: July 11, 2014**

**PROGRAM TITLE: Brownfields Assessment Cooperative Agreement (NEW PROJECT)**

**STATUTORY AUTHORITY: CERCLA 104(k)(2)**

**FEDERAL FUNDS AVAILABLE: \$350,000**

**REQUIRED NON-FEDERAL MATCH: NA**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO.: 66.818**

**DELEGATION OF AUTHORITY (EPA use only): 14-45**

**WAS THIS PROPOSAL SUBJECT TO COMPETITION (EPA use only): Yes**

The Application Kit, including instructions, is available online. A project work plan is one of the elements of this application. Our work plan template has changed slightly from last year. I will send you our updated sample work plan template later this week. Please ensure that your organization's SAM.gov registration is current and active.

EPA has established electronic business practices to reduce our environmental footprint. The implementation of this electronic approach will ensure a faster and less costly method for grantees when submitting applications to our Grants Management Office. Your application and final work plan may be submitted by using **one** of the following methods:

1. Region 9 Electronic Mail Box: [GrantsRegion9@epa.gov](mailto:GrantsRegion9@epa.gov)  
EPA's [Application Kit](#) with instructions for completing all of the necessary forms may be downloaded. When submitting your application, please include "Federal Funding Application" and the grant program in the subject line.
2. Paper Submission (Least preferred method)  
An original and one copy of the complete application package to:

Grants Management Office, MTS-7  
Management & Technical Services Division  
U.S. Environmental Protection Agency, Region 9  
75 Hawthorne Street, San Francisco, CA 94105

Please obtain a copy of the Code of Federal Regulations (CFR), Title 40, Parts 1-49, the Office of Management and Budget (OMB) Cost Circulars, and other EPA grant policies, which are available on [EPA's Grant Requirements website](#) or from the U.S. Government Printing Office at (202) 512-1800.

EPA Region 9 has a [Greening Grants Policy](#) that is designed to encourage grantees to incorporate sustainability practices into projects funded under EPA assistance agreements. As we finalize Oroville's work plan we can discuss whether the sustainability practices in this policy can be integrated into Oroville's work plan.

Questions regarding the application or administrative/fiscal matters should be referred to Ms. Susan Chiu of our Grants Management Office, at (415) 972-3674 or [chiu.susan@epa.gov](mailto:chiu.susan@epa.gov). Please call or email me at (415) 972-3846 or [blazej.nova@epa.gov](mailto:blazej.nova@epa.gov) regarding programmatic questions, such as development of the project work plan.

Sincerely,

/s/ Nova Blazej

EPA Project Officer

cc: Susan Chiu, EPA Grants Management Office, MTS-7

# EXHIBIT - C

Revised 01-10-2013

United States Environmental Protection Agency

Region 9

Application Kit



## Application Checklist for Awards

Include the original and one copy of the following items in your Application Package. (Click on form titles to access forms)

- **Application for Federal Assistance (Form SF 424), with authorized signature**

[http://www.epa.gov/ogd/forms/adobe/sf424\\_v2\\_508\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/sf424_v2_508_sec.pdf)

*NOTE:* you can also apply by using: <http://www.grants.gov/> (electronic application)

- **Budget Information (Form SF 424A)**

[http://www.epa.gov/ogd/forms/adobe/sf\\_424\\_a\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/sf_424_a_sec.pdf)

[http://www.epa.gov/ogd/forms/adobe/sf424a%20272712\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/sf424a%20272712_sec.pdf)

[http://www.epa.gov/ogd/forms/adobe/SF424A\\_Instructions.pdf](http://www.epa.gov/ogd/forms/adobe/SF424A_Instructions.pdf)



SI Guide-3.pdf

'SI Guide' - provides Sustainability Infrastructure Guide that provides areas to address going green.

- **Budget Detail – Breakdown by Object Class Categories**

<http://www.epa.gov/region9/funding/applying.html>

- **Key People List**

[http://www.epa.gov/ogd/forms/adobe/5700-54\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf)

(For Universities, please include the project's Principle Investigator.)

- **Work plan**

This is an outline of required work plan elements as determined by Region 9.

Please contact your assigned EPA Project Officer for details.

- **Current Indirect Cost Rate Negotiation Agreement**

(Submit Rate and Signature Pages, Sections 1 and 3, along with application)

### ASSURANCES/CERTIFICATIONS

- **Assurances-Non Construction Programs (Form SF424B), with authorized signature**  
(Required for all applicants.)

[http://www.epa.gov/ogd/forms/adobe/sf\\_424b\\_8\\_1\\_11.pdf](http://www.epa.gov/ogd/forms/adobe/sf_424b_8_1_11.pdf)

- **Pre-award Compliance Review Report for All Applicants Requesting Federal Financial Assistance (EPA Form 4700-4)**, with authorized signature  
(Required for all applicants.)

[http://www.epa.gov/oqd/forms/adobe/4700-4\\_sec.pdf](http://www.epa.gov/oqd/forms/adobe/4700-4_sec.pdf)

- **Certification Regarding Lobbying (Form SF-6600-06)**, with authorized signature  
(Not required for Tribes. For all other applicants, forms required if the total federal dollar requested is greater than \$100K.)

[http://www.epa.gov/oqd/AppKit/form/Lobbying\\_sec.pdf](http://www.epa.gov/oqd/AppKit/form/Lobbying_sec.pdf)

- **Disclosure of Lobbying Activities (Form SF-LLL)**, with authorized signature  
(Not required for Tribes. For all other applicants, forms are required for reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352.

[http://www.epa.gov/oqd/AppKit/form/sflllin\\_sec.pdf](http://www.epa.gov/oqd/AppKit/form/sflllin_sec.pdf)

- **Procurement System Certification (EPA Form 5700-48)**, with authorized signature  
(Required ONLY for recipients of SUPERFUND monies.)

[http://www.epa.gov/region3/grants/pdf/Procurement Certification EPA 5700-48.pdf](http://www.epa.gov/region3/grants/pdf/Procurement_Certification_EPA_5700-48.pdf)

**Include Program/Project Director's Email Address on page 1 of SF424** - Acknowledgement of Application receipt will be sent to Program/Project Director listed.

## Region 9 Application Instructions

### SUBMISSION

All applicants must apply for Federal financial assistance on Standard Form 424 (revised 7/03). The **final** application and work plan should be submitted by the date indicated in the application guidance letter sent to your agency by the EPA Program Office. All OMB Standard Forms (SF) and Circulars are also available for download at <http://www.whitehouse.gov/omb/grants/index.html>

If you are requesting continuation funding for an ongoing Environmental Program Grant under 40 CFR Part 35, your application must be submitted *before* your current grant expires. This will allow your program to continue to incur costs without interruption. However, if the application is received even one day late, your grant funds will be stopped until a new grant is awarded. This may cause adverse conditions for your program because you will be responsible for all costs until your new grant is awarded.

Please submit all items noted on the enclosed Application Checklist to:

**Grants Management Office, MTS-7  
U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105**

### HOW TO COMPLETE YOUR APPLICATION FOR FEDERAL ASSISTANCE

Based on the inquiries we frequently receive, we have developed the following information to augment the instructions in the "Application for Federal Assistance" (Standard Form 424 and 424A). Reading this information in conjunction with the instructions for the SF-424 and the SF-424A will help ensure that all the necessary information is included with your submission to EPA. Questions regarding completion of the application forms should be referred to the Grants Specialist identified on the guidance letter accompanying this application kit.

#### APPLICATION FOR FEDERAL ASSISTANCE (SF-424)--FACESHEET

**Refer to the pre-printed instructions for the SF-424 on the SF-424 form. Complete all items as instructed. If a particular item does not apply, please indicate N/A.**

**Item 1: Type of Submission:** (Required): Select one type of submission in accordance with agency instructions.

- Preapplication
- Application
- Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.

**Item 2: Type of Application:** (Required) Select one type of application in accordance with agency instructions.

- New – An application that is being submitted to an agency for the first time.
- Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include

renewals.

• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.

- A. Increase Award B. Decrease Award
- C. Increase Duration
- D. Decrease Duration
- E. Other (specify)

**Item 3: Date Received:** Leave this field blank. This date will be assigned by the Federal agency.

**Item 4: Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.

**Item 5a: Federal Entity Identifier:** Enter the number assigned to your organization by the Federal Agency, if any.

**Item 5b: Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.

**Item 6: Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.

**Item 7: State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.

**Item 8: Applicant Information:** Enter the following in accordance with agency instructions:

**a. Legal Name:** (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry (*Please use the same name on all applications*). Information on registering with CCR may be obtained by visiting the Grants.gov website.

**b. Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.

**c. Organizational DUNS:** (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Your organization may obtain a DUNS number by calling Dun & Bradstreet at 1-866-705-5711 or via internet at <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>

Information on obtaining a DUNS number may also be obtained by visiting the Grants.gov website.

**NOTE:** Effective **October 1, 2010**, all applicants are required to be registered in the System for Award Management ([www.sam.gov](http://www.sam.gov)), previously Central Contractor Registration (CCR). A DUNS number is required for registration.

**d. Address:** Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).

**e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.

**f. Name and contact information of person to be contacted on matters involving this application:** Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and e-mail address (Required) of the person to contact on matters related to this application.

**Item 9: Type of Applicant:** (Required) Select up to three applicant type(s) in accordance with agency instructions.

- A. State Government
- B. County Government
- C. City or Township Government
- D. Special District Government
- E. Regional Organization
- F. U.S. Territory or Possession
- G. Independent School District
- H. Public/State Controlled Institution of Higher Education
- I. Indian/Native American Tribal Government (Federally Recognized)
- J. Indian/Native American Tribal Government (Other than Federally Recognized)
- K. Indian/Native American Tribally Designated Organization
- L. Public/Indian Housing Authority
- M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
- O. Private Institution of Higher Education
- P. Individual
- Q. For-Profit Organization (Other than Small Business)
- R. Small Business
- S. Hispanic-serving Institution
- T. Historically Black Colleges and Universities (HBCUs)
- U. Tribally Controlled Colleges and Universities (TCCUs)
- V. Alaska Native and Native Hawaiian Serving Institutions
- W. Non-domestic (non-US) Entity
- X. Other (specify)

**Item 10: Name Of Federal Agency:** (Required) Enter the name of the Federal agency from which assistance is being requested with this application.

**Item 11: Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable. Refer to the EPA CFDA listing in the website: XXXXXXXXXX

**Item 12: Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.

**Item 13: Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.

**Item 14: Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.

**Item 15: Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.

**Item 16: Congressional Districts Of:** (Required)

16a. Enter the applicant's Congressional District, and

16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12<sup>th</sup> district, NC-103 for North Carolina's 103rd district.

- If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
- If nationwide, i.e. all districts within all states are affected, enter US-all.
- If the program/project is outside the US, enter 00-000.

**Item 17: Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.

**Item 18: Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

**Item 19: Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State. The Office of Management and Budget maintains a list of SPOCs at this site: <http://www.opr.ca.gov/index.php?a=sch/grant.html#epa>

Applicants must submit or fax page 1 of the application (or summary thereof) to the SPOC Intergovernmental Review. **In addition, the fax/submittal date must be entered on page 1 of the SF424, Block#16.**

**CALIFORNIA**

Grants Coordination  
State Clearinghouse  
Office of Planning & Research  
P.O. Box 3044, Room 212  
Sacramento, CA 95814-3044  
Telephone: (916) 445-0613  
FAX: (916) 323-3018  
Email: [state.clearinghouse@opr.ca.gov](mailto:state.clearinghouse@opr.ca.gov)

**NEVADA**

Coordinator  
Department of Administration  
State Clearinghouse  
209 E. Musser Street, Room 200  
Carson City, Nevada 89701  
Telephone: (775) 684-0222 or 0223  
Fax: (775) 684-0260  
Email: [rtietje@budget.state.nv.us](mailto:rtietje@budget.state.nv.us)

**GUAM**

Director  
Bureau of Budget and Mgmt. Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
Telephone: 011-671-472-2285  
Fax: 011-472-2825

**NORTH MARIANA ISLANDS**

Ms. Jacoba T. Seman  
Federal Programs Coordinator  
Office of Management and Budget  
Office of the Governor  
Saipan, MP 96950  
Telephone: (670) 664-2289  
Fax: (670) 664-2272

**Item 20: Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.

**Item 21: Authorized Representative:** (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

### **BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS (SF-424A)**

A complete budget must be submitted in order to be considered for federal assistance. The application includes a two-page sheet, "Budget Information - Non-Construction Programs" (Standard Form 424A), Sections A through F. Complete Sections A, B and F. Complete Section C if estimated funding includes other sources of non-federal funding besides the applicant's cost share. Sections D and E are optional.

#### **Section A - Budget Summary**

Columns (a), (b), (c), (d), are not required. Complete columns (e), (f), and (g). Complete column (c) if applying for unobligated federal funds from a prior grant budget (amount must correspond with the unobligated balance of Federal funds reported on your Financial Status Report).

#### **Section B - Budget Categories**

Enter the amounts for the COMBINED Federal and non-Federal funds distributed by object class categories under column (5) "Total." Columns (1) - (4) may be used to separately identify the amount of Federal funds, recipient matching contribution, supplemental funds, etc. Column (5), line k total should be the same as the total amount shown on the SF-424 facesheet under item 15g.

**A detailed budget breakdown of column (5) "Total" by object class categories must be prepared and submitted with the application. A sample budget breakdown is attached. (Other formats may be used.) Refer to our Instructions under Section F - Other Budget Information.**

#### **Section C - Non-Federal Resources**

Complete only if other sources of non-Federal funds are budgeted for your project. Amounts should agree with the amounts budgeted under item 15 on the SF-424 facesheet. Refer to the pre-printed instructions for this item on the SF-424A.

#### **Section D - Forecasted Cash Needs**

Optional. Refer to the pre-printed instructions for this item on the SF-424A

**Section E - Budget Estimates of Federal Funds Needed for Balance of the Project**

Optional. Refer to the pre-printed instructions for this item on the SF-424A.

**Section F - Other Budget Information. Guidance for completing a Detailed Budget to Supplement Standard Form 424A, Section B - Budget Categories.**

A separate, detailed budget is required and must be attached to your Application. Follow the guidelines below to support the amounts budgeted under the following object class categories on the SF-424A:

**Line 6a- Personnel.** List all participants in the program/project by position title, estimated time on the project, and salary during the project period.

**Line 6b - Fringe Benefits.** Identify the fringe benefit percentage and apply the percentage to the estimated personnel costs.

**Line 6c - Travel.** If travel is budgeted, indicate the general purpose of the travel (e.g., in-State/local travel and out-of State travel), number of travelers, destination and estimated costs per trip.

**Line 6d - Equipment.** List all equipment to be purchased and include estimated costs for each item. The Federal government defines equipment as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Property, which does not fall into this category, should be listed as supplies, unless your organization defines equipment at a lower threshold by policy.

**Line 6e - Supplies.** Identify the estimated costs for general materials and supplies (i.e. office supplies).

**Line 6f - Contractual.** List and describe each proposed contractual service, the proposed procurement method (i.e. small purchase, formal advertising, competitive negotiations/RFPs, or non-competitive negotiations/sole source), and the estimated cost of each contract. EPA may require review of contracts prior to their execution to assure all costs are reasonable and necessary to the program/project. Applicants should review EPA's regulations concerning procurement and the need to provide justification for sole source agreements, and documentation of cost and/or price analysis for contracts and other agreements.

**Line 6g - Construction.** List proposed construction contracts under item 6f - Contractual.

**Line 6h - Other.** List all other direct costs, which are not included in the above categories (i.e. telecommunication expenses, training, etc.).

**Line 6i - Total Direct Charges (sum of 6a-6h)**

**Line 6j - Indirect Charges.** Provide an explanation of how indirect charges were calculated for the program/project. Identify the type of indirect cost rate (provisional, predetermined, final or fixed), the Federal Agency with whom your rate is negotiated, the rate that is in effect during the grant period and the base to which the rate is applied.

**Line 6k - Totals (sum of 6i and 6j)**

Indirect costs are allocable to an EPA grant only if supported by an Indirect Cost Rate Agreement, Cost Allocation Plan, or Indirect Cost Rate Proposal as detailed in OMB Circulars 2 CFR 225, 2 CFR 230, and 2 CFR 220,

depending on your organizational type. States, Tribes and educational institutions must submit a copy of their current Negotiated Indirect Cost Rate Agreement to EPA with their application.

Line 7 - **Program Income**. If any income is expected to be generated from your program/project, describe the nature, source and estimated amount. Examples of program income include registration fees collected, income from the sale of products produced under a grant, and rental fees generated from equipment purchased with grant funds. The EPA project officer will negotiate the use of the program income with your agency in accordance with Federal regulations.

An example of a properly completed budget detail is included with this document.

#### **ASSURANCES - NON-CONSTRUCTION PROGRAMS (SF-424B)**

As an applicant for Federal Financial Assistance, you must assure that you will comply with all applicable Federal Statutes, Executive Orders, regulations, and policies governing the program/project. The required Assurances must be signed by the authorized representative who signed the SF-424 Facesheet. An original signature is required.

#### **KEY PEOPLE LIST**

Complete the enclosed "Key People List" and return it with your application.

#### **WORK PLAN**

Attach a copy of your proposed work plan. Additional information regarding the requirements for an acceptable work plan may be found in Program guidance, 40 CFR Part 35 Subpart A, and other Parts applicable to your project. Any questions regarding the work plan or program objectives should be discussed with your EPA Project Officer.

#### **Preaward Compliance Review Report for All Applicants Requesting Federal Financial Assistance (EPA Form 4700-4)**

Complete the Pre-Award Compliance Review Report, EPA Form 4700-4, and return it with your application. If a recipient receives more than one grant from EPA Region 9, you may choose to complete this form for all EPA Region 9 environmental programs by indicating on the form, under Part II "APPLICABLE TO ALL EPA, REGION 9 GRANTS". This form will be valid for one year from the date it is received by the Grants Management Office. All applicants should complete roman numerals I through V. If the information in Section VI through IX does not apply to your project or program, write N/A for "not applicable." The authorized representative is required to sign and date the form under Section X. Questions regarding completion of the form should be addressed to the Office of Civil Rights, at (415) 947-4286.

#### **Certification Regarding Lobbying and Disclosure of Lobbying Activities (Standard Form - SFLLL)**

**Note:** *Not applicable to Indian Tribes nor applicants receiving \$100,000 or less of Federal assistance.*

This requirement generally prohibits recipients of Federal grants, cooperative agreements, contracts, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific grant, cooperative agreement, contract, or loan. Each recipient who requests or receives a Federal contract, grant, cooperative agreement, loan, or Federal commitment to insure or guarantee a loan, must also disclose lobbying. Each recipient must file a certification and, if required, a disclosure form with each submission that

initiates agency consideration for the award of a Federal contract, grant or cooperative agreement exceeding \$100,000. Any subcontractors of the recipients receiving Federal funds in excess of \$100,000 must also file a certification form and a disclosure statement, if required.

The authorized representative is required to sign the form(s) which must be filed with each application for Federal assistance. Your agency may fulfill this requirement by filing an annual certification form with original signatures with EPA's Grants Management Office. This requirement is established in 40 CFR Part 34.

#### **Procurement Certification (Superfund Recipients Only) (EPA Form 5700-48)**

All recipients of Superfund assistance are required to certify their Procurement System by completing the Procurement System Certification (EPA Form 5700-48). An applicant may self-certify their Procurement System if their system complies with 40 CFR 35.6550. The authorized representative is required to sign the certification for each application for Federal assistance. Your agency may fulfill this requirement by filing an annual certification form with original signatures with EPA's Grants Management Office. This requirement is established in 40 CFR 35, Subpart O.

#### **Single Audit Act Requirements (A-133)**

All recipients must comply with the Single Audit Act amendments as set forth in OMB Circular A-133, revised June, 2003. The Act requires recipients that expend \$500,000 or more in a year in Federal awards from all Federal sources to have a single audit or a program-specific audit for that year in accordance with the provisions of the Circular. Recipients that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal government.

Audits shall be performed annually, unless the recipient made provisions previously for biennial audits as set forth in paragraphs (a) and (b) of Section .220 of the Circular. The costs of audits made in accordance with the provisions of this Circular are allowable charges to Federal awards. However, recipients may not charge the cost of auditing a non-Federal entity which has Federal awards expended of less than \$500,000 ( as of December 31, 2003) a year to a Federal award per Section .230 of A-133.

Audit report requirements and report submission are set forth in Sections .320 and .235 of the Circular. The recipient shall provide the number of reporting packages described in these sections to the Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132. <http://harvester.census.gov/sac/>

#### **OMB Circulars and EPA Regulations**

You should be familiar with the Federal requirements that govern Federal grants before you apply. These requirements often vary depending on your organization type and are established in law, Executive Order, Federal regulation, and the OMB Circulars.

**OMB Circulars:**

- 2 CFR, Part 220** Principles for Determining Costs Applicable to Grants, Contracts,  
(formerly known as A-21) and other Agreements with Educational Institutions
- 2 CFR, Part 225** Cost Principles for State, Local and Indian Tribal Governments  
(formerly known as A-87)
- 2 CFR, Part 230** Cost Principles for Non-Profit Organizations  
(formerly known as A-122)
- A-102** Grants and Cooperative Agreements with State and Local Governments
- 2 CFR, Part 215** Grants and Cooperative Agreements with Institutions of  
(formerly known as A-110) Higher Education, Hospitals, and other Non-Profit Organizations
- A-133** Audits of States, Local Governments, and Non-Profit Organizations.

**Some applicable EPA Regulations:**

- 40 CFR, Part 30** Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Institutions
- 31** Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and Indian Tribes
- 35** State, Local, and Tribal Assistance

To obtain sections of the 40 Code of Federal Regulations (CFR), Parts 1-49, refer to the website <http://www.epa.gov/epahome/cfr40.htm>

To obtain the printed 40 Code of Federal Regulations (CFR), Parts 1-49, you may contact:

Superintendent of Documents (phone# (202) 512-1803)  
United States Government Printing Office (USGPO)  
P.O. Box 371954  
Pittsburgh, PA 15250-7954

**Catalog of Federal Domestic Assistance (CFDA) Number:**

Block 10 of the SF424 Application requires a CFDA number. A listing of all current EPA assistance programs and their CFDA numbers can be found at <http://www.cfda.gov>  
EPA numbers begin with 66.001. CFDA numbers are regularly created, so refer to this web site often.

## KEY PEOPLE LIST

Please show street address as well as Post Office Box Number where applicable.

### AGENCY/ORGANIZATION DIRECTOR

(Individual who is authorized to sign the assistance agreement application and award acceptance.)

NAME: RANDY MURPHY  
TITLE: CITY ADMINISTRATOR  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

### PROGRAM/PROJECT DIRECTOR

(Technical program director or person responsible for the project as a contact person in Block #5 of the application.)

NAME: DONALD RUST, DIRECTOR  
TITLE: COMMUNITY DEVELOPMENT DEPARTMENT  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

### FINANCE DIRECTOR

(Individual responsible for maintaining the accounting and financial management system supporting expenditures, preparing the financial reports, etc.)

NAME: GLENN LAZOFF, INTERIM DIRECTOR  
TITLE: FINANCE DEPARTMENT  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

\*\*An Email Acknowledgement of Application receipt will be sent to Program/Project Director listed on page 1 of Form SF424\*\*

# OPTIONAL FORMAT

## SAMPLE BUDGET DETAIL FORMAT

*The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.*

**a. PERSONNEL**

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
<b>a. Personnel Total</b>				

**b. FRINGE BENEFITS**

BASE	
RATE	%
<b>b. FRINGE BENEFITS TOTAL</b>	

**c. TRAVEL – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.**

TRAVEL EXPENSES	AMOUNT

**Explain:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**c. TRAVEL TOTAL:**

**d. EQUIPMENT:** Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>d. EQUIPMENT TOTAL</b>			

**e. SUPPLIES**

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>e. SUPPLIES TOTAL</b>			

**f. CONTRACTUAL** [List each planned contract separately, type of service to be procured, **proposed procurement method (i.e. small purchase, sealed bids, competitive proposals)** and the estimated cost]

ITEM	PROCUREMENT METHOD	TOTAL
------	--------------------	-------

<b>f. CONTRACTUAL TOTAL</b>		

**g. CONSTRUCTION (N/A)**

**h. OTHER**

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>h. OTHER TOTAL</b>			

<b>i. TOTAL DIRECT COSTS</b>	<b>\$</b>
<b>j. INDIRECT COSTS</b>	<b>(BASE \$ _____ x RATE ____% = INDIRECT COSTS)</b>
<b>k. TOTAL PROPOSED COSTS</b>	<b>\$</b>
<b>FEDERAL FUNDS REQUESTED</b>	<b>\$</b>
<b>RECIPIENT SHARE (MATCH)</b>	<b>\$</b>

<b>RECIPIENT SHARE OF TOTAL PROPOSED COSTS</b>	<b>%</b>
<b>FEDERAL SHARE OF TOTAL PROPOSED COSTS</b>	<b>%</b>

# **Region 9**

# **SAMPLE**

COMPLETED BUDGET SF424 A AND BUDGET DETAIL  
(BREAKDOWN BY OBJECT CLASS CATEGORIES)

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget	
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)
1. PWSS	66.432	\$	\$	\$465,000	\$1
2.					
3.					
4.					
5. TOTALS				\$465,000	\$1

**SECTION B - BUDGET CATEGORIES**

6. OBJECT CLASS CATEGORIES				
	(1) Federal	(2) Match	(3)	(4)
a. Personnel	\$233,243	\$77,750	\$	
b. Fringe Benefits	48,981	\$16,327		
c. Travel	15,179	0		
d. Equipment	20,000	32,000		
e. Supplies	8,650	0		
f. Contractual	60,000	0		
g. Construction	0	0		
h. Other	8,391	5,404		
i. Total Direct Charges (sum of 6a - 6h)	394,444	131,481		
j. Indirect Charges	70,556	23,519		
k. TOTALS (sum of 6i and 6j)	465,000	155,000		
7. Program Income	\$	\$	\$	\$

**SAMPLE SECTION C - NON-FEDERAL RESOURCES**

Revised 01-10-2013

Standard Form 424A (4-88)

(a) Grant Program	(b) Applicant	(c) State	(d) Other Source
8. PWSS	\$155,000	\$	\$
9.			
10.			
11.			
12. TOTAL (sum of lines 8 and 11)	155,000.00	\$	\$

**SECTION D - FORECASTED CASH NEEDS**

Revised 01-10-2013

13. Federal	(Total for 1st Year)	1st Quarter	2nd Quarter	3rd Quarter
	\$ 465,000	116,250	116,250	116,250
14. NonFederal	\$ 155,000	38,750	38,750	38,750
15. TOTAL (sum of lines 13 and 14)	620,000	155,000	155,000	155,000

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)		
	(b) First	(c) Second	(d) Third
16.	\$	\$	\$
17.			
18.			
19.			
20. TOTALS (sum of lines 16 - 19)	\$0.00	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

(Attach additional sheets if Necessary)

21. Direct Charges: \$525,925	22. Indirect Charges: \$94,075
-------------------------------	--------------------------------

23. Remarks: *Please include anything not fully explained in the budget detail (i.e. Indirect Cost Rate, Base, etc.)*

**INDIRECT COST RATE = 25%**

# OPTIONAL FORMAT

## SAMPLE BUDGET DETAIL FORMAT

*The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.*

### a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Lab Assistant 1	2	\$22,500	1	\$45,000
Lab Assistant 2	1	20,000	1	20,000
Env. Engineer II	2	38875	1	77,750
Microbiologist IV	1	44,000	2	88,000
Env. Health Specialist	1	23,976	0.33	7,912
Chemist III	1	50,000	1	50,000
Health Assistant	1	22,331	1	22,331
<b>a. Personnel Total</b>				\$310,993

### b. FRINGE BENEFITS

BASE (personnel)	\$310,993
RATE	21%
<b>b. FRINGE BENEFITS TOTAL</b>	\$65,308

c. TRAVEL – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.

TRAVEL EXPENSES	AMOUNT
OUT-OF-STATE TRAVEL	
Philadelphia, PA (2 People)	\$4,437
Las Vegas, NV (1 Person)	\$1,000
Washington, DC (2 People)	\$2,400
San Francisco, CA (3 People)	\$3,000
LOCAL TRAVEL	\$4,342
<b>Explain:</b> _____	
-Trips are scheduled to attend the American Water Works Conference, Regional Workshop on New Regulations, Grant Negotiations, and Grant Workshop.	
Out of State Travel - \$10,837	
Local Travel - \$4,342	
Based on an estimate for mileage (\$.20/mile), \$45/day maximum lodging, and \$20/day maximum for meals.	
Travel total = \$15,179	
<b>c. TRAVEL TOTAL: \$15,179</b>	

d. EQUIPMENT: Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
Recycling Composter	2	\$16,000	\$32,000
Computers	4	1,750	7,000
Monitors	4	584	2,336
Laser Printers	2	1,389	2,778
File Cabinets	2	443	886

Water Quality Monitor	1	7,000	7,000
<b>d. EQUIPMENT TOTAL</b>			<b>\$52,000</b>

**e. SUPPLIES**

ITEM	NUMBER	COST PER UNIT	TOTAL
Office Supplies (post-its, pen, paper)	Multiple	Various	\$1,100
Field Survey Supplies	Multiple	Various	2,600
Lab Supplies (beakers, pipettes)	Multiple	Various	1,200
Software for Computers (MS Office)	4	\$387.50	1,550
Printing Supplies for Brochures	Multiple	Various	\$2,200
<b>e. SUPPLIES TOTAL</b>			<b>\$8,650</b>

**f. CONTRACTUAL** [List each planned contract separately, type of service to be procured, **proposed procurement method (i.e. small purchase, sealed bids, competitive proposals)** and the estimated cost]

ITEM	PROCUREMENT METHOD	TOTAL
Env. Engineer - Consultant	Competitive Proposals	\$24,100
Hydrologist	Competitive Proposals	25,900
GIS Survey	Small Purchase	3,500
Lab Sample Analysis	Small Purchase	6,500
<b>f. CONTRACTUAL TOTAL</b>		<b>\$60,000</b>

**g. CONSTRUCTION (N/A)**

**h. OTHER**

ITEM	NUMBER	COST PER UNIT	TOTAL
Repairs – Computers			\$2,500
Repairs – Vehicle Maintenance			3,500
Phone – Long Distance (not in Indirect Cost Pool)			1,200
Rental of Conference Rooms (4 days@\$1,050/day) for training			4,200
Postage			595
Printing for Reports (Distributed at Conference)			1,800
<b>h. OTHER TOTAL</b>			<b>\$13,795</b>

<b>i. TOTAL DIRECT COSTS</b>	<b>\$525,925</b>
<b>j. INDIRECT COSTS</b>	<b>Base= Personnel and Fringe Benefits BASE \$376,301 x RATE 25% = \$94,075</b>
<b>k. TOTAL PROPOSED COSTS</b>	<b>\$620,000</b>
<b>FEDERAL FUNDS REQUESTED</b>	<b>\$465,000</b>
<b>RECIPIENT SHARE (MATCH)</b>	<b>\$155,000</b>
<b>RECIPIENT SHARE OF TOTAL PROPOSED COSTS</b>	<b>25%</b>
<b>FEDERAL SHARE OF TOTAL PROPOSED COSTS</b>	<b>75%</b>

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS  
RANDY MURPHY, CITY ADMINISTRATOR**

**FROM: DONALD RUST, DIRECTOR (530) 538-2433  
LUIS A. TOPETE, ASSOCIATE PLANNER (530) 538-2408  
COMMUNITY DEVELOPMENT DEPARTMENT**

**RE: ZONING CODE AMENDMENT (ZC 13-04): DIGITAL DISPLAY SIGNS  
(1<sup>ST</sup> READING)**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council will conduct a public hearing to consider amending the City's Municipal Code Sections 26-04.020, 26-19.030 and 26-19.045 regarding digital display signs.

**BACKGROUND**

The current Zoning Code allows for "Video Display Signs" along Highway 70 only and requires a spacing of at least one mile between such signs. Although the current Zoning Code allows for "Video Display Signs," true "video" display signs, in regards to the display of actual videos, are not allowed within the City limits. Thus, the existing language creates a misunderstanding between the intent and interpretation of the Zoning Code regarding these signs. Additionally, section 26-19.045 "Video Display Signs," has other ambiguities that require clarification. The proposed amendments corrects these ambiguities, renames video display signs to digital display signs, and more clearly defines their design standards and sign use regulations and allows such signs to be placed on any state route within City limits, subject to certain spacing requirements which includes doubling the existing spacing requirement on Highway 70 from one mile to two miles. These changes create an avenue to allow a limited number of digital display signs within the City limits with appropriate regulations to protect the general health, safety and public welfare of the surrounding area and of the City as a whole.

**DISCUSSION**

At the June 9, 2014 Special Planning Commission meeting, this proposed amendment to the City's Zoning Code was reviewed simultaneously with an amendment to Use Permit No. 10-05 for the purpose of converting a 12' X 24' double sided off premise/outdoor advertising sign structure (billboard) located at 555 Oro Dam Blvd (APN: 035-030-067) into a 12' X 24' double sided digital display sign. After a lengthy

CC-9

discussion, the Planning Commission adopted Resolution No. P2014-10 (**Attachment B**) making findings and conditionally approving the proposed amendment to Use Permit No. 10-05 and forwarding a recommendation to the City Council to adopt the proposed Zoning Code amendments subject to the following two additions/modifications to the proposed Code amendments:

- 1) All digital display signs shall be permitted to operate only between the hours of 5:00 a.m. and 12:00 a.m.; and
- 2) All digital display signs placed along California State Route 162 shall be spaced by a minimum of 1.25 miles

The first modification originated out of a comment submitted by the management at Holiday Inn Express regarding lighting concerns of the proposed sign. Rather than specifying the hours the digital display sign is permitted to operate as a condition of approval, the Planning Commission believed it would be more equitable to place it as a requirement for all approved digital displays in the City's Code. The second modification was made to ensure that an avenue for the placement of digital display signs existed while ensuring that at maximum build-out, per the minimum spacing requirements, the number of digital display signs would be at a level appropriate for the City of Oroville. The approval of Use Permit No. 10-05 by the Planning Commission is subject to the approval of the proposed Codes amendments as specified in Ordinance No. 1806 (**Attachment C**).

## **ENVIRONMENTAL REVIEW**

The proposed Code amendments have been determined to be exempt from CEQA review pursuant to Title 14, CCR, §15061(b)(3), commonly known as the "general rule." A project is exempt from CEQA if the activity is covered by the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. It has been determined that there is no possibility that the proposed Code amendments will have a significant effect on the environment. Thus, this action is exempt from CEQA review.

## **FISCAL IMPACT**

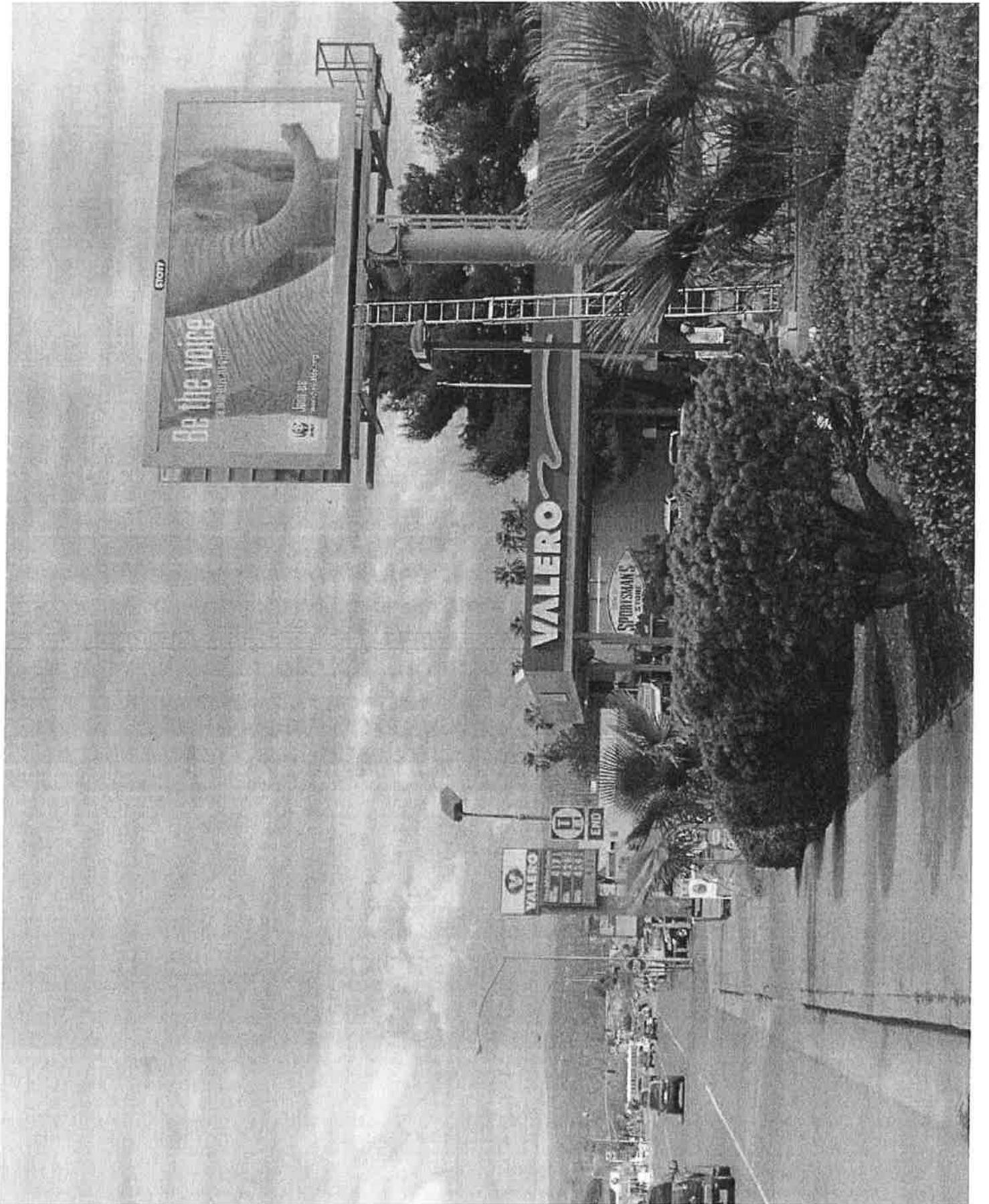
<b>Item</b>	<b>Price</b>	<b>Tech Fee</b>	<b>Total</b>	<b>Paid</b>
Use Permit Amendment/Modification	\$1,000.00	\$60.00	\$1,060.00	Yes
Code Amendments	\$3,031.00	\$181.86	\$3,212.86	Yes
Filing of Notice of Exemption				
Butte County Clerks Filing Fee	\$50.00	-	\$50.00	No

## **RECOMMENDATIONS**

Waive the first reading and introduce by title only, Ordinance No. 1806 – AN ORDINANCE OF THE OROVILLE CITY COUNCIL AMENDING THE OROVILLE MUNICIPAL CODE SECTIONS 26-04.020, 26-19.030 AND 26-19.045 REGARDING DIGITAL DISPLAY SIGNS.

## **ATTACHMENTS**

- A – Picture of Existing Sign
- B – Resolution No. P2014-10
- C – Ordinance No. 1806
- D – Newspaper Notice



# EXHIBIT - B

## RESOLUTION NO. P2014-10

**A RESOLUTION OF THE OROVILLE PLANNING COMMISSION MAKING FINDINGS AND CONDITIONALLY APPROVING AN AMENDMENT TO USE PERMIT NO. 10-05 FOR THE PURPOSE OF MODIFYING AN EXISTING 12' X 24' DOUBLE SIDED OFF PREMISE SIGN LOCATED AT 555 ORO DAM BLVD (APN: 035-030-067) INTO A 12' X 24' DOUBLE SIDED DIGITAL DISPLAY SIGN AND RECOMMENDING THE CITY COUNCIL APPROVE THE AMENDMENTS TO THE CITY'S ZONING CODE §26-04.020, §26-19.030, AND §26-19.045 REGARDING DIGITAL DISPLAY SIGNS**

**WHEREAS**, the property located at 555 Oro Dam Blvd (APN: 035-030-067) is zoned Intensive Commercial (C-2) and has a General Plan land use designation of Mixed Use; and

**WHEREAS**, the current Zoning Code allows for "Video Display Signs" along Highway 70 only and requires a spacing of at least one mile between such signs; and

**WHEREAS**, although the current Zoning Code allows for "Video Display Signs," true "video" display signs, in regards to displaying actual videos, are not allowed within the City limits, thus the existing language creates a misunderstanding between the actual intent and interpretation of the Zoning Code regarding these signs; and

**WHEREAS**, the proposed amendments correct these ambiguities, renames "Video Display Signs" to "Digital Display Signs," and more clearly defines their design standards and sign uses and allows such signs to be placed on any state route within City limits, subject to certain spacing requirements which includes doubling the existing spacing requirement on Highway 70 from one mile to two miles; and

**WHEREAS**, Use Permit No. 10-05 shall remain in substantial conformance with the Conditions of Approval as adopted by the Oroville Planning Commission. Any subsequent minor changes in the project (as determined by the Zoning Administrator) may only occur subject to appropriate City review and approval. Any subsequent substantive changes in the project (as determined by the Zoning Administrator) may only occur subject to discretionary review by the Oroville Planning Commission; and

**WHEREAS**, the Zoning Administrator has determined that the proposed changes to the existing use permit (UP 10-05) is considered to be a substantive change to what was approved by the Planning Commission at the time the original use permit was approved, thus requiring discretionary review by the Planning Commission; and

**WHEREAS**, the proposed substantive change to UP 10-05 may be approved by the Planning Commission only upon making all of the following findings as found in section 26-50.010(E)(4) of the City Code, based on substantial evidence:

- a. The granting of the permit will not be incompatible with or detrimental to the general health, safety or public welfare of the surrounding area or of the City as a whole.

*The characteristics of the proposed sign are compatible with the surrounding area. Oro Dam Boulevard is the City's main commercial corridor and the properties adjacent to Oro Dam Blvd are primarily zoned Intensive Commercial (C-2), which is the most intensive zoning designation for commercial uses. This portion of Oro Dam Boulevard is classified as an arterial, which are roadways designed to move large volumes of traffic and are intended to provide a high level of mobility between freeways/highways, other arterials and local/collector roadways and provide non-freeway/highway connections between major residential, employment, and activity centers. Thus, Oro Dam Blvd is an ideal location for the placement of Digital Display Signs.*

*The Outdoor Advertising Association of America (OAAA) is the lead trade association representing the Out of Home advertising industry, of which Stott Outdoor Advertising is a member. With nearly 800 member companies, OAAA represents more than 90 percent of industry revenues. In addition to adhering to external laws and regulations, as a member of OAAA, Stott Outdoor Advertising adheres to a set of voluntarily adopted industry principles by the OAAA. These principles include ensuring that the ambient light conditions associated with standard-size digital billboards are monitored by a light sensing device at all times and that display brightness will be appropriately adjusted as ambient light levels change.*

*The Federal Highway Administration (FHWA) contracted the Science Applications International Corporation to study the effects of digital billboards on driver attention and distraction in 2007. The study was completed in early 2010, and a draft report was subjected to peer review in 2012. On December 30, 2013, FHWA released its final report. Findings included a determination that the presence of digital billboards does not appear to be related to a decrease in looking toward the road ahead, which is consistent with earlier industry sponsored field research studies, and that the longest fixation to a digital billboard was 1.34 seconds, and to a standard billboard it was 1.28 seconds, both of which are well below the accepted standard (According to the National Highway Traffic Safety Administration, safety concerns arise when a driver's eyes are diverted from the roadway by glances that continue for more than 2.0 seconds). All Digital Display Signs within the City of Oroville are required to fully comply with all requirements applicable to the proposed project, including applicable federal standards.*

*The proposed sign will replace an existing 12' X 24' double sided Off Premise/Outdoor Advertising Sign structure with the same area per side of 288 sq. ft., which is in compliance with the City's requirement of no more than 300 sq. ft. on each face. The new digital sign faces will be an upgrade in sign technology but will have the same purpose as the structure replaced. City Code section 26-19.045 specifies the regulations applying to Digital Display Signs which are in place for the purpose of providing an avenue for the placement of such signs and ensuring the general health, safety and public welfare are protected in the process. The sign will*

*be required to comply with all requirements of this section.*

*Additionally, per City Code section 26-50.010(F)(2), the Planning Commission, upon its own motion, may modify or revoke any use permit that has been granted if any of the conditions of the permit have not been satisfied within 1 year after it was granted, any of the terms or conditions of the permit have been violated, a law, including any requirement in the Zoning Code, has been violated in connection with the permit, or if the permit was obtained by fraud.*

- b. The proposed use follows sound principles of land use by having a suitable location relative to the community as a whole, as well as to transportation facilities, public services and other land uses in the vicinity.

*In conformance with City Code section 26-19.045(B), the proposed Digital Display Sign will be located within 150 feet of a State Route right of way (Highway 162), will not exceed 300 sq. ft. of sign area on each face and will be separated by a distance of at least 1.25 miles (6,600 feet) from another Digital Display Sign along Highway 162 (Oro Dam Boulevard). The sign will be required, as part of the Conditions of Approval, to comply with all other requirements of City Code section 26-19.045(B), including, but not limited to lighting, maintenance, and safety requirements.*

*Before issuing building permits, the construction plans for the sign will be sent to Caltrans for review and will be required to meet all Caltrans regulations and other applicable standards. Additionally, as mentioned above, Oro Dam Boulevard is the main commercial corridor within the Oroville City limits, and as a result of the large traffic volumes experienced daily, it is an ideal location for the placement of Digital Display Signs within City limits. Oro Dam Boulevard is primarily zoned C-2 and the ideal location for the most intensive types of commercial uses.*

- c. Public utilities and facilities, including streets and highways, water and sanitation, are adequate to serve the proposed use or will be made adequate prior to the establishment of the proposed use.

