



OROVILLE CITY COUNCIL

Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

SEPTEMBER 20, 2016
REGULAR MEETING
CLOSED SESSION 5:00 P.M.
OPEN SESSION 6:00 P.M.
AGENDA

CLOSED SESSION (5:00 P.M.)

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. 4)

RECONVENE TO OPEN SESSION

OPEN SESSION (6:00 P.M.)

PLEDGE OF ALLEGIANCE

PROCLAMATION / PRESENTATION

Presentation by *Sierra Pacific Industries* relating to a *Plant Expansion Project*

CONSENT CALENDAR

1. **APPROVAL OF THE MINUTES OF THE AUGUST 30, 2016 SPECIAL MEETING AND THE SEPTEMBER 6, 2016 REGULAR MEETING OF THE OROVILLE CITY COUNCIL** – minutes attached

Finance Department

2. **2016/2017 FINANCE DEPARTMENT TRAINING AND SEMINAR PLAN** – staff report

The Council may consider approving the 2016/2017 training and seminar plan for the Finance Department staff. **(Ruth Wright, Director of Finance)**

Council Action Requested: **Approve the 2016/2017 training and seminar plan for the Finance Department staff as indicated in September 20, 2016 staff report.**

3. **MONTHLY FINANCIAL REPORT AND REPORT OF INVESTMENTS FOR JULY AND AUGUST 2016**
– report attached

The Council will receive a copy of the Monthly Financial Report and Report of Investments for July and August 2016. **(Ruth Wright, Director of Finance)**

Council Action Requested: **Acknowledge receipt of the July and August 2016 Monthly Financial Report and Report of Investments.**

PUBLIC HEARINGS - None

REGULAR BUSINESS

Finance Department

4. **2016/2017 BUDGET REDUCTIONS** – staff report

The Council may consider authorizing a budget amendment to reflect the reductions to the Fiscal Year (FY) 2016/2017 Budget identified at the August 30, 2016 special meeting of the Oroville City Council. **(Donald Rust, Director of Community Development, Ruth Wright, Director of Finance and Bill LaGrone, Director of Public Safety)**

Council Action Requested: **Authorize recommended adjustments to the 2016/2017 City Budget in the amount of \$223,275.**

5. **GENERAL FUND EXPENDITURE FOR SOFTWARE CUSTOMIZATION** – staff report

The Council may consider authorizing a General Fund expenditure for Sungard software customization programming services. **(Ruth Wright, Director of Finance)**

Council Action Requested: **Authorize the expenditure of \$4,800 to Sungard for the initial software customization programming services and \$1,440, thereafter, annually, as indicated in the September 20, 2016 staff report.**

Community Development Department

6. **PROFESSIONAL SERVICES AGREEMENT WITH GHIRARDELLI ASSOCIATES, INC. FOR QUALIFIED PROFESSIONAL CIVIL ENGINEER SERVICES** – staff report

The Council may consider a Professional Services Agreement (Agreement) with Ghirardelli Associates, Inc., in an amount not to exceed \$60,000, to provide qualified professional civil engineering services for the City's Engineering Division. **(Donald Rust, Director of Community Development)**

Council Action Requested: **Adopt Resolution No. 8544 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH GHIRARDELLI ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$60,000, TO PROVIDE QUALIFIED PROFESSIONAL CIVIL ENGINEERING SERVICES FOR THE CITY'S ENGINEERING DEPARTMENT – (Agreement No. 3191).**

7. **2015/2016 TIRE-DERIVED PRODUCT GRANT APPLICATION** – staff report

The Council may consider cancelling the awarded Tire-Derived Product Grant (TDP 16-15-0022), awarded by CalRecycle on February 1, 2016, in the amount of \$62,965. **(Donald Rust, Director of Community Development)**

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

8. **REDEVELOPMENT PLANS FOR THE “MIKE ISCH PARKING LOT” AKA: “PARKING LOT A”** – staff report *(Continued from July 19, 2016)*

The Council will receive undated information regarding the proposed redevelopment of the “Mike Isch Parking Lot, also known as “Parking Lot A”. **(Dawn Nevers, Assistant Planner and Donald Rust, Director of Community Development)**

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

9. **CITY ENGINEER/PUBLIC WORKS MANAGER POSITION** – staff report

The Council may consider providing staff with direction relating to a job description for the position of City Engineer/Public Works Manager. **(Donald Rust, Director of Community Development)**

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

Business Assistance & Housing Development Department

10. **AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ROSENOW SPEVACEK GROUP, INC.** – staff report

The Council, serving as the Oroville Successor Agency, may consider amendments to the Professional Services Agreement with Rosenow Spevacek Group, Inc., for administrative and technical services relating to the implementation of AB1x 26 and AB 1484, in an amount not to exceed \$40,174.50, for services through June 30, 2018. **(Rick Farley, Enterprise Zone and Business Assistance Coordinator)**

Council Action Requested: **Adopt Resolution No. 16-05 – A RESOLUTION OF THE SUCCESSOR AGENCY OF THE FORMER OROVILLE REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROSENOW SPEVACEK GROUP, INC., FOR ADMINISTRATIVE AND TECHNICAL SERVICES RELATING TO THE IMPLEMENTATION OF AB1X 26 AND AB 1484, IN AN AMOUNT NOT TO EXCEED \$40,174.50, FOR SERVICES THROUGH JUNE 30, 2018 – (Agreement No. 12-01-05).**

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

CITY ADMINISTRATOR/ ADMINISTRATION REPORTS

- 160th Birthday Celebration at the C.F. Lott Home in Sank Park, October 8, 2016, 12:00 pm – 4:00 pm

CORRESPONDENCE

- State of California Department of Alcoholic Beverage Control
- Oroville Area Chamber of Commerce

HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS

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

CLOSED SESSION

The Council will hold a Closed Session on the following:

1. Pursuant to Government Code section 54957.6, the Council will meet with Labor Negotiators and City Attorney to discuss labor negotiations for the following represented groups: Oroville City 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 54956.95, the City Council will meet with Acting City Administrator and City Attorney regarding potential litigation – two cases.

ADJOURNMENT

The meeting will be adjourned. A regular meeting of the Oroville City Council will be held on Tuesday, October 4, 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 SPECIAL MEETING MINUTES
AUGUST 30, 2016 – 4:00 P.M.**

The agenda for the August 30, 2016 special meeting of the Oroville City Council was posted on the bulletin board at the front of City Hall, and on the City of Oroville's website located at www.cityoforoville.org on Wednesday, August 24, 2016 at 4:15 p.m.

The August 30, 2016 special meeting of the Oroville City Council was called to order by Mayor Dahlmeier at 4:03 p.m.

ROLL CALL

Present: Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor Chan Wilcox (arrived late), Mayor Dahlmeier
Absent: None

SPECIAL BUSINESS

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

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

Following discussion, the Council directed staff to amend the Oroville City Budget Policy and Purchasing Procedures to reflect the following changes:

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~~ **with Council approval**, 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 **notice to 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.

Expenditures Under \$10,000:

Council/Commissioners approval is not required prior to making a **regular** 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.

2. OUTSIDE BUDGET REDUCTIONS – staff report

The Council considered 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)**

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

1. **Direct staff to initiate an additional 19.3% reduction to all City Departmental budgets.**
2. **Allocate all reduction funding to a General Fund Reserve Account, identified as “Cost Reductions from 2016/2017”.**
3. **Direct staff to return to Council for any necessary Departmental budget increases.**
4. **Authorize recommended adjustments, in the amount of \$23,361, to the 2016/2017 City Budget, as indicated at the August 9, 2016 adjourned meeting of the Oroville City Council.**

The motion was passed by the following vote:

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

Noes: None

Abstain: None

Absent: None

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

The Council considered 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)

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

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 motion was passed by the following vote:

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

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

**Direction for this item was given during the discussion on Item No. 2, therefore; no further action was taken on this item.*

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

The Council directed staff to return to a future meeting of the Oroville City Council with recommendations relating to the use of the Centennial Cultural Center by the Feather River Recreation & Park District

- Jamboree Oroville Family Apartments Project

Donald Rust, Director of Community Development, provided the Council with correspondence from the State of California Department of Housing and Community Development and the Jamboree Housing Corporation relating to the denial of the Jamboree Oroville Family Apartments Affordable Housing and Sustainable Communities Grant Application due to National Environmental Policy Act (NEPA) clearances.

- City of Oroville Executive Committee

Vice Mayor Chan Wilcox gave a brief report regarding the August 29, 2016 Executive Committee meeting relating to the Oroville Hospital Expansion Project.

CLOSED SESSION

The Council held 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.

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 6:11 p.m. to a regular meeting of the Oroville City Council to be held on Tuesday, September 6, 2016, at 4:00 p.m.

Donald Rust, Acting City Clerk

Linda L. Dahlmeier, Mayor

**CITY COUNCIL MEETING MINUTES
SEPTEMBER 6, 2016 – 4:00 P.M.**

The agenda for the September 6, 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 on Wednesday, August 31, 2016, at 8:25 a.m.

The September 6, 2016 regular meeting of the Oroville City Council was called to order by Mayor Dahlmeier at 4:03 p.m.

ROLL CALL

Present: Council Members Berry, Del Rosario, Hatley, Pittman, Simpson, Vice Mayor Chan Wilcox (arrived late), Mayor Dahlmeier
Absent: None

Staff Present:

| | |
|--|-----------------------------------|
| Donald Rust, Director of Community Development | Scott Huber, City Attorney |
| Bill LaGrone, Director of Public Safety | Jamie Hayes, Assistant City Clerk |
| Ruth Wright, Director of Finance | Karolyn Fairbanks, Treasurer |
| Allen Byers, Assistant Police Chief | Joe Hooks, Police Sergeant |
| Amy Bergstrand, Management Analyst III | Bob Marciniak, Program Specialist |
| Dean Hill, Assistant Fire Chief | |

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Dahlmeier.

PROCLAMATION / PRESENTATION

Mayor Dahlmeier presented a Proclamation to members of the Daughters of the American Revolution Feather River Chapter recognizing September 17 – 23, 2016 as Constitution Week.

Vice Mayor Chan Wilcox read aloud a Proclamation recognizing September 16, 2016 as National Stepfamily Day.

Council Member Hatley presented a Proclamation in recognition and appreciation of Bud and Laila Bolt.

RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS

Tasha Levinson – Item No. 6

CONSENT CALENDAR

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

1. **APPROVAL OF THE MINUTES OF THE AUGUST 9, 2016 ADJOURNED MEETING, AUGUST 9, 2016 SPECIAL MEETING, AUGUST 12, 2016 SPECIAL MEETING AND AUGUST 16, 2016 REGULAR MEETING OF THE OROVILLE CITY COUNCIL** – minutes attached

Community Development Department

2. **SUPPORT FOR CALIFORNIA ADMISSIONS DAY CELEBRATION AT THE LIBERTY POLE IN PARKING LOT A** – staff report

The Council reviewed the request by Alberta Tracy for the City of Oroville to be named as supporters of the Admissions Day Celebration flyer. **(Dawn Nevers, Assistant Planner and Donald Rust, Director of Community Development)**

Council Action Requested: **None.**

3. **REQUEST BY STEEPLECHASE FILMS, INC. TO PUBLISH A PHOTO FROM THE CHINESE TEMPLE & MUSEUM COMPLEX ARCHIVES** – staff report

The Council considered a request by Steeplechase Films, Inc. to publish one (1) photo from the Chinese Temple & Museum Complex archives. **(Dawn Nevers, Assistant Planner and Donald Rust, Director of Community Development)**

Council Action Requested: **Approve the request by Steeplechase Films, Inc. to publish one photo from the Chinese Temple & Museum Complex archives in the Chinese Exclusion Act documentary, with the required acknowledgements.**

Business Assistance & Housing Development Department

4. **OROVILLE ECONOMIC ALLIANCE BBQ RECYCLING DEVELOPMENT ZONE BOOTH SPONSORSHIP** – staff report

The Council considered sponsoring an Oroville Recycling Development Zone booth at the Oroville Economic Alliance Annual BBQ, in the amount of \$500. *(Funding would be paid through the Cal Recycle Recycling Development Zone grant funds. There would be no impact to the City's General Fund)* **(Rick Farley, Enterprise Zone and Business Assistance Coordinator)**

Council Action Requested: **Approve the \$500 booth sponsorship in support of the Oroville Economic Alliance's Annual BBQ, to be held on September 28, 2016, at Riffles Resort.**

Administration Department

5. RESPONSE TO 2015-2016 BUTTE COUNTY GRAND JURY REPORT – staff report

The Council considered approving the response to the 2015-2016 Butte County Grand Jury Report related to unfunded pension liabilities and homelessness in the City of Oroville. **(Scoot E. Huber, City Attorney)**

Council Action Requested: **Approve the City of Oroville’s response to the 2015-2016 Butte County Grand Jury Report and authorize the Mayor to sign the response on behalf of the City Council.**

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

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

PUBLIC HEARINGS

Community Development Department

6. RESOLUTION OF APPLICATION FOR THE ANNEXATION OF RIVERVIEW TERRACE DRIVE (ANX 16-01) – staff report

The Council conducted a public hearing and considered a Resolution of Application to initiate proceedings for the annexation of the area herein referred to as Riverview Terrace Drive. **(Donald Rust, Director of Community Development)**

Mayor Dahlmeier opened the Public Hearing.

Tasha Levinson posed questions regarding funding required by Butte County Local Agency Formation Commission (LAFCo) to process the annexation of Riverview Terrace, which were answered by staff.

Hearing no further questions or comments, Mayor Dahlmeier closed the Public Hearing.

A motion was made by Vice Mayor Chan Wilcox, seconded by Council Member Del Rosario, to:

- 1. Adopt Resolution No. 8543 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING THE INITIATION OF APPLICATION BY THE CITY OF OROVILLE REQUESTING THE BUTTE COUNTY LOCAL AGENCY FORMATION COMMISSION TO TAKE PROCEEDINGS FOR THE ANNEXATION OF THE AREA HEREIN IDENTIFIED AS RIVERVIEW TERRACE DRIVE (ANX 16-01).**
- 2. Authorize a budget transfer, in the amount of \$6,390, from the General Fund, utilizing available fund balance.**

The motion was passed by the following vote:

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

Business Assistance & Housing Development Department

7. MODIFICATIONS TO THE HOME INVESTMENT PARTNERSHIP PROGRAM AND COMMUNITY DEVELOPMENT BLOCK GRANT HOMEBUYER MORTGAGE ASSISTANCE PROGRAM GUIDELINES – staff report

The Council conducted a public hearing to solicit comments regarding requested modifications to the Community Development Block Ownership Program.

