



## OROVILLE CITY COUNCIL

Council Chambers  
1735 Montgomery Street  
Regular Meeting

**JANUARY 19, 2016**  
**CLOSED SESSION 5:00 P.M.**  
**OPEN SESSION 6:00 P.M.**  
**AMENDED AGENDA**

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

#### ROLL CALL

Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor Wilcox, Mayor Dahlmeier

### CONVENE TO CLOSED SESSION (ITEMS LISTED ON PAGE NO. 4 AND 5)

### RECONVENE TO OPEN SESSION

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

### PLEDGE OF ALLEGIANCE

### PROCLAMATION / PRESENTATION

A Proclamation in recognition and appreciation of *Ken Harlan and Family*

A Proclamation in recognition of the *Native Sons of the Golden West's Discovery of Gold Celebration*

### CONSENT CALENDAR

1. **APPROVAL OF THE MINUTES OF JANUARY 5, 2015 REGULAR MEETING OF THE OROVILLE CITY COUNCIL** – minutes attached

#### Successor Agency:

2. **ADOPTION OF THE JULY 2016 THROUGH JUNE 2017 ANNUAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE AND ADMINISTRATIVE BUDGET** – staff report

The Successor Agency may consider approving the Recognized Obligation Payment Schedule and

Administrative Budget for July 1, 2016 through June 30, 2017. (Rick Farley, RDA Coordinator and Scott Huber, City Attorney)

Council Action Requested:

1. **Adopt Resolution No. 16-01 – A RESOLUTION OF THE OROVILLE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE ADOPTING THE JULY 2016 THROUGH JUNE 2017 RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS 16-17) PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(M); AND**
2. **Adopt Resolution No. 16-02 – A RESOLUTION OF THE OROVILLE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE ADOPTING THE JULY 2016 THROUGH JUNE 2017 ADMINISTRATIVE BUDGET PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(J).**

**Finance Department:**

3. **MASTER FEE SCHEDULE ORDINANCE** – staff report

The Council will conduct a public hearing to consider a Master Fee Schedule Ordinance. (Ruth Wright, Director of Finance)

Council Action Requested: **Waive the second reading and adopt by title only, Ordinance No. 1811 - AN ORDINANCE OF THE OROVILLE CITY COUNCIL ADOPTING THE MASTER FEE SCHEDULE FOR THE CITY OF OROVILLE.**

**Community Development Department:**

4. **ORDINANCE ADDING SECTION 2-130 TO ARTICLE IX OF THE OROVILLE MUNICIPAL CODE OF THE CITY OF OROVILLE RELATING TO FEATHER RIVER RECREATION AND PARK DISTRICT PARK DEVELOPMENT IMPACT FEES** – staff report

The Council will conduct a public hearing and may consider the addition of Article IX, Section 2-130, to move and replace the impact fees applicable to Feather River Recreation and Park District Park Development Impact Fees. (Donald Rust, Director of Community Development)

Council Action Requested: **Waive the second reading and adopt by title only, Ordinance No. 1812 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE ADDING SECTION 2-130 TO THE OROVILLE MUNICIPAL CODE OF THE CITY OF OROVILLE RELATING TO FEATHER RIVER RECREATION AND PARK DISTRICT PARK DEVELOPMENT IMPACT FEES.**

5. **MUNICIPAL AUDITORIUM IMPROVEMENTS – PROJECT POSTPONEMENT** – staff report

The Council will receive an update on the postponement of the construction start date for the Municipal Auditorium Improvements Project. (Gary Layman, Building Official and Donald Rust, Director of Community Development)

Council Action Requested: **None.**

6. **LETTER OF SUPPORT FOR THE BUTTE ENVIRONMENTAL COUNCIL'S CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY ECONOMIC JUSTICE SMALL GRANT APPLICATION** – staff report

The Council may consider directing the Mayor to sign a letter of support for the Butte Environmental Council's California Environmental Protection Agency Economic Justice Small Grant Application. (Donald Rust, Director of Community Development)

Council Action Requested: **Direct the Mayor to sign a letter of support for the Butte Environmental**

**Council's California Environmental Protection Agency Economic Justice Small Grant Application.**

**7. STREET NAME CHANGES FOR RIO VISTA DRIVE AND RANCHO VISTA DRIVE – staff report**

The Council may consider street name changes for Rio Vista Drive and Rancho Vista Drive. **(Rick Walls, Interim City Engineer and Donald Rust, Director of Community Development)**

Council Action Requested:

1. **Approve the street name changes from Rancho Vista Drive to Tuscan Villa Drive, and Rio Vista Drive to Tuscany Drive.**
2. **Authorize the Community Development Director to arrange for the public notifications and the street name sign replacements.**

**Business Assistance and Housing Development Department:**

**8. RATIFICATION OF OROVILLE RECYCLING MARKET DEVELOPMENT ZONE – ZONE INCENTIVE FUNDS APPLICATION AND AGREEMENT – staff report**

The Council may consider ratifying the submission of the three year Oroville Recycling Market Development Zone – Zone Incentive Funds Funding Application and Agreement for Fiscal year 2015/2016 through 2017/2018, in the amount of \$17,250. **(Rick Farley, Recycling Coordinator and Donald Rust, Director of Community Development)**

Council Action Requested: **Adopt Resolution No. 8453 – A RESOLUTION OF THE OROVILLE CITY COUNCIL RATIFYING ALL DOCUMENTS RELATING TO FISCAL YEAR 2015/2016 THROUGH 2017/2018 CALRECYCLE CITY OF OROVILLE RECYCLING MARKET DEVELOPMENT ZONE – ZONE INCENTIVE FUNDS FUNDING APPLICATION AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ALL PROGRAM DOCUMENTS – (Agreement No. 3162).**

**Administration Department:**

**9. MUNICIPAL CODE RENUMBERING, RECODIFICATION, AND REPUBLICATION ORDINANCE – staff report**

The Council may consider the approval of an ordinance related to the renumbering, recodification, and republication of the Oroville Municipal Code. **(Donald Rust, Director of Community Development, Jamie Hayes, Assistant City Clerk and Scott E. Huber, City Attorney)**

Council Action Requested: **Waive the second reading and adopt by title only, Ordinance No. 1814- AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE APPROVING THE RENUMBERING, RECODIFICATION AND REPUBLISHING OF THE OROVILLE MUNICIPAL CODE.**

**PUBLIC HEARINGS**

**Business Assistance and Housing Development Department:**

**10. CLOSEOUT OF COMMUNITY DEVELOPMENT BLOCK GRANT NO. 12-CDBG-8405 PROGRAM ACTIVITIES AND DISENCUMBERANCE OF REMAINING GRANT FUNDS – staff report**

The Council will conduct a public hearing relating to the performance and final accomplishments of the Community Development Block Grant (CDBG) No. 12-CDBG-8405, including Housing Combo (Homeownership Assistance and Housing Rehabilitation), Economic Development Loans, Public Services, Catalyst, YMCA, and repairs to the Chinese Temple Museum. Additionally, the Council may consider disencumbering the remaining 12-CDBG-8405 grant funds, in the amount of approximately

\$626,215. (Amy Bergstrand, Management Analyst III and Donald Rust, Director of Community Development)

Council Action Requested: **Authorize the close-out of Community Development Block Grant No. 12-CDBG-8405 Housing Combo, Public Services and Chinese Temple Museum Repairs Grant.**

## **REGULAR BUSINESS**

### **Finance Department:**

#### **11. ACCOUNTING TECHNICIAN RECRUITMENT COMPENSATION REQUEST – staff report**

The Council may consider a compensation request relating to the recruitment of an Accounting Technician position. (Ruth Wright, Director of Finance)

Council Action Requested: **Authorize staff to fill the Accounting Technician position vacancy at Step F of the City's approved Salary Schedule.**

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

## **CITY ADMINISTRATOR/ ADMINISTRATION REPORTS**

- Public Safety Department – activity report

## **CORRESPONDENCE**

- Butte County Mosquito & Vector Control District, received January 7, 2016

## **HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS**

## **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 Employees Association, Oroville Police Officers' Association – Sworn and Non-Sworn, Oroville Firefighters' Association, and Oroville Management and Confidential Association.
2. Pursuant to Government Code Section 54957(b), the Council will meet with Acting City Administrator, Personnel Officer, and City Attorney to consider the evaluation of performance related to the following position: Director of Public Safety.
3. Pursuant to Government Code Section 54957(b), the Council will meet with Acting City Administrator, Personnel Officer, and City Attorney to consider the evaluation of performance related to the following position: Director of Planning and Community Development.
4. Pursuant to Government Code Section 54957(b), the Council will meet with Acting City Administrator, Personnel Officer, and City Attorney to consider the evaluation of performance related to the following

position: Director of Finance

5. Pursuant to Government Code section 54956.9(a), the Council will meet with the Acting City Administrator, and the City Attorney relating to existing litigation: Norman O. Cable v. City of Oroville, et al., Butte County Superior Court, Case No. 164706.
6. Pursuant to Government Code section 54956.9(d), the Council will meet with the Acting City Administrator and the City Attorney regarding potential litigation – one case.

## **ADJOURNMENT**

The meeting will be adjourned. A regular meeting of the Oroville City Council will be held on Tuesday, February 2, 2016, 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  
JANUARY 5, 2016 – 5:00 P.M.**

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The agenda for the January 5, 2016, 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 Wednesday, December 30, 2015, at 2:38 p.m.

The January 5, 2016 regular meeting of the Oroville City Council was called to order by Mayor Dahlmeier at 5:05 p.m.

**ROLL CALL**

Present: Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor Wilcox,  
Mayor Dahlmeier

Absent: None

**Staff Present:**

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Donald Rust, Director of Community Development  
Scott Huber City Attorney  
Bill LaGrone, Director of Public Safety  
Allen Byers, Assistant Police Chief  
Gary Layman, Chief Building Official

Ruth Wright, Director of Finance  
Karolyn Fairbanks, Treasurer  
Jamie Hayes, Assistant City Clerk  
Rick Walls, Interim City Engineer  
Chris Nicodemus, Police Lieutenant

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**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Lucas and Conner Musler.

**PROCLAMATION / PRESENTATION**

Oroville Economic Development Corporation representatives, Mike Phulps, Kent Fowler and Tammy Flicker, presented Bill LaGrone, Director of Public Safety, with a plaque in appreciation of his services.

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

Jessica McKenzie – Item No. 10  
Bud Tracy – Item No. 14

Cheri Bunker – Item No. 13

**CONSENT CALENDAR**

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

- 1. APPROVAL OF THE MINUTES OF DECEMBER 15, 2015 REGULAR MEETING OF THE**

OROVILLE CITY COUNCIL – minutes attached

**Finance Department:**

**2. CHANGE IN PAYROLL ACCRUALS – staff report**

The Council considered a change in payroll accruals relating to personal time and administrative leave. **(Ruth Wright, Director of Finance)**

Council Action Requested:

1. **Approve the accrual of one half year of personal time and administrative leave on January 1, 2016 and the accrual of a full year of personal time and administrative leave on July 1, 2016;**
2. **Approve the accrual of vacation and sick leaves based on twenty-six (26) pay dates versus twenty-four (24) pay dates.**

**3. MONTHLY FINANCIAL REPORT AND REPORT OF INVESTMENTS FOR NOVEMBER 2015 – report attached**

The Council received a copy of the Monthly Financial Report and Report of Investments for November 2015. **(Ruth Wright, Director of Finance)**

Council Action Requested: **Acknowledge receipt of the November 2015 Monthly Financial Report and Report of Investments.**

**Community Development Department:**

**4. CALIFORNIA STATEWIDE LOCAL STREETS AND ROADS NEEDS ASSESSMENT FUNDING – staff report**

The Council considered authorizing a City contribution in the amount of \$200 to help fund the statewide Local Streets and Roads Needs Assessment headed by the League of California Cities and the California State Association of Counties. **(Donald Rust, Director of Community Development)**

Council Action Requested: **Authorize a City contribution, in the amount of \$200, to help fund the statewide Local Streets and Roads Needs Assessment headed by the League of California Cities and the California State Association of Counties.**

**5. CENTENNIAL CULTURAL CENTER LESSEE STATUS UPDATES WITH CATALYST DOMESTIC VIOLENCE SERVICES – staff report**

The Council received updates pertaining to Catalyst Domestic Violence Services' current lease of the Centennial Cultural Center. **(Donald Rust, Director of Community Development Department)**

Council Action Requested: **None.**

**6. REQUESTED PERMISSION BY THE CHINESE IN NORTHWEST AMERICA RESEARCH COMMITTEE TO PUBLISH PHOTOS FROM CHINESE TEMPLE ARCHIVES – staff report**

The Council considered a request by the Chinese in Northwest America Research Committee to publish three (3) photos from the Chinese Temple archives in a tourist guidebook. **(Donald Rust, Director of Community Development Department)**

Council Action Requested: **Approve the request by the Chinese in Northwest America Research Committee to publish three (3) photos from the Chinese Temple archives in a tourist guidebook, with the required acknowledgements.**

The motion was passed by the following vote:

Ayes: Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor Wilcox, Mayor Dahlmeier  
Noes: None  
Abstain: None  
Absent: None

**PUBLIC HEARINGS**

**Finance Department:**

**7. MASTER FEE SCHEDULE ORDINANCE – staff report**

The Council conducted a public hearing to consider a Master Fee Schedule Ordinance. **(Ruth Wright, Director of Finance)**

Mayor Dahlmeier opened the public hearing. Hearing no comments or questions from the audience, the public hearing was closed.

A motion was made by Council Member Simpson, seconded by Council Member Hatley, to:

**Waive the first reading and introduce by title only, Ordinance No. 1811 - AN ORDINANCE OF THE OROVILLE CITY COUNCIL ADOPTING THE MASTER FEE SCHEDULE FOR THE CITY OF OROVILLE.**

The motion was passed by the following vote:

Ayes: Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor Wilcox, Mayor Dahlmeier  
Noes: None  
Abstain: None  
Absent: None

**Community Development Department:**

**8. ORDINANCE ADDING SECTION 2-130 TO ARTICLE IX OF THE OROVILLE MUNICIPAL CODE OF THE CITY OF OROVILLE RELATING TO FEATHER RIVER RECREATION AND PARK DISTRICT PARK DEVELOPMENT IMPACT FEES – staff report**

The Council conducted a public hearing and considered the addition of Article IX, Section 2-130, to move and replace the impact fees applicable to Feather River Recreation and Park District Park Development Impact Fees. **(Donald Rust, Director of Community Development)**

Mayor Dahlmeier opened the public hearing. Hearing no comments or questions from the audience, the public hearing was closed.

A motion was made by Council Member Del Rosario, seconded by Council Member Pittman, to:

**Waive the first reading and introduce by title only, Ordinance No. 1812 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE ADDING SECTION 2-130 TO THE OROVILLE MUNICIPAL CODE OF THE CITY OF OROVILLE RELATING TO FEATHER RIVER RECRATION AND PARK DISTRICT PARK DEVELOPMENT IMPACT FEES.**

The motion was passed by the following vote:

Ayes:	Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor Wilcox, Mayor Dahlmeier
Noes:	None
Abstain:	None
Absent:	None

**9. SUSTAINABLE GROUNDWATER MANAGEMENT ACT – staff report**

The Council conducted a public hearing to consider becoming a groundwater sustainability agency under the authority of the State Sustainable Groundwater Management Act. **(Rick Walls, Interim City Engineer and Donald Rust, Director of Community Development)**

Mayor Dahlmeier opened the public hearing. Hearing no comments or questions from the audience, the public hearing was closed.

