



OROVILLE CITY COUNCIL

Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

SPECIAL MEETING AUGUST 30, 2016 CLOSED SESSION 4:00 P.M. OPEN SESSION 5:00 P.M. AGENDA

ROLL CALL

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

CONVENE TO CLOSED SESSION (ITEMS LISTED ON PAGE NO. 2)

RECONVENE TO OPEN SESSION

OPEN SESSION (5:00 P.M.)

PLEDGE OF ALLEGIANCE

RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS

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

SPECIAL BUSINESS

1. **OROVILLE CITY BUDGET POLICY AND PURCHASING PROCEDURES** – staff report

The Council may consider revisions to the Oroville City Budget Policy and Purchasing Procedures. **(Ruth Wright, Director of Finance and Dawn Nevers, Assistant Planner)**

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

2. **OUTSIDE BUDGET REDUCTIONS** – staff report

The Council may consider authorizing a budget amendment to reflect the reductions to the Fiscal Year 2016/2017 Budget, identified at the August 9, 2016 Adjourned meeting of the Oroville City Council. **(Bill LaGrone, Director of Public Safety, Ruth Wright, Director of Finance and Donald Rust, Director of Community Development)**

Council Action Requested: **Authorize recommended adjustments to the 2016/2017 City Budget.**

3. **PURCHASE OF NEW MAPPING SOFTWARE COMPONENT FOR RIMS COMPUTER AIDED DISPATCHING SYSTEM** – staff report

The Council may consider the initial purchase and three years of support services for the Sun Ridge Systems, Inc., RIMS Mapping software, in an amount not to exceed \$20,320. *(These funds are reimbursable through one-time monies from the State of California Office of Emergency Services)* **(Bill LaGrone, Director of Public Safety)**

Council Action Requested: **Authorize the initial purchase and three years of support services from Sun Ridge Systems Inc., for RIMS Mapping software, in an amount not to exceed \$20,320.**

4. **REVIEW OF THE ADOPTED ANNUAL BUDGET FOR FISCAL YEAR 2016/17 AND DISCUSSION OF CITY COUNCIL GOALS**

The Council will review the Adopted Annual Budget for fiscal year 2016/17 and discuss City Council goals to find ways to resolve the current budget deficit. **(Donald Rust, Acting City Administrator)**

Council Action Requested: **Provide direction to staff of any possible changes to the Adopted Budget for fiscal year 2016/17.**

CORRESPONDENCE

- Apryl Ramage, General Manager, Feather River Recreation & Park District

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.

ADJOURNMENT

The meeting will be adjourned. A regular meeting of the Oroville City Council will be held on Tuesday, September 6, 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.

**OROVILLE CITY COUNCIL
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

**FROM: RUTH WRIGHT, FINANCE DIRECTOR
DAWN NEVERS, ASSISTANT PLANNER**

RE: OROVILLE CITY BUDGET POLICY AND PURCHASING PROCEDURES

DATE: AUGUST 30, 2016

SUMMARY

The Council may consider revisions to the Oroville City Budget Policy and Purchasing Procedures.

DISCUSSION

On March 29, 2016, the Council requested a review of the City of Oroville Budget and Purchasing Policy. The goal of this budget policy is to strike a balance between the responsibility of the City Council and the Oroville Successor Agency, to provide expenditure authority, oversight, and policy direction while granting staff reasonable flexibility to administer the Budget, so that the work of the City and its related agencies can be carried out efficiently. On October 7, 2014, the City of Oroville Budget and Purchasing Policy was revised and approved by City Council, and subsequently approved by the Successor Agency on October 21, 2014.

At this time, staff is bringing the Oroville City Budget Policy and Purchasing Procedures for review by the City Council as requested.

FISCAL IMPACT

None.

RECOMMENDATION

Provide direction, as necessary.

ATTACHMENT

Oroville City Budget Policy and Purchasing Procedures (approved October 7, 2014)

Exhibit A

Oroville City Budget Policy and Purchasing Procedures

The Annual Adopted Budget is based upon the estimated needs of the City's various funds and departments and the needs of the Successor Agency and the Public Financing Authority applying to all funds that that are received and disbursed by the City and in addition and supplemental to any provisions contained in State Law, the City Charter of the City of Oroville and the Municipal Code, and other applicable Council actions.

In the event that any portion of this policy at any time becomes in conflict with either Federal or State Law, or the Charter or the Code, this policy will not apply in that instance.

Administration of the Annual Adopted Budget and the related policies is the overall responsibility of the City Administrator who is assisted by the Finance Director. The Finance Director is responsible for providing technical assistance to the Department Heads in administering budgets assigned to them and compliance with related policies; however, Department Heads are held accountable for the budgets under their control.

