



# Town of Paradise

## Town Council Meeting Agenda

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November 10, 2015

Date/Time: 2<sup>nd</sup> Tuesday of each month at 6:00 p.m.

Location: Town Hall Council Chamber, 5555 Skyway, Paradise, CA

Mayor, Greg Bolin  
Vice Mayor, Jody Jones  
Council Member, Steve "Woody" Culleton  
Council Member, Scott Lotter  
Council Member, John J. Rawlings

Town Manager, Lauren Gill  
Town Attorney, Dwight L. Moore  
Town Clerk, Joanna Gutierrez  
Community Development Director, Craig Baker  
Finance Director/Town Treasurer, Gina Will  
Public Works Director/Town Engineer, Marc Mattox  
Division Chief, CAL FIRE/Paradise Fire, David Hawks  
Chief of Police, Gabriela Tazzari-Dineen

### Meeting Procedures

- I. The Mayor is the Presiding Chair and is responsible for maintaining an orderly meeting. The Mayor calls the meeting to order and introduces each item on the agenda.
- II. The Town staff then provides a report to Council and answers questions from the Council.
- III. Citizens are encouraged to participate in the meeting process and are provided several opportunities to address Council. Any speaker addressing the Council is limited to three minutes per speaker - fifteen minutes per agenda item
  - A. If you wish to address the Council regarding a specific agenda item, please complete a "Request to Address Council" card and give it to the Town Clerk prior to the beginning of the meeting. This process is voluntary and allows for citizens to be called to the speaker podium in alphabetical order. Comments and questions from the public must be directed to the Presiding Chair and Town Council Members (please do not address staff.) Town staff is available to address citizen concerns Monday through Thursday at Town Hall between the hours of 8am and 5pm.
  - B. If you wish to address Council regarding an item not on the agenda, you may do so under Item 6, "Public Communication." Again, please fill out a card and give it to the Town Clerk before the meeting. State Law prohibits Council action on items not listed on a public agenda.

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



## 1. OPENING

- A. Call to order  
Pledge of Allegiance to the Flag of the United States of America  
Invocation
- B. Presentations/Proclamations/Recognitions
  - 1. Community Choice Aggregation Presentation by Jennifer Macarthy, Deputy Administrative Officer, Economic and Community Development.

## 2. CONSENT CALENDAR

One roll call vote is taken for all items. Consent items are considered to be routine business that does not call for discussion.

- 2a. p6 Approve the minutes of the October 13, 2015 Regular Town Council meeting.
- 2b. p11 Approve October 2015 cash disbursements in the amount of \$1,501,023.90.
- 2c. p20 Accept information update on the progress of the Police Department Emergency Siding Repairs project that is under contract with Ginno Construction is for information only. No action is requested.
- 2d. p22 Adopt Resolution No. 15-46, A Resolution Authorizing Disposal of Certain Town Records Maintained in the Finance, Human Resources and Clerk Departments pursuant to Government Code section 34090.
- 2e. p35 Adopt Resolution No. 15-47, A Resolution of the Town Council of the Town of Paradise Accepting the Work Performed under the Pearson Road Pavement Rehabilitation Project (Contract No. 15-13).
- 2f. p37 Adopt Resolution No. 15-48, A Resolution of the Town Council of the Town of Paradise Accepting the Work Performed Under the Stearns-DeMille Pavement Restoration Project (Contract No. 15-03).
- 2g. p40 Adopt Resolution No. 15-49, "A Resolution of the Town Council of the Town of Paradise Amending the HOME Owner-Occupied Housing Rehabilitation Program Guidelines Previously Adopted by Resolution No. 08-09."
- 2h. p96 Adopt Resolution No. 15-50, A Resolution of the Town Council of the Town of Paradise, California, Declaring Certain Information Technology Hardware Surplus and Authorizing the Sale, Donation, or Destruction of Said Surplus. Surplus includes outdated and obsolete desk tops, servers, hard drives, backup tapes and miscellaneous storage media.
- 2i. p99 Approve writing off \$6,567.25 of uncollectible miscellaneous Accounts Receivable invoices.