Thereafter, the Council considered authorizing the modifications to the HOME Investment Partnership and Community Development Block Grant Mortgage Assistance Program Guidelines. **(Amy Bergstrand, Management Analyst III and Donald Rust, Director of Community Development)**

Mayor Dahlmeier opened the Public Hearing. Hearing no questions or comments from the public, Mayor Dahlmeier closed the Public Hearing.

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

Authorize the modifications to the Community Development Block Grant Home Ownership Program and the HOME Investment Partnership First Time Home Buyer Program Guidelines.

The motion was passed by the following vote:

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

REGULAR BUSINESS

Community Development Department

8. REQUEST TO PURCHASE CITY OWNED PROPERTY ADJACENT TO THE RON HARMON MINE – staff report

The Council considered a request from Ron Harmon, owner of the Ron Harmon Mine, to purchase an approximately 5.49-acre City owned property (APN: 035-470-015) adjacent to

his mine located south of the intersection at Baggett-Marysville Road and Palermo-Baggett Road. **(Luis Topete, Associate Planner and Donald Rust, Director of Community Development)**

Following discussion, the Council directed staff to have the approximate 5.49-acres of City owned property (APN: 035-470-015), appraised for market value and to return to Council for approval of the sale.

9. DEACCESSION OF VARIOUS MUSEUM ARTIFACTS - staff report

The Council considered the recommendation from the Park Commission to dispose of the deaccessioned museum artifacts, as the Oroville Docents see fit, in accordance with procedures detailed in Ordinance No. 8129, Park Commission Policy No. 45. **(Dawn Nevers, Assistant Planner and Donald Rust, Director of Community Development)**

Following discussion, the Council directed staff to continue with the deaccession of museum artifacts, as indicated in the September 6, 2016 staff report.

10. AMENDMENTS TO SECTIONS OF THE OROVILLE MUNICIPAL CODE RELATING TO TREE PRESERVATION AND UPDATE OF THE TREE REMOVAL PERMIT APPLICATION – staff report

The Council considered reviewing updates to sections of the Oroville Municipal Code relating to tree preservation, and an update of the tree removal permit application. **(Dawn Nevers, Assistant Planner and Donald Rust, Director of Community Development)**

Following discussion, the Council directed staff to make amendments to the City's Municipal Code relating to tree preservation, and the tree removal permit application and to return to Council for approval.

11. REQUEST TO WAIVE ADMISSION FEE FOR VARIOUS PROMOTIONAL EVENTS HELD AT THE OROVILLE MUSEUMS – staff report

The Council considered approving a request to waive the admission fees for various promotional events to be held at the C.F. Lott Home (Lott Home), Pioneer Museum, and Chinese Temple & Museum Complex to be hosted by the Oroville Docents. **(Dawn Nevers, Assistant Planner and Donald Rust, Director of Community Development)**

Following discussion, the Council approved the request to waive the admission fees for various promotional events to be held at the C.F. Lott Home, Pioneer Museum, and Chinese Temple & Museum Complex, to be hosted by the Oroville Docents.

12. REQUEST TO LEASE/PURCHASE CITY OWNED PROPERTY TO ASSIST IN THE DEVELOPMENT OF A NEIGHBORHOOD MARKET – staff report

The Council considered a request from Varun Sharma, property owner of 4354 Lincoln Boulevard (APN: 035-200-032), to lease or purchase a portion of City owned property identified as APN: 035-130-027, for the development of a parking lot to service his proposed business. **(Donald Rust, Director of Community Development)**

Following discussion, the Council directed staff to have the City owned property, identified as APN: 035-130-027, appraised for market value and to return to Council for approval of the sale.

13. UPDATED PUBLIC DRAFT OF THE PARKS, TRAILS & OPEN SPACE MASTER PLAN – staff report

The Council reviewed the completed public draft of the Parks, Trails & Open Space Master Plan and provide direction to staff, as necessary. **(Dawn Nevers, Assistant Planner and Donald Rust, Director of Community Development)**

Following discussion, the Council approved the completed public draft of the Parks, Trails & Open Space Master Plan. *(The Parks, Trails & Open Space Master Plan will return to the Council for a public hearing in October 2016 for a final review and potential adoption by the City Council.)*

Business Assistance & Housing Development Department

14. 2015 HOME INVESTMENT PARTNERSHIP GRANT – staff report

The Council considered accepting the 2015 Home Investment Partnerships Program Grant in the amount of \$1,000,000; and establishing the budget for program activities.

In addition, the Council considered approving a budget adjustment to establish the budget for program activities for the 2015 Home Investments Partnerships Program Grant in the amount of \$75,000. **(Amy Bergstrand, Management Analyst III and Donald Rust, Director of Community Development)**

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

- 1. Accept the 2015 Home Investment Partnerships Program Grant Agreement No. 15-HOME-10631 in the amount of \$1,000,000.**
- 2. Approve a budget adjustment as indicated in the fiscal impact of the September 6, 2016 staff report.**

The motion was passed by the following vote:

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

15. NON-FORECLOSURE OF CITY INTEREST ON PROPERTY LOCATED AT 3475 CHARLENE AVENUE – staff report

The Council considered the non-foreclosure of City interest on the property located at 3475 Charlene Avenue, Oroville, which is not financially feasible for the City to cure the

underlying first loan mortgage defaults and payoff of the first mortgage loans. **(Amy Bergstrand, Management Analyst III and Donald Rust, Director of Community Development)**

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

Authorize the non-foreclosure of City loan interest on the property located at 3475 Charlene Avenue, Oroville (APN 033-440-008).

The motion was passed by the following vote:

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

16. 17th ANNUAL ECONOMIC FORECAST CONFERENCE SPONSORSHIP – staff report

The Council considered sponsoring the 17th Annual Economic Forecast Conference, in the amount of \$5,000. *(Funding would be paid through the Cal Recycle Recycling Development Zone grant funds. There would be no impact to the City's General Fund).* **(Rick Farley, Enterprise Zone and Business Assistance Coordinator)**

At the request of Donald Rust, Director of Community Development, this item was continued to a future meeting of the Oroville City Council for further consideration.

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

Mayor Dahlmeier reported her attendance to the First Friday event in Historic Downtown Oroville, and commended the new and current businesses for the bustling activities downtown.

CITY ADMINISTRATOR/ ADMINISTRATION REPORTS

- Public Safety Department – activity report

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

- Use of State Theatre for 2016 Candidate Forum, hosted by the Oroville Exchange Club on October 6, 2016 at 6:00 p.m. relating to the November 8, 2016 General Municipal Election.
- United States Environmental Protection Agency request for City staff to present at an upcoming conference in San Francisco. Associate Planner, Luis Topete will attend.
- Request by Council Members Del Rosario and Pittman to address issues relating to burned out homes and properties to be presented by Bill LaGrone, Director of Public Safety, at the September 20, 2016 regular City Council meeting.

CORRESPONDENCE

- Pacific Gas & Electric Company

HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS

Breck Wright addressed the Council regarding Ballot Measure R – Public Safety Solutions for Oroville – Sales Tax Measure.

Teri Sisino invited the Council to attend the 2016 Candidate Forum hosted by the Oroville Exchange Club on October 8, 2016 at 6:00 p.m. relating to the November 8, 2016 General Municipal Election.

Council Member Pittman discussed the poor internet connectivity in the local area due to the wildfire activity near Paradise.

Council Member Pittman commended the Northwest SPCA for their exemplary services to both the animals in their care and the local community.

CLOSED SESSION

**Per Government Code section 54954.2, Scott E. Huber, City Attorney, presented the Council with a request to add an additional item to Item No. 3 of the Closed Session Items to include two potential litigation cases rather than one.*

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

Amend Item No. 3 – Closed Session, to include an additional potential litigation case, amending it from one case to two cases.

The motion was passed by the following vote:

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

The Council held a Closed Session on the following:

1. Pursuant to Government Code section 54957.6, the Council met with Labor Negotiators and City Attorney to discuss labor negotiations for the following represented groups: Oroville City 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 54956.9(a), the Council met with Acting City Administrator and City Attorney relating to existing litigation: Randolph Murphy v. City of Oroville, Butte County Small Claims Court Case No. DSC 09843.

3. *Pursuant to Government Code section 54956.95, the City Council met with Acting City Administrator and 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 6:42 p.m. A regular meeting of the Oroville City Council will be held on Tuesday, September 20, 2016, at 5:00 p.m.

Donald Rust, Acting City Clerk

Linda L. Dahlmeier, Mayor

**CITY OF OROVILLE
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: RUTH WRIGHT, DIRECTOR OF FINANCE

RE: 2016/2017 FINANCE DEPARTMENT TRAINING AND SEMINAR PLAN

DATE: SEPTEMBER 20, 2016

SUMMARY

The Council may consider approving the 2016/2017 training and seminar plan for the Finance Department staff.

DISCUSSION

The need for training and education is critical to keep up with the changing climate in finances. From the implementation of new Governmental Accounting Standards to the constant evolution in technologies, change is constant. The Finance Department is requesting the Council to consider the following trainings for Fiscal Year 2016-2017.

❖ Cal. Society of Muni Finance Officers – Training Workshop \$475

The California Society of Municipal Finance Officers (CSMFO) is offering a weekend training seminar from Friday, November 4, to Sunday, November 6, 2016, in Walnut Creek, California.

The registration fee is \$475 for the training and includes lodging and meals.

Topics to be covered:

- Financial Analysis
- Investment of Public Funds
- Budget Development/Capital Planning
- Financial Reporting
- Legislative Overview/Update
- Bond Financing
- Professional Ethics
- Long Range Planning

❖ Cal. Society of Muni Finance Officers – Annual Conference Registration \$370

The California Society of Municipal Finance Officers Association (CSMFO) is holding their annual conference in Sacramento, CA from Tuesday, February 7 to Friday, February 10, 2017. Prior years included Monterey and Anaheim.

Having this conference so close to home is a great opportunity for attendees from the North State areas. Registration will be open in the fall and the anticipated cost based on prior years' cost will be around \$370.

Potential topics:

- Long Range Finance Planning
- Latest Legislation update
- Resilience
- Success Stories of Cities that turned Crisis into Opportunities
- Managing Pension Liabilities

❖ Govt. Finance Officers Assoc. – Annual Conference Registration \$380

The Government Finance Officers Association's (GFOA) annual conference is from Sunday, May 21 to Wednesday, May 24, 2017, in Denver Colorado.

Registration will be open in the fall and the anticipated cost based on prior years' cost will be around \$380.

Potential topics:

- Governmental Standards updates
- Budget Forecasting
- Fraud Prevention
- Community Engagement in the Budget
- Legislative Overview/Update
- Bond Financing

FISCAL IMPACT

Appropriation is available from the General Fund Finance budget 100-6480-2001 in the amount of \$1,225. Total appropriations for training for the year are \$2,000.

RECOMMENDATIONS

Approve the 2016/2017 training and seminar plan for the Finance Department staff as indicated in this staff report, dated September 20, 2016.

ATTACHMENTS

A - Training and Conference flyers



Ca St Municipal Finance Officers

**2016 CSMFO Annual Weekend Training Seminar
Announcement and Registration Form**

Date: Friday, November 4 – Sunday, November 6, 2016

Place: [Walnut Creek Marriot](#)
2355 Main Street
Walnut Creek, CA 94596
Phone (925) 934-2000

Registration Fee: \$475 Full Rate / \$400 Commuter Rate

Registration Deadline: Friday, October 14, 2016

The training session will begin at **9:00 a.m. on Friday** and conclude at noon on Sunday.

Topics to be covered include:

| | |
|---|---------------------------------|
| → Financial Analysis | → Legislative Overview / Update |
| → Investment of Public Funds | → Bond Financing |
| → Budget Development / Capital Planning | → Professional Ethics |
| → Financial Reporting | → Long Range Planning |

Attendance will be limited to 40 people and full registration includes two nights lodging, meals and seminar materials. All fees must accompany your registration and be received by the October 14, 2016 deadline. There will be a \$35 processing fee for any changes or cancellations made prior to the October 14, 2016 deadline. No refunds, changes or cancellations will be processed after that deadline.

Please Note: This is a professional educational training session limited to finance officers and their appropriate staff members. The weekend is planned to net each attendee approximately 20 hours of professional educational training and the opportunity to enhance interaction with fellow members by remaining "in community" throughout the weekend. Meals (lunch and dinner) along with morning and afternoon breaks have been planned to accommodate average needs; should you have special dietary or personal needs, please indicate on the registration form following.

Receipt of your completed registration form and fee prior to the October 14, 2016 deadline will assure your place at the seminar. Room Reservations will be made on your behalf. Confirmations will be made by e-mail no later than October 21, 2016. Upon check-in at the hotel, each participant will be required to show ID and present a credit card for incidentals. Overnight parking is available for a nominal fee. Questions regarding the seminar should be directed to Lorena Quijano at (323) 848-6513.

The Career Development Committee is excited about presenting this "Annual" training opportunity and anticipates a fulfilling, rewarding experience for all. We look forward to seeing you!!


[About GFOA](#)
[Products and Services](#)
[Annual Conference](#)
[Award Programs Topics](#)
[Home / Annual Conference / Annual Conference Overview](#)

Annual Conference Overview

[2017 Call for Topics](#)
[Exhibitor Information for 2017 Exhibitors](#)
[2017 Sponsorship Opportunities](#)
[Future GFOA Conference Locations](#)
[Denver Info](#)
[Conference 2016 Recap](#)
[2016 Conference Program Guide](#)
[2016 Annual Conference Speeches](#)
[2016 Conference Sessions / Slides](#)
[2016 Canada Day Session Information](#)

Annual Conference Overview

111TH ANNUAL CONFERENCE | MAY 21-24, 2017 | DENVER, COLORADO

Drawing on more than a century of experience, public finance professionals have widely come to view the GFOA Annual Conference as the one truly "must-attend" professional development event of the year. As in the past, the 111th GFOA Annual Conference in Denver, Colorado, will feature unparalleled opportunities for sharing ideas, sharpening skills, discovering new tools and technologies, and networking with peers from across North America and around the world.