The City Administrator shall have the same duties and responsibilities for the Successor Agency and the Oroville Public Financing Authority as for the City. The Finance Director shall have the same duties and responsibilities for the Successor Agency and Oroville Public Financing Authority, as for the City. Department Heads and other management staff who administer budgets for the Successor Agency and the Oroville Public Financing Authority shall have the same duties and responsibilities as they have for the City of Oroville.

The City Council ultimately must approve total appropriations. Staff is entrusted with the administrative authority to efficiently provide service within these total appropriations. It is the staff's responsibility to keep the Council informed of significant issues and the financial consequences of both internal and external events. The goal of this budget policy is to strike a balance between the responsibility of the City Council, Successor Agency and the Oroville Public Financing Authority to provide expenditure authority, oversight, and policy direction while granting staff reasonable flexibility to administer the Budget, so that the work of the City and its related agencies can be carried out efficiently.

As outlined in Article VIII, Section 1 of the City Charter, if and when an emergency occurs, such as a war, natural disaster, or major accident/civil disturbance, the Mayor shall assume general control of the City Government, and all its branches and be responsible for the suppression of disorder and the restoration of normal condition.

In addition to the above, and for the purposes of City and its related agencies, budget administration emergencies also include a potential or actual threat to public safety or serious damage to public and/or private property.

Budgetary actions taken pursuant to an emergency are required to be documented. Department Heads who make emergency expenditures must prepare a signed statement documenting the emergency expenditure. Documentation must be attached to the request for payment or invoice, which is submitted to the Finance Department for processing. Where the cost exceeds \$10,000, a copy of the documentation must be sent to the City Clerk/Secretary of the Successor Agency/Oroville Public Financing Authority and the Council/Commissioners, along with the monthly report.

Definitions:

The term “**appropriation**” is defined as the amounts approved for the expenditure or the use of funds by the City Council (or the governing body of an agency for which the Council provides policy direction such as the Oroville Successor Agency or Oroville Public Financing Authority), together with such subsequent supplemental appropriations and/or budget adjustments which are subsequently approved.

The term “**supplemental appropriation**” shall mean an increase to the amounts previously approved for expenditure in the Adopted Budget which may have an impact on the fund balance because it is funded by either the spendable portion of the fund balance or by a combination of additional revenues not anticipated in the Adopted Budget and the spendable portion of fund balance.

The term “**budget adjustment**” shall mean an increase to one or more line item appropriations, which has no impact on fund balance, because it is either funded by a corresponding decrease in one or more line items within the same fund or unanticipated revenues to that fund which were not included in the Adopted Budget, with the result that the ending fund balance is not impacted.

The term “**line item**” shall mean a single appropriation amount to a specific account; usually this item detail is aggregated as a series appropriation (Salaries and Benefits or Operating Expenses) for purposes of budget control at the Council level. The purpose of further line item detail in the financial system is primarily to assist Departments in controlling their expenditures at an operational level.

The Term “**Department**” shall refer to the following for the General Fund, with sub-divisions listed below each:

City Council
Mayor
Treasurer:
Administration:
 City Administrator
 Economic Enhancement
 Economic and Community Enhancement
 City Hall
 City Clerk
 Human Resources
 Information Technology
 Risk Management
City Attorney
Finance
 Finance
 Non-Departmental
 Accrued Leaves
Public Safety
 Police
 Fire
Community Development
 Planning and Development Administration
 Building Code Enforcement
Public Works Administration Streets
 Parks and Trees Administration
 Parks and Trees Operations

Special Funds: All special funds will be equivalent to “Department” for purposes of this Policy, Except for all Housing Funds which will be considered one Department.

Categories of Expenditures/Uses of Funds:

a. Transfers Between Departments Within a Fund

Transfers between various departments and line items within a fund are subject to the same rules applicable to transfers between the Personnel, Operational Expenses, Capital, and Non Operating expenditures within the same department and are allowed as long as approved by the Finance Director and City Administrator/Executive Director and the result is no increase in General Fund cost to that department.

b. Expenditure Series Accounts

Salaries and Benefits - 5000 series accounts: are the accounts which are used for the payment of salaries and benefits. Included in this category are various

types of salary accounts such as management, clerical, outdoor labor, safety, temporary salaries and various categories of other compensation such as, overtime, compensation time, vacation pay, uniform allowances, Police reserve pay and volunteer firefighter allowances.

Services and Supplies - 6000 and 7000 series accounts: are the accounts which are used for the payment of non-payroll related operating expenditures such as office and specialized departmental supplies, repair and maintenance, contract services, printing, travel, training, grant activities, community promotional, marketing and industrial recruitment activities, etc.

c. Non-Operating Expenditures

Fixed Assets – 8000 - 8899 series accounts: are the accounts which are used for all capital expenditures, which have a normal life greater than one year, including land, buildings, equipment and infrastructure. Fixed assets exceed \$2,000 in initial cost.