A motion was made by Council Member Hatley, seconded by Council Member Simpson, to:

- 1. Adopt Resolution No. 8452 – A RESOLUTION OF THE OROVILLE CITY COUNCIL ELECTING TO BE A GROUNDWATER SUSTAINABILITY AGENCY FOR THE PORTIONS OF THE EAST BUTTE AND NORTH YUBA GROUNDWATER SUBBASINS LOCATED WITHIN THE CITY OF OROVILLE JURISTICTIONAL LIMITS; AND**
- 2. Appoint Rick Walls, Interim City Engineer, Donald Rust, Director of Community Development, Council Member Del Rosario, Council Member Pittman and Council Member Hatley (as an alternate) to work with the Butte County Department of Water and Resource Conservation and participate in the State Sustainable Groundwater Management Act Groundwater Sustainability Plan development process.**

The motion was passed by the following vote:

Ayes: Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor  
Wilcox, Mayor Dahlmeier  
Noes: None  
Abstain: None  
Absent: None

**Administration Department:**

**10. URGENCY ORDINANCE – BAN ON PROCESSING AND DELIVERY OF MEDICAL MARIJUANA**  
– staff report

The Council conducted a public hearing and considered the approval of an urgency ordinance related to a ban on the processing and delivery of medical marijuana in the City of Oroville. **(Scott E. Huber, City Attorney)**

Mayor Dahlmeier opened the public hearing.

Jessica McKenzie spoke in opposition to the urgency of the proposed ban on processing and delivery of medical marijuana.

Hearing no further comments or questions from the audience, the public hearing was closed.

A motion was made by Council Member Berry, seconded by Council Member Pittman, to:

**Adopt Urgency Ordinance 1813 – AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA PROCESSING AND DELIVERY WITHIN THE CITY LIMITS.**

The motion was passed by the following vote:

Ayes: Council Members Berry, Hatley, Pittman, Simpson, Vice Mayor Wilcox, Mayor  
Dahlmeier  
Noes: Council Member Del Rosario  
Abstain: None  
Absent: None

**11. MUNICIPAL CODE RENUMBERING, RECODIFICATION, AND REPUBLICATION ORDINANCE**  
– staff report

The Council conducted a public hearing and considered the approval of an ordinance related to the renumbering, recodification, and republication of the Oroville Municipal Code. **(Donald Rust, Director of Community Development, Jamie Hayes, Assistant City Clerk and Scott E. Huber, City Attorney)**

Mayor Dahlmeier opened the public hearing. Hearing no comments or questions from the audience, the public hearing was closed.

A motion was made by Vice Mayor Wilcox, seconded by Council Member Berry, to:

**Waive the first reading and introduce by title only, Ordinance No. 1814- AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE APPROVING THE RENUMBERING, RECODIFICATION AND REPUBLISHING OF THE OROVILLE MUNICIPAL CODE.**

The motion was passed by the following vote:

Ayes: Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor Wilcox, Mayor Dahlmeier  
Noes: None  
Abstain: None  
Absent: None

## **REGULAR BUSINESS**

### **Finance Department:**

#### **12. ACCOUNTING TECHNICIAN RECRUITMENT – staff report**

The Council considered a compensation request relating to the recruitment of an Accounting Technician position. **(Ruth Wright, Director of Finance)**

Following discussion, a motion was made by Council Member Del Rosario, seconded by Council Member Pittman, to:

**Authorize staff to offer employment for the position of Accounting Technician at Step F of the approved salary schedule.**

The motion failed by the following vote:

Ayes: Council Members Del Rosario, Pittman, Mayor Dahlmeier  
Noes: Council Members Berry, Hatley, Simpson, Vice Mayor Wilcox  
Abstain: None  
Absent: None

Following the vote, the Council requested that this item return to the January 19, 2016 regular meeting of the Oroville City Council for further consideration.

### **Community Development Department:**

#### **13. OUTSTANDING CITY CONTRIBUTION OF INITIAL FUNDING FOR REGIONAL TOURISM BUSINESS IMPROVEMENT DISTRICT FOR MARKETING PURPOSES - staff report (Continued from December 1, 2015 and December 15, 2015)**

The Council considered directing staff to pay an outstanding City contribution of \$5,040 to Butte County for the initial funding of a regional tourism business improvement district for marketing purposes. **(Donald Rust, Director of Community Development)**

Cheri Bunker commented on the City's outstanding contribution of \$5,040 to Butte County.

Following discussion, a motion was made by Council Member Pittman, seconded by Council Member Del Rosario, to:

**Authorize payment of the outstanding City contribution of \$5,040 to Butte County for the initial funding of a regional tourism business improvement district for marketing purposes.**

The motion was passed by the following vote:

Ayes: Council Members Del Rosario, Pittman, Vice Mayor Wilcox, Mayor Dahlmeier  
Noes: Council Members Berry, Hatley, Simpson  
Abstain: None  
Absent: None

**14. PROPOSED EXTENSION OF AIRPORT GROUND LEASE AGREEMENT WITH GRID TRAINING CORPORATION DBA: NORTHWEST LINEMAN COLLEGE – staff report**

The Council considered starting the process to extend a proposed extension of an Airport Ground Lease Agreement with Grid Training Corporation dba: Northwest Lineman College. **(Donald Rust, Director of Community Development)**

Bud Tracy, Tracy Realty Company, spoke in support of the Airport Ground Lease extension with the Northwest Lineman College.

Following discussion, the Council directed staff to begin discussions with the Northwest Lineman College in regards to a 10 year lease extension.

**15. BUDGET ADJUSTMENT FOR TRAFFIC OFFICER POSITION – staff report**

The Council considered a budget adjustment between General Fund Departments to fund a Traffic Officer position. **(Ruth Wright, Director of Finance)**

Following discussion, the Council directed staff to continue this item to the January 19, 2016 regular City Council meeting for further consideration therefore; no action was taken on the following:

**Approve a budget adjustment from the Planning and/or Streets Departments to the Public Safety Department upon the hiring of a Traffic Officer position.**

**MAYOR/ COUNCIL REPORTS**

Council Member Pittman gave a report regarding the Oroville Chamber of Commerce Board of Directors meeting.

**CITY ADMINISTRATOR/ ADMINISTRATION REPORTS**

Ruth Wright, Director of Finance reported on the following:

- Sungard Financial Software update

- Annual City Financial Audit Update – Presentation to be given on February 2, 2016

Donald Rust, Director of Community Development reported on the following:

- 2016 Center for Economic Development Conference – to be held January 14, 2016 at Gold Country Casino
- South Oroville Community Outreach Workshop – to be held January 12, 2016 at the Southside Oroville Community Center

**CORRESPONDENCE** - None

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

Sandy Linville advised that the Oroville Area Chamber of Commerce will be hosting the Northern California Chamber Alliance meeting on January 13, 2016 at Gold Country Casino.

Teri (last name unavailable), addressed the Council in regards to recent crime issues and public safety concerns.

**CLOSED SESSION**

The Council will hold 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 Employees Association, Oroville Police Officers' Association – Sworn and Non-Sworn, Oroville Firefighters' Association, and Oroville Management and Confidential Association.
2. Pursuant to Government Code Section 54957(b), the Council met with Acting City Administrator, Personnel Officer, and City Attorney to consider the evaluation of performance related to the following position: Director of Public Safety.
3. Pursuant to Government Code Section 54957(b), the Council met with Acting City Administrator, Personnel Officer, and City Attorney to consider the evaluation of performance related to the following position: Director of Planning and Community Development.
4. Pursuant to Government Code Section 54957(b), the Council met with Acting City Administrator, Personnel Officer, and City Attorney to consider the evaluation of performance related to the following position: Director of Finance
5. Pursuant to Government Code Section 54957(b), the Council met with Acting City Administrator, Personnel Officer, and City Attorney to consider the evaluation of performance related to the following position: Assistant Chief of Police
6. Pursuant to Government Code Section 54957(b), the Council met with Acting City Administrator, Personnel Officer, and City Attorney to consider the evaluation of performance related to the following position: Deputy Fire Chief
7. Pursuant to Government Code section 54956.9(d), the Council met with the Acting City Administrator and the City Attorney regarding potential litigation – one case.

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

**ADJOURNMENT**

The meeting was adjourned at 8:29 p.m. A regular meeting of the Oroville City Council will be held on Tuesday, January 19, 2016, at 5:00 p.m.

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Donald Rust, Acting City Clerk

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Linda L. Dahlmeier, Mayor

**OROVILLE SUCCESSOR AGENCY  
STAFF REPORT**

**TO: CHAIRPERSON AND BOARD MEMBERS**

**FROM: RICK FARLEY, RDA COORDINATOR  
SCOTT E. HUBER, CITY ATTORNEY**

**RE: ADOPTION OF THE JULY 2016 THROUGH JUNE 2017 ANNUAL  
RECOGNIZED OBLIGATION PAYMENT SCHEDULE AND  
ADMINISTRATIVE BUDGET**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Successor Agency may consider approving the July 1, 2016 – June 30, 2017 Recognized Obligation Payment Schedule (ROPS 16-17) and Administrative Budget.

**DISCUSSION**

Assembly Bill x1 26, amended by AB 1484 and codified in the California Health & Safety Code required successor agencies to adopt a Recognized Obligation Payment Schedule (ROPS) before each fiscal period. On September 22, 2015, Governor Brown signed Senate Bill 107 (“SB 107”), which went into effect immediately. SB 107 made several key changes to the Health and Safety Code sections that establish the ROPS process, including submittal of an annual ROPS. A discussion of these changes are summarized below:

***Annual ROPS Submission Beginning for Fiscal Year 2016-17***

Beginning in 2016, ROPS will be due to the Department of Finance (“DOF”) annually by February 1<sup>st</sup>, instead of biannually as in previous years. ROPS periods will cover July 1<sup>st</sup> to June 30<sup>th</sup>, and the first annual ROPS will cover the period of June 1, 2016 through July 31, 2017. The ROPS projects necessary payments for each enforceable obligation of the former Oroville Redevelopment Agency for the one-year period. Upon Oversight Board approval, the ROPS will be immediately submitted to the Department of Finance (DOF) for review. ROPS 16-17 will also be transmitted to the State Controller’s Office and the Butte County Auditor-Controller for their review.

Once per ROPS period, but not later than October 1<sup>st</sup>, successor agencies may submit to their oversight board and DOF one amendment to the DOF-approved ROPS if the oversight board makes a finding that the revision is necessary for the payment of approved enforceable obligations during the second half of the ROPS period.

### ***Bifurcation of ROPS and Prior Period Adjustment Processes***

Previously on ROPS, successor agencies provided both an itemized list of payments of enforceable obligations for the upcoming ROPS period and an itemized list of differences between actual payments and past estimated obligations for the preceding ROPS period (“Prior Period Adjustment”). SB 107 specifies that, beginning in 2018, the Prior Period Adjustment process will be handled separately from the ROPS by county auditor-controllers and on an annual basis, instead of biannually as in previous years. Successor agencies will provide information regarding their Prior Period Adjustment to county auditor-controllers on October 1, 2018, and each October 1<sup>st</sup> thereafter. DOF has indicated that they are working on a new annual Prior Period Adjustment form to be introduced during the ROPS 17-18 period. ROPS 16-17 does not include the Prior Period Adjustment tab.

### ***Administrative Cost Allowance***

Previously, the administrative cost allowance for each fiscal year was the greater of \$250,000 or three percent of the RPTTF funding that the successor agency received during the fiscal year. Beginning in Fiscal Year 2016-17, the administrative cost allowance for each fiscal year is the greater of \$250,000 or three percent of the RPTTF funding that the successor agency received during the *prior* fiscal year; however, it cannot exceed 50 percent of the total RPTTF funding distributed to pay enforceable obligations in the preceding fiscal year, less the administrative cost allowance and any loan repayments to the city or county. SB 107 also specifies that while administrative budgets still require Oversight Board approval, they are no longer required to be submitted to DOF for approval. Based on the new change, the Oroville Successor Agency would still receive \$250,000 per fiscal year.

### ***Last and Final ROPS***

Beginning January 1, 2016, successor agencies may submit a Last and Final ROPS for approval by the oversight board and DOF if all of the following conditions are met:

1. Remaining debt includes only administrative costs and enforceable obligations with set payment schedules, such as debt service, loan agreements, and contracts;
2. All remaining obligations have been previously listed on a ROPS and approved by DOF; and
3. The successor agency has no outstanding or unresolved litigation.

Once DOF approves a successor agency’s Last and Final ROPS, the successor agency may submit up to two requests to amend it. This does not yet apply to the Oroville Successor Agency.

### ***ROPS 16-17***

The majority of the enforceable obligations on the ROPS remain unchanged from prior periods. ROPS 16-17 items requiring funding are as follows:

- Bond fiscal agent fees;

- Administrative cost allowance;
- Robert Taylor Participation Agreement;
- Debt service payments on the 2015 Tax Allocation Refunding Bonds; and
- Pre-disposition and interim property management costs.

While DOF continues to deny the Housing Administrative Allowance and the City Loan Repayment items on the ROPS, the Successor Agency is in disagreement with DOF on those items and will continue to request them.

***DOF Review***

Upon submittal of an Oversight Board-approved ROPS (due to DOF by February 1, 2016), DOF has until April 15, 2016 to make its determination on enforceable obligations, including amounts and funding sources. Meet and Confers are still available with the exception of items that are the subject of litigation disputing DOF’s previous or related determination. The RPTTF distribution dates for ROPS 16-17 are June 1, 2016 and January 2, 2017.

***Administrative Budget***

Pursuant to Health and Safety Code Section 34177(j), the Successor Agency is required to prepare a proposed administrative budget and submit it for approval to the Oversight Board. The administrative budget is required to include estimated amounts for Successor Agency administrative costs for the ROPS period as well as the source of payment for the administrative costs. The attached Administrative Budget covers the entire 2016-17 fiscal year and shows \$125,000 of administrative costs for the July through December 2016 time period; and \$125,000 for the January through June 2017 time period, with the Redevelopment Property Tax Trust Fund as the source of payment.

**FISCAL IMPACT**

Adoption and transmittal of the Recognized Obligation Payment Schedule is necessary to receive money from the Redevelopment Property Tax Trust Fund (RPTTF) to pay ongoing bond payments and other enforceable obligations of the former Redevelopment Agency for the time period of July 2016 through June 2017. It is anticipated that there will be enough RPTTF to pay for enforceable obligations for this ROPS 16-17 period.

**RECOMMENDATION**

1. Adopt Resolution No. 16-01 - A RESOLUTION OF THE OROVILLE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE ADOPTING THE JULY 2016 THROUGH JUNE 2017 RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS 16-17) PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177 (m); AND
2. Adopt Resolution No. 16-02 - A RESOLUTION OF THE OROVILLE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE ADOPTING THE JULY 1, 2016 THROUGH

JUNE 30, 2017 ADMINISTRATIVE BUDGET PURSUANT TO HEALTH  
AND SAFETY CODE SECTION 34177 (j).