WHY ATTEND?

- Concurrent sessions. A rich array of concurrent sessions covering a broad range of topics allowing participants to tailor their conference experience to their own needs and circumstances.
- Preconference sessions. Special preconference sessions provide an opportunity to explore selected topics of special interest in even greater depth.
- General sessions. Experience direct contact with nationally recognized speakers of special interest to public finance professionals.
- Discussion groups. Meet peers and discuss topics relevant to specific types of organizations, such as school districts, utilities, large governments, small governments, and the next generation of finance officers.
- Networking opportunities. Make the contacts you need to build new relationships and cement existing relationships.
- Social events. Wind down from a busy day and connect with colleagues during GFOA's Welcome Reception and Closing Event.
- CPE credit. Earn more than 20 CPE credits, most of it directly relevant to government, with even more credits available for those who elect to participate in preconference sessions.



REGISTRATION

Registration will open in the fall at www.gfoa.org.

First-Time Conference Attendee Scholarship

GFOA's Executive Board will be awarding fifty scholarships per state or province to first-time conference attendees who are GFOA active (government) members. The scholarship waives the conference registration fee to give those individuals who have never attended a GFOA conference an opportunity to do so. For information on how to apply for a first-time conference attendee scholarship, please e-mail First Annual Conference Scholarship.

CITY OF OROVILLE

FINANCE DEPARTMENT

JULY 2016

&

AUGUST 2016

SUMMARY OF INVESTMENT REPORTS

MONTHLY REVENUE AND EXPENSE

REPORTS

CITY OF OROVILLE/OROVILLE SUCCESSOR AGENCY

MONTHLY SUMMARY OF INVESTMENTS

July 2016

CERTIFICATION:

I certify that the information provided above is correct to the best of my knowledge and that (1) all investments are made in accordance with the investment policy and the laws of the State of California and (2) that sufficient funds are available to meet the anticipated expenditures for the next six months.



Ruth Wright, Director of Finance



Date



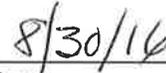
Don Rust, Assistant City Administrator



Date



Karolyn J. Fairbanks, City Treasurer



Date



September 20, 2016

| City of Oroville Investment Portfolio Report | | | | |
|---|-------------------|-------------------|--------|-------------------|
| Summary of Investments | | | | |
| | Yield | Jun-16 | Yield | Jul-16 |
| Local Agency Investment Fund (LAIF) | 0.576% | 24,295,950 | 0.588% | 24,728,013 |
| Bank of the West Operating Account | 0.00% | 1,814,668 | 0.00% | 1,359,682 |
| Total Pooled Investments | | 23,429,334 | | 26,087,695 |
| City Investment Portfolio - Investments Held in Trust | | | | |
| | Yield to Maturity | | | Market Value |
| Series 2015 A & B 2004 B Escrow Account | | | | |
| Blackrock T-Fund | 0.22% | | | 16,067 |
| US Treasury | 0.870% | | | 292,841 |
| Bank of the West Certificates of Deposit (BMWG) | 1.050% | | | 201,278 |
| Bank of the West Certificates of Deposit (GS) | 1.050% | | | 200,814 |
| Bank of the West Certificates of Deposit (GMATBK) | 1.050% | | | 200,812 |
| Bank of the West Certificates of Deposit (KEY 1) | 1.000% | | | 200,842 |
| Bank of the West Certificates of Deposit (MOCIBK) | 1.050% | | | 201,346 |
| Total Investments Held in Trust | | | | 1,314,000 |

CITY OF OROVILLE/OROVILLE SUCCESSOR AGENCY

MONTHLY SUMMARY OF INVESTMENTS

August 2016

CERTIFICATION:

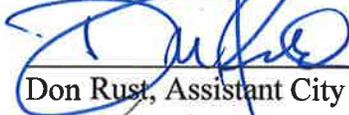
I certify that the information provided above is correct to the best of my knowledge and that (1) all investments are made in accordance with the investment policy and the laws of the State of California and (2) that sufficient funds are available to meet the anticipated expenditures for the next six months.



Ruth Wright, Director of Finance

9/12/16

Date



Don Rust, Assistant City Administrator

09.12.16

Date



Karolyn J. Fairbanks, City Treasurer

09-13-16

Date



September 20, 2016

| City of Oroville Investment Portfolio Report | | | | |
|---|-------------------|-------------------|--------|-------------------|
| Summary of Investments | | | | |
| | Yield | Jul-16 | Yield | Aug-16 |
| Local Agency Investment Fund (LAIF) | 0.588% | 24,728,013 | 0.588% | 23,428,013 |
| Bank of the West Operating Account | 0.00% | 1,359,682 | 0.614% | 1,822,987 |
| Total Pooled Investments | | 23,429,334 | | 25,251,001 |
| City Investment Portfolio - Investments Held in Trust | | | | |
| | Yield to Maturity | | | Market Value |
| Series 2015 A & B 2004 B Escrow Account | | | | |
| Blackrock T-Fund | 0.22% | | | 16,070 |
| US Treasury | 0.870% | | | 292,681 |
| Bank of the West Certificates of Deposit (BMWG) | 1.050% | | | 201,256 |
| Bank of the West Certificates of Deposit (GS) | 1.050% | | | 200,824 |
| Bank of the West Certificates of Deposit (GMATBK) | 1.050% | | | 200,822 |
| Bank of the West Certificates of Deposit (KEY 1) | 1.000% | | | 200,852 |
| Bank of the West Certificates of Deposit (MOCIBK) | 1.050% | | | 201,366 |
| Total Investments Held in Trust | | | | 1,313,870 |

City of Oroville
July 2016
General Fund Revenue

| Budget Unit | Annual Budget | July Revenue | Year to Date Revenue | Balance |
|-----------------------|----------------------|---------------------|-----------------------------|-------------------|
| CITY CLERK | 0 | 400 | 400 | -400 |
| FINANCE | 0 | 1,829 | 1,829 | -1,829 |
| NON DEPARTMENTAL | 10,233,475 | 7,388 | 7,388 | 10,226,087 |
| PLANNING & DEVEL SVC | 167,007 | 6,927 | 6,927 | 160,080 |
| BLDG CODE ENFORCEMENT | 617,274 | 38,059 | 38,059 | 579,215 |
| POLICE | 450,609 | 3,425 | 3,425 | 447,184 |
| FIRE | 124,559 | 563 | 563 | 123,996 |
| PUBLIC WORKS | 300,883 | 1,522 | 1,522 | 299,361 |
| STREETS | 512,373 | 0 | 0 | 512,373 |
| PARKS & TREES | 10,971 | 5,368 | 5,368 | 5,603 |
| | | | | |
| Total | 12,417,151 | 65,481 | 65,481 | 12,351,670 |

City of Oroville
July 2016
General Fund Expenses

| Budget Unit | Annual Budget | July Expense | Year to Date Expenditures | Balance |
|------------------------|-------------------|------------------|---------------------------|-------------------|
| ADMINISTRATION | 47,772 | 2,537 | 2,537 | 45,235 |
| CITY ATTORNEY | 250,000 | 0 | 0 | 250,000 |
| CITY CLERK | 124,163 | 7,632 | 7,632 | 116,531 |
| CITY HALL | 109,216 | 7,857 | 7,857 | 101,359 |
| ECO COMM ENHANCEMENT | 52,776 | 20 | 20 | 52,756 |
| HUMAN RESOURCES | 144,029 | 9,174 | 9,174 | 134,855 |
| PERSONNEL OFFICER | 42,500 | 0 | 0 | 42,500 |
| INFORMATION TECHNOLOGY | 431,636 | 18,878 | 18,878 | 412,758 |
| RISK MANAGEMENT | 338,351 | 274,840 | 274,840 | 63,512 |
| COUNCIL | 150,105 | 10,212 | 10,212 | 139,893 |
| MAYOR | 36,063 | 2,702 | 2,702 | 33,361 |
| FINANCE | 568,228 | 40,004 | 40,004 | 528,224 |
| TREASURER | 35,244 | 2,640 | 2,640 | 32,604 |
| NON DEPARTMENTAL | 130,000 | 37,134 | 37,134 | 92,866 |
| PLANNING & DEVEL SVC | 308,689 | 24,683 | 24,683 | 284,006 |
| BLDG CODE ENFORCEMENT | 337,068 | 21,942 | 21,942 | 315,126 |
| POLICE | 5,034,631 | 397,900 | 397,900 | 4,636,730 |
| MUNIC LAW ENFORCMENT | 601,399 | 42,503 | 42,503 | 558,897 |
| ANIMAL CONTROL | 326,500 | 0 | 0 | 326,500 |
| FIRE | 2,766,854 | 193,103 | 193,103 | 2,573,751 |
| PW ADMIN | 125,441 | 18,996 | 18,996 | 106,445 |
| STREETS | 650,837 | 39,420 | 39,420 | 611,417 |
| PARKS & TREES | 846,596 | 40,859 | 40,859 | 805,737 |
| | | | | |
| Total | 13,458,098 | 1,193,036 | 1,193,036 | 12,265,062 |

City of Oroville
August 2016
General Fund Revenue

| Budget Unit | Annual Budget | August Revenue | Year to Date Revenue | Balance |
|-----------------------|-------------------|----------------|----------------------|-------------------|
| CITY CLERK | 0 | 2,000 | 2,400 | -2,400 |
| CITY HALL | 0 | 359 | 359 | -359 |
| FINANCE | 0 | 24 | 1,853 | -1,853 |
| NON DEPARTMENTAL | 10,233,475 | 215,947 | 223,335 | 10,010,140 |
| PLANNING & DEVEL SVC | 167,007 | 5,988 | 12,915 | 154,092 |
| BLDG CODE ENFORCEMENT | 617,274 | 32,592 | 70,652 | 546,622 |
| POLICE | 450,609 | 28,108 | 31,533 | 419,076 |
| FIRE | 124,559 | 1,449 | 2,012 | 122,547 |
| PUBLIC WORKS | 300,883 | 2,009 | 3,531 | 297,352 |
| STREETS | 512,373 | 0 | 0 | 512,373 |
| PARKS & TREES | 10,971 | 8,224 | 13,592 | -2,621 |
| | | | | |
| Total | 12,417,151 | 296,700 | 362,181 | 12,054,970 |

City of Oroville
August 2016
General Fund Expenses

| Budget Unit | Annual Budget | August Expense | Year to Date Expenditures | Balance |
|------------------------|-------------------|----------------|---------------------------|-------------------|
| ADMINISTRATION | 45,522 | 2,776 | 5,313 | 40,209 |
| CITY ATTORNEY | 225,025 | 10 | 10 | 225,015 |
| CITY CLERK | 149,163 | 10,007 | 17,657 | 131,506 |
| CITY HALL | 109,107 | 8,337 | 16,194 | 92,914 |
| ECO COMM ENHANCEMENT | 47,696 | | 20 | 47,676 |
| HUMAN RESOURCES | 136,029 | 11,722 | 20,919 | 115,110 |
| PERSONNEL OFFICER | 38,250 | 3,504 | 3,504 | -3,346 |
| INFORMATION TECHNOLOGY | 429,470 | 19,035 | 37,913 | 391,557 |
| RISK MANAGEMENT | 338,351 | 10,916 | 285,755 | 52,596 |
| COUNCIL | 149,905 | 10,246 | 20,475 | 129,430 |
| MAYOR | 36,063 | 2,708 | 5,410 | 30,653 |
| FINANCE | 563,428 | 57,433 | 97,488 | 465,940 |
| TREASURER | 35,212 | 2,872 | 5,512 | 29,700 |
| NON DEPARTMENTAL | 108,600 | 843 | 37,977 | 70,623 |
| PLANNING & DEVEL SVC | 300,139 | 21,300 | 45,992 | 254,147 |
| BLDG CODE ENFORCEMENT | 335,872 | 24,943 | 46,894 | 288,978 |
| POLICE | 5,021,631 | 382,082 | 779,983 | 4,241,648 |
| MUNIC LAW ENFORCMENT | 601,399 | 39,541 | 82,044 | 519,355 |
| ANIMAL CONTROL | 326,500 | 54,439 | 54,439 | 272,061 |
| FIRE | 2,766,204 | 185,022 | 378,126 | 2,388,078 |
| PW ADMIN | 123,441 | 12,684 | 31,689 | 90,502 |
| STREETS | 650,317 | 56,389 | 95,809 | 544,432 |
| PARKS & TREES | 849,622 | 59,805 | 100,664 | 748,958 |
| | | | | |
| Total | 13,386,946 | 976,616 | 2,169,787 | 11,167,741 |

**CITY OF OROVILLE
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

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

RE: 2016/2017 BUDGET REDUCTIONS

DATE: SEPTEMBER 20, 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 30, 2016 special meeting of the Oroville City Council.

DISCUSSION

Over the last few months Council and staff have worked together to look for ways to reduce the budget deficit. At the last budget meeting on August 30, 2016, the Council gave direction to further reduce the budget by a goal of 20% on the remaining accounts not already discussed in the previous budget meetings.

Exhibit A is a running total of all the budget cuts Council and staff have worked on to reduce the deficit. The total reduction is \$223,275.

With this reduction, the City's budgeted expenditures have been reduced from \$13,458,098 to \$13,234,823.

FISCAL IMPACT

Adjustments will result in a total savings to the General Fund in the amount of \$223,275.

RECOMMENDATIONS

Authorize recommended adjustments to the 2016/2017 City Budget in the amount of \$223,275.