Other Charges - 8900 series accounts: are the accounts which are used for certain non-operating expenses, primarily those related to debt service such as principal and interest payments.

d. Uses of Funds

Transfers-Out - 9000 series accounts: are the accounts which are used for making transfers-out of one fund, or department into another fund or department. Transfers-out are made to reimburse a fund for expenditures made on behalf of the other fund or where a separate fund is required for legal or accounting purposes. City Budget Policy is to minimize general fund costs by obtaining full reimbursement from all special operating funds, up to the maximum supported by actual costs, both direct and indirect. Such charges do not impact overall city expenditures, therefore appropriations to facilitate the transfer of these costs within or from the General Fund may be revised as needed by the Director of Finance with the approval of the City Administrator.

Grant Carry-overs, C.I.P. Projects Work in Process:

Grants are often accounted for on a multi-year basis. Whenever it is necessary to account for grants on a multi-year basis, an appropriation will be established for the total anticipated expenditures for the entire grant period. The balance of the appropriations will then be carried over from one year to the next, subject to Council/Commissioners approval.

Work in Process on Capital Projects - at the end of the fiscal year the remaining balance of appropriations of capital projects which are in process shall be carried over to the next fiscal year, subject to Council/Commissioners approval.

Changes to the Adopted Budget; Additional Revenues:

The Finance Director and a Department Head acting under the direction of the City Administrator/Executive Director, shall have the authority to take into consideration off-setting revenues which are in excess of budgeted revenues and to authorize a budget adjustment to appropriate for the related expenditures covered by these off-setting revenues of up to \$10,000. In the case of Public Safety providing mutual aid, the adjustment may equal the amount or revenue to be reimbursed.

Whenever the Council/Commissioners approve an action which necessitates a budget adjustment it is understood that the Council/Commissioners also approve the corresponding budget adjustment. For example: The Council/Commissioners approve the purchase of \$5,500 worth of computer equipment. In the Fiscal Impact section of the staff report sent to Council/Commissioners the report details the purchase is being funded by salary savings and that a transfer will have to be made from Salaries and Benefits line items to increase appropriations in the computer equipment account in order to make the purchase. The Finance Director and the Department Head acting under the direction of the City Administrator/Executive Director are authorized to make a budget adjustment based upon the Council/Commissioners actions in approving the purchase.

Appropriation Transfers within a Department between Series 5000 Accounts (Salary and Benefits) 6-7000 Series Accounts (Operating Expenses), 8000 Series Accounts (Capital Projects). The Director of Finance with the approval of the City Administrator, may transfer appropriations between the these accounts in a department up to \$10,000, as long as total departmental expenditures are not increased. Funds may not be transferred out of the 5000 Salaries and Benefit Series accounts if the remainder is inadequate to fund existing positions for the rest of the year

Whenever the cost Salaries and Benefits series accounts exceeds the amount budgeted the Finance Director and a Department Head, acting under the direction of the City Administrator/Executive Director, are authorized to make a budget adjustment of up to \$10,000 by reducing the Services and Supplies, Operating, or Capital series accounts of the affected budget. Such transfers must have a neutral or positive impact on fund balance.

In all other instances whenever a budget has been exceeded because of obligations which have already been incurred, or are expected to be exceeded, Council/Commissioners approval will be required in order to increase the appropriations.

Transfers-Out - 9000 series accounts:

The Finance Director acting under the direction of the City Administrator/Executive Director is authorized to make those transfers-out to the actual amounts if 9000 series appropriations are exceeded, as soon as practical thereafter, and at least once prior to the yearend closing, the Finance Director shall initiate action to increase the appropriations.

In all other instances, Council/Commissioners approval will be required in order to increase the appropriations. Anytime appropriations are revised by staff pursuant to this policy, this shall be reported to Council in the subsequent Finance Staff report.

Business Expenses, Conferences, Meeting, Training and Travel:

- a. City Employees, City Treasurer, City Attorney, Members of Boards and Commissions

Department Heads, acting under the direction of the City Administrator/Executive Director, are authorized to make expenditures for business and travel expenses related to City/Agency/Authority business and attendance at such professional conferences/training sessions/meetings as they deem appropriate, up to the amount appropriated in their departmental budget for such expenses. The Supervisor must authorize the subordinate's attendance and must approve the expenditure. In the case of non-employees, the Department Head responsible for the budget which is being charged will approve the expenditure. All expenditures must be in accordance with all policies including the City's Travel and Reimbursement Policy which shall apply to the City and any related agencies which fall under its administrative jurisdiction.