*At the time the applicant submits a building permit application, the City's Building Division will require complete electrical plans showing that the proposed electrical needs will be adequately supplied. The applicant will be required to identify the location, type, amperage, and voltage of the electrical service and any related sub-panels, as well as a panel schedule/load calculations for any electrical panels. As part of the building permit, the applicant is required to obtain a City inspection from the Building Division prior to final approval. If at the time of inspection any inadequacies in the utility supply to the site are found, the applicant will be required to meet the minimum standards prior to the issuance of the final approval.*

- d. The location, size, design and operating characteristics of the proposed use will be harmonious and compatible with the surrounding neighborhood and will not adversely affect abutting properties.

*The surrounding neighborhood is developed with commercial uses and the existing sign does not adversely affect the abutting properties. The proposed sign will simply replace the existing sign faces with a digital technology and will continue to be consistent with these uses and not adversely affect the surrounding properties. Additionally, the proposed Digital Display Sign will be required to comply with all location, height, design, and operating characteristics required by the City Code and any other applicable agencies.*

*Outdoor Advertising Association of America (OAAA) and the International Sign Association (ISA) have recommended criteria for brightness standards for outdoor LED signs. The guidelines highlight the importance of ensuring appropriate brightness settings, which the applicant shall comply with as specified in the Conditions of Approval.*

- e. The subject site is physically suitable for the type and intensity of land use being proposed.

*The subject property is currently developed with an existing Off Premise/Outdoor Advertising Sign structure (traditional billboard). The proposed Digital Display Sign will be located on the same property of the existing Off Premise/Outdoor Advertising Sign structure and will have the same area available for advertising. This sign change will not increase the height, size, or general type of sign (static off premise sign), but will simply utilize technology to more efficiently change the message on the sign face through digital means. The sign being displayed will continue to be a static, off premise sign.*

- f. The size, intensity, and location of the proposed use will provide services that are necessary or desirable for the neighborhood and community as a whole.

*As stated previously, this section of Oro Dam Boulevard serves as the City's main commercial corridor and experiences a large volume of daily traffic. Per the City's 2030 General Plan vision statement and guiding principles, a guiding principle is to create a vibrant local economy. The proposed Digital Display Sign will provide businesses with an opportunity to better market themselves. As a result of better marketing opportunities, businesses may be more inclined to pay for advertisements that may increase their business activities which will benefit not only themselves but the City as the business environment within the City improves.*

- g. The permit complies with all applicable laws and regulations, including the requirements of the General Plan, of this chapter and of the City Code.

*This permit complies with the applicable laws and regulations of the City's General Plan and Zoning Code, including section 26-19.045(B) and 26-50.010. Before the issuance of building permits, any DDS will be reviewed for compliance with applicable laws and regulations, including any applicable development standards*

*and Building Code standards. Additionally, Caltrans review and approval is required prior to the issuance of building permits.*

**WHEREAS**, the approval by the Planning Commission to amend UP 10-05 as specified herein is subject to the approval of the Zoning Code amendments (ZC 13-04) by the City Council regarding Digital Display Signs; and

**WHEREAS**, at a noticed public hearing, the Planning Commission considered the comments and concerns of public agencies, property owners, and members of the public who are potentially affected by approval of the project described herein, and also considered City staff's report regarding the project.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION** as follows:

1. The Planning Commission finds that the amendment to UP 10-05 is exempt from CEQA via a Categorical Exemption as found in Title 14, CCR, §15302, Replacement or Reconstruction, and the amendments to the Zoning Code (ZC 13-04) regarding Digital Display Signs are exempt from CEQA via a General Rule Exemption as found in Title 14, CCR, §15061(b)(3).
2. The Planning Commission adopts the findings required by §26-50.010 of the City Code, as those findings are described in this Resolution, based upon the following facts:
  - A. The granting of the use permit amendments will not be incompatible with or detrimental to the general health, safety or public welfare of the surrounding area or of the City as a whole.
  - B. The proposed use follows sound principles of land use by having a suitable location relative to the community as a whole, as well as to transportation facilities, public services and other land uses in the vicinity.
  - C. Public utilities and facilities, including streets and highways, water and sanitation, are adequate to serve the proposed use.
  - D. The location, size, design and operating characteristics of the proposed use will be harmonious and compatible with the surrounding neighborhood and will not adversely affect abutting properties.
  - E. The subject site is physically suitable for the type and intensity of land use being proposed.
  - F. The size, intensity, and location of the proposed use will provide services that are necessary or desirable for the neighborhood and community as a whole.

- G. The use permit amendments comply with all applicable laws and regulations, including the requirements of the General Plan and City's Municipal Code.
3. The attached conditions of approval have been deemed necessary to achieve the purposes of the Zoning Code, and also promote the general health, safety and public welfare of the City.

## CONDITIONS OF APPROVAL

**Approved project:** The Commission hereby approves amending UP 10-05 for the purpose of modifying an existing 12' X 24' double sided off-premise sign (traditional billboard) at 555 Oro Dam Blvd (APN: 035-030-067) into a 12' X 24' double sided digital display sign, subject to the following conditions:

1. The applicant shall hold harmless the City, its Council members, Planning Commissioners, officers, agents, employees, and representatives from liability for any award, damages, costs, and/or fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this project. Applicant further agrees to provide a defense for the City in any such action.
2. The project shall remain in substantial conformance with the Conditions of Approval, as adopted by the Oroville Planning Commission. Any subsequent minor changes in the project (as determined by the Zoning Administrator) may only occur subject to appropriate City review and approval. Any subsequent substantive changes in the project (as determined by the Zoning Administrator) may only occur subject to discretionary review by the City of Oroville Planning Commission.
3. All private facilities, improvements, infrastructure, systems, equipment, common areas, etc. shall be operated and maintained by the applicant in such a manner, and with such frequency, to ensure the public health, safety, and general welfare.
4. All graffiti and vandalism shall be removed and repaired on a regular basis.
5. The applicant shall ascertain and comply with the requirements of all Federal, State, County and Local agencies as applicable to the proposed use and project area.
6. Applicant shall comply with the recommended criteria for brightness standards for outdoor LED signs from the Outdoor Advertising Sign Association of America and the International Sign Association.

7. All costs of operation and maintenance of private facilities, improvements, infrastructure, systems, equipment, common areas, etc. shall be the responsibility of the applicant.
8. The applicant shall annually pay for and obtain a City of Oroville business license.
9. Pursuant to Section 26-13.010, the proposed use of the site shall conform to the performance standards of the code of the City of Oroville to minimize any negative impacts that the use may have on the surrounding uses.
10. Pursuant to Section 26-50.010(F), a use permit may be evaluated for revocation if the use permit has not been used within one year of its approval.
11. Pursuant to Public Resources Code Section 21089, and as defined by the Fish and Wildlife Code Section 711.4, fees (\$50) are payable by the project applicant to file the Notice of Exemption with Butte County by the City of Oroville – Community Development Department within five working days of approval of this project.
12. The applicant may be required to provide a pole cover for the sign. Once a sign face has been converted into a digital display, the Zoning Administrator shall assess the aesthetics of the site and determine if a pole cover would substantially contribute to the overall attractiveness of the property and surrounding area. If so, a pole cover would be required. In the event the applicant disapproves with the determination of the Zoning Administrator, the decision may be appealed to the Planning Commission. A pole cover, if required, shall not substantially deviate from the design of the pole cover required for the digital display sign approved under Use Permit #12-06.
13. The approval of this use permit amendment is subject to the City Council's approval of the Zoning Code amendments regarding Digital Display Signs (ZC 13-04).

**--- End of Conditions ---**

A recommendation shall be forwarded to the Oroville City Council that the City's Municipal Code should be amended in the following manner, with all additions shown in an underlined format and all deletes shown in a ~~striketrough~~ format:

**26-04.020 Definitions.**

**O. Definitions, "O".**

Official Sign. A sign erected by a governmental agency, public utility or service, or one of their designee, setting forth information pursuant to law.

**S. Definitions, "S".**

Sign, digital display. An off-premise advertising sign/billboard that can be automated,

by digital means, to change its message. The duration of each message shall be displayed for a minimum of 8 seconds. Signs displaying messages for a duration of less than 8 seconds shall be considered a video display sign.

*Sign, off-premise.* A sign that contains a message chosen by a person other than the person who controls the premises on which the sign is located. A sign, including the supporting sign structure, which is visible from a street or highway and advertises goods or services not usually on the premises and/or property upon which the sign is located, excluding directional or official signs authorized by law and real estate signs.

*Sign, video display.* A sign that changes its message or background in a manner or method of display characterized by continuous motion or pictorial imagery, which may or may not include text, and depicts action or a special effect to imitate continuous movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns, or bands of light, or expanding or contracting shapes.

### **26-19.030 General provisions.**

**E. Prohibited Signs.** The following types of signs shall be prohibited:

1. Signs that bear or contain statements, words or pictures of an obscene, indecent or immoral character that offends public morals or decency.
2. Roof signs.
3. Rotating signs.
4. Wind-driven signs, "A" frame signs, sandwich boards and portable signs except as specifically permitted in Section 26-19.090 of this chapter.
5. ~~Pole signs where more than 5 feet of the pole's length is visible.~~
6. Video or any other electronic display signs with continuous motion.
7. Signs affixed to structures in the public right-of-way, such as telephone poles, light ~~standards~~ poles, utility fixtures, posts and fences; provided, however, as follows:
  - a. Temporary signs may be posted on any public kiosk that provides space intended for the posting of signs.
  - b. Official signs posted or required by a government agency, or a public utility or service, may be affixed to structures in the public right-of-way.
8. Vehicle signs that advertise a business, service or product, whether that business, service or product is located on the same site or a different site. This prohibition shall not apply to standard identification practices where these signs are painted on or permanently attached to a commercial vehicle used to conduct a land use located on the site, or to bumper stickers.

9. Signs that attempt or appear to attempt to direct traffic, or that interfere with, imitate or resemble any official traffic device.

**26-19.045 Signs Requiring a Use Permit**

**B. Video Digital Display Signs.**

Except as otherwise provided in this section, all ~~video display signs~~ digital display signs (~~VDS~~) (DDS) shall comply with the requirements of this section.

1. Area: The maximum sign area for a ~~VDS~~ DDS shall not exceed three hundred (300) square feet on each face.
2. Height: A ~~VDS~~ DDS shall not exceed a maximum height of forty (40) feet measured from ground surface to the top of the sign.
3. Location: ~~The sign shall not be used to provide advertisement for any businesses located on the same property as the sign. Therefore these signs shall be considered off-premise signs. VDS's~~ DDS's shall only be allowed to be located within 150 feet of the a State Route 70 right of way within the City limits. All ~~VDS's~~ DDS's shall be located such that no part of the ~~VDS~~ DDS encroaches into any public right of way. ~~VDS's~~ DDS's shall not be placed within any legal easements, unless such easements were specifically created for the placement of signs. The applicant for a ~~VDS~~ DDS shall demonstrate that the proposed ~~VDS~~ DDS location is free of any legal such easements.
  - a. All proposed signs adjacent to state highways 70 shall meet the requirements of the State of California Department of Transportation Outdoor Advertising standards for outdoor signs.
4. ~~Setbacks~~ Spacing from other VDS DDS: Signs of this type must be separated from other ~~video digital display signs by a distance of at least 1 mile.~~ as follows:

<u>State Route</u>	<u>Distance (miles)</u>
<u>Highway 70</u>	<u>2.0</u>
<u>Highway 162 (Oro Dam Boulevard)</u>	<u>1.25</u>
<u>Highway 162 (Olive Highway)</u>	<u>1.25</u>

5. Lighting: ~~Signs of this type must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits between dusk to dawn as measured from the sign's face at maximum brightness. Signs shall be required to meet all Caltrans regulations and other applicable standards. Signs which contain, include, or are illuminated by flashing, intermittent, or moving light or lights are prohibited. A DDS that utilizes lighting technologies (such as light emitting diodes) to create digital messages shall be equipped with a light sensor that automatically adjusts the lighting of the sign face as ambient lighting changes. In no event shall a digital display sign face~~

increase ambient illumination by more than 0.3 footcandles when measured perpendicular to the message sign face at a distance based on the sign face size as follows:

<u>Changeable message sign face size (sq. ft.)</u>	<u>Measurement Distance (ft.)</u>
50 ft <sup>2</sup>	71
100 ft <sup>2</sup>	100
150 ft <sup>2</sup>	122
200 ft <sup>2</sup>	141
250 ft <sup>2</sup>	158
300 ft <sup>2</sup>	173

*\*For signs with an area in square feet other than those specifically listed in the table, the measurement distance shall be calculated with the following formula: Measurement Distance =  $\sqrt{\text{Area of Sign Sq. Ft.} \times 100}$*

6. Safety: The Community Development Director, or his/her designee, shall approve the location of all videø digital display signs to ensure that they do not introduce unsafe driving conditions to the roadway system.
7. Maintenance: All structures shall be properly maintained, kept in good repair and kept clean. The area occupied by such structure shall be kept free of weeds, and debris, and graffiti. If violations of this paragraph occur, the Planning Commission may start proceedings to revoke the permit.
8. Permits: A use permit will be required for all VDS DDS. All requests for building permits for these signs shall be accompanied by construction and design plans stamped by a California registered civil engineer, in addition, a lighting plan shall be required showing the brightness of the proposed sign and the message intervals between individual advertisements.
9. Hours of Operation: All DDS shall be permitted to operate only between the hours of 5:00 a.m. to 12:00 a.m.
10. Messages shall be displayed for a minimum of 8 seconds.
11. Transition during messages shall be two seconds or less and shall either be instantaneous or fade out/in. Flashing is prohibited.
12. Signs shall be required to meet all Caltrans requirements, permits and other applicable standards.

\*\*\*\*\*

**I HEREBY CERTIFY** that the foregoing resolution was duly introduced and passed at a special meeting of the Planning Commission of the City of Oroville held on the 9<sup>th</sup> of June, 2014, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVE:

\_\_\_\_\_  
DONALD L. RUST, SECRETARY

\_\_\_\_\_  
DAMON ROBISON, CHAIRPERSON

# EXHIBIT - C

## CITY OF OROVILLE ORDINANCE NO. 1806

### AN ORDINANCE OF THE OROVILLE CITY COUNCIL AMENDING THE OROVILLE MUNICIPAL CODE SECTIONS 26-04.020, 26-19.030 AND 26-19.045 REGARDING DIGITAL DISPLAY SIGNS

**WHEREAS**, the current Zoning Code allows for "Video Display Signs" along Highway 70 only and requires a spacing of at least one mile between such signs; and

**WHEREAS**, although the current Zoning Code allows for "Video Display Signs," true "video" display signs, in regards to displaying actual videos, are not allowed within the City limits, thus the existing language creates a misunderstanding between the actual intent and interpretation of the Zoning Code regarding these signs; and

**WHEREAS**, the proposed amendments correct these ambiguities, renames "Video Display Signs" to "Digital Display Signs," and more clearly defines their design standards and sign uses and allows such signs to be placed on any state route within City limits, subject to certain spacing requirements which includes doubling the existing spacing requirement on Highway 70 from one mile to two miles; and

**WHEREAS**, at a noticed public hearing on June 9, 2014, the Planning Commission reviewed the proposed Zoning Code amendments and forwarded a recommendation to the Oroville City Council to approve the proposed amendments as specified herein.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF OROVILLE DO ORDAIN AS FOLLOWS:**

#### **SECTION I. Environmental Assessment:**

The proposed Code amendments have been determined to be exempt from CEQA review pursuant to Title 14, CCR, §15061(b)(3), commonly known as the "general rule." A project is exempt from CEQA if the activity is covered by the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. It has been determined that there is no possibility that the proposed Code amendments will have a significant effect on the environment. Thus, this action is exempt from CEQA review.

**SECTION II.** Sections 26-04.020, 26-19.030 and 26-19.045 of the Oroville Municipal Code are hereby amended as follows, with all additions shown in an underlined format and all deletes shown in a ~~strikethrough~~ format:

## **26-04.020 Definitions.**

### **O. Definitions, "O".**

Official Sign. A sign erected by a governmental agency, public utility or service, or one of their designee, setting forth information pursuant to law.

### **S. Definitions, "S".**

Sign, digital display. An off-premise advertising sign/billboard that can be automated, by digital means, to change its message. The duration of each message shall be displayed for a minimum of 8 seconds. Signs displaying messages for a duration of less than 8 seconds shall be considered a video display sign.

Sign, off-premise. ~~A sign that contains a message chosen by a person other than the person who controls the premises on which the sign is located.~~ A sign, including the supporting sign structure, which is visible from a street or highway and advertises goods or services not usually on the premises and/or property upon which the sign is located, excluding directional or official signs authorized by law and real estate signs.

Sign, video display. A sign that changes its message or background in a manner or method of display characterized by continuous motion or pictorial imagery, which may or may not include text, and depicts action or a special effect to imitate continuous movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns, or bands of light, or expanding or contracting shapes.

## **26-19.030 General provisions.**

**E. Prohibited Signs.** The following types of signs shall be prohibited:

1. Signs that bear or contain statements, words or pictures of an obscene, indecent or immoral character that offends public morals or decency.
2. Roof signs.
3. Rotating signs.
4. Wind-driven signs, "A" frame signs, sandwich boards and portable signs except as specifically permitted in Section 26-19.090 of this chapter.
5. ~~Pole signs where more than 5 feet of the pole's length is visible.~~
6. Video or any other electronic display signs with continuous motion.
7. Signs affixed to structures in the public right-of-way, such as telephone poles, light standards poles, utility fixtures, posts and fences; provided, however, as follows:
  - a. Temporary signs may be posted on any public kiosk that provides space intended for the posting of signs.
  - b. Official signs posted or required by a government agency, or a public utility or service, may be affixed to structures in the public right-of-way.

8. Vehicle signs that advertise a business, service or product, whether that business, service or product is located on the same site or a different site. This prohibition shall not apply to standard identification practices where these signs are painted on or permanently attached to a commercial vehicle used to conduct a land use located on the site, or to bumper stickers.
9. Signs that attempt or appear to attempt to direct traffic, or that interfere with, imitate or resemble any official traffic device.

**26-19.045 Signs Requiring a Use Permit**

**B. Video-Digital Display Signs.**

Except as otherwise provided in this section, all ~~video display signs~~ digital display signs (~~VDS~~) (DDS) shall comply with the requirements of this section.

1. Area: The maximum sign area for a ~~VDS~~ DDS shall not exceed three hundred (300) square feet on each face.
2. Height: A ~~VDS~~ DDS shall not exceed a maximum height of forty (40) feet measured from ground surface to the top of the sign.
3. Location: ~~The sign shall not be used to provide advertisement for any businesses located on the same property as the sign. Therefore these signs shall be considered off-premise signs.~~ VDS's DDS's shall only be allowed to be located within 150 feet of the a State Route 70 right of way within the City limits. All VDS's DDS's shall be located such that no part of the VDS DDS encroaches into any public right of way. VDS's DDS's shall not be placed within any legal easements, unless such easements were specifically created for the placement of signs. The applicant for a ~~VDS~~ DDS shall demonstrate that the proposed ~~VDS~~ DDS location is free of any legal such easements.
  - a. All proposed signs adjacent to state highways 70 shall meet the requirements of the State of California Department of Transportation Outdoor Advertising standards for outdoor signs.
4. ~~Setbacks~~ Spacing from other ~~VDS~~ DDS: Signs of this type must be separated from other video digital display signs ~~by a distance of at least 1 mile.~~ as follows:

<u>State Route</u>	<u>Distance (miles)</u>
<u>Highway 70</u>	<u>2.0</u>
<u>Highway 162 (Oro Dam Boulevard)</u>	<u>1.25</u>
<u>Highway 162 (Olive Highway)</u>	<u>1.25</u>

5. Lighting: ~~Signs of this type must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits between dusk to dawn as measured from the sign's face at maximum~~

brightness. Signs shall be required to meet all Caltrans regulations and other applicable standards. Signs which contain, include, or are illuminated by flashing, intermittent, or moving light or lights are prohibited. A DDS that utilizes lighting technologies (such as light emitting diodes) to create digital messages shall be equipped with a light sensor that automatically adjusts the lighting of the sign face as ambient lighting changes. In no event shall a digital display sign face increase ambient illumination by more than 0.3 footcandles when measured perpendicular to the message sign face at a distance based on the sign face size as follows:

<u>Changeable message sign face size (sq. ft.)</u>	<u>Measurement Distance (ft.)</u>
50 ft <sup>2</sup>	71
100 ft <sup>2</sup>	100
150 ft <sup>2</sup>	122
200 ft <sup>2</sup>	141
250 ft <sup>2</sup>	158
300 ft <sup>2</sup>	173

\* For signs with an area in square feet other than those specifically listed in the table, the measurement distance shall be calculated with the following formula: Measurement Distance =  $\sqrt{\text{Area of Sign Sq. Ft.} \times$

100

6. Safety: The Community Development Director, or his/her designee, shall approve the location of all ~~videe~~ digital display signs to ensure that they do not introduce unsafe driving conditions to the roadway system.
7. Maintenance: All structures shall be properly maintained, kept in good repair and kept clean. The area occupied by such structure shall be kept free of weeds, and debris, and graffiti. If violations of this paragraph occur, the Planning Commission may start proceedings to revoke the permit.
8. Permits: A use permit will be required for all ~~VDS~~ DDS. All requests for building permits for these signs shall be accompanied by construction and design plans stamped by a California registered civil engineer, in addition, a lighting plan shall be required showing the brightness of the proposed sign and the message intervals between individual advertisements.
9. Hours of Operation: All DDS shall be permitted to operate only between the hours of 5:00 a.m. to 12:00 a.m.
10. Messages shall be displayed for a minimum of 8 seconds.
11. Transition during messages shall be two seconds or less and shall either be instantaneous or fade out/in. Flashing is prohibited.

12. Signs shall be required to meet all Caltrans requirements, permits and other applicable standards.

\*\*\*\*\*

**PASSED AND ADOPTED** by the City Council of the City of Oroville at a regular meeting held this -- day of ---, 2014, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott E. Huber, City Attorney

\_\_\_\_\_  
Randy Murphy, City Clerk



# City of Oroville

*Donald Rust*  
DIRECTOR

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2430 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### NOTICE OF PUBLIC HEARING BEFORE THE CITY OF OROVILLE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Oroville City Council will hold a public hearing on the projects described below. Said hearing will be held at **6:00 p.m. on Tuesday, July 1, 2014** in the City Council Chambers, 1735 Montgomery Street, Oroville, CA. All interested persons are invited to attend or submit comments in writing.

1. **ZC 13-04: Digital Display Signs** – The Oroville City Council will conduct a public hearing to consider amending the City's Municipal Code Sections 26-04.020, 26-19.030 and 26-19.045 regarding digital display signs.

Additional information regarding the projects described in this notice can be obtained from the Oroville Community Development Department at 1735 Montgomery Street, Oroville, CA. Anyone desiring to submit information, opinions or objections is requested to submit them in writing to the Community Development Department prior to the hearing. In accordance with Government Code Section 65009, if you challenge an action on these projects in court, you may be limited to raising only those issues you or someone else raised at the public meeting described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public meetings.

Posted/Published: **Saturday, June 21, 2014**

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS  
RANDY MURPHY, CITY ADMINISTRATOR**

**FROM: DONALD L. RUST, DIRECTOR (530) 538-2433  
COMMUNITY DEVELOPMENT DEPARTMENT**

**RE: POTENTIAL SALE OF LIMA SHAY LOCOMOTIVE WITHIN HEWITT PARK**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider the potential sale of the Lima Shay Locomotive currently located in Hewitt Park.

**DISCUSSION**

On March 24, 2014, the City Administrator received a letter from the Wolgan Valley Wilderness Railway and Commonwealth Oil Corporation (COC) Limited (a registered not for Profit located in the City of Lithgow, New South Wales, Australia (Attachment A). The letter was written by the Chairman of the COC Limited, Michael J. Wilson, regarding the intensive search that the organization has been involved with over the past 12-months or so, trying to locate a Lima Shay locomotive. As part of the search, the Lima Shay locomotive located in Hewitt Park has come to their attention.

Mr. Wilson, the COC Limited, and Wolgan Valley Wilderness Railway are interested in acquiring a Lima Shay locomotive and would like to know if the City of Oroville would be interested in the potential sale of the City-owned Lima Shay.

There were approximately 3,500 Shay locomotives built by Lima in four classes, from 6 to 160 tons between 1878 and 1945.

- **Class A:** two cylinders, two trucks. Weights between 6 and 24 tons.
- **Class B:** three cylinders, two trucks. Weights between 10 and 80 tons.
- **Class C:** three cylinders, three trucks. Weights between 40 and 160 tons.
- **Class D:** three cylinders, four trucks. Weights between 100 and 150 tons.

Twenty Class D shays were built. They were no more powerful than Class C, but had greater fuel and water capacity, resulting in improved adhesion. Four (4) Shays were built left-handed, all special ordered for the Sr. Octaviano B. Cabrera Co., San Luis de la Paz, Mexico.

CC-10

Currently, there are only 117 Shays that survive today, some a combination of parts of two Lima Shay locomotives.

On May 25 2014, City personnel provided access to the Lima Shay located in Hewitt Park. City personnel met with Mr. Brook Rother (resident of Georgetown, CA) contracted by the COC Limited to inspect the locomotive and assess the overall condition of the unit. The assessment indicated that the locomotive could be restored but there are several issues and/or components missing that will need to be addressed to ensure a successful restoration project is achieved:

1. There are numerous missing operational parts, gauges, levels, windows, etc...;
2. The integrity of the boiler itself; and
3. Removal of the lagging, potentially asbestos material; asbestos will need to be removed prior to travelling to the City of Lithgow, New South Wales, Australia.

On June 3, 2014, the City received a second letter and based on the inspection and conversations with City staff, Mr. Wilson has made an offer to the City of Oroville to acquire the Lima Shay Locomotive within the City of Oroville.

A potential solution would be to establish a fund for the Museum and Cultural Facilities Foundation in the Final Budget proposal on August 12, 2014.

### **FISCAL IMPACT**

There is no impact to the General Fund. If directed by Council, a new fund can be created to accept the donation on behalf of the Museum and Cultural Facilities Foundation in the Final Budget proposal on August 12, 2014.

### **RECOMMENDATIONS**

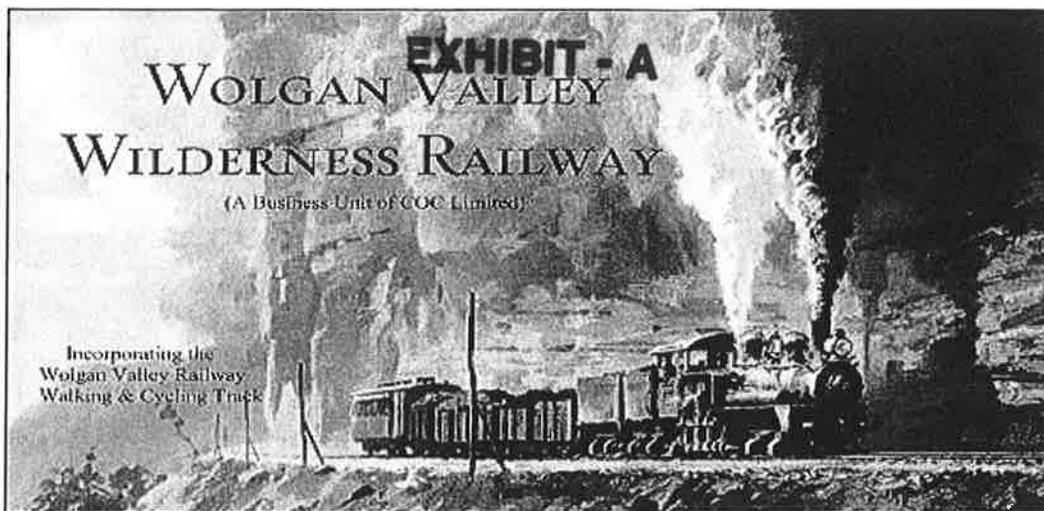
Direct staff as necessary

### **ATTACHMENTS**

A – Letter dated March 24, 2014 from Michael J. Wilson

B – Letter dated June 3, 2014 from Michael J. Wilson

C – Letter from the General Manager of the City of Lithgow, New South Wales, Australia



REGISTERED OFFICE:  
COC LIMITED  
162 MORT STREET  
LITHGOW N.S.W. 2790

**Phone:** (02) 63522513  
**Mobile:** 0427455580

ABN: 83 134 936 477

ALL CORRESPONDENCE TO:  
THE SECRETARY  
P.O. Box 350  
LITHGOW N.S.W. 2790

**Email:** [info@coclimited.com.au](mailto:info@coclimited.com.au)  
**Web:** <http://www.coclimited.com.au>

ACN: 134 936 477

**24th March 2014**

Mr Randy Murphy  
City Administrator  
City of Oroville  
1735 Montgomery Street  
Oroville, CA 95965-4897

Dear Sir,

I write to you with respect to a Lima shay locomotive which I believe may be owned by the City and is on display in Hewitt Park. We are hopeful that we may be able to put forward a proposal for discussion. However before I do I would first like to give you some back ground on our organisation.

COC Limited is a registered not for Profit Company, limited by guarantee and volunteer based. We are located in Lithgow, New South Wales, Australia, which is approximately 100 miles west of Sydney in the Blue Mountains.

COC Limited was formed primarily to preserve, protect and promote Lithgow's unique rail and industrial heritage. Over the past 4 years our organization has been preparing the ground work for the establishment of a tourist railway and walking and cycling track on the original alignment of the Wolgan Valley Railway.

In 1906 the Commonwealth Oil Corporation Limited built a 32 mile branch line through very rough territory to service a massive shale oil refinery which they established in the Wolgan Valley to provide petroleum products for domestic and overseas markets. Because of the nature of the terrain and continuous sections of 1 in 25 grades, COC Limited purchased four 3 truck shays from the Lima Locomotive Works.

Unfortunately the operation suffered a number of setbacks and lasted until 1932 when the business folded. Most of the rolling stock was sold, the rails were lifted in 1942 as part of the war effort and the locos were cut up for scrap in 1955.

Apart from developing the walking and cycling track on the WVR formation we are desirous of acquiring, restoring and operating a train representative of that which ran on the line during the period. However the centre piece of any rail operation associated with the Wolgan Valley railway would be the acquisition of a standard gauge 3 truck shay.

We have spent almost 12 months following up leads and pouring through records looking for possible locos. We stumbled on the shay we assume is owned by your city and is stored or on display at Hewitt Park (see attached photograph)

Shay locomotives in Australia were a bit of a rarity with only 12 imported from Lima over the years. With the exception of the four standard gauge Wolgan Valley shays, the remaining units were narrow gauge. To resurrect a shay in Australia would be a kin to bringing back to life a dinosaur or on a par with Howard Carter finding Tutankhamen's tomb. It would certainly be the topic of conversation for years to come within the rail preservation fraternity in Australia.

Not knowing for certain what the status of your shay is or whether you are currently restoring it we would be keen to explore any opportunities with your organization to either purchase the loco or to enter into some form of long term lease arrangement. This would enable us to facilitate its restoration at our Workshops and operate it as part of our operations. This in effect would make it the only operating standard gauge shay in Australia.

Should there be any interest on your part to explore any options that may be beneficial to both our organisations I would be very happy to discuss them at length with you. If nothing else develops, I am hopeful that a friendship can be forged over our mutual interest of preserving one of the most fascinating steam locomotives ever developed.

I look forward to hearing with you in due course. I thank you for your time and interest in our vision for the preservation of the legend that is the Wolgan Valley Railway and the unique locos that operated on the line.

Kind Regards,



(MICHAEL J. WILSON JP)

**Chairman**

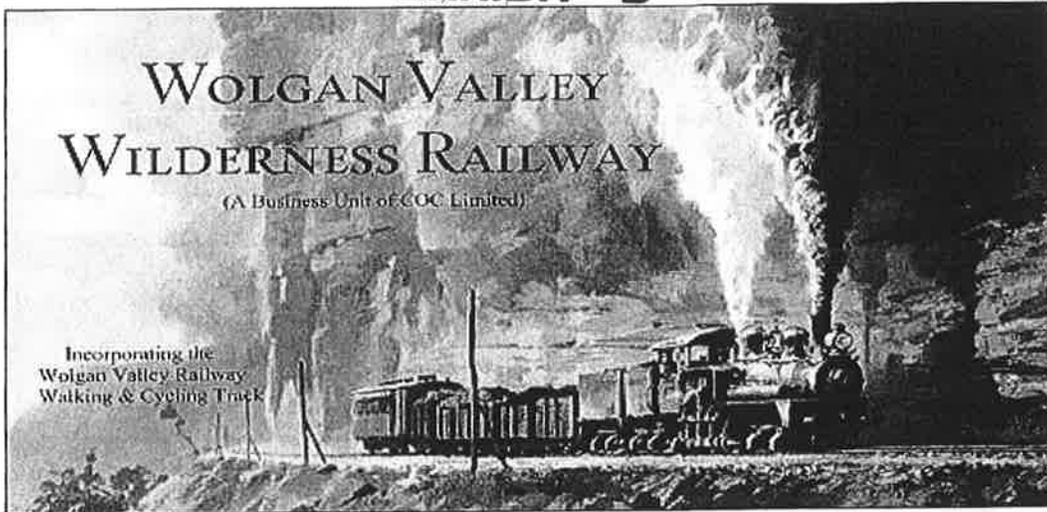
### **COC Limited**

(Incorporating the Registered Business Units)  
Eskbank Rail Heritage Centre  
Wolgan Valley Wilderness Railway  
Wolgan Valley Wilderness Rail Trail

### **Lithgow State Mine Railway Limited**

**Phone** 02 63528852  
**Fax** 02 63528849  
**Mobile** 0427455580  
**Email** [michael.wilson@energyaustraliansw.com.au](mailto:michael.wilson@energyaustraliansw.com.au)

## EXHIBIT - B



REGISTERED OFFICE:  
COC LIMITED  
162 MORT STREET  
LITHGOW N.S.W. 2790

**Phone:** (02) 63522513  
**Mobile:** 0427455580

ABN: 83 134 936 477

ALL CORRESPONDENCE TO:  
THE SECRETARY  
P.O. Box 350  
LITHGOW N.S.W. 2790

**Email:** [info@coclimited.com.au](mailto:info@coclimited.com.au)  
**Web:** <http://www.coclimited.com.au>

ACN: 134 936 477

3<sup>rd</sup> June, 2014

Mr. Don Rust  
Director  
Community Development Department  
1735 Montgomery Street  
Oroville, CA 95965-4897

Hi Don

I refer to our recent discussions regarding the possible acquisition of Lima Shay #3169 located in Hewitt Park in Oroville.

We are now in receipt of the condition report which we had undertaken on the shay by Brook Rother of Georgetown CA who is a qualified steam locomotive restorer. The report in short painted a fairly favorable picture toward the condition of the locomotive despite the number of years it has stood on display in the open exposed to the elements. It has also indicated that restoration to operating condition was possible however there were some vital componentry missing which would have to be either sourced or manufactured. There are questions also relating to the integrity of the boiler which could not be ascertained from the inspection which relate to wastage of the front tube plate and corrosion of the boiler externally due to the boiler lagging potentially acting as a sponge keeping the boiler constantly damp. There is also the issue of the identification and removal of the boiler lagging which will need to be addressed should the locomotive make the trip to Australia.

However notwithstanding the above we are more than interested too pursue the acquisition of this locomotive to become part of our operational interpretive display dedicated to the Wolgan Valley Railway and the shale oil industry it served at the turn of the last century. The locomotive will be restored and based at our Eskbank Rail Heritage Centre in Lithgow and will operate on our tourist railway once restored.

After considering the condition report and given the logistics and costs associated with moving the locomotive to Australia we are pleased to offer the City of Oroville the amount of \$25000 as a donation towards further development and enhancement of Bolt's Antique Tool Museum in Oroville. Should the removal of the boiler lagging be part of our responsibility we may need to review the figure to accommodate the work? However we are more than happy to work with the City on a mutually acceptable arrangement.

I understand the matter will need to be determined by the City Councilors of Oroville and I would be more than happy to supply any additional information should they require it. We look forward to hearing from you in due course and thank you for the opportunity to secure a Lima Shay for our project.

Kind Regards,



(MICHAEL J. WILSON JP)

**Chairman**

**COC Limited**

(Incorporating the Registered Business Units)

Eskbank Rail Heritage Centre

Wolgan Valley Wilderness Railway

Wolgan Valley Wilderness Rail Trail

**Lithgow State Mine Railway Limited  
Eskbank Locomotive Depot & Museum**

**Phone** 02 63528852  
**Fax** 02 63528849  
**Mobile** 0427455580  
**Email** [michael.wilson@energyaustraliansw.com.au](mailto:michael.wilson@energyaustraliansw.com.au)

# EXHIBIT - C

3 June 2014



Mr Michael Wilson  
COC Limited  
162 Mort Street  
Lithgow NSW 2790

Dear Michael

On behalf of Council I would like to support COC Limited in its endeavours to bring a Lima Shay Locomotive to the Lithgow Local Government Area.

I understand that four of these shay locomotives were brought to Australia between 1906 and 1910 to operate the Wolgan Valley railway and all were scrapped in 1955. If successful in securing this locomotive it will be the only standard gauge shay in Australia.

From my understanding of the item it will be a very valuable piece in your proposal to establish a living link to the Wolgan Valley railway and the oil shale industry that flourished at Newnes around the turn of the last century. The locomotive once restored will be based in the Eskbank Rail Heritage Centre in Lithgow and will operate on the State Mine branch line. As I have stated previously the Rail Heritage Centre will offer significant and interrelated benefits in the areas of economic development, employment, tourism and heritage.

Your proposal for the Eskbank Rail Heritage Centre will sit within the Lithgow Cultural Precinct which includes a number of key heritage, educational and tourist facilities including the old Mechanics Institute (now a campus of the University of Western Sydney), Historic Eskbank Station, Eskbank House and Museum, Blast Furnace Park (a state listed heritage site and the site of Australia's first steel works) and Lake Pillans wetlands. As you are aware Council is undertaking a number of initiatives to develop this area as a vibrant cultural, tourist and heritage precinct.

As the proposed Eskbank Rail Heritage Centre fits very well with the work that Council is undertaking in this precinct Council recently appointed a council representative to the Heritage Working Committee to coordinate work with COC Limited.

I wish you well and support your efforts in working with the City of Oroville in California to secure the shay locomotive and bring this remarkable piece of history to the Lithgow Local Government Area.

Yours sincerely

**R W Bailey**  
GENERAL MANAGER

**CITY OF OROVILLE  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: RANDY MURPHY, CITY ADMINISTRATOR**

**RE: AMENDMENT TO THE LEGAL SERVICES AGREEMENT WITH  
COTA COLE, LLP**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider an amendment to the Legal Services Agreement with Cota Cole, LLP for City Attorney Services.

**DISCUSSION**

Cota Cole, LLP, currently provides City Attorney Services to the City of Oroville. The current Agreement expires on July 31, 2014. Cota Cole, LLP has proposed an amendment to the Agreement for City Attorney Services. Cota Cole, LLP will keep its hourly fees at \$165 per hour for legal work from August 1, 2014 through July 31, 2015, \$173 per hour for legal work from August 1, 2015 through July 31, 2016, and \$180 per hour for legal work from August 1, 2016 through July 31, 2017. For Litigation Services, Cota Cole, LLP will be paid at the rate of \$200 per hour for attorneys, and \$120 per hour for paralegals for legal work from August 1, 2014 through July 31, 2015 and \$210 per hour for attorneys, and \$125 per hour for paralegals for legal work from August 1, 2015 through July 31, 2017.

The Amendment to the Agreement is effective on August 1, 2014, and will terminate on July 31, 2017. However, the City of Oroville has the right to terminate the Agreement at any time without penalty.

Legal rate increase over current rates:

FY 2015	0%
FY 2016	8%
FY 2017	15%

**FISCAL IMPACT**

There is no increase in legal cost for the current fiscal year in this Agreement. Should litigation expense occur, the budget will be adjusted as necessary.

CC-11

## **RECOMMENDATION**

Adopt Resolution No. 8230 - A RESOLUTION OF THE CITY OF OROVILLE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE LEGAL SERVICES AGREEMENT WITH COTA COLE, LLP FOR CITY ATTORNEY SERVICES – (Agreement No. 2004-3).

## **ATTACHMENTS**

Resolution No. 8230  
Agreement No. 2004-3

**CITY OF OROVILLE  
RESOLUTION NO. 8230**

**A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND  
DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE LEGAL  
SERVICES AGREEMENT WITH COTA COLE, LLP TO PROVIDE CITY ATTORNEY  
SERVICES**

**(Agreement No. 2004-3)**

Be it hereby resolved by the Oroville City Council as follows:

1. The Mayor is hereby authorized and directed to execute an amendment to the Legal Services Agreement with Cota Cole, LLP for City Attorney Services. A copy of the amendment is attached as Exhibit A.
2. The City Clerk shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting on July 1, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott E. Huber, City Attorney

\_\_\_\_\_  
Randy Murphy, City Clerk

**AMENDMENT TO THE LEGAL SERVICES AGREEMENT  
BETWEEN THE CITY OF OROVILLE, THE SUCCESSOR AGENCY TO THE  
OROVILLE REDEVELOPMENT AGENCY AND COTA COLE, LLP**

This Amendment dated July 1, 2014, is to the Legal Services Agreement between the City of Oroville ("City"), the Successor Agency to the Oroville Redevelopment Agency ("Agency") and Cota Cole, LLP ("Cota Cole").

In consideration of the terms and conditions herein, the City, Agency and Cota Cole agree that the amendment to the agreement is effective August 1, 2014, and shall be amended as follows:

**1. Section 1.1:**

The term of the Agreement shall be extended through July 31, 2017.

**2. SECTION 2:**

The hourly rate for Legal Services and retainer shall remain as outlined in the Amendment to the Agreement through July 31, 2015. On August 1, 2015, the hourly rate and retainer for Legal Services shall be \$173 per hour for legal work from August 1, 2015 through July 31, 2016, and \$180 per hour for legal work from August 1, 2016 through July 31, 2017. For Litigation Services, Cota Cole, LLP will be paid at the rate of \$200 per hour for attorneys, and \$120 per hour for paralegals for legal work from August 1, 2014 through July 31, 2015 and \$210 per hour for attorneys, and \$125 per hour for paralegals for legal work from August 1, 2015 through July 31, 2017.

**CITY OF OROVILLE:**

By: \_\_\_\_\_  
Linda L. Dahlmeier, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Randy Murphy, City Clerk

**COTA COLE, LLP**

By: \_\_\_\_\_  
Derek P. Cole, Partner

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Scott E. Huber, City Attorney

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: RANDY MURPHY, CITY ADMINISTRATOR**

**RE: COLLABORATION BETWEEN FEATHER RIVER RECREATION AND  
PARK DISTRICT AND THE CITY OF OROVILLE FOR SHARING  
RESOURCES**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council will receive information and may provide comments on the collaboration between Feather River Recreation and Park District (FRRPD) and the City for the use of the Municipal Auditorium for their sports programs, the return of Bedrock Park to the City, and the funding of a Reserve Police Officer.

**DISCUSSION**

At their October 15, 2013 meeting, the Council received a report on the current status of the Lease Agreement between Feather River Recreation and Parks District (FRRPD) and the City of Oroville for the operations and maintenance of Bedrock Park (Resolution No. 5330), and the need for the renewal and extension of the Lease Agreement.

FRRPD would like to bring youth sports and basketball back to the Municipal Auditorium and have proposed to use the Municipal Auditorium for their indoor sports programs in exchange for the City's renewed maintenance of the park (see attached letter).

Currently, FRRPD maintains Bedrock Park for the enjoyment of the citizens of Oroville through the lease agreement with the City. At this time, the lease agreement has expired. FRRPD has indicated that their current expenses for operations and maintenance and cost of utilities was approximately \$21,000 for the current fiscal year 2013/2014 and projected to be \$24,399 for fiscal year 2014/2015. FRRPD is interested in renegotiating the lease agreement or development and execution a plan of action to ensure the utilization, enjoyment, and security along the bike trails, in the parks, and facilities.

In addition, FRRPD has indicated their interest in helping to fund a Reserve Police Officer to provide patrol and other police services to Riverbend and Bedrock Parks, as well as the bike path from the Nature Center to the Dog Park at the south end of

Riverbend Park. The current fiscal stress on both agencies requires each entity to review and assess the current arrangements, costs, and other impacts to the community's enjoyment of Riverbend and Bedrock Parks and bike trail.

Staff believes that the following action plan will help to continue the partnership between FRRPD and the City and allow both agencies to provide additional community services through cooperative resource management, as follows:

- City will request termination of the lease agreement, returning Bedrock Park to the City for operations and maintenance, reducing FRRPD's operational budget by approximately \$25,000 per fiscal year;
- Allow FRRPD to utilize the Municipal Auditorium for their sports programs at the pro-rated price through a rental agreement for approximately \$27,500 per year for their annual indoor program, with an option to extend on an annual basis;
- Develop an agreement with FRRPD for the funding of a Reserve Police Officer that will provide patrol and other police services to Riverbend and Bedrock Parks, as well as the bike path for approximately \$25,000, funding 50% of the position.
- The City will fund the remaining portion of the Reserve Police Officer.

## **FISCAL IMPACT**

Minimal impact to the General Fund, as most of the remaining portion will be covered by another agreement with BCAG which is estimated to be an additional \$74,200, assuming revenue producing use of the Municipal is not negatively impacted.

## **RECOMMENDATION**

1. Authorize staff to complete the negotiations with Feather River Recreation and Park District and execute any necessary agreements relating to the sharing of resources, as detailed in the July 1, 2014 staff report; *or*
2. Do not authorize any changes to the Maintenance Agreement for Bedrock Park and authorize a 50% fee waiver for Feather River Recreation and Park District use of the Municipal Auditorium, *or*
3. Provide other direction to staff, including reflections to City's final budget for Fiscal Year 2014/2015 on August 12, 2014.