ATTACHMENTS

A - Spreadsheets of proposed adjustments

CITY OF OROVILLE
RECAP OF BUDGETED EXPENDITURES
FISCAL YEAR 2016-17



SORTED BY ACCOUNT IN ASCENDING ORDER

| | Acct # | Account Description | Amount | Adjustments | New Balance |
|-----------------|---------------|---------------------------------|-------------------|--------------------|--------------------|
| ALL DEPARTMENTS | 5xxx | SALARIES & BENEFITS | 10,576,022 | | 10,576,022 |
| ALL DEPARTMENTS | 6370 | OUTSIDE SERVICES | 647,225 | (71,152) | 576,073 |
| ALL DEPARTMENTS | 6360 | OUTSIDE SERVICES-ANIMAL CONTROL | 326,500 | - | 326,500 |
| ALL DEPARTMENTS | 7100 | INSURANCE | 265,307 | - | 265,307 |
| ALL DEPARTMENTS | 6260 | MAINT-VEHICLES | 410,296 | - | 410,296 |
| ALL DEPARTMENTS | 7120 | UTILITIES | 287,179 | - | 287,179 |
| ALL DEPARTMENTS | 6410 | SOFTWARE EXPENSE | 187,510 | (37,502) | 150,008 |
| ALL DEPARTMENTS | 6230 | MAINT-STREETS | 134,560 | (26,912) | 107,648 |
| ALL DEPARTMENTS | 6450 | SPECIAL DEPT EXP | 137,008 | (23,361) | 113,648 |
| ALL DEPARTMENTS | 9000 | INTERFUND TRANSFERS | 93,195 | - | 93,195 |
| ALL DEPARTMENTS | 6470 | TELEPHONE | 69,771 | - | 69,771 |
| ALL DEPARTMENTS | 6500 | TRAINING | 69,275 | (13,855) | 55,420 |
| ALL DEPARTMENTS | 6310 | OFFICE EXPENSE | 63,930 | (12,786) | 51,144 |
| ALL DEPARTMENTS | 6110 | MAINT-BUILDINGS & IMPROV | 54,137 | (10,827) | 43,310 |
| ALL DEPARTMENTS | 6130 | MAINT-EQUIPMENT | 31,232 | (6,246) | 24,986 |
| ALL DEPARTMENTS | 8000 | BUILDING IMPROVEMENTS | 25,000 | (5,000) | 20,000 |
| ALL DEPARTMENTS | 6510 | TRAVEL | 23,615 | (4,723) | 18,892 |
| ALL DEPARTMENTS | 6330 | CANINE EXPENSES | 20,150 | (4,030) | 16,120 |
| ALL DEPARTMENTS | 6000 | ADVERTISING | 12,166 | (2,433) | 9,733 |
| ALL DEPARTMENTS | 6050 | DUES AND MEMBERSHIPS | 8,735 | (1,747) | 6,988 |
| ALL DEPARTMENTS | 6340 | OTHER SUPPLIES | 9,500 | (1,900) | 7,600 |
| ALL DEPARTMENTS | 6140 | MAINT-GRAFFITI | 4,000 | (800) | 3,200 |
| ALL DEPARTMENTS | 6010 | BANK CHARGES | 1,785 | - | 1,785 |
| | | | 13,458,098 | (223,275) | 13,234,823 |

**CITY OF OROVILLE
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: RUTH WRIGHT, DIRECTOR OF FINANCE

**RE: GENERAL FUND EXPENDITURE FOR SOFTWARE
CUSTOMIZATION**

DATE: SEPTEMBER 20, 2016

SUMMARY

The Council may consider authorizing a General Fund expenditure for Sungard software customization programming services.

DISCUSSION

On July 1, 2016, the City implemented much needed new software. After rolling out our new paperless employee pay stubs it has come to our attention that information provided on our old paystubs are displayed differently than on our new paystubs.

According to some of the City's Memorandum of Understandings (MOU) with employee bargaining units, this information is required to be supplied to employees each payroll. Thus, we are out of compliance with the information required to be displayed per the MOU language.

The information needed on the paystubs include accrual information for Administrative Leave, Sick Leave, Vacation Leave and Safety Leave. Specifically, four columns consisting of Leave Prior Balance, Earned This Period, Taken This Period and Final Balance. Our current paystubs only provide two columns for Leave Balance and Taken YTD.

Staff contacted our software vendor, Sungard, to request alternate paystub formats to choose from and found there were none available. This will require customization programming to implement this information into our current pay stub format. The quote for software customization programming services is \$4,800. Because it is not a part of our original software, there is also an annual maintenance cost of \$1,440 each year thereafter, as it will need to be updated with our regular annual payroll updates.

It is worth mentioning the amount of savings realized with the implementation of paperless paystubs. The City no longer has a cost of paper, approximately 100 pieces of paper 26 times a year will save us a little over 5 reams of paper per year. Additionally, we save on envelopes, staff time to stuff the paystubs in envelopes, staff

time from other departments to collect the paystubs and distribution time to City employees.

FISCAL IMPACT

General Fund expenditure of \$4,800 for paystub customization. Finance budget for Outside Services, 100-6360-2001. \$1,440 will be included in the 2017-2018 annual budget.

RECOMMENDATIONS

Authorize the expenditure of \$4,800 to Sungard for the initial software customization programming services and \$1,440, thereafter, annually, as indicated in this staff report, dated September 20, 2016.

ATTACHMENTS

A - Software Quote

Quote Prepared By:

Amy Basnage
3 West Broad St., Ste 1
Bethlehem, PA 18018
Phone: 610-849-7340 Fax:
Email: amy.basnage@sungardps.com

Quote Prepared For:

Ruth Wright, Finance Director
City of Oroville
2055 Lincoln St
Oroville, CA 95966
(530) 538-2413

| Quote | Date | Valid Until |
|------------|------------|-------------|
| Q-00022425 | 09/02/2016 | 09/30/2016 |

Professional Services

Services

| Product Code | Product Name | Proj Mgmt | Installation | Tech Svcs | Training | Impl Svcs | Consulting | Development | Total Services |
|--------------|--------------|----------------|--------------|-----------|----------|-----------|------------|-------------------|-------------------|
| PS-CD | Development | | | | | | | 4,800.00 | 4,800.00 |
| | | Ext Price: | - | - | - | - | - | - | |
| | | Totals: | - | - | - | - | - | \$4,800.00 | \$4,800.00 |

Product & Services

| | |
|-------------------------------|------------|
| Professional Services: | \$4,800.00 |
| Subtotal: | \$4,800.00 |
| Total: | \$4,800.00 |

Comments:

24 hours of custom programming for FinancePLUS Human Resources Manager

The City of Oroville would like the following information on their paycheck.

Prior Hours Balance, Earned This Pay Run, Taken This Pay Run, and Final Hours Balance. SunGard Public Sector will modify the payroll process to save and store the accrual information and print the additional information on the printed/emailed paycheck.

Note: This quote is for system printed/emailed paychecks and vouchers only, this information will not be displayed in the Employee Access Center paystub as this is a representation not the actual paystub.

NOTE: Planned Environment: 5.0__ = Version

Request will be: __ = One Time Process, _x_ = Custom Modification, ___ = Base Feature

A percentage of the standard charge, currently 30% of the PROJECT COST, will be added to your annual software support agreement for on-going telephone support and maintenance in the amount of \$1,440.

Payment terms as follows, unless otherwise notated below for Special Payment Terms by Product:

License, Project Planning, Project Management, Consulting, Technical Services, Conversion, Third Party Product Software and Hardware Fees are due upon execution of this Quote. Training fees and Travel & Living expenses are due as incurred monthly. Installation is due upon completion. Custom Modifications, System Change Requests or SOW's for customization, and Third Party Product Implementation Services fees are due 50% on execution of this Quote and 50% due upon invoice, upon completion. Unless otherwise provided, other Professional Services are due monthly, as such services are delivered. Additional services, if requested, will be invoiced at then-current rates. Any shipping charges shown are estimated only and actual shipping charges will be due upon invoice, upon delivery.

Annual Subscription Fee(s): Initial annual subscription fees are due 100% on the Execution Date. The initial annual subscription term for any subscription product(s) listed above shall commence on the Execution Date of this Agreement and extend for a period of one (1) year. Thereafter, the subscription terms shall automatically renew for successive one (1) year terms, unless either party gives the other party written notice of non-renewal at least sixty (60) days prior to expiration of the then-current term. The then-current fee will be specified by SunGard Public Sector in an annual invoice to Customer thirty (30) days prior to the expiration of then-current annual period.

SunGard Public Sector Application Annual Support: Customer is committed to the initial term of Maintenance and Support Services for which the support fee is included in the License fee(s) and begins upon execution of this Quote and extends for a twelve (12) month period. Subsequent terms of support will be for twelve (12) month periods, commencing at the end of the prior support period. Support fees shown are for the second term of support for which SunGard Public Sector is committed and which shall be due prior to the start of that term. Fees for subsequent terms of support will be due prior to the start of each term at the then-prevailing rate. Subsequent terms will renew automatically until such time SunGard Public Sector receives written notice from the Customer thirty (30) days prior to the expiration of the then current term. Notification of non-renewal is required prior to the start of the renewal term. Customer will be invoiced, and payment is due, upon renewal.

Third Party Product Annual Support Fees: The support fee for the initial annual period is included in the applicable Third Party Product License fees(s) unless otherwise stated. Subsequent terms invoiced by SunGard Public Sector will renew automatically at then-prevailing rates until such time SunGard Public Sector receives written notice of non-renewal from the Customer ninety (90) days in advance of the expiration of the then-current term. Notification of non-renewal is required prior to the start of the renewal term. Customer will be invoiced, and payment is due, upon renewal. As applicable for certain Third Party Products that are invoiced directly by the third party to Customer, payment terms for any renewal term(s) of support shall be as provided by the third party to Customer.

Additional Terms:

This Quote constitutes an Amendment to the Software License & Services Agreement and the Maintenance/Support Agreement (together, the "Contract and Agreement") by and between the parties hereto. The product and pricing information detailed above comprises the "Exhibit 1" schedule or "Supplement" attached to this Amendment. Except as otherwise provided herein, all terms and conditions of the Contract and Agreement shall remain in full force and effect.

Any interfaces listed above are interfaces only. Customer shall be responsible for obtaining the applicable software, hardware and system software from the appropriate third party vendor.

The Component Systems identified above are "Licensed Programs" or "Licensed Systems" licensed by SunGard Public Sector and are provided in and may be used in machine-readable object code form only.

Applicable taxes are not included, and, if applicable, will be added to the amount in the payment of invoice(s) being sent separately. Travel and living expenses are in addition to the prices quoted above and shall be governed by the SunGard Public Sector Corporate Travel and Expense Reimbursement Policy.

The date of delivery is the date on which SunGard Public Sector delivers, F.O.B. SunGard Public Sector's place of shipment, the Component Systems to Customer.

The SunGard Public Sector application software warranty shall be for a period of one (1) year after delivery. There is no Testing and Acceptance period on the Licensed System(s) herein.

Preprinted conditions and all other terms not included in this Quote or in the Contract and Agreement, stated on any purchase order or other document submitted hereafter by Customer are of no force or effect, and the terms and conditions of the Contract and Agreement and any amendments thereto shall control unless expressly

accepted in writing by SunGard Public Sector to Customer.

Third party hardware/software maintenance and/or warranty will be provided by the third party hardware and software manufacturer(s). SunGard Public Sector makes no representations as to expected performance, suitability, or the satisfaction of Customer's requirements with respect to the hardware or other third party products specified in this Quote. The return and refund policy of each individual third party hardware/software supplier shall apply.

This Agreement is based on the current licensing policies of each third party software manufacturer as well as all hardware manufacturers. In the event that a manufacturer changes any of these respective policies or prices, SunGard Public Sector reserves the right to adjust this proposal to reflect those changes.

Should Customer terminate this agreement per any "Term of Contract" Section of the Contract and Agreement, as may be applicable for certain customers, Customer agrees to pay, immediately upon termination, the remaining balance for all hardware, software, and services delivered prior to the termination date together with travel reimbursements, if any, related to the foregoing. Notwithstanding any language in the Contract and Agreement to the contrary, the purchase of support services is NOT necessary for the continuation of Customer's License.

Pricing for professional services provided under this quote is a good faith estimate based on the information available to SunGard Public Sector at the time of execution of this Quote. The total amount that Customer will pay for these services will vary based on the actual number of hours of services required to complete the services. If required, additional services will be provided on a time and materials basis at hourly rates equal to SunGard Public Sector's then-current rates for the services at issue.

For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.

City of Oroville

Authorized Signature: _____ **Date:** _____ **Printed Name:** _____

**OROVILLE CITY COUNCIL
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

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

**RE: PROFESSIONAL SERVICES AGREEMENT WITH GHIRARDELLI
ASSOCIATES, INC. FOR QUALIFIED PROFESSIONAL CIVIL ENGINEER
SERVICES**

DATE: SEPTEMBER 20, 2016

SUMMARY

The Council may consider a Professional Services Agreement (Agreement) with Ghirardelli Associates, Inc., in an amount not to exceed \$60,000, to provide qualified professional civil engineering services for the City's Engineering Division.

BACKGROUND

The City's Engineering Division has experienced a reduction to personnel for various reasons. To provide the residents of Oroville with the proper services expected of the City's Engineering Division, staff is requesting the Council to enter into an Agreement with Ghirardelli Associates, Inc. to provide construction administration, inspection and management of public works improvement projects and qualified professional civil engineer services. On September 17, 2016, the previous Interim City Engineer retired from the City and with the current activities within the Engineering Division, a consulting firm will be able to provide the needed services until a City Engineer can be recruited and hired to replace the previous Interim City Engineer.

DISCUSSION

Staff is requesting the Council to enter into an Agreement with Ghirardelli Associates, Inc. (Consultant) to provide construction administration, inspection and management of public works improvement projects and qualified professional civil engineer services. The consultant is specially trained, experienced and competent to provide services relating to public works construction administration, inspection and management of public works improvement projects (i.e. roadways, storm drains, sewer collection) and the review and approval of other engineering reports, documents, and studies typically prepared for encroachment permit issuances previously performed by the City's Interim City Engineer. The Agreement shall be in effect for a period of 90 days, or until the funds authorized by the Agreement have been depleted, or unless the Agreement term

is extended by the City Council.

FISCAL IMPACT

In no event shall the Consultant's compensation exceed the amount of \$60,000 without additional written authorization from the City's governing body.