- b. Mayor and Council Members/Oroville Successor Agency/Public Financing Authority Commissioners

During each fiscal year, every Council Member/Commissioner is, without Council approval allowed to attend: 1) the annual League of Cities Conference; 2) one other conference /meeting / training session which does not cost more than \$500; and 3) small conferences/meetings/training sessions costing less than \$150. The Council/Commission must approve all other travel/conference/meeting or training expenditures. Payments to Council/Commissioners are made in accordance with the City's Travel and Reimbursement Policy and may not exceed final appropriations.

Grant Expenditures:

From time to time the City or its related agencies become eligible for Federal or State grants. Should the funding source require a grant application, the

application will be submitted to the application to the City Administrator and Finance Director prior to submitting a final application. The City Administrator may waive pre-approval when notice of the grant did not provide sufficient lead time prior to the grant deadline. Whenever the City applies for a grant, every effort should be made to include all city costs, including direct or indirect costs. If not included in the application, or not approved as part of the grant by the funders, these shall be reported to Council as a city cost, and adequate budget revisions will be recommended as needed.

When a grant is received, one of the following courses of action shall be taken:

- a. If the Council/Commissioners have previously approved the grant and no matching funds are required, the Finance Director and the Department Head, acting under the direction of the City Administrator/Executive Director are authorized to make the required budget adjustment.
- b. If the Council/Commissioners have previously approved the grant and the grant requires matching funds which have already been appropriated, the Finance Director and a Department Head, acting under the direction of the City Administrator/Executive Director, are authorized to make the required budget adjustment.
- c. If the grant requires matching funds, and an appropriation has not been made, a supplemental appropriation or a budget adjustment must be approved by the Council/Commissioners unless the staff report and Resolution detailing the funding requirements for the match for the grant have been previously approved by the Council/Commissioners, along with the grant application. In the event previous approval for the funding of the match was obtained, the Finance Director and a Department Head, acting under the direction of the City Administrator/Executive Director are authorized to make the required budget adjustment.

In all other instances, Council/Commissioners approval will be required in order to increase the appropriations.

Expenditures Under \$10,000:

Council/Commissioners approval is not required prior to making an expenditure less than \$10,000 if the item is within the budget authorization of the City Administrator/Executive Director or his/her designee and prior Council/Commissioners approval is not required by State Law or City Codes or policies.

Before making expenditures for supplies, equipment and services, which exceed \$2,000 a purchase order must be authorized by both the department and the Finance Director. If the purchase is between \$2,000 and \$25,000 it is subject to

the informal bidding requirements contained in the City Code and in Ordinance 1595. All purchase orders between \$4,499.99 and \$10,000 shall be reported to the council, in the next Council Packet, subject to packet publication deadline requirements.

The limit applies only to a single invoice or the purchase of a single item. Multiple purchases from the same vendor which are under the limit individually do not require prior Council/Commissioners approval as long as the purchases are not being intentionally made in smaller amounts in order to avoid obtaining Council/Commissioners approval.

Authorization to go out to Bid where a Sealed Competitive Bid is Required:

If the budget provides for the expenditure, Council/Commissioners authorization is not required prior to going out to bid, unless otherwise required by State Law or City Codes or policies.

Public (Capital) Projects as defined by the Public Contract Code of the State of California (Section 22000-22045)

- a. Exception to section 22032 of the Public Contract Code of the State of California is as follows:
 - 1. Public projects of forty-five thousand dollars (\$45,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
 - 2. Public projects of Twenty-five Thousand (\$25,000) or less may be let to contract by informal procedures as set forth in the article. Council will be apprised of the results on a Council agenda within 15 days but in no case later than 30 days.
 - 3. Public projects over Twenty-five Thousand (\$25,000) will follow the competitive bid procedures outlined in Section 2-63.101 thru 2-63.701 of the Oroville City Code as re-enacted in Ordinance 1595.
 - 4. Items budgeted and appropriated by the Council during the annual budget approval process shall be deemed approved and funds appropriated. Staff is not required to return for authorization for purchase of items but must follow the appropriate procurement process.