**ATTACHMENTS**

Resolution No. 16-01  
Recognized Obligation Payment Schedule (ROPS 16-17)  
Resolution No. 16-02  
Administrative Budget for FY 16-17

**SUCCESSOR AGENCY  
RESOLUTION NO. 16-01**

**A RESOLUTION OF THE OROVILLE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE ADOPTING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS 16-17) FOR THE PERIOD OF JULY 2016 THROUGH JUNE 2017 PURSUANT TO HEALTH AND SAFETY CODE SECITON 34177 (m)**

**WHEREAS**, pursuant to Health and Safety Code Section 34177 (m) the Successor Agency is required to approve the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2016 through June 30, 2017, and

**WHEREAS**, upon Successor Agency approval of the ROPS, the Successor Agency is required to submit the ROPS to the Oversight Board of the Oroville Successor Agency for approval and the Oversight Board is required to submit the ROPS to the Department of Finance and the County Auditor-Controller, by February 1, 2016, and

**BE IT HEREBY RESOLVED** by the Successor Agency as follows:

**SECTION 1.** The Oroville Successor Agency approves the Recognized Obligation Payment Schedule for the period of July 1, 2016 through June 30, 2017.

**SECTION 2.** The Secretary shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Successor Agency to the Oroville Redevelopment Agency at a regular meeting on January 19, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Linda L. Dahlmeier, Chairperson

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott E. Huber, Agency Counsel

\_\_\_\_\_  
Donald Rust, Acting Secretary

**ROPS 16-17  
WILL BE  
RECEIVED UNDER  
SEPARATE COVER**

**OROVILLE SUCCESSOR AGENCY  
RESOLUTION NO. 16-02**

**A RESOLUTION OF THE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE ADOPTING THE JULY 1, 2016 THROUGH JUNE 30, 2017 ADMINISTRATIVE BUDGET PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177 (j)**

**WHEREAS**, pursuant to Health and Safety Code Section 34177 (j) the Successor Agency is required to approve the Successor Agency Administrative Budget; and

**WHEREAS**, the Administrative Budget shall include 1) an estimate of the 12- month fiscal period, 2) sources of payment for the costs identified, and 3) arrangements for administrative and operations services provided by the City or other agency; and

**BE IT HEREBY RESOLVED** by the Successor Agency as follows:

**SECTION 1.** The Oroville Successor Agency approves the Oroville Successor Agency Administrative Budget for the period of July 1, 2016 through June 30, 2017.

**SECTION 2.** The Secretary shall attest to the adoption of this Resolution.

**PASSED and ADOPTED** by the Successor Agency to the Oroville Redevelopment Agency at a regular meeting on January 19, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Linda L. Dahlmeier, Chairperson

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott E. Huber, Agency Counsel

\_\_\_\_\_  
Donald Rust, Acting Secretary

**OROVILLE SUCCESSOR AGENCY  
ADMINISTRATIVE BUDGET  
FISCAL YEAR 2016-17  
FOR JULY 1, 2016 to JUNE 30, 2017**

Expense Category	16-17 FY Proposed Budget
<b>Successor Agency Personnel</b>	
Salaries, benefits and payroll taxes – July-Dec 2016	\$96,000
Salaries, benefits and payroll taxes – Jan-June 2017	\$96,000
<b>TOTAL</b>	<b>\$192,000</b>
<b>Maintenance and Operation</b>	
Contracted Services – July-Dec 2016	\$20,000
Contracted Services – Jan-June 2017	\$20,000
Legal Services – July-Dec 2016	\$9,000
Legal Services – Jan-June 2017	\$9,000
<b>TOTAL</b>	<b>\$58,000</b>
<b>Total Expenditures – July-Dec 2016</b>	
	<b>\$125,000</b>
<b>Total Expenditures – Jan-June 2017</b>	
	<b>\$125,000</b>
<b>TOTAL EXPENDITURES FY 2016-17</b>	
	<b>\$250,000</b>

The funding source is the Successor Agency's Administrative Cost Allowance from the Redevelopment Property Tax Trust Fund.

**CITY OF OROVILLE  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**  
**FROM: RUTH WRIGHT, FINANCE DIRECTOR**  
**RE: MASTER FEE SCHEDULE ORDINANCE (2<sup>nd</sup> READING)**  
**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council may consider a Master Fee Schedule Ordinance.

**DISCUSSION**

A Master Fee Schedule for the City has been assembled and, to be effective, it must be brought to the Council for approval.

Master Fees are charged for various City services for the recovery of costs for monitoring, reviewing and updating the services provided. It has been a few years since the Master Fee Schedule has been reviewed and updated but before that is brought to Council there is a need for an Ordinance to establish the Master Fee Schedule.

Staff would like the Council to consider approval of establishing an ordinance for Master Fees. The current Fee Schedule needs to be reviewed and updated which will require the coordination of all City departments. Staff would like to establish the Ordinance at this time which will resolve that the actual Master Fee Schedule be considered as a single document and on an annual basis.

No fees are requested to be amended at this time, just the approval of an ordinance. Rather than amending this ordinance each time a change is needed, staff would like a more systematic approach of evaluating fees each year and coordinating all the departments consecutively. Staff would like to bring the Master Fee Schedule before Council annually, in April of each year.

**FISCAL IMPACT**

No fiscal impact at this time.

**RECOMMENDATIONS**

Waive the second reading and adopt by title only, Ordinance No. 1811 - AN

ORDINANCE OF THE OROVILLE CITY COUNCIL ADOPTING THE MASTER  
FEE SCHEDULE FOR THE CITY OF OROVILLE.

**ATTACHMENTS**

Ordinance No. 1811  
Public Notices

**CITY OF OROVILLE  
ORDINANCE NO. 1811**

**AN ORDINANCE OF THE OROVILLE CITY COUNCIL ADOPTING THE MASTER FEE SCHEDULE FOR THE CITY OF OROVILLE**

**WHEREAS**, the costs of providing services continues to increase; and,

**WHEREAS**, the City of Oroville is primarily funded by taxes generated within the geographic boundaries of the City; and,

**WHEREAS**, numerous services offered by the City directly benefit discreet members of the general public for which fees may properly be imposed; and,

**WHEREAS**, pursuant to Government Code Section, the City has given notice of its intent to establish and impose such Fees/Charges as may be adopted by ordinance; and,

**NOW THEREFORE BE IT RESOLVED THAT** the City Council (“Council”) of the City of Oroville declare as follows:

**SECTION 1. AUTHORIZATION AND PURPOSE**

The purpose of the Ordinance is to recover for the City, costs of services provided. The fees and charges imposed by this Ordinance are for the purpose of meeting certain operating expenses, including employee wage rate and benefits, contracting for services with specialized firms or individuals, and we will set the fees to be reasonably related to the actual expenses incurred by the City for the services and expenses described in the Section.

**SECTION 2. APPLICABILITY**

This Ordinance shall indicate each fee and the amount to be charged by the City. As authorized by Health and Safety Code Section §13918, public agencies that are not covered by a mutual aid agreement shall be charged accordingly, unless the City waives the involved fees pursuant to Section 3 of this Ordinance.

By adopting such Ordinance, the City is enacting user fees to defray costs associated with enforcement of state required occupancies, mandated programs, annual fire safety inspections, development plan review, permits for certain activities, City facility usage, and general services functions as permitted by this Ordinance.

### **SECTION 3. WAIVER OF FEES**

The City Council by means of a super majority of five votes may waive charges/fees established by this Ordinance as set forth if determined that charges/fees would not be in the public interest, i.e. reciprocal services provided by other public agencies, employee welfare, and personal hardship.

### **SECTION 4. SPECIFIED FEE**

Unless waived pursuant to Section 3, every public agency and/or party involved shall pay a specified fee pursuant to this Ordinance which specifies the services provided. The fees for services shall be set by the City Council and shall not exceed the reasonable amount necessary to recover the costs of providing the specified service as allowed by law.

### **SECTION 5. SERVICE FEES**

Unless waived pursuant to Ordinance Section 3, every public agency and/or party involved shall be responsible for a Service Fee which, for these services, shall include a Service Fee and, if applicable, pursuant to the rates established in the Ordinance Section 8 under General Fees.

The "Service Fee" shall be the fee set forth pursuant to Ordinance Section 8.

The "Equipment Rate" is the rate at which the City will require repayment for use of any City utilized property as set forth in Ordinance Section 8.

### **SECTION 6. NO WAIVER OF OTHER MEANS OF COST RECOVERY**

This Ordinance does not preclude the City from pursuing any additional means of cost recovery. Such means include, but are not limited to, certain actions which cause the use of services or facilities of the City) and actions against parties who willful, grossly negligent, or criminal conduct causes the use of City services or facilities.

### **SECTION 7. SEVERABILITY**

If provisions of this Ordinance are declared invalid or unenforceable by a court of competent jurisdiction, that holding shall not affect the validity or enforceability of the remaining fees or provisions and the Council declares that it would have adopted each article, section and part of this Ordinance, irrespective of the validity of any other article, section or part.

**SECTION 8. SCHEDULE OF FEES**

The Master Fee Schedule will be brought to Council annually in April of every year for review of potential changes.

**SECTION 9. EFFECTIVE DATE**

This Master Fee Schedule Ordinance is established and adopted hereby shall take effect and be in full force, beginning December 16, 2015 after its final passage and adoption.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting held on January 19, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

---

Scott E. Huber, City Attorney

---

Donald Rust, Acting City Clerk



# City of Oroville

OFFICE OF THE FINANCE DEPARTMENT

**Ruth Wright**  
Director

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2510 FAX (530) 538-2525  
[www.cityoforoville.org](http://www.cityoforoville.org)

## NOTICE OF PUBLIC HEARING BEFORE THE CITY OF OROVILLE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the City of Oroville City Council will hold a public hearing on the item listed below. Said hearing will be held at approximately **6:00 PM or as soon as possible thereafter, on Tuesday, January 5, 2016**, in the City Council Chambers, 1735 Montgomery Street, Oroville, CA. All interested persons are invited to attend or submit comments in writing.

- 1. Master Fee Schedule Ordinance:** The City Council will conduct a public hearing and may consider a Master Fee Schedule ordinance.

Additional information regarding the item described in this notice can be obtained from the City of Oroville Clerk's Office at 1735 Montgomery Street, Oroville, CA.

Ruth Wright, Director of Finance

Posted: December 15, 2015  
Published: December 23, 2015



**CITY OF OROVILLE**  
**OFFICE OF THE CITY ATTORNEY**  
**1735 MONTGOMERY STREET • OROVILLE, CA 95965-4897**

**530-538-2533**  
**Fax 530-538-2468**

**PUBLIC NOTICE**  
**CITY OF OROVILLE**  
**ORDINANCE NO. 1811**  
**MASTER FEE SCHEDULE ORDINANCE**

Pursuant to Article VII of the Oroville City Charter, a summary of the proposed action related to proposed Master Fee Schedule Ordinance has been prepared, as follows:

The City Council will consider an ordinance relating to the adoption of a Master Fee Schedule for the City of Oroville.

Additional information regarding the proposal described in this notice can be obtained from the Oroville City Clerk at 1735 Montgomery Street, Oroville, CA. Anyone desiring to submit information, opinions or objections is requested to submit them in writing to the City Clerk prior to the regular meeting of the Oroville City Council on January 19, 2016, at or after 6:00 p.m.

Scott E. Huber, City Attorney

Posted/Published: Wednesday, January 13, 2016

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**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**

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

**RE: ORDINANCE ADDING SECTION 2-130 TO ARTICLE IX OF THE  
OROVILLE MUNICIPAL CODE OF THE CITY OF OROVILLE RELATING  
TO FEATHER RIVER RECREATION AND PARK DISTRICT PARK  
DEVELOPMENT IMPACT FEES (2nd READING)**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council may consider the addition of Article IX, Section 2-130 to move and replace the impact fees applicable to Feather River Recreation and Park District (FRRPD) - Park Development Impact Fees.

**DISCUSSION**

On December 21, 2011, the Building Division staff repealed Chapter 6 (Building Regulations) of the Code of the City of Oroville and requested the Oroville City Council to adopt the most recent edition of the California Code of Regulations Title 24, 2010 Edition of the California Building Standards Code and other building related codes. The City Council conducted a public hearing and with a required second hearing on January 4, 2011, they adopted the 2010 Edition of the California Building Standards Code and other building related codes.

However, the action to repeal Chapter 6 (Building Regulations) of the Code of the City of Oroville, also unintentionally repealed Ordinance No. 1754 - Section 6-15 (OMC) regarding the impact fees applicable to Feather River Recreation and Park District - Park Development Impact Fees. This action does not change the impact fees that were previously adopted in Section 6-15 of the Code (OMC) of the City of Oroville. Ordinance No. 1754, however this action will move and replace the impact fees applicable to FRRPD – Park Development Impact Fees, to its new location in Article IX, Section 2-130 of the Code (OMC) of the City of Oroville.

Ordinance No. 1754 provides the following:

- Before issuing a residential building permit, the City of Oroville (City) will require a building permit applicant to provide written certification from FRRPD that the applicant has paid the District's applicable impact fee, which fees will not exceed the following amounts:

- Single Family Detached      \$ 1,196.00 (per residential unit)
  - Single Family Attached      \$1,160.00 (per residential unit)
  - Multiple Family                \$1,063.00 (per residential unit)
  - Mobile Home                    \$793.00 (per residential unit)
- Such impact fees cannot be increased by the FRRPD without an amendment of the ordinance.
  - The impact fees will be subject to an annual adjustment based on an engineering cost index.
  - The ordinance will not apply to properties outside the boundaries of the FRRPD.
  - The City Council can waive the requirement for written certification from a building permit applicant if the fee has been paid and thereafter the FRRPD fails to notify the City within five business days.
  - Oro Bay will be exempt from the FRRPD's fees and the ordinance.
  - The ordinance will be repealed if the FRRPD increases its residential impact fees applicable to City building permits without prior amendment of the ordinance.

Again, the unintentional repeal of Ordinance No. 1754 - Section 6-15 regarding the impact fees applicable to FRRPD - Park Development Impact Fees needs to be reversed and will be placed in a location in the OMC where this will not occur during the updates of the City's Building Regulations. The fee has been collected on all appropriate permits or projects and will continue as part of the building permit issuance process.

## **FISCAL IMPACT**

The City does not collect the fees, the applicant pays fees directly to FRRPD. The fees generally collected, some minor exceptions, just prior to the issuance of a building permit within the City of Oroville. The applicant provides a form to the City verifying the fees have been paid to FRRPD.

## **RECOMMENDATION**

Waive the second reading and adopt, by title only, Ordinance No. 1812 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE ADDING SECTION 2-130 TO THE CODE OF THE CITY OF OROVILLE RELATING TO FEATHER RIVER RECREATION AND PARK DISTRICT – PARK DEVELOPMENT IMPACT FEES.

## **ATTACHMENTS**

Ordinance No. 1812

Ordinance No. 1754

Public Notices



payment. In addition, no certification shall be required if the City Council makes findings based on substantial evidence that the Board of Directors of the District has either not adopted or eliminated entirely the residential unit impact fees.