The vacant position was allocated in the current budget among the following Funds:

| | |
|--------------------------------|------------------------------|
| 20% Streets, General Fund | 001-6360-3101 |
| 20% Public Works, General Fund | 001-6360-2901 |
| 25% Sewer Fund | 400-6360-4001 |
| 25% Airport Fund | 420-6360-4201 |
| 10% Recycling Fund | no cost to be allocated here |

Fiscal impact will be up to \$60,000 charged to the appropriate fund where the service is provided, utilizing appropriations from the budgeted position that is currently vacant.

RECOMMENDATION

Adopt Resolution No. 8544 – A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH GHIRARDELLI ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$60,000, TO PROVIDE QUALIFIED PROFESSIONAL CIVIL ENGINEERING SERVICES FOR THE CITY'S ENGINEERING DEPARTMENT – (Agreement No. 3191).

ATTACHMENTS

Resolution No. 8544
Agreement No. 3191

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**CITY OF OROVILLE
RESOLUTION NO. 8544**

A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH GHIRARDELLI ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$60,000, TO PROVIDE QUALIFIED PROFESSIONAL CIVIL ENGINEERING SERVICES FOR THE CITY'S ENGINEERING DEPARTMENT

(Agreement No. 3191)

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

1. The Mayor is hereby authorized and directed to execute a Professional Services Agreement with Ghirardelli Associates, Inc., in an amount not to exceed \$60,000, to provide qualified professional civil engineering services. A copy of the Agreement is attached to this Resolution.
2. The City Clerk shall attest to the adoption of this Resolution.

PASSED AND ADOPTED by the Oroville City Council at a regular meeting on September 20, 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

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into as of September 20, 2016 by and between the **City of Oroville** ("City") and **Ghirardelli Associates Inc.** ("Consultant").

RECITALS

- A. The Consultant is specially trained, experienced and competent to provide services to provide construction administration, inspection and management of public works improvement projects and qualified professional civil engineer services to review and approval of other engineering reports, documents, and studies typically prepared for encroachment permit issuance as required by this Agreement; and
- B. The Consultant possesses the skill, experience, ability, background, license, certification, and knowledge to provide the services described in this Agreement on the terms and conditions described herein.
- C. City desires to retain Consultant to render professional services as set forth in this Agreement.

AGREEMENT

- 1. Scope of Services. The Consultant shall furnish the City with public works construction inspection and a licensed civil engineer services in a professional manner.
- 2. Time of Performance. The services of Consultant shall commence upon execution of this Agreement and shall continue until terminated by the City.
- 3. Compensation. Compensation to be paid to Consultant shall be **####.00** per

hour for on call (as needed) public works construction inspection and \$###.00 per hour for on call (as needed) professional engineer services. For the salary savings work, other than the road repair project, a minimum of three (3) days of work per week will be provided. For the road repair project only, it is anticipated that three continuous weeks of full time work will be required. Inspection services for the road repair project shall be paid for using Regional Surface Transportation Program (RSTP) Funds. **In no event shall Consultant's compensation exceed \$60,000 without additional written authorization from the City.** Payment by City under this Agreement shall not be deemed a waiver of defects in Consultant's services, even if such defects were known to the City at the time of payment. The place of work shall be deemed to be Oroville, California and City will not compensate Consultant for any personnel time and/or mileage related expenses for travel to the City of Oroville.

4. Method of Payment. Consultant shall submit monthly billings to City describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff.
5. Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of Consultant's services, but which the parties did not reasonably anticipate would

be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without prior written authorization from City.

6. Termination. This Agreement may be terminated by the City immediately for cause or by either party without cause upon fifteen days' written notice of termination. Upon termination, Consultant shall be entitled to compensation for services properly performed up to the effective date of termination.
7. Ownership of Documents. All plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the City upon payment to Consultant for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents, and other writings to City within three (3) days after written request.
8. Licensing of Intellectual Property. This Agreement creates a nonexclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in documents or works of authorship fixed in any tangible medium of expression, including but not limited to, data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents and Data"). Consultant shall require all subcontractors to agree in writing that City is granted a nonexclusive and perpetual license for any

Documents and Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents and Data. Consultant makes no such representation and warranty in regard to Documents and Data which may be provided to Consultant by City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

9. Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the services under this Agreement. Nor shall such materials be disclosed to any person or entity not connected with the performance of the services under this Agreement. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs relating to project for which Consultant's services are rendered, or any publicity pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.
10. Consultant's Books and Records.

- a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement.
- b. Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.
- c. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Administrator, City Attorney, City Finance Director, or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at City Hall when its practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.
- d. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above named officers, require that custody of the records be given to the City

and that the records and documents be maintained by City Hall.

11. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the City. Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.
12. Interest of Consultant. Consultant (including principals, associates, and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:
 - a. will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of the City or any City official, other than normal agreement monitoring; and
 - b. possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)
13. Professional Ability of Consultant. City has relied upon the professional training

and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

14. Compliance with Laws. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations.
15. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are required by the City for its business.
16. Indemnity. Consultant agrees to defend, indemnify and hold harmless the City, its officers, officials, agents, employees and volunteers from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therein), arising out of, relating to or pertaining to Consultant's negligence, recklessness or willful misconduct arising from its performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except for any such claim arising from the sole negligence or willful misconduct of the City, its officers, agents, employees or volunteers.

17. Insurance Requirements. Consultant, at Consultant's own cost and expense, shall procure and maintain, for the duration of the Agreement, the insurance coverage and policies as set forth in Exhibit "A" attached hereto.
18. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: **Donald Rust, Acting City Administrator**
City of Oroville
1735 Montgomery Street
Oroville, CA 95965-4897
(530) 538-2535

If to Consultant: **Charles Dory, Ghirardelli Associates Inc.**
2990 Lava Ridge Ct. Suite 230
Roseville, CA 95661
(916) 757-6006

19. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the City and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations are superseded in total by this Agreement.
20. Amendments. This Agreement may be modified or amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.
21. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation,

experience and competence of Consultant. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express prior written consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the prior written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise required by law.

22. Waiver. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.
23. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.
24. Controlling Law Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in Butte County Superior Court or the United States District Court, Eastern District of California.
25. Litigation Expenses and Attorney's Fees. If either party to this Agreement commences any legal action against the other part arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses,

including court costs, expert witness fees, discovery expenses, and attorneys' fees.

26. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
27. Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.
28. Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit

arising therefrom.

- 29. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, disability, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

CITY OF OROVILLE

GHIRARDELLI ASSOCIATES, INC

By: _____
Linda L. Dahlmeier, Mayor

By: _____
Randal Bruner, Executive Vice President

APPROVED AS TO FORM:

ATTEST:

By: _____
Scott E. Huber, City Attorney

By: _____
Donald Rust, Acting City Clerk

Attachments: Exhibit A - Insurance Requirements

EXHIBIT A

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employee's Liability Insurance.
4. Errors and Omissions Liability insurance appropriate to the consultant's profession.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per claim for bodily injury or disease.
4. Errors and Omissions Liability: \$1,000,000 per occurrence.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee

satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as additional insured's as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by first class mail has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

**OROVILLE CITY COUNCIL
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

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

RE: 2015/2016 TIRE-DERIVED PRODUCT GRANT APPLICATION

DATE: SEPTEMBER 20, 2016

SUMMARY

The Council may consider cancelling the awarded Tire-Derived Product Grant (TDP 16-15-0022), awarded by CalRecycle on February 1, 2016, in the amount of \$62,965.

DISCUSSION

Staff is requesting that the Council provide direction as to the course of action of the Tire-Derived Product Grant to CalRecycle. The Tire-Derived Product Grant Application was submitted to CalRecycle on October 14, 2015, in the amount of \$62,965. On January 6, 2015, the Council approved Resolution No. 8310, authorizing the submittal of applications for all CalRecycle grants for which the City of Oroville is eligible for a duration of five years from the date of adoption. Staff proposed to remove existing deteriorated natural bark material from the landscape planters in (6) locations: Oroville Airport FBO, Centennial Cultural Center, Grayhawk Estates, Bolt's Antique Tool Museum, Park & Ride, and City Hall and replace with tire derived products (nuggets). The grant term is for two years and the project must be completed and the final request for reimbursement made to CalRecycle no later than April 1, 2018. No funds have been expended for this grant at this time.

Following concerning news reports of the potential health hazards of the tire-derived products, Council requested staff to conduct further research regarding the matter. Prior to a requested conference call with the Grant Manager of CalRecycle, Noel Davis, and Supervisor, Calvin Young, CalRecycle sent the attached correspondence (Attachment A) to provide some background information pertaining to tire-derived products. Within the correspondence, Calvin Young stated, "*CalRecycle will continue to provide funding for these projects, as well as other uses for waste tires, in an effort to divert this material from landfills in a responsible and sustainable manner, unless credible scientific evidence is obtained that would warrant a change in this policy*".

Staff later sent correspondence to CalRecycle requesting information regarding options for cancellation of the grant by the City. In short (full correspondence attached – Attachment B), CalRecycle explained that the Grant Authorizer (Mayor Dahlmeier) would need to submit a letter to the CalRecycle Grant Manager (Noel Davis) explaining the reasoning for the withdrawal from the Tire-Derived Product Grant Program. Additionally, a withdrawal or any grantee that expends less than 50 percent of their grant award, will be placed last in line for consideration of future grant awards. However, the City remains eligible to apply for future funding.

FISCAL IMPACT

No impact to the General Fund.

RECOMMENDATIONS

Provide direction, as necessary.

ATTACHMENT(S)

A – CalRecycle Correspondence – background information

B - CalRecycle Correspondence – grant cancellation procedures



Jamie Hayes

From: Davis, Noel@CalRecycle <Noel.Davis@calrecycle.ca.gov>
Sent: Friday, April 15, 2016 9:44 AM
To: Dawn Nevers
Cc: Don L. Rust; Young, Calvin@CalRecycle
Subject: RE: FY 2015-16 Tire-Derived Product Grant Program (TDP16th Cycle): Notice to Proceed – Grant# TDP16-15-0022 (City of Oroville)

Importance: High

Categories: Green Category

Dawn:

Thank you kindly. I am providing some background information related to the subject that Calvin Young shared with me that may answer some questions that you and Don may have received from interested parties that I believe will be helpful for the teleconference on Wednesday at 1:30pm.

CalRecycle is dedicated to reducing impacts to the environment through waste reduction, material reuse, and responsible recycling. At the same, CalRecycle's highest priority is, and will always be, protecting human health and safety. Because of this, CalRecycle has sponsored and coordinated studies and has diligently reviewed numerous other studies (some of which are referenced at web site) examining potential human health effects regarding the use of recycled tires for playgrounds, infill for artificial sports fields, and other uses.

A relatively recent study, published in 2010, was coordinated by CalRecycle and executed by California's authority on environmental health hazards, the Office of Environmental Health Hazard Assessment (OEHHA). That investigation, using rigorous scientific standards, also compiled the existing body of scientific work on the subject. At the conclusion of the study, OEHHA did not find any significant risk to human health (either cancer or non-cancer) from tire-derived crumb rubber used in artificial sports fields. In particular, the large majority of air samples collected from above artificial turf had VOC concentrations below the limit of detection. For VOCs that were detected, OEHHA conducted a screening-level estimate of health risks for both chronic and acute inhalation exposure scenarios. All exposures were below health-based screening levels, suggesting that adverse health effects were unlikely to occur in persons using artificial turf. In addition, PM2.5 and associated elements (including lead and other heavy metals) were either below the level of detection or at similar concentrations above artificial turf athletic fields and upwind of the sampled fields.

CalRecycle and OEHHA continue to objectively evaluate the entirety of scientific studies and evidence on this issue, but are unaware of any new scientific studies indicating that adverse health impacts from such exposures are likely. Accordingly, CalRecycle believes that the use of recycled tires in playgrounds or crumb rubber used as infill for artificial sports fields is appropriate. Since 2001, CalRecycle has awarded, through various grant programs, approximately \$45 million to cities, counties, and school districts for playgrounds, running tracks, landscaping, infill for artificial sports fields, and other uses. CalRecycle will continue to provide funding for these projects, as well as other uses for waste tires, in an effort to divert this material from landfills in a responsible and sustainable manner, unless credible scientific evidence is obtained that would warrant a change in this policy.

At the same time, CalRecycle and OEHHA are dedicated to furthering scientific study of this issue. As a result, in June 2015, CalRecycle and OEHHA entered into an interagency agreement for \$2,458,000 to conduct a series of scientific studies designed to further the understanding of the chemicals that can be released from recycled tire rubber under various environmental conditions, human exposures to these chemicals, and the associated chemical hazards and risks to human health (see the [OEHHA website](#)). Based upon the

recommendations of a scientific advisory panel, OEHHA has requested an additional \$805,000 funds to perform additional tasks in their health impacts study of synthetic turf and playground mats. At its regularly scheduled monthly meeting on April 19, 2016, CalRecycle will consider providing these additional funds as part of the [annual relocation of available tire fund monies](#).

OEHHA would like to add a total solvent extraction and a non-targeted chemical analysis in order to obtain a fuller list of the chemicals that may be found in tire crumb rubber. OEHHA will also be adding tasks to study different types of lung fluid exposure, as the particulate size of the crumb rubber may have an extremely large impact on chemical availability. These new tasks are estimated to extend the overall timeline by thirteen months, with the final report due to CalRecycle in May 2019.

The [US EPA recently held webinars](#) to discuss a federal plan to study key environmental human health questions.

We hope that this assists the City.

Calvin Young, Supervisor
Phone (916) 341-6670

CalRecycle
Financial Resources Management Branch
Tire Incentives for Recycling and the Environment (TIRE) Unit

From: Dawn Nevers [mailto:dnevers@cityoforoville.org]
Sent: Friday, April 15, 2016 9:23 AM
To: Davis, Noel@CalRecycle <Noel.Davis@calrecycle.ca.gov>
Cc: Don L. Rust <drust@cityoforoville.org>
Subject: RE: FY 2015-16 Tire-Derived Product Grant Program (TDP16th Cycle): Notice to Proceed – Grant# TDP16-15-0022 (City of Oroville)

Noel,

Yes, that works for both of us. Thank you!