Expenditures Greater Than \$5,000:

Council/Commissioners approval is not required prior to making an expenditure greater than \$5,000 if there are sufficient appropriations in the current Adopted

Budget (as revised pursuant to this policy) of the department to cover the expenditure and:

- a. The expenditure represents a progress payment, which does not exceed the 10% Contingency approved as part of a contract or agreement previously approved or awarded by the Council commissioners.
- b. The expenditure represents a partial payout of an economic development loan previously approved by the Council/Commissioners; or is a loan or purchase approved by the Housing Loan Advisory Committee; or a loan or purchase approved by the Economic Development Loan Advisory Committee which does not exceed \$250,000.
- c. The expenditure is for an insurance policy. If the increase is over 10% quotes must be obtained from at least 3 sources.
- d. Other Exceptions: Payroll and the related benefit expenses (except as noted elsewhere in this policy), utility costs, postage, insurance premiums, concrete, road maintenance supplies and materials, fuel, communication expenses, debt service expenditures, contracted services (except where Council/Commissioners approval is required) payments to other governmental agencies, CDBG activities which are covered under grant procedures previously adopted by the Council/Commissioners, other grant activities, State Theater performance expenses and trust and agency fund disbursements, or any other expenditure which in the judgment of the City Administrator/Executive Director is routine.
- e. Special Rules: The Director of Finance department may issue purchasing requirements addressing particular types of purchases to improve efficiency and cost savings, as long as these do not conflict with this budget policy.

Staffing and Payroll Related Expenditures:

Appropriations to the Salaries and Benefits - 5000 series accounts in the Adopted Budget assume full staffing for the full fiscal year. However, as a result of such factors as attrition, sick leave, training requirements, resignations, retirements, emergencies and other related situations, it may not be possible to fill all of the allocated positions as planned, additional staffing may be needed, or positions may need to be filled at a different skill level than provided in the Adopted Budget.

A Department Head working in conjunction with the Personnel Officer, and acting under the direction of the City Administrator/Executive Director, may make a temporary promotional appointment or hire a temporary employee at any level on the salary range, or contract for a temporary employee (normally this will be done

through a temporary employment agency) in order to: 1) temporarily fill any authorized position which has been vacated due to the resignation, retirement, termination, sickness or other temporary absence of the incumbent; or, 2) fill a position in the event of an emergency. If the expense related to temporary help will cause any line items in the Adopted Budget to be exceeded, a budget adjustment or supplemental appropriation must precede the action, except in cases of emergency.

Council/Commissioners approval is required for all other reclassifications, salary adjustments, equity adjustments, costs of living raises or any other changes to the Salary and Pay Schedule listing in the Adopted Budget (except for temporary positions which are not listed).

Council/Commissioners approval is also required for all other changes, such as new non-emergency temporary positions, changes in titles, reclassifications or any other changes to the Summary of Personnel listing in the Adopted Budget.

The City Administrator/Executive Director and the Personnel Officer, may hire an employee at an advanced step in the salary range up to step G if justification is provided to the Council/Commissioners at the time of the hiring decision and:

Competitive factors in the job market for a particular job title, or a candidate's specific experience and qualifications are such that it will not be possible to employ the most qualified candidate at the beginning step on the salary range.

The accrual of overtime and any payments of overtime shall be in accordance with the provisions of any approved M.O.U., employee contract or resolution and/or the Personnel Rules and Regulations and Personnel Policies.

On a bi-annual basis, the Personnel Officer will prepare a report to the Council/Commissioners on all positions filled, except for Department Heads. The report will contain the applicable steps and ranges for each position and indicate whether the employee is temporary or permanent.

Donations:

Donations may be accepted by the Finance Director and a Department Head, acting under the direction of the City Administrator/Executive Director. As soon as possible, after accepting the donation it will be placed on the consent calendar so that the donation can be acknowledged by the Council/Commissioners. If a particular donation either will result in other than insignificant cost to the city, or is conditioned such that it will result in an unfunded burden on staff resources, staff will recommend to the Council that the donation not be accepted. The procedure necessary to make a Budget Adjustment in order to increase appropriations for a cash donation is detailed elsewhere in this policy.

Quarterly Budget Review:

Subsequent to each quarter, the Finance Director will conduct a quarterly budget review and recommend necessary adjustments based on year to date actuals.

Revised Date: October 7, 2014

Previous Revisions: October 6, 1986, June 1, 1988, August 5, 1997, March 6, 2012

Initiated by: City Administrator/Executive Director

Approved By: City Council/Oroville Successor Agency/ Oroville Public Financing Authority

**CITY OF OROVILLE
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

**FROM: BILL LA GRONE, DIRECTOR OF PUBLIC SAFETY
RUTH WRIGHT, DIRECTOR OF FINANCE
DONALD RUST, DIRECTOR OF COMMUNITY DEVELOPMENT**

RE: OUTSIDE SERVICES BUDGET REDUCTIONS

DATE: AUGUST 30, 2016

SUMMARY

The Council may consider authorizing a budget amendment to reflect the reductions to the Fiscal Year (FY) 2016/2017 Budget, identified at the August 9, 2016 adjourned meeting of the Oroville City Council.