## **ATTACHMENTS**

- A – Cost Analysis Standard Rental/Pro-rated Rental
- B – Letter from FRRPD

# EXHIBIT - A

FULL COST						
	Mighty Mights	Cost Calcs	Youth Basketball	Cost Calcs	Youth Volleyball	Cost Calcs
Weeks	01/17/15 - 02/28/15	7	10/20/14 - 12/11/14*	7	01/26/15 - 03/19/15	8
Days per Week	Saturdays	1	Monday - Thursday	4	Monday - Thursday	4
Hours	8:30 AM - 1:00 PM	4.5	3:30 PM - 7:00 PM	3.5	3:30 PM - 7:00 PM	3.5
	<b>Total</b>	<b>\$4,375</b>	<b>Total</b>	<b>\$17,500</b>	<b>Total</b>	<b>\$20,000</b>
<b>TOTAL COST:</b>	<b>\$63,125</b>				<b>Total</b>	<b>\$10,000</b>
					<b>Total</b>	<b>\$11,250</b>

\* No Program on 11/24/14 - 11/27/14

\*\* No Program on 11/24/14, 11/26/14, 12/22/14, 12/24/14, 12/29/14, 12/31/14,

PRORATED COST (PER HOUR)						
	Mighty Mights	Cost Calcs	Youth Basketball	Cost Calcs	Youth Volleyball	Cost Calcs
Weeks	01/17/15 - 02/28/15	7	10/20/14 - 12/11/14*	7	01/26/15 - 03/19/15	8
Days per Week	Saturdays	1	Monday - Thursday	4	Monday - Thursday	4
Hours	8:30 AM - 1:00 PM	4.5	3:30 PM - 7:00 PM	3.5	3:30 PM - 7:00 PM	3.5
	<b>Total</b>	<b>\$2,461</b>	<b>Total</b>	<b>\$7,657</b>	<b>Total</b>	<b>\$8,751</b>
<b>TOTAL COST:</b>	<b>\$27,463</b>				<b>Total</b>	<b>\$4,375</b>
					<b>Total</b>	<b>\$4,219</b>

\* No Program on 11/24/14 - 11/27/14

\*\* No Program on 11/24/14, 11/26/14, 12/22/14, 12/24/14, 12/29/14, 12/31/14,

**Municipal Auditorium Fees: \$625 for first 8 hours,  
and \$35 for each additional hour; additional \$500  
Security Deposit required  
Prorated Cost (Per Hour): \$78.13**



Date: May 20, 2014

To: Don Rust, Community Development Director

From: Ann Willmann, General Manager

Re: Use of Municipal Auditorium in exchange for care of Bedrock Park

The Feather River Recreation & Park District (FRRPD) would like to bring youth sports and adult basketball back to the Municipal Auditorium. Having a central location for these programs was beneficial for not only the district but the participants of the program. It fostered a sense of community and brought local residents to the downtown.

Currently FRRPD maintains Bedrock Park for the City of Oroville. At this time the contract has expired and we are interested in renegotiating the contract to make it mutually beneficial for both agencies. In the past year, the District has worked in improve their level of service throughout our parks. We are committed to quality service and are eager to discuss areas of Bedrock Park that need improvement. The current expenses to maintain the park include maintenance and utilities. For fiscal year 2012/2013, the District spent approximately \$21,000 maintaining the park. Projected costs for 2013/2014 are \$24,399.

We are proposing the use of Municipal Auditorium for the submitted programs. Should the cost of using Municipal exceed the expenses incurred maintaining Bedrock Park; the District is prepared to negotiate a reduced cost for any additional hours. Attached is the complete cost breakdown for all of the proposed programs. The programs currently cover their direct costs with minimal net revenue. We would request that any required payment does not force the programs to run at a deficit.

FRRPD is in the business of serving the community and providing quality programs that enrich people's lives. The use of Municipal Auditorium would enable us to expand our programming and offer more diverse programs. We would greatly appreciate the opportunity to work together with the City of Oroville to better serve our community.

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR DAHLMEIER AND COUNCIL MEMBERS**  
**FROM: RANDY MURPHY, CITY ADMINISTRATOR**  
**RE: DISCUSSION OF GAS TAX REVENUES FOR THE CITY**  
**DATE: JULY 1, 2014**

**SUMMARY**

The Council will receive a report on how gas taxes are distributed to the City.

**DISCUSSION**

Much ado regarding the fiscal benefits to the City has been made by various groups seeking various waivers or other favors from the City. Some of those groups have suggested that visitors who purchase fuel here add to that economic benefit. The attached report debunks that statement and shows that the City receives the same benefit no matter where in the state the fuel is purchased.

This report attempts to explain the very antiquated and complicated way that the various motor vehicle fuel taxes are distributed. The illustration on page 2 of the report does a fairly good job, and even that is hard to explain. More importantly, this report shows that revenues are decreasing. Consequently, the State and Federal governments are investigating new ways to pay for the infrastructure needed to support our aging transportation network, as noted in the attached article from The League of Cities.

**FISCAL IMPACT**

State Department of Finance revenue projections as of May 2014 for FY 2014/15 suggest the City will receive \$403,145, an approximate 10% decrease from the current fiscal year (13/14) projections.

**RECOMMENDATIONS**

Direct staff as necessary.

**ATTACHMENTS**

- A - Highway User Tax – Estimates for 2013-14, 2014-15
- B - Article – California's Aging Infrastructure: An Urgent Priority

# EXHIBIT - A

CaliforniaCityFinance.com

Updated May 28, 2014

*The California Local Government Finance Almanac*

## **Shared Revenue Estimates: State Revenue Allocations to Cities and Counties**

### **Highway User Tax – Estimates for 2013-14, 2014-15**

**\*(aka “Motor Vehicle Fuel Tax,” “Gasoline Excise Tax,” “Article XIX Revenues”)**

The State of California imposes excise taxes on various transportation fuels. California motor vehicle fuel taxes include the gasoline tax, diesel fuel tax, and the use fuel tax. Taxes on aircraft jet fuel are transferred to the state Aeronautics Account. Taxes on fuel used for other motor vehicles are transferred to the state Highway Users Tax Account. These include:

- The “gasoline tax” and “diesel fuel tax” imposed on the use of vehicle fuels at the rate of \$0.13 per gallon for diesel fuel and \$0.18 per gallon for gasoline, which includes the \$0.09 per gallon rate added by Proposition 111 (1994).
- The “use fuel tax” is imposed on vendors and users of motor vehicle fuels that are not taxed under either the gasoline or diesel fuel tax, such as liquefied petroleum gas, ethanol, methanol and natural gas (both liquid and gaseous) for use on state highways. Use Fuel Tax rates vary depending on the type of fuel.
- Beginning with the 2010-11 fiscal year, Section 2103 was added to allocate funds from a new motor vehicle fuel excise tax that replace previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the “fuel tax swap of 2010.” Section 2103 funds are allocated to cities on a per capita basis and to counties 75% based on the proportion of registered vehicles and 25% based on the proportion of maintained county road miles.

The allocation of highway user tax revenues is complex, with differing allocations of the \$0.09 Proposition 111 rate versus the \$0.09 original gasoline tax rate, as well as differences in the allocation of gasoline tax revenues from diesel and fuel use tax revenues.

### **Revenue Allocations – Streets & Highways Code Sec 2104-2108 “Old HUTA”**

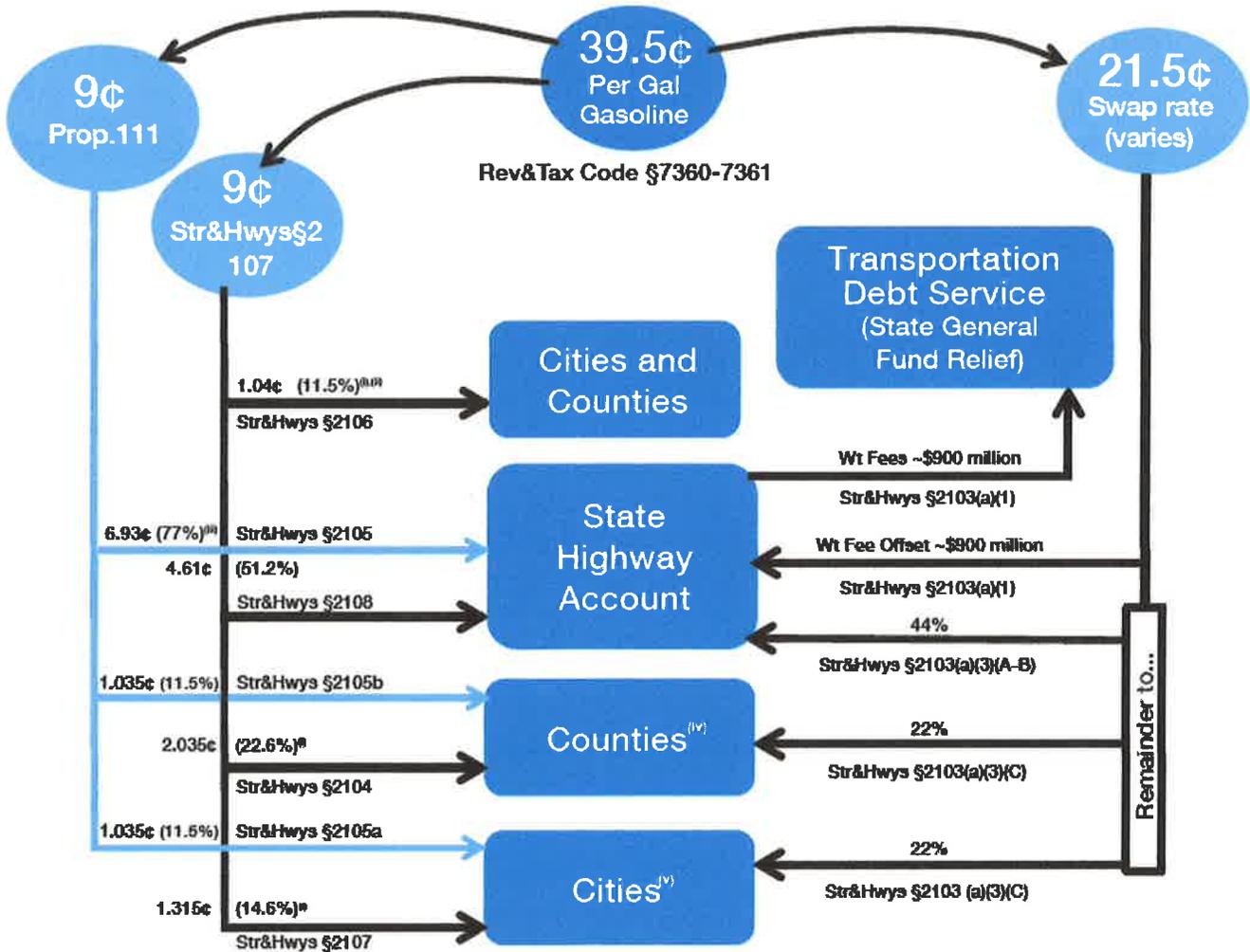
Cities and counties receive Highway User Tax revenue under the following formulas outlined in the Streets and Highways code and illustrated in Figure 1.

**Section 2104.** Section 2104 allocates funds to counties with designated allotments for engineering and administration, snow removal, heavy rainfall / storm damage as well as county streets, roads and public mass transit guideways and facilities (about \$330 million per year).

**Section 2105.** Section 2105(a) allocates 11.5 percent of the tax revenues in excess of 9 cents per gallon (i.e. the Proposition 111 rate) monthly among counties based on population (about \$173 million per year).

Section 2105(b) allocates 11.5 percent of the tax revenues in excess of 9 cents per gallon (i.e. the Proposition 111 rate) monthly among cities based on population (about \$173 million per year).

### Allocation of Highway User Tax Revenues



(i) The 4.30¢ local share of diesel fuel tax is allocated 1.8¢ to counties and 2.50¢ to cities.

(ii) Str&Hwy Code §2108 funds are distributed based on registered vehicles, assessed property valuation, and population.

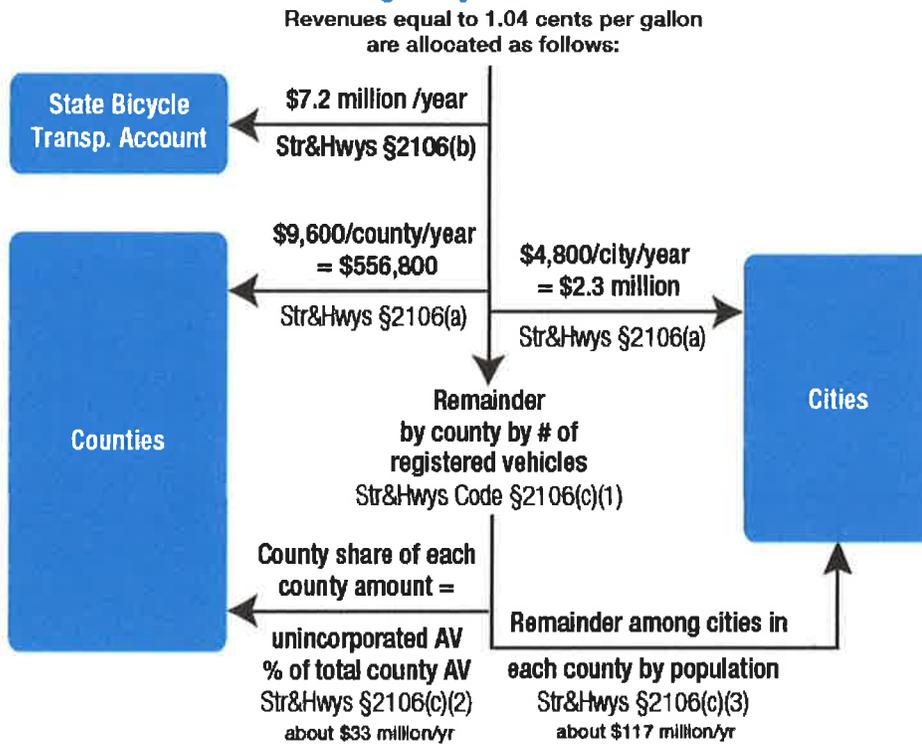
(iii) A portion of funds in State Highway Account is allocated among counties and cities for Regional Transportation Improvement Programs.

(iv) County apportionments are based on numbers of registered vehicles and county road mileage.

**Section 2106.** Revenues equal to 1.04 cents per gallon are allocated as follows:

- a. \$7.2 million per year to the State Bicycle Transportation Account.
- b. \$400 per month to each city (about \$2.3 million per year)
- c. \$800 per month to each county (\$556,800 per year)
- d. The residual amount (about \$150 million per year) to each county and the cities in that county based on registered vehicles. In each county, from this amount, the county receives an allotment based on the share of assessed value of the county which is in the unincorporated area. The remainder is allocated to the cities within the county based on population.

**Streets & Highways Code Section 2106**



**Section 2107.** This section provides monthly allocations to cities of 1.315 cents per gallon of gasoline, 1.8 cents per gallon of diesel, and 2.59 cents per liquefied petroleum gas (LPG), as follows.

- a. Each city with snow removal costs in excess of \$5,000 is allocated 50 percent of the cost exceeding \$5,000. (about \$3.7 million per year).
- b. The remainder is allocated to cities based on population (about \$250 million per year).

**Section 2107.5.** These funds (about \$2.6 million per year) are allocated to cities annually in July based on population as follows:

Section 2107.5 funds must be used for engineering costs and administrative expenses related to city streets. Cities with populations under 10,000 may also expend the moneys for street construction or acquisition of street rights-of-way.

City Population	Annual Allocation
over 500,000	\$ 20,000
100,000 to 500,000	\$ 10,000
50,000 to 99,999	\$ 7,500
25,000 to 49,999	\$ 6,000
20,000 to 24,999	\$ 5,000
15,000 to 19,999	\$ 4,000
10,000 to 14,999	\$ 3,000
5,000 to 9,999	\$ 2,000
less than 5,000	\$ 1,000

### **Section 2103 HUTA and the 2010 Gasoline Sales Tax – Excise Tax Swap**

In March 2010 as a part of a special budget session called by Governor Schwarzenegger, the Legislature enacted a swap of state sales taxes on gasoline for a gasoline excise tax. Intended to be “revenue neutral,” the fuel tax swap provided the Legislature with greater flexibility in the use of funds, in particular relieving the general fund from the cost of state transportation debt service payments. The fuel tax swap:

1. Repealed the state sales tax on gasoline (local rates including the Bradley Burns are NOT affected);
2. Increased the excise tax on gasoline by 17.322 cents and added an annual index intended to ensure the new excise tax keeps pace with the revenues expected from the sales tax on gas;
3. Increased the sales tax on diesel by 1.75 percent and allocates 75 percent to local transit agencies and 25 percent to state transit programs. The excise tax on diesel is reduced from 18 cents to 13.6 cents. Sales tax revenues from diesel must go to transit funding.
4. Provided for a specific allocation of the funds among state and local transportation needs.

Revenues from the new Section 2103 excise tax rate are now allocated as follows:

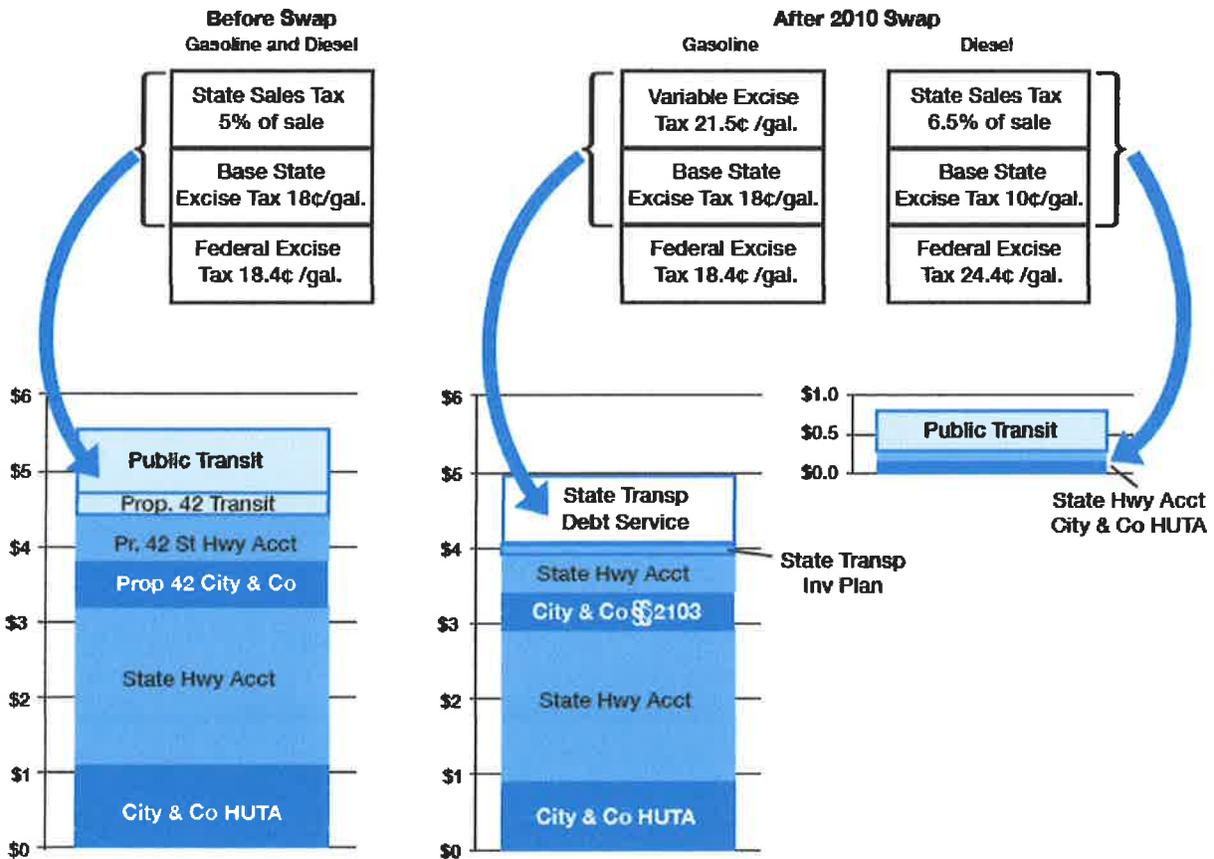
1. State transportation debt service;
2. Remainder allocated:
  - a. 44% STIP;

- b. 12% State Highway Operation and Protection Program (SHOPP), the state’s highway safety improvement program;
- c. 44% evenly split between cities and counties using current HUTA formulas.

Section 2103 funds are allocated to cities on a per capita basis and to counties 75% based on the proportion of registered vehicles and 25% based on the proportion of maintained county road miles.

The law includes expressed legislative intent to fully replace the local streets and road funds cities and counties would have received under Proposition 42 state sales tax on gasoline with allocations from the new higher motor vehicle excise tax (HUTA) rate. However, the swap created certain revenue effects related to the timing and receipt of revenues. In particular, the law provides that the new excise tax rate be adjusted annually by the BOE to garner an amount of revenues equal to what Prop42 would have provided in the prior year. Thus, the annual Sec 2103 funds are always “looking backward” one year. If the Section 2103 amounts generate less than Prop42 would have, the difference will not be made up until the following year.

**Motor Vehicle Fuel Taxes Rates and Allocations**



In the years following the swap, there have been a number of snafus and changes in interpretation of the Section 2103 allocation. FY2011-12 SCO allocated more money to cities and counties and did not fully backfill state transportation programs for weight fees that were used for debt service and loans that those funds would have otherwise received. This was contrary to the Legislature's intention, but the statute was not clear. The statute was clarified in the 2013 budget to clarify the original intent of the weight fee swap to fully backfill state transportation funds. [Streets & Highways Code 2103 (a)(1)(D)].

\*The current state rate is 21.5 cents per gallon. Together with the 18 cent federal tax, the total per gallon excise tax is now 39.5 cents.

### **Use of Funds**

The use of local Motor Vehicle Fuel Tax funds is restricted by Article XIX of the California State Constitution and by Streets and Highways Code Section 2101. All Motor Vehicle Fuel Tax funds allocated from the Highway Users Tax Account must be expended for the following:

- (a) The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- (b) The research and planning for exclusive public mass transit guideways (and their related fixed facilities), the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- (c) The construction and improvement of exclusive public mass transit guideways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guideways....
- (d) The payment of principal and interest on voter-approved bonds issued for the purposes specified above.

### **FY2013-14 Updated Estimates and FY2014-15 Projections of FY2013-14 HUTA Revenues**

On May 13, 2014 the Governor released his May Revision of his FY2014-15 proposed budget. These city by city and county by county estimates were generated using a model reflecting the local allocation formulas, latest population estimates released in April and state Department of Finance (DOF) estimates of statewide motor vehicle fuel tax revenues provided

in the May revise. These DOF revenue estimates are UNCHANGED from the estimates provided in January.

mjgc

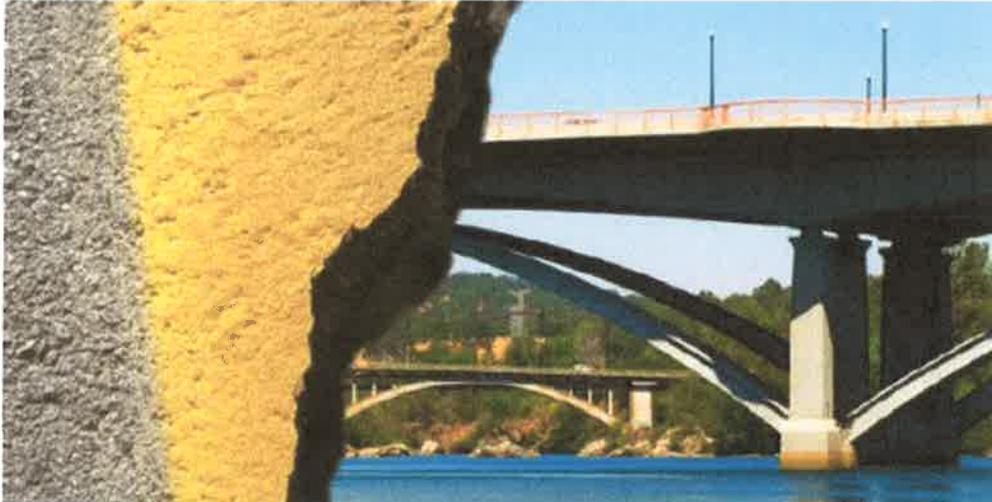
**ATTACHMENTS:**

- A) Highway Users Tax - Projected Individual City Revenues – FY2014-15
- B) Highway Users Tax - Projected Individual County Revenues – FY2014-15
- C) Highway Users Tax - Projected Individual City Revenues – FY2013-14
- D) Highway Users Tax - Projected Individual County Revenues – FY2013-14

## EXHIBIT - B

# California's Crumbling Infrastructure: An Urgent Priority

BY JOSÉ CISNEROS



The League adopted three strategic goals for 2014, which Executive Director Chris McKenzie presented in his January 2014 *Western City* column, "League Leadership Reviews Progress on New Advocacy Strategy and Sets 2014 Goals". My column this month focuses in more detail on one of the goals: *Provide New Options for Infrastructure Investment and Economic Development*.

For the ninth time in the past 10 years, the League has identified infrastructure investment as one of its top priorities. You don't have to look far to understand why.

Demographers project that California's population will continue to grow by 300,000 to 400,000 annually. These new residents will need roads to drive on, public transit to commute, clean water to drink, schools to attend and parks to play in. As California adopts new land-use policies, infrastructure is needed to support infill housing and the increased demand on our roadways. Numerous studies suggest that not only is our infrastructure unprepared for this growth, it isn't in condition to adequately support even the current population. As California grows, its infrastructure is rapidly deteriorating. Quite simply, California is crumbling.

### A Sobering List of Challenges

The infrastructure situation at the local level is bleak. Approximately 83 percent of Californians live, work and play in cities. As the state has struggled to balance its budget, it has cut infrastructure funding programs and taken local revenues. Cities face monumental challenges as they endeavor to address local needs.

**Local Streets and Roads.** Residents bear the brunt of the state's funding cuts as they travel local streets and roads, which comprise 81 percent of California's roadways. The *2012 California Statewide Local Streets and Roads Needs Assessment* found that local streets are rapidly deteriorating. The average ranking is "at risk." Nearly twice the current funding level is needed just to maintain the status quo. In the next decade, \$82 billion is needed to bring streets up to "best management practices."

**Bridges.** Failures in local bridges can have catastrophic economic and public safety consequences. Bridges are typically built to last 50 years. The 2012 National Bridge Inventory database tallied a total of 11,863 local agency bridges in California; 5,544 are more than 50 years old, and another 2,384 are between 40 and 49 years old.

**Public Safety Facilities.** With the implementation of public safety realignment in 2011, local governments took on more responsibility for housing inmates. As a result, city and county jails are becoming overcrowded and will need construction upgrades to house these prisoners.

**Affordable Housing.** California's population has grown but affordable housing production has lagged. Even as people have lost jobs and wages, the price of housing remains among the highest in the nation. This most

significantly affects low-income Californians, two-thirds of whom spend more than half of their income for housing. Without the tax-increment financing tool, cities are hard pressed to find ways to help build the low- and moderate-income housing needed for teachers, firefighters and retail workers.

**Water Supply.** California is ranked highest among all states in terms of water infrastructure needs. The U.S. Environmental Protection Agency's *2013 Drinking Water Infrastructure Needs Survey and Assessment* determined that since 2007, California's water infrastructure needs increased from \$44.2 billion to \$44.5 billion. California's needs include an estimated \$26.7 billion to improve drinking water transmission, \$8.4 billion for water treatment and \$6.4 billion for water storage.

**Wastewater Management.** Significant investments are needed to address renewal and replacement, maintenance, security and reliability funding for California's wastewater infrastructure. The American Society of Civil Engineers (ASCE) *2013 California Infrastructure Report Card* estimates that \$4.5 billion will need to be spent annually for the next 10 years to modestly improve wastewater infrastructure.

**Flood Control.** The ASCE *2013 California Infrastructure Report Card* also found that the backbone flood control and drainage systems serving California cities, including channels, levees, retarding basins, dams and pump stations, vary widely in condition and capacity to prevent flooding from major storms. Levees protect thousands of homes, businesses and critical community infrastructure. It's estimated that funding shortfalls for regional flood control facilities exceed \$2.8 billion annually over the next 10 years.

**Stormwater.** As regional water quality boards adopt more stringent requirements, local agencies are being called on to adopt expansive and expensive stormwater management programs, requiring funding that simply does not yet exist. The League is currently conducting a survey of its members to assess the magnitude of this need, but anecdotal reports suggest it is immense, and funding options are extremely limited without changes in state law.

**Zero-Emission Vehicles Infrastructure.** California cities are already home to tens of thousands of plug-in electric vehicles, and the state currently represents 30 to 40 percent of the national market. To support this growing technology and to meet the governor's target of having 1.5 million zero-emission vehicles on the road by 2025, the related infrastructure requires significant investment. This includes everything from installing the actual chargers to ensuring that electricity is available and reliable.

**Technology.** The Federal Communications Commission expects that by 2016 the number of mobile broadband users worldwide will reach 5 billion. Nevertheless, more than 9 million Californians are unable to access broadband in their homes. Significant investments must continue to be made if California is to remain a national and world leader in communications technology.

**Schools.** Schools are also deteriorating. According to a 2012 UC Berkeley report, *California's K-12 Educational Infrastructure Investments*, 73 percent of the schools in California are more than 25 years old, and they are starting to fall apart.

### **The High Cost of Waiting**

California will need to invest a staggering \$500 billion in infrastructure over the next two decades. While these costs are high, the price of waiting is much more expensive. The conclusions are inescapable — we must pay now to update our infrastructure or pay much more later to replace it.

We have already delayed too long. We are calling for the state to join local governments in finding new tools to address these undeniable and nearly immeasurable needs. Many proposals to do so are already being floated. It will likely take a combination of several of these proposals to make a difference. It is time to decide which proposals are the best and move forward.

But state and local officials cannot do this alone. It will take the support of our constituents to succeed. The League is continuing to protect funding and promote tools for local economic development, infrastructure investment and job creation. As city leaders, we must also work with the state and federal governments, opinion leaders, the media and our residents to develop answers — and funding — to repair and replace our collapsing infrastructure. We are ready to work together to prevent California from deteriorating even further. Join us in finding solutions for our future.

---

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS**  
**FROM: RANDY MURPHY, CITY ADMINISTRATOR**  
**RE: EMPLOYMENT AGREEMENT FOR ASSISTANT CHIEF OF POLICE**  
**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider an Employment Agreement between the City of Oroville and Allen W. Byers for the position of Assistant Chief of Police.

**DISCUSSION**

Lieutenant Allen Byers has served the citizens of Oroville well since 2010. Due to the budget constraints of the last few years, the Chief of Police has recently taken on the role of Director of Public Safety and, consequently, needs more assistance regarding the oversight of the Police Department. Lieutenant Byers has willingly performed additional duties for the past year with neither a complaint nor additional compensation.

**FISCAL IMPACT**

Council approval will increase Lieutenant Byers' salary from \$95,200 per year to \$113,718 per year. By way of comparison, the Chico Assistant Chief's salary was noted at \$143,000/yr. However, due to the transfer of the Administrative staff person from Fire into an equivalent position in Police and the subsequent freezing of the vacancy, there is no additional cost to the General Fund.

**RECOMMENDATIONS**

1. Adopt Resolution No. 8231 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND ALLEN W. BYERS FOR THE POSITION OF ASSISTANT CHIEF OF POLICE – (Agreement No. 3073).

2. Authorize staff to perform the necessary personnel and budgetary actions in order to activate and fund the position of Assistant Chief of Police.

## **ATTACHMENTS**

Resolution No. 8231  
Agreement No. 3073

**CITY OF OROVILLE  
RESOLUTION NO. 8231**

**A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND ALLEN W. BYERS FOR THE POSITION OF ASSISTANT CHIEF OF POLICE**

**(Agreement No. 3073)**

**NOW THEREFORE**, be it hereby resolved by the Oroville City Council as follows:

1. The Mayor is hereby authorized and directed to execute an Employment Agreement between the City of Oroville and Allen W. Byers for the position of Assistant Chief of Police. A copy of the Agreement is attached to this Resolution.
2. The City Clerk shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting on July 1, 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott E. Huber, City Attorney

\_\_\_\_\_  
Randy Murphy City Clerk

**EMPLOYMENT AGREEMENT  
BETWEEN THE CITY OF OROVILLE AND ALLEN W. BYERS**

This agreement is made and entered into on the 1<sup>st</sup> day of July 2014, by and between the City of Oroville, hereinafter called "City," and Allen W. Byers, hereinafter called "Byers," both of whom understand as follows:

Witnesseth:

WHEREAS, City desires to employ the services of Byers as its Assistant Chief of Police; and

WHEREAS, it is the desire of the City Council of the City of Oroville, hereinafter called "Council," to provide certain benefits, to establish certain conditions of employment and to set working conditions for Byers; and

WHEREAS, Byers desires to accept employment as the Assistant Chief of Police of City.

Now therefore, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1. Duties:**

City hereby agrees to employ Byers as Assistant Chief of Police of City to perform the functions and duties specified for the position in the City Charter, Municipal Code of the City and such other legally permissible and proper duties and functions as the Council shall from time to time assign to him.

**Section 2. Term; Termination; Severance Compensation:**

- A. Byers agrees to remain in the exclusive employ of City until **June 30, 2016** and neither to accept other employment nor to become employed by any other city until the expiration date of this agreement, subject to the provisions of Subsection 2. B.
- B. If Byers resigns his position as Assistant Chief of Police before the expiration date of the initial or any extended term of this agreement, then Byers shall give City 30 days written notice in advance. In such event, Byers shall not be entitled to the severance compensation provided for in Section 2. C.
- C. As an "at will" employee serving at the pleasure of the City Council, Byers' appointment may be terminated by the City Council without cause at any time by a super majority (5/7) vote of the City Council. In the event that Byers is terminated by the City before the expiration of the term of this agreement, other than as specified in subsection (D) herein, the City agrees to pay Byers a lump sum cash payment of six (6) months aggregate salary. In addition, Byers shall also be compensated for all vested accrued leave time, which is currently defined as all accumulated and unused vacation and administrative leave.

- D. Byers may be terminated by the City Council at any time for either malfeasance or nonfeasance in office, or for a conviction of a crime. In the event of such removal, the City shall have no obligation to pay the aggregate severance pay referenced above. In any event, if the City chooses to terminate the agreement, Byers shall have the opportunity to retire from City employment through PERS, in lieu of termination.
- E. On or before **January 1, 2016**, Byers shall give written notice to City if he wishes to extend this agreement on the same terms and conditions for an additional period of time to be negotiated between the parties. Thereafter the Council shall determine, within 30 days, whether or not it wishes to extend the agreement and shall give written notice to Byers of its decision. If the Council approves such extension, the parties shall enter into a new, or amended, agreement. If the Council disapproves such extension, this agreement shall terminate on **June 30, 2016** and Byers shall not be entitled to any compensation except for any accrued vested benefits.

### **Section 3. Random Drug Testing Policy:**

Byers agrees to comply with the City of Oroville's Substance Abuse Policy Statement, as outlined in the City of Oroville's Policy and Procedures.

### **Section 4. Non-Industrial Injury/ Illness:**

If Byers becomes permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued leave, City shall have the option to terminate the agreement, subject to the severance pay provisions of Section 2. C.; provided, however City shall be required to comply with the provisions of the Americans with Disabilities Act and the Californian Fair Employment and Housing Act.

### **Section 5. Salary:**

Byers shall receive an initial salary of **\$113,718** per year.

### **Section 6. Performance Evaluation:**

- A. The Council shall direct the Department Head to complete a performance evaluation of Byers during each year of this contract and during any extension period of this contract and upon the Council's concurrence with the satisfactory review, Byers may receive an incentive adjustment of up to 10% of his base salary, but not less than CPI for an overall evaluation of 'M' or better. Such review and evaluation shall be in accordance with specific criteria developed jointly by the Department Head and Byers. Such criteria may be added to or deleted from, as the Department Head may determine from time to time, in consultation with Byers. The Department Head's evaluation of Byers will be shared with the City Administrator, Mayor and Council, who may add additional comments to Byers' final evaluation.

- B. The Department Head and Byers shall define the criteria that they determine necessary for the proper operation of the Police Department and the attainment of the Council's goals and objectives and shall further establish a relative priority among them. All such goals and objectives shall be reduced to writing. The goals and objectives shall be reasonably attainable within the time and budgetary resources allocated to Byers to achieve them.

#### **Section 7. Hours of Work; Administrative Leave:**

Byers shall be employed on a full-time basis and for optimal customer service, should generally perform such work during the Police Department's normal business hours. However, it is recognized that Byers shall be required to devote a great deal of time outside of normal office hours on business of City, and to that end he shall be allowed to establish an appropriate work schedule to meet the requirements of the position. Additionally, he shall be allocated and allowed to take up to 60 hours per fiscal year of Administrative Leave. Such Leave may be taken after appropriate notice to the Department Head. Byers shall have the option to cash out up to 20 hours of administrative leave per calendar year.

#### **Section 8. Bereavement Leave:**

When compelled to be absent from work by reason of death of an immediate family member or where death appears imminent, Byers shall be entitled to receive up to five (5) days Bereavement Leave, which shall be not charged against any other leave acquired by Byers. Byers desiring such leave shall notify, in writing, the Department Head of the time of absence needed and the expected date of return to work.

The immediate family is defined as spouse; natural, step or legal child; parent; brother; sister; grandparent; grandchild; mother-in-law or father-in-law.

#### **Section 9. Automobile and Technology Allowance:**

City shall provide an automobile to Byers suitable for his use while performing his duties as the Assistant Chief of Police or compensate him if no vehicle is available at \$300.00 per month in compliance with Internal Revenue Regulation Section 1.274.5 T(k)(6).

If the City does not provide the use of a mobile telephone to Byers, City shall provide a technology allowance of \$100 to Byers to compensate him for the use of his private mobile telephone and other technology used to perform his duties.

#### **Section 10. Vacation and Sick Leave:**

Byers shall accumulate Sick Leave at the rate of one (1) workday for each month of employment beginning the first calendar month following employment. Byers shall be permitted to accumulate an unlimited amount of sick leave.

Byers shall accumulate Vacation Leave at the rate of 15 working days annually. Byers shall be permitted to accumulate up to four times the annual accrual rate.

**Section 11. Medical, Vision, Life, Disability and Dental Insurance:**

The City shall pay an amount not-to-exceed \$778.45 per month (or the amount for the Silver PPO Employee plus 1 Medical plan, if available, whichever is greater) for Byers' Medical premiums. In the event Byers selects a medical plan which costs more than the amount provided in this paragraph, such additional costs shall be paid by Byers. The City shall also pay one hundred percent (100%) of the premiums for the Long-Term Disability and Life Insurance, Dental, and Vision plans currently offered by the City plans for Byers and his eligible dependents.

**Section 12. Recognized City Holidays:**

- |                           |  |
|---------------------------|--|
| 1. New Year's Day         | 7. Labor Day                           |
| 2. Martin Luther King Day | 8. Veteran's Day                       |
| 3. Lincoln's Birthday     | 9. Thanksgiving Day                    |
| 4. President's Day        | 10. The Day after Thanksgiving Day     |
| 5. Memorial Day           | 11. Last Work Day before Christmas Day |
| 6. Independence Day       | 12. Christmas Day                      |

Byers shall be compensated for each holiday of straight time compensation. Recognized holidays may be subject to change upon concurrence of all eligible bargaining units, but shall not be less than 12 days per year.

**Section 13. Recognition of Length of Service**

In recognition for many years of continuous service as a City of Oroville employee, the City shall make an annual award to each qualifying employee in the amounts shown below:

<u>Length of Continuous Service</u>	<u>Annual Award</u>
15 through 19 years.....	\$150.00 per year
20 years or more.....	\$300.00 per year

The City Council shall decide on the timing and manner for the award presentations.

**Section 14. Retirement:**

The City shall pay the employer's required PERS contribution, and Byers shall pay the employee contribution as set forth in California statute.

The City shall provide for optimal conversion of accrued Sick Leave for Service Credit upon retirement, subject to PERS regulations.

The City shall provide the single highest year benefit calculation and the 1959 Survivor Benefit at the 4<sup>th</sup> level for Byers.

### **Sick Leave Conversion at the Time of Retirement:**

Upon retirement, pursuant to PERS, from City employment only, the City shall pay monthly premium benefits (Medical, Dental, Vision, Long-Term Disability and Life Insurance) for Byers based on the leave's accumulated value at the date of retirement.

At the end of such premium payments, Byers shall have the option of continuing insurance coverage at his own expense, consistent with current City policy and Federal law. If a retired Byers becomes deceased before his benefit has been completely utilized, the remaining benefits shall be available to the surviving eligible family members.

Byers shall have the option, upon retirement, to convert Sick Leave for PERS Retirement Credit or use sick leave balance for medical insurance credit, as outlined above or may use a portion of his Sick Leave Credit between the two programs, subject to PERS requirements.

### **Section 15. Uniform Allowance:**

On the first pay period in December, and each first pay period in December thereafter, Byers shall receive an annual clothing allowance consistent with the amount negotiated by the OPOA. This will constitute the clothing allowance for the following calendar year.

### **Section 16. Deferred Compensation Plan:**

The City shall provide a Deferred Compensation Plan. The City shall not be required to make a contribution to any of Byers' Deferred Compensation Plan.

### **Section 17. Outside Employment:**

During the term of the agreement and any extensions thereof, Byers shall not accept any outside employment of any kind or character without having first obtained the prior approval of the Council.

### **Section 18. Dues and Subscriptions:**

City agrees to budget for and to pay for professional dues and subscriptions of Byers necessary for his continuation and full participation in national, regional, state and local associations and organizations as are desirable for his continued professional participation, growth, and advancement, and for the good of the City; provided, however, the amount of such dues and subscriptions shall not exceed the amount appropriated therefore in the annual budget.

### **Section 19. Professional Development:**

A. City agrees to budget for and to pay for travel and subsistence expenses of Byers for professional and official travel, meetings, and occasions adequate to continue

the professional development of Byers and to adequately pursue necessary official functions for City, and such other national, regional, state and local governmental groups and committees thereof which Byers serves as a member; provided, however, the amount of such travel and subsistence shall not exceed the amount appropriated therefore in the annual budget.

- B. City also agrees to budget for and to pay for travel and subsistence expenses of Byers for short courses, institutes and seminars that are necessary for his professional development and for the good of the City; provided, however, the amount of such travel and subsistence shall not exceed the amount appropriated therefore in the annual budget.

**Section 20. General Expenses:**

City recognizes that certain expenses of a non-personal and generally job-affiliated nature shall be incurred by Byers, and hereby agrees to reimburse or to pay such general expenses up to an amount not to exceed the amount provided for such purposes in the Assistant Chief of Police's portion of the annual City budget. The Finance Department is hereby authorized to disburse such monies in accordance with adopted City expense reimbursement policies.

**Section 21. Civic Club Membership:**

City recognizes the desirability of representation in and before local civic and other organizations, and Byers is authorized to become a member of such civic clubs or organizations. During the term of the agreement, City, at its sole discretion, may elect to pay some or all of Byers' civic club membership expenses.

**Section 22. Indemnification:**

In addition to the requirements of state and local law, City shall defend, save harmless, and indemnify Byers against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Byers' duties as Assistant Chief of Police, except for any civil action or proceeding brought against Byers for actual fraud, corruption or actual malice. City, at its sole discretion, shall compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

**Section 23. Bonding:**

City shall bear the full cost of any fidelity or other bonds required of Byers under any law or ordinance.

**Section 24. Other Terms and Conditions Employment:**

- A. The Council may fix other terms and conditions of employment, as it may determine from time to time relating to the performance of Byers, following consultations with him, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the agreement, the City Charter, the Code of the City of Oroville or

any other law.

- B. It is understood and agreed by City and Byers that Byers is an "at will" employee of the City, appointed by the City Council, under the provisions of the City Charter. As such, Byers serves at the pleasure of City and is not subject to the provisions of the City of Oroville Personnel Rules and Regulations.

**Section 25. Notices:**

Notices pursuant to the agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- A. TO CITY: Mayor, City of Oroville, 1735 Montgomery Street, Oroville CA 95965
- B. TO BYERS: Allen W. Byers, at his permanent residence address on record with the City of Oroville.

Alternatively, notices required pursuant to the agreement may be personally served to the same persons as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

**Section 26. General Provisions:**

- A. The text herein shall constitute the entire agreement between the parties.
- B. The agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Byers.
- C. The agreement shall not be assigned by Byers or City.
- D. The agreement shall not be modified without the written consent of Byers and City.
- E. The agreement shall become effective commencing **July 1, 2014**.
- F. If any provision, or any portion thereof, contained in the agreement is held unconstitutional, invalid or unenforceable, the remainder of the agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

Approved by the City Council of the City of Oroville at its meeting held XXX XX, 2014.

**CITY OF OROVILLE**

**Allen W. Byers**

\_\_\_\_\_

\_\_\_\_\_

Linda Dahlmeier, Mayor

Allen W. Byers

**APPROVED AS TO FORM:**

\_\_\_\_\_

Scott E. Huber, City Attorney

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: RANDY MURPHY, CITY ADMINISTRATOR**

**RE: EMPLOYMENT AGREEMENT FOR DEPUTY FIRE CHIEF/FIRE  
MARSHAL**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider an Employment Agreement between the City of Oroville and Dean J. Hill, Jr. for the position of Deputy Fire Chief/Fire Marshal.

**DISCUSSION**

Battalion Chief Dean Hill has served the citizens of Oroville in various capacities within the Fire Department since November 1980. Due to the budget constraints of the last few years, the Fire Chief was laid off and the Chief of Police took on the role of Director of Public Safety and, consequently, he needs more assistance regarding the oversight of the Fire Department. Chief Hill has willingly performed additional duties for the past year with neither a complaint nor additional compensation.

**FISCAL IMPACT**

Council approval will increase Chief Hill's salary from \$85,400 per year to \$102,500 per year. By way of comparison, the Chico Deputy Chief's salary was noted at \$138,000/yr. However, due to the transfer of the Administrative staff person from Fire into an equivalent position in Police and the subsequent freezing of the vacancy, there is no additional cost to the General Fund.