With kind regards,

Dawn R. Nevers
Assistant Planner
City of Oroville
(530) 538-2429
dnevers@cityoforoville.org

From: Davis, Noel@CalRecycle [mailto:Noel.Davis@calrecycle.ca.gov]
Sent: Friday, April 15, 2016 9:09 AM
To: Dawn Nevers <dnevers@cityoforoville.org>
Cc: Don L. Rust <drust@cityoforoville.org>
Subject: RE: FY 2015-16 Tire-Derived Product Grant Program (TDP16th Cycle): Notice to Proceed – Grant# TDP16-15-0022 (City of Oroville)
Importance: High

Dawn:

No apologies needed. Does Wednesday at 1:30pm to 2:00pm work? If so, I will send a meeting request with the phone number to dial-in.

Noel Davis
Grant Manager
Department of Resources Recycling and Recovery (CalRecycle)
Financial Resources Management Branch
Tire-Derived Product Grant Program
1001 I Street, MS13, P.O. Box 4025
Sacramento, CA 95812
Tel: 916-341-6341
noel.davis@calrecycle.ca.gov



Connect with us!



From: Dawn Nevers [<mailto:dnevers@cityoforoville.org>]
Sent: Friday, April 15, 2016 8:11 AM
To: Davis, Noel@CalRecycle <Noel.Davis@calrecycle.ca.gov>
Cc: Don L. Rust <drust@cityoforoville.org>
Subject: RE: FY 2015-16 Tire-Derived Product Grant Program (TDP16th Cycle): Notice to Proceed – Grant# TDP16-15-0022 (City of Oroville)

Good morning Noel,

My apologies, both of the times proposed will not work for Don or myself. We both have Wednesday the 20th between 1:00 – 3:00 p.m. available if that would work for your schedules?

With kind regards,

Dawn R. Nevers
Assistant Planner
City of Oroville
(530) 538-2429
dnevers@cityoforoville.org

From: Davis, Noel@CalRecycle [<mailto:Noel.Davis@calrecycle.ca.gov>]
Sent: Thursday, April 14, 2016 1:47 PM
To: Dawn Nevers <dnevers@cityoforoville.org>
Cc: Don L. Rust <drust@cityoforoville.org>
Subject: RE: FY 2015-16 Tire-Derived Product Grant Program (TDP16th Cycle): Notice to Proceed – Grant# TDP16-15-0022 (City of Oroville)
Importance: High

Dawn:

Calvin Young, my supervisor and I would like to honor your request for a conference call next week. Are you and Don available for a conference call on Monday, April 18 at 9:00am or 10:00am?

Noel Davis
Grant Manager
Department of Resources Recycling and Recovery (CalRecycle)
Financial Resources Management Branch
Tire-Derived Product Grant Program
1001 I Street, MS13, P.O. Box 4025
Sacramento, CA 95812
Tel: 916-341-6341
noel.davis@calrecycle.ca.gov



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From: Dawn Nevers [<mailto:dnevers@cityoforoville.org>]
Sent: Wednesday, April 13, 2016 8:47 AM
To: Davis, Noel@CalRecycle <Noel.Davis@calrecycle.ca.gov>
Cc: Don L. Rust <drust@cityoforoville.org>
Subject: RE: FY 2015-16 Tire-Derived Product Grant Program (TDP16th Cycle): Notice to Proceed – Grant# TDP16-15-0022 (City of Oroville)

Good morning Noel,

Since the City of Oroville has received the Notice to Proceed on February 25, 2016, the City Council has expressed some concerns with the use of Tire Derived Products and their health effects. My question is if you would be willing to have a conference call with Don Rust, Acting City Administrator, and myself, in order to gain a better understanding of the product and alleviate some of the concerns. Please feel free to contact me with any questions. Thank you!

With kind regards,

Dawn R. Nevers
Assistant Planner
City of Oroville
(530) 538-2429
dnevers@cityoforoville.org

From: Davis, Noel@CalRecycle [<mailto:Noel.Davis@calrecycle.ca.gov>]
Sent: Thursday, February 25, 2016 9:22 AM
To: Dawn Nevers <dnevers@cityoforoville.org>
Cc: Linda Dahlmeier <ldahlmeier@cityoforoville.org>; Don L. Rust <drust@cityoforoville.org>; Sanford, Melissa@CalRecycle <Melissa.Sanford@calrecycle.ca.gov>; Rai, Hardeep@CalRecycle <Hardeep.Rai@calrecycle.ca.gov>

Subject: FY 2015-16 Tire-Derived Product Grant Program (TDP16th Cycle): Notice to Proceed – Grant# TDP16-15-0022
(City of Oroville)

Importance: High

Dear Dawn:

This is your official **Notice to Proceed** authorizing you to begin work on your project(s). Eligible costs are expenditures incurred during the term of the grant project (February 25, 2016, through April 1, 2018) directly related to the project(s) TDP material costs, freight, and tax.

Attached is a copy of your executed Grant Agreement Cover Sheet (CalRecycle 110). It is the grantee's responsibility to maintain a copy of the executed Grant Agreement Cover Sheet and the Notice to Proceed in its grant files. Please review all Grant Agreement provisions to ensure that grant work performed and costs incurred comply with the Grant Agreement. Refer to the [Procedures and Requirements](#) for all reporting requirements.

As noted in the Forms Guide section of your Grant Agreement package, the following forms are available for the duration of your grant term.

- *Reliable Contractor Declaration* (CalRecycle 168)
- *Grant Payment Request* (CalRecycle 87)
- *Tire-Derived Product Certification* (CalRecycle 227 [Rev. 10/14])
- *Certificate of Compliance* (CalRecycle 810)

Because forms may be updated at any time, please refer to <http://www.calrecycle.ca.gov/Grants/Forms/> for the latest versions. The Reliable Contractor Declaration Form must be completed and submitted to CalRecycle prior to authorizing the contractor(s) to commence work on your project. Instructions for completing the Grant Payment Request and Tire-Derived Product Certification are on the reverse side of the forms.

Please keep me informed of changes to your staff contact information or if you need to make any changes to the approved project(s). Please contact me, Melissa Sanford (Melissa.Sanford@CalRecycle.ca.gov) or Hardeep Rai (Hardeep.Rai@CalRecycle.ca.gov) if you have any questions regarding your grant.

Sincerely,

Noel Davis
Grant Manager
Department of Resources Recycling and Recovery (CalRecycle)
Financial Resources Management Branch
Tire-Derived Product Grant Program
1001 I Street, MS13, P.O. Box 4025
Sacramento, CA 95812
Tel: 916-341-6341
noel.davis@calrecycle.ca.gov



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Jamie Hayes

From: Davis, Noel@CalRecycle <Noel.Davis@calrecycle.ca.gov>
Sent: Wednesday, September 7, 2016 9:16 AM
To: Dawn Nevers; Sanford, Melissa@CalRecycle
Subject: RE: Grant No. 16-15-0022, Tire-Derived Product (City of Oroville)

Importance: High

Dawn:

Not at all. The Tire-Derived Product Grant is and continues to be a popular grant that is always oversubscribed (meaning we have more applicants than funding available). If the City of Oroville decides to withdraw their grant award they may continue to apply for future grants. However, because of the withdrawal or any grantee that expends less than 50 percent of their grant award, the organization will be placed last in line for consideration of future grant awards.

Noel

From: Dawn Nevers [mailto:dnevers@cityoforoville.org]
Sent: Wednesday, September 07, 2016 9:13 AM
To: Davis, Noel@CalRecycle <Noel.Davis@calrecycle.ca.gov>; Sanford, Melissa@CalRecycle <Melissa.Sanford@calrecycle.ca.gov>
Subject: RE: Grant No. 16-15-0022, Tire-Derived Product (City of Oroville)

Noel,

Thank you very much for your quick response. I will share this information with the City Council and staff. I will let you know what our final decision is.

One last question for you. If the city chooses to forfeit the current grant, does it prevent the City of Oroville from applying for other CalRecycle funding in the future?

With kind regards,

Dawn R. Nevers
Assistant Planner
City of Oroville
1735 Montgomery Street
Oroville, CA 95965
Ph: (530) 538-2429

From: Davis, Noel@CalRecycle [mailto:Noel.Davis@calrecycle.ca.gov]
Sent: Wednesday, September 7, 2016 9:07 AM
To: Dawn Nevers <dnevers@cityoforoville.org>; Sanford, Melissa@CalRecycle <Melissa.Sanford@calrecycle.ca.gov>
Subject: RE: Grant No. 16-15-0022, Tire-Derived Product (City of Oroville)
Importance: High

Dawn:

Thank you for notifying Melissa and me about the health concerns the City of Oroville has regarding the use of tire-derived products for project sites in the City of Oroville. If the City decides to forfeit the TDP16-15-0022 grant totaling \$62,970, you need only submit to me a letter using the City of Oroville letterhead explaining the reason or rationale warranting withdrawal from the Tire-Derived Product Grant Program signed by the grant authorizer. I will disencumber the grant award amount and withdraw the grant award and send notification to all parties that the grant is officially closed.

Noel Davis
Grant Manager
Department of Resources Recycling and Recovery (CalRecycle)
Financial Resources Management Branch
Tire-Derived Product Grant Program
1001 I Street, MS13, P.O. Box 4025
Sacramento, CA 95812
Tel: 916-341-6341
noel.davis@calrecycle.ca.gov



Connect with us!



From: Dawn Nevers [<mailto:dnevers@cityoforoville.org>]
Sent: Wednesday, September 07, 2016 8:38 AM
To: Sanford, Melissa@CalRecycle <Melissa.Sanford@calrecycle.ca.gov>
Cc: Davis, Noel@CalRecycle <Noel.Davis@calrecycle.ca.gov>
Subject: Grant No. 16-15-0022, Tire-Derived Product (City of Oroville)

Good morning Melissa,

Following numerous discussion with staff, city council, and various others, the health concerns pertaining to tired-derived products is cause for question regarding possible closure of Grant No. 16-15-0022. The council feels that there are too many unknown risks associated with the use of tire-derived products. Upon reviewing Exhibit A – Terms & Conditions, I am not locating a section in which the Grantee may forfeit the grant funds prior to any expenditure. Is this possible and what is the process for the City of Oroville? We would like to review our options before making a final decision.

If you have questions, please do not hesitate to contact me. Thank you!

With kind regards,

Dawn R. Nevers
Assistant Planner
City of Oroville
1735 Montgomery Street
Oroville, CA 95965
Ph: (530) 538-2429

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**OROVILLE CITY COUNCIL
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

**FROM: DAWN NEVERS, ASSISTANT PLANNER (530) 538-2429
DONALD RUST, DIRECTOR (530) 538-2433
COMMUNITY DEVELOPMENT DEPARTMENT**

**RE: REDEVELOPMENT PLANS FOR THE “MIKE ISCH PARKING LOT” AKA:
“PARKING LOT A” (CONTINUED FROM 07.19.2016)**

DATE: SEPTEMBER 20, 2016

SUMMARY

The Council will receive updated information regarding the proposed redevelopment of the “Mike Isch Parking Lot,” also known as “Parking Lot A”.

DISCUSSION

At their July 19, 2016 meeting, the City Council received a presentation from staff regarding the PG&E remedial excavation plan, Arts, Cultural and Entertainment (AC&E) District community outreach, parking and the conceptual design for Parking Lot A. Following public comment and Council discussion, the Council directed staff to work with the Historic Downtown Oroville Business Alliance (Alliance) comprised of Bud Tracy, Oroville Downtown Property Owners, Sandy Linville, Oroville Area Chamber of Commerce, Lori Pierce, Downtown Oroville Riverfront District, and Alan Jones, Oroville Downtown Business Association. The intent was to collaborate and produce the most desired solution for Parking Lot A.

On August 31, 2016, City staff (Topete, Nevers, and Rust) met with the representatives of the Alliance. After incorporating the suggestions provided at the July 19, 2016 Council meeting, City staff presented three (3) revised options to the Alliance. Following discussion, the Alliance agreed that pursuing Option B would be most beneficial for the downtown businesses and community. The Alliance also expressed interest in working with City staff to move the project forward. Suggested enhancements consisted of removing the shrubs and the first row of parking adjacent to Montgomery Street leaving the existing trees, to align with the theme of the AC&E Plan. Option B will preserve approximately 134 parking spaces from the existing 157 spaces (a difference of 23 spaces). The result will be new hardscape to match the existing downtown stamped surfaces with the possible addition of decorative elements (e.g. trellises, granite boulders, mining equipment, etc.) all to be determined when a final budget is determined.

FISCAL IMPACT

No impact to the General Fund at this time; however, the Council has set-aside \$250,000 for this project from the \$3.4 million in excess RDA bonds.

RECOMMENDATIONS

Provide direction, as necessary.