## 3. ITEMS REMOVED FROM CONSENT CALENDAR

#### **4. PUBLIC COMMUNICATION**

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

#### **5. PUBLIC HEARINGS - None.**

#### **6. COUNCIL CONSIDERATION**

Action items are presented by staff and the vote of each Council Member must be announced. A roll call vote is taken for each item on the action calendar. Citizens are allowed three (3) minutes to comment on agenda items.

6a. p101 Review the staff report and consider approving the recommended Measure C budget adjustments totaling \$66,321. (ROLL CALL VOTE)

6b. p103 Consider adopting Resolution No. 15-\_\_\_, A Resolution Authorizing Submittal of Applications for All CalRecycle Grants for Which the Town of Paradise is Eligible. (ROLL CALL VOTE) Approval would enable the Town to apply for funding from the CalRecycle Rubberized Pavement Program to further leverage the Measure C Pearson Road Improvements Project prior the December 10, 2015 deadline. (ROLL CALL VOTE)

6c. p106 Pursuant to Paradise Municipal Code Section 2.45.070E, consider authorizing the Town Manager to enter into an agreement to purchase from Biometrics4All, of Irvine, California, a replacement for the LiveScan fingerprinting machine in order to continue to provide an inkless, electronic means of capturing fingerprints in a digitized format. This machine will replace a model that is outdated and no longer supported by the Town's previous vendor. (ROLL CALL VOTE)

6d. p109 Pursuant to Paradise Municipal Code Section 2.45.070B, consider authorizing the Town Manager to enter into an agreement to purchase from VIVUE (35) LE3 Body Worn Video Cameras, (25) LE3 Car Kits, and (2) LE3 Multi-Docks. VIEVU, located in Seattle, Washington, is a sole source vendor of this LE3 wearable video camera designed specifically for law enforcement officers. (ROLL CALL VOTE)

#### **7. COUNCIL INITIATED ITEMS AND REPORTS**

- a. Council initiated agenda items
  - b. Council reports on committee representation
  - c. Future Agenda Items
- 7a. Report by Vice Mayor Jody Jones relating to waste water disposal options for the Town, including results of a presentation to the Chico City Council on November 3, 2015 regarding the possibility of a sewer pipe from Paradise to the Chico waste water treatment plant as an option for the Town to investigate.

**8. STAFF COMMUNICATION**

Town Manager  
Community Development Director

**9. CLOSED SESSION**

9a. Pursuant to Government Code section 54956.9(a), the Town Council will hold closed session to meet with Town Attorney Dwight Moore and Town Manager Lauren Gill relating to existing litigation as follows: (1) Town of Paradise vs. Brandy L. Braun, Butte County Superior Court Case No. 164611.

**10. ADJOURNMENT**

**State of California) ss.  
County of Butte )**

Declared under penalty of perjury, this Town Council Agenda was posted and distributed on November 4, 2015 in compliance with open meeting regulations contained in the California Government Code.

By: Joanna Gutierrez, Town Clerk  
Dina Volenski, Assistant Town Clerk

**MINUTES  
PARADISE TOWN COUNCIL  
REGULAR MEETING – 6:00 PM – October 13, 2015**

**1. OPENING**

The October 13, 2015 Regular Town Council meeting was called to order by Mayor Greg Bolin at 6:00 p.m. in the Council Chamber located at 5555 Skyway, Paradise, California. Following the Pledge of Allegiance to the Flag of the United States of America, and invocation was offered by Council Member John Rawlings.

**ALL COUNCIL MEMBERS WERE PRESENT:** Steve “Woody” Culleton, Jody Jones, Scott Lotter, John J. Rawlings and Greg Bolin, Mayor.

**STAFF PRESENT:** Town Manager Lauren Gill, Town Attorney Dwight Moore, Town Clerk Joanna Gutierrez, Finance Director Gina Will, Housing Supervisor Kate Anderson, Public Works Director Marc Mattox, Assistant Town Clerk Dina Volenski, Police Chief Gabriela Tazzari-Dineen and North Division Chief David Hawks.

e. Proclamations and Presentations:

- (1) Introduction of Police Canine - "Taz" by Officer Manuel Ayala.
- (2) Domestic Violence Awareness Month Proclamation was presented to Alyssa Cozine, Catalyst (180-40-26)
- (3) Recognition of Kelly Wells for leadership on Measure C Citizen's Oversight Committee was read into the record (180-40-26)
- (4) Presentation made to the City of Chico by Vice Mayor Jody Jones relating to Waste Water Disposal Options for the Town of Paradise.
- (5) TOP Access Demonstration by Public Works Director Marc Mattox  
TOP Access is an electronic program that automates requests from the public for public works services.