**SECTION 6.** The property known as “Oro Bay” (the “Oro Bay Property”) shall be exempt from the fee schedule set forth in this Ordinance and Section 2-130 of the Code of the City of Oroville, including any increases in said fee schedule. The Oro Bay Property consists of the real property subject to the Oro Bay Specific Plan, as approved by the City pursuant to Resolution No. 7138.

**SECTION 7.** This Ordinance shall be repealed if the District increases its residential impact fees application to City building permits without the prior amendment of this Ordinance.

**PASSED AND ADOPTED** by the City Council of the City of Oroville, at a regular meeting on January 19, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

---

Scott E. Huber, City Attorney

---

Donald Rust, Acting City Clerk

**CITY OF OROVILLE ORDINANCE NO. 1754**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE ADDING SECTION 6-15 TO THE CODE OF THE CITY OF OROVILLE RELATING TO FEATHER RIVER RECREATION AND PARK DISTRICT FEES**

The City Council of the City of Oroville ("City Council"), State of California does hereby **ORDAIN AS FOLLOWS:**

**SECTION 1.** Section 6-15 is added to the Code of the City of Oroville to read as follows:

Section 6-15. Feather River Recreation and Park District Fees. The City of Oroville (the "City") shall not issue a building permit for a residential unit absent receipt by the City of written certification from the Feather River Recreation and Park District (the "District") to the building permit applicant that the building permit applicant has paid District the residential unit impact fees adopted by the Board of Directors of the District, except that such fees shall not exceed the following amounts as indicated in the Supplemental Development Impact Fee Calculation and Nexus Report prepared by SCI Consulting Group:

- Single Family Detached \$ 1,196.00 (per residential unit)
- Single Family Attached \$1,160.00 (per residential unit)
- Multiple Family \$1,063.00 (per residential unit)
- Mobile Home \$793.00 (per residential unit)

**SECTION 2.** Any amendment to the above fee schedule shall not be applicable within the City without an amendment to this Ordinance.

**SECTION 3.** The fees set forth above shall be subject to annual adjustments in park development costs based on current dollars, as reflected in the Engineering News Record Construction Cost Index for San Francisco ("ENR CCI"). Net change in such costs shall be measured from a base date of April 15, 2009.

**SECTION 4.** This Ordinance shall not apply to any building permit applications for properties located outside the boundaries of the District.

**SECTION 5.** The City Council may waive the requirement that the City receive written certification from the District upon making findings based upon substantial evidence that: (1) the required fee has been paid; and (2) the District failed to provide the certification of payment to the applicant within five (5) business days of receipt of the

payment. In addition, no certification shall be required if the City Council makes findings based on substantial evidence that the Board of Directors of the District has either not adopted or eliminated entirely the residential unit impact fees.

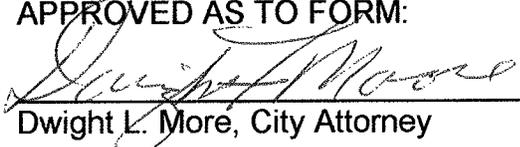
**SECTION 6.** The property known as "Oro Bay" (the "Oro Bay Property") shall be exempt from the fee schedule set forth in this Ordinance and Section 6-15 of the Code of the City of Oroville, including any increases in said fee schedule. The Oro Bay Property consists of the real property subject to the Oro Bay Specific Plan, as approved by the City pursuant to Resolution No. 7138.

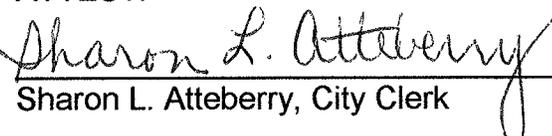
**SECTION 7.** This Ordinance shall be repealed if the District increases its residential impact fees application to City building permits without the prior amendment of this Ordinance.

**PASSED AND ADOPTED** by the City Council of the City of Oroville, at a regular meeting on April 7, 2009 by the following vote:

- AYES: Council Members Corkin, Hatley, Pittman, Simpson, Wilcox, Vice Mayor Johansson, Mayor Jernigan
- NOES: None
- ABSTAIN: None
- ABSENT: None

  
\_\_\_\_\_  
Steve Jernigan, Mayor

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Dwight L. More, City Attorney

ATTEST:  
  
\_\_\_\_\_  
Sharon L. Atteberry, City Clerk

**CITY OF OROVILLE ORDINANCE NO. 1754  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
OROVILLE ADDING SECTION 6-15 TO THE CODE OF THE CITY  
OF OROVILLE RELATING TO FEATHER RIVER RECREATION  
AND PARK DISTRICT FEES**

The City Council of the City of Oroville ("City Council"), State of California does hereby **ORDAIN AS FOLLOWS:**

**SECTION 1.** Section 6-15 is added to the Code of the City of Oroville to read as follows:

Section 6-15. Feather River Recreation and Park District Fees. The City of Oroville (the "City") shall not issue a building permit for a residential unit absent receipt by the City of written certification from the Feather River Recreation and Park District (the "District") to the building permit applicant that the building permit applicant has paid District the residential unit impact fees adopted by the Board of Directors of the District, except that such fees shall not exceed the following amounts as indicated in the Supplemental Development Impact Fee Calculation and Nexus Report prepared by SCI Consulting Group:

• Single Family Detached	\$ 1,196.00 (per residential unit)
• Single Family Attached	\$1,160.00 (per residential unit)
• Multiple Family	\$1,063.00 (per residential unit)
• Mobile Home	\$793.00 (per residential unit)

**SECTION 2.** Any amendment to the above fee schedule shall not be applicable within the City without an amendment to this Ordinance.

**SECTION 3.** The fees set forth above shall be subject to annual adjustments in park development costs based on current dollars, as reflected in the Engineering News Record Construction Cost Index for San Francisco ("ENR CCI"). Net change in such costs shall be measured from a base date of April 15, 2009.

**SECTION 4.** This Ordinance shall not apply to any building permit applications for properties located outside the boundaries of the District.

**SECTION 5.** The City Council may waive the requirement that the City receive written certification from the District upon making findings based upon substantial evidence that: (1) the required fee has been paid; and (2) the District failed to provide the certification of payment to the applicant within five (5) business days of receipt of the payment. In addition, no certification shall be required if the City Council makes findings based on substantial evidence that the Board of Directors of the District has either not adopted or eliminated entirely the residential unit impact fees.

**SECTION 6.** The property known as "Oro Bay" (the "Oro Bay Property") shall be exempt from the fee schedule set forth in this Ordinance and Section 6-15 of the Code of the City of Oroville, including any increases in said fee schedule. The Oro Bay Property consists of the real property subject to the Oro Bay Specific Plan, as approved by the City pursuant to Resolution No. 7138.

**SECTION 7.** This Ordinance shall be repealed if the District increases its residential impact fees application to City building permits without the prior amendment of this Ordinance.

**PASSED AND ADOPTED** by the City Council of the City of Oroville, at a regular meeting on April 7, 2009 by the following vote:

AYES: Council Members Corkin, Hatley, Pittman, Simpson, Wilcox,  
Vice Mayor Johansson, Mayor Jernigan

NOES: None

ABSTAIN: None

ABSENT: None

09BL90009

Publish: 04/13/2009



# City of Oroville

OFFICE OF THE CITY ATTORNEY

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2533 FAX (530) 538-2438  
[www.cityoforoville.org](http://www.cityoforoville.org)

**Scott E. Huber**  
City Attorney

## NOTICE OF PUBLIC HEARING BEFORE THE CITY OF OROVILLE CITY COUNCIL

**NOTICE IS HEREBY GIVEN** that the City of Oroville City Council will hold a public hearing on the item listed below. Said hearing will be held at **6:00 PM or as soon as possible thereafter, on Tuesday, January 5, 2016**, in the City Council Chambers, 1735 Montgomery Street, Oroville, CA. All interested persons are invited to attend or submit comments in writing.

**1. Ordinance – Municipal Code Amendment – Article IX, Section 2-130:** The City Council will conduct a public hearing and may consider the addition of Article IX, Section 2-130 will move and replace the impact fees applicable to Feather River Recreation and Park District impact fees that were previously in the Oroville Municipal Code Section 6-15 and set a limit to the impact fees. This action does not change the impact fees that were previously in Section 6-15 of the OMC.

Additional information regarding the item described in this notice can be obtained from the City of Oroville Clerk's Office at 1735 Montgomery Street, Oroville, CA.

Scott E. Huber, City Attorney

Posted & Published: Wednesday, December 23, 2015



**CITY OF OROVILLE**  
**OFFICE OF THE CITY ATTORNEY**  
**1735 MONTGOMERY STREET • OROVILLE, CA 95965-4897**

**530-538-2533**  
**Fax 530-538-2468**

**PUBLIC NOTICE**  
**CITY OF OROVILLE**  
**ORDINANCE NO. 1812**  
**MUNICIPAL CODE AMENDMENT – ARTICLE IX, SECTION 2-130**

Pursuant to Article VII of the Oroville City Charter, a summary of the proposed amendment to the Oroville Municipal Code, Article IX, Section 2-130 has been prepared by the City Attorney:

The addition of Article IX, Section 2-130 will move and replace the impact fees applicable to Feather River Recreation and Park District impact fees that were previously in the Oroville Municipal Code Section 6-15 and set a limit to the impact fees. This action does not change the impact fees that were previously in Section 6-15 of the OMC.

Additional information regarding the proposal described in this notice can be obtained from the Oroville City Clerk at 1735 Montgomery Street, Oroville, CA. Anyone desiring to submit information, opinions or objections is requested to submit them in writing to the City Clerk prior to the regular meeting of the Oroville City Council on January 19, 2016, at 6:00 p.m.

Scott E. Huber, City Attorney

Posted/Published: Wednesday, January 13, 2016

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**

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

**RE: MUNICIPAL AUDITORIUM IMPROVEMENTS – PROJECT  
POSTPONEMENT**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council will receive an update on the postponement of the construction start date for the Municipal Auditorium Improvements Project.

**DISCUSSION**

On December 15, 2015, the Council adopted Resolution No. 8451, authorizing and directing the Mayor to execute the Project Contract (Agreement No. 3161) with Modern Building, Inc., for improvements to the Municipal Auditorium, including the heating and air cooling units and kitchen upgrades. All work under the Contract is to be completed within a period of 90 calendar days from the date of the Contractor's receipt of Notice-to-Proceed from the City.

On February 13, 2016, the Oroville Rotary Club will be hosting their 30<sup>th</sup> Annual Sweethearts of the Rodeo Roundup. There will be tri-tip dinner prepared by the Cattleman's Association, live music and dancing by Cottonwood, in addition to games and raffles. Due to the event, and in addition to a request from the Contractor, construction will not begin until after the event.

**FISCAL IMPACT**

Collection of rental fees in the amount of \$835 for use of the Municipal Auditorium and \$284 for the alcohol permit. Total fees being collected are \$1,119. This does not include the \$500 refundable cleaning deposit. This minor project delay will not impact the budget to the Municipal Auditorium Improvements Project.

**RECOMMENDATIONS**

For informational purposes only.

## **ATTACHMENTS**

A – Breakdown of Fees



# City of Oroville

COMMUNITY DEVELOPMENT DEPARTMENT

Donald Rust  
DIRECTOR

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2401 – FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

January 8, 2016

## MUNICIPAL AUDITORIUM FEE BREAKDOWN

ATT: TINA PRUITT  
ROTARY ROUND UP  
PO BOX 5188  
OROVILLE, CA 95965

The following is a breakdown of the fees for the Rotary Round up Event scheduled at the Municipal Auditorium on February 13<sup>th</sup>, 2016.

- FACILITY USE FEE:..... \$625.00
- ADDITIONAL TIME (6 hrs. x \$35.00 per hr.):.....\$210.00
- CLEANING DEPOSIT:..... \$500.00
- ALCOHOL PERMIT (\$71.00 per hr. x 4 hrs.)..... \$284.00

AMOUNT DUE: **\$1,619.00**

Thank you,

Cecilia Carmona  
City of Oroville  
(530) 538-2435

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**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**

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

**RE: LETTER OF SUPPORT FOR THE BUTTE ENVIRONMENTAL  
COUNCIL'S CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY  
ECONOMIC JUSTICE SMALL GRANT APPLICATION**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council may consider directing the Mayor to sign a letter of support for the Butte Environmental Council's California Environmental protection Agency (CalEPA) Economic Justice Small Grant application.

**DISCUSSION**

The City has received a request from the Butte Environmental Council (BEC) for a letter of support from the City for BEC's application for a CalEPA Economic Justice Small Grant to support the efforts of the Oroville Dioxin Education Committee for the funding of Phase II Environmental Site Assessments for the identification of dioxins in soil surrounding former industrial sites in the City. The CalEPA Environmental Justice Small Grants are available to help eligible non-profit community groups/organizations and federally recognized Tribal governments address environmental justice issues in areas disproportionately affected by environmental pollution and hazards. The grants will be awarded on a competitive basis. Applications will be accepted through January 22, 2016. Grant recipients will be announced in June of 2016.

**FISCAL IMPACT**

No fiscal impact.

**RECOMMENDATIONS**

Direct the Mayor to sign the letter of support for the Butte Environmental Council's CalEPA Economic Justice Small Grant Application.

**ATTACHMENTS**

A – Letter of Support



# City of Oroville

OFFICE OF THE MAYOR

*Linda L. Dahlmeier*  
MAYOR

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2401 – FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

January 19, 2016

Malinda Dumisani  
Program Manager  
CalEPA EJ Small Grants  
PO Box 2815  
Sacramento, CA 95812-2815

Dear Ms. Dumisani,

This letter is to express our support of and commitment to the Butte Environmental Council's Oroville Toxins and Dioxin Identification and Education Program, which is being submitted to CalEPA for your consideration of an Environmental Justice Small Grant for FY 2016-2017.

The Butte Environmental Council (BEC) is entering its fourth year of helping disadvantaged residents of the greater Oroville area in protecting their health and environment through the identification of dioxin in soil surrounding former industrial sites in this socio-economically depressed region.

In addition to soil testing, BEC conducts advocacy and partners with local agencies, and provides public education. The City of Oroville believes in this effort, which is why we have provided this letter of support. We look forward to continued cooperation with BEC and collaborating for the success of their endeavors. Outcomes of this effort in the coming year will be to further the community's, and our agency's, awareness of the locations of dioxin contamination so that we can educate our community how to be safe from potential exposure.

It is our hope that you seriously consider support of this proposal, which is an important, cost-effective, and grassroots effort to protect public and environmental health in the community of Oroville. Thank you for your consideration.

Sincerely,

Linda L. Dahlmeier  
Mayor

**CITY OF OROVILLE  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: RICK WALLS, INTERIM CITY ENGINEER;  
DONALD RUST, DIRECTOR (530) 538-2433  
COMMUNITY DEVELOPMENT DEPARTMENT**

**RE: STREET NAME CHANGES FOR RIO VISTA DRIVE AND RANCHO  
VISTA DRIVE**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council will consider street name changes for Rio Vista Drive and Rancho Vista Drive.

**DISCUSSION**

On September 18, 2015, staff received a request from The Hignell Company (Hignell) to change the names of two streets that service the former Rancho Vista Apartments (copy of letter attached). The Rancho Vista Apartments, located at 85 Rancho Vista Drive and Grand Avenue, changed ownership in September 2015, and the property has been renamed Tuscan Villa Apartments.