**RECOMMENDATIONS**

1. Adopt Resolution No. 8232 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND

DEAN J. HILL, JR. FOR THE POSITION OF DEPUTY FIRE CHIEF/FIRE MARSHAL – (Agreement No. 3074).

2. Authorize staff to perform the necessary personnel and budgetary actions in order to activate and fund the position of Deputy Fire Chief/Fire Marshal.

## **ATTACHMENTS**

Resolution No. 8232  
Agreement No. 3074

**CITY OF OROVILLE  
RESOLUTION NO. 8232**

**A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING  
THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF  
OROVILLE AND DEAN J. HILL, SR. FOR THE POSITION OF DEPUTY FIRE  
CHIEF/FIRE MARSHALL**

**(Agreement No. 3074)**

Be it hereby resolved by the Oroville City Council as follows:

1. The Mayor is hereby authorized and directed to execute an Employment Agreement between the City of Oroville and Dean J. Hill, Sr. for the position of Deputy Fire Chief/Fire Marshall. A copy of the Agreement is attached as Exhibit A.
2. The City Clerk shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting on July 1, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott E. Huber, City Attorney

\_\_\_\_\_  
Randy Murphy, City Clerk

**EMPLOYMENT AGREEMENT  
BETWEEN THE CITY OF OROVILLE AND DEAN J. HILL, JR.**

This agreement is made and entered into on the 1<sup>st</sup> day of July 2014, by and between the City of Oroville, hereinafter called "City," and Dean J. Hill, Jr., hereinafter called "Hill," both of whom understand as follows:

Witnesseth:

WHEREAS, City desires to employ the services of Hill as its Deputy Fire Chief/Fire Marshall; and

WHEREAS, it is the desire of the City Council of the City of Oroville, hereinafter called "Council," to provide certain benefits, to establish certain conditions of employment and to set working conditions for Hill; and

WHEREAS, Hill desires to accept employment as the Deputy Fire Chief/Fire Marshall of City.

Now therefore, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1. Duties:**

City hereby agrees to employ Hill as Deputy Fire Chief/Fire Marshall of City to perform the functions and duties specified for the position in the City Charter, Municipal Code of the City and such other legally permissible and proper duties and functions as the Council shall from time to time assign to him.

**Section 2. Term; Termination; Severance Compensation:**

- A. Hill agrees to remain in the exclusive employ of City until **June 30, 2016** and neither to accept other employment nor to become employed by any other city until the expiration date of this agreement, subject to the provisions of Subsection 2. B.
- B. If Hill resigns his position as Deputy Fire Chief/Fire Marshall before the expiration date of the initial or any extended term of this agreement, then Hill shall give City 30 days written notice in advance. In such event, Hill shall not be entitled to the severance compensation provided for in Section 2. C.
- C. As an "at will" employee serving at the pleasure of the City Council, Hill's appointment may be terminated by the City Council without cause at any time by a super majority (5/7) vote of the City Council. In the event that Hill is terminated by the City before the expiration of the term of this agreement, other than as specified in subsection (D) herein, the City agrees to pay Hill a lump sum cash payment of six (6) months aggregate salary. In addition, Hill shall also be compensated for all vested accrued leave time, which is currently defined as all accumulated and unused vacation and administrative leave.

- D. Hill may be terminated by the City Council at any time for either malfeasance or non-feasance in office, or for a conviction of a crime. In the event of such removal, the City shall have no obligation to pay the aggregate severance pay referenced above. In any event, if the City chooses to terminate the agreement, Hill shall have the opportunity to retire from City employment through PERS, in lieu of termination.
- E. On or before **January 1, 2016**, Hill shall give written notice to City if he wishes to extend this agreement on the same terms and conditions for an additional period of time to be negotiated between the parties. Thereafter the Council shall determine, within 30 days, whether or not it wishes to extend the agreement and shall give written notice to Hill of its decision. If the Council approves such extension, the parties shall enter into a new, or amended, agreement. If the Council disapproves such extension, this agreement shall terminate on **June 30, 2016** and Hill shall not be entitled to any compensation except for any accrued vested benefits.

### **Section 3. Random Drug Testing Policy:**

Hill agrees to comply with the City of Oroville's Substance Abuse Policy Statement, as outlined in the City of Oroville's Policy and Procedures.

### **Section 4. Non-Industrial Injury/ Illness:**

If Hill becomes permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued leave, City shall have the option to terminate the agreement, subject to the severance pay provisions of Section 2. C.; provided, however City shall be required to comply with the provisions of the Americans with Disabilities Act and the Californian Fair Employment and Housing Act.

### **Section 5. Salary:**

Hill shall receive an initial salary of **\$102,500** per year.

### **Section 6. Performance Evaluation:**

- A. The Council shall direct the Department Head to complete a performance evaluation of Hill during each year of this contract and during any extension period of this contract and upon the Council's concurrence with the satisfactory review, Hill may receive an incentive adjustment of up to 10% of his base salary, but not less than CPI for an overall evaluation of 'M' or better. Such review and evaluation shall be in accordance with specific criteria developed jointly by the Department Head and Hill. Such criteria may be added to or deleted from, as the Department Head may determine from time to time, in consultation with Hill. The Department Head's evaluation of Hill will be shared with the City Administrator, Mayor and Council, who may add additional comments to Hill's final evaluation.

- B. The Department Head and Hill shall define the criteria that they determine necessary for the proper operation of the Fire Department and the attainment of the Council's goals and objectives and shall further establish a relative priority among them. All such goals and objectives shall be reduced to writing. The goals and objectives shall be reasonably attainable within the time and budgetary resources allocated to Hill to achieve them.

**Section 7. Hours of Work; Administrative Leave:**

Hill shall be employed on a full-time basis and for optimal customer service, should generally perform such work during the Fire Department's normal business hours. However, it is recognized that Hill shall be required to devote a great deal of time outside of normal office hours on business of City, and to that end he shall be allowed to establish an appropriate work schedule to meet the requirements of the position. Additionally, he shall be allocated and allowed to take up to 60 hours per fiscal year of Administrative Leave. Such Leave may be taken after appropriate notice to the Department Head. Hill shall have the option to cash out up to 20 hours of administrative leave per calendar year.

**Section 8. Bereavement Leave:**

When compelled to be absent from work by reason of death of an immediate family member or where death appears imminent, Hill shall be entitled to receive up to five (5) days Bereavement Leave, which shall be not charged against any other leave acquired by Hill. Hill desiring such leave shall notify, in writing, the Department Head of the time of absence needed and the expected date of return to work.

The immediate family is defined as spouse; natural, step or legal child; parent; brother; sister; grandparent; grandchild; mother-in-law or father-in-law.

**Section 9. Automobile and Technology Allowance:**

City shall provide an automobile to Hill suitable for his use while performing his duties as the Deputy Fire Chief/Fire Marshall or compensate him if no vehicle is available at \$300.00 per month in compliance with Internal Revenue Regulation Section 1.274.5 T(k)(6).

If the City does not provide the use of a mobile telephone to Hill, City shall provide a technology allowance of \$100 to Hill to compensate him for the use of his private mobile telephone and other technology used to perform his duties.

**Section 10. Vacation and Sick Leave:**

Hill shall accumulate Sick Leave at the rate of one (1) workday for each month of employment beginning the first calendar month following employment. Hill shall be permitted to accumulate an unlimited amount of sick leave.

Hill shall accumulate Vacation Leave at the rate of 20 working days annually. Hill shall be permitted to accumulate up to four times the annual accrual rate.

**Section 11. Medical, Vision, Life, Disability and Dental Insurance:**

The City shall pay an amount not-to-exceed \$831.39 per month (or the amount for the Gold PPO Employee plus 1 Medical plan, whichever is greater) for Hill's Medical premiums. The City shall also pay one hundred percent (100%) of the premiums for the Long-Term Disability and Life Insurance, Dental, and Vision plans currently offered by the City plans for Hill and his eligible dependents.

**Section 12. Recognized City Holidays:**

- |                           |  |
|---------------------------|--|
| 1. New Year's Day         | 7. Labor Day                           |
| 2. Martin Luther King Day | 8. Veteran's Day                       |
| 3. Lincoln's Birthday     | 9. Thanksgiving Day                    |
| 4. President's Day        | 10. The Day after Thanksgiving Day     |
| 5. Memorial Day           | 11. Last Work Day before Christmas Day |
| 6. Independence Day       | 12. Christmas Day                      |

Hill shall be compensated for each holiday of straight time compensation. Recognized holidays may be subject to change upon concurrence of all eligible bargaining units, but shall not be less than 12 days per year.

**Section 13. Recognition of Length of Service**

In recognition for many years of continuous service as a City of Oroville employee, the City shall make an annual award to each qualifying employee in the amounts shown below:

<u>Length of Continuous Service</u>	<u>Annual Award</u>
15 through 19 years.....	\$150.00 per year
20 years or more.....	\$300.00 per year

The City Council shall decide on the timing and manner for the award presentations.

**Section 14. Retirement:**

The City shall pay the employer's required PERS contribution, and Hill shall pay the employee contribution as set forth in California statute.

The City shall provide for optimal conversion of accrued Sick Leave for Service Credit upon retirement, subject to PERS regulations.

The City shall provide the single highest year benefit calculation and the 1959 Survivor Benefit at the 4<sup>th</sup> level for Hill.

### **Sick Leave Conversion at the Time of Retirement:**

Upon retirement, pursuant to PERS, from City employment only, the City shall pay monthly premium benefits (Medical, Dental, Vision, Long-Term Disability and Life Insurance) for Hill based on the leave's accumulated value at the date of retirement.

At the end of such premium payments, Hill shall have the option of continuing insurance coverage at his own expense, consistent with current City policy and Federal law. If a retired Hill becomes deceased before his benefit has been completely utilized, the remaining benefits shall be available to the surviving eligible family members.

Hill shall have the option, upon retirement, to convert Sick Leave for PERS Retirement Credit or use sick leave balance for medical insurance credit, as outlined above or may use a portion of his Sick Leave Credit between the two programs, subject to PERS requirements.

### **Section 15. Uniform Allowance:**

On the first pay period in December, and each first pay period in December thereafter, Hill shall receive an annual clothing allowance consistent with the amount negotiated by the OFFA. This will constitute the clothing allowance for the following calendar year.

### **Section 16. Deferred Compensation Plan:**

The City shall provide a Deferred Compensation Plan. The City shall not be required to make a contribution to any of Hill's Deferred Compensation Plans.

### **Section 17. Outside Employment:**

During the term of the agreement and any extensions thereof, Hill shall not accept any outside employment of any kind or character without having first obtained the prior approval of the Council.

### **Section 18. Dues and Subscriptions:**

City agrees to budget for and to pay for professional dues and subscriptions of Hill necessary for his continuation and full participation in national, regional, state and local associations and organizations as are desirable for his continued professional participation, growth, and advancement, and for the good of the City; provided, however, the amount of such dues and subscriptions shall not exceed the amount appropriated therefore in the annual budget.

### **Section 19. Professional Development:**

- A. City agrees to budget for and to pay for travel and subsistence expenses of Hill for professional and official travel, meetings, and occasions adequate to continue the professional development of Hill and to adequately pursue necessary official func-

tions for City, and such other national, regional, state and local governmental groups and committees thereof which Hill serves as a member; provided, however, the amount of such travel and subsistence shall not exceed the amount appropriated therefore in the annual budget.

- B. City also agrees to budget for and to pay for travel and subsistence expenses of Hill for short courses, institutes and seminars that are necessary for his professional development and for the good of the City; provided, however, the amount of such travel and subsistence shall not exceed the amount appropriated therefore in the annual budget.

**Section 20. General Expenses:**

City recognizes that certain expenses of a non-personal and generally job-affiliated nature shall be incurred by Hill, and hereby agrees to reimburse or to pay such general expenses up to an amount not to exceed the amount provided for such purposes in the Deputy Fire Chief/Fire Marshall's portion of the annual City budget. The Finance Department is hereby authorized to disburse such monies in accordance with adopted City expense reimbursement policies.

**Section 21. Civic Club Membership:**

City recognizes the desirability of representation in and before local civic and other organizations, and Hill is authorized to become a member of such civic clubs or organizations. During the term of the agreement, City, at its sole discretion, may elect to pay some or all of Hill's civic club membership expenses.

**Section 22. Indemnification:**

In addition to the requirements of state and local law, City shall defend, save harmless, and indemnify Hill against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Hill's duties as Deputy Fire Chief/Fire Marshall, except for any civil action or proceeding brought against Hill for actual fraud, corruption or actual malice. City, at its sole discretion, shall compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

**Section 23. Bonding:**

City shall bear the full cost of any fidelity or other bonds required of Hill under any law or ordinance.

**Section 24. Other Terms and Conditions Employment:**

- A. The Council may fix other terms and conditions of employment, as it may determine from time to time relating to the performance of Hill, following consultations with him, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the agreement, the City Charter, the Code of the City of Oroville or any other law.

- B. It is understood and agreed by City and Hill that Hill is an "at will" employee of the City, appointed by the City Council, under the provisions of the City Charter. As such, Hill serves at the pleasure of City and is not subject to the provisions of the City of Oroville Personnel Rules and Regulations.

**Section 25. Notices:**

Notices pursuant to the agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- A. TO CITY: Mayor, City of Oroville, 1735 Montgomery Street, Oroville CA 95965  
B. TO HILL: Dean J. Hill, Jr., at his permanent residence address on record with the City of Oroville.

Alternatively, notices required pursuant to the agreement may be personally served to the same persons as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

**Section 26. General Provisions:**

- A. The text herein shall constitute the entire agreement between the parties.  
B. The agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Hill.  
C. The agreement shall not be assigned by Hill or City.  
D. The agreement shall not be modified without the written consent of Hill and City.  
E. The agreement shall become effective commencing **July 1, 2014**.  
F. If any provision, or any portion thereof, contained in the agreement is held unconstitutional, invalid or unenforceable, the remainder of the agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

Approved by the City Council of the City of Oroville at its meeting held XXX XX, 2014.

**CITY OF OROVILLE**

**Dean J. Hill, Jr.**

\_\_\_\_\_  
Linda Dahlmeier, Mayor

\_\_\_\_\_  
Dean J. Hill, Jr.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Scott E. Huber, City Attorney

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: RANDY MURPHY, CITY ADMINISTRATOR**

**RE: CITY'S FINAL OFFER TO THE OROVILLE FIREFIGHTERS' ASSOCIATION REGARDING STAFFING STRUCTURE**

**DATE: JULY 1, 2014**

**SUMMARY**

The Council may consider imposing the City's final offer to the Oroville Firefighters' Association (OFFA) regarding the staffing structure at the Oroville Fire Department.

**DISCUSSION**

As has been discussed in several previous Council meetings, prior Fire Department leadership allowed various staffing practices to occur in the Oroville Fire Department. These staffing practices included such things as a one-to-one supervisor-to-employee ratio and 5% out-of-class pay for performing duties that were called out in the employees' job descriptions. These ideas were never approved by the Council. Analysis by the recent Interim City Administrator revealed that these unapproved practices cost the City and its residents in excess of \$70,000 per year. When the City attempted to implement a change to stem excessive overtime costs, OFFA resisted the changes and demanded that the City not attempt to change the unapproved staffing practices without first going through the meet and confer (M&C) process. Although the City disagreed with OFFA's assertion that it required M&C, and in order to show good faith at the then-underway contract negotiations, the City attempted to bargain a change in staffing practices. When it became apparent that the negotiations would be further delayed due to the inability to reach an agreement, language was included in the Memorandum of Understanding (MOU) that would allow this issue to be bargained separately after the ratification of the labor agreement.

The specific language in Article 17 of the MOU ratified by the Council at its April 1, 2014 meeting says, in pertinent part:

Immediately following ratification and adoption of a successor labor agreement, the parties agree to meet and confer to discuss a change in staffing and acting assignment practices for the Fire Department. Specifically, in order to address and change the current Acting Pay practice in the Department, the City will propose committing to a daily

staffing level of five employees per shift, made up of one captain, one lieutenant, two engineers and one firefighter (*sic*). Minimum staffing will remain at three and the Department will be obligated to have at least one officer- captain or lieutenant – on duty for each shift.

This agreement to meet and confer over changes to staffing and acting pay practices is made with the understanding that should the parties' discussions not result in an agreement, the City may proceed with implementation of its proposed changes without having to go through impasse resolution proceedings, and more specifically, interest arbitration.

The City attempted to M&C immediately following ratification. As a result of various scheduling conflicts and cancelled meetings, the parties ultimately met on May 21, 2014. The attached staffing structure was formally proposed by the City to OFFA at that time. The OFFA bargaining team was told that, while the language in the MOU contemplated a potential structure that included a new lieutenant position, upon further research, the City now felt that this latest proposal would be a better solution for the long-term sustainability for the department, as it would allow for additional administrative assistance. Specific requirements for the Acting Battalion Chiefs to seek and obtain grant and other funding in order to provide new revenue would help the department to grow. Consequently, the City proposed that the lieutenant positions be held in abeyance until that sustainability was assured. Upon the conclusion of the May 21 meeting, the OFFA team agreed to review and respond to the City's proposal once it was received in writing. The City's proposal was communicated to the OFFA bargaining representative via email on May 28, 2014. OFFA requested additional time to consider the City's proposal and stated that a response would be forthcoming by the end of the next week. Again, no response was received. Several requests were made by the City requesting a response. Ultimately, OFFA formally responded on June 17, indicating that OFFA did not agree with the proposed plan. However, no counterproposal was offered by OFFA. To date, OFFA has declined the City's offer to provide a counter proposal and has made no request to return to the bargaining table.

Due to the fact that OFFA has not provided any alternate solutions, and the language in the MOU specifically allows the City to implement any staffing changes after attempting to find an amenable solution, staff recommends the Council implement the attached Fire Department staffing structure and order its implementation July 2, or as soon as practicable thereafter, but not later than the onset of the next 24 day cycle.

## **FISCAL IMPACT**

Due to the transfer of an Administrative staff position from Fire into an equivalent position in Police and the subsequent freezing of the vacancy, there is no additional cost to the General Fund. Additionally, the new staffing structure should realize significant savings in overtime costs as well as increase the potential for grant and other new revenue.

## **RECOMMENDATION**

Impose the attached Fire Department staffing structure and order its implementation July 2, 2014, or as soon as practicable thereafter, but not later than the onset of the next 24 day cycle.

## **ATTACHMENT**

Final offer as presented to OFFA on May 21, 2014.

**ADDENDUM TO THE AGREEMENT BY AND  
BETWEEN THE CITY OF OROVILLE AND  
OROVILLE FIREFIGHTERS' ASSOCIATION**

In accordance with the parties' agreement under Article 17 - Staffing Levels, the City and OFFA representatives met and conferred on May 21, 2014 to discuss a change in staffing and to eliminate the Department's past practice regarding acting assignments. As a result of those discussions, the City and the OFFA were unable to reach an agreement. Consequently, the City Council, by its action on July 1, 2014, has imposed the following terms and conditions for a 6-month trial period, to be effective July 2, 2014, or as soon as practicable thereafter, but not later than the onset of the next 24 day cycle.

1. Two current Captains will be paid out of class pay to act as Battalion Chief for six months. This is to allow the two additional Battalion Chiefs to provide administrative support in reducing overhead, locate and write grants, supervision, revision of policy and other administrative tasks. The two additional Battalion Chiefs will be on a modified Kelly Schedule for the duration of the six-month trial period.
2. The Department will appoint two current Engineers to work out of class as Captains to backfill for the two Captains serving as Battalion Chiefs. The two current Engineers will receive out of class pay per the terms of the MOU. It is further understood and agreed that should this staffing plan become permanent at the end of the trial period, the City will lift the hiring freeze and convert three Firefighter positions to Engineer positions.
3. With these out of class assignments, and for the duration of the six-month trial period, each shift will be covered by a Captain and a Battalion Chief or Deputy Fire Chief. The Deputy Chief or a Battalion Chief from El Medio will cover the third Battalion Chief schedule. During times of vacation for each Battalion Chief, their assigned shifts will be covered either by the Deputy Chief, the El Medio Chief, or as a last resort assignment of overtime. These out of class assignments are specifically approved by the City Council as part of this Addendum and will remain in effect only for duration of the trial period, at which time the Department's past practice regarding out of class assignments will be considered eliminated.
4. In December of 2014, the parties will meet to discuss the trial period and the performance objectives identified by the Department going into the trial period. No later than December 31, 2014, the City will decide either to continue the terms of this staffing plan on a permanent basis, or go back to the staffing plan last approved by the City Council. It is understood and agreed that adopting this staffing plan on a permanent basis will be subject to the availability of on-going City revenue increases to be identified and determined during the trial period.



**PRELIMINARY BUDGET**  
**Proposed for Adoption July 1, 2014 for**  
**FISCAL YEAR 2014 – 2015**

**OROVILLE CITY COUNCIL/OROVILLE PUBLIC FINANCING AUTHORITY  
STAFF REPORT**

**TO:           MAYOR AND COUNCIL MEMBERS;  
              CHAIRPERSONS AND COMMISSIONERS**

**FROM:       RANDY MURPHY, CITY ADMINISTRATOR;  
              GLENN LAZOF, INTERIM DIRECTOR OF FINANCE**

**RE:           Adoption of Fiscal Year 2015 Budget**

**DATE:        July 1, 2014**

**SUMMARY**

The Council/Commission may adopt preliminary budget as revised to be Fiscal Year 2015 working budget.

**DISCUSSION**

The City Charter requires that the Adopted Budget be approved at this first meeting of July. The document presented today reflects the Preliminary Budget received May 20, 2014, plus revisions either as directed by Council at either the Budget Workshops or to reflect updated information and analysis conducted by staff since the May 20 meeting.

The final budget will be adopted at the August 17, special meeting.

A page has been added to show projected General Fund Balance and distribution to assigned General Fund reserves.

While there is still substantial work to do before August 17, in order to present a balanced working budget at this time, the following new initiatives which were part of the preliminary budget have been deleted, at least until the review of all funds and transfer is complete. Deletions at this time are:

Public Works Director, City Hall Bathrooms, Cost Accounting System Implementation, Accounting Manager, General Fund Transfer to contingency fund 165 to bring to amount in per the pending reserve policy.

**REVISIONS PER COUNCIL ACTIONS OR DIRECTION:**

Contingency Fund 165 reflects the action taken at the June 3 meeting (\$75,000 expenditure increase in FY 2014).

**Park Operations:** Budget pages have been added for Chinese Temple, Lott Home, and State Theater.

**REVISIONS PER EXECUTIVE/ FINANCE COMMITTEE REVIEW**

**Pending Reserve Policy:** Reserves as prioritized in the pending policy: Post Employment Expenses at 20% of accruals. Contingency Fund see note above. Additional reserves are based on available funding. Of those only part of the estimated Capital Replacement Reserve has been funded, reflecting 90% of the unassigned fund balance projection, less first year of Police Car 5 year lease.

**Unemployment Self Insurance fund:** In the past the fund narrative described the objective was to carry a fund balance large enough to cover the cost of unemployment insurance. This is not feasible at today's interest rates. Staff has recommended that the available balance in this fund be kept at a level sufficient to cover three times the most costly of the last three years.

**Undesignated Fund Balance:** Current projection for closing FY 2014 fund balance is \$3,547,505. Staff is proposing that portions of this reserve be designated towards the following liabilities: Accrued Leave / Retiree Premium Reserve , Capital Replacement Reserve, General Liability Reserve. (The Reserves page is the fourth page from the end of the budget booklet).

#### **REVISIONS AS RECOMMENDED BY STAFF:**

**All General Fund Departments:** Salary and Benefit Tables have been validated, corrected as needed, and are now displayed. These tables are now the basis for Salary calculations. FY 2015 now reflects best projections available at this time for Salary and Benefit cost. Some non-general fund departments are complete, but Housing is only partially validated.

**City Clerk:** Salaries and Benefits correctly reflects the confidential administrative assistant who resides in this budget, which was formerly in City Administrator budget.

**Non Departmental:** Projected revenues have been adjusted to reflect actual revenues and amounts projected by Muni-Services for FY 2014. The general fund expense for retiree conversion of sick leave to Health and Dental premiums has been moved to the new reserve fund. The SPCA contract has been moved to the Police Department which is the control agency. The additional 1% rate increase for SPCA is reflected in this document.

**Public Safety:** The annual Lease Payment for thirteen police vehicles came in \$33,000 higher than was expected in the received budget. Eighty percent is funded as through the new Capital Replacement Reserve.

Transfer to Police from Public Safety Augmentation Fund set at 1/3 of fund balance.

See note above regarding the SPCA contract.

**Workers Compensation Fund:** Self Insurance fund projection for FY 2014 and 2015 increased to reflect ongoing pre 1990 claim.

**Information Technology:** The GIS position has been moved to this budget from Public Works. The IT Manager's recommended purchases for the first year of the 5 year plan is reflected.

**Public Works:** The Cement Finisher position will be changed to an additional Public Works Operator III. The pay rate is the same for both positions.

**Fund by Fund Review, which includes projected fund balance, has been completed for the following:**

Drainage Impact Fee  
Park Development Fee  
Traffic Impact Fee  
Thermalito Traffic Impact Fee  
Drainage Impact Fee Citywide  
Local Transportation Fund  
Gas Tax Regional Surface Transportation Fund  
Technology Fee Fund  
Recycling Fund  
Special Gas Tax Funds 2107.2107.5 Hwy code\*; 186.1 & 2106\*; 127 Gas Tax 2105  
Special Aviation (Airport Improvement)\*  
Asset Seizure Fund  
Public Safety Augmentation Fund  
Police Supplemental Law Enforcement Fund\*  
Law Enforcement Grant Fund  
Law Enforcement Dev. Impact Fee Fund  
Fire Suppression Impact Fee Fund  
Fire Grants Fund  
General Government Development Impact Fees\*  
Westside Public Safety Fund (Facilities)  
Public Safety Services  
Supplemental Benefits Fund  
Annexation Fund

Also reviewed: Revenues for 17 Landscape and Lighting Districts and 8 Benefit Assessment Districts. FY 2015 expenditure budgeting for these districts is pending recommendations from public works.

The word "Block" has been dropped from the name Law Enforcement Block Grant, as this fund is the repository for a variety of types of grants. The fund balance at the beginning of FY 2011 2012, which has been carried forward since, is assumed to be available to reimburse the General Fund.

**Corrections:**

**City Clerk** – The projection for FY 2014 operating cost has been corrected to reflect actuals. The operating expense for FY 2015 now includes \$9,000 representing the City Clerks estimate for the cost of the upcoming election.

**Police:** Police Officers corrected number of positions from 17.5 to 19 (2 still frozen), reflecting council approved actions to date.

**Parks and Trees:** Reflect previous action replacing a Parks Maintenance Worker III with a

Public Works Supervisor. The reported volunteer hours are still being validated.

**Public Works:** Add one Public Works Operator 1 as reflected in staff report March 4, regarding Recology rate increase.

**Business and Housing Administration:** This page was missing information regarding FTE's, this has been added, but budget sections for BAHD are not complete.

**Yet to be done:**

These items are among the items which still reflect the figures in the budget for 2014 2015 year in the two year plan adopted at the beginning of last fiscal year:

**Summary of Funded Positions:** Consistency in the reporting on these pages will be in place by August 12\*

**Summary of Transfers:** Transfers in Italics reflect figures in the approved two year plan. This page will not be complete until review of all funds is completed sometime prior to August 12.

**Summary of Fund Balances (2 pages).** Analysis of funds in Italics are not yet completed.

**Budget Narratives:** Department Heads are submitting revisions to titles and narratives. This will be complete appear in the final budget, although new titles have already been reflected .

\*Transfers out were reduced as projected fund balances could not support the amounts reflected in the two year plan.

**RECOMMENDATIONS**

- 1) Direct staff regarding revisions to Preliminary Budget prior to adoption
- 2) Adopt revised budget Budget for Fiscal Year 2015. This will be the working budget until August 12.

\*Funded positions should exclude frozen positions, as they are not funded. However reductions were not reflected this way consistently in the FY 2015 budget (reductions were subsequent).

**OROVILLE CITY COUNCIL/OROVILLE PUBLIC FINANCING AUTHORITY  
STAFF REPORT**

**TO:           MAYOR AND COUNCIL MEMBERS;  
              CHAIRPERSONS AND COMMISSIONERS**

**FROM:       RANDY MURPHY, CITY ADMINISTRATOR;  
              GLENN LAZOF, INTERIM DIRECTOR OF FINANCE**

**RE:           RECEIPT OF PRELIMINARY ANNUAL BUDGET FOR FISCAL YEAR  
              2014/15 AND SETTING OF COUNCIL BUDGET WORKSHOPS**

**DATE:        MAY 20, 2014**

**SUMMARY**

The Council/Commission will receive the Preliminary Annual Budget for fiscal year 2014/15.

**DISCUSSION**

The Preliminary Budget is a document which the Charter requires staff to prepare on or before June 1<sup>st</sup> of each year. The Preliminary Budget is presented by the City Administrator as the fiscal plan for 2014/15. The Preliminary Budget is the starting point for discussions by the Council/Commission. Upon review of the City Administrator's Preliminary Budget, the Council/Commission may amend (either enhance or reduce expenditures) as a policy decision. The Adopted Budget must be approved at the first meeting in July.

The City is committed to increasing the transparency of the budget process. Due to recent changes in Finance Management, additional time is needed to provide the quality analysis such transparency requires. Staff has recommended to the Executive/Finance Committee that the process in this year be slightly different to permit adherence to the Charter but without short-circuiting the goal of a more inclusive budget discussion. There was no objection from this committee.

The Preliminary Budget submitted is largely reflective of the 2014/15 Budget plan approved following hearings last fiscal year. While there have been several important revisions, which are noted in the attached memoranda, this budget document is primarily designed to conform to legal requirements, provide an initial working budget commencing July 1, 2014, and most importantly start the path for a more complete budget revision at a Special Meeting planned for August.

Staff will be responding throughout this period to questions or comments as directed by the Council. The following opportunities for input are planned and additional workshops will be scheduled at Council's request:

- June 3            Public Hearing during regular Council Meeting.
- June 24        5:00pm to 7:00pm Budget Workshop – General Fund  
Departments
- July 1            Adopt Preliminary Annual Budget (subject to revisions on  
August 12)
- July 17         Noon to 2:00pm Budget Workshop – Other Funds
- August 12      Special Meeting to discuss and approve initial revisions to  
Preliminary Budget, and adopt Final Budget

Transparency and budget monitoring should be ongoing. In addition to the revised monthly reporting, staff is also recommending that budget review be placed on the Agenda at the October 21, 2014, January 20, 2015, and April 21, 2015, City Council regular meetings.

**RECOMMENDATIONS**

1. Acknowledge receipt of the 2014/15 Preliminary Annual Budget.
2. Set Budget workshops relating to the 2014/15 Annual Budget for June 24, 2014 from 5:00 p.m. to 7:00 p.m. and July 17, 2014 from noon to 2:00 p.m.
3. Call a Special Meeting of the Oroville City Council for August 12, 2014 at 5:00 p.m. to discuss and approve the initial revisions to the 2014/15 Preliminary Budget and adopt the Final 2014/15 Budget.
4. Direct staff to schedule quarterly budget reviews at the second meetings in October 2014, January 2015, and April 2015.

**ATTACHMENTS**

Memoranda: Notes on the Preliminary Budget

*A copy of the Preliminary Annual Budget for fiscal year 2014/15 is available for review by request in the City Clerk’s Office.*

## M E M O R A N D U M

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: RANDY MURPHY, CITY ADMINISTRATOR AND GLENN LAZOF, INTERIM DIRECTOR OF FINANCE**

**RE: NOTES OF 2014/15 PRELIMINARY BUDGET**

**DATE: May 20, 2014**

The Preliminary Budget submitted is reflective of the 2014/15 Budget plan approved following hearings last year. Staff was also able to complete a fresh analysis of most General Fund departments. While much more needs to be done and will be done in the coming weeks, we are pleased to present a preliminary budget that is a better starting point than we anticipated as little as two weeks ago.

Council is reminded that the Adopted 2013/14 budget did not reflect the staff reductions made last year, although since they were implemented the benefits are now reflected in the FY 2014 projections, shown here for most General Fund departments. These are also reflected in the FY 2015 preliminary budget. Most expenditures associated with reductions in force occurred during FY 2014, the full financial net benefit of those reductions is also more fully reflected in the 2015 Preliminary Budget.

The following is a list of the Preliminary Budget sections which received a refreshed analysis during the period May 1 – 11, 2014:

- General Fund Summary of Revenues - Four Year Comparison
- General Fund Summary of Expenditures - Four Year Comparison
- General Fund Summary of Expenditures - (Trend Chart)
- City Council
- Mayor
- Treasurer
- Office of the City Administrator
- City Administrator
- Economic and Community Enhancement
- City Attorney
- City Clerk
- Human Resources
- City Hall
- Information Technology
- Finance Summary
- Finance
- Non-Departmental
- Risk Management
- Police
- Fire and Rescue
- Planning and Development Services

Planning and Development Administration  
Public Works  
Public Works Administration  
Streets  
Building Code Enforcement  
Parks and Trees Administration  
Parks and Trees Operations  
Centennial Cultural Center  
Pioneer Museum  
Bolt Museum  
Vehicle Maintenance Fund  
Sewer and Sewer Treatment Fund 101  
Sewer Connection fund 104  
Canine Donation Fund 113

All other sections of the submitted Preliminary Budget are a reiteration of FY 2015 as adopted in the two year financial plan. The balance of the analysis will be completed before the Final Budget is adopted August 12.

Additional Comments to the submitted Preliminary Budget:

**General:** Health Insurance Expense: A placeholder of 10% over FY2013 cost has been added to Salaries and Benefit Expense. This amount will be refined before the major budget revision in August.

**Department of Finance:** Salaries and Benefits assume the Finance Director position will not be filled until November 1. The RGS agreement is reflected in operating expenses.

Restoration of the Accounting Manager position is funded, assuming a November 1 start date. Overtime/Extra hire has been increased \$12,000 and an out of class assignment is funded to continue through new fiscal year. \$19,700 has been added to rehabilitate the Public Access window so that it is ADA compliant.

**Non Departmental:** Funds are included to repair and remodel both men's bathrooms in City Hall at a cost of \$22,300.

**Information Technology:** Information Technology is proposed to be moved from the Finance Department to a separate departmental budget in the City Administrator section. This better reflects de facto roles and responsibilities. The FY15 IT Budget also includes funding for required network updates (\$18,000), and a \$100,000 place holder for a new financial and payroll system, currently listed as a Capital Expense. Eventually all costs in this department will be reflected in our indirect cost plan.

**City Clerk:** Estimated cost of November Election is included.

**Public Safety:** Salaries and Benefits reflect the cost savings from the last contract negotiations with Fire and Law Enforcement.

Expenses have also been increased to reflect \$110,000 annual lease cost for thirteen new

Police Vehicles, \$80,000 one- time expense to equip the vehicles, and \$44,000 for annual vehicle maintenance for the new vehicles less savings on the nine surplus vehicles. Four lower mileage vehicles will be kept as back up. We will also add one time revenue of \$6,400 for the sale of the surplus vehicles.

It should be noted that Fire Department is projected to bring in 23% more revenue in current year than FY 2013.

**Planning and Development Services:** Code Enforcement Specialist paid from the Police budget has been moved to the correct department. Funding for the Police Officer position remains in that department.

**Public Works:** Funds have been included for adding a Public Works Director. It is assumed that this position would be filled by January. Public Works Administration is projected to bring in nearly twice the revenue in FY14 the was the case in the previous year. In recognition of this achievement, \$5,000 has been added to the Public Works budget for needed new equipment to be specified later. The increased revenue was in part a citywide effort, therefore a future item may come before the council to consider using up to \$1,000 of this amount for an employee recognition program.

**Parks and Trees:** We have added a four month Seasonal worker. The Department will leverage this to provide City Hall with janitorial service for 12 months.

Other items awaiting more information or analysis:

**Interdepartmental and Interfund Transfers:** These will not be fully revised until the Indirect Cost Plan is completed later in FY 2015. If time allows an estimate will be reflected in the August revision. Except when better information is available all transfers continued to reflect what was reflected in the approved two year budget plan, for FY 2015.

**Reserves:**

Contingency fund 165 has been revised to more accurately project the beginning fund balance of \$350,000.

An additional \$800,000 reserve remains as reflected in the two year financial plan.

Finally, at this point in the process projected FY 2015 revenues exceed expenditures by \$363,298, representing 3.12% of planned expenditures. This is best illustrated by the space between the red and blue ribbons on the Departmental Revenue and Expense Chart which follows the General Fund Summary of Expenditures and Uses by Department, third page of the preliminary budget document.

At this time because of the incompleteness of the budget process, staff recommends that no action be taken on these reserves, at least until the major revision in August following further validation of these reserve amounts.

**Following validation staff will:**

Further analyze existing policy directives authorizing the establishment of these reserves and recommend revision or creation of reserve policy, including consideration of consolidating all unallocated reserves into one fund.

Recommend new or revised reserve policies which are consistent, transparent, and consistent with best municipal practices and consider all unfunded liabilities such as employee leave accruals, replacement of Capital Assets, etc.

**GENERAL FUND SUMMARY OF REVENUES**

	2011-12	2012-13	2013-14	2014-15	2014-15
	Actual	Actual	Projected	Preliminary	One Time
<b>DEPARTMENTS:</b>					
Admin., Eco.Comm. Enhance, Clerk, Human Resources, IT	\$23,927	\$90,440	\$37,955	\$25,067	
Finance	\$138,294	\$95,409	\$127,509	\$4,532	
Risk Management	\$115,574	\$192,801	\$0	\$0	
Accrued Leaves				\$0	
Fire/Rescue	\$81,648	\$115,823	\$142,814	\$111,000	\$121,620
Police	\$310,906	\$386,553	\$250,000	\$101,519	\$354,481
Public Works/Streets	\$168,573	\$61,075	\$104,153	\$110,909	
Planning & Development Services	\$38,396	\$44,672	\$95,553	\$46,200	
Building & Code Enforcement	\$267,256	\$131,613	\$286,000	\$228,000	
Parks and Trees	\$84,982	\$70,554	\$70,565	\$69,210	
<b>Subtotal Departments</b>	\$1,229,554	\$1,188,939	\$1,114,549	\$696,437	\$476,101
<b>Non-Departmental Revenues:</b>					
Property Tax	\$1,128,188	\$2,041,959	\$1,034,678	\$1,034,533	
Sales and Use Tax	\$2,736,619	\$2,864,104	\$3,965,614	\$4,348,823	
Documentary Transfer Stamps	\$26,733	\$23,356	\$30,183	\$30,169	
Transient Occupancy Tax	\$363,530	\$338,862	\$367,204	\$367,156	
Utility User	\$1,553,442	\$1,702,392	\$1,349,153	\$1,349,182	
Franchise Tax	\$400,316	\$434,600	\$395,014	\$515,018	
Other Intergovernmental Revenue	\$768,063	\$48,409	\$3,515	\$3,506	
Motor Vehicle In-Lieu Tax	\$1,099,939	\$1,121,937	\$1,084,406	\$1,083,780	
Use of Money & Property	\$77,403	\$99,834	\$14,441	\$10,847	
Other Revenues	\$1,844,592	\$188,116	\$302,358	\$53,553	
<b>Subtotal Non-Departmental</b>	\$10,136,567	\$9,018,173	\$8,701,170	\$8,796,567	\$0
<b>TOTAL REVENUES</b>	\$11,366,121	\$10,207,113	\$9,815,719	\$9,493,004	\$476,101
<b>Transfers:</b>					
Transfers-In Non-Departmental	\$1,158,596	\$602,961	\$708,718	\$658,686	\$354,458
Net Transfers-Departments	\$791,135	\$678,153	\$412,726	\$1,582,234	
Transfers-Other				\$0	
<b>Subtotal Transfers</b>	\$1,949,731	\$1,281,114	\$1,121,444	\$2,240,920	\$354,458
<b>TOTAL REVENUES &amp; SOURCES</b>	\$13,315,852	\$11,488,228	\$10,937,163	\$11,733,923	\$830,559
Including 2014-15 One time				\$12,564,482	

**GENERAL FUND SUMMARY OF EXPENDITURES AND USES  
BY DEPARTMENT  
FISCAL YEAR 2012 - 2015**

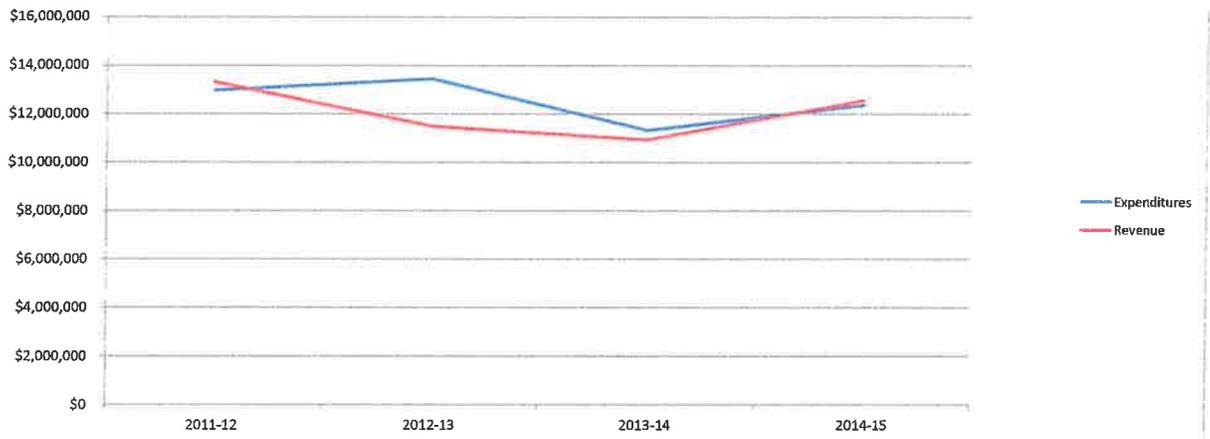
Departments	Dept.#	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
Mayor	1005	\$9,191	\$37,765	\$26,000	\$32,600
City Council	1000	\$25,660	\$78,321	\$76,800	\$87,100
Treasurer	1550	\$23,537	\$25,288	\$27,226	\$24,600
<b>Office of the City Administrator:</b>					
City Administrator	1400	\$143,227	\$212,589	\$229,500	\$245,500
Economic Community Enhancement	1450	\$153,292	\$301,911	\$152,000	\$25,067
Information Technology	1475	\$0	\$0	\$0	\$251,299
City Attorney	1100	\$146,032	\$150,431	\$313,000	\$317,000
City Clerk	1200	\$178,227	\$87,977	\$141,900	\$194,700
Human Resources	1300	\$123,663	\$119,485	\$137,774	\$156,100
City Hall	1700	\$108,367	\$130,854	\$116,200	\$96,501
<b>Finance Department:</b>					
Finance	1500	\$575,285	\$555,102	\$796,408	\$684,999
Non-Departmental	7200	\$1,508,069	\$1,833,950	\$413,824	\$50,000
Risk Management	7100	\$276,990	\$311,405	\$326,096	\$291,100
Post Employment Liabilities		\$0	\$0	\$0	\$117,300
<b>Fire Department:</b>					
Fire / Rescue	2000	\$2,359,577	\$2,314,242	\$1,910,650	\$2,411,000
<b>Police Department:</b>					
Police	2500	\$4,826,939	\$4,786,307	\$4,480,600	\$5,197,580
<b>Public Works</b>					
Administration	3000	\$350,370	\$361,494	\$266,300	\$235,300
Streets	3100	\$846,623	\$760,022	\$569,000	\$729,000
<b>Planning &amp; Development Services</b>					
Planning	1600	\$281,056	\$275,409	\$365,900	\$272,328
Building	2990	\$257,214	\$249,755	\$305,700	\$301,000
<b>Parks and Trees Department:</b>					
Administration	5000	\$184,865	\$253,192	\$85,158	\$64,500
Operations	5005	\$557,194	\$570,274	\$567,625	\$606,000
Centennial Cultural Center	1755	\$9,790	\$8,533	\$4,000	\$7,400
Pioneer Museum	5010	\$5,952	\$4,407	\$3,071	\$4,500
Bolt Museum	5015	\$12,996	\$10,009	\$8,900	\$10,600
<b>Total Expenditures and Uses (by Dept.)</b>		<b>\$12,964,114</b>	<b>\$13,438,723</b>	<b>\$11,323,632</b>	<b>\$12,413,073</b>