EXHIBITS

A - Options A, B, & C Concept Drawings

EXHIBIT - A

Parking Lot A (option A)

Update in Parking

Current = approximately 157 parking spaces (151 standard, 6 handicap)

Proposed = approximately 131 parking spaces (125 standard, 6 handicap)

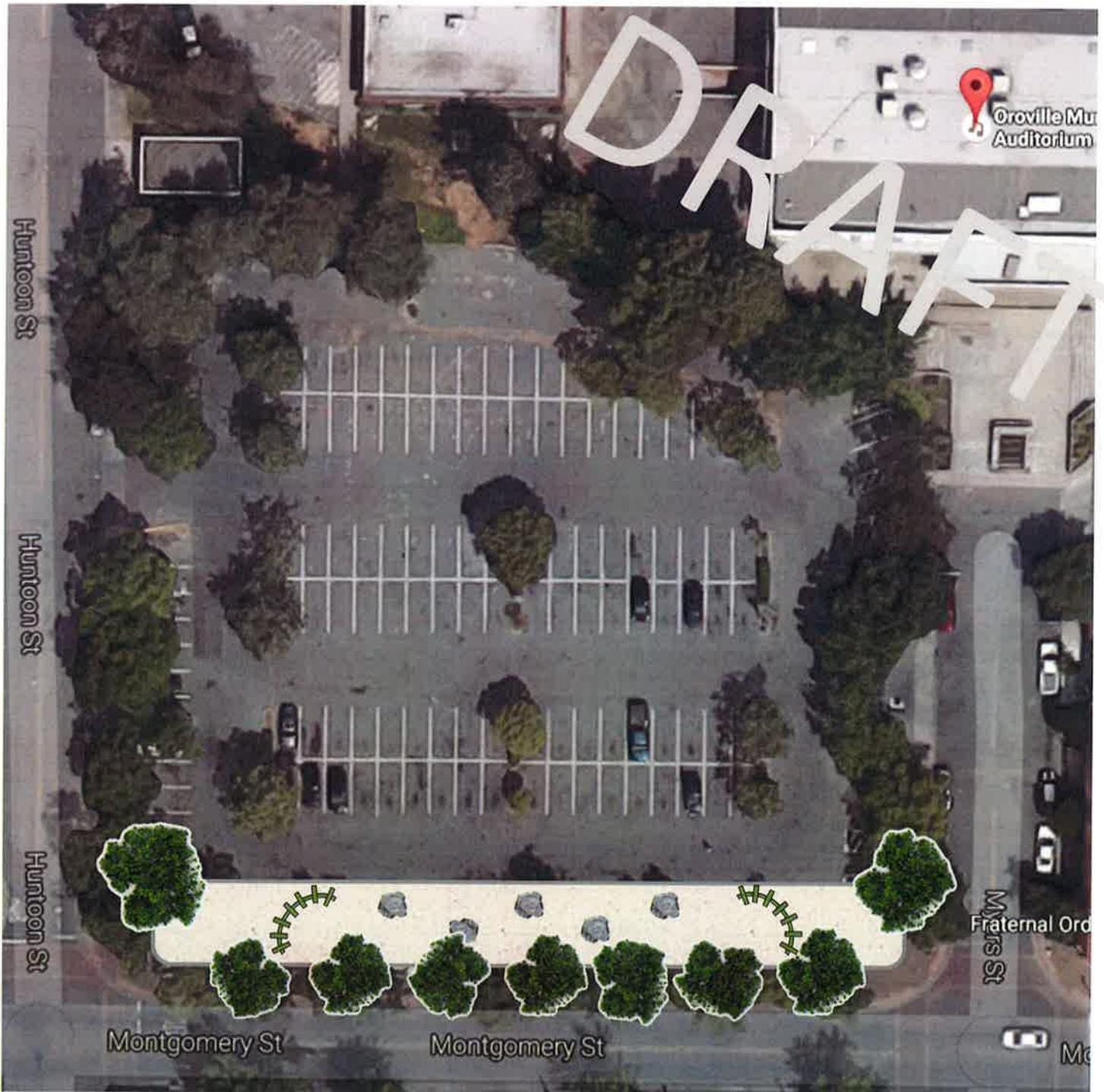


Parking Lot A (option B)

Update in Parking

Current = approximately 157 parking spaces (151 standard, 6 handicap)

Proposed = approximately 134 parking spaces (131 standard, 3 handicap)



Parking Lot A (option C)

Update in Parking

Current = approximately 157 parking spaces (151 standard, 6 handicap)

Proposed = approximately 109 parking spaces (103 standard, 3 handicap)



**OROVILLE CITY COUNCIL
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

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

RE: CITY ENGINEER/PUBLIC WORKS MANAGER POSITION

DATE: SEPTEMBER 20, 2016

SUMMARY

The Council may consider providing staff with direction relating to a job description for the position of City Engineer/Public Works Manager.

DISCUSSION

Staff is seeking direction relating to a job description for the position of City Engineer/Public Works Manager. A draft of the proposed job description is attached for your review. This job description would replace the current position of Project Manager/Sr. Civil Engineer and would oversee both the Engineering and Public Works Divisions, under the direction of the Community Development Director. The position would be included in the current compensation study that is currently underway, to establish a salary range, if staff is directed to move forward with the position.

FISCAL IMPACT

The funding for this position will come from the salary of the recently retired Project Manager/Senior Civil Engineer (Interim City Engineer).

RECOMMENDATION

Provide direction, as necessary.

ATTACHMENT

A - Draft Job Description for City Engineer/Public Works Manager

CITY ENGINEER/PUBLIC WORKS MANAGER

DEFINITION

Under general direction of the Community Development Director, manages the Engineering and Public Works Divisions of the Community Development Department, including transportation/traffic, construction administration and inspection, land development review, public facility engineering, construction and maintenance of streets, storm drains, sewer system and public utilities, municipal airport, City building, capital improvement project design; formulates policy, develops goals and objectives, to ensure divisional compliance with all applicable laws, regulations and standards; supervises staff and administers the division's budgets; performs professional civil engineering work and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The City Engineer/Public Works Manager has a broad range of independence within policy and procedural parameters and works under minimal supervision. It is distinguished from the Community Development Director in that the Director has overall management responsibility for all areas of the Community Development Department which include Engineering, Public Works, Building, Planning and Housing.

SUPERVISION RECEIVED

General direction is received from the Community Development Director.

SUPERVISION EXERCISED

The City Engineer/Public Works Manager provides direct supervision to professional, technical, clerical and temporary employees assigned to the division.

EXAMPLES OF ESSENTIAL FUNCTIONS: *Essential functions may include, but are not limited to, the following:*

Plans, organizes, directs and evaluates the functions and activities of the Engineering and Public Works Divisions;

Develops and implements goals, objectives, performance standards, policies and procedures;

Supervises, motivates, and evaluates work of subordinate staff and provides staff training and development opportunities;

Interprets and ensures divisional compliance with all federal, state, regional and local laws and regulations, City policies and procedures and standards of quality and safety;

CITY OF OROVILLE

Develops, monitors and manages the divisional budgets and project schedules;

Monitors and approves all purchase/payment orders;

Prepares and administers grants for special programs and projects;

Serves as Airport Manager and Flood Plain Administrator;

Directs and reviews the work of contract consultants and reviews or prepares related requests for proposals and contracts;

Reviews and approves engineering plans, specifications, and contract documents;

Designs and prepares engineering plans, specifications, and contract documents;

Manages and administers divisional activities, programs and projects including consultant contract administration and engineering design, development, survey, construction and inspection, City streets and freeway interchanges, traffic controls, drainage structures, sewage collection and parking and other municipal facilities, such as an airport, and other civil engineering projects;

Administers development fee programs;

Interprets City Standards in complex and unclear cases;

Reviews conditions of approval for subdivisions and site developments;

Recommends approval of subdivision agreements, improvement plans, parcel maps, and final maps;

Establishes guidelines and methods for capital improvement projects related to project design, timetables and other factors;

Identifies City needs and priorities for specific public works projects;

Develops and updates short and long-range goals;

Establishes and administers Standard Details and Specifications, development plans, plan check manuals, and master plans for sewer and storm drain systems, and other documents as required by Oroville Municipal Code;

Reviews transportation plans and transportation systems and establishes and reviews construction inspection criteria;

Conducts or directs analytical studies, develops and reviews reports of findings, alternatives and recommendations for the maintenance and improvement of City public

CITY OF OROVILLE

works services and prepares and directs the preparation of a variety of periodic and special reports regarding divisional activities;

Designs, prepares, reviews and/or approves public improvement plans, specifications, standards and estimates and encroachment, transportation, grading, drainage and flood plain permits and land development conditions of approval and associated agreements and land development maps, deeds and other documents, including acceptance of public right-of-way dedications to the City by deeds;

Inspects or oversees inspections and evaluates public works improvement and land development projects and public safety concerns;

Confers with and provides professional and technical assistance to City Council, City Administrator, Community Development Director, and other staff on matters related to Engineering and Public Works functions;

Coordinates divisional activities with those of other departments and divisions, agencies and private groups as appropriate;

Represents the divisions and makes presentations to City Council, Commission, Board, other City and community meetings; may serve on various committees, boards and commissions as appropriate;

Receives and responds to public inquiries, requests for assistance and complaints regarding divisional projects and activities;

Monitors legislation and trends in areas of responsibility and evaluates their impact on City operations and recommends and implements policy and procedural improvements;

Performs general administrative work as assigned, including but not limited to conducting and attending meetings, assisting customers, researching files, scheduling appointments, reviewing correspondence, etc.;

Reviews and investigates alleged violations;

Signs final maps and plans for the City;

Develops, administers and monitors the Engineering and Public Works division's activities, programs and the City's capital improvement budgets, the lighting and landscape maintenance district, benefit assessment districts, and sidewalk repair programs and other programs;

Advises City staff and others on issues relating to adopted City Standard Details and Specifications;

CITY OF OROVILLE

Prepares written reports and requests for City Council and staff regarding ordinance changes, establishment of City policy and items for City Council approval;

Interacts effectively with City officials and staff, developers, engineers, architects, property owners, and other governmental agencies including local, state and federal;

Serves as the Community Development Director in their absence;

Performs other duties as assigned.

Knowledge of:

Principles and practices of organization, administration and budget; principles and practices of modern civil, structural, hydraulic, sanitary, and traffic engineering related to municipal public works design, transportation planning, pavement management, erosion control, storm drain maintenance, and public works design and construction; methods, techniques and materials employed in the construction of public works projects; processing rights-of-way acquisitions; estimating and design and preparation of plans for improvements; principles and practices of supervision; effective public speaking techniques; laws and regulatory codes related to governing land development, development and construction of public works projects and assessment districts; and personal computer operation and applications.

Divisional policies, procedures and standards related to public works maintenance and construction projects; pertinent federal, state, regional and local laws, regulations, codes and ordinances; administrative principles and methods, including goal setting and planning; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles and practices of civil engineering, land development, flood plain management, emergency management, airport operations as applied to the design, construction and maintenance of public facilities and technical inspection services; modern principles, practices, techniques, equipment, materials and tools used in public works construction / maintenance projects and daily operations; safe and proper operation of heavy construction equipment; research methods and sources of information related to public works operations; principles of supervision, training and performance evaluation; budget preparation and administration practices; principles and practices of modern office management, communications and effective employee and public relations; modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications; methods of letter writing and report preparation; English usage, spelling, grammar and punctuation; safe work practices.

Ability to:

Plan, organize, coordinate and administer activities of the Engineering and Public Works divisions; develop and implement programs, policies and procedures; administer and monitor division budgets and expenditures, including a capital improvement budget;

formulate and administer the lighting and landscape maintenance district, benefit assessment districts and sidewalk repair programs and other programs; interpret and effectively apply various laws, ordinances, regulations, policies and procedures; supervise, train and evaluate professional, technical and clerical staff; establish and maintain effective working relations with property owners, contractors, public officials, employees, other public agencies, community groups and the general public; keep accurate records; make effective presentations on engineering and public works matters in lay language; perform professional engineering work; prepare contract documents and comprehensive reports; supervise and coordinate construction contracts; operate a personal computer; exercise sound, fair and consistent independent judgement; solve complex problems and mediate to resolve disputes; and exemplify and foster an enthusiastic, resourceful and effective service attitude/approach with internal and external customers.

Effectively learn and apply City, department and division policies, procedures, rules and regulations, terminology, City Standards and Details, permit provisions and the City's Geographical Information System (GIS), city maps and records system; work additional hours as necessary to meet deadlines and attend night meetings; keep current on changes/trends/technology in the engineering and public works field; participate, foster and encourage all members of the divisions to work as members of a team;

Interpret, analyze and apply pertinent federal, state, regional and local laws, codes, ordinances, rules and regulations pertaining to divisional administration and operations; develop, implement and interpret goals, objectives, policies, procedures and work standards; analyze complex problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals; determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits; read and understand complex plans, specifications and blueprints; apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, specifications, regulations and standard construction practices; exercise sound, independent judgment within general policy guidelines; perform required mathematical computations with accuracy; communicate clearly and concisely, both orally and in writing; prepare, verify, analyze and reconcile complex records, reports and recommendations; gain cooperation through discussion and persuasion, and facilitate the resolution of difficult political and controversial issues related to Engineering and Public Works plans and projects; represent the City effectively in meetings with others; interpret complex departmental projects and programs to the public.

MINIMUM REQUIREMENTS:

Experience: At least six (6) years of experience performing progressively responsible professional civil engineering work with registration, which includes two years of experience in supervising engineering and public works staff engaged in a variety of public works and/or land development projects including design, construction inspection, transportation, development and review.

Education: The equivalent to a Bachelor's Degree in civil engineering from an accredited college/university. Master's degree in an applicable field is desirable.

Certification: Registration in the State of California as a Professional Civil Engineer. Registration in the State of California as a Land Surveyor is desirable, if civil engineering license does not cover land surveying.

License: Must possess and maintain a valid California driver's license and a satisfactory driving record, as determined by the City.

Additional Requirements: Must have the willingness and ability to work the hours necessary to accomplish the job requirements; be on-call for emergencies; travel to and attend meetings, seminars, conferences, etc. during work and non-work hours; complete continuing education requirements, as necessary;

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, toxic or caustic chemicals, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Essential duties require the mental and/or physical ability to work regularly in a standard office environment and periodically in a field environment involving body movement, dexterity and agility of balance and coordination while moving through restricted spaces, such as trenches and climbing ladders and stairs; requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; occasionally lift and/or move up to 25 pounds; use hands to finger, handle, feel or operate objects, tools and controls read fine print and distinguish colors and shades of color to interpret and use maps/blue prints for prolonged periods of time; converse with others in person and by telephone; and operate a personal computer.

Approved by Council:

**CITY OF OROVILLE
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

**FROM: RICK FARLEY, ENTERPRISE ZONE AND BUSINESS ASSISTANCE
COORDINATOR**

**RE: AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH
ROSENOW SPEVACEK GROUP, INC.**

DATE: SEPTEMBER 20, 2016

SUMMARY

The Council, serving as the Oroville Successor Agency, may consider amendments to the Professional Services Agreement with Rosenow Spevacek Group, Inc. (RSG), for administrative and technical services relating to the implementation of AB1x 26 and AB 1484, in an amount not to exceed \$40,174.50, for services through June 30, 2018.

DISCUSSION

On May 18, 2010, the Oroville Successor Agency of the former Oroville Redevelopment Agency entered into an Agreement with RSG for professional services for ongoing redevelopment advisory services on an as-needed basis. That contract was extended four times and ended on June 30, 2016. However, there is still a need for their services for at least two more years.