The street names changes requested are:

- Rio Vista Drive to Tuscan Villa Drive; and
- Rancho Vista Drive to Tuscany Drive

According to the City's Streets Code, Section 22.58(b), new street names are to be approved by a majority vote of the Council. The two street name changes will effect only the current residents living at the Tuscan Villa Apartments.

If approved, notifications of the street name changes will be mailed to the Tuscan Villa Apartments (85 residents), local law enforcement, emergency responders, Butte County Public Works (Butte County maintains an official County street name list), and the United States Post Office branches in Oroville. Preparation and mailing of the notices to the apartment residents would be completed by Hignell. The other notifications would be completed by City staff. Public works crews would then replace the two street name signs.

**FISCAL IMPACT**

Hignell has provided the City with a \$2,000 deposit to fund the actual costs to facilitate the street name changes. The cost for staff time (staff report and notifications) and street name sign purchase and installation will be deducted from Hignell's deposit.

## **RECOMMENDATIONS**

1. Approve the street name changes from Rancho Vista Drive to Tuscan Villa Drive, and Rio Vista Drive to Tuscany Drive.
2. Authorize the Community Development Director to arrange for the public notifications and the street name sign replacements.

## **ATTACHMENTS**

A - Hignell Street Name Change Request



September 18, 2015

Rick Walls  
Interim City Engineer  
City of Oroville  
1735 Montgomery Street  
Oroville, Ca 95965

Ref: Tuscan Villa Apartments/Rancho Vista Drive

Dear Mr. Walls:

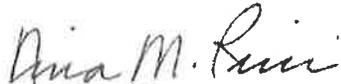
Rancho Vista Apartments on Rancho Vista Drive in Oroville, changed ownership on September 1, 2015. The property has been renamed Tuscan Villa Apartments. As managing partner of Tuscan Villa, LP, a California Limited Partnership, we are requesting a name change of the street on which the apartments are located from Rancho Vista Drive to Tuscan Villa Drive. The only properties located on Rancho Vista Drive are the two addresses for the apartment complex, 76 Rancho Vista Drive and 85 Rancho Vista Drive.

It is also our desire to change Rio Vista Drive to Tuscany Drive. Although Tuscan Villa Apartments is located on this street, no address is used for Rio Vista Drive. This street merely provides an access into Tuscan Villa Apartments.

We appreciate the City of Oroville's consideration of these changes. We are proud of the work we have done to change this property over the last seven years, the improvements we have made and are continuing to make. We are excited about the future of Tuscan Villa Apartments. Changing the names of the streets will solidify Tuscan Villa Apartments as a permanent, premier property in Oroville.

Should you have any questions regarding this matter, please contact me.

Sincerely,

  
Nina M. Ricci  
Senior Property Manager  
for General Partner  
Hignell Incorporated

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**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: RICK FARLEY, RECYCLING COORDINATOR  
DONALD RUST, DIRECTOR COMMUNITY DEVELOPMENT**

**RE: RATIFICATION OF THE OROVILE RECYCLING MARKET  
DEVELOPMENT ZONE - ZONE INCENTIVE FUNDS  
APPLICATION AND AGREEMENT**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council may consider ratifying the submission of the three year Oroville Recycling Market Development Zone (RMDZ) – Zone Incentive Funds (ZIF) Funding Application and Agreement for Fiscal Year 2015/2016 through 2017/2018 (ZIF1), in the amount of \$17,250.

**DISCUSSION**

Staff is requesting that the Council approve the Oroville RMDZ ZIF Reimbursable Grant Funding Application and Agreement for Fiscal Years 2015/2016 through 2017/2018 (ZIF1) (three years) in the amount of \$17,250. Staff is also requesting the Council to adopt a resolution authorizing the Mayor to sign the Funding Application and Agreement. CalRecycle, operated by the State of California, has required that an agreement and resolution be submitted for these grant funds that will be used to promote the Oroville RMDZ and provide training for the Zone Administrator.

The Funding Agreement funds will reimburse the City for amounts not to exceed \$13,500, for promoting the Oroville RMDZ for three years, and \$3,750 will be available for the costs associated with attending the annual Zone Works training for three years, 2016, 2017 and 2018. This reimbursable funding source of \$5,000 for promoting the Oroville RMDZ for Fiscal Year 2016/2017 will be included in the City's 2016-2017 budget.

**TERM AND PAYMENTS**

<b>Fiscal Year</b>	<b>Funding Allowance</b>
FY 2015/2016	<ul style="list-style-type: none"><li>• <b>Up to \$3,500 for Marketing &amp; Outreach</b></li><li>• <b>Up to \$750 for Zone Works Training</b></li></ul>

	(1 person)
FY 2016/2017	<ul style="list-style-type: none"> <li>• <b>Up to \$5,000 for Marketing &amp; Outreach</b></li> <li>• Up to \$1,500 for Zone Works Training (2 people)</li> </ul>
FY 2017/2018	<ul style="list-style-type: none"> <li>• <b>Up to \$5,000 for Marketing &amp; Outreach</b></li> <li>• Up to \$1,500 for Zone Works Training (2 people)</li> </ul>
<b>TOTAL</b>	<b>\$17,250</b>

### **GUIDANCE FOR ZIF OUTREACH PROJECTS**

The RMDZ provides vital targeted local marketing and outreach activities that may include, but are not limited to, the following: develop marketing materials, research feedstocks, conduct local workshops, attend and participate in RMDZ related events (in-State only), purchase of marketing information and software, and consulting services. ZIF funds are also provided to support travel to and from one Zone Works training workshop involving Zone Administrators in Fiscal Year 2015/2016 and for two Zone Works training workshops per year in Fiscal Year 2016/2017 and 2017/2018, respectively.

### **FISCAL IMPACT**

No impact to the General Fund.

### **RECOMMENDATION**

Adopt Resolution No. 8453 – A RESOLUTION OF THE OROVILLE CITY COUNCIL RATIFYING ALL DOCUMENTS RELATING TO FISCAL YEAR 2015/2016 THROUGH FISCAL YEAR 2017/2018 CALRECYCLE CITY OF OROVILLE RECYCLING MARKET DEVELOPMENT ZONE – ZONE INCENTIVE FUNDS FUNDING APPLICATION AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ALL PROGRAM DOCUMENTS – (Agreement No. 3162).

### **ATTACHMENT(S)**

Resolution No. 8453  
 Agreement No. 3162  
 Zone Incentive Fund Program Guidelines

**CITY OF OROVILLE  
RESOLUTION NO. 8453**

**A RESOLUTION OF THE OROVILLE CITY COUNCIL RATIFYING ALL DOCUMENTS RELATING FISCAL YEAR 2015/2016 THROUGH FISCAL YEAR 2017/2018 CALRECYCLE CITY OF OROVILLE RECYCLING MARKET DEVELOPMENT ZONE - ZONE INCENTIVE FUNDS FUNDING APPLICATION AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ALL PROGRAM DOCUMENTATION**

**(Agreement No. 3162)**

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

- a. The Council hereby ratifies all documents relating to the CalRecycle Fiscal Year 2015/2016 through Fiscal Year 2017/2018 (ZIF1) Recycling Market Development Zone - Zone Incentive Fund Program and authorizes the Mayor to execute all program documents.
  
- b. The City Clerk shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting on January 19, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Donald Rust, Acting City Clerk



**Zone Incentive Fund Program**  
**FY 2015–16 through 2017–18 (ZIF1)**  
**Zone Incentive Funds Application & Agreement**

<b>Additional Signature Authority Delegation</b>	
For those recipients whose Resolution or Letter of Commitment indicates the Signature Authority's ability to delegate or designate his/her authority.	
Pursuant to the Resolution or Letter of Commitment authorizing an application for the Zone Incentive Fund Program, I am the designated Signature Authority for <i>(Name of Applicant/Recipient)</i> . I am authorized by the Resolution or Letter of Commitment to execute on behalf of <i>(Name of Applicant/Recipient)</i> all documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to fund and implement the approved project. The Resolution or Letter of Commitment also authorizes me to delegate this authority. Accordingly, I hereby delegate this authority to the <b>Zone Administrator</b> . This delegation is effective as long as the Resolution or Letter of Commitment is in effect.	
X	
Signature of Signature Authority (as authorized in Resolution)	Date
Print Name	Print Title
<b>Penalty of Perjury Statement</b>	
I certify under penalty of perjury, under the laws of the State of California, that I am authorized to sign this document on behalf of the Recipient, that I have read the Zone Incentive Fund Program Guidelines, and that to the best of my knowledge and belief that information in this Agreement is true and correct.	
X	
Signature of Signature Authority (as authorized in Resolution/LoC)	Date
Linda L. Dahlmeier	Mayor
Print Name	Print Title
SIGNATURE OF CALRECYCLE'S AUTHORIZED SIGNATORY:	
X	
TITLE Deputy Director, CalRecycle	Date

***IMPORTANT! Applicant/Recipient must print out all pages, obtain Signature of Signature Authority, upload this document in its entirety to the ZIRS system, and retain the original document in Applicant's cycle file.***



**Zone Incentive Fund Program**  
**FY 2015–16 through 2017–18 (ZIF1)**  
**Zone Incentive Funds Application & Agreement**

<b>Recipient Information</b>	
1. Recipient Name: City of Oroville	2. RMDZ Name: City of Oroville
3. Agreement Number (assigned by CalRecycle): ZIF1-15-05	
<b>Payment Information</b>	
4. Funding Amount \$17,250.00	5. Payment: Payee Address: 1735 Montgomery Street Oroville, CA 95965-4897 Payment Department:
<b>Funding Source:</b> <i>Fund: 0281 – Recycling Market Development Revolving Loan Subaccount</i> <i>Reference: 502</i> <i>Enactment Year: 1990</i>	
<b>Contact Information</b>	
6. Primary Contact Name: Rick Farley	
7. Primary Contact Title: Zone Administrator	
8. Signature Authority Name: Linda L. Dahlmeier	
9. Signature Authority Title: Mayor	
10. Signature Designee Name (if applicable):	
11. Signature Designee Title (if applicable):	
<b>Documents</b>	
13. Resolution/LoC uploaded <input checked="" type="checkbox"/>	14. Delegation completed <input type="checkbox"/> <i>See Additional Signature Delegation Authority below.</i>
<b>Acceptance of Zone Incentive Fund Program Provisions</b>	
Applicant acknowledges that submittal of this document constitutes acceptance of all provisions as contained in the Zone Incentive Fund Program Guidelines. The Guidelines document is available at: <a href="#">Chapter 5, Zone Incentive Funds, of the RMDZ SharePoint site.</a>	



December 2015

Department of Resources Recycling and Recovery

## **ZONE INCENTIVE FUND PROGRAM GUIDELINES**

1<sup>st</sup> Three Year Cycle (ZIF1)

Fiscal Year (FY) 2015-16 through FY 2017-18

**The Zone Incentive Application (ZIF Application) and these Guidelines, once signed and approved by CalRecycle, shall constitute the Zone Incentive Fund Agreement (ZIF Agreement). Submittal of a Zone Incentive Fund Program, Cycle 1 (ZIF1) Application constitutes acceptance of these Guidelines as the controlling requirements for receiving, spending, accounting for Zone Incentive Funds and annual reporting.**

### **OVERVIEW AND STATUTORY AUTHORITY**

The Department of Resources Recycling and Recovery (CalRecycle) administers the Recycling Market Development Zone (RMDZ) Program, which provides Zone Incentive Funds (ZIFs) to each zone for local outreach. The objective of this Agreement is to distribute and oversee ZIF funds for fiscal years (FYs) 2015–16, 2016–17, and 2017–18. Total funding for this approximately two and one-half year Agreement (covering 3 years of funding) is an amount not to exceed \$17,250 (see Terms and Payments section). Funding continuity in years two and three will depend on the availability of funds and passage of the Budget Acts for the corresponding years.

The goal of the RMDZ Program is to create a sustainable infrastructure and to enhance local markets for recyclable and compostable materials generated within California. The ZIF Program incentivizes local governments to provide outreach services, and to work closely with local post-consumer processing and manufacturing industries to stimulate the use of recyclable and compostable materials. By doing this, the ZIF program helps create jobs in the post-consumer commodities industry and diverts valuable resources from disposal. The ZIF Program provides targeted financial support to Zones for funding vital to local marketing and outreach activities, and complements CalRecycle's marketing and outreach efforts to promote RMDZ services and activities.

### **California Public Resources Code (PRC) Section 42023.1(g)**

These Guidelines describe the application and administrative processes to implement the Zone Incentive Fund Program, cycle 1 (ZIF1), authorized by PRC section 42023.1(g). ZIF Recipients (Recipients) are responsible and accountable for ensuring that expenditures are appropriate and that proper internal supporting documentation is maintained. To ensure full compliance with Zone Incentive Fund processes and requirements, ZIF1 applicants and Recipients must adhere to these Guidelines.

### **TIMELINE AND CYCLE ACTIVITY**

Please note that new Zones that have designated and approved as a new Zone may apply for this program at any time. Please contact your Zone Liaison for information and instructions on how to apply.

<b>Dates</b>	<b>Activity</b>
<p><b>Application Submittal Date</b></p> <p>Ongoing but both Application and either Resolution or Letter of Commitment (whichever is need for a given Zone) must be in place by March 4, 2016, in order for ZA to be able to register for and attend April 2016 ZoneWorks.</p> <p>If ZA is not attending ZoneWorks but still desires to access year one funding -- then Application and Resolution or Letter of Commitment must be submitted by April 15, 2016. The ZIF activity should not commence prior to approval.</p>	<ul style="list-style-type: none"> <li>• For existing Zones, application must be uploaded to the Zone Information Reporting System (ZIRS) and an email must be sent to the ZIF Coordinator at <a href="mailto:RMDZZIRSHelp@calrecycle.ca.gov">RMDZZIRSHelp@calrecycle.ca.gov</a> notifying him that this has been done.</li> <li>• Approval will take place as soon as applications and required documents are submitted and approved. ZIF Coordinator will inform you of approval.</li> <li>• Contact your Zone Liaison with any questions.</li> <li>• New Zones may apply as needed; contact your Zone Liaison.</li> </ul>
<p><b>Resolution/Letter of Commitment Submittal</b></p> <p>With the exception of the submittal dates noted above for being able to attend April 2016 ZoneWorks or to access year one funding even if not attending April 2016 ZoneWorks, the Resolution or Letter of Commitment, can be submitted after application is submitted, but CalRecycle cannot approve the application until this document is received.</p>	<ul style="list-style-type: none"> <li>• If the approved resolution/Letter of Commitment was not submitted with the application, it must be uploaded to the ZIRS</li> <li>• Note: The ZIF Coordinator will inform you as to which document, if any, that you need to submit.</li> <li>• If the Letter of Commitment is filed in Year 1 of this cycle by a zone that does not have an existing resolution from its governing body including funding authority, that zone will have until the end of Year 3 to deliver such a resolution to CalRecycle.</li> </ul>
<p><b>ZIF Outreach Projects Approved</b></p> <p>Ongoing</p>	<ul style="list-style-type: none"> <li>• See details below under “Guidance for ZIF Outreach Projects”</li> </ul>
<p><b>Application Due Date for Years Two and Three</b></p> <p>FY 2016–17: May 18, 2016  FY 2017–18: May 17, 2017</p>	<ul style="list-style-type: none"> <li>• Zones that did not submit an application by for FY 15-16 may apply in a later fiscal year by the application due date listed in this section. However, the first year of funding (FY 15-16) will not be available.</li> </ul>

## DEFINITIONS

For purposes of the ZIF, the following definitions apply:

**Additional Signature Authority Delegation:** As authorized in the Resolution or Letter of Commitment, an applicant's Signature Authority may delegate his/her authority to another individual (identified by job title, not name), via the "Additional Signature Authority Delegation" section in the Application. The person to whom this authority is delegated is the "Authorized Designee."