**GENERAL FUND SUMMARY OF EXPENDITURES AND USES  
FISCAL YEAR 2014 - 2015**

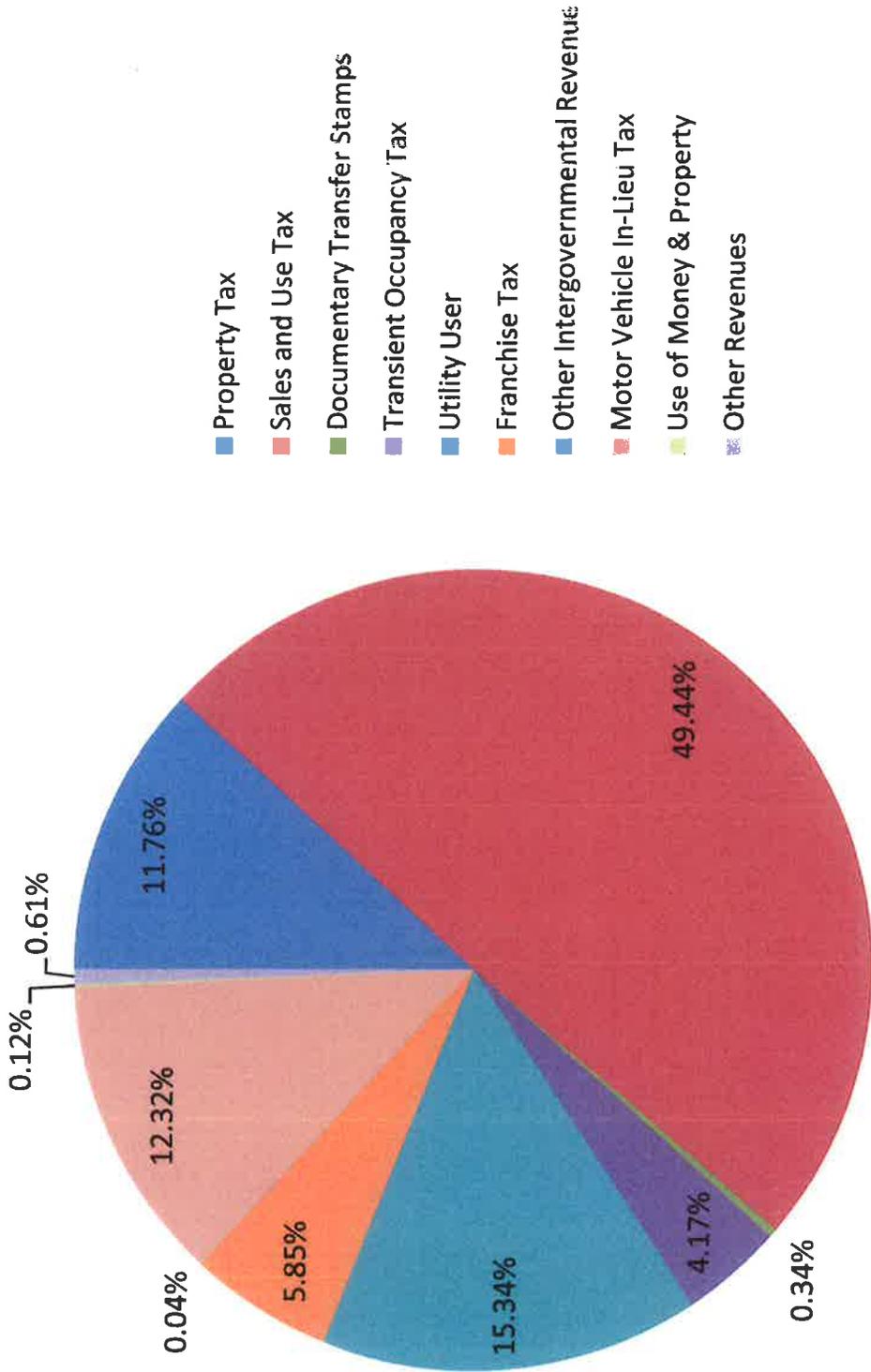
Departments	Dept.#	Salary / Benefits	Service / Supplies Capital	Transfers Out	Total by Dept.
Mayor	1005	\$23,200	\$9,400	\$0	\$32,600
City Council	1000	\$70,000	\$17,100	\$0	\$87,100
Treasurer	1550	\$23,000	\$1,600	\$0	\$24,600
<b>Office Of the City Administrator:</b>					
City Attorney	1100	\$0	\$317,000	\$0	\$317,000
Human Resources	1300	\$116,000	\$40,100	\$0	\$156,100
City Administrator	1400	\$216,000	\$29,500	\$0	\$245,500
Economic Community Enhancement	1450	\$24,800	\$267	\$0	\$25,067
City Clerk	1200	\$148,800	\$45,900	\$0	\$194,700
City Hall	1700	\$43,500	\$34,000	\$19,000	\$96,501
Information Technology	1475	\$200,000	\$51,299	\$0	\$251,299
<b>Finance Department:</b>					
Finance	1500	\$398,000	\$287,000	\$0	\$684,999
Non-Departmental	7200	\$0	\$50,000	\$0	\$50,000
Risk Management	7100	\$0	\$291,100	\$0	\$291,100
Post Employment Liabilities		\$117,300	\$0	\$0	\$117,300
<b>Fire Department:</b>					
Fire / Rescue	2000	\$2,259,000	\$152,000	\$0	\$2,411,000
<b>Police Department:</b>					
Police	2500	\$4,313,000	\$671,579	\$213,000	\$5,197,580
<b>Public Works</b>					
Administration	3000	\$195,000	\$40,300	\$0	\$235,300
Streets	3100	\$385,000	\$344,000	\$0	\$729,000
<b>Planning &amp; Development Services</b>					
Planning	1600	\$223,628	\$48,700	\$0	\$272,328

Building	2990	\$252,000	\$49,000	\$0	\$301,000
<b>Parks and Trees Department:</b>					
Administration	5000	\$5,100	\$59,400	\$0	\$64,500
Operations	5005	\$421,000	\$185,000	\$0	\$606,000
Centennial Cultural Center	1755	\$0	\$7,400	\$0	\$7,400
Pioneer Museum	5010	\$0	\$4,500	\$0	\$4,500
Bolt Museum	5015	\$0	\$10,600	\$0	\$10,600
<b>Total Expenditures and Uses (by Dept.)</b>		<b>\$9,434,327</b>	<b>\$2,746,745</b>	<b>\$232,000</b>	<b>\$12,413,073</b>

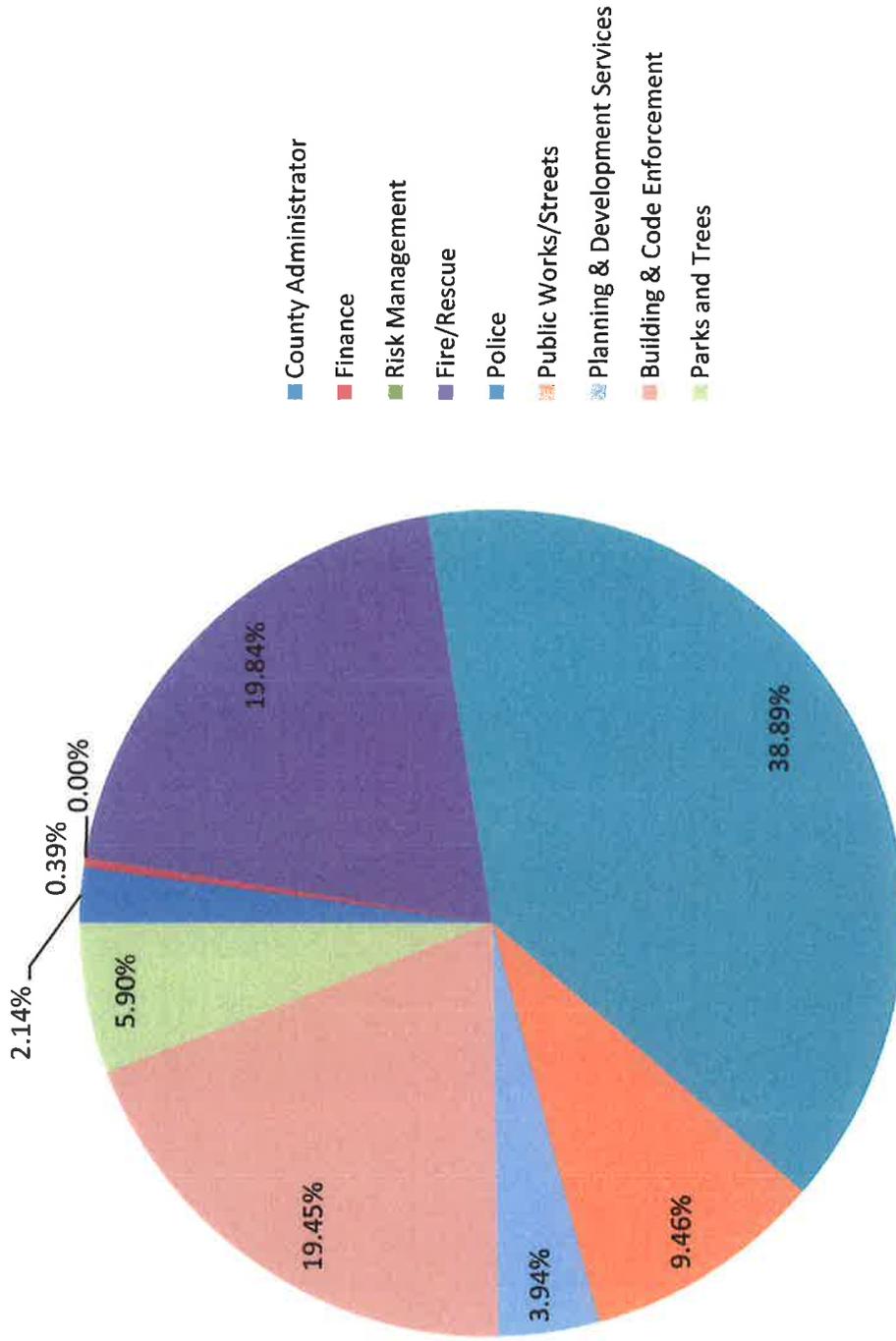
### Departmental Revenues and Expenditures



# Non Departmental \$8,796,567



# Departmental FY 2014 - 2015 \$1,172,538



**GENERAL FUND SUMMARY OF EXPENDITURES AND USES  
FISCAL YEAR 2013 - 2014**

<b>Departments</b>	<b>Dept.#</b>	<b>Salary / Benefits</b>	<b>Service / Capital</b>	<b>Transfers Out</b>	<b>Total by Dept.</b>
Mayor	1005	\$20,700	\$5,300	\$0	\$26,000
City Council	1000	\$62,600	\$14,200	\$0	\$76,800
Treasurer	1550	\$26,400	\$826	\$0	\$27,226
<b>Office Of the City Administrator:</b>					
City Administrator	1400	\$200,000	\$29,500	\$0	\$229,500
Economic Community Enhancement	1450	\$72,000	\$80,000	\$0	\$152,000
Information Technology	1475	\$0	\$0	\$0	\$0
City Attorney	1100	\$0	\$313,000	\$0	\$313,000
City Clerk	1200	\$105,000	\$36,900	\$0	\$141,900
Human Resources	1300	\$110,774	\$27,000	\$0	\$137,774
City Hall	1700	\$63,000	\$34,200	\$19,000	\$116,200
<b>Finance Department:</b>					
Finance	1500	\$484,000	\$312,408	\$0	\$796,408
Non-Departmental	7200	\$48,824	\$365,000	\$0	\$413,824
Risk Management	7100	\$0	\$326,096	\$0	\$326,096
Post Employment Liabilities	XXXX	\$0	\$0	\$0	\$0
<b>Fire Department:</b>					
Fire / Rescue	2000	\$1,793,000	\$117,650	\$0	\$1,910,650
<b>Police Department:</b>					
Police	2500	\$4,162,000	\$318,600	\$0	\$4,480,600
<b>Public Works</b>					
Administration	3000	\$231,000	\$35,300	\$0	\$266,300
Streets	3100	\$301,000	\$268,000	\$0	\$569,000
<b>Planning &amp; Development Services</b>					
Planning	1600	\$254,900	\$111,000	\$0	\$365,900
Building	2990	\$208,000	\$97,700	\$0	\$305,700
<b>Parks and Trees Department:</b>					
Administration	5000	\$32,523	\$52,635	\$0	\$85,158
Operations	5005	\$403,000	\$164,624	\$0	\$567,625
Centennial Cultural Center	1755	\$0	\$4,000	\$0	\$4,000
Pioneer Museum	5010	\$0	\$3,071	\$0	\$3,071
Bolt Museum	5015	\$0	\$8,900	\$0	\$8,900
<b>Total Expenditures and Uses (by Dept.)</b>		<b>\$8,578,720</b>	<b>\$2,725,912</b>	<b>\$19,000</b>	<b>\$11,323,632</b>





**SUMMARY OF PERSONNEL**

<b>Department</b>	<b>2011-12 Actual</b>	<b>2012-13 Expected</b>	<b>2013-14 Preliminary</b>	<b>2014-15 Preliminary</b>
<b>Office of the City Administrator</b>				
City Administrator	1.00	1.00	1.00	1.00
Assistant City Clerk	0.00	0.00	0.00	1.00
Administrative Assistant	2.00	2.00	2.00	2.00
RDA and Economic Development Manager	1.00	1.00	1.00	0.00
Program Specialist	2.00	2.00	2.00	1.00
Human Resource Analyst II	1.00	1.00	1.00	1.00
Information Technology Manager				1.00
GIS Specialist				1.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>
<b>Business Assistance &amp; Housing Dev.</b>				
Director of Business Asst. & Housing Dev.	1.00	1.00	1.00	0.00
Management Analyst III	1.00	1.00	1.00	1.00
Administrative/Program Analyst II	2.00	2.00	2.00	0.00
Program Analyst I	1.00	1.00	1.00	1.00
Enterprise Zone Business Assistance Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00
Staff Assistant	1.00	1.00	1.00	1.00
Housing Dev./Bldg Maint. Supervisor	1.00	1.00	1.00	0.00
Building Maintenance Tech. II	1.00	1.00	1.00	1.00
Code Community Housing Specialist	0.00	0.00	0.00	1.00
Code Enforcement Officer	0.00	0.00	0.00	2.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>8.00</b>
<b>Finance Department</b>				
Director of Finance	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	0.00
Accountant - (1 Frozen)	2.00	2.00	2.00	2.00
Accounting Technician	3.00	3.00	3.00	3.00
IT Manager	0.00	0.00	1.00	0.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>6.00</b>
<b>Fire Department</b>				
Fire Chief	1.00	1.00	1.00	0.00
Deputy Fire Chief (Frozen)	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00
Fire Engineer	9.00	9.00	9.00	6.00
Fire Fighter	3.00	3.00	3.00	3.00
Fire Administrative Assistant	0.80	1.00	1.00	1.00
<b>Total</b>	<b>18.80</b>	<b>19.00</b>	<b>19.00</b>	<b>15.00</b>
<b>Police Department</b>				
Chief	1.00	1.00	1.00	1.00
Lieutenant	2.00	1.00	1.00	1.00
Sergeant	4.00	5.00	5.00	5.00
Police Officer - (2 frozen)	18.00	18.00	18.00	19.00
Detective	1.00	1.00	1.00	0.00
Administrative Assistant (Frozen)	2.00	2.00	2.00	1.00
Public Safety Communication Specialist Supervisor	0.00	0.00	0.00	0.00
Public Safety Communication Specialist	7.00	7.00	7.00	9.00
Crime Analyst/IT Officer	1.00	1.00	1.00	0.00
Evidence Technician	0.00	1.00	1.00	0.50
Police Records Technician (Grant funded only)	0.00	0.75	0.75	0.00
Police Records Technician	1.00	1.00	1.00	1.00
Community Service Officers - (1 Frozen)	3.00	3.00	3.00	1.50
<b>Total</b>	<b>40.00</b>	<b>41.75</b>	<b>41.75</b>	<b>39.00</b>

## SUMMARY OF PERSONNEL

Department	2011-12 Actual	2012-13 Expected	2013-14 Preliminary	2014-15 Preliminary
<b>Parks &amp; Trees Department</b>				
Director of Parks & Trees	1.00	1.00	1.00	0.00
Staff Assistant (Vacant)	1.00	1.00	1.00	0.00
Parks Maintenance Technician III	2.00	2.00	2.00	2.00
Public Works Supervisor	0.00	0.00	0.00	1.00
Cultural Facilities Coordinator	1.00	1.00	1.00	0.00
Technical Director/Facility Operator - (Frozen)	1.00	1.00	1.00	0.00
Seasonal Worker (4 months)	0.00	0.00	0.00	0.33
Parks Maintenance Technician II	3.00	3.00	3.00	3.00
Parks Maintenance Technician I	1.00	1.00	1.00	1.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>7.33</b>
<b>Public Works</b>				
Director of Public Works	1.00	1.00	1.00	0.00
RDA Project Manager/Sr. Civil Engineer	1.00	1.00	1.00	0.00
Associate Civil Engineer	1.00	1.00	1.00	1.00
Administrative Assistant (Frozen)	1.00	1.00	1.00	1.00
GIS Specialist	1.00	1.00	1.00	0.00
Public Works Manager	1.00	1.00	1.00	0.00
Lead Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic	1.00	1.00	1.00	1.00
Public Works Operator III	2.00	2.00	2.00	3.00
Public Works Operator II	3.00	3.00	3.00	2.00
Public Works Operator I	2.00	2.00	2.00	2.00
Construction Inspector	1.00	1.00	1.00	1.00
Cement Finisher	1.00	1.00	1.00	0.00
Signal Technician/Electrician	1.00	1.00	1.00	1.00
<b>Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>13.00</b>
<b>Planning &amp; Development Services</b>				
Director of Planning & Development Services	0.00	1.00	1.00	1.00
Planning Administrative Assistant	1.00	1.00	1.00	0.00
Associate Planner (frozen)	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Counter Technician	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00
Community Code Enforcement Specialist (1 Frozen)	2.00	2.00	2.00	2.00
Code Enforcement Staff Assistant	1.00	1.00	1.00	1.00
<b>Total</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>
<b>Department Summary</b>				
Office of the City Administrator	7.00	7.00	7.00	8.00
Business Assistance & Housing Dev.	10.00	10.00	10.00	8.00
Finance Department	7.00	7.00	8.00	6.00
Fire Department	18.80	19.00	19.00	15.00
Police Department	40.00	41.75	41.75	39.00
Parks & Trees Department	10.00	10.00	10.00	7.33
Public Works	18.00	18.00	18.00	13.00
Planning & Development Services	9.00	10.00	10.00	9.00
<b>Total</b>	<b>119.80</b>	<b>122.75</b>	<b>123.75</b>	<b>105.33</b>

## CITY COUNCIL

### Activity

The City Council is composed of six council members. As a legislative body, the City Council determines levels of service to promote and protect the health, safety and welfare of the citizens.

### FUND: 001

### DEPARTMENT: 1000

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
Salaries/Benefits	\$7,527	\$58,835	\$62,600	\$70,000
Services/Supplies	\$17,559	\$19,486	\$14,200	\$17,100
Capital Outlay	\$574	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$25,660</b>	<b>\$78,321</b>	<b>\$76,800</b>	<b>\$87,100</b>

# MAYOR

## Activity

The Mayor is a member of the City Council. As Executive of the legislative body, the Mayor assists in determining levels of service to promote and protect the health, safety and welfare of the citizens.

**FUND: 001**

**DEPARTMENT: 1005**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$2,255	\$17,022	\$20,700	\$23,200
Services/Supplies	\$6,935	\$20,743	\$5,300	\$9,400
Capital Outlay	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$9,191</b>	<b>\$37,765</b>	<b>\$26,000</b>	<b>\$32,600</b>

## TREASURER

### Activity

In the trust of the community, the Treasurer invests idle cash with three priorities which are 1.) Safety, 2.) Liquidity and 3.) Return, listed in order of priority.

**FUND: 001**

**DEPARTMENT: 1550**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projection</b>	<b>Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$21,724	\$23,331	\$26,400	\$23,000
Services/Supplies	\$1,813	\$1,957	\$826	\$1,600
Capital Outlay	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$23,537</u>	<u>\$25,288</u>	<u>\$27,226</u>	<u>\$24,600</u>

## OFFICE OF THE CITY ADMINISTRATOR

This office is headed by the City Administrator, who is ultimately responsible for all City functions and departments. The divisions under the direction of this Department include: Economic Development, City Attorney, City Clerk, Human Resources, Risk Management, City Hall, Information Technology and the Supplemental Benefits Fund.

Budget Description	Budget No.	2012-13 Expected	2013-14 Projected	2014-15 Preliminary
General Fund Operating Expenses				
Administration	1400	\$212,589	\$229,500	\$245,500
Economic Community Enhancement	1450	\$301,911	\$152,000	\$25,067
City Attorney	1100	\$150,431	\$313,000	\$317,000
City Clerk	1200	\$87,977	\$141,900	\$194,700
Human Resources	1300	\$119,485	\$137,774	\$156,100
City Hall	1700	\$130,854	\$116,200	\$96,501
Information Technology	1475	\$0	\$0	\$251,299
<b>Total General Fund Expenses</b>		\$872,393	\$974,175	\$1,286,167

### Authorized Personnel

Position-Title	2012-13 Expected FTE	2013-14 Preliminary FTE	2014-15 Adopted FTE
<b>Administration</b>			
City Administrator	1.00	1.00	1.00
Assistant City Clerk	0.00	0.00	1.00
Administrative Assistant	2.00	2.00	1.00
RDA & Economic Development Manager	1.00	1.00	0.00
Program Specialists	2.00	2.00	1.00
<b>Human Resources</b>			
Human Resource Analyst II	1.00	1.00	1.00
<b>Information Technology</b>			
IT Manager			1.00
GIS			1.00
<b>Total</b>	7.00	7.00	7.00

## OFFICE OF CITY ADMINISTRATOR

### Activity

This office is headed by the City Administrator, who is ultimately responsible for all City functions and departments.

### FUND: 001

### DEPARTMENT: 1400

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
Salaries/Benefits	\$126,250	\$189,793	\$200,000	\$216,000
Services/Supplies	\$16,977	\$22,796	\$29,500	\$29,500
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$143,227</b>	<b>\$212,589</b>	<b>\$229,500</b>	<b>\$245,500</b>
<b>Revenues</b>				
Transfers	\$0	\$0	\$0	\$0
Departmental Revenue	\$0	\$40,394	\$17,985	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$40,394</b>	<b>\$17,985</b>	<b>\$0</b>

**OFFICE OF CITY ADMINISTRATOR  
ECONOMIC COMMUNITY ENHANCEMENT**

**Activity**

This department uses available resources to promote Economic Development and community enhancement.

**FUND: 001**

**DEPARTMENT: 1450**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$124,892	\$213,778	\$72,000	\$24,800
Services/Supplies	\$28,400	\$88,133	\$80,000	\$267
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$153,292</u>	<u>\$301,911</u>	<u>\$152,000</u>	<u>\$25,067</u>

**Revenues**

Departmental Revenues	\$5,806	\$11,600	\$1,600	\$6,300
Federal Grants	\$0	\$25,000	\$27,300	\$18,767
Loan Repayments	\$0	\$1,900	\$0	\$0
Transfers-In	\$14,114	\$11,500	\$0	\$0
<b>Total Revenues</b>	<u>\$19,920</u>	<u>\$50,000</u>	<u>\$28,900</u>	<u>\$25,067</u>

## COMMUNITY PROMOTION

### Activity

The Community Promotion Fund accounts for community promotional expenditures related to promoting Oroville.

**FUND: 100**

**DEPARTMENT: 7000**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjustment to Actual Balance			\$10,239	
Beginning Fund Balance	\$34,650	\$26,721	\$31,015	\$36,454
<b>Revenues</b>				
Donations		\$11,138		\$3,700
Community Promotion Sales	\$7,285	\$344	\$0	\$2,500
Transfers-In	\$30,000	\$20,000	\$10,000	\$0
<b>Total Revenues</b>	\$37,285	\$31,482	\$10,000	\$6,200
<b>Expenses</b>				
Community Promotion Expenses	\$45,213	\$27,188	\$14,800	\$17,000
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$45,213	\$27,188	\$14,800	\$17,000
 <b>Ending Fund Balance</b>	 \$26,721	 \$31,015	 \$36,454	 \$25,653

## CITY ATTORNEY

### Activity

The City Attorney is a contracted service that provides the City with legal advice, legal services, and direction in the administration of public policy and risk management. The City currently contracts with two firms for legal services.

**FUND: 001**

**DEPARTMENT: 1100**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
Services/Supplies	\$146,032	\$150,431	\$313,000	\$317,000
Capital Outlay	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$146,032	\$150,431	\$313,000	\$317,000
<b>Revenues</b>				
Transfers In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$0	\$0	\$0	\$0
		\$4,399	\$162,569	

## CITY CLERK

### Activity

The City Clerk is responsible for the preparation of agendas, documents and minutes; providing information to the public; coordinating bid processes; conduction of municipal elections and maintaining legislative history files.

**FUND: 001**

**DEPARTMENT: 1200**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
Salaries/Benefits	\$104,976	\$67,309	\$105,000	\$148,800
Services/Supplies	\$17,228	\$20,668	\$36,900	\$45,900
Capital Outlay	\$56,022	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$178,227	\$87,977	\$141,900	\$194,700
<b>Revenues</b>				
Departmental Revenues	\$4	\$46	\$110	\$50
Transfers			\$7,300	\$0
<b>Total Revenues</b>	\$4	\$46	\$7,410	\$50

**OFFICE OF CITY ADMINISTRATOR  
HUMAN RESOURCES**

**Activity**

Human Resources is responsible for monitoring the activities of recruitment and hiring of new employees, training for effectiveness and safety, supervision of disciplinary actions and evaluations.

**FUND: 001**

**DEPARTMENT: 1300**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$104,633	\$105,549	\$110,774	\$116,000
Services/Supplies	\$19,030	\$13,936	\$27,000	\$40,100
Capital Outlay	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$123,663</u>	<u>\$119,485</u>	<u>\$137,774</u>	<u>\$156,100</u>

**Revenues**

Transfer In	\$0	\$0	\$0	\$0
Departmental Revenues	<u>\$32</u>	<u>\$0</u>	<u>\$1,645</u>	<u>\$550</u>
<b>Total Revenues</b>	<u>\$32</u>	<u>\$0</u>	<u>\$1,645</u>	<u>\$550</u>

**OFFICE OF CITY ADMINISTRATOR  
CITY HALL**

**Activity**

City Hall is the building that facilitates the consistent operation of general City functions, including Council Chambers, Conference Rooms and other Administrative needs.

**FUND: 001**

**DEPARTMENT: 1700**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$45,265	\$59,462	\$63,000	\$43,500
Services/Supplies	\$33,809	\$32,657	\$34,200	\$34,000
Capital Outlay	\$10,293	\$19,735	\$0	\$0
Transfers-Out	\$19,000	\$19,000	\$19,000	\$19,000
<b>Total Expenses</b>	<u>\$108,367</u>	<u>\$130,854</u>	<u>\$116,200</u>	<u>\$96,501</u>
<b>Revenues</b>				
Departmental Revenues	\$0	\$0	\$0	\$0
Transfers-In	\$3,972	\$25,441	\$20,067	\$0
<b>Total Revenues</b>	<u>\$3,972</u>	<u>\$25,441</u>	<u>\$20,067</u>	<u>\$0</u>

**OFFICE OF CITY ADMINISTRATOR  
INFORMATION TECHNOLOGY**

**Activity**

Information Technology delivers quality citywide technology solutions, services, and support to enable the City to fulfill its mission, vision, and goals.

**FUND: 001**

**DEPARTMENT: 1475**

	<b>2011-12 Actual</b>	<b>2012-13 Expected</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$0	\$0	\$0	\$200,000
Services/Supplies	\$0	\$0	\$0	\$40,400
Capital Outlay	\$0	\$0	\$0	\$10,900
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$251,299</u>

**Revenues**

Departmental Revenue	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$10,900
<b>Total Revenues</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10,900</u>

## FINANCE DEPARTMENT

The Director of Finance manages the Finance, Non-Departmental, Risk Management Budgets, the Workers' Compensation Fund, Department Services Funds and other budgets not specifically assigned.

Budget Description	Dept. No.	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
General Fund Expenses				
Finance Department	1500	\$555,102	\$796,408	\$684,999
Non-Departmental	7200	\$1,833,950	\$413,824	\$50,000
Risk Management	7100	\$311,405	\$326,096	\$291,100
Accrued Leaves		\$0	\$0	\$117,300
<b>Total General Fund Expenses</b>		<u>\$2,700,457</u>	<u>\$1,536,327</u>	<u>\$1,143,399</u>
<b>Other Funds</b>				
	Fund No.			
Workers' Compensation	550	\$167,491	\$437,600	\$601,298
<b>Total Budgets Managed by Finance Director</b>				
<b>Total Expenses</b>		<u>\$2,700,457</u>	<u>\$1,536,327</u>	<u>\$1,143,399</u>

### Authorized Personnel

Position-Title	2012-13 Preliminary FTE	2013-14 Expected FTE	2014-15 Preliminary FTE
Finance Department			
Director of Finance (Recruitment)	1.00	1.00	1.00
Accounting Manager (Recruitment)	0.00	1.00	1.00
Accountant (1 Frozen)	2.00	2.00	2.00
Accounting Technician	3.00	3.00	3.00
IT Manager	0.00	0.00	0.00
<b>Total FTE</b>	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>

## FINANCE DEPARTMENT

### Activity

The Finance Department provides accounting, financial management and planning services to the City, the Successor Agency, and the Oroville Public Financing Authority. This includes maintenance of the financial statements, budget preparation, vendor payments, billing, payroll debt management, grant accounting, business licenses, central stores, assisting the City Administrator with risk management, and the Treasurer with cash management.

### FINANCE DEPARTMENT EXPENDITURES

**FUND: 001**

**DEPARTMENT: 1500**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$447,813	\$473,823	\$484,000	\$398,000
Services/Supplies	\$92,537	\$79,216	\$303,308	\$268,000
Capital Outlay	\$34,935	\$2,063	\$9,100	\$19,000
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$575,285</u>	<u>\$555,102</u>	<u>\$796,408</u>	<u>\$684,999</u>
<b>Revenues</b>				
Departmental Revenues	\$106,091	\$95,409	\$101,920	\$101,000
Transfers-In	\$32,204	\$0	\$25,589	\$4,532
<b>Total Revenues</b>	<u>\$138,294</u>	<u>\$95,409</u>	<u>\$127,509</u>	<u>\$105,532</u>

## NON-DEPARTMENTAL

### Activity

To record revenues and expenditures not specifically designated to any particular department.

### FUND: 001

### DEPARTMENT: 7200

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
Salaries/Benefits	\$52,994	\$61,412	\$48,824	\$0
Services/Supplies	\$427,075	\$891,269	\$365,000	\$50,000
Capital Outlay	\$18,000	\$871,269	\$0	\$0
Transfers-Out	\$1,010,000	\$10,000	\$0	\$0
<b>Total Expenses</b>	<u>\$1,508,069</u>	<u>\$1,833,950</u>	<u>\$413,824</u>	<u>\$50,000</u>
 <b>Revenues</b>				
Departmental Revenues	\$10,136,567	\$9,386,823	\$8,299,883	\$8,796,567
Transfers-In	\$1,158,596	\$602,961	\$708,718	\$1,013,144
<b>Total Revenues</b>	<u>\$11,295,163</u>	<u>\$9,989,784</u>	<u>\$9,008,601</u>	<u>\$9,809,710</u>

## RISK MANAGEMENT

### Activity

Risk Management encompasses the City's insurance and risk management needs except for Workers' Compensation (see Workers' Compensation for employee liability).

### FUND: 001

### DEPARTMENT: 7100

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Revenues</b>				
Other Revenue	\$115,574	\$192,801	\$0	\$0
<b>Expenses</b>				
Prop. Damage Claim	\$0	\$15,000	\$0	\$30,000
Liability Insurance	\$235,905	\$245,395	\$254,462	\$205,000
Property/Other Ins.	\$12,228	\$12,228	\$12,222	\$13,000
Outside Services	\$28,857	\$38,719	\$59,412	\$43,000
Other	\$0	63	\$0	\$100
Transfer out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$276,990</u>	<u>\$311,405</u>	<u>\$326,096</u>	<u>\$291,100</u>

## Accrued Leave Payout

### Activity

This Reserve was established in FY 2015 to provide a reserve for compensable leave and retiree premium payments in accordance with the City's Reserve Policy. The retiree premium payments were formerly carried in the Non-departmental Budget. Actual costs will be matched with transfers from the accrued leave reserve.

**FUND: 001**

**DEPARTMENT: XXXX**

	2011-12 Actual	2012-13 Expected	2013-14 Projected	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Working Capital Balance</b>	\$0	\$0	\$0	\$0
<b>Revenues</b>				
Interest	\$0	\$0	\$0	\$0
Transfers	\$0	\$0	\$0	\$117,300
<b>Total Revenues</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Expenses</b>				
Premium Expense	\$0	\$0	\$0	\$68,100
Leave Pay Out	\$0	\$0	\$0	\$49,200
Transfer-out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Ending Working Capital Balance</b>	\$0	\$0	\$0	(\$0)

## WORKERS' COMPENSATION

### Activity

This Fund accounts for the City's Self-Insured Workers' Compensation Program to pay for related on the job injury claims against the City.

**FUND: 550**

**DEPARTMENT: 7300**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Resources</b>				
Adjust to Actual			\$374,605	
<b>Beginning Working Capital Balance</b>	\$403,947	\$614,653	\$683,326	\$575,577
<b>Revenues</b>				
Refunds		\$72,779		
Interest	\$1,370	\$1,610	\$850	\$1,000
Self-Insurance Premiums	\$570,932	\$330,751	\$329,000	\$329,000
<b>Total Revenues</b>	<u>\$572,302</u>	<u>\$405,140</u>	<u>\$329,850</u>	<u>\$330,000</u>
<b>Expenses</b>				
Claims Expense/ Premium	\$315,424	\$157,170	\$353,000	\$289,300
Service/Supplies	\$0	\$18	\$4,000	\$1,340
Pre-1990 Claims	\$46,172	\$8,303	\$74,300	\$43,000
Other	\$0	\$2,000	\$6,300	\$2,800
Transfer-out	\$0	\$0	\$0	\$264,858
<b>Total Expenses</b>	<u>\$361,596</u>	<u>\$167,491</u>	<u>\$437,600</u>	<u>\$601,298</u>
 <b>Ending Working Capital Balance</b>	 \$614,653	 \$852,302	 \$575,576	 \$304,278

## GENERAL GOVERNMENT DEVELOPMENT IMPACT FEES

### Activity

This fund accounts for revenues from General Government Development Impact Fees and provides funding for the increasing operation costs and improvements to facilities.

**FUND: 169**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$17,117	\$12,689	\$6,397	(\$2,489)
<b>Revenues</b>				
Impact Fees	\$5,511	\$683	\$2,174	\$2,789
Interest	\$60	\$25	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$5,571	\$708	\$2,174	\$2,789
<b>Expenses</b>				
Admin. Overhead	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$6,060	\$0
Transfer-out	\$10,000	\$7,000	\$5,000	\$0
<b>Total Expenses</b>	\$10,000	\$7,000	\$11,060	\$0
<b>Ending Fund Balance</b>	\$12,688	\$6,397	(\$2,489)	\$300

## POLICE DEPARTMENT

### Activity

The department exists for the purpose of maintaining social order within prescribed ethical and constitutional limits. As an agency of Municipal Government, the department will promote community safety through full cooperation and coordination with other agencies. The department is also responsible for Code Enforcement.

**FUND: 001**

**DEPARTMENT: 2500**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
Salaries/Benefits	\$4,317,335	\$4,394,887	\$4,162,000	\$4,313,000
Services/Supplies	\$405,160	\$381,578	\$307,000	\$671,579
Capital Outlay	\$104,444	\$9,842	\$11,600	\$213,000
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$4,826,939</u>	<u>\$4,786,307</u>	<u>\$4,480,600</u>	<u>\$5,197,580</u>

### Revenues

Departmental Revenues	\$220,976	\$264,682	\$250,000	\$456,000
Transfers-In	\$89,930	\$121,871	\$0	\$911,031
<b>Total Revenues</b>	<u>\$310,906</u>	<u>\$386,553</u>	<u>\$250,000</u>	<u>\$1,367,031</u>

### Authorized Personnel

Position-Title	2011-12 Actual FTE	2012-13 Expected FTE	2013-14 Preliminary FTE	2014-15 Preliminary FTE
<b>Police Department</b>				
Chief	1.00	1.00	1.00	1.00
Lieutenant	2.00	1.00	1.00	1.00
Sergeant	4.00	5.00	5.00	5.00
Police Officer - (2 frozen)	18.00	18.00	18.00	19.00
Detective	1.00	1.00	1.00	0.00
Administrative Assistant- (1 frozen)	2.00	2.00	2.00	2.00
Public Safety Communication Specialist Supervisor	0.00	0.00	0.00	0.00
Public Safety Communication Specialist	7.00	7.00	7.00	9.00
Crime Analyst/IT Officer	1.00	1.00	1.00	0.00
Evidence Technician	0.00	1.00	1.00	0.50
Police Records Technician (Grant funded only)	0.00	0.75	0.75	0.00
Police Records Technician	1.00	1.00	1.00	1.00
Community Service Officers - (1 Frozen)	3.00	3.00	3.00	1.50
<b>Total FTE</b>	<u>40.00</u>	<u>41.75</u>	<u>41.75</u>	<u>40.00</u>

## Canine Donation Fund

Canine Donation Fund helps accounts for donations to support Canine Officers in the City of Oroville. This fund was established in May 2014

**FUND: 113**  
**DEPARTMENT: 7400**

<b>Resources</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Beginning Fund Balance</b>	\$0	\$4,400
<b>Revenues</b>		
Donations	\$12,900	\$8,800
Interest Income	\$0	\$0
	\$0	\$0
<b>Total Revenues</b>	<u>\$12,900</u>	<u>\$8,800</u>
<b>Expenses</b>		
Canine Supplies	\$8,500	\$8,500
	\$0	\$0
Transfers-Out	\$0	\$0
<b>Total Expenses</b>	<u>\$8,500</u>	<u>\$8,500</u>
 <b>Ending Fund Balance</b>	 \$4,400	 \$4,700

## ASSET SEIZURE FUND

### Activity

This fund accounts for revenues and expenses received on sale of seized property which can only be used to supplement and not supplant the enforcement efforts of the Police Department. Funds are received at irregular intervals at which time an adjustment to the budget to appropriate the funds will be requested.

**FUND: 155**

**DEPARTMENT: 2510**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$35,432	\$26,805	\$34,001	\$32,741
<b>Revenues</b>				
Donation Asset Seizure Fund	\$0	\$0	-\$1,300	\$0
Sale of Seized Assets	\$0	\$7,117	0	\$0
Interest	\$123	\$79	\$40	\$40
<b>Total Revenues</b>	<u>\$123</u>	<u>\$7,196</u>	<u>-\$1,260</u>	<u>\$40</u>
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$0	\$0
Capital Outlay/Equipment	\$8,750	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$8,750</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Ending Fund Balance</b>	\$26,805	\$34,001	\$32,741	\$32,781

## PUBLIC SAFETY AUGMENTATION FUND

### Activity

This fund accounts for the revenue generated for public safety by a special sales tax distribution by the County. This fund is managed by the Police Department.

### FUND: 156

### DEPARTMENT: 7400

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust for Actual			-7866	
<b>Beginning Fund Balance</b>	\$22,103	\$118,720	\$141,584	\$113,941
<b>Revenues</b>				
Safety Sales Taxes	\$96,617	\$102,133	\$78,721	\$92,000
Interest	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$96,617	\$102,133	\$78,721	\$92,000
<b>Expenses</b>				
Transfers-Out (General Fund)	\$0	\$71,403	\$106,364	\$135,000
<b>Total Expenses</b>	\$0	\$71,403	\$106,364	\$135,000
 <b>Ending Fund Balance</b>	 \$118,720	 \$149,450	 \$113,941	 \$70,942

## POLICE SUPPLEMENTAL LAW ENFORCEMENT FUND

### Activity

This fund accounts for the revenue generated from the State COPS program. All monies are distributed by the County. This fund is managed by the Police Department.

**FUND: 157**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actual			-\$43,520	
<b>Beginning Fund Balance</b>	\$11,305	\$131,128	\$68,217	\$10,201
 <b>Revenues</b>				
Other Subvention Spec. Revenue	\$119,634	\$80,366	\$80,366	\$80,300
Interest Income	\$189	\$243	\$148	\$30
<b>Total Revenues</b>	\$119,823	\$80,609	\$80,514	\$80,330
 <b>Expenses</b>				
Capital Outlay/Equipment	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$100,000	\$138,530	\$90,531
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$100,000	\$138,530	\$90,531
 <b>Ending Fund Balance</b>	 \$131,128	 \$111,737	 \$10,201	 \$0

## LAW ENFORCEMENT DEVELOPMENT IMPACT FEES

### Activity

This fund accounts for the revenue generated from Impact Fees to provide law enforcement personnel and equipment which could not otherwise be funded.

**FUND: 159**

**DEPARTMENT: 7400/25XX**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$54,623	\$52,836	\$53,843	\$49,363
<b>Revenues</b>				
Impact Fees	\$5,232	\$863	\$2,050	\$2,700
Interest	\$201	\$144	\$70	\$130
<b>Total Revenues</b>	<u>\$5,433</u>	<u>\$1,007</u>	<u>\$2,120</u>	<u>\$2,830</u>
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$6,600	\$0
Transfers-Out (General Fund)	\$7,220	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$7,220</u>	<u>\$0</u>	<u>\$6,600</u>	<u>\$0</u>
<b>Ending Fund Balance</b>	\$52,836	\$53,843	\$49,363	\$52,193

## LAW ENFORCEMENT GRANT FUND

### Activity

This fund accounts for the revenue generated from a Grant Programs to provide law enforcement equipment and/or support services, i.e. Federal Grant Awards, Indian Gaming Grants, State Grant Awards.

### FUND: 158

### DEPARTMENT: 7400/25XX

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$161,177	\$183,520	\$125,652	\$231,752
<b>Revenues</b>				
Grant Revenues	\$145,574	\$83,342	\$257,500	\$32,050
Transfers-In (Matches)	\$0	\$0	\$0	\$0
Interest	\$0	\$15,006	\$100	\$0
<b>Total Revenues</b>	\$145,574	\$98,348	\$257,600	\$32,050
<b>Expenses</b>				
Salaries and Benefits	\$0	\$0	\$70,700	\$0
Grant Operations	\$31,694	\$13,617	\$0	\$0
Capital Outlay/Equipment	\$1,607	\$20,728	\$12,000	\$0
Transfers-Out (General Fund)	\$89,931	\$121,871	\$68,800	\$257,550
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$123,231	\$156,216	\$151,500	\$257,550
 <b>Ending Fund Balance</b>	 \$183,520	 \$125,652	 \$231,752	 \$6,252

## FIRE DEPARTMENT FIRE/RESCUE

### Activity

The Department maintains quality training, fire prevention/educational activities, equipment, emergency responses and customer services to the City. The Fire Chief also oversees the the fire inspections.

**FUND: 001**  
**DEPARTMENT: 2000**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
Salaries/Benefits	\$2,140,972	\$2,181,847	\$1,793,000	\$2,259,000
Services/Supplies	\$216,146	\$122,815	\$117,000	\$152,000
Capital Outlay	\$2,459	\$9,580	\$650	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$2,359,577</u>	<u>\$2,314,242</u>	<u>\$1,910,650</u>	<u>\$2,411,000</u>

### Revenues

Grant	\$0	\$0	\$0	\$0
Departmental Revenues	\$81,648	\$107,447	\$142,814	\$111,000
Transfers-In	\$0	\$8,376	\$0	\$121,620
<b>Total Revenues</b>	<u>\$81,648</u>	<u>\$115,823</u>	<u>\$142,814</u>	<u>\$232,620</u>

### Authorized Personnel

	2011-12 Actual FTE	2012-13 Expected FTE	2013-14 Preliminary FTE	2014-15 Preliminary FTE
<b>Position-Title</b>				
Fire Department				
Fire Chief	1.00	1.00	1.00	0.00
Deputy Fire Chief (Frozen)	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00
Fire Engineer	9.00	9.00	9.00	6.00
Fire Fighter	3.00	3.00	3.00	3.00
Administrative Assistant	0.80	1.00	1.00	1.00
<b>Total FTE</b>	<u>18.80</u>	<u>19.00</u>	<u>19.00</u>	<u>15.00</u>

## FIRE SUPPRESSION IMPACT FEES

### Activity

This fund's purpose is to provide funds for additional equipment needed.

**FUND: 163**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$23,864	\$20,634	\$20,872	\$15,192
<b>Revenues</b>				
Impact Fees	\$1,732	\$183	\$900	\$900
Interest	\$81	\$56	\$20	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$1,813	\$239	\$920	\$900
<b>Expenses</b>				
Services/Supplies	\$0	\$1	\$6,600	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$5,043	\$0	\$0	\$0
<b>Total Expenses</b>	\$5,043	\$1	\$6,600	\$0
<b>Ending Fund Balance</b>	\$20,634	\$20,872	\$15,192	\$16,093

## GRANTS / FIRE FUND

### Activity

This fund accounts for revenues generated from Indian Gaming and other Grant Funds to provide equipment that could not otherwise be funded.

**FUND: 166**

**DEPARTMENT: 2010**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actual			2,725	
<b>Beginning Fund Balance</b>	\$0	\$161,805	\$126,216	\$47,493
 <b>Revenues</b>				
Interest				
Grants	\$37,353	\$36,100	\$251,164	\$711,802
Transfers-In	\$223,770	\$0	\$0	\$0
<b>Total Revenues</b>	\$261,123	\$36,100	\$251,164	\$711,802
 <b>Expenses</b>				
Salaries/Intern	\$46,024	\$37,668	\$43,780	\$64,500
Training	\$7,142	\$9,836	\$0	\$0
Services/Supplies	\$2,318	\$3,963	\$24,581	\$525,682
Capital Outlay	\$43,835	\$22,947	\$261,525	\$121,620
Transfer-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$99,318	\$74,414	\$329,886	\$711,802
 <b>Ending Fund Balance</b>	 \$161,805	 \$123,491	 \$47,493	 \$47,493

## PLANNING & DEVELOPMENT SERVICES

The Planning & Development Services Director manages and directs Planning, Building and Code Enforcement Divisions. The Department provides support to Council-appointed Commissions and Committees; ensuring compliance with applicable laws and regulations dealing with the Oroville Municipal Code, General Plan, State and Federal laws, development of area plans, neighborhood plans, special studies, the appropriate level of environmental reviews, design guidelines, historic preservation programs and annexations. In addition, the department coordinates various land use functions to create efficiencies in the delivery of land use services: permit reviews and issuance, building inspections, zoning clearances, use permits, variances, code compliant reviews, investigations and graffiti removal.