DISCUSSION

At the August 9, 2016 adjourned meeting, the Council reviewed the Special Department Expense budget for all City Departments. By evaluating the prior year expenditures for Special Department Expenses and a reduction of \$23,361 was worked out for the current year budget. This amount is 17% reduction of the total current budget for Special Department Expense. Two other budgets for Travel & Meetings and Training were discussed and a 20% reduction was suggested as a goal for each department. A reduction of 20% would result in a \$4,723 savings for Travel & Meetings and \$13,855 decrease for Training in the current year budget. Overall reductions of \$23,361, \$4,723 and \$13,855 equal a total savings of \$41,939. For detail of reductions see Exhibit A (a spread sheet of proposed budget adjustments).

FISCAL IMPACT

Adjustments will result in a savings to the General Fund in the amount of \$41,939. Special Department Expense \$23,361, Travel & Meetings \$4,723, Training \$13,855.

RECOMMENDATIONS

Authorize recommended adjustments to the 2016/2017 City Budget.

ATTACHMENTS

Exhibit A - Spread sheets of proposed adjustments.

**EXHIBIT A
CITY OF OROVILLE
RECAP OF SPECIAL DEPT EXP 16-17 BUDGETED AMOUNTS**

YEAR	BUDGET UNIT	BUDGET UNIT	Title	Account	Account Title	Budget	Adjustments	New Budget
								Balance
2017	1101	CITY ATTORNEY		6430	SPECIAL DEPARTMENT EXP	20.00	(4.00)	16.00
2017	1201	CITY CLERK		6430	SPECIAL DEPARTMENT EXP	1,092.00	(592.00)	500.00
2017	1301	CITY HALL		6430	SPECIAL DEPARTMENT EXP	1,408.28	1,891.72	3,300.00
2017	1501	HUMAN RESOURCES		6430	SPECIAL DEPARTMENT EXP	1,163.00	(153.00)	1,010.00
2017	1601	INFORMATION TECHNOLOGY		6430	SPECIAL DEPARTMENT EXP	1,000.00	(200.00)	800.00
2017	1801	COUNCIL		6430	SPECIAL DEPARTMENT EXP	2,920.00	(584.00)	2,336.00
2017	1901	MAYOR		6430	SPECIAL DEPARTMENT EXP	50.00	(10.00)	40.00
2017	2001	FINANCE		6430	SPECIAL DEPARTMENT EXP	2,662.00	(532.40)	2,129.60
2017	2101	TREASURER		6430	SPECIAL DEPARTMENT EXP	65.00	(65.00)	-
2017	2201	PLANNING & DEV SVC		6430	SPECIAL DEPARTMENT EXP	7,211.00	(3,711.00)	3,500.00
2017	2301	BUILDING & CODE ENF		6430	SPECIAL DEPARTMENT EXP	1,047.00	(147.00)	900.00
2017	2401	POLICE		6430	SPECIAL DEPARTMENT EXP	67,350.00	(13,470.00)	53,880.00
2017	2401	POLICE		6450	SPECIAL DEPT EXP-RES/VIPS	1,000.00	-	1,000.00
2017	2801	FIRE		6430	SPECIAL DEPARTMENT EXP	30,500.00	(6,100.00)	24,400.00
2017	2801	FIRE		6440	SPECIAL DEPT EXP-FIRE PRV	2,500.00	(500.00)	2,000.00
2017	2901	PW ADMINISTRATION		6430	SPECIAL DEPARTMENT EXP	500.00	(100.00)	400.00
2017	3001	STREETS AND STORM DRAINS		6430	SPECIAL DEPARTMENT EXP	2,500.00	-	2,500.00
2017	3101	PARKS & TREES ADMIN		6430	SPECIAL DEPARTMENT EXP	1,170.00	(234.00)	936.00
2017	3111	PARKS & TREES OPERATIONS		6430	SPECIAL DEPARTMENT EXP	11,600.00	1,150.00	12,750.00
2017	3401	BOLT MUSEUM		6430	SPECIAL DEPARTMENT EXP	250.00	-	250.00
2017	3411	CHINESE TEMPLE		6430	SPECIAL DEPARTMENT EXP	500.00	-	500.00
2017	3421	LOTT HOME		6430	SPECIAL DEPARTMENT EXP	500.00	-	500.00
TOTAL BUDGETED FOR SPECIAL DEPT EXP						137,008.28	(23,360.68)	113,647.60