**Letter of Commitment:** A letter from an applicant that authorizes submittal of a ZIF application, and which helps to secure funding authority during ZIF Cycle 1. Note that while a Letter of Commitment will suffice for this Cycle 1 ZIF Agreement, a formal resolution from the governing body will be needed for any subsequent ZIF Agreements.

**Preapproval:** Written, electronically communicated notification through the Zone Information Reporting System (ZIRS) that your ZIF Outreach Project has been preapproved by the ZIF Coordinator.

**Recipient or ZIF Recipient:** The recipient of funds pursuant to PRC § 42023.1(g). The Recipient may be a California local government entity associated with a Recycling Market Development Zone (RMDZ), including a chartered or general law city, a chartered or general law county, a city and county, a special district, or a joint powers authority. The Recipient may also be a non-governmental entity (e.g., a Chamber of Commerce, Economic Development Corporation or Commission, or Council, college, etc.) that has been given authorization to act on behalf of a RMDZ and authority to receive funds by the lead entity of that Zone.

**Signature Authority:** The title of the person authorized by an adopted Resolution, Letter of Commitment, or in the Additional Signature Authority Delegation section to sign all program-related documents on behalf of the authorizing entity.

**ZIF Agreement:** a ZIF Application & Agreement document that is completed by the Zone Administrator, including concurrence with all provisions in the attached ZIF Guidelines document, and which has been signed and approved by CalRecycle.

**ZIF Application:** a ZIF Application & Agreement document that has been completed and submitted to CalRecycle by the Zone Administrator.

**ZIF Coordinator:** The administrator of CalRecycle's Zone Incentive Fund Program and the Zone Incentive Reporting System (ZIRS).

**ZIF Outreach Projects:** Projects designed, proposed, and executed by participating Zone Administrators that use ZIF funds to perform outreach and/or training activities in that particular zone, or a combination of zones. All ZIF outreach projects must be approved by the ZIF Coordinator, and reports on all projects must be filed upon completion in ZIRS, and before costs can be approved for reimbursement.

**Zone Administrator:** RMDZ contact at the local level. The person selected by the RMDZ applicant to administer the activities of the Zone and to report upon its activities to CalRecycle.

**Zone Liaison:** RMDZ contacts at CalRecycle. The CalRecycle staff person who receives the annual report(s) for the jurisdiction(s) where the RMDZ is located.

## **ELIGIBILITY**

Local governing bodies within an RMDZ, and other entities administering a zone when authorized to receive ZIF funds on behalf of the zone, are eligible to apply for funding for outreach projects through the ZIF Program.

## **APPLICATION PROCESS**

All Zones wishing to receive Zone Incentive Funds must submit an application. Zone Incentive Fund application documents are uploaded in the [Zone Information Reporting System \(ZIRS\)](#).

The application process requires that applicants must:

1. Upload a completed Zone Incentive Funds Application & Agreement document to CalRecycle in the Zone Information Reporting System (ZIRS).
2. The wet signature copy does not need to be submitted to CalRecycle. The original hard copy of the Zone Incentive Funds Application & Agreement document signed by applicant's Signature Authority should be retained in the ZA's file.
3. Submit the authorizing documents (Resolutions/Letter of Commitment). CalRecycle cannot approve or fund ZIF expenditures for any purpose until BOTH a ZIF Agreement and a funding Letter of Commitment or Resolution are filed and approved.

Approval of the funds is also contingent upon having no outstanding debt(s) owed to CalRecycle.

If you have any questions regarding the application process, please contact your Zone Liaison.

## **AUTHORIZING DOCUMENTATION**

Examples of Zone Renewal Resolutions, Letters of Commitment, and resolutions for Zones that use a non-governmental entity, e.g. EDC, Chamber, etc., as the lead can be found in the [ZIF Chapter on the RMDZ SharePoint site](#) webpage.

### **Governmental Entity with an existing Resolution including Funding Authority**

Some Applicants already have sufficient authority to apply for ZIFs in the form of an existing resolution, including a resolution granting authority to apply for all CalRecycle grant and payment programs. This authority may also have been provided as part of the Zone's resolution of designation or redesignation, and will be assumed to be effective until the end of the designation period, unless otherwise specified. These Applicants will not need to submit a new Resolution or a Letter of Commitment for this cycle. However, for those zones with Resolutions allowing delegation, it is highly recommended that you complete the "Additional Signature Authority Delegation" section of the Application/Agreement in order to simplify completion of other ZIF documents filed going forward.

### **Governmental Entity without an existing Resolution including Funding Authority**

For ZIF1, a governmental entity applicant without a Resolution may submit a Letter of Commitment if their local processes allow. This letter must:

- (1) be prepared on the Applicant's official letterhead;
- (2) authorize submittal of Zone Incentive Fund Applications;
- (3) identify the job title (e.g., Zone Administrator) (rather than the name of a person) of the person authorized to execute all documents necessary to secure Zone Incentive funds (Signature Authority) and
- (4) be signed by a person with authority to contractually bind the Zone, such as a City Manager/Administrator or other Chief Executive (note that a Department head may be sufficient if delegated).

PLEASE NOTE: Letters of Commitment will only be accepted for ZIF1; future cycles will require new or existing resolutions. It is highly recommended that you complete the “Additional Signature Authority Delegation” section of the Application/Agreement.

**New Zones, Zones whose local processes do not allow a Letter of Commitment, and Zones administered by non-governmental entities**

For new Zones, Zones whose local processes do not allow a Letter of Commitment, and Zones administered by non-governmental entities are required to submit a Resolution, Resolutions must:

- (1) Authorize submittal of Zone Incentive Funds Applications;
- (2) identify the name of the job title (rather than the name of a person) authorized to sign on behalf of the Applicant (Signature Authority);
- (3) (Optional but encouraged) authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Resolutions for non-governmental applicants must come from the Zone’s lead agency and must also authorize the non-governmental entity to apply for Zone Incentive Funds and to receive funds on behalf of the Zone’s lead agency. Resolutions for ZIF can either specify an end date or state that it is effective until rescinded. In addition, it is highly recommended that you complete the “Additional Signature Authority Delegation” section of the Application/Agreement. If there are unresolved questions, CalRecycle’s ZIF Coordinator will work with each Zone to identify which pathway is appropriate.

**Designation Information**

The choice of the Signature Authority is very important because the individual who holds the designated job title is responsible for signing all Zone Incentive Fund documents for the entire cycle, AFTER the initial ZIF Application and Letter of Commitment are completed. When authorized by Resolution or Letter of Commitment, an Applicant’s Signature Authority may delegate to another person (identified by job title rather than name) the authority to sign and submit required ZIF documents, such as Applications, Zone Incentive Fund payment requests, or amendments. Signature delegation may be done either at the time of Application or later; however, it must be uploaded (by the Applicant) into the ZIRS and accepted by CalRecycle staff prior to the Designee’s exercise of his/her authority. In order to delegate their authority to the ZA at time of application submittal, please complete the “Additional Signature Authority Delegation” section of the Application/Agreement.

If the Applicant chooses to make this delegation after the Agreement is in place, then it shall submit a Letter of “Additional Signature Authority Delegation” that must: (1) be prepared on the Applicant’s official letterhead; (2) contain a specific end date or state that it is effective until rescinded by the identified Signature Authority; (3) identify the job title of the Designee; (4) identify the scope of the Designee’s authority; and (5) be signed by the Signature Authority.

**NOTICE OF APPROVED AGREEMENT**

Upon approval of ZIF Agreement, recipients will be notified by email that the approval has occurred and that they are authorized to incur costs and expend funds in furtherance of their programs. Note, however, that using funds for ZIF Outreach Projects will require preapproval, as explained in “Guidance for ZIF Outreach Projects” below. Once submitted and approved, the Recipient is contractually bound to carry out the Zone Incentive Fund Program in accordance with the ZIF1 Guidelines. CalRecycle will provide the ZA with a scanned copy of the, completed Agreement that is signed by both parties.

## DENIAL OF APPLICATION

CalRecycle will notify an applicant and provide the reasons for denial of an application (for example, due to lack of appropriate authorization), and work with that applicant to create a version of the application that can be approved. If an Application is not approved in a timely way for any particular year, ZIF funds for that year are forfeited and cannot be rolled over to future year(s).

## TERM AND PAYMENTS

Fiscal Year	Funding Allowance
FY 2015-16	<ul style="list-style-type: none"><li>• Up to \$3,500 for Marketing &amp; Outreach</li><li>• Up to \$750 for Zone Works (1)</li></ul>
FY 2016-17	<ul style="list-style-type: none"><li>• Up to \$5,000 for Marketing &amp; Outreach</li><li>• Up to \$1,500 for Zone Works (2)</li></ul>
FY 2017-18	<ul style="list-style-type: none"><li>• Up to \$5,000 for Marketing &amp; Outreach</li><li>• Up to \$1,500 for Zone Works (2)</li></ul>
<b>TOTAL</b>	<b>\$17,250</b>

## GUIDANCE FOR ZIF OUTREACH PROJECTS

The RMDZ provides vital targeted local marketing and outreach activities that may include, but are not limited to, the following: develop marketing materials, research feedstocks, conduct local workshops, attend and participate in RMDZ related events (In-State only), purchase of marketing information and software, and consulting services. ZIF funds are also provided to support travel to and from one Zone Works training workshop involving Zone Administrators in FY 2015–16 and for two Zone Works training workshops per year in FY 2016–17 and 2017–18, respectively.

### Preapproval Request

Before beginning a particular outreach and marketing project, the Recipient shall use ZIRS to submit a Preapproval Request proposal to CalRecycle, to the assigned Zone Liaison (ZL). The proposal shall include 1) a detailed budget, 2) a brief description of how the funds will be spent, 3) how the marketing or outreach activities will meet individual local marketing or business outreach objectives, and 4) proposed program metrics.

Examples of program metrics include, but are not limited to:

- Number of the public or businesses expected to be contacted or reached with outreach materials
- Number of contacts expected to be initiated as a result of postcard or brochure mailings
- Number of new prospective businesses expected to be identified as a result of the purchase and use of a specialized mailing list or hiring of a specialized consultant

Once submitted, the project proposal will go through the internal review process at CalRecycle, typically requiring 5-7 business days, and including coordination with the LAMD Unit Supervisor and the ZIF Coordinator. Following this review, the ZIF Coordinator will send an e-mail to the ZA, notifying them that either 1) the proposal has been approved and work may begin, or 2) that changes are necessary before the project can be approved. Recipients shall not begin work or incur costs on the proposed project until they receive formal written approval from the CalRecycle ZIF Coordinator.

Once a project has been approved, if the Zone Administrator wishes to modify the approved budget or scope of the project, this should be discussed first with the assigned ZL, and then with the ZIF Coordinator. Projects may only be modified in ZIRS via written approval from the ZIF

Coordinator. Included in this situation would be a proposal by a ZA to extend a project slated for year 1 or year 2 into a later year. The Recipient may also suspend or abandon a project with 30 days' notice for cause or due to unforeseen circumstances, providing that no project funds have been expended.

### **Perform Marketing and Outreach Activities**

The Recipient shall perform marketing and outreach activities within the RMDZ. All marketing and outreach activities require prior approval of activities and budget (as described under the "Preapproval Request" heading). See Eligible Costs section for Zone-related marketing and outreach activities.

### **ELIGIBLE COSTS FOR ZIF OUTREACH PROJECTS**

#### **Eligible costs include, but are not limited to:**

- Graphics/Printing/Advertising
  - Advertising design and placement costs in industry and trade publications
  - Customizing brochures (using CalRecycle's template and CARMDZ materials or materials developed by the local ZA, with CalRecycle's approval)
  - Customizing and placement of PSAs (using CalRecycle materials or local ZA materials, with CalRecycle's approval)
  - Duplicating/reprinting brochures, posters, and other program graphics
  - Developing/updating local Zone web pages
- Direct Zone Support/Outreach
  - Distribution expenses for brochures and follow-up letters
  - Creation of localized marketing data-bases, newsletters, articles
  - Feedstock for sample or test runs
  - Cover costs for zone expansion or re-designation
- Industry Trade Shows, Conferences
  - Creation or upgrades for trade show display graphics and associated hardware (backdrop and lighting, etc.) Exhibitor registration fees for Zone related events
  - Local and In-State travel for Zone related events (subject to the same travel rules that apply to Zone Works Training Workshops)
  - Specialized training related to Zone activities and skills
- Business Leads and Tracking
  - Purchasing costs for lists of leads for marketing
  - Purchasing of business tracking and communication software
  - Hiring a consultant to develop leads and tracking of zone businesses
- Other qualifying projects
  - Unique ZA initiated projects preapproved in writing by LAMD ZIF Coordinator, Section Manager(s) and Zone Liaison(s)

### **INELIGIBLE COSTS**

Ineligible costs include any costs not listed above. Costs not authorized in advance under a Preapproval Request are ineligible.

### **ROLLOVER OF ZIF FUNDS**

Should a ZA choose to actively combine more than one year of ZIF funding or defer use of current funds for later use, that ZA must 1) have an approved ZIF Agreement in place and 2) inform their ZL and the ZIF Coordinator of the intent to roll over funds before the end of the current fiscal year. See details below under PAYMENTS.

## **PAYMENTS**

Please see [Chapter 5, Zone Incentive Funds, of the RMDZ SharePoint site, for the Guidelines and Instructions](#) for requesting and receiving payment.

Total funding for this Agreement is an amount not to exceed \$17,250 (seventeen thousand two-hundred and fifty dollars) (See Table 1 above). To accommodate the need of Recipients to support larger, multi-year marketing efforts, an individual Recipient will have four options for using the funding:

1. **Scenario 1:** The Recipient may use \$3,500 in January 2016 - June 2016, \$5,000 in July 2016 - June 2017, and \$5,000 in July 2017 - May 15, 2018.
2. **Scenario 2:** The Recipient may combine the first and second year funding for a total of \$8,500 to be used from July 2016-June 2017, and separately use \$5,000 from July 2017-April 15, 2018;
3. **Scenario 3:** The Recipient may use all of year one funding and then combine year two and year three funding; or
4. **Scenario 4:** The Recipient may choose to combine all three fiscal years of funding for a total of \$13,500 to spend on projects during July 2017-May 15, 2018.
  - Note: If a Recipient chooses this option, they cannot implement a project until July 2017 or after, and they will have to submit invoices by May 15, 2018.
  - If a Recipient chooses this option, it is very important that they carefully assess whether the project can be completed between July 1, 2017, and May 15, 2018 (i.e., the project(s) would need to be initiated, completed, and invoiced in approximately 10 months).