<b>Budget Description</b>	<b>Dept. No.</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>General Fund Expenses</b>				
Planning & Development Services	1600	\$275,409	\$365,900	\$272,328
Building/Code Enforcement	2990	\$249,755	\$305,700	\$301,000
<b>Total General Fund Expenses</b>		\$275,409	\$365,900	\$272,328

### Code Enforcement (Grant Funded)

<b>Authorized Personnel</b>	<b>2012-13 Expected FTE</b>	<b>2013-14 Preliminary FTE</b>	<b>2014-15 Preliminary FTE</b>
<b>Position-Title</b>			
Director of Planning & Development Services	1.00	1.00	1.00
Planning Administrative Assistant	1.00	1.00	0.00
Associate Planner (frozen)	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00
Counter Technician	1.00	1.00	1.00
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Community Code Enforcement Specialist (1 Frozen)	2.00	2.00	2.00
Code Enforcement Staff Assistant	1.00	1.00	1.00
<b>Total FTE</b>	10.00	10.00	9.00

**PLANNING & DEVELOPMENT SERVICES  
ADMINISTRATION DIVISION**

**Activity**

Planning provides the services of staff to the Planning Commission and the Development Review Board, zoning implementation, subdivision mapping, General Plan amendments, Use permits, and many other City land use and functions.

**FUND: 001**

**DEPARTMENT: 1600**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$262,472	\$258,865	\$254,900	\$223,628
Services/Supplies	\$18,584	\$16,544	\$111,000	\$48,700
Capital Outlay	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$281,056</u>	<u>\$275,409</u>	<u>\$365,900</u>	<u>\$272,328</u>

**Revenues**

Departmental Revenues	\$38,396	\$44,672	\$55,495	\$46,200
Transfers-In	\$0	\$0	\$40,058	\$0
<b>Total Revenues</b>	<u>\$38,396</u>	<u>\$44,672</u>	<u>\$95,553</u>	<u>\$46,200</u>

**PLANNING & DEVELOPMENT SERVICES  
BUILDING / CODE ENFORCEMENT**

**Activity**

The Building Department provides building code inspections, enforcement and development of building codes, issuing building permits and other housing and building code services.

**FUND: 001**

**DEPARTMENT: 2990**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$239,117	\$230,971	\$208,000	\$252,000
Services/Supplies	\$16,540	\$18,785	\$97,700	\$49,000
Transfers-Out	\$0	\$0	\$0	\$0
Capital Outlay	\$1,556	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$257,214</u>	<u>\$249,755</u>	<u>\$305,700</u>	<u>\$301,000</u>
<b>Revenues</b>				
Departmental Revenues	\$267,256	\$131,613	\$286,000	\$228,000
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$267,256</u>	<u>\$131,613</u>	<u>\$286,000</u>	<u>\$228,000</u>

## PUBLIC WORKS

Public Works Administration and Engineering Divisions, Sewer Division, Electrical Division, Road and Storm Drain Division and the Vehicle Maintenance Division, Airport Operations, Capital Improvement Projects (public and private), Assessment Districts, Floodplain Administration and Land Use Mapping.

Budget Description	Dept. No.	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>General Fund Expenses</b>				
Public Works Administration	3000	\$361,494	\$266,300	\$235,300
Streets	3100	\$760,022	\$569,000	\$729,000
<b>Total General Fund Expenses</b>		<u>\$1,121,516</u>	<u>\$835,300</u>	<u>\$964,300</u>

Other Funds	Fund No.	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
Sewer	101	\$3,387,862	\$3,462,341	\$3,495,121
Sewer Connection Fund	104	\$100	\$6,060	\$100
Airport	130	\$1,068,346	\$1,828,342	\$426,944
Maintenance Districts (15)	184	\$46,715	\$32,056	\$33,267
Benefit Assessment Districts (6)	185	\$8,876	\$2,874	\$41,886
Vehicle Maintenance	540	\$464,078	\$416,000	\$476,333
Total Other Fund Budgets Managed by Director of Public Works		<u>\$4,975,977</u>	<u>\$5,747,674</u>	<u>\$4,473,650</u>
<b>Total Expenses</b>		<u>\$6,097,493</u>	<u>\$6,582,974</u>	<u>\$5,437,950</u>

Authorized Personnel	2012-13 Expected FTE	2013-14 Projected FTE	2014-15 Preliminary FTE
Director of Public Works (Recruitment)	1.00	1.00	0.00
RDA Project Manager/Sr. Civil Engineer (frozen)	1.00	1.00	0.00
Associate Civil Engineer	1.00	1.00	1.00
Administrative Assistant (Frozen)	1.00	1.00	1.00
GIS Specialist	1.00	1.00	0.00
Public Works Manager - or Supervisor	1.00	1.00	0.00
Lead Mechanic	1.00	1.00	1.00
Equipment Mechanic	1.00	1.00	1.00
Public Works Operator III	2.00	2.00	3.00
Public Works Operator II	3.00	3.00	2.00
Public Works Operator I	2.00	2.00	2.00
Construction Inspector	1.00	1.00	1.00
Cement Finisher	1.00	1.00	0.00
Signal Technician/Electrician	1.00	1.00	1.00
<b>Total FTE</b>	<u>18.00</u>	<u>18.00</u>	<u>13.00</u>

**PUBLIC WORKS  
ADMINISTRATION DIVISION**

**Activity**

To administer the affairs of Public Works. The Department provides engineering, capital project management, coordination of Public Works Department efforts and other duties as needed.

**FUND: 001  
DEPARTMENT: 3000**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$320,990	\$334,575	\$231,000	\$195,000
Services/Supplies	\$25,773	\$26,919	\$35,300	\$40,300
Capital Outlay	\$3,578	\$0	\$0	\$0
Transfers-Out	\$30	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$350,370</u>	<u>\$361,494</u>	<u>\$266,300</u>	<u>\$235,300</u>
<b>Revenues</b>				
Departmental Revenues	\$65,137	\$43,038	\$83,153	\$63,800
Transfers-In	\$5,155	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$70,292</u>	<u>\$43,038</u>	<u>\$83,153</u>	<u>\$63,800</u>

## SEWER FUND

### Activity

Sewer Fund accounts for the activities of the City's Collection System and the Fees Collected on behalf of SCOR. At the end of F/Y 1999-00 the activity for Departments 4005 (Ehmann Olive Plant) and 4006 (Supernatant) was transferred to a new fund the Sewer Industrial Treatment Fund No. 102. The transactions for these departments are reflected in the activity for Fund 102.

### FUND: 101

### DEPARTMENT: 4000/4500

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
			Adjust balance to actuals	
			\$2,507,938	
<b>Beginning Fund Balance</b>	\$2,814,749	\$2,249,305	\$4,330,230	\$4,008,876
<b>Revenues</b>				
Total Dept 4000 Revenues				
Interest	\$9,507	\$5,432	\$2,512	\$2,500
Sewer Service Fees	\$2,251,099	\$2,439,474	\$2,696,330	\$2,462,300
Sewer Collection Facility Fee	\$23,692	(\$23,692)	\$0	\$0
Other	\$15,000	\$6,579	\$7,857	\$9,800
Transfer-In	\$13,818	\$58,034	\$14,541	\$14,977
<b>Total Revenues</b>	<u>\$2,313,115</u>	<u>\$2,485,827</u>	<u>\$2,721,240</u>	<u>\$2,489,577</u>
<b>Expenses</b>				
Total Dept. 4000 Expense	\$1,980,105	\$1,972,446	\$2,100,593	\$2,082,122
Total Dept. 4500 Expense	<u>\$898,455</u>	<u>\$940,394</u>	<u>\$942,000</u>	<u>\$957,000</u>
<b>Total Expenses</b>	<u>\$2,878,559</u>	<u>\$2,912,840</u>	<u>\$3,042,593</u>	<u>\$3,039,121</u>
<b>Ending Fund Balance</b>	\$2,249,305	\$1,822,292	\$4,008,876	\$3,459,332

## SEWER COLLECTION AND MAINTENANCE

### Activity

This budget accounts for the activities related to the operation and maintenance of the Sewer Collection System.

**FUND: 101**

**DEPARTMENT: 4000**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projection</b>	<b>Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$390,646	\$419,748	\$456,000	\$287,100
Services/Supplies	\$321,693	\$596,066	\$670,182	\$786,000
Capital Outlay	\$964,691	\$644,464	\$656,000	\$755,000
Contingencies	\$0	\$0	\$0	\$0
Transfers-Out Other	\$303,076	\$312,168	\$318,411	\$254,022
<b>Total Expenses</b>	<u>\$1,980,105</u>	<u>\$1,972,446</u>	<u>\$2,100,593</u>	<u>\$2,082,122</u>

## SEWER CONNECTION FEES FUND

### Activity

This fund is to account for City collection of sewer connection fees.

**FUND: 104**

**DEPARTMENT: 4550**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$744,184	\$790,528	\$826,066	\$861,306
<b>Revenues</b>				
Interest	\$2,860	\$975	\$975	\$1,000
Development Impact Fees	\$0	\$0	\$0	\$0
Sewer Connection Fees	\$43,484	\$34,663	\$40,325	\$39,500
<b>Total Revenues</b>	\$46,344	\$35,638	\$41,300	\$40,500
<b>Expenses</b>				
Services	\$0	\$100	\$6,060	\$100
Contract Service-Fee Study	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$100	\$6,060	\$100
<b>Ending Fund Balance</b>	\$790,528	\$826,066	\$861,306	\$901,705

## AIRPORT (SPECIAL AVIATION FUND)

### Activity

The Public Works Department operates, develops and maintains the City's Municipal Airport, which is accounted for in the Special Aviation Fund.

### FUND: 130

### DEPARTMENT: 3500

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to actual			-24018	
<b>Beginning Fund Balance</b>	\$508,289	\$361,879	\$60,004	-\$9,256
<b>Revenues</b>				
Interest	\$1,625	\$638	\$201	\$200
Rental Income	\$181,064	\$171,781	\$197,932	\$127,000
Grants	\$629,580	\$145,520	\$1,224,077	\$0
Other Revenues	\$293,034	\$360,550	\$282,326	\$312,000
Transfers-In	\$112	\$112,000	\$54,545	\$0
<b>Total Revenues</b>	\$1,105,415	\$790,489	\$1,759,082	\$439,200
<b>Expenses</b>				
Salaries/Benefits	\$45,464	\$36,621	\$35,808	\$33,900
Services/Supplies	\$501,023	\$568,632	\$468,220	\$304,532
Capital Outlay/Projects	\$602,869	\$363,901	\$1,237,537	\$0
Transfers-Out	\$96,304	\$99,192	\$86,776	\$88,512
Other Charges (Direct Labor)	\$6,167	\$0	\$0	\$0
<b>Total Expenses</b>	\$1,251,825	\$1,068,346	\$1,828,342	\$426,944
<b>Ending Fund Balance</b>	\$361,879	\$84,022	(\$9,256)	\$3,000

## TECHNOLOGY FEE FUND

The Technology Fee Fund accounts for the fees collected to maintain and for new acquisitions of updated technology to aid with efficient operations of the City Oroville.

**FUND: 116**

**DEPARTMENT: 7660**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actuals			\$29,042	
<b>Beginning Fund Balance</b>	\$0	(\$1,534)	\$1,268	\$22,904
<b>Revenues</b>				
Technology Fees	\$30,903	\$38,235	\$36,200	\$35,000
Interest Income	\$210	\$61	\$30	\$30
Other	\$0	\$49	\$0	\$0
<b>Total Revenues</b>	\$31,112	\$38,345	\$36,230	\$35,030
<b>Expenses</b>				
Services/Supplies	\$3,317	\$85	\$94	\$1,200
Capital Outlay	\$29,329	\$64,500	\$14,500	\$36,000
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$32,646	\$64,585	\$14,594	\$37,200
 <b>Ending Fund Balance</b>	 (\$1,534)	 (\$27,774)	 \$22,904	 \$20,734

## VEHICLE MAINTENANCE FUND

### Activity

The Public Works Department provides maintenance services to the City's fleet of vehicles and miscellaneous small engines and trailers.

**FUND: 540**

**DEPARTMENT: 3800**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjustment to Actuals			\$4,403	
<b>Beginning Working Capital Balance</b>	\$63,224	\$18,101	\$2,722	\$12,344
<b>Revenues</b>				
Vehicle Maint. Internal Fees	\$463,525	\$0	\$0	\$0
Reimbursements	\$0	\$0	\$0	\$0
Other	\$4,975	\$6,612	\$4,500	\$5,300
Transfers-In	\$0	\$469,319	\$411,500	\$546,600
<b>Total Revenues</b>	<u>\$468,499</u>	<u>\$475,931</u>	<u>\$416,000</u>	<u>\$551,900</u>
<b>Expenses</b>				
Salaries/Benefits	\$149,110	\$145,899	\$151,100	\$155,333
Service/Supplies	\$352,802	\$345,411	\$258,000	\$321,000
Capital Outlay	\$11,710	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$513,622</u>	<u>\$491,310</u>	<u>\$409,100</u>	<u>\$476,333</u>
 <b>Ending Working Capital Balance</b>	 \$18,101	 \$2,722	 \$12,344	 \$87,912

## STREETS DIVISION

### Activity

To specifically provide maintenance, management and improvements of the City's streets for the purpose of increasing quality of life and access within the City limits.

**FUND: 001**

**DEPARTMENT: 3100**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$436,492	\$385,917	\$301,000	\$385,000
Services/Supplies	\$391,041	\$374,105	\$268,000	\$344,000
Capital Outlay	\$19,091	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$846,623</u>	<u>\$760,022</u>	<u>\$569,000</u>	<u>\$729,000</u>
 <b>Revenues</b>				
Departmental Revenues	\$103,436	\$18,037	\$21,000	\$47,109
Federal Grants	\$0	\$0	\$0	\$0
Transfers-In	\$785,980	\$678,153	\$412,726	\$430,933
<b>Total Revenues</b>	<u>\$889,416</u>	<u>\$696,190</u>	<u>\$433,726</u>	<u>\$478,042</u>

## THERMALITO TRAFFIC IMPACT FEES FUND

### Activity

This fund accounts for the Traffic Impact Fees collected in the North Oroville-Thermalito area. Fees have temporarily been suspended while a study is being conducted to determine proper amount of fees.

**FUND: 107**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary'
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$154,673	\$155,238	\$155,662	\$149,962
<b>Revenues</b>				
Traffic Impact Fees	\$0	\$0	\$0	\$0
Interest	\$565	\$424	\$200	\$200
<b>Total Revenues</b>	<u>\$565</u>	<u>\$424</u>	<u>\$200</u>	<u>\$200</u>
<b>Expenses</b>				
Transfers-Out	\$0	\$0	\$0	\$0
Services & Supplies	\$0	\$0	\$5,900	\$2,000
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$0</u>	<u>\$0</u>	<u>\$5,900</u>	<u>\$2,000</u>
<b>Ending Fund Balance</b>	\$155,238	\$155,662	\$149,962	\$148,162

## TRAFFIC IMPACT FEES FUND

### Activity

This fund accounts for Traffic Impact Fees received and spent from Oroville areas other than those described in Fund 107.

**FUND: 108**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$533,531	\$520,461	\$681,259	\$784,372
<b>Revenues</b>				
Traffic Impact Fees	\$31,195	\$159,310	\$132,600	\$107,700
Interest	\$1,950	\$1,488	\$913	\$910
<b>Total Revenues</b>	\$33,145	\$160,798	\$133,513	\$108,610
<b>Expenses</b>				
Transfers-Out	\$0	\$0	\$0	\$0
Services & Supplies	\$46,215	\$0	\$6,600	\$17,600
Capital Outlay	\$0	\$0	\$23,800	\$7,900
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$46,215	\$0	\$30,400	\$25,500
<b>Ending Fund Balance</b>	\$520,461	\$681,259	\$784,372	\$867,481

## SEWER TREATMENT

### Activity

This budget accounts for expenses and revenues of the contracted sewage treatment services. Revenues collected from the tax rolls for sewer service charges related to the operation of the regional treatment plant.

**FUND: 101**

**DEPARTMENT: 4500**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Expenses</b>				
Outside Services	\$898,455	\$940,394	\$942,000	\$957,000
<b>Total Expenses</b>	<u>\$898,455</u>	<u>\$940,394</u>	<u>\$942,000</u>	<u>\$957,000</u>

## DRAINAGE IMPACT FEES FUND

### Activity

This fund is to account for revenues collected for drainage development fees and expenditures for drainage improvements.

**FUND: 105**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Projected	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actual			(\$262)	
<b>Beginning Fund Balance</b>	\$506,349	\$507,907	\$498,037	\$494,577
 <b>Revenues</b>				
Drainage Impact Fees	\$0	\$0	\$2,900	\$970
Interest	\$1,850	\$1,118	\$640	\$1,500
<b>Total Revenues</b>	\$1,850	\$1,118	\$3,540	\$2,470
 <b>Expenses</b>				
Salaries and Benefits	\$0	\$0	\$0	\$0
Services & Supplies	\$292	\$0	\$7,000	\$100
Capital Projects	\$0	\$11,250	\$0	\$0
<b>Total Expenses</b>	\$292	\$11,250	\$7,000	\$100
 <b>Ending Fund Balance</b>	 \$507,907	 \$497,775	 \$494,577	 \$496,947

## DRAINAGE IMPACT FEES CITY WIDE

**Activity**

This fund accounts for Drainage Impact Fees received and spent from Oroville areas other than those described for Thermalito.

**FUND: 109**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actual			\$8,060	
<b>Beginning Fund Balance</b>	\$424,824	\$482,862	\$494,308	\$506,348
<b>Revenues</b>				
Drainage Impact Fee	\$56,305	\$10,125	\$20,200	\$28,800
Interest	\$1,734	\$1,321	\$640	\$640
<b>Total Revenues</b>	<u>\$58,039</u>	<u>\$11,446</u>	<u>\$20,840</u>	<u>\$29,440</u>
<b>Expenses</b>				
Transfers-Out	\$0	\$0	\$0	\$0
Services & Supplies	\$0	\$8,060	\$8,800	\$5,600
Capital Outlay	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$0</u>	<u>\$8,060</u>	<u>\$8,800</u>	<u>\$5,600</u>
<b>Ending Fund Balance</b>	\$482,862	\$486,248	\$506,348	\$530,189

## PARKS AND TREES DEPARTMENT

The Parks Director manages the Parks Administration and Operating budgets which includes the Chinese Temple and Lott Home Museums, as well as the budgets for the Pioneer Museum, Bolt Museum, Nature Center and the State Theater.

Budget Description	Dept. No.	2012-2013 Actual	2013 -2014 Projected	2014-2015 Preliminary
<b>General Fund Expenses</b>				
Parks and Trees Administration	5000	\$253,192	\$85,158	\$64,500
Operations	5005	\$570,274	\$567,625	\$606,000
Centennial Cultural Center	1755	\$8,533	\$4,000	\$7,400
Pioneer Museum	5010	\$4,407	\$3,071	\$4,500
Bolt Museum	5015	\$10,009	\$8,900	\$10,600
Chinese Temple	XXXX	Budget new FY 2015		\$0
Lott Home	XXXX	Budget new FY 2015		\$0
State Theater	XXXX	Budget new FY 2015		\$0
<b>Total General Fund Expenses</b>		<b>\$846,416</b>	<b>\$668,754</b>	<b>\$693,000</b>

### Authorized Personnel

Position-Title	2011-12 Actual FTE	2012-13 Expected FTE	2013-14 Preliminary FTE	2014-15 Preliminary FTE
<b>Parks and Trees Department</b>				
Director of Parks & Trees	1.00	1.00	1.00	0.00
Staff Assistant	1.00	1.00	1.00	0.00
Public Works Supervisor	0.00	0.00	0.00	1.00
Parks Maintenance Technician III	2.00	2.00	2.00	1.00
Cultural Facilities Coordinator	1.00	1.00	1.00	0.00
Technical Director/Facility Operator	1.00	1.00	1.00	0.00
Seasonal Worker (4 months)	0.00	0.00	0.00	0.33
Parks Maintenance Technician II	3.00	3.00	3.00	3.00
Parks Maintenance Technician I	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>6.33</b>
<b>Volunteer Hours</b>	<b>3208.5</b>	<b>3125</b>	<b>3125</b>	<b>3125</b>

**PARKS AND TREES DEPARTMENT  
ADMINISTRATION DIVISION**

**Activity**

This Department provides management of the City's Parks and Trees Department and ensures the development of the City recreation facilities at the levels desired by the citizens of Oroville.

**FUND: 001**

**DEPARTMENT: 5000**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$120,314	\$182,732	\$32,523	\$5,100
Services/Supplies	\$55,204	\$70,460	\$52,635	\$59,400
Capital Outlay	\$9,347	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$184,865</b>	<b>\$253,192</b>	<b>\$85,158</b>	<b>\$64,500</b>
<b>Revenues</b>				
Departmental Revenues	\$186	\$0	\$57	\$50
Lease Proceeds	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$186</b>	<b>\$0</b>	<b>\$57</b>	<b>\$50</b>

**PARKS AND TREES DEPARTMENT  
OPERATIONS DIVISION**

**Activity**

This division of the department provides the labor for maintenance of the City Parks and Trees and the City's Cultural facilities for the purpose of maintaining a quality of life desired by the Oroville citizenry.

**FUND: 001**

**DEPARTMENT: 5005**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$350,021	\$373,362	\$403,000	\$421,000
Services/Supplies	\$196,393	\$194,667	\$164,624	\$185,000
Capital Outlay	\$7,502	\$1,690	\$0	\$0
Transfers-Out	\$3,279	\$555	\$0	\$0
<b>Total Expenses</b>	<u>\$557,194</u>	<u>\$570,274</u>	<u>\$567,625</u>	<u>\$606,000</u>

**Revenues**

Departmental Revenues	\$60,652	\$67,144	\$64,982	\$64,300
Transfers-In	\$15,914	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$76,565</u>	<u>\$67,144</u>	<u>\$64,982</u>	<u>\$64,300</u>

**PARKS AND TREES DEPARTMENT  
CENTENNIAL CULTURAL CENTER**

**Activity**

To record and account for revenues and expenses of the Centennial Cultural Center.

**FUND: 001**

**DEPARTMENT: 1755**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
Salaries/Benefits	\$0	\$148	\$0	\$0
Services/Supplies	\$9,790	\$8,385	\$4,000	\$7,400
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$9,790</u>	<u>\$8,533</u>	<u>\$4,000</u>	<u>\$7,400</u>
<b>Revenues</b>				
Departmental Revenues	\$2,312	\$148	\$160	\$160
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$2,312</u>	<u>\$148</u>	<u>\$160</u>	<u>\$160</u>

**PARKS AND TREES DEPARTMENT  
PIONEER MUSEUM**

**Activity**

This budget accounts for the activities of the Pioneer Museum.

**FUND: 001**

**DEPARTMENT: 5010**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Salaries/Benefits	\$0	\$0	\$0	\$0
Services/Supplies	\$5,952	\$4,407	\$3,071	\$4,500
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$5,952</u>	<u>\$4,407</u>	<u>\$3,071</u>	<u>\$4,500</u>
<b>Revenues</b>				
Departmental Revenues	\$1,510	\$1,875	\$1,665	\$1,700
Transfers-In	\$369	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$1,879</u>	<u>\$1,875</u>	<u>\$1,665</u>	<u>\$1,700</u>
<b>Volunteer Hours</b>	533.5	525	525	525

**PARKS AND TREES DEPARTMENT  
BOLT MUSEUM**

**Activity**

This budget accounts for the activities of the Bolt Museum.

**FUND: 001**

**DEPARTMENT: 5015**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Expenses</b>				
Services/Supplies	\$12,996	\$10,009	\$8,900	\$10,600
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$12,996</u>	<u>\$10,009</u>	<u>\$8,900</u>	<u>\$10,600</u>
<b>Revenues</b>				
Departmental Revenues	\$4,040	\$1,387	\$3,700	\$3,000
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$4,040</u>	<u>\$1,387</u>	<u>\$3,700</u>	<u>\$3,000</u>
<b>Volunteer Hours</b>	2675	2600	2600	2600

**PARKS AND TREES DEPARTMENT**  
**Chinese Temple**  
**Budget Under Construction**

**Activity**

This budget, established in FY 2015 accounts for the activities of the Chinese Temple.

**FUND: 001**  
**DEPARTMENT: 50XX**

**2014-15**  
**Preliminary**

**Expenses**

Services/Supplies	\$0
Capital Outlay	\$0
Transfers-Out	\$0
<b>Total Expenses</b>	<b>\$0</b>

**Revenues**

Departmental Revenues	\$0
Transfers-In	\$0
<b>Total Revenues</b>	<b>\$0</b>

<b>Volunteer Hours</b>	<b>0</b>
------------------------	----------

**PARKS AND TREES DEPARTMENT**  
**Lott Home**  
**Budget Under Construction**

**Activity**

This budget, established in FY 2015 accounts for the activities of the Chinese Musuem

**FUND: 001**  
**DEPARTMENT: 50XX**

**2014-15**  
**Preliminary**

**Expenses**

Services/Supplies	\$0
Capital Outlay	\$0
Transfers-Out	\$0
<b>Total Expenses</b>	<u>\$0</u>

**Revenues**

Departmental Revenues	\$0
Transfers-In	\$0
<b>Total Revenues</b>	<u>\$0</u>

<b>Volunteer Hours</b>	0
------------------------	---

**PARKS AND TREES DEPARTMENT**  
**State Theater**

**Activity**

This budget, established in FY 2015 accounts for the activities of the State Theater

**FUND: 001**  
**DEPARTMENT: 50XX**

**2014-15**  
**Preliminary**

**Expenses**

Services/Supplies	\$0
Capital Outlay	\$0
Transfers-Out	\$0
<b>Total Expenses</b>	<u>\$0</u>

**Revenues**

Departmental Revenues	\$0
Transfers-In	\$0
<b>Total Revenues</b>	<u>\$0</u>

<b>Volunteer Hours</b>	0
------------------------	---

## PARK DEVELOPMENT FEES FUND

### Activity

The Parks Development Fees Fund accounts for the fees collected on new development for the acquisition and construction of new City parks.

**FUND: 106**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$96,014	\$91,374	\$91,623	\$92,494
<b>Revenues</b>				
Impact Fees	\$38,559	\$0	\$11,200	\$16,500
Interest	\$362	\$249	\$120	\$120
2000 Park Bond Act	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$38,922	\$249	\$11,320	\$16,620
<b>Expenses</b>				
Services & Supplies	\$0	\$0	\$10,449	\$3,500
Capital Projects	\$0	\$0	\$0	\$0
Transfers Out	\$43,562	\$0	\$0	\$0
<b>Total Expenses</b>	\$43,562	\$0	\$10,449	\$3,500
<b>Ending Fund Balance</b>	\$91,374	\$91,623	\$92,494	\$105,614

## LOCAL TRANSPORTATION FUND

### Activity

This fund is to account for Article 8 of the State of California Local Transportation fund monies.

### FUND: 111

### DEPARTMENT: 7600

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$330,833	\$332,042	\$132,306	\$41,476
<b>Revenues</b>				
Federal Grant Local Transit	\$0	\$0	\$0	\$0
Local Transportation Tax	\$0	\$0	\$0	\$0
Interest Income	\$1,209	\$632	\$170	\$50
Transfers In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$1,209	\$632	\$170	\$50
<b>Expenses</b>				
Salaries/Benefits	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Capital Outlay (Street Overlay)	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Transfer-Out (Gen Fund)	\$0	\$200,368	\$91,000	\$0
<b>Total Expenses</b>	\$0	\$200,368	\$91,000	\$0
<b>Ending Fund Balance</b>	\$332,042	\$132,306	\$41,476	\$41,526

## GAS TAX REGIONAL SURFACE TRANSPORTATION PROGRAM

### Activity

This fund is to account for revenues and expenditures resulting from Gas Tax R.S.T.P. (Regional Surface Transportation Program) funds, which are handled by BCAG (Butte County Association of Governments).

**FUND: 112**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$253,409	\$394,959	\$396,037	\$523,455
<b>Revenues</b>				
State Grants	\$0	\$0	\$168,500	\$0
Gas Tax RSTP Revenues	\$167,256	\$0	\$208,300	\$125,000
Interest Income	\$841	\$1,078	\$618	\$618
<b>Total Revenues</b>	\$168,097	\$1,078	\$377,418	\$125,618
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$0	\$0
Capital Outlay	\$26,547	\$0	\$250,000	\$415,000
Transfers-out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$26,547	\$0	\$250,000	\$415,000
<b>Ending Fund Balance</b>	\$394,959	\$396,037	\$523,455	\$234,073

## SPECIAL GAS TAX FUND

### Activity

This fund is to account for revenues and expenditures of gas sales taxes received from the State of California pursuant to Sections 2107 and 2107.5 of the Streets and Highways Code.

### FUND: 120

### DEPARTMENT: 7400

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actual			-11582	
<b>Beginning Fund Balance</b>	\$39,753	\$27,274	-\$897	\$17,372
<b>Revenues</b>				
Gas Tax Revenues	\$105,939	\$114,667	\$113,500	\$96,100
Interest Income	\$295	\$19	\$0	\$0
<b>Total Revenues</b>	\$106,235	\$114,686	\$113,500	\$96,100
<b>Expenses</b>				
Services/Supplies	\$355	\$333	\$130	\$300
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$118,359	\$130,942	\$95,100	\$113,000
<b>Total Expenses</b>	\$118,714	\$131,275	\$95,230	\$113,300
 <b>Ending Fund Balance</b>	 \$27,274	 \$10,685	 \$17,372	 \$173

## SPECIAL GAS TAX FUND

### Activity

This fund is to account for revenues and expenditures of gas sales taxes received from the State of California pursuant to Sections 186.1 and 2106 of the Streets and Highways Code

### FUND: 125

### DEPARTMENT: 7400

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actual			-5181	
<b>Beginning Fund Balance</b>	\$23,819	\$18,859	\$12,323	\$11,963
<b>Revenues</b>				
Gas Tax Revenues	\$64,536	\$64,280	\$59,000	\$64,200
Interest Income	\$183	\$30	\$10	\$10
<b>Total Revenues</b>	<u>\$64,719</u>	<u>\$64,310</u>	<u>\$59,010</u>	<u>\$64,210</u>
<b>Expenses</b>				
Services/Supplies	\$355	\$333	\$370	\$370
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$69,324	\$65,332	\$59,000	\$75,803
<b>Total Expenses</b>	<u>\$69,679</u>	<u>\$65,665</u>	<u>\$59,370</u>	<u>\$76,173</u>
<b>Ending Fund Balance</b>	\$18,859	\$17,504	\$11,963	\$0

## SPECIAL GAS TAX FUND

### Activity

This fund is to account for revenues and expenditures of gas sales taxes received from the State of California pursuant to Section 2105 and Section 2103 of the Streets and Highways Code.

**FUND: 127**

**DEPARTMENT: 7400**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actual			-\$17,175	
<b>Beginning Fund Balance</b>	\$82,577	\$68,661	\$33,471	\$35,400
 <b>Revenues</b>				
Gas Tax Revenues	\$280,919	\$190,164	\$252,500	\$242,300
Interest Income	\$655	\$62	\$30	\$30
<b>Total Revenues</b>	\$281,574	\$190,226	\$252,530	\$242,330
 <b>Expenses</b>				
Services/Supplies	\$355	\$333	\$0	\$200
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$295,135	\$207,908	\$250,600	\$242,130
<b>Total Expenses</b>	\$295,490	\$208,241	\$250,600	\$242,330
 <b>Ending Fund Balance</b>	 \$68,661	 \$50,646	 \$35,400	 \$35,400

## RECYCLING FUND

The Recycling budget accounts for the City's Waste Management activities as required by State Law.

**FUND: 119**

**DEPARTMENT: 1995**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actuals			(\$5,004)	
<b>Beginning Fund Balance</b>	\$84,399	\$88,056	\$81,206	\$56,416
<b>Revenues</b>				
Federal Grants	\$0	\$5,000	\$5,000	\$5,000
Interest Income	\$288	\$242	\$310	\$200
Fees	\$13,218	\$9,502	\$13,900	\$12,200
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$13,507	\$14,744	\$19,210	\$17,400
<b>Expenses</b>				
Services/Supplies	\$0	\$2,194	\$6,600	\$2,930
Capital Outlay	\$4,943	\$0	\$15,900	\$6,950
Transfers-Out	\$4,907	\$14,396	\$21,499	\$20,000
<b>Total Expenses</b>	\$9,850	\$16,590	\$44,000	\$29,880
 <b>Ending Fund Balance</b>	 \$88,056	 \$86,210	 \$56,416	 \$43,936

## OPFA OPERATIONS

### Activity

The OPFA (Oroville Public Financing Authority) is a separate legal entity, whose policy direction is controlled by the City Council sitting as the Board of Directors. The Authority acts as a conduit for Public Financings of the City and/or the Successor Agency. The Authority issues tax exempt municipal debt, which is secured by the Revenues received by assessment bonds or loans made between the City and the Authority pursuant to the Marks Roos Act. This fund accounts for the revenues from loans and assessment bonds and transfers to Debt Service Fund No. 280.

### FUND: 180

### DEPARTMENT: 1800

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjustment			434,810	
<b>Beginning Fund Balance</b>	\$2,763,667	\$2,008,667	\$1,658,477	\$1,119,996
<b>Revenues</b>				
Principal & Interest	\$1,165,310	\$1,135,781	\$1,362,238	\$1,400,475
Bond Proceeds/Refunds	\$0	\$0	\$0	\$0
Transfer-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$1,165,310</u>	<u>\$1,135,781</u>	<u>\$1,362,238</u>	<u>\$1,400,475</u>
<b>Expenses</b>				
Transfers-Out	\$1,920,310	\$1,920,781	\$1,900,719	\$1,400,475
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$1,920,310</u>	<u>\$1,920,781</u>	<u>\$1,900,719</u>	<u>\$1,400,475</u>
<b>Ending Fund Balance</b>	\$2,008,667	\$1,223,667	\$1,119,996	\$1,119,996

## CITY OF OROVILLE SUCCESSOR AGENCY

The Agency provides and accounts for the RDA tax increment and bond funds. This Agency is established to promote managed growth in the Agency boundaries.

Budget Description	Dept. No.	2012-13 Actuals	2013-14 Projected	2014-15 Preliminary
<b>Fund 198 Budgets</b>				
Capital Project Operations	9000	\$1,338,441	\$250,000	\$250,000
RDA Debt Service	9200	\$1,930,848	\$1,921,574	\$1,931,328
Blight Removal	9050	\$12,666	\$0	\$0
Enterprise Zone	9150	(\$79)	\$0	\$0
Comm. Prom./Industrial Recruitment	9400	\$0	\$0	\$0
Marketing & Tourism	9405	\$36	\$0	\$0
Economic Development Projects	9450	\$0	\$0	\$0
Grants	9408	\$231,936	\$0	\$0
Other		\$0	\$0	\$0
<b>Total Fund 198 Budgets</b>		\$3,513,848	\$2,171,574	\$2,181,328
<b>Fund 395/396/397 Budgets</b>				
Streets Projects	9601	\$0	\$0	\$0
Building Facility Projects	9605	\$250,186	\$0	\$0
Parks Facilities	9607	\$0	\$0	\$0
Subtotal Fund 395		\$0	\$0	\$0
Subtotal Fund 396		\$0	\$0	\$0
Subtotal Fund 397		\$250,186	\$0	\$0
<b>Total Fund 395/396/397 Budgets</b>		\$500,372	\$0	\$0

**SUCCESSOR AGENCY ADMINISTRATION  
AND AGENCY ENFORCEABLE OBLIGATION FUND**

Formerly the Redevelopment Agency Tax Increment Fund. This consists of several departments to account for the activities which are funded by Tax Increment, as approved by the Oversight Board and State Department of Finance.'

**FUND: 198**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Resources</b>				
Adjust to Actual				(\$410,598)
<b>Beginning Fund Balance</b>	\$6,286,071	\$3,363,220	\$1,854,517	\$1,658,477
<b>Revenues</b>				
Tax Increment	\$2,206,202	\$1,417,241	\$1,991,499	\$0
Bond/Loan Proceeds Other Sources	\$0	\$0	\$0	\$0
Intergovernmental Revenues	\$34,050	\$250,000	\$375,000	\$250,000
Interest Revenues	\$41,805	\$7,355	\$8,314	\$0
Other Revenues	\$0	\$330,549	\$4,819	\$1,931,328
Grants	\$93,827	\$0	\$6,500	\$0
Transfers-In	\$32,747	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$2,408,631</u>	<u>\$2,005,145</u>	<u>\$2,386,132</u>	<u>\$2,181,328</u>
<b>Expenses</b>				
Operations (9000)	\$2,979,014	\$1,338,441	\$250,000	\$250,000
Blight Removal (9050)	\$140,331	\$12,666	\$0	\$0
Enterprise Zone (9150)	\$103,287	(\$79)	\$0	\$0
Debt Service (9200)	\$1,923,930	\$1,930,848	\$1,921,574	\$1,931,328
Comm. Prom./Ind Recruit. (9400)	\$43,558	\$0	\$0	\$0
Marketing and Tourism (9405)	\$3,520	\$36	\$0	\$0
Economic Dev. Projects (9450)	\$2,402	\$0	\$0	\$0
Grants (9805)		\$231,936		
All Other	\$135,441	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$5,331,483</u>	<u>\$3,513,848</u>	<u>\$2,171,574</u>	<u>\$2,181,328</u>
<b>Ending Fund Balance</b>	\$3,363,220	\$1,854,517	\$2,069,075	\$1,658,477

## OPFA REDEMPTION FUND

### Activity

The OPFA (Oroville Public Financing Authority) is a separate legal entity whose policy direction is controlled by the City Council sitting as the Board of Directors. The Authority acts as a conduit for Public Financings of the City and/or the former Redevelopment Agency. The Authority issues tax exempt municipal debt which is secured by the Revenues received by assessment bonds or loans made between the City/Agency and the Authority pursuant to the Marks Roos Act of the State of California. This fund accounts for the payment of debt service on the Authority's bonds.

**FUND: 280**

**DEPARTMENT: 1810**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$46,160	\$13,885	\$995	\$995
<b>Revenues</b>				
Interest	\$0	\$0	\$0	\$0
Redemption Bond	\$0	\$0	\$0	\$0
Transfers-In	\$1,920,310	\$1,920,782	\$1,918,775	\$1,914,574
<b>Total Revenues</b>	\$1,920,310	\$1,920,782	\$1,918,775	\$1,914,574
<b>Expenses</b>				
Principal	\$755,000	\$785,000	\$815,000	\$845,000
Interest	\$1,165,310	\$1,113,672	\$1,103,775	\$1,069,574
Other	\$32,275	\$35,000	\$0	\$0
<b>Total Expenses</b>	\$1,952,585	\$1,933,672	\$1,918,775	\$1,914,574
 <b>Ending Fund Balance</b>	 \$13,885	 \$995	 \$995	 \$995

## ENTERPRISE ZONE

### Activity

This budget coordinates the general operations and management of the Enterprise Zone operations.

**FUND: 198**  
**DEPARTMENT: 9150**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Expenses</b>				
Salaries/Benefits	\$0	\$120	\$0	\$0
Services/Supplies	\$27,303	\$47,217	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$75,984	\$65,160	\$0	\$0
<b>Total Expenses</b>	<u>\$103,287</u>	<u>\$112,497</u> *	<u>\$0</u>	<u>\$0</u>

\*Will have to be corrected by General fund if State wins clawback.

## RDA DEBT SERVICE FUND 198

### Activity

Debt service on the 2002, and 2004 RDA Bonds which created a loan between the City and the OPFA. The associated Bond Agent Fees, and Arbitrage Rebate Calculation Services are paid from this budget.

**FUND: 198**  
**DEPARTMENT: 9200**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Expenses</b>				
	\$0	\$0	\$0	\$0
Bond Agent Fees/Arbitrage Disclosure Services	\$3,620	\$10,067	\$4,085	\$8,000
Principle	\$755,000	\$785,000	\$815,000	\$885,000
Interest	\$1,165,310	\$1,135,781	\$1,081,634	\$1,102,579
Other	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$1,923,930</u>	<u>\$1,930,848</u>	<u>\$1,900,719</u>	<u>\$1,995,579</u>

## RDA ECONOMIC DEVELOPMENT PROJECTS

### Activity

This budget accounts for Economic Development projects funded by the Agency.

**FUND: 198**

**DEPARTMENT: 9450**

	2011-12	2012-13	2013-14	2014-15
	Actual	Expected	Adopted	Adopted
<b>Expenses</b>				
Economic Development Loans	\$0	\$0	\$0	\$0
Salaries/Benefits	\$1,332	\$0	\$0	\$0
Property Acquisition	\$0	\$0	\$0	\$0
Services/Supplies	\$1,070	\$0	\$0	\$0
Economic Dev. Projects	\$0	\$0	\$0	\$0
Tfr-Out Match Econ. Dev. Grants	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$2,402</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

## RDA CAPITAL PROJECTS

### Activity

This budget accounts for Economic Development projects funded by the Agency.

**FUND: 198**

**DEPARTMENT: 9805 (Brownsfield Grant)**

	2011-12	2012-13	2013-14	2014-15
	Actual	Expected	Adopted	Adopted
<b>Expenses</b>				
Services/Supplies EPA Brownfield Assessment	\$135,441			
Capital Projects	\$0	\$458,185	\$0	\$0
Transfer-out	\$0	\$6,000	\$0	\$0
<b>Total Expenses</b>	<u>\$135,441</u>	<u>\$464,185</u>	<u>\$0</u>	<u>\$0</u>

## 2004 BOND FUNDED PROJECTS

This budget accounts for the capital projects which are funded by the former RDA bonds.

**FUND: 395**

**DEPARTMENT: ALL**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$2,847,365	\$2,735,097	\$2,745,065	\$2,756,045
<b>Revenues</b>				
Bond Proceeds	\$0	\$0	\$0	\$0
State Grants	\$0	\$0	\$0	\$0
Interest Income	\$7,975	\$9,968	\$10,980	\$11,024
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$7,975	\$9,968	\$10,980	\$11,024
<b>Expenses</b>				
Street & Other Projects (9601)	\$201	\$0	\$0	\$0
Drainage Project (9604)	\$0	\$0	\$0	\$0
Building Facility Project (9605)	\$42	\$0	\$0	\$0
Parks Facilities (9607)	\$120,000	\$0	\$0	\$0
<b>Total Expenses</b>	\$120,243	\$0	\$0	\$0
 <b>Ending Fund Balance</b>	 \$2,735,097	 \$2,745,065	 \$2,756,045	 \$2,767,069

## 2004 BOND FUNDED PROJECTS

### Activity

This budget accounts for the capital projects which are funded by the former RDA bonds.

**FUND: 395**

**DEPARTMENT: 9600-9607**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Revenues</b>				
Bond Proceeds	\$0	\$0	\$0	\$0
State Grants	\$0	\$0	\$0	\$0
Interest	\$7,975	\$9,968	\$10,980	\$11,024
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$7,975	\$9,968	\$10,980	\$11,024

## RDA-STREET PROJECT DEPARTMENT

### Activity

This budget accounts for the capital improvements to streets funded by bond proceeds.

**FUND: 395**

**DEPARTMENT: 9601**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$0	\$0
Capital Outlay	\$201	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$201	\$0	\$0	\$0

## RDA DRAINAGE PROJECT

**Activity**

This budget accounts for drainage capital improvement projects funded by bond proceeds.

**FUND: 395**  
**DEPARTMENT: 9604**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0

## RDA BUILDING/INFRA STRUCTURE FACILITY PROJECTS

**Activity**

This budget accounts for capital improvements to buildings and other public facilities funded by bond proceeds.

**FUND: 395**  
**DEPARTMENT: 9605**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$0	\$0
Capital Projects	\$42	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$42	\$0	\$0	\$0

## RDA OPERATIONS

### Activity

This budget coordinates the general operations and management of the Successor Agency which are funded by tax increment.

**FUND: 198**

**DEPARTMENT: 9000**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Preliminary
<b>Expenses</b>				
Salaries/Benefits	\$390,596	\$137,168	\$0	\$0
Services/Supplies	\$223,212	\$2,863,259	\$250,000	\$250,000
Loan Payments	\$2,102,500	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$262,706	\$0	\$0	\$0
<b>Total Expenses</b>	\$2,979,014	\$3,000,427	\$250,000	\$250,000

## RDA BLIGHT

### Activity

This budget accounts for the Blight removal accounts for the blight eradication program which is coordinated by the City of Oroville Police, Code Enforcement and Fire Departments.

**FUND: 198**

**DEPARTMENT: 9050**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Expenses</b>				
Services/Supplies	\$17	\$25,000	\$0	\$0
Transfers-Out (General Fund)	\$140,314	\$0	\$0	\$0
<b>Total Expenses</b>	\$140,331	\$25,000	\$0	\$0

## RDA CAPITAL PROJECTS

### Activity

This budget accounts for revenues received for activities within Capital Projects fund.

**FUND: 397**

**DEPARTMENT: 9600-9607**

	2011-12	2012-13	2013-14	2014-15
	Actual	Expected	Adopted	Adopted
<b>Revenues</b>				
Bond Proceeds	\$0	\$0	\$0	\$0
Federal Grants	\$97,686	\$108,853	\$0	\$0
Interest	\$165	\$108	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$97,851	\$108,961	\$0	\$0

## RDA-STREET PROJECT DEPARTMENT

### Activity

This budget accounts for the street capital improvements projects funded by bond proceeds.

**FUND: 397**

**DEPARTMENT: 9601**

	2011-12	2012-13	2013-14	2014-15
	Actual	Expected	Adopted	Adopted
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0

**RDA BUILDING/INFRASTRUCTURE  
FACILITY PROJECTS**

**Activity**

This budget accounts for capital improvements to buildings and other public facilities funded by bond proceeds.

**FUND: 397**

**DEPARTMENT: 9604**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Expected</b>	<b>Adopted</b>	<b>Adopted</b>
<b>Expenses</b>				
Services/Supplies	\$216,475	\$250,186	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$216,475</u>	<u>\$250,186</u>	<u>\$0</u>	<u>\$0</u>

**RDA PARKS PROJECTS**

**Activity**

This budget accounts for capital improvements to parks, recreational and cultural facilities funded by bond proceeds.