Staff is seeking Successor Agency (SA) approval to extend the contract maturity date to June 30, 2018 for an amount not to exceed \$40,174.50. The Agreement is for as-needed services for operational burdens created by AB 1484 including but is not limited to the preparation of the Recognized Obligation Payment Schedule (ROPS). The remaining amount of \$40,174.50 is from the \$60,000 that was approved by the Successor Agency on April 7, 2015 and will be available from the SA administrative budget and not from the City's General Fund.

FISCAL IMPACT

Funding of \$40,174.50 is available from the ROPS 16-17 administrative budget and ROPS 17-18 administrative budget pursuant to AB 1484 Section 34179(o). The ROPS 17-18 Administration Budget is subject to State Department of Finance approval.

| | | |
|-------------------------------------|---------------------|-------------|
| Successor Agency (Outside Services) | Acct. No. 8001-6360 | \$40,174.50 |
|-------------------------------------|---------------------|-------------|

RECOMMENDATION

Adopt Resolution No. 16-05 – A RESOLUTION OF THE SUCCESSOR AGENCY OF THE FORMER OROVILLE REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROSENOW SPEVACEK GROUP, INC., FOR ADMINISTRATIVE AND TECHNICAL SERVICES RELATING TO THE IMPLEMENTATION OF AB1X 26 AND AB 1484, IN AN AMOUNT NOT TO EXCEED \$40,174.50, FOR SERVICES THROUGH JUNE 30, 2018 – (Agreement No. 12-01-05).

ATTACHMENT

Resolution No. 16-05
Agreement No. 12-01-05
RSG Contract Extension Agreement

**OROVILLE SUCCESSOR AGENCY
RESOLUTION NO. 16-05**

A RESOLUTION OF THE SUCCESSOR AGENCY OF THE FORMER OROVILLE REDEVELOPMENT AGENCY OF THE CITY OF OROVILLE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROSENOW SPEVACEK GROUP, INC., FOR ADMINISTRATIVE AND TECHNICAL SERVICES RELATING TO THE IMPLEMENTATION OF AB1X 26 AND AB 1484, IN AN AMOUNT NOT TO EXCEED \$40,174.50, FOR SERVICES THROUGH JUNE 30, 2018

(Agreement No. 12-01-05)

NOW THEREFORE, be it hereby resolved by the Oroville Successor Agency of the former Oroville Redevelopment Agency as follows:

1. The Mayor is hereby authorized and directed to execute an Amendment to the Professional Services Agreement with Rosenow Spevacek Group, Inc. for technical services relating to the implementation of AB1X 26 and AB 1484, in an amount not to exceed \$40,174.50, and to extend the contract maturity date to June 30, 2018. A copy of the Amendment is attached to this Resolution.
2. The City Clerk shall attest to the adoption of this Resolution.

PASSED AND ADOPTED by the City Council at a regular meeting on September 20, 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

FIFTH AMENDMENT TO PROFESSIONAL SERVICES BETWEEN THE OROVILLE SUCCESSOR AGENCY AND ROSENOW SPEVACEK GROUP, INC.

This Fifth Amendment, dated September 20, 2016, is to the Agreement No. 12-01 between the **Oroville Successor Agency** (“Agency”) and **Rosenow Spevacek Group, Inc.** (“Consultant”).

In consideration of the terms and conditions herein, the Agency and the Consultant agree that Agreement No. 12-01 shall be amended as follows:

1. City shall pay Consultant no more than an additional \$40,174.50 for technical services relating to the implementation of AB1x 26 and AB 1484, as part of this Fifth Amendment.
2. The \$40,174.50 authorized by this Fifth Amendment shall be used only to pay the Consultant to complete the Project and must be available from the Agency’s approved Administrative Budgets.
3. Conflicts between the Agreement, the First Amendment, the Second Amendment, the Third Amendment, the Fourth Amendment and this Fifth Amendment shall be controlled by this Fifth Amendment. All other provisions within Agreement No. 12-01 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Fifth Amendment to be executed on the date first written above.

OROVILLE SUCCESSOR AGENCY

ROSENOW SPEVACEK, GROUP, INC.

By: _____
Linda L. Dahlmeier, Mayor

By: _____
Title: _____
Business License# _____
Tax ID No.: _____

APPROVED AS TO FORM:

ATTEST:

By: _____
Scott E. Huber, City Attorney

By: _____
Donald Rust, Acting City Clerk



BETTER COMMUNITIES. BOLDER FUTURES.

ROSENOW SPEVACEK GROUP INC.
309 WEST 4TH STREET
SANTA ANA, CALIFORNIA
92701-4502

T 714 541 4585
F 714 541 1175
E INFO@WEBRSG.COM
WEBRSG.COM

Via Electronic Mail

September 6, 2016

Rick Farley
CITY OF OROVILLE
OROVILLE SUCCESSOR AGENCY
1735 Montgomery Street
Orville, CA 95965

**CONTRACT EXTENSION FOR SUCCESSOR AGENCY CONSULTING SERVICES
FOR FY 16-17 THROUGH FY 17-18**

Dear Mr. Farley:

It has been our great pleasure to work with you and your colleagues over the past several years. Our most recent contract expired on June 30, 2016 with a budget of \$40,174.50 remaining. We thank you for the opportunity to present this scope of work to continue providing successor agency consulting services to Oroville for Fiscal Year 2016-17 through Fiscal Year 2017-18 with the remaining \$40,174.50. Our role would be to continue providing advisory services to staff to wind down the affairs of the former redevelopment agency pursuant to Assembly Bills x1 26 and 1484, meet ongoing reporting requirements, conduct financial and strategic planning, and provide other services as directed by staff.

RSG's primary assignment is to provide technical, management, and administrative services for reporting and filing requirements, transition Redevelopment Agency responsibilities and assets to the City as successor agency and housing successor agency, and other services as directed by staff. Specific assignments may include, but are not limited to, the following:

1. Recognized Obligation Payment Schedule (ROPS) 17-18 and 18-19
2. Administrative Budget for Fiscal Year 2017-18 and 2018-19
3. Long-term cash flows to analyze the Successor Agency's fiscal health
4. City loan repayment calculations and advisory services
5. Consultations with the State, County, and taxing entities
6. Meeting agenda packet preparation and review
7. Legislative analysis and updates
8. Other as-needed services

FISCAL HEALTH
ECONOMIC DEVELOPMENT
REAL ESTATE, HOUSING
AND HEALTHY COMMUNITIES

Our services would be charged on a time-and-materials basis, in accordance with our current fee schedule as outlined below.

2016 Hourly Billing Rates & Fee Schedule

| | |
|-----------------------|---------------|
| Principal / Director | \$ 235 |
| Senior Associate | \$ 180 |
| Associate | \$ 160 |
| Senior Analyst | \$ 135 |
| Analyst | \$ 125 |
| Research Assistant | \$ 110 |
| Technician | \$ 80 |
| Clerical | \$ 60 |
| Reimbursable Expenses | Cost plus 10% |

RSG does not charge clients for travel or mileage (except direct costs related to field work/surveys), parking, standard telephone/fax expenses, general postage or incidental copies. However, we do charge for messenger services, overnight shipping/express mail costs and teleconferencing services. Any third party data required may also be charged to the client, typical examples include copies of the equalized assessment roll and CoStar Market data. We also charge for copies of reports, documents, notices, and support material in excess of five (5) copies. These costs are charged back at the actual expense plus a 10% surcharge.

RSG issues monthly invoices payable upon receipt, unless otherwise agreed upon in advance. Invoices identify tasks completed to date, hours expended and the hourly rate.

We estimate an initial budget of **\$40,174.50** to undertake these assignments for the City through August 30, 2018. Jim Simon, Principal-in-Charge, Suzy Kim, Senior Associate, and Ya-yin Isle, Associate, will oversee these services. Additional staff will be assigned as needed.

If you would like to proceed, please sign and date on the following page and transmit a copy back to us, or transmit a contract for execution.

Rick Farley
CITY OF OROVILLE / OROVILLE SUCCESSOR AGENCY
September 6, 2016
Page 3

Sincerely,
ROSENOW SPEVACEK GROUP, INC.



Jim Simon
Principal



Suzy Kim
Senior Associate

Proposal Accepted by:
Oroville Successor Agency

Signature and Date

Linda L. Dahlmeier, Chairperson

Printed Name and Title

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)

ABC 211 (6/99)

TO: Department of Alcoholic Beverage Control
1900 CHURN CREEK RD
STE 215
REDDING, CA 96002
(530) 224-4830

File Number: 572783
Receipt Number: 2381009
Geographical Code: 0404
Copies Mailed Date: August 31, 2016
Issued Date:



DISTRICT SERVING LOCATION: REDDING
First Owner: NELSON, COLIN THOMAS
Name of Business: BUTTE COUNTY WINE COMPANY
Location of Business: 1440 MYERS ST
STE A
OROVILLE, CA 95965

County: BUTTE
Is Premise inside city limits? Yes
Census Tract 0028.00

Mailing Address:
(If different from
premises address)

Type of license(s): 42

Transferor's license/name: 566735 / NELSON, COLIN THOMAS Dropping Partner: Yes No [checked]

Table with 7 columns: License Type, Transaction Type, Fee Type, Master, Dup, Date, Fee. Rows include On-Sale Beer And Wine fees and State/Federal Fingerprints fees, totaling \$474.00.

Have you ever been convicted of a felony? No
Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? No
Explain any "Yes" answer to the above questions on an attachment which shall be deemed part of this application.

Applicant agrees (a) that any manager employed in an on-sale licensed premises will have all the qualifications of a licensee, and (b) that he will not violate or cause or permit to be violated any of the provisions of the Alcoholic Beverage Control Act.

STATE OF CALIFORNIA County of BUTTE Date: August 31, 2016

Under penalty of perjury, each person whose signature appears below, certifies and says: (1) He is an applicant, or one of the applicants, or an executive officer of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) that he has read the foregoing and knows the contents thereof and that each of the above statements therein made are true; (3) that no person other than the applicant or applicants has any direct or indirect interest in the applicant or applicant's business to be conducted under the license(s) for which this application is made; (4) that the transfer application or proposed transfer is not made to satisfy the payment of a loan or to fulfill an agreement entered into more than ninety (90) days preceding the day on which the transfer application is filed with the Department or to gain or establish a preference to or for any creditor or transferor or to defraud or injure any creditor of transferor; (5) that the transfer application may be withdrawn by either the applicant or the licensee with no resulting liability to the Department.

Effective July 1, 2012, Revenue and Taxation Code Section 7057, authorizes the State Board of Equalization and the Franchise Tax Board to share taxpayer information with Department of Alcoholic Beverage Control. The Department may suspend, revoke, and refuse to issue a license if the licensee's name appears in the 500 largest tax delinquencies list. (Business and Professions Code Section 494.5.)

Applicant Name(s)

Applicant Signature(s)

NELSON, COLIN THOMAS

See 211 Signature Page

LEONARD, WILLIAM RICHARD III



August 19, 2016

City Administration
City of Oroville
1735 Montgomery St.
Oroville, CA 95965

Dear Chamber Member,

As you are aware, the Oroville Chamber of Commerce has undergone some rather major changes in its structure and focus. Due to these changes it was felt that the Ambassador Program required some revamping to aid in the Chamber's new direction. Over the last several months we have worked to make this a prestigious group that any business would be proud to have their employees participate in.

The Ambassadors are the face the of the Oroville Chamber. This elite group will provide membership mentoring to all of the chamber members. Through regular contact with chamber members we can tailor fit our services and information to meet the needs of the Oroville businesses.

As an Ambassador your employee will make new contacts for themselves and your business. Through business relationship building your employee can learn how your business fits into the Oroville business environment. Through the Chamber website your employee will be prominently positioned as a leader in the Oroville community.

We would like to invite you and some of your employees to apply to our new Ambassador program. You will find attached the revised application as well as flyer to the Chamber's next event to see what we do. More information about the Ambassador program can be found at www.oroillechamber.com. Please return the applications to Sandy Linville at the Chamber no later then September 16, 2016. We hope that you will assist us in strengthening the Chamber and Ambassador programs.

Sincerely,

A handwritten signature in black ink that reads "Sandy Linville".

Sandy Linville, PhD
President and CEO
Oroville Chamber of Commerce

A handwritten signature in blue ink that reads "Arthur V. Martinez".

Arthur V. Martinez
Director

**OROVILLE ECONOMIC ALLIANCE
(FORMERLY OEDCO)**



**OROVILLE
ECONOMIC ALLIANCE**

**ANNUAL
BBQ**

WEDNESDAY SEPTEMBER 28, 2016



**RIFFLES RESORT
4488 PACIFIC HEIGHTS ROAD
OROVILLE, CA**

**\$35 PER PERSON
\$245 PER TABLE OF 8**

TICKETS AVAILABLE FOR PURCHASE
AT THE OROVILLE CHAMBER OF COMMERCE
1789 MONTGOMERY STREET
OR ONLINE AT WWW.OROVILLECHAMBER.COM

5:30 NO HOST COCKTAILS
6:30 DINNER



AMBASSADOR APPLICATION

Name:

Employer:

Job Title/Position:

Address:

City:

Zip Code:

Work Phone:

Cell:

E-mail:

Please list any community organizations in which you are, or have been, actively involved.

- 1. _____ Dates: _____
2. _____ Dates: _____
3. _____ Dates: _____

Please list three business references (required)

- 1. _____ Daytime Phone: _____
2. _____ Daytime Phone: _____
3. _____ Daytime Phone: _____

How long have you been a member of the chamber?

Please provide a brief description of your job responsibilities.

What are your reasons for wishing to participate in the Ambassador Program?

What does leadership mean to you?

What leadership skills will you bring to the program?

Please write 1-2 paragraphs about why you would be an excellent Ambassador (required)

In order to be considered, applicants must be members of the Oroville Area Chamber of Commerce in good standing. Applicant and their employer must be willing and able to make the time commitment necessary to perform in the capacity of an ambassador. I acknowledge that I have read and understand the OACC Ambassador Guidelines.

Applicant's Signature: _____

Employer's Signature: _____

Please return completed application to: Oroville Chamber of Commerce, 1789 Montgomery Street, Oroville, CA 95965 or fax to 530.538.2546