## **Acknowledgement**

Recipients are not required to acknowledge CalRecycle's support when activities or projects funded by this Agreement are publicized in any media.

## **ZIF OUTREACH PROJECT REPORTING REQUIREMENTS**

Upon completion of all marketing and outreach activities, and when program activity metric information is available, the Recipient shall submit the metrics and appropriate back-up documentation to the ZL through the ZIRS database. The ZL will review the metrics and documentation with the LAMD Unit Supervisor in order to provide a recommendation to the ZIF Coordinator regarding approval of the reimbursement request. The ZIF Coordinator shall review and accept or reject all reimbursement requests. Should a request be rejected, the ZIF Coordinator shall immediately coordinate with the ZL and the LAMD Unit Supervisor to contact the Recipient to address the situation. However, only upon the ZIF Coordinator's written acceptance of the request may the reimbursement be made.

## **ZONE WORKS TRAINING WORKSHOP**

Zone Administrators are strongly encouraged to attend Zone Works training workshops, which offer a unique opportunity for ZAs, CalRecycle ZLs and Loan staff, and valued program partners to convene and discuss current issues, and to coordinate business assistance activities. The success of such trainings is dependent on the attendance of the ZAs and the ZLs.

Travel reimbursement is subject to, and shall not exceed, the exempt rates in the California Code of Regulations Title 2, Chapter 3, Article 2, Section 599.615.1, et seq. All travel costs should be minimized wherever possible. In no event may Zone Works travel costs under this Agreement exceed \$750 per Zone Works training workshop. However, unexpended Zone Works travel costs under \$750 may not be included in the budget for marketing and outreach activities.

With written pre-approval from the ZIF Coordinator, and based on sufficient justification (e.g., the Zone is especially large or an additional Zone Representative is being mentored by the ZA),

a Zone may send a second representative to a Zone Works training workshop. If Zone Works travel costs exceed \$750 for an individual Zone Works training workshop due to an additional attendee, then the Recipient may request approval prior to attendance from the ZIF Coordinator for that zone to use Marketing and Outreach funds to cover the additional costs.

## **COMPLIANCE**

The Recipient shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits.

## **RECORDS RETENTION AND AUDIT CONSIDERATIONS**

Recipients are responsible and accountable for ensuring that expenditures are appropriate and that proper internal supporting documentation (including, but not limited to, the original signed Zone Incentive Funds Agreement) is maintained to provide clear separate tracking of ZIF funds and related transactions for fiscal program management and audit purposes. To ensure full compliance with ZIF's processes and requirements, Recipients must adhere to these Guidelines.

Recipients must account for all ZIFs in a manner that provides for clear tracking of expenditures in accordance with Generally Accepted Accounting Principles. Proper business procedures dictate that ZIF supporting documentation (including, but not limited to, the original signed Zone Incentive Funds Agreement) be retained in a single file to facilitate review and retention, as well as maintenance of a clear paper/audit trail.

ZIF funds are subject to audit. CalRecycle, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the use of ZIF funds and shall have the right to interview staff relevant to the audit. Recipients shall include this provision in all contracts and subcontracts funded in whole or in part from ZIF funds.

All such records shall be maintained by the Recipient for possible audit for a minimum of three (3) years after the ZIF term end date, or until completion of any action and resolution of all issues, which may arise as a result of any litigation, dispute, or audit, whichever is later.

Audit findings against Recipients can result in the need for reimbursement of ZIF funds, and/or ineligibility for future ZIF funds.

## **TERMINATION FOR CAUSE**

In the event the Recipient fails to comply with the requirements of these Guidelines at the time and in the manner herein provided, CalRecycle may terminate the ZIF1 Agreement for that zone.

## **INDEMNITY**

The Recipient agrees to indemnify, defend and save harmless the State and CalRecycle, and their officers, agents, and employees from any and all claims and/or losses accruing or resulting from performance under this agreement or participation in the Zone Incentive Fund Program.

## **CHANGES TO ZIF GUIDELINES**

CalRecycle may make changes to these Guidelines, typically no more than once per year, provided that there is proper notice and consultation with all Zone Administrators, or at a minimum with CARMDZ. Every effort shall be made to achieve mutual agreement on any significant changes to the Guidelines. Effective changes shall then be communicated by CalRecycle to all ZAs.

**CITY OF OROVILLE  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: SCOTT E. HUBER, CITY ATTORNEY  
JAMIE HAYES, ASSISTANT CITY CLERK  
DONALD RUST, DIRECTOR OF COMMUNITY DEVELOPMENT**

**RE: MUNICIPAL CODE RENUMBERING, RECODIFICATION, AND  
REPUBLICATION ORDINANCE (2<sup>nd</sup> READING)**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council may consider the approval of an ordinance related to the renumbering, recodification, and republication of the Oroville Municipal Code.

**DISCUSSION**

The City previously retained the services of Quality Code Publishing (“QCP”) to review the Oroville Municipal Code and recommend changes for republication or recodification, as necessary. QCP recommended that the City utilize a uniform standard for formatting and stylistic methodology related to capitalization, use of numerals, outlining format, and the use of gender neutral language.

QCP has provided the reorganized draft Oroville Municipal Code (“OMC”) to the City. The OMC has been renumbered and reorganized to allow City staff and members of the public to access the OMC in a simple, easy to use format. In addition, the recodified OMC will be available on the City’s website. The City Attorney has had the opportunity to review the OMC for compliance with constitutional law. Staff has compared ordinance sections with their State Code counterparts for accuracy and currency. Ordinances have been cross-checked against each other to make sure there were no duplications or omissions. Every citation within these ordinances was checked for currency and accuracy. QCP ear-marked bond and insurance requirements so that the City could review these for sufficiency. Penalty provisions were reviewed where necessary for appropriateness. Finally, where efficiency of enforcement and ease of retrieval suggested that an ordinance might be relocated to a different location within the code, those relocations were made.

It is important to note that the recodification process has not modified any of the substance of the OMC. If changes to the substance of a particular section of the OMC were warranted, those changes have been made by separate amendment to the OMC. All changes that are related to recodifications have been non-substantive in nature. Because the OMC recodification is non-substantive in nature, and is voluminous, copies of the



recodified code will not be attached to this staff report, but are available at the City Clerk's office for review.

### **FISCAL IMPACT**

The amount of \$15,550 has been encumbered since 2013 for this project.

### **RECOMMENDATION**

Waive the second reading and adopt by title only, Ordinance No. 1814 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE APPROVING THE RENUMBERING, RECODIFICATION AND REPUBLISHING OF THE OROVILLE MUNICIPAL CODE.

### **ATTACHMENTS**

Ordinance No. 1814  
Public Notices

**CITY OF OROVILLE  
ORDINANCE NO. 1814**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OROVILLE APPROVING  
THE RENUMBERING, RECODIFICATION AND REPUBLISHING OF THE OROVILLE  
MUNICIPAL CODE**

**THE CITY COUNCIL OF THE CITY OF OROVILLE DO ORDAIN AS FOLLOWS:**

**Section 1. Findings and Purpose.** The Council finds and declares as follows:

A. WHEREAS, California Government Code Sections 50022.1 through 50022.8, and 50022.10 provide for the codification, compilation, recodification, recompilation and publication of permanent and general ordinances of cities; and

B. WHEREAS, the Oroville Municipal Code ("OMC") has been supplemented over the years with the passage of new ordinances, it has not been recompiled or recodified in its entirety for more than a decade; and

C. WHEREAS, the City now desires to revise, recodify, recompile and update the ordinances comprising the Oroville Municipal Code into a modern, user-friendly format to aid City staff, residents and other individuals and entities that wish to use the OMC; and

D. WHEREAS, the OMC has been updated, reformatted and renumbered, without changing any substantive provisions of the Code.

**Section 2. RECODIFICATION AND ADOPTION.** Pursuant to the provisions of Government Code Sections 50022.1 through 50022.8 and 50022.10, there is hereby recodified and adopted the "Oroville Municipal Code" as revised, reformatted, indexed, codified, compiled, updated and republished, together with those secondary codes adopted by reference as authorized by the California State Legislature, save and except those portions of the secondary codes as are deleted, modified or amended by the provisions of the Oroville Municipal Code.

**Section 3. EFFECT OF RECODIFICATION.** The recodification and adoption of the Oroville Municipal Code as specified in this Ordinance shall not affect the following matters:

1. Actions and proceedings that began before the effective date of this Ordinance.
2. Civil, criminal and administrative proceedings concerning ordinance violations committed before the effective date of this Ordinance.
3. The amount of or collection of license, fee, penalty debt, forfeiture or obligation due and unpaid as of the effective date of this Ordinance. .
4. Bonds and cash deposits required to be posted, filed or deposited pursuant to any ordinance, resolution or regulation.

**Section 4. REFERENCES TO ORDINANCES.** Any reference in matters of record to any ordinance designated by number or otherwise, existing prior to the adoption of this Code, shall be construed to apply to the corresponding provisions in this Code. Pursuant to Government Code Section 50022.8, copies of this Code that have been duly certified by the City Clerk shall be received without further proof as prima facie evidence of the provisions of such Code in all courts and administrative tribunals of this state. Oroville Municipal Code sections cited on signage within the City shall, until updated if and as required, be deemed to be citations to the counterpart sections in the recodified Oroville Municipal Code for purposes of notice and enforcement.

Section 5. **SEVERABILITY.** It is hereby declared to be the intention of the Council that the sections, paragraphs, sentences, clauses and phrases of this Code are severable, and if any phrase, clause, sentence, paragraph or section of this Code is declared unconstitutional or without effect by any final judgment or decree of a court of competent jurisdiction, such judgment or decree shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Code.

**PASSED AND ADOPTED** by the City Council of the City of Oroville, at a regular meeting on January 19, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Linda L. Dahlmeier, Mayor

APPROVED AS TO FORM:

ATTEST:

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Scott E. Huber, City Attorney

---

Donald Rust, Acting City Clerk



# City of Oroville

OFFICE OF THE CITY ATTORNEY

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2533 FAX (530) 538-2468  
[www.cityoforoville.org](http://www.cityoforoville.org)

**Scott E. Huber**  
City Attorney

## NOTICE OF PUBLIC HEARING BEFORE THE CITY OF OROVILLE CITY COUNCIL

**NOTICE IS HEREBY GIVEN** that the City of Oroville City Council will hold a public hearing on the item listed below. Said hearing will be held at **6:00 PM or as soon as possible thereafter, on Tuesday, January 5, 2016**, in the City Council Chambers, 1735 Montgomery Street, Oroville, CA. All interested persons are invited to attend or submit comments in writing.

**1. Municipal Code Codification – All Sections:** The City Council will conduct a public hearing and may consider the codification of all sections within the Oroville Municipal Code, to be renumbered, recodified and republished, in print form and in an online format, to better organize the OMC and to make it easier for members of the public to locate applicable laws, and to better understand and comply with the OMC.

Additional information regarding the item described in this notice can be obtained from the City of Oroville Clerk's Office at 1735 Montgomery Street, Oroville, CA.

Scott E. Huber, City Attorney

Posted & Published: Wednesday, December 23, 2015



**CITY OF OROVILLE**  
**OFFICE OF THE CITY ATTORNEY**  
**1735 MONTGOMERY STREET • OROVILLE, CA 95965-4897**

**530-538-2533**  
**Fax 530-538-2468**

**PUBLIC NOTICE**  
**CITY OF OROVILLE**  
**ORDINANCE NO. 1814**  
**MUNICIPAL CODE CODIFICATION – ALL SECTIONS**

Pursuant to Article VII of the Oroville City Charter, a summary of the proposed action related to the Oroville Municipal Code - All Sections, has been prepared by the City Attorney:

The Oroville Municipal Code, All Sections (“OMC”), will be renumbered, recodified and republished, in print form and in an online format, to better organize the OMC and to make it easier for members of the public to locate applicable laws, and to better understand and comply with the OMC.

Additional information regarding the proposal described in this notice can be obtained from the Oroville City Clerk at 1735 Montgomery Street, Oroville, CA. Anyone desiring to submit information, opinions or objections is requested to submit them in writing to the City Clerk prior to the regular meeting of the Oroville City Council on January 19, 2016, at or after 6:00 p.m.

Scott E. Huber, City Attorney

Posted/Published: Wednesday, January 13, 2016

**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: AMY BERGSTRAND, MANAGEMENT ANALYST III  
DONALD RUST, DIRECTOR COMMUNITY DEVELOPMENT**

**RE: CLOSEOUT OF COMMUNITY DEVELOPMENT BLOCK GRANT  
NO. 12-CDBG-8405 PROGRAM ACTIVITIES AND  
DISCUMBERANCE OF REMAINING GRANT FUNDS**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council will conduct a public hearing relating to the performance and final accomplishments of the Community Development Block Grant (CDBG) No. 12-CDBG-8405, including Housing Combo (Homeownership Assistance and Housing Rehabilitation), Economic Development Loans, Public Services, Catalyst, YMCA, and repairs to the Chinese Temple Museum. Additionally, The Council may consider disencumbering the remaining 12-CDBG-8405 grant funds, in the amount of approximately \$626,215.

**DISCUSSION**

On April 27, 2012, the City of Oroville was awarded CDBG grant funds in the amount of \$1,400,000 for various activities listed below. Additionally, in January of 2015, the Agreement was amended to add the Chinese Temple Museum as a supplemental project.

The City is responsible for monitoring and reporting on all CDBG activities to assure that the time schedules are met and milestones are accomplished. A Completion Report and a Closeout Report must be submitted for the activities as the grant expires.

The City intends to submit the aforementioned Completion Report and Closeout Report to the California Department of Housing and Community Development (HCD). Staff is prepared to answer any questions that the Council or public may have regarding this grant.

**Chinese Temple Museum**

On March 31, 2015, the Council authorized staff to complete project plans and contract documents and advertise for bid for the Chinese Temple Museum Remodel Project. Four bids were received, with one bid rejected for non-compliance. Trent Construction was the awarded the contract in the amount of \$487,933, plus a 5% contingency of \$24,397. The project funding was as follows:

<u>Funding Type</u>	<u>Project Costs</u>
CDBG PI	\$635,231

Construction of the Chinese Temple Museum was completed on July 22, 2015.

**12- CDBG-8405 HOUSING COMBO AND PUBLIC SERVICE ACTIVITIES**

April 27, 2012, the City of Oroville was awarded CDBG grant funds in the amount of \$1,400,000 for the various general allocation activities listed below:

<b>12-CDBG-8405</b>		
<u>Activity</u>	<u>CDBG Grant Funded</u>	<u>CDBG PI Funded</u>
General Administration	\$105,000	\$
Housing Combo-HO	<u>\$518,000</u>	<u>\$72,221</u>
Housing Combo –HO AD	\$29,600	\$0
Housing Combo-Rehab	\$149,850	\$
Housing Combo-Rehab AD	\$35,150	\$
Enterprise Fund-Loans	\$235,875	\$
Enterprise Fund-AD	\$41,625	\$
Public Service-Catalyst	\$261,960	\$
Public Service AD	\$22,940	\$
Public Service- YMCA		<u>\$249,821</u>
Total	\$1,400,000	\$322,042

On February 18, 2014, the State Department of Housing and Community Development approved the City's request to transfer funds between the YMCA Program and the Homeownership Assistance Program and to add an additional Program Income \$249,821 to the public service activity (the items are underlined in the table above). This was an effort to meet the funding needs of the City as well as the 50% expenditure rule that would allow the City of Oroville to apply for future funding from CDBG.