**EXHIBIT A
CITY OF OROVILLE
RECAP OF TRAVEL & MTG 16-17 BUDGETED AMOUNTS**

YEAR	BUDGET UNIT	BUDGET UNIT	Title	Account	Account Title	Budget	Adjustments	New Budget
								Balance
2017	1201	CITY CLERK		6510	TRAVEL	2,500.00	(500.00)	2,000.00
2017	1501	HUMAN RESOURCES		6510	TRAVEL	1,500.00	(300.00)	1,200.00
2017	1601	INFORMATION TECHNOLOGY		6510	TRAVEL	3,000.00	(600.00)	2,400.00
2017	1801	COUNCIL		6510	TRAVEL	2,500.00	(500.00)	2,000.00
2017	1901	MAYOR		6510	TRAVEL	900.00	(180.00)	720.00
2017	2101	TREASURER		6510	TRAVEL	1,000.00	(200.00)	800.00
2017	2201	PLANNING & DEV SVC		6510	TRAVEL	2,500.00	(500.00)	2,000.00
2017	2301	BUILDING & CODE ENF		6510	TRAVEL	2,500.00	(500.00)	2,000.00
2017	2401	POLICE		6510	TRAVEL	440.00	(88.00)	352.00
2017	2801	FIRE		6510	TRAVEL	6,500.00	(1,300.00)	5,200.00
2017	2901	PW ADMINISTRATION		6510	TRAVEL	275.00	(55.00)	220.00
TOTAL BUDGETED FOR TRAVEL & MEETINGS						23,615.00	(4,723.00)	18,892.00

**EXHIBIT A
CITY OF OROVILLE
RECAP OF TRAINING 16-17 BUDGETED AMOUNTS**

YEAR	BUDGET UNIT	BUDGET UNIT	Title	Account	Account Title	Budget	Adjustments	New Budget
								Balance
2017	1201	CITY CLERK		6480	TRAINING	550.00	(110.00)	440.00
2017	1501	HUMAN RESOURCES		6480	TRAINING	500.00	(100.00)	400.00
2017	1601	INFORMATION TECHNOLOGY		6480	TRAINING	7,000.00	(1,400.00)	5,600.00
2017	1801	COUNCIL		6480	TRAINING	2,500.00	(500.00)	2,000.00
2017	2001	FINANCE		6480	TRAINING	2,500.00	(500.00)	2,000.00
2017	2201	PLANNING & DEV SVC		6480	TRAINING	6,500.00	(1,300.00)	5,200.00
2017	2301	BUILDING & CODE ENF		6480	TRAINING	3,300.00	(660.00)	2,640.00
2017	2401	POLICE		6480	TRAINING	12,500.00	(2,500.00)	10,000.00
2017	2401	POLICE		6500	TRAINING-POST	9,500.00	(1,900.00)	7,600.00
2017	2801	FIRE		6480	TRAINING	20,000.00	(4,000.00)	16,000.00
2017	2901	PW ADMINISTRATION		6480	TRAINING	3,050.00	(610.00)	2,440.00
2017	3001	STREETS AND STORM DRAINS		6480	TRAINING	375.00	(75.00)	300.00
2017	3111	PARKS & TREES OPERATIONS		6480	TRAINING	1,000.00	(200.00)	800.00
TOTAL BUDGETED FOR TRAINING						69,275.00	(13,855.00)	55,420.00

**OROVILLE CITY COUNCIL
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: BILL LAGRONE, DIRECTOR OF PUBLIC SAFETY

**RE: PURCHASE OF NEW MAPPING SOFTWARE COMPONENT FOR RIMS
COMPUTER AIDED DISPATCHING SYSTEM**

DATE: AUGUST 30, 2016

SUMMARY

The Council may consider the initial purchase and three years of support services for the Sun Ridge Systems Inc., RIMS Mapping software, in an amount not to exceed \$20,320. *(These funds are reimbursable through one time monies from the State of California Office of Emergency Services.)*

DISCUSSION

The Oroville Police Department has been utilizing unsupported mapping system software that is based off the VIPER 911 system. The current mapping software is outdated and doesn't provide any additional information to the user, such as crime analysis or situational information that can be updated as events occur.

Since 2010, the Oroville Police Department has been utilizing the Sun Ridge Systems Inc., RIMS CAD for Police and Fire. The RIMS system provides a mapping component that interfaces with the system. RIMS Mapping System provides maps of the incident location and can map E911 calls. With the intergraded software, locations can be identified on the map to visually represent the locations of crimes for crime analysis and identifying problem areas.

RIMS Mapping with the combination of E911 allows the location of 911 calls on the map with the capability to be zoomed to street level. This function can happen within seconds after the dispatcher answers the phone without any action on the dispatcher's part.

The only requirements for RIMS mapping is Google Map that can be layered over to identify jurisdictional boundaries and updated for areas being incorporated. The map can also be utilized to preset the Oroville Fire Department's response locations along with the auto-aid areas.

The initial purchase and three years of support amount to \$20,320. These funds are reimbursable through one time monies from the State of California (State Funded GIS Implementation Costs/ GIS Implementation Reimbursement).

The annual maintenance of \$2,250 will begin on year 4 and continue on an annual basis.

FISCAL IMPACT

There is no fiscal impact on the City Budget for the next three years.