**FUND: 397**

**DEPARTMENT: 9607**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Expected</b>	<b>Adopted</b>	<b>Adopted</b>
<b>Expenses</b>				
Capital Outlay (Bldgs)	\$0	\$0	\$0	\$0
Capital Outlay (Improvements)	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

## RDA PARKS PROJECTS

### Activity

This budget accounts for capital improvements to parks, recreational and cultural facilities funded by bond proceeds.

**FUND: 396**

**DEPARTMENT: 9607**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Expenses</b>				
Capital Outlay (Bldgs)	\$0	\$0	\$0	\$0
Capital Outlay (Improvements)	\$25,000	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

## SUMMARY OF THE MAINTENANCE DISTRICTS

### Activity

The Maintenance Districts maintains the landscaping and lighting in the various subdivisions.

### FUND: 184

### DEPARTMENT: 1701-1715

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to actual			(\$5,521)	
<b>Beginning Fund Balance</b>	\$37,954	\$35,285	\$9,738	\$17,488
 <b>Revenues</b>				
Assessments	\$20,717	\$23,634	\$39,816	\$33,146
Interest	\$121	\$56	(\$10)	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$20,838	\$23,690	\$39,806	\$33,146
 <b>Expenses</b>				
Admin. Overhead	\$9,695	\$17,073	\$11,327	\$12,814
Services/Supplies	\$13,505	\$25,200	\$20,728	\$19,898
Other	\$308	\$1,443	\$0	\$555
<b>Total Expenses</b>	\$23,507	\$43,716	\$32,056	\$33,267
 <b>Ending Fund Balance</b>	 \$35,285	 \$15,259	 \$17,488	 \$17,367

## GRANDVIEW ESTATES MAINTENANCE DISTRICT

### Activity

The District maintains the landscaping and lighting in the Grand View Maintenance Subdivision.

**FUND: 184**

**DEPARTMENT: 1701**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Beginning Fund Balance</b>	\$2,216	\$1,575	\$1,783	\$1,438
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$921	\$3,306	\$1,858	\$1,800
Interest	\$3	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$924</u>	<u>\$3,306</u>	<u>\$1,858</u>	<u>\$1,800</u>
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$374	\$1,409	\$1,774	\$1,200
Services/Supplies	\$1,149	\$1,689	\$429	\$1,100
Other	\$45	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$1,566</u>	<u>\$3,098</u>	<u>\$2,203</u>	<u>\$2,299</u>
<b>Ending Fund Balance</b>	\$1,575	\$1,783	\$1,438	\$939

## THE BUTTES MAINTENANCE DISTRICT

### Activity

The District maintains the landscaping and lighting in the The Buttes Subdivision.

### FUND: 184

### DEPARTMENT: 1702

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$2,168	\$1,908	\$1,109	\$2,170
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$3,255	\$4,087	\$3,780	\$3,710
Interest	(\$4)	(\$5)	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$3,251</u>	<u>\$4,082</u>	<u>\$3,780</u>	<u>\$3,710</u>
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$2,191	\$2,981	\$933	\$2,100
Services/Supplies	\$1,299	\$1,900	\$1,786	\$1,700
Other	\$22	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$3,511</u>	<u>\$4,881</u>	<u>\$2,719</u>	<u>\$3,800</u>
 <b>Ending Fund Balance</b>	 \$1,908	 \$1,109	 \$2,170	 \$2,080

## DEER CREEK MAINTENANCE DISTRICT

### Activity

The District maintains the landscaping and lighting in the Deer Creek Subdivision.

**FUND: 184**

**DEPARTMENT: 1703**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$1,629	\$1,885	\$2,858	\$2,678
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$1,073	\$1,348	\$1,807	\$1,400
Interest	\$6	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$1,079</u>	<u>\$1,348</u>	<u>\$1,807</u>	<u>\$1,400</u>
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$72	\$351	\$255	\$230
Services/Supplies	\$729	\$24	\$1,731	\$800
Other	\$22	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$823</u>	<u>\$375</u>	<u>\$1,987</u>	<u>\$1,030</u>
 <b>Ending Fund Balance</b>	 \$1,885	 \$2,858	 \$2,678	 \$3,049

## CALLE VISTA MAINTENANCE DISTRICT

### Activity

The District maintains the landscaping and lighting in the Calle Vista Subdivision.

**FUND: 184**

**DEPARTMENT: 1704**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$3,067	\$4,086	\$350	\$1,080
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$2,491	\$259	\$4,741	\$2,500
Interest	\$7	\$3	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$2,498	\$262	\$4,741	\$2,500
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$466	\$1,696	\$1,360	\$1,200
Services/Supplies	\$992	\$2,302	\$2,651	\$2,000
Other	\$22	\$0	\$0	\$0
<b>Total Expenses</b>	\$1,480	\$3,998	\$4,011	\$3,200
<b>Ending Fund Balance</b>	\$4,086	\$350	\$1,080	\$380

## CHEROKEE ESTATES MAINTENANCE DISTRICT

### Activity

The District maintains the landscaping and lighting in the Cherokee Estates Subdivision.

**FUND: 184**

**DEPARTMENT: 1705**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Beginning Fund Balance</b>	(\$1,075)	(\$858)	(\$1,007)	(\$726)
 <b>Resources</b>				
<b>Revenues</b>				
Assessments	\$949	\$950	\$950	\$950
Interest	(\$3)	(\$2)	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$947</u>	<u>\$948</u>	<u>\$950</u>	<u>\$950</u>
 <b>Expenses</b>				
Admin. Overhead/ Personnel	\$314	\$622	\$284	\$410
Services/Supplies	\$394	\$306	\$386	\$380
Other	\$22	\$169	\$0	\$70
<b>Total Expenses</b>	<u>\$729</u>	<u>\$1,097</u>	<u>\$670</u>	<u>\$860</u>
 <b>Ending Fund Balance</b>	 (\$858)	 (\$1,007)	 (\$726)	 (\$636)

## SHERWOOD ESTATES MAINTENANCE DISTRICT

### Activity

The District maintains the landscaping and lighting in the Sherwood Estates Subdivision.

**FUND: 184**

**DEPARTMENT: 1706**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$35	\$218	\$681	\$1,261
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$1,619	\$2,058	\$2,030	\$950
Interest	\$1	\$1	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$1,620	\$2,059	\$2,030	\$950
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$720	\$365	\$450	\$510
Services/Supplies	\$698	\$1,049	\$1,000	\$920
Other	\$22	\$182	\$0	\$70
<b>Total Expenses</b>	\$1,438	\$1,596	\$1,450	\$1,500
<b>Ending Fund Balance</b>	\$218	\$681	\$1,261	\$711

## GRAYHAWK ESTATES MAINTENANCE DISTRICT

### Activity

The District maintains the landscaping and lighting at Grayhawk Subdivision.

**FUND: 184**

**DEPARTMENT: 1707**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$2,189	\$1,634	\$1,184	\$3,224
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$1,989	\$2,671	\$4,280	\$4,280
Interest	\$4	\$2	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$1,993</u>	<u>\$2,673</u>	<u>\$4,280</u>	<u>\$4,280</u>
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$1,317	\$1,059	\$760	\$1,050
Services/Supplies	\$1,210	\$1,882	\$1,480	\$1,530
Other	\$22	\$182	\$0	\$70
<b>Total Expenses</b>	<u>\$2,549</u>	<u>\$3,123</u>	<u>\$2,240</u>	<u>\$2,650</u>
<b>Ending Fund Balance</b>	\$1,634	\$1,184	\$3,224	\$4,853

## CHEROKEE ESTATES PHASE II MAINTENANCE DISTRICT

### Activity

The District maintains the landscaping and lighting in the Cherokee Estates Subdivision.

**FUND: 184**

**DEPARTMENT: 1708**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$2,588	\$2,008	\$1,429	\$771
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$803	\$0	\$1,873
Interest	\$10	\$5	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$10	\$808	\$0	\$1,873
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$320	\$111	\$143	\$190
Services/Supplies	\$271	\$1,094	\$515	\$630
Other	\$0	\$182	\$0	\$60
<b>Total Expenses</b>	\$590	\$1,387	\$658	\$880
 <b>Ending Fund Balance</b>	 \$2,008	 \$1,429	 \$771	 \$1,764

## LINKSIDE I MAINTENANCE DISTRICT

### Activity

To record revenues and expenditures for landscaping and lighting in the Linkside I Maintenance District.

**FUND: 184**

**DEPARTMENT: 1709**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$10,431	\$8,422	\$953	(\$1,908)
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$1,540	\$1,540
Interest	\$53	\$31	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$53	\$31	\$1,540	\$1,540
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$719	\$2,530	\$1,890	\$1,710
Services/Supplies	\$1,322	\$4,970	\$2,510	\$2,940
Other	\$22	\$0	\$0	\$10
<b>Total Expenses</b>	\$2,063	\$7,500	\$4,400	\$4,660
<b>Ending Fund Balance</b>	\$8,422	\$953	(\$1,908)	(\$5,028)

## FOOTHILL LANDSCAPE/LIGHTING MAINT. DIST.

### Activity

To record revenues and expenditures for landscaping and lighting in the Foothill Landscape/  
Lighting Maintenance District.

**FUND: 184**

**DEPARTMENT: 1710**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$821	(\$376)	(\$188)	\$1,842
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$2,269	\$4,650	\$4,650
Interest	\$4	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$4	\$2,269	\$4,650	\$4,650
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$464	\$669	\$930	\$690
Services/Supplies	\$716	\$1,230	\$1,690	\$1,210
Other	\$22	\$182	\$0	\$65
<b>Total Expenses</b>	\$1,202	\$2,081	\$2,620	\$1,965
 <b>Ending Fund Balance</b>	 (\$376)	 (\$188)	 \$1,842	 \$4,527

## CALLE VISTA II LANDSCAPE/LIGHTING MAINT. DIST.

### Activity

To record revenues and expenditures for landscaping and lighting in the Calle Vista II Landscape/Lighting Maintenance District.

**FUND: 184**

**DEPARTMENT: 1711**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Beginning Fund Balance</b>	\$904	(\$886)	\$1,232	(\$407)
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$4,554	\$550	\$1,700
Interest	\$4	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$4	\$4,554	\$550	\$1,700
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$410	\$226	\$397	\$340
Services/Supplies	\$1,363	\$2,210	\$1,791	\$1,790
Other	\$22	\$0	\$0	\$5
<b>Total Expenses</b>	\$1,795	\$2,436	\$2,188	\$2,136
<b>Ending Fund Balance</b>	(\$886)	\$1,232	(\$407)	(\$842)

## VISTA DEL ORO LANDSCAPE/LIGHTING MAINT. DIST.

### Activity

To record revenues and expenditures for landscaping and lighting in the Vista Del Oro Landscape/Lighting Maintenance District.

**FUND: 184**

**DEPARTMENT: 1712**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$1,827	\$2,439	(\$3,121)	\$3,509
 <b>Resources</b>				
<b>Revenues</b>				
Assessments	\$3,301	\$1,030	\$11,420	\$5,246
Interest	\$37	\$23	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$3,337	\$1,053	\$11,420	\$5,246
 <b>Expenses</b>				
Admin. Overhead/ Personnel	\$1,114	\$3,537	\$1,070	\$1,903
Services/Supplies	\$1,588	\$2,894	\$3,720	\$2,736
Other	\$22	\$182	\$0	\$66
<b>Total Expenses</b>	\$2,725	\$6,613	\$4,790	\$4,705
 <b>Ending Fund Balance</b>	 \$2,439	 (\$3,121)	 \$3,509	 \$4,050

## MISSION OLIVE LANDSCAPE/LIGHTING MAINT DIST.

### Activity

To record revenues and expenditures for landscaping and lighting in the Mission Olive Landscape/  
Lighting Maintenance District.

**FUND: 184**

**DEPARTMENT: 1713**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Beginning Fund Balance</b>	\$10,106	\$11,865	\$7,472	\$7,323
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$4,579	\$0	\$1,420	\$2,000
Interest	(\$4)	(\$3)	(\$10)	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$4,576</u>	<u>(\$3)</u>	<u>\$1,410</u>	<u>\$2,000</u>
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$1,027	\$1,244	\$750	\$1,010
Services/Supplies	\$1,768	\$2,964	\$810	\$1,850
Other	\$22	\$182	\$0	\$70
<b>Total Expenses</b>	<u>\$2,817</u>	<u>\$4,390</u>	<u>\$1,560</u>	<u>\$2,930</u>
 <b>Ending Fund Balance</b>	 \$11,865	 \$7,472	 \$7,323	 \$6,393

## MARTIN RANCH SUBDIVISION LLMD

### Activity

To record revenues and expenditures for landscaping and lighting in the Martin Ranch Subdivision Landscape/Lighting Maintenance District.

**FUND: 184**

**DEPARTMENT: 1714**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$0	\$0	\$0	\$0
 <b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$0	\$0	\$0	\$0
 <b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0
 <b>Ending Fund Balance</b>	 \$0	 \$0	 \$0	 \$0

## J RICHTER SUBDIVISION (LA CRESENTA) LLMD

### Activity

To record revenues and expenditures for landscaping and lighting in the J Richter Subdivision (La Crescenta) Landscape/Lighting Maintenance District.

**FUND: 184**

**DEPARTMENT: 1715**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$1,048	\$1,368	\$527	\$757
 <b>Resources</b>				
<b>Revenues</b>				
Assessments	\$540	\$299	\$790	\$546
Interest	\$2	\$1	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$541	\$300	\$790	\$2,000
 <b>Expenses</b>				
Admin. Overhead/ Personnel	\$190	\$273	\$330	\$270
Services/Supplies	\$9	\$686	\$230	\$310
Other	\$22	\$182	\$0	\$70
<b>Total Expenses</b>	\$221	\$1,141	\$560	\$651
 <b>Ending Fund Balance</b>	 \$1,368	 \$527	 \$757	 \$2,106

## FEATHER RIVER BLUFFS

### Activity

To record revenues and expenditures for landscaping and lighting in the Feather River Bluffs Subdivision (La Crescenta) Landscape/Lighting Maintenance District.

**FUND: 184**

**DEPARTMENT: 1716**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$0	\$0	\$0	\$0
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$0	\$0	\$0	\$0
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0
<b>Ending Fund Balance</b>	\$0	\$0	\$0	\$0

## ACACIA ESTATES

### Activity

To record revenues and expenditures for landscaping and lighting in the Acacia Estates Subdivision (La Crescenta) Landscape/Lighting Maintenance District.

**FUND: 184**

**DEPARTMENT: 1717**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$0	\$0	\$0	\$0
 <b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$0	\$0	\$0	\$0
 <b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0
 <b>Ending Fund Balance</b>	 \$0	 \$0	 \$0	 \$0

## BENEFIT ASSESSMENT DISTRICTS

### Activity

To record revenues and expenditures for the Benefit Assessment Districts.

**FUND: 185**

**DEPARTMENT: 1850-1857**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
Adjust to Actual			(\$135)	
<b>Beginning Fund Balance</b>	\$63,202	\$62,730	\$61,137	\$60,332
<b>Revenues</b>				
Assessments	\$0	\$1,140	\$2,000	\$1,050
Interest	\$231	\$171	\$70	\$70
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$231	\$1,311	\$2,070	\$1,120
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$14	\$108	\$160	\$100
Services/Supplies	\$667	\$2,661	\$2,715	\$2,029
Other	\$22	\$0	\$0	\$10
<b>Total Expenses</b>	\$704	\$2,769	\$2,874	\$2,139
 <b>Ending Fund Balance</b>	 \$62,730	 \$61,272	 \$60,332	 \$59,313

## LINKSIDE I BENEFIT ASSESSMENT DISTRICT

**Activity**

To record revenues and expenditures for Linkside I Benefit Assessment District.

**FUND: 185**

**DEPARTMENT: 1850**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Beginning Fund Balance</b>	\$18,172	\$17,534	\$16,387	\$14,447
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$65	\$47	\$20	\$20
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$65</u>	<u>\$47</u>	<u>\$20</u>	<u>\$20</u>
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$14	\$108	\$160	\$100
Services/Supplies	\$667	\$1,086	\$1,800	\$1,190
Other	\$22	\$0	\$0	\$10
<b>Total Expenses</b>	<u>\$704</u>	<u>\$1,194</u>	<u>\$1,960</u>	<u>\$1,300</u>
<b>Ending Fund Balance</b>	\$17,534	\$16,387	\$14,447	\$13,167

## FOOTHILL ESTATES BENEFIT ASSESSMENT DISTRICT

**Activity**

To record revenues and expenditures for Foothill Benefit Assessment District.

**FUND: 185**

**DEPARTMENT: 1851**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$7,344	\$7,371	\$7,041	\$6,861
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$27	\$20	\$10	\$10
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$27	\$20	\$10	\$10
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$350	\$190	\$180
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$350	\$190	\$180
 <b>Ending Fund Balance</b>	 \$7,371	 \$7,041	 \$6,861	 \$6,691

## CALLE VISTA II BENEFIT ASSESSMENT DISTRICT

### Activity

To record revenues and expenditures for Calle Vista II Benefit Assessment District.

**FUND: 185**

**DEPARTMENT: 1852**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$10,239	\$10,276	\$9,955	\$9,775
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$37	\$28	\$10	\$10
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$37	\$28	\$10	\$10
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$350	\$190	\$180
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$350	\$190	\$180
 <b>Ending Fund Balance</b>	 \$10,276	 \$9,954	 \$9,775	 \$9,605

## VISTA DEL ORO BENEFIT ASSESSMENT DISTRICT

### Activity

To record revenues and expenditures for Vista Del Oro Benefit Assessment District.

**FUND: 185**

**DEPARTMENT: 1853**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$16,973	\$17,047	\$16,752	\$16,592
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$74	\$55	\$20	\$20
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$74	\$55	\$20	\$20
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$350	\$180	\$180
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$350	\$180	\$180
 <b>Ending Fund Balance</b>	 \$17,047	 \$16,752	 \$16,592	 \$16,433

## MISSION OLIVE BENEFIT ASSESSMENT DISTRICT

**Activity**

To record revenues and expenditures for Mission Olive Benefit Assessment District.

**FUND: 185**

**DEPARTMENT: 1854**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$9,113	\$9,134	\$8,975	\$8,810
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$21	\$16	\$10	\$10
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$21	\$16	\$10	\$10
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$175	\$175	\$120
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$175	\$175	\$120
 <b>Ending Fund Balance</b>	 \$9,134	 \$8,975	 \$8,810	 \$8,701

## MARTIN RANCH SUBDIVISION BAD

**Activity**

To record revenues and expenditures for Martin Ranch Benefit Assessment District.

**FUND: 185**

**DEPARTMENT: 1855**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$0	\$1	\$2	\$2
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$1	\$1	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$1	\$1	\$0	\$0
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0
 <b>Ending Fund Balance</b>	 \$1	 \$2	 \$2	 \$2

## J RICHTER SUBDIVISION (LA CRESENTA) BAD

### Activity

To record revenues and expenditures for J Richter Subdivision (La Crescenta)  
Benefit Assessment District.

**FUND: 185**

**DEPARTMENT: 1856**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$1,361	\$1,365	\$2,159	\$3,979
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$1,140	\$2,000	\$1,050
Interest	\$4	\$4	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$4	\$1,144	\$2,000	\$1,050
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$350	\$180	\$180
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$350	\$180	\$180
 <b>Ending Fund Balance</b>	 \$1,365	 \$2,159	 \$3,979	 \$4,849

## ACACIA ESTATES

**Activity**

To record revenues and expenditures for Acacia Estates Subdivision (La Cresenta)  
Benefit Assessment District.

**FUND: 185**

**DEPARTMENT: 1857**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Beginning Fund Balance</b>	\$0	\$0	\$0	\$0
<b>Resources</b>				
<b>Revenues</b>				
Assessments	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Expenses</b>				
Admin. Overhead/ Personnel	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 <b>Ending Fund Balance</b>	 \$0	 \$0	 \$0	 \$0

## WESTSIDE PUBLIC SAFETY FACILITY 2006-1

### Activity

To record revenues and expenditures for the Westside Public Safety Facility Fund.

**FUND: 186**

**DEPARTMENT: 1903**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$117,849	\$151,583	\$183,976	\$220,276
<b>Revenues</b>				
Special Assessments	\$33,300	\$33,000	\$37,700	\$34,700
Interest	\$475	\$434	\$200	\$240
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$33,775</u>	<u>\$33,434</u>	<u>\$37,900</u>	<u>\$34,940</u>
<b>Expenses</b>				
Services/Supplies	\$41	\$1,000	\$1,600	\$900
Other	\$0	\$41	\$0	\$0
<b>Total Expenses</b>	<u>\$41</u>	<u>\$1,041</u>	<u>\$1,600</u>	<u>\$900</u>
<b>Ending Fund Balance</b>	\$151,583	\$183,976	\$220,276	\$254,315

## PUBLIC SAFETY SERVICES 2006-2

### Activity

To record revenues and expenditures for the Public Safety Services 2006-2 Fund.

**FUND: 187**

**DEPARTMENT: 1953**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$118,016	\$151,751	\$184,145	\$220,925
<b>Revenues</b>				
Special Assessments	\$33,300	\$33,000	\$37,750	\$34,700
Interest	\$475	\$435	\$450	\$500
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$33,776	\$33,435	\$38,200	\$35,200
<b>Expenses</b>				
Services/Supplies	\$41	\$1,041	\$1,420	\$840
Other	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$41	\$1,041	\$1,420	\$840
<b>Ending Fund Balance</b>	\$151,751	\$184,145	\$220,925	\$255,285

## SUPPLEMENTAL BENEFIT FUND

### Activity

To record revenues and expenditures for the Supplemental Benefit Fund.

**FUND: 190**

**DEPARTMENT: 9920**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Preliminary</b>
<b>Resources</b>				
Adjust to Actual			(\$996)	
<b>Beginning Fund Balance</b>	\$33,424	\$162,743	\$189,662	\$234,591
<b>Revenues</b>				
Grants	\$575,295	\$157,273	\$232,446	\$200,000
Interest	\$0	\$0	\$149	\$150
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$575,295</u>	<u>\$157,273</u>	<u>\$232,595</u>	<u>\$200,150</u>
<b>Expenses</b>				
Salaries/Benefits	\$38,315	\$39,080	\$50,034	\$44,800
Services/Supplies	\$372,567	\$90,278	\$137,632	\$155,350
Other	\$35,093	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$445,974</u>	<u>\$129,358</u>	<u>\$187,666</u>	<u>\$200,150</u>
 <b>Ending Fund Balance</b>	 \$162,743	 \$190,658	 \$234,591	 \$234,591

## PUBLIC WORKS MANUFACTURING DEVELOPMENT CENTER

### Activity

This fund accounts for revenues and expenses of the Business Development Center located in the Airport Business Park. The facility is managed by the Public Works Department.

**FUND: 440**

**DEPARTMENT: 8600**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$377,785	\$175,146	\$63,423	\$110,234
<b>Revenues</b>				
Rental Income	\$72,000	\$72,000	\$72,000	\$72,000
Interest	\$1,026	\$550	\$255	\$500
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$73,026	\$72,550	\$72,255	\$72,500
<b>Expenses</b>				
Salaries/Benefits	\$1,695	\$1,911	\$2,227	\$2,400
Services/Supplies	\$4,244	\$24,076	\$8,676	\$8,676
Capital Outlay/Equipment	\$69,726	\$46,286	\$0	\$0
Transfers-Out	\$200,000	\$112,000	\$14,541	\$14,977
<b>Total Expenses</b>	\$275,665	\$184,273	\$25,444	\$26,053
 <b>Ending Fund Balance</b>	 \$175,146	 \$63,423	 \$110,234	 \$156,682

## RDA REVOLVING LOAN FUND

### Activity

This fund accounts for RDA Revolving Loan Fund.

### FUND: 498

#### DEPARTMENT:

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$736,154	\$748,314	\$758,446	\$767,511
<b>Revenues</b>				
Interest	\$2,711	\$2,400	\$3,034	\$3,070
Loan Repayments	\$9,449	\$7,732	\$6,031	\$6,031
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$12,160	\$10,132	\$9,065	\$9,101
<b>Expenses</b>				
Loans Made	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0
<b>Ending Fund Balance</b>	\$748,314	\$758,446	\$767,511	\$776,612

## PLAN RETENTION FUND

### Activity

To record revenue for the plan retention fund.

**FUND: 705**

**DEPARTMENT: 7005**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$13,416	\$14,120	\$15,232	\$16,677
<b>Revenues</b>				
Plan Retention Fees	\$655	\$1,074	\$1,395	\$1,814
Interest	\$50	\$40	\$60	\$67
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$705	\$1,114	\$1,455	\$1,881
<b>Expenses</b>				
Services/Supplies	\$1	\$2	\$10	\$10
Capital Outlay/Equipment	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$1	\$2	\$10	\$10
<b>Ending Fund Balance</b>	\$14,120	\$15,232	\$16,677	\$18,548

## ANNEXATION FUND

### Activity

The Annexation Fund was established to pay for consultants and other costs necessary to complete annexations to expand the City limits.

**FUND: 710**

**DEPARTMENT: 7015**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$131,947	\$44,807	\$37,323	\$37,373
<b>Revenues</b>				
Interest Income	\$348	\$113	\$50	\$40
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$348	\$113	\$50	\$40
<b>Expenses</b>				
Services/Supplies	\$87,487	\$7,597	\$0	\$37,000
Capital Outlay/Equipment	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$87,487	\$7,597	\$0	\$37,000
<b>Ending Fund Balance</b>	\$44,807	\$37,323	\$37,373	\$413

## BUSINESS ASSISTANCE & HOUSING DEVELOPMENT

The Business Assistance & Housing Development Manager is responsible for the management of between eight to twelve grants per fiscal year, ranging from First Time Home Buyer's, Housing Rehab, and Technical Assistance to Economic Development.

Budget Description	Fund No.	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Budgets</b>				
Housing Administration	140	\$617,646	\$526,500	\$372,000
Housing Program Fund	141	\$794,663	\$75,000	\$75,000
First Time Home Buyers	149	\$3,871,424	\$119,900	\$119,938
CDBG Community Development	150	\$5,674,643	\$312,719	\$323,394
CDBG Economic Development	151	\$2,272,269	\$392,500	\$392,500
RDA Housing Set-Aside	199	\$2,260,459	\$0	\$0
CDBG/Housing Rehabilitation/ED RLF	450	\$583,207	\$3,000	\$153,000
Economic Development RLF	451	\$15,500	\$15,500	\$15,500
CDBG Housing Revolving Loan	452	\$0	\$0	\$0
Micro Enterprise Revolving Loan	453	\$243,488	\$0	\$0
Cal Home Revolving Loan Fund	454	\$0	\$0	\$0
Home Revolving Loan	455	\$109,609	\$0	\$0
Housing Rehab. Assistance	456	\$0	\$0	\$0
Public Facility RLF	457	\$1,223,255	\$0	\$0
City Revolving Loan	460	\$99,526	\$25,000	\$10,000
<b>Total Budgets Managed by Director of Business Assistance/Housing Dev.</b>		\$17,765,689	\$1,470,119	\$1,461,332

## HOUSING ADMINISTRATION

**Activity**

The Housing Administration Fund accounts for housing expenditures for administrative overhead. These expenditures are recovered from grants and the RDA Housing Set-Aside Fund.

**FUND: 140**  
**DEPARTMENT: 8900**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
<b>Adjust to Actual</b>			\$5,857	
<b>Beginning Fund Balance</b>	\$0	\$0	\$24,663	\$8,930
<b>Revenues</b>				
Transfers-In	\$652,255	\$636,452	\$510,766	\$363,070
Interest	\$0	\$0	\$0	\$0
Other (Grant)	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$652,255	\$636,452	\$510,766	\$363,070
<b>Expenses</b>				
Salaries/Benefits	\$652,255	\$617,646	\$526,500	\$372,000
Service/Supplies	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$652,255	\$617,646	\$526,500	\$372,000
<b>Ending Fund Balance</b>	\$0	\$18,806	\$8,930	(\$0)

Total

## HOUSING PROGRAM FUND

### Activity

The Housing Program Fund accounts for related activities.

**FUND: 141**

**DEPARTMENT: 8910**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$0	\$1,022,892	\$751,641	\$743,821
<b>Revenues</b>				
Loan Repayments	\$38,202	\$62,912	\$64,170	\$65,450
Sale of Property	\$123,000	\$450,000	\$0	\$0
Interest	\$0	\$10,500	\$3,010	\$3,340
Transfers-In	\$941,682	\$0	\$0	\$0
Other	\$6	\$0	\$0	\$0
<b>Total Revenues</b>	\$1,102,890	\$523,412	\$67,180	\$68,790
<b>Expenses</b>				
Service/Supplies	(\$2)	\$584,293	\$50,000	\$50,000
Loans Made	\$80,000	\$185,370	\$0	\$0
Transfers-Out	\$0	\$25,000	\$25,000	\$25,000
<b>Total Expenses</b>	\$79,998	\$794,663	\$75,000	\$75,000
<b>Ending Fund Balance</b>	\$1,022,892	\$751,641	\$743,821	\$737,611

**HOME  
FIRST TIME HOME BUYER GRANT FUND**

**Activity**

This fund accounts for the First Time Home Buyer Grant awarded the City.

**FUND: 149**

**DEPARTMENT: 83XX**

	<b>2011-12 Actual</b>	<b>2012-13 Expected</b>	<b>2013-14 Adopted</b>	<b>2014-15 Adopted</b>
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$675,241	\$508,627	\$478,426	\$360,426
<b>Revenues</b>				
Grant Revenue	\$3,240,224	\$3,614,338	\$0	\$0
Loan Repayments	\$45,897	\$1,885	\$1,900	\$1,938
Other	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$225,000	\$0	\$75,000
<b>Total Revenues</b>	<u>\$3,286,121</u>	<u>\$3,841,223</u>	<u>\$1,900</u>	<u>\$76,938</u>
<b>Expenses</b>				
Loans Made	\$3,213,648	\$1,304,648	\$0	\$0
Loan Administration	\$38,607	\$2,215,666	\$0	\$0
Capital Outlay	\$0	\$4,000	\$0	\$0
Transfers-Out	\$200,478	\$347,110	\$119,900	\$119,938
<b>Total Expenses</b>	<u>\$3,452,734</u>	<u>\$3,871,424</u>	<u>\$119,900</u>	<u>\$119,938</u>
<b>Ending Fund Balance</b>	\$508,627	\$478,426	\$360,426	\$317,426

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND  
GENERAL ACTIVITIES P/TA**

**Activity**

This fund accounts for various CDBG funds. Each individual grant is approved by the City Council at the time of acceptance. All grants are summarized here.

**FUND: 150**

**DEPARTMENT: 8200-83XX**

	<b>2011-12 Actual</b>	<b>2012-13 Expected</b>	<b>2013-14 Adopted</b>	<b>2014-15 Adopted</b>
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$2,031,543	\$1,372,602	\$520,779	\$208,060
<b>Revenues</b>				
Grant Revenue	\$1,735,557	\$4,557,611	\$0	\$40,334
Loan Repayments	\$67,858	\$42,948	\$0	\$0
Other	\$0	\$40	\$0	\$0
Sale of Property	\$0	\$0	\$0	\$0
Transfers-In (Matches)	\$303,667	\$222,221	\$0	\$75,000
<b>Total Revenues</b>	<u>\$2,107,082</u>	<u>\$4,822,820</u>	<u>\$0</u>	<u>\$115,334</u>
<b>Expenses</b>				
Grants - Loans/Rehab	\$1,814,278	\$2,962,706	\$0	\$0
Other (Loan Admin)	\$404,434	\$1,471,854	\$0	\$0
Capital Outlay	\$121,298	\$389,567	\$0	\$0
Community Grants	\$0	\$0	\$0	\$0
Transfers-Out	\$426,011	\$850,516	\$312,719	\$323,394
<b>Total Expenses</b>	<u>\$2,766,021</u>	<u>\$5,674,643</u>	<u>\$312,719</u>	<u>\$323,394</u>
<b>Ending Fund Balance</b>	\$1,372,602	\$520,779	\$208,060	\$0

## CDBG ECONOMIC DEVELOPMENT LOAN FUNDS

### Activity

This fund accounts for the Economic Development Block Grant Fund.

**FUND: 151**

**DEPARTMENT: 8XXX**

	<b>2011-12 Actual</b>	<b>2012-13 Expected</b>	<b>2013-14 Adopted</b>	<b>2014-15 Adopted</b>
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$132,433	(\$199,412)	\$328,161	\$210,095
<b>Revenues</b>				
Grant Revenue	\$415,005	\$2,530,788	\$0	\$0
Loan Repayments	\$226,281	\$269,053	\$274,434	\$279,922
Other	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$641,286</u>	<u>\$2,799,841</u>	<u>\$274,434</u>	<u>\$279,922</u>
<b>Expenses</b>				
Loans Made	\$551,299	\$1,938,246	\$0	\$0
Other (Loan Admin)	\$17,060	\$38,966	\$0	\$0
Capital Outlay	\$3,000	\$4,500	\$0	\$0
Transfers-Out	\$401,772	\$290,557	\$392,500	\$392,500
<b>Total Expenses</b>	<u>\$973,131</u>	<u>\$2,272,269</u>	<u>\$392,500</u>	<u>\$392,500</u>
<b>Ending Fund Balance</b>	(\$199,412)	\$328,161	\$210,095	\$97,517

## RDA HOUSING SET-ASIDE

### Activity

This budget accounts for the expenses and revenues of the RDA's Low & Moderate Income Housing Set-Aside Funds. The RDA sets aside a minimum of 20% of all tax increments received for this purpose, as a requirement under California Redevelopment Law.

**FUND: 199**

**DEPARTMENT: 9100/9101**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$3,662,735	\$2,260,459	\$0	\$0
<b>Revenues</b>				
Tax Increment	\$771,308	\$0	\$0	\$0
Other Tax Revenues	\$573	\$0	\$0	\$0
Federal Grants (Blight)	\$14,982	\$0	\$0	\$0
Blight Removal Fees	\$922	\$0	\$0	\$0
Interest	\$13,100	\$0	\$0	\$0
Loan Payments	\$28,297	\$0	\$0	\$0
Sale of Property	\$280,000	\$0	\$0	\$0
Lease to Own	\$56,158	\$0	\$0	\$0
Other	\$16,283	\$0	\$0	\$0
Transfer-In	\$18,240	\$0	\$0	\$0
<b>Total Revenues</b>	\$1,199,863	\$0	\$0	\$0
<b>Expenses</b>				
Salaries/Benefits	\$34,433	\$0	\$0	\$0
Service/Supplies	\$128,316	\$2,062,586	\$0	\$0
Loans Made	\$1,317,424	\$0	\$0	\$0
Capital Outlay	\$29,643	\$0	\$0	\$0
Capital Outlay/Buildings/Land	\$0	\$0	\$0	\$0
Capital Outlay Sidewalks/Paygrd Eq.	\$0	\$0	\$0	\$0
Transfers-Out/Matches	\$0	\$0	\$0	\$0
Transfers-Out/Admin.	\$11,001	\$47,873	\$0	\$0
Transfers-Out	\$1,081,322	\$150,000	\$0	\$0
<b>Total Expenses</b>	\$2,602,139	\$2,260,459	\$0	\$0
<b>Ending Fund Balance</b>	\$2,260,459	\$0	\$0	\$0

## RDA HOUSING

### Activity

This budget accounts for the expenses and revenues of the RDA's Low & Moderate Income Housing Set-Aside Funds. The RDA sets aside a minimum of 20% of all tax increments received for this purpose, as a requirement under California Redevelopment Law.

**FUND: 199**

**DEPARTMENT: 9100**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Revenues</b>				
Tax Increment	\$771,308	\$0	\$0	\$0
Other Tax Revenues	\$573	\$0	\$0	\$0
Interest	\$13,100	\$0	\$0	\$0
Loan Payments/Lease	\$28,297	\$0	\$0	\$0
Sale of Property	\$280,000	\$0	\$0	\$0
Lease/Own Payments	\$56,158	\$0	\$0	\$0
Other	\$16,283	\$0	\$0	\$0
Transfer-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$1,165,719</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Expenses</b>				
Salaries/Benefits	\$14,734	\$0	\$0	\$0
Service/Supplies	\$87,198	\$2,056,394	\$0	\$0
Loans Made	\$1,317,424	\$0	\$0	\$0
Capital Outlay	\$29,430	\$0	\$0	\$0
Capital Outlay/Buildings/Land	\$0	\$0	\$0	\$0
Capital Outlay Sidewalks/Playgrd Eq.	\$0	\$0	\$0	\$0
Transfers-Out/Matches	\$0	\$0	\$0	\$0
Transfers-Out/Admin.	\$11,001	\$47,873	\$0	\$0
Transfers-Out	\$1,081,322	\$150,000	\$0	\$0
<b>Total Expenses</b>	<u>\$2,541,109</u>	<u>\$2,254,267</u>	<u>\$0</u>	<u>\$0</u>

## RDA HOUSING BLIGHT

### Activity

This budget accounts for the expenses and revenues of the RDA's Low & Moderate Income Housing Set-Aside Funds. The RDA sets aside a minimum of 20% of all tax increments received for this purpose, as a requirement under California Redevelopment Law.

**FUND: 199**

**DEPARTMENT: 9101**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Revenues</b>				
Federal Grants (Blight)	\$14,982	\$0	\$0	\$0
Blight Removal Fees	\$922	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Transfer-In	\$18,240	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$34,144</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Expenses</b>				
Salaries/Benefits	\$19,699	\$0	\$0	\$0
Service/Supplies	\$41,118	\$6,192	\$0	\$0
Capital Outlay	\$213	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$61,030</u>	<u>\$6,192</u>	<u>\$0</u>	<u>\$0</u>

**CDBG/CITY  
HOUSING REHABILITATION/ECONOMIC DEVELOPMENT  
REVOLVING LOAN FUND**

**Activity**

This fund accounts for repayment of loans to Low and Moderate Income Families. The funds received for payment are available to fund a variety of activities which benefit the City.

**FUND: 450**

**DEPARTMENT: 8450**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Expected</b>	<b>Adopted</b>	<b>Adopted</b>
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$981,394	\$977,467	\$542,834	\$690,288
<b>Revenues</b>				
Interest	\$3,188	\$1,800	\$2,151	\$2,151
Loan Repayments	\$92,414	\$145,395	\$148,303	\$151,269
Other	\$5,283	\$1,379	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$100,885</u>	<u>\$148,574</u>	<u>\$150,454</u>	<u>\$153,420</u>
<b>Expenses</b>				
Community Development Loans	\$68,000	\$325,000	\$0	\$0
Service/Supplies	\$17,374	\$76,577	\$3,000	\$3,000
Pass-Thru	\$0	\$0	\$0	\$0
Transfers-Out (Match)	\$0	\$150,000	\$0	\$150,000
Transfers-Out (Admin/Other)	\$19,438	\$31,630	\$0	\$0
<b>Total Expenses</b>	<u>\$104,812</u>	<u>\$583,207</u>	<u>\$3,000</u>	<u>\$153,000</u>
<b>Ending Fund Balance</b>	\$977,467	\$542,834	\$690,288	\$690,708

## CDBG ECONOMIC DEVELOPMENT REVOLVING LOAN FUND

### Activity

This fund accounts for funds received from CDBG Economic Development Grant which are authorized to be loaned to private enterprises according to the Re-Use Plan.

**FUND: 451**

**DEPARTMENT: 84XX**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$66,614	\$5,328	\$5,328	\$5,328
<b>Revenues</b>				
Interest	\$0	\$0	\$0	\$0
Loan Repayments	\$6,651	\$15,500	\$15,500	\$15,500
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$6,651</u>	<u>\$15,500</u>	<u>\$15,500</u>	<u>\$15,500</u>
<b>Expenses</b>				
Community Development Loans	\$0	\$0	\$0	\$0
Other (Loan Admin.)	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Transfers-Out ( Admin)	\$67,937	\$15,500	\$15,500	\$15,500
<b>Total Expenses</b>	<u>\$67,937</u>	<u>\$15,500</u>	<u>\$15,500</u>	<u>\$15,500</u>
<b>Ending Fund Balance</b>	\$5,328	\$5,328	\$5,328	\$5,328

## CDBG HOUSING REVOLVING LOAN FUND

### Activity

This fund accounts for the CDBG Housing, Revolving Loan Fund created from CDBG Housing Program income in accordance with the Re-Use Plan.

**FUND: 452**

**DEPARTMENT: 8452**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$0	\$0	\$0	\$0
<b>Revenues</b>				
Interest	\$0	\$0	\$0	\$0
Loan Repayments/Sale of Property	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$0	\$0	\$0	\$0
<b>Expenses</b>				
Loans Made	\$0	\$0	\$0	\$0
Transfers-Out (Admin)	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0
<b>Ending Fund Balance</b>	\$0	\$0	\$0	\$0

## MICRO ENTERPRISE REVOLVING LOAN FUND

### Activity

This fund accounts for the Micro Enterprise Revolving Loan Fund.

**FUND: 453**

**DEPARTMENT: 8453**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$0	\$0	\$1,140,001	\$1,505,501
<b>Revenues</b>				
Interest	\$0	\$2,852	\$5,500	\$5,500
Loan Repayments	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$1,380,637	\$360,000	\$360,000
<b>Total Revenues</b>	\$0	\$1,383,489	\$365,500	\$365,500
<b>Expenses</b>				
Loans Made	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Transfers-Out (Admin)	\$0	\$243,488	\$0	\$0
<b>Total Expenses</b>	\$0	\$243,488	\$0	\$0
 <b>Ending Fund Balance</b>	 \$0	 \$1,140,001	 \$1,505,501	 \$1,871,001

## CAL HOME REVOLVING LOAN FUND

### Activity

This fund accounts for the Cal Home Revolving Loan Fund.

**FUND: 454**

**DEPARTMENT: 8454**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$103,126	\$103,503	\$104,003	\$104,419
<b>Revenues</b>				
Interest	\$377	\$500	\$416	\$416
Loan Repayments	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$377	\$500	\$416	\$416
<b>Expenses</b>				
Loans Made	\$0	\$0	\$0	\$0
Services/Supplies	\$0	\$0	\$0	\$0
Transfers-Out (Admin)	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0
<b>Ending Fund Balance</b>	\$103,503	\$104,003	\$104,419	\$104,835

## HOME REVOLVING LOAN FUND

### Activity

This fund accounts for a Revolving Loan Fund created from Program Income from HOME Loans.

**FUND: 455**

**DEPARTMENT: 8455**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$73,449	\$48,686	\$3,512	\$10,045
<b>Revenues</b>				
Interest	\$52	\$80	\$40	\$40
Sale of Property	\$0	\$0	\$0	\$0
Loan Repayments/Payoffs	\$0	\$57,989	\$0	\$0
Transfers-In	\$50,366	\$6,366	\$6,493	\$6,623
<b>Total Revenues</b>	\$50,418	\$64,435	\$6,533	\$6,663
<b>Expenses</b>				
Other	\$50	\$1,500	\$0	\$0
Loans Made	\$65,137	\$99,941	\$0	\$0
Transfers-Out (Admin)	\$9,994	\$8,168	\$0	\$0
<b>Total Expenses</b>	\$75,181	\$109,609	\$0	\$0
<b>Ending Fund Balance</b>	\$48,686	\$3,512	\$10,045	\$16,708

## HOUSING REHAB. ASSISTANCE

### Activity

This fund accounts for a Revolving Loan Fund created from Program Income.

**FUND: 456**

**DEPARTMENT: 8456**

	<b>2011-12 Actual</b>	<b>2012-13 Expected</b>	<b>2013-14 Adopted</b>	<b>2014-15 Adopted</b>
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$0	\$0	\$0	\$0
<b>Revenues</b>				
Interest	\$0	\$0	\$0	\$0
Sale of Property	\$0	\$0	\$0	\$0
Loan Repayments/Payoffs	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Expenses</b>				
Other	\$0	\$0	\$0	\$0
Loans Made	\$0	\$0	\$0	\$0
Transfers-Out (Admin)	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Ending Fund Balance</b>	\$0	\$0	\$0	\$0

## HOUSING REHAB. ASSISTANCE

### Activity

This fund accounts for a Revolving Loan Fund created from Program Income.

**FUND: 457**

**DEPARTMENT: 8457**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$957,440	\$1,078,038	\$0	\$0
<b>Revenues</b>				
Interest	\$9,069	\$2,046	\$0	\$0
Sale of Property	\$0	\$0	\$0	\$0
Loan Repayments/Payoffs	\$0	\$0	\$0	\$0
Transfers-In	\$381,716	\$143,171	\$0	\$0
<b>Total Revenues</b>	\$390,785	\$145,217	\$0	\$0
<b>Expenses</b>				
Other	\$187	\$0	\$0	\$0
Loans Made	\$0	\$0	\$0	\$0
Transfers-Out (Admin)	\$270,000	\$1,223,255	\$0	\$0
<b>Total Expenses</b>	\$270,187	\$1,223,255	\$0	\$0
<b>Ending Fund Balance</b>	\$1,078,038	\$0	\$0	\$0

## CITY REVOLVING LOAN FUND

### Activity

This fund accounts for the City Revolving Loan Fund, including payment of principal and interest.

**FUND: 460**

**DEPARTMENT: 8XXX**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$266,240	\$255,736	\$156,990	\$132,240
<b>Revenues</b>				
Interest	\$922	\$780	\$250	\$170
Loan Repayments	(\$1,426)	\$0	\$0	\$0
<b>Total Revenues</b>	<u>(\$504)</u>	<u>\$780</u>	<u>\$250</u>	<u>\$170</u>
<b>Expenses</b>				
Services/Supplies	\$0	\$29,526	\$5,000	\$0
Loans Made	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$50,000	\$0	\$0
Transfers-Out	\$10,000	\$20,000	\$20,000	\$10,000
<b>Total Expenses</b>	<u>\$10,000</u>	<u>\$99,526</u>	<u>\$25,000</u>	<u>\$10,000</u>
<b>Ending Fund Balance</b>	\$255,736	\$156,990	\$132,240	\$122,410

## 74 SEWER BONDS

### Activity

This fund is to account for Tax Assessments and expenditures for Sewer Bonds issued in 1974 for the purpose of building the Sewage Treatment Facility. These bonds were paid off in full on January 1, 1999. This fund was to be closed out in fiscal year 1999-00, but continues to receive small amounts of unsecured taxes from prior years.