<b>Program Beneficiaries</b>	
Homeownership Assistance	11
Housing Rehabilitation	1
Catalyst	Catalyst serviced 256 new clients. In addition, 310 units of legal aide, 71 units of support services, 1,137 units for shelter, 215 units of individual counseling, 1,117 units at the drop in shelter and 104 units at the hotline
YMCA	YMCA was able to assist 206 City of Oroville, income eligible youth

One July 1, 2014, the State HCD implemented new rules concerning Program Income. As of that date, all Program Income on hand must be spent prior to any CDBG grant reimbursements. Because the City of Oroville had a significant Program Income balance, staff was unable to expend grant funds before the

September 30, 2015 expiration date and will need to disencumber the remaining grant funds of \$626,215.

### **FISCAL IMPACT**

Loss of funds specific to the CDBG Fund Grant No. 12-CDBG-8405 is approximately \$626,215.

### **RECOMMENDATION**

Authorize the close-out of Community Development Block Grant No. 12-CDBG-8405 Housing Combo, Public Services and Chinese Temple Museum Repairs Grant.

### **ATTACHMENTS**

A - Public Hearing Notice

*Closeout and Completion Reports are available in the Department of Business Assistance and Housing Development*



## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Oroville will conduct a public hearing by the Oroville City Council on Tuesday, January 19, 2016 at 6:00 P.M., in the City Council Chambers, at 1735 Montgomery Street, to discuss and solicit comments on the submittal of the Community Development Block Grant (CDBG) accomplishments and acceptance of the closeout report for the following grant activities:

12-CDBG-8405 CDBG – Housing Combo, Public Service Activities *and Chinese Temple Museum Repair*

Activity	CDBG Grant	CDBG Program Income
General Administration	\$105,000	
Housing Combo- Hsg. Rehab	\$185,000	
Housing Combo -FTHB	\$547,600	\$72,221
ED Loans	\$277,500	
Public Service-Catalyst	\$284,900	
Public Service-YMCA		\$249,821
Chinese Temple Museum (SA)		\$635,231
Total	\$1,400,000	\$957,273

The purpose of the public hearing is to give citizens an opportunity to make their comments known. If you are unable to attend the public hearing, you may direct written comments to the City of Oroville, Department of Business Assistance and Housing Development, 1735 Montgomery Street, Oroville, CA, 95965 or you may telephone (530) 538-2495. In addition, information can be obtained at the above address between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or e-mail [abergstrand@cityoforoville.org](mailto:abergstrand@cityoforoville.org). TDD - 538-2519.

Copies of State regulations, minutes of previous meetings, performance reports and a public information binder are available for review in the Department of Business Assistance and Housing Development.

If you plan to attend the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, please contact the City Clerk's office at 530-538-2435 to arrange for those accommodations to be made.

The City of Oroville promotes fair housing and makes all programs available to low and moderate income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, or disability.

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Donald Rust, Acting City Clerk

Published on Saturday, January 9, 2016, in the Oroville Mercury Register.

**CITY OF OROVILLE  
STAFF REPORT - AMENDED**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: RUTH WRIGHT, FINANCE DIRECTOR**

**RE: ACCOUNTING TECHNICIAN RECRUITMENT COMPENSATION  
REQUEST**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council may consider a compensation request relating to the recruitment of an Accounting Technician position.

**DISCUSSION**

**Background**

The Council received a staff report on January 5<sup>th</sup> 2016, regarding a vacancy in the Finance Department due to a recent retirement. The Finance Department is currently seeking to fill the position of Accounting Technician. Interviews were held in early December and a candidate was chosen unanimously. This candidate was chosen primarily due to their experience with accounts payable and experience with the software the City is in the process of implementing. In addition to these skills we were looking for, the candidate also has technical computer skills that will greatly aid our software implementation and future technology projects such as our Laserfiche integration.

The top candidates in this recruitment are making in excess of \$45,000 in their current positions. In order to recruit the most eligible candidate, the Finance Director is requesting a special exception from the Council to approve an offer of compensation at a higher step than normally offered.

As the Council is already aware, the Finance Department has two frozen positions and not enough staff to adequately cover the duties within the Department. Our auditors are advising us to assign more duties to the staff we have. For example, we need to assign grant tracking to staff and currently have no one to cover this function. Hiring at this higher level will help alleviate these problems as the candidate will be able to step into these roles quickly and efficiently. This candidate will also be able to look for opportunities for efficiencies within the City's newly purchased software.

## **Previous recruitment in the Finance Department**

In October 20<sup>th</sup> of 2015, Council approved the new position of Senior Accountant Technician. This position was funded by eliminating the position of Accountant in the Finance Department. Funding had been set aside in the budget for a Finance Analyst at \$62,187 but the Department filled the position as Senior Accountant Technician at a lesser amount, resulting in a budget savings. The Accountant position was eliminated at the time the Senior Accountant Technician position was filled.

## **List of duties and projects for this vacant position**

- Process Accounts Payable
- Grant Tracking
- Daily Bank Deposit
- Monthly Bank Reconciliation
- Journal Preparation and Entry
- Numerous Quarterly Reporting's, Use Tax, etc
- Work closely with the Information Technology Department on:
  - Utility billing project, set up an automated process for utility billing utilizing the City's recently purchased Laserfiche software
  - Assist with implementation of electronic employee time entry
  - Administer securities in the new software, set up Roles and Responsibilities
  - Assist in establishing electronic workflows to eliminate the paper shuffle

## **Overtime**

Overtime hours related to this vacancy, to date, is 32 hours. Overtime is expected to continue with this position vacancy. All staff will be required to help cover the job duties.

## **Salary Comparison of nearby Cities:**

### **Accounting Technician**

#### **Salary Comparison**

	<b>Annual Minimum</b>	<b>Annual Maximum</b>
City of Chico	\$ 43,771.77	\$ 58,658.36
City of Grass Valley	\$ 43,867.00	\$ 53,310.00
City of Yuba City	\$ 44,496.00	\$ 54,072.00
Average	\$ 44,044.92	\$ 55,346.79
City of Oroville	\$ 33,053.68	\$ 45,402.47

**Staff Level Surveys of the Cities with similar population**

**Ukiah**

**Population 16,075 – 6 Employee's**

*Finance Director  
Finance Controller  
Accountant  
Payroll  
Accounts Payable  
Accounts Receivable*

**Arcata**

**Population 17,231 – 6 Employee's**

*Finance Director  
Office Manager  
Finance Specialist  
Finance Specialist  
Finance Specialist  
Payroll/Personnel Specialist*

**Truckee**

**Population 16,180 – 6 Employees**

*Director  
Manager  
Senior Accountant  
Accounting Technician  
Accountant II  
Accounting Assistant I*

**Chowchilla**

**Population 18,720 – 5 Employee's**

*Finance Director  
Accounting Manager  
Senior Accountant  
Account Clerk II  
Account Clerk I*

**City of Oroville**

**Population 18,760 - 4 staffed, 1 vacancy, 2 frozen**

*Finance Director  
Accounting Manager, Frozen  
Senior Accountant, added this year  
Accountant, 1 eliminated this year and 1 frozen  
Accounting Technician  
Accounting Technician  
Accounting Technician, vacant due to retirement*

**2015-2016 Budgeted Salary Schedule:**

**Finance Staff  
2015-2016 Budgeted Salary Schedule**

	2015-2016 Original Budget	Oct 20th Changes	Proposed Budget offering Step F
Accounting Manager, frozen	-	-	-
Finance Analyst	62,187	-	-
Senior Accountant Technician	-	51,277	51,277
Accountant, eliminated	-	-	-
Accountant, frozen	-	-	-
Accounting Technician	38,264	38,264	38,264
Accounting Technician	45,402	45,402	42,186
Accounting Technician	45,402	45,402	45,402
Total Funding for Finance Positions	\$ 191,255	\$ 180,345	\$ 177,129

**FISCAL IMPACT**

This position is currently funded at \$45,402, annually. Step F would start at \$42,186. A General Fund estimated savings of \$3,216, annually.

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Accounting Technician	33,054	34,706	36,442	38,264	40,177	42,186	44,295	45,402

**RECOMMENDATIONS**

Authorize staff to fill the Accounting Technician position vacancy at Step F of the City's approved Salary Schedule.

**ATTACHMENTS**

None

**OROVILLE CITY COUNCIL  
MONTHLY REPORT  
DECEMBER**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: BILL LAGRONE, POLICE AND FIRE CHIEF**

**RE: POLICE DEPARTMENT MONTHLY REPORT FOR DECEMBER, 2015  
FIRE DEPARTMENT MONTHLY REPORT FOR DECEMBER, 2015**

**DATE: JANUARY 19, 2016**

**SUMMARY**

The Council will receive a monthly report regarding the activities, revenues, and general information for the Police and Fire Departments.

**Staffing:**

<b>Positions</b>	<b>Total staffed</b>	<b>Total Authorized</b>	<b>Total Vacant/Frozen</b>
Police Officer	24.5	25.5	0/1
Dispatcher	9	9	0/0
Community Service Officers / Evidence	10	11	0/1
Administrative Personnel	2	4	0/2

<b>Positions</b>	<b>Total staffed</b>	<b>Total Authorized</b>	<b>Total Vacant/Frozen</b>
Firefighters	4	4	0/0
Fire Engineer	9	9	0/0
Fire Captain	3	3	0/0
Administrative Personnel	3	3	0/0

**Police Overtime YTD:**

<b>Overtime Budgeted</b>	<b>Overtime Expended YTD</b>	<b>Percentage Expended</b>
\$ 261,097.00	\$ 233,130.00	<b>89.%</b>

**Fire Overtime YTD:**

<b>Overtime Budgeted</b>	<b>Overtime Expended YTD</b>	<b>Percentage Expended</b>
\$205,000.00	\$178,583.00	<b>87%</b>

**Department Activity:**

Events Year to Date 2015	Average Response Time for Crimes against persons <small>*Priority 1 crimes</small>	Average Response Time for all types of calls for Service	National Average Response Time
35,020	5:87	6:34 minutes	8 - 11 minutes

**Downtown Foot and Park Patrols:**

	Park Patrols	Downtown Patrols
DECEMBER 2015	97	33
Year to Date	1,592	382

**Parking Enforcement Citations Issued:**

DECEMBER 2015	Year to Date 2015	DECEMBER 2014	Year to date 2014
22	143	9	201

**Police Activity:**

	DECEMBER 2014	DECEMBER 2015	Year to date 2014	Year to date 2015
<b>Arrests</b>				
<b>Misdemeanor</b>	138	246	2,132	2,707
<b>Felony</b>	45	70	720	633

	DECEMBER 2014	DECEMBER 2015	Year to date 2014	Year to date 2015
<b>Citations</b>				
	114	189	1,969	1,648

**Uniform Crime Reporting:**

Crimes of Violence	DECEMBER 2015	Year to Date DECEMBER – December
Homicide	0	1
Rape	0	8
Robbery	8	33
Aggravated Assault	0	25

Population per 2010 Census 15,000  
 Violent Crimes YTD 67  
 Violent Crime Rate 0.0044

**Fire Department Activity:**

Incidents	DECEMBER 2015
Fallen no injury / Medical Alarm	13
Dumpster Fire / Unoccupied Vehicle	3
Vegetation Fire	6
1, 2, or 3 Family Homes	12
Downtown/Apartments/Commercial/Hospitals, etc.	2
Hydrant Sheared off / Water Line Break Outside	3
Minor Hazardous Spill, etc.	1
Gas Odor/Power Lines Down	5
Alarm Sounding/Smoke/Fireworks	17
Medical Aid/Non CPR	245
Vehicle Over Edge/Person Trapped, etc.	1
Traffic Collision	35
Assist Other Agency	3
<b>Total Incidents</b>	<b>346</b>

Events Year to Date 2015	Average Response Time (Dispatch to Arrival)
3,775	5:05 minutes

**Fire Marshall Inspections:**

	DECEMBER 2015	2015 Year to Date	DECEMBER 2014	2014 Year to Date
Plan Checks	16	60	13	133
Occupancy	9	167	17	127
Fire Inspections	40	296	16	100

**SPCA Statics:**

**Service Calls by Priority:**

Priority Level	Number of Calls	Total Minutes per call type	Average response times
Urgent	4	18	4.50
Priority	69	353	5.11
At Officer Convenience	39	190	4.88
After Hours	6	43	7.17

**Animal Intake and Outcome Stats:**

Total Animals taken in from City	Total Animals outgoing	Cats	Dogs	Other	Bird	Livestock
105	107	34	67	3	1	0

\*The remaining difference from intakes to outcome total represents animals that have not yet had an outcome and are still in the facility.

**Animal Outcomes:**

Outcome Type	Outcome Total
Adoption	16 - (14 Dogs) (2 Cats)
Died	2 - (1 Dog) (1 Bird)
Disposal	16 - (4 Dogs) (6 Cats) (2 Birds) (4 Other)
Euthanasia	42 - (22 Dogs) (18 Cats) (2 Other)
Foster	7 - (7 Dogs)
RTO	24 - (23 Dogs) (1 Cat)

\*Others are wild animals such as bats, skunks, snakes, possums, etc....

**SPCA After-hours call outs:**

DECEMBER 2015	Fiscal Year to Date
6	109

**Shoes for Kids:**

Shoes Provided	Socks Provided
45	45 (pkgs)

This program provides shoes and socks for children of our Community. This program is funded by Department member donations and community donations.

**Volunteers:**

**Total Number of V.I.P.S. Volunteer Hours for 2015:**

**Volunteer Hours converted to dollar amount:**

Value of Volunteer hour in California \$21.36

$$3,843 \times 21.36 = \mathbf{\$82,086.48}$$

**Total Number of Staff Volunteer Hours for 2015:**

**Volunteer Hours converted to dollar amount:**

Value of Volunteer hour in California \$21.36

$$1321.4 \times \$21.36 = \mathbf{\$28,225.10}$$

## **FISCAL IMPACT**

No impact to the General Fund.

## **RECOMMENDATIONS**

Receive and file the December 2015 monthly report regarding the activities, revenues, and other general information of the Public Safety Department.

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## Butte County Mosquito and Vector Control District

5117 Larkin Road • Oroville, CA 95965-9250  
Phone: 530-533-6038 • Fax: 530-534-9916  
[www.BCMVCD.com](http://www.BCMVCD.com)

**Matthew C. Ball**  
Manager

January 5, 2016

City of Oroville  
JAN 9 2016  
Administration

City of Oroville  
1735 Montgomery Street  
Oroville, CA 95965

Dear Council Members:

The Board Policy of this District is to provide you with a meeting attendance record for your appointee for the 2015 year. Gordon Andoe attended all 12 of the meetings. The average figure for Board members attendance was 11.63 meetings attended.

Respectfully,

A handwritten signature in blue ink, appearing to read "Matthew C. Ball".

**Matthew C. Ball**  
Manager

MCB: ds

cc: Gordon Andoe

Oroville meetings