RECOMMENDATIONS

Authorize the initial purchase and three years of support services from Sun Ridge Systems Inc., for RIMS Mapping software, in an amount not to exceed \$20,320.

*The initial cost of \$20,320 is reimbursable through one time monies from the State of California (State Funded GIS Implementation Costs/ GIS Implementation Reimbursement)

ATTACHMENTS

Exhibit A - Quote from Sun Ridge Systems INC

Exhibit B - State of California 9-1-1 Emergency Communications Office



Sun Ridge Systems, Inc.

To: Gil Zarate, Oroville Police Department
From: Carol Jackson
Subject: Quotation for RIMS Software
Date: June 23, 2016

The following is a revised quotation for RIMS software based upon your recent request.

Item	Price
RIMS In Station Mapping Software (See Mapping note)	\$15,000
Installation and Product Overview via Phone and Remote Access	\$820
First Year Support and Updates	\$2,250
Second Year Support and Updates	\$2,250
TOTAL	\$20,320

Mapping. This quotation assumes that you will use Google Maps as your map source file. Sun Ridge Systems pays the licensing fees to Google; there is no charge to you.

This quotation has also been updated to include a second year of Support and Maintenance.

This quotation is valid for 90 days and may change thereafter. If you have any questions please call me at 800-474-2565. Thank you for your continued interest in RIMS.

State of California, California 9-1-1 Emergency Communications Office (9-1-1 Office)
COMMITMENT TO FUND 9-1-1 EQUIPMENT AND SERVICES

TD-288 (Rev. 12/06)

This Form To Be Completed By The State 9-1-1 Office Only

Public Agency:	Oroville Police Department	Contractor Name:	Sun Ridge Systems, Inc.
Address:	2055 Lincoln Street	Mailing Address:	
City, State, Zip:	Oroville, CA 95966-5385	City, State, Zip	
PSAP Manager:	Lt. Gil Zarate	Representative:	
E-mail Address:	gzarate@oropd.org	E-Mail Address:	
Phone Number:	530-538-2465	Phone Number:	
Fax Number:	530-538-2409	Fax Number:	

Type of Funding Request:

- () 9-1-1 Equipment () 9-1-1 Network () Training
 () 9-1-1 Education () County Coordinator Expense () 7-Digit Phone Lines
 () Maintenance Other: GIS Spending

Description of Equipment and Services to be funded: Oroville PD to purchase RIMS mapping software from Sun Ridge Systems. **DIRECT PAYMENT FOR ITEMS/SERVICES MUST BE MADE BY THE PSAP TO THE VENDOR. WHEN PSAP SUBMITS A TD-290 REIMBURSEMENT CLAIM TO THE STATE 9-1-1 OFFICE, A COPY OF THE INVOICE, AND PROOF OF PAYMENT MUST BE ATTACHED BEFORE THE STATE CAN APPROVE FINAL REIMBURSEMENT.**

Purchase/Service Information: Include equipment or service description, quantity, part number, unit cost, installation cost, monthly cost, tax and total cost. Attach contractors quote or PSAP purchase order, where applicable.

Description	Quantity	Service/ Eqmt. ID#	Unit Cost	Installation	Monthly Cost	Total Recurring Cost	Total Non- Recurring Cost
RIMS Mapping Software	1		15,000.00			-	15,000.00
Installation	1			820.00		-	820.00
Annual maintenance (2 yrs)	2		2,250.00				4,500.00
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
Subtotal						-	20,320.00
Tax and Surcharge							
TOTAL APPROVED							\$20,320.00

TD-288 expiration date: NA

Fiscal Year: 2016/2017

All invoices shall refer to tracking number: 19846

PSAP/Object Code: 0406/702.09

The State of California's monetary obligation under this agreement in subsequent fiscal years is subject to, and contingent upon, availability of funds in the State Emergency Telephone Account. Please be advised that this commitment to fund does not constitute a binding purchase order agreement.

RECOMMENDED FOR APPROVAL BY  ANDREW MATTSON	Telephone Number 916-657-9459	APPROVED BY  DANA L. EARL	Date 8/4/16
---	--------------------------------------	---	--------------------

On Aug 24, 2016, at 8:57 AM, Apryl Ramage <apryl@frrpd.com> wrote:

Good morning Don!

Is there a possibility we could hold our District monthly board meetings at City Hall?
Our current board space has now been converted into additional admin office space and we no longer have a space to hold meetings.
Our meetings are the fourth Tuesday of each month at 5:30PM.

Apryl Ramage, General Manager

Feather River Recreation & Park District

1875 Feather River Blvd. Oroville, CA. 95965

Phone: (530)533-2011

Fax: (530)533-2724

apryl@frrpd.com