**FUND: 210**

**DEPARTMENT: 6020**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$43,757	\$43,917	\$44,054	\$44,385
<b>Revenues</b>				
Tax Revenue	\$0	\$0	\$0	\$0
Interest	\$160	\$137	\$331	\$331
Intergovernmental	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$160	\$137	\$331	\$331
<b>Expenses</b>				
Principal Retirement	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0
Fiscal Agent Fees	\$0	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0
 <b>Ending Fund Balance</b>	 \$43,917	 \$44,054	 \$44,385	 \$44,716

## CITY DEBT SERVICE FUND

**Activity**

To account for activities related to paying the Debt Service on several City leases.

**FUND: 230**

**DEPARTMENT: 7799**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$112,334	(\$92,973)	\$658	\$22,658
<b>Revenues</b>				
PERS Bond Repayment	\$506,496	\$743,853	\$650,441	\$678,833
Transfers-In	\$30,000	\$70,000	\$68,000	\$65,000
<b>Total Revenues</b>	\$536,496	\$813,853	\$718,441	\$743,833
<b>Expenses</b>				
Principal/Interest/Fees	\$741,803	\$720,222	\$696,441	\$723,833
Transfer-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$741,803	\$720,222	\$696,441	\$723,833
<b>Ending Fund Balance</b>	(\$92,973)	\$658	\$22,658	\$42,658
<b>DETAIL OF LEASES:</b>				
Equipment Lease (5yrs last year 2012/13)	\$94,952	\$38,543	\$0	\$0
USDA Loan (25yrs)	\$34,435	\$44,873	\$44,764	\$44,695
Bond (17yrs)	\$608,199	\$631,914	\$646,950	\$675,342
<b>Totals</b>	\$737,586	\$715,330	\$691,714	\$720,037

## OAD 1993-1 DEBT SERVICE FUND

### Activity

This fund is to account for the Tax Increments Revenue and Debt Service Expenditures relative to the Oroville Redevelopment Project Area No. 1. Bond issue paid in full balance to maintain original infrastructure at Deer Creek, The Buttes, and Calle Vista I.

**FUND: 276**

**DEPARTMENT: 6760**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$122,821	\$122,821	\$101,045	\$96,602
<b>Revenues</b>				
Interest Income	\$0	\$0	\$0	\$0
Assessments	\$0	\$0	\$0	\$0
Interest Penalties	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$0	\$0	\$0	\$0
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$0	\$0
Principal	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0
Transfer-out	\$0	\$21,776	\$4,443	\$4,532
<b>Total Expenses</b>	\$0	\$21,776	\$4,443	\$4,532
<b>Ending Fund Balance</b>	\$122,821	\$101,045	\$96,602	\$92,070

## EQUIPMENT REPLACEMENT FUND

### Activity

This fund is to account for major purchases of replacement equipment for various departments within the City.

**FUND: 305**

**DEPARTMENT: 7700-7800**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Preliminary
<b>Resources</b>				
Adjust to Actual			(\$36,730)	
<b>Beginning Fund Balance</b>	\$851,388	\$539,546	\$414,116	\$332,712
<b>Revenues</b>				
Interest	\$4,162	\$2,131	\$1,740	\$0
Grant Police Equip.	\$0	\$0	\$0	\$0
Transfers-In	\$19,000	\$19,000	\$0	\$0
Other Revenues	\$40,005	\$11,489	\$0	\$0
<b>Total Revenues</b>	\$63,166	\$32,620	\$1,740	\$0
<b>Expenses</b>				
Loans Made	\$12,762	\$13,728	\$2,127	\$0
Capital Outlay -	\$0	\$36,216	\$2,683	\$0
Capital Outlay - Parks and Trees	\$0	\$0	\$0	\$0
Capital Outlay - Police Equip.	\$188,229	\$0	\$0	\$0
Capital Outlay - Police Vehicles	\$84,999	\$0	\$0	\$0
Capital Outlay - Admin.	\$17,129	\$0	\$0	\$0
Capital Outlay - Non Dept.	\$16,302	\$0	\$0	\$0
Capital Outlay - Fire Equipment	\$35,588	\$0	\$0	\$0
Transfers-Out-City Debit Service Fund	\$20,000	\$71,376	\$78,334	\$332,712
<b>Total Expenses</b>	\$375,009	\$121,320	\$83,144	\$332,712
 <b>Ending Fund Balance</b>	 \$539,546	 \$450,846	 \$332,712	 (\$0)

**NEW CAPITAL EQUIPMENT/  
SMALL PROJECTS FUND**

**Activity**

This fund is to account for major purchases of new equipment and small capital projects by various departments within the City. Resources have been moved to a designated general fund Capital replacement reserve.

**FUND: 306**

**DEPARTMENT: 7850-57**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Preliminary</b>
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$35,658	\$28,641	\$28,641	\$28,641
<b>Revenues</b>				
Interest	\$43	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$43</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Expenses</b>				
Capital Outlay (Equip. & Sm Projects)	\$6,973	\$0	\$0	\$0
Transfers-Out	\$87	\$0	\$0	\$28,641
<b>Total Expenses</b>	<u>\$7,060</u>	<u>\$0</u>	<u>\$0</u>	<u>\$28,641</u>
<b>Ending Fund Balance</b>	\$28,641	\$28,641	\$28,641	\$0

## CAPITAL PROJECTS FUND

### Activity

To account for capital projects for the City's infrastructure funded by RDA or other funds.  
Resources have been moved to a designated general fund Capital replacement reserve.

**FUND: 307**

**DEPARTMENT: XXXX**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$95,868	\$407,534	\$327,761	\$327,761
<b>Revenues</b>				
Federal Grants	\$416,283	\$1,018,600	\$0	\$0
State Grants	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0
Other Donation	\$0	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$416,283	\$1,018,600	\$0	\$0
<b>Expenses</b>				
Services/Supplies	\$0	\$0	\$0	\$0
Capital Projects	\$101,662	\$1,098,373	\$0	\$327,761
Transfers-Out	\$2,956	\$0	\$0	\$0
<b>Total Expenses</b>	\$104,618	\$1,098,373	\$0	\$327,761
<b>Ending Fund Balance</b>	\$407,534	\$327,761	\$327,761	\$0

**BUILDING / FACILITIES CAPITAL  
IMPROVEMENT FUND**

**Activity**

This fund's purpose is to account for major renovations and repairs to City Buildings and Facilities.

**FUND: 320**

**DEPARTMENT: 9605**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$61,701	\$28,459	\$0	\$0
<b>Revenues</b>				
Interest	\$0	\$0	\$0	\$0
Bldg/Fac Cap Imprv Bond/Loan Procd	\$264,177	\$0	\$0	\$0
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$264,177</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Expenses</b>				
Municipal Auditorium	\$22,099	\$26,901	\$0	\$0
City Hall Expansion	\$243,140	\$0	\$0	\$0
Chinese Temple	\$32,178	\$0	\$0	\$0
Capital Outlay Corp. Yard	\$0	\$1,558	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$297,418</u>	<u>\$28,459</u>	<u>\$0</u>	<u>\$0</u>
<b>Ending Fund Balance</b>	\$28,459	\$0	\$0	\$0

## LOCAL TRANSIT ENTERPRISE FUND

### Activity

This fund is to account for the City's (Article 4) Transit Operations funded by the Local Transportation Fund.

**FUND: 410**

**DEPARTMENT: 7600**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Working Capital Balance</b>	\$608,108	\$308,741	\$199,547	\$171,013
<b>Revenues</b>				
Fare Box Receipts	\$10,207	\$11,484	\$11,714	\$11,948
Local Transportation Tax	\$486,089	\$486,817	\$491,685	\$496,602
Interest Income	\$1,427	\$720	\$798	\$338
<b>Total Revenues</b>	<u>\$497,723</u>	<u>\$499,021</u>	<u>\$504,197</u>	<u>\$508,888</u>
<b>Expenses</b>				
Special Transit/Services(4th of July)	\$0	\$0	\$0	\$0
Regular Transit Operations	\$505,722	\$517,215	\$532,731	\$548,713
Accounting/Auditing Services	\$0	\$0	\$0	\$0
Transfers-Out	\$291,369	\$91,000	\$0	\$0
<b>Total Expenses</b>	<u>\$797,091</u>	<u>\$608,215</u>	<u>\$532,731</u>	<u>\$548,713</u>
<b>Ending Working Capital Balance</b>	\$308,741	\$199,547	\$171,013	\$131,188

## STORES REVOLVING FUND

### Activity

This fund accounts for the cost of office and computer supplies, postage and copier machine operation which are shared by a number of City Departments. The fund is reimbursed based upon each department's share of the cost.

### FUND: 520

### DEPARTMENT: 7410/7411/7412

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Working Capital Balance</b>	\$66,605	\$68,531	\$63,021	\$55,721
<b>Revenues</b>				
Revenues and Transfers-In				
Reimbursements:				
Total Dept. 7410	\$7,929	\$5,000	\$5,000	\$5,000
Total Dept. 7411	\$16,830	\$15,300	\$15,500	\$15,500
Total Dept. 7412	\$22,050	\$17,500	\$17,500	\$17,500
<b>Total Departments Revenues</b>	<u>\$46,809</u>	<u>\$37,800</u>	<u>\$38,000</u>	<u>\$38,000</u>
<b>Expenses</b>				
Total Dept. 7410	\$670	\$4,700	\$5,000	\$5,000
Total Dept. 7411	\$16,183	\$13,600	\$14,300	\$14,300
Total Dept. 7412	\$28,030	\$25,010	\$26,000	\$26,000
<b>Total Expenses</b>	<u>\$44,883</u>	<u>\$43,310</u>	<u>\$45,300</u>	<u>\$45,300</u>
<b>Ending Working Capital Balance</b>	\$68,531	\$63,021	\$55,721	\$48,421

## STORES REVOLVING FUND OFFICE SUPPLIES

### Activity

This fund is to account for Office Supplies Operations which is shared by all departments located at City Hall.

**FUND: 520**

**DEPARTMENT: 7410**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Revenues</b>				
Sale of Office Supplies	<u>\$7,929</u>	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
<b>Total Revenues</b>	<b>\$7,929</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Expenses</b>				
Supplies	\$670	\$4,700	\$5,000	\$5,000
Transfers-Out to General Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Total Expenses</b>	<b>\$670</b>	<b>\$4,700</b>	<b>\$5,000</b>	<b>\$5,000</b>

## STORES REVOLVING FUND POSTAGE

### Activity

This fund is to account for Postage Operations which is shared by all departments located at City Hall.

**FUND: 520**

**DEPARTMENT: 7411**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Revenues</b>				
Sale of Postage	\$16,830	\$15,300	\$15,500	\$15,500
<b>Total Revenues</b>	\$16,830	\$15,300	\$15,500	\$15,500
<b>Expenses</b>				
Postage	\$12,832	\$10,100	\$10,800	\$10,800
Postage Machine Rental	\$3,352	\$3,500	\$3,500	\$3,500
Other Supplies/Services	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$16,183	\$13,600	\$14,300	\$14,300

## STORES REVOLVING FUND COPY MACHINE OPERATIONS

### Activity

This fund is to account for Copy Machine Operations which is shared by all departments located at City Hall.

**FUND: 520**

**DEPARTMENT: 7412**

	2011-12 Actual	2012-13 Expected	2013-14 Adopted	2014-15 Adopted
<b>Resources</b>				
<b>Revenues</b>				
Sale of Copies	\$22,050	\$17,500	\$17,500	\$17,500
Transfers-In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$22,050	\$17,500	\$17,500	\$17,500
<b>Expenses</b>				
Services/Supplies	\$11,009	\$8,510	\$9,500	\$9,500
Lease Payments Copier	\$17,021	\$16,500	\$16,500	\$16,500
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$28,030	\$25,010	\$26,000	\$26,000

## UNEMPLOYMENT SELF-INSURANCE FUND

### Activity

This Fund accounts for Unemployment Insurance for which the City is self-insured. The maintains a reserve balance in this fund which is adequate to pay twice the amount of the highest annual claims cost over the last three years.

**FUND: 552**

**DEPARTMENT: 7352**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Adopted
<b>Resources</b>				
Adjustment to Actuals			\$44,259	
Beginning Balance	\$13,569	\$44,088	\$76,687	\$87,527
<b>Revenues</b>				
Interest	\$93	\$172	\$100	\$100
Self-Insurance Premiums	\$48,088	\$46,102	\$31,240	\$31,240
<b>Total Revenues</b>	<u>\$48,181</u>	<u>\$46,274</u>	<u>\$31,340</u>	<u>\$31,340</u>
<b>Expenses</b>				
Claims Expense	\$17,663	\$13,674	\$20,500	\$18,208
Transfers-Out to General Fund	\$0	\$0	\$0	\$59,600
<b>Total Expenses</b>	<u>\$17,663</u>	<u>\$13,674</u>	<u>\$20,500</u>	<u>\$77,808</u>
<b>Ending Balance</b>	\$44,088	\$76,688	\$87,527	\$41,060

## VISION SERVICE SELF-INSURANCE FUND

### Activity

This Fund accounts for the City's self-insured Vision Service Plan. Excess profits over and above what is needed on an ongoing basis belong to the City's General Fund.

**FUND: 555**

**DEPARTMENT: 7355**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>Actual</b>	<b>Expected</b>	<b>Projected</b>	<b>Adopted</b>
<b>Resources</b>				
<b>Beginning Working Capital Balance</b>	\$132,712	\$149,344	\$133,131	\$127,230
<b>Revenues</b>				
Interest	\$521	\$470	\$100	\$0
Self-Insurance Premiums	\$45,236	\$43,435	\$43,000	\$44,000
Other	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$45,757</u>	<u>\$43,905</u>	<u>\$43,100</u>	<u>\$44,000</u>
<b>Expenses</b>				
Claims Expense	\$29,126	\$38,000	\$14,000	\$27,000
Transfers-Out to General Fund	\$0	\$34,315	\$35,001	\$30,000
<b>Total Expenses</b>	<u>\$29,126</u>	<u>\$72,315</u>	<u>\$49,001</u>	<u>\$57,000</u>
<b>Ending Working Capital Balance</b>	\$149,344	\$120,934	\$127,230	\$114,231

## CONTINGENCY FUND

### Activity

This fund's purpose is to provide for urgent unanticipated expenditures.

**FUND: 165**

**DEPARTMENT: 7420**

	2011-12 Actual	2012-13 Actual	2013-14 Projected	2014-15 Adopted
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$226,864	\$1,217,890	\$346,621	\$275,570
<b>Revenues</b>				
Other	\$0	\$0	\$0	\$0
Transfers-In	\$1,000,000	\$0	\$0	\$0
<b>Total Revenues</b>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Expenses</b>				
Contingencies	\$4,877	0	\$75,000	\$0
Property Acquisition		\$871,269	-\$3,949	\$0
Equipment	\$4,098	\$0	\$0	\$0
Transfers-Out	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<u>\$8,974</u>	<u>\$871,269</u>	<u>\$71,051</u>	<u>\$0</u>
<b>Ending Fund Balance</b>	\$1,217,890	\$346,621	\$275,570	\$275,570
Goal Contingency 2.5% of Expend				\$310,327

**General Fund Reserves**  
**FISCAL YEAR 2014 - 2015 ANNUAL BUDGET**

<b>Projected Year End Balance FY 2014</b>	<b>\$3,547,505</b>
Transfers From Other Funds to Reserves	\$689,113
Transfers From Reserves	\$921,931

<b>Fund Balance</b>	<b>\$3,325,587</b>
<b>Reserves</b>	
Accrued Leave / Retiree Premium Reserve	\$215,773
General Liability Reserve	\$63,700
Capital Asset Replacement Reserve	\$2,482,499

<b>Subtotal General Fund Reserves</b>	<b>\$2,761,971</b>
---------------------------------------	--------------------

Reserve for Encumbrances	\$ 250,001
Reserve for Petty Cash	\$ 1,300
Reserve for Future Payrolls	\$ 56,889
Reserve for Chinese Temple	\$ 23,455
Reserve for L/T Acct. Receiv.	\$ -
	\$ -
	\$ -
Subtotals	\$ 331,645

Undesignated Fund Balance	\$231,971
---------------------------	-----------

**Goals**

\$3,438,216.56	Estimated Goal for Capital Replacement Reserve
\$93,098	Economic Enhancement 0.75%
\$49,652	Community Promotion .40%

**SUMMARY OF TRANSFERS  
FISCAL YEAR 2014 - 2015**

<b>Fund</b>	<b>Account #</b>	<b>Transfer-In</b>	<b>Transfer-Out</b>
Special Aviation Fund	440-9000-8600		\$14,977
Sewer Fund - Cost Allocation	101-4959-4000	\$14,977	
Community Promotions	100-4959-7000	\$0	
General Fund	001-9000-1700		\$0
Law Enforcement Grant Fund	158-9000-7400		\$257,550
General Fund - Police Support	001-4959-2500	\$257,550	
Successor Agency	198-9000-9000	\$190,000	
Non Departmental	001-4959-7200		\$190,000
Special Aviation Fund	130-9000-3500		\$88,512
General Fund - Cost Allocation	001-4959-7200	\$88,512	
Supplemental Law Enforcement Services	157-9050-7400		\$90,531
General Fund - Police Support	001-4959-2500	\$90,531	
Public Safety Augmentation	156-9050-7400		\$135,000
General Fund - Police Support	001-4959-2500	\$135,000	
Fire Grants	166-9000-2010		\$121,620
General Fund - Fire Support	001-4959-2000	\$121,620	
<i>Recycling Fund</i>	<i>119-9010-1995</i>		<i>\$20,000</i>
<i>Economic Development Block Grant Fund</i>	<i>151-9010-8000</i>		<i>\$78,000</i>
<i>Home Fund</i>	<i>149-9010-8000</i>		<i>\$118,000</i>
<i>Housing</i>	<i>141-9010-8910</i>		<i>\$25,000</i>
<i>City RLF</i>	<i>460-9010-8460</i>		<i>\$10,000</i>
<i>CDBG Fund</i>	<i>150-9010-8xxx</i>		<i>\$288,709</i>
<i>Housing Administration - Salary Reimb.</i>	<i>140-4959-8900</i>	<i>\$539,709</i>	
<i>CDBG Fund</i>	<i>150-9000-8xxx</i>		<i>\$30,000</i>
<i>Economic Development Block Grant Fund</i>	<i>151-9000-8xxx</i>		<i>\$314,500</i>
<i>Revolving Loan Fund</i>	<i>451-9000-84xx</i>		<i>\$15,500</i>
<i>Public Facilities Revolving Loan Fund</i>	<i>453-4959-8453</i>	<i>\$360,000</i>	
<i>Home Fund</i>	<i>149-9000-8xxx</i>		<i>\$1,938</i>
<i>CDBG Fund</i>	<i>150-9000-8xxx</i>		<i>\$4,685</i>
<i>Home Revolving Loan Fund</i>	<i>455-4959-8455</i>	<i>\$6,623</i>	
Sewer Fund	101-9000-4000		\$254,022
General Fund - Cost Allocation	001-4959-7200	\$254,022	
Gas Tax 120	120-9000-7400		\$113,000
Gas Tax 125	125-9000-7400		\$75,803
Gas Tax 127	127-9000-7400		\$242,130
Streets	001-4959-3100	\$430,933	
<i>CDBG Housing Revolving Loan</i>	<i>450-9000-8450</i>		<i>\$150,000</i>
<i>First Time Home Buyer</i>	<i>149-4959-83xx</i>	<i>\$75,000</i>	
<i>CDBG Fund</i>	<i>150-4959-83xx</i>	<i>\$75,000</i>	
<i>OPFA</i>	<i>180-9000-1800</i>		<i>\$1,914,574</i>
<i>OPFA 92 Redemption - Bond Payments</i>	<i>280-4959-1810</i>	<i>\$1,914,574</i>	
<i>General Fund</i>	<i>001-4959-1500</i>	<i>\$4,532</i>	
<i>OAD 1993-1 Debt Service Fund</i>	<i>276-9000-6760</i>		<i>\$4,532</i>
General Fund	001-4959-7200	\$59,600	
Unemployment Fund	552-9000-7532		\$59,600
Vision Fund	555-9000-7355		\$30,000
General Fund	001-4959-7200	\$30,000	
Workers Compensation	550-7300-9000		\$264,858
General Fund Overage From Workers Comp Fund	001-4959-7200	\$264,858	
Contingency Fund	165-4959-7420	\$0	
General Fund	001-4959-7200		\$0
Subtotal Transfers		\$4,898,064	\$4,898,064

**Summary of Change In Fund Balances 2014-2015**  
**(Continued)**

<b>Fund:</b>	<b>Fund #</b>	<b>Beginning Fund Balance</b>	<b>Revenues &amp; Sources Adopted</b>	<b>Expenses &amp; Uses Adopted</b>	<b>Ending Fund Balance</b>
<b>Business Assistance/Housing Dev.</b>					
<i>Housing Administration</i>	140	\$0	\$539,709	\$539,709	\$0
<i>Housing Program Fund</i>	141	\$743,821	\$68,790	\$75,000	\$737,611
<i>First Time Home Buyer Grant</i>	149	\$360,426	\$76,938	\$119,938	\$317,426
<i>Community Dev. Block Grants</i>	150	\$208,060	\$115,334	\$323,394	\$0
<i>EDBG Grant</i>	151	\$210,095	\$279,922	\$392,500	\$97,517
<i>Enterprise Zone</i>	160				
<i>RDA Housing Set-aside</i>	199	\$0	\$0	\$0	\$0
<i>Housing Rehabilitation (CDBG)</i>	450	\$690,288	\$153,420	\$153,000	\$690,708
<i>Economic Development (EDBG)</i>	451	\$5,328	\$15,500	\$15,500	\$5,328
<i>CDBG Housing Revolving Loan</i>	452	\$0	\$0	\$0	\$0
<i>Micro Enterprise Revolving Loan Fund</i>	453	\$1,505,501	\$365,500	\$0	\$1,871,001
<i>Cal Home Revolving Loan Fund</i>	454	\$104,419	\$416	\$0	\$104,835
<i>Home Revolving Loan Fund</i>	455	\$10,045	\$6,663	\$0	\$16,708
<i>Housing Rehab Assist. RLF</i>	456	\$0	\$0	\$0	\$0
<i>Public Facilities Revolving Loan Fund</i>	457	\$0	\$0	\$0	\$0
<i>City Revolving Loan</i>	460	\$132,240	\$170	\$10,000	\$122,410
<b>Debt Service</b>					
<i>"74" Sewer Bonds</i>	210	\$44,385	\$331	\$0	\$44,716
<i>City Debt Service Fund</i>	230	\$22,658	\$743,833	\$723,833	\$42,658
<i>OAD 1993-1 Debt Service</i>	276	\$96,602	\$0	\$4,532	\$92,070
<i>OPFA Redemption Fund</i>	280	\$995	\$1,914,574	\$1,914,574	\$995
<b>Capital Projects</b>					
<i>Equipment Replacement</i>	305	\$332,712	\$0	\$332,712	(\$0)
<i>Capital Equipment</i>	306	\$28,641	\$0	\$28,641	\$0
<i>Capital Projects</i>	307	\$327,761	\$0	\$327,761	\$0
<i>Bldg/Facilities Capital Improv. Fund</i>	320	\$0	\$0	\$0	\$0
<i>RDA Bond Fund Projects</i>	395	\$2,756,045	\$11,024	\$0	\$2,767,069
<i>RDA Capital Projects Funds</i>	396	\$284,893	\$1,140	\$0	\$286,033
<i>RDA Bond Fund Projects</i>	397	\$217,480	\$0	\$0	\$217,480
<b>Enterprise Funds</b>					
<i>Local Transit Enterprise Fund</i>	410	\$171,013	\$508,888	\$548,713	\$131,188
<b>Internal Service Funds</b>					
<i>Stores Revolving</i>	520	\$55,721	\$38,000	\$45,300	\$48,421
<i>Vehicle Maintenance</i>	540	\$25,601	\$479,101	\$475,101	\$29,601
<i>Workers' Compensation (Self-Funded)</i>	550	\$575,577	\$330,000	\$601,298	\$304,278
<i>Unemployment Self-Insurance</i>	552	\$87,527	\$31,340	\$77,808	\$41,060
<i>Self-Insurance Vision Plan</i>	555	\$83,609	\$35,567	\$73,700	\$45,476
<b>Subtotal</b>		\$9,081,441	\$5,716,160	\$6,783,013	\$8,014,588
<b>Total Expenditures</b>		<b>\$25,429,237</b>	<b>\$26,886,345</b>	<b>\$28,706,460</b>	<b>\$23,609,122</b>

June 13, 2014

TO: STATE, CITY AND LOCAL OFFICIALS

**NOTICE OF APPLICATION OF PACIFIC GAS AND ELECTRIC COMPANY'S DEMAND RESPONSE DIRECT PARTICIPATION COST RECOVERY (A.14-06-001)**

City of Oroville  
JUN 18 2014  
Administration

**Summary**

On June 2, 2014 Pacific Gas and Electric Company (PG&E) filed an application with the California Public Utilities Commission (CPUC) requesting approval for recovery of infrastructure cost associated with IT and administrative functions. These costs will be used to implement a procedure that allows bundled service customers to directly bid their reduction in electric usage into California's wholesale electricity markets. If approved, PG&E's application requests \$1.5 million to be collected in rates effective January 1, 2015.

Demand Response programs motivate electric customers through financial incentives to reduce their electric usage during high-demand periods and/or shift electric usage to other periods when electric demand is lower. This program increases electric reliability and reduces California's total power purchase costs. Previous CPUC Decision 12-11-025 required that PG&E allow Demand Response customers to schedule their electric load reductions directly with the California Independent System Operator (CAISO).

**How will PG&E's application affect me?**

If approved, this application would increase electric rates by less than one percent for the customers listed below:

- Bundled service customers, those who receive electric generation, as well as transmission and distribution service from PG&E.
- Direct access, those who only receive transmission and distribution service from PG&E.
- Community choice aggregation customers, those who only receive transmission and distribution service from PG&E.

A residential customer using the system wide average of 550 kWh per month would see an average bill increase of \$0.01 (or 0.01 percent), from \$95.39 to \$95.40. Actual bill impacts will vary depending on your electric usage.

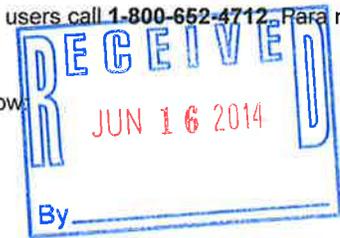
**How do I find out more about PG&E's application?**

You can view PG&E's application and exhibits at [www.pge.com/RegCases](http://www.pge.com/RegCases). Select "Demand Response Rule 24 Cost Recovery" from the Cases dropdown menu.

If you have questions about PG&E's application, please contact PG&E at **1-800-743-5000**. TDD/TTY users call **1-800-652-4712**. Para más detalles llame al **1-800-660-6789** (詳情請致電) **1-800-893-9555**

If you would like a copy of PG&E's application and exhibits, please write to PG&E at the address below:

Pacific Gas and Electric Company  
Demand Response Direct Participation Cost Recovery  
P.O. Box 7442  
San Francisco, CA 94120



A copy of PG&E's application and exhibits are also available for review at the CPUC, 505 Van Ness Avenue, San Francisco, CA 94102, Monday-Friday, 8 a.m.-noon. PG&E's application (without exhibits) is available on the CPUC's website at [www.cpuc.ca.gov/puc](http://www.cpuc.ca.gov/puc).

**How does the CPUC's decision-making process work?**

The application will be reviewed through the CPUC's formal process. The application will be assigned to a CPUC Administrative Law Judge (Judge). The Judge presides over the proceeding, which may include evidentiary hearings to give parties an opportunity to present evidence and cross-examine witnesses. Members of the public may attend but not participate in these hearings unless they are parties to the case. The hearings and documents submitted in the proceeding become part of the formal record that the Judge relies upon in writing a proposed decision to present to the five-member Commission for its consideration.

Any CPUC Commissioner may issue an alternate decision. The proposed and any alternate decisions are voted upon by the Commissioners at a CPUC meeting. The CPUC may adopt all or part of PG&E's request, modify it or deny the application.

If you would like to follow this proceeding or any other issue before the CPUC, you may utilize the CPUC's free and confidential subscription service. Sign up at: <http://subscribecpuc.cpuc.ca.gov/>.

If you would like to learn how you can participate in this proceeding, or if you have comments or questions, you may access the CPUC's Public Advisor's website at [www.cpuc.ca.gov/puc](http://www.cpuc.ca.gov/puc) and click on "Public Advisor" from the CPUC Information menu. You may also:

<b>Email:</b> <a href="mailto:public.advisor@cpuc.ca.gov">public.advisor@cpuc.ca.gov</a>	<b>Call:</b> 1-415-703-2074 or 1-866-849-8390 (toll-free)
<b>Mail:</b> Public Advisor's Office 505 Van Ness Avenue, Room 2103 San Francisco, CA 94102	<b>TTY:</b> 1-415-703-5282 or 1-866-836-7825 (toll-free)

If you are writing or emailing the Public Advisor's Office, please include the application number (14-06-001). All comments will be circulated to the Commissioners, the assigned Judge and the CPUC staff.

June 13, 2014

TO: STATE, CITY AND LOCAL OFFICIALS

**NOTICE OF PACIFIC GAS AND ELECTRIC COMPANY'S APPLICATION TO RECOVER 2015 ENERGY PURCHASE COSTS (A.14-05-024) AND RETURN 2015 GREENHOUSE GAS REVENUE (A.14-05-025)**

**Summary**

On May 30, 2014, Pacific Gas and Electric Company filed two separate applications with the California Public Utilities Commission (CPUC). The filings are separate requests to recover different types of energy-related costs, which are described below. If approved, both applications will affect electric rates and customers' electric bills.

Every year, PG&E estimates how much it will cost to purchase energy to meet its customers' electricity needs. This filing, known as the Energy Resource Recovery Account (ERRA) forecast, is Application 14-05-024. It includes the costs of fuel needed to generate electricity as well as the costs of buying electricity from third parties, such as renewable energy generators. In its application, PG&E requests an increase of \$319 million in electric rates to recover costs for 2015.

The second application, A.14-05-025, forecasts the revenues which will be returned to eligible customers from the sale of emissions allowances associated with California's greenhouse gas (GHG) reduction program. It also seeks to recover the forecasted administrative expenses associated with this state program. In its application, PG&E seeks to return approximately \$443 million to customers and asks to recover approximately \$1.4 million in administrative costs.

**About these filings**

If the CPUC approves these applications, PG&E will begin to recover its costs in electric rates, effective January 1, 2015. At the same time, PG&E will apply GHG revenue to rates, which will help lower eligible customers' bills.

PG&E does not profit from either application. In ERRA (A.14-05-024), the cost of energy is passed directly to PG&E's customers with no markup. Any revenue collected from the sale of GHG allowances will be returned to eligible customers through a credit on their bill or through a rate reduction. The exact amount of returned revenues may change based on market factors and are subject to regulatory approval. The legislature and CPUC has determined the order and method by which they are returned to customers. They are:

- First, to some industrial customers annually, via a fixed-amount bill credit.
- Then, to small business and residential customers each month, via a bill credit based on usage.
- Then, an additional credit for all residential households semi-annually, which will appear on customers' energy statement as the California Climate Credit.

Both filings have a system to track actual costs and revenues with forecasted costs and revenues.

**How will PG&E's application affect me?**

If the CPUC approves PG&E's request in the ERRA filing (A.14-05-024) it will increase rates. However, the GHG application (A.14-05-025), if approved, would offset this rate increase. Altogether, PG&E proposes to recover \$378 million from bundled service customers—those who receive electric generation as well as transmission and distribution services from PG&E.

A chart presenting a more illustrative description of the net impact on proposed changes in rates was sent directly to customers in June and July. The distribution of these rate changes to each customer class ultimately depends on the CPUC's final decisions.

**If both applications are approved, PG&E estimates that a residential customer using 500 kWh per month would see an average bill increase of \$1.42 (or 1.9 percent), from \$74.44 to \$75.86.** Individual customers' bills will differ. Eligible residential customers will receive a California Climate Credit twice a year in April and October on their electricity bills of approximately \$26.56.

**How will PG&E's applications affect non-bundled customers?**

Direct Access (DA) and Community Choice Aggregation (CCA) customers only receive electric transmission and distribution services from PG&E. Since PG&E does not buy energy for these customers, PG&E's applications do not affect their generation rates. However, DA and CCA customers are required to pay certain procurement-related charges, and eligible customers will receive GHG revenue. The net impact of PG&E's applications on DA and CCA customers is -\$9 million, or an average decrease of 1.3 percent. DA and CCA customers will receive their share of GHG revenues through their distribution rates. The revenues will offset their overall bills.

Another category of non-bundled customers is Departing Load customers. These customers do not receive electric generation, transmission or distribution services from PG&E for their departing load. However, like DA and CCA customers, they are required to pay certain procurement-related charges. The net impact on Departing Load customers is \$0.3 million, or an average increase of 1.1 percent.

**How do I find out more about PG&E's proposals?**

If you have questions about PG&E's filings, please contact PG&E at 1-800-743-5000. For TDD/TTY (speech-hearing impaired), call 1-800-652-4712. Para más detalles llame al 1-800-660-6789 (詳情請致電) 1-800-893-9555

If you would like a copy of PG&E's filings and exhibits, please write to PG&E at the addresses below:

Pacific Gas and Electric Company  
2015 Energy Resource Recovery  
Account and Generation  
Non-bypassable Charges Forecast  
P.O. Box 7442  
San Francisco, CA 94120

Pacific Gas and Electric Company  
Greenhouse Gas Revenue and Reconciliation Application  
P. O. Box 7442  
San Francisco, CA 94120

A copy of PG&E's filings and exhibits are also available for review at the CPUC, 505 Van Ness Avenue, San Francisco, CA 94102, Monday–Friday, 8 a.m.–noon. PG&E's filings (without exhibits) are available on the CPUC's website at [www.cpuc.ca.gov/puc](http://www.cpuc.ca.gov/puc).

**How does the CPUC's decision-making process work?**

The filings will be reviewed through the CPUC's formal administrative law process. The filed proposals are assigned to a CPUC Administrative Law Judge (Judge). The Judge presides over the proceeding, which may include hearings to give parties of record an opportunity to present evidence or cross-examine witnesses. Members of the public may attend but not participate in these hearings unless they are parties to the case. The hearings and documents submitted in the proceeding become part of the formal record that the Judge relies upon in writing a proposed decision to present to the five-member Commission.

Any CPUC Commissioner may issue an alternate decision. The proposed and any alternate decisions are acted upon at a CPUC voting meeting. When the CPUC acts on the filing, it may adopt all or part of PG&E's request, modify it or deny the request.

If you would like to follow these proceedings or any other issue before the CPUC, you may utilize the CPUC's free subscription service. Sign up at: <http://subscribecpuc.cpuc.ca.gov/>.

If you would like to learn how you can participate in these proceedings, or if you have comments or questions, you may access the CPUC's Public Advisor's website at [www.cpuc.ca.gov/puc](http://www.cpuc.ca.gov/puc) and click on "Public Advisor" from the CPUC Information menu. You may also:

<b>Email:</b> <a href="mailto:public.advisor@cpuc.ca.gov">public.advisor@cpuc.ca.gov</a> <b>Mail:</b> Public Advisor's Office 505 Van Ness Avenue, Room 2103 San Francisco, CA 94102	<b>Call:</b> 1-866-849-8390 (toll-free) or 1-415-703-2074 TTY 1-866-836-7825 (toll-free) or 1-415-703-5282
---	---

If you are writing or emailing the Public Advisor's Office, please include the proceeding number (ERRA, A.14-05-024; GHG, A.14-05-025). All comments will be circulated to the Commissioners, the assigned Judge and the CPUC staff.

**From:** ApiMule@aol.com  
**Sent:** Saturday, June 21, 2014 10:07 AM  
**To:** info  
**Subject:** Butte County Fair

City of Oroville  
JUN 23 2014  
Administration



**Join us at the 2014 Butte County Fair August 21 to August 24**

June 21, 2014

To Whom It May Concern:

My name is Sandra Toews and I am the Award Chairperson for the Butte County 4-H, and I have also been asked to assist with the Awards Program at the Butte County Fair. It is my hope that we, as individuals, businesses, and organizations, can pull together and provide these deserving individuals with the awards that they have earned, so nobody is left without.

Over the past three years, the JLA through member volunteerism have organized the sponsorship and purchase of the livestock awards. This is one of the ways the JLA has helped the Fair work through the challenges of recent economic times. To provide the best experience possible for our livestock entries, we are seeking community minded businesses and individuals to sponsor the award program. There is nothing more satisfying than to see the faces of someone who has just won an award at the fair and to make sure they have an everlasting memento for all their hard work, whether it be for still exhibits or livestock animals.

Your donations provide awards, such as ribbons, pins, rosettes, banners, buckles, plaques, and trophies, etc. You may donate to a specific department that might interest you or you may donate an amount to the "awards fund" and it will be used to purchase awards to those departments that are in need of providing recognition to those winning individuals. In order to keep the awards flowing and the winners smiling, please contact Shasta at the Butte County Fair office, at (530) 846-3626, she will be happy to assist you with your tax deductible awards donation.

Thank you in advance for your support.

Sandra Toews



## OROVILLE PUBLIC FINANCING AUTHORITY

Council Chambers  
1735 Montgomery Street

**JULY 1, 2014**

Immediately following the  
Oroville City Council Meeting  
**MEETING AGENDA**

---

### **ROLL CALL**

Commissioners Andoe, Berry, Bunker, Pittman, Simpson, Vice Chairperson Wilcox, Chairperson Dahlmeier

### **RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS**

This is the time the Chairperson will invite anyone in the audience wishing to address the Commission on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda, you will be asked to step to the podium, repeat your name for the record, and make your presentation. Under Government Code Section 54954.3 the time allotted for presentations may be limited.

### **CONSENT CALENDAR**

1. **APPROVAL OF THE MINUTES OF THE JUNE 3, 2014 ADJOURNED MEETING OF THE OROVILLE PUBLIC FINANCING AUTHORITY** – minutes attached
2. **ADOPTION OF FISCAL YEAR 2015 BUDGET** – staff report

The Council may consider the adoption of the preliminary budget, as revised, to be the Fiscal year 2015 working budget. **(Randy Murphy, City Administrator and Glenn Lazof, Interim Director of Finance)**

Council Action Requested:

1. **Direct staff regarding revisions to the Preliminary Budget prior to adoption.**
2. **Adopt the revised budget for Fiscal Year 2015.**

### **HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS**

This is the time the Chairperson will invite anyone on the audience wishing to address the Commission on a matter not listed on the agenda to step to the podium, state your name for the record and make your presentation. **Presentations will be limited to five minutes.** The Council is prohibited by State Law from taking action or possible discussion on any item presented, if it is not listed on the agenda, except under special circumstances as defined in the Governmental Code.

## **ADJOURNMENT**

The meeting will be adjourned. The Oroville Public Financing Authority meets on an as needed basis.

**OROVILLE PUBLIC FINANCING AUTHORITY MEETING - MINUTES**  
**JUNE 3, 2014**

---

The agenda for the June 3, 2014 Oroville Public Financing Authority meeting was posted on the bulletin board at the front of City Hall and on the City's website located at [www.cityoforoville.org](http://www.cityoforoville.org) on Friday, May 30, 2014, at 12:36 p.m.

The June 3, 2014 adjourned meeting of the Oroville Public Financing Authority was called to order at 7:40 p.m. by Chairperson Dahlmeier.

**ROLL CALL**

PRESENT: Commissioners Andoe, Berry, Bunker, Pittman, Simpson, Vice Chairperson Wilcox,  
Chairperson Dahlmeier  
ABSENT: None

**RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS** - None

**CONSENT CALENDAR**

A motion was made by Commissioner Bunker, seconded by Commissioner Simpson, to approve the Consent Calendar:

1. **APPROVAL OF THE MINUTES OF THE FEBRUARY 18, 2014 AND MAY 20, 2014 ADJOURNED MEETINGS OF THE OROVILLE PUBLIC FINANCING AUTHORITY** – minutes attached
2. **ESTABLISHMENT OF THRESHOLD FOR FIXED ASSETS** – staff report

The Commission considered establishing a threshold of \$1,000 for Fixed Assets and Equipment.  
**(Randy Murphy, City Administrator and Glenn Lazof, Interim Director of Finance)**

Commission Action Requested: **Approve the establishment of a \$1,000 threshold for Fixed Assets and Equipment.**

The motion to approve the Consent Calendar was passed by the following vote.

AYES: Commissioners Andoe, Berry, Bunker, Pittman, Simpson, Vice Chairperson Wilcox,  
Chairperson Dahlmeier  
NOES: None  
ABSENT: None  
ABSTAIN: None

## PUBLIC HEARINGS

### 2. 2014/15 PRELIMINARY ANNUAL BUDGET – staff report

The Commission conducted a public hearing relating to the 2014/15 Preliminary Annual Budget which was received by the Commission on May 20, 2014. **(Randy Murphy, City Administrator and Glenn Lazof, Interim Director of Finance)**

Chairperson Dahlmeier opened the public hearing. Hearing no comments or questions from the audience, the public hearing was closed.

The Council directed staff to present the 2014/15 Annual Budget as proposed, at the July 1, 2014 regular City Council meeting.

## ADJOURNMENT

The meeting was adjourned at 7:42 p.m. The Oroville Public Financing Authority meets on an as needed basis.



---

Randy Murphy, City Clerk

---

Linda L. Dahlmeier, Chairperson



## OROVILLE PUBLIC FINANCING AUTHORITY

Council Chambers  
1735 Montgomery Street

**JULY 1, 2014**

Immediately following the  
Oroville City Council Meeting  
**MEETING AGENDA**

---

### **ROLL CALL**

Commissioners Andoe, Berry, Bunker, Pittman, Simpson, Vice Chairperson Wilcox, Chairperson Dahlmeier

### **RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS**

This is the time the Chairperson will invite anyone in the audience wishing to address the Commission on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda, you will be asked to step to the podium, repeat your name for the record, and make your presentation. Under Government Code Section 54954.3 the time allotted for presentations may be limited.

### **CONSENT CALENDAR**

1. **APPROVAL OF THE MINUTES OF THE JUNE 3, 2014 ADJOURNED MEETING OF THE OROVILLE PUBLIC FINANCING AUTHORITY** – minutes attached
2. **ADOPTION OF FISCAL YEAR 2015 BUDGET** – staff report

The Council may consider the adoption of the preliminary budget, as revised, to be the Fiscal year 2015 working budget. **(Randy Murphy, City Administrator and Glenn Lazof, Interim Director of Finance)**

Council Action Requested:

1. **Direct staff regarding revisions to the Preliminary Budget prior to adoption.**
2. **Adopt the revised budget for Fiscal Year 2015.**

### **HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS**

This is the time the Chairperson will invite anyone on the audience wishing to address the Commission on a matter not listed on the agenda to step to the podium, state your name for the record and make your presentation. **Presentations will be limited to five minutes.** The Council is prohibited by State Law from taking action or possible discussion on any item presented, if it is not listed on the agenda, except under special circumstances as defined in the Governmental Code.

## **ADJOURNMENT**

The meeting will be adjourned. The Oroville Public Financing Authority meets on an as needed basis.

**OROVILLE PUBLIC FINANCING AUTHORITY MEETING - MINUTES**  
**JUNE 3, 2014**

---

The agenda for the June 3, 2014 Oroville Public Financing Authority meeting was posted on the bulletin board at the front of City Hall and on the City's website located at [www.cityoforoville.org](http://www.cityoforoville.org) on Friday, May 30, 2014, at 12:36 p.m.

The June 3, 2014 adjourned meeting of the Oroville Public Financing Authority was called to order at 7:40 p.m. by Chairperson Dahlmeier.

**ROLL CALL**

PRESENT: Commissioners Andoe, Berry, Bunker, Pittman, Simpson, Vice Chairperson Wilcox,  
Chairperson Dahlmeier  
ABSENT: None

**RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS** - None

**CONSENT CALENDAR**

A motion was made by Commissioner Bunker, seconded by Commissioner Simpson, to approve the Consent Calendar:

1. **APPROVAL OF THE MINUTES OF THE FEBRUARY 18, 2014 AND MAY 20, 2014 ADJOURNED MEETINGS OF THE OROVILLE PUBLIC FINANCING AUTHORITY** – minutes attached
2. **ESTABLISHMENT OF THRESHOLD FOR FIXED ASSETS** – staff report

The Commission considered establishing a threshold of \$1,000 for Fixed Assets and Equipment.  
**(Randy Murphy, City Administrator and Glenn Lazof, Interim Director of Finance)**

Commission Action Requested: **Approve the establishment of a \$1,000 threshold for Fixed Assets and Equipment.**

The motion to approve the Consent Calendar was passed by the following vote.

AYES: Commissioners Andoe, Berry, Bunker, Pittman, Simpson, Vice Chairperson Wilcox,  
Chairperson Dahlmeier  
NOES: None  
ABSENT: None  
ABSTAIN: None

**PUBLIC HEARINGS**

**2. 2014/15 PRELIMINARY ANNUAL BUDGET – staff report**

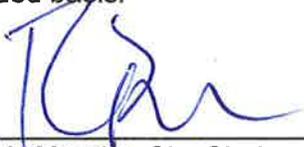
The Commission conducted a public hearing relating to the 2014/15 Preliminary Annual Budget which was received by the Commission on May 20, 2014. **(Randy Murphy, City Administrator and Glenn Lazof, Interim Director of Finance)**

Chairperson Dahlmeier opened the public hearing. Hearing no comments or questions from the audience, the public hearing was closed.

The Council directed staff to present the 2014/15 Annual Budget as proposed, at the July 1, 2014 regular City Council meeting.

**ADJOURNMENT**

The meeting was adjourned at 7:42 p.m. The Oroville Public Financing Authority meets on an as needed basis.



---

Randy Murphy, City Clerk

---

Linda L. Dahlmeier, Chairperson