**2. ITEMS DEFERRED FROM PREVIOUS MEETINGS** - None.

**3. CONSENT CALENDAR**

**MOTION by Jones, seconded by Lotter,** approved all consent calendar items as presented by unanimous roll call vote; all Council Members present.

- 3a. Approved the minutes of the September 8, 2015 Regular Town Council meeting.
- 3b. Approved September 2015 cash disbursements in the amount of \$771,593.43. (310-10-30)
- 3c. (1) Waived second reading of the entire Town Ordinance No. 557 and approve reading by title only; and, (2) Adopted Town Ordinance No. 557,

"An Ordinance Adding Chapter 15.14 within the Paradise Municipal Code Related to Expedited Permitting Procedure for Small Residential Rooftop Solar Systems." (540-16-126)

- 3d. Adopted Resolution 15-40, A Resolution Authorizing Acceptance of Grant Funding from the Office of Traffic Safety (OTS) AVOID the 8 Grant Funds for FY2015/2016 at an estimated amount of up to \$60,000 (490-80-02)
- 3e. Approved a recruitment for two temporary Street Maintenance Workers. (650-60-11)
- 3f. Adopted Resolution 15-41, A Resolution Authorizing the Town Manager to enter into a Memorandum of Understanding between the City of Chico, City of Oroville, City of Gridley and the Town of Paradise for AB-109 funds. Approval results in funding to offset the cost of the prison realignment legislation implemented by the passage of AB-109. (480-20-008)
- 3g. Adopted Resolution No. 15-42, A Resolution Authorizing the Disposition of Records Pursuant to Government Code Section 34090. (160-20-16)
- 3h. Adopted Resolution No. 15-43, A Resolution of the Town Council of the Town of Paradise Accepting the Work Performed under the Skyway Guardrail Emergency Repairs Contract No. 15-15. The emergency repair was authorized by the Town Council on September 8th, 2015. The work was executed by Santos Excavating. Costs in the amount of \$24,842 will be reimbursed by the insurance carrier of the motorist that caused the damage. (510-20-114)
- 3i. Update on the Emergency Siding Repair Project for the Police Department facility. No action requested, report for information update only. The emergency repair was authorized by the Town Council on September 8, 2015. A contract has been executed and work by Ginno Construction is in progress. Scope of services is for a not to exceed amount of \$37,847.00. (510-20-115)

#### **4. PUBLIC HEARING PROCEDURE**

Mayor Bolin announced that there were no public hearings scheduled.

#### **5. PUBLIC HEARINGS - None**

#### **6. PUBLIC COMMUNICATION**

- 1. Ward Habriel, President of the Paradise Garden Club, reminded the Council of the "Daffodils on the Ridge" event that started after the 2008 fires, that it is time to plant daffodils, and that the daffodil bulbs ordered by the Garden Club are in and available for planting. The bulbs are sold for a \$25 donation per bag.

## **7. COUNCIL CONSIDERATION**

- 7a. John Rawlings nominated Sharon Simonton to fill a vacancy on the Measure C Oversight Committee due to a resignation of the committee chair.

**MOTION by Lotter, seconded by Culleton**, closed the nominations. Council vote was unanimous.

**Roll call vote** was unanimous to appoint Sharon Simonton to the Measure C Oversight Committee to fill the vacancy created by the resignation of the chair person. (395-70-15)

- 7b. Finance Director Will reviewed the report to Council relating to the 2014/2015 estimated actual budget and the 2015/2016 operating and capital budget; discussed the one time revenues and Measure C funds that were received; and explained the various factors that led to the budget adjustments and recommendations, including the expenditures of Measure C revenues. Director Will informed the Council that there is a Measure C Oversight Committee meeting scheduled for October 27, 2015 and that this budget information will be provided to the committee. The committee will meet again in January for a mid-year update, after which staff will provide the Council with the committee's recommendations.

Council Member Lotter stated that he would like the pedestrian crosswalks at Center Street and by Beyond Fitness on Skyway be included in the next report to the Measure C Oversight Committee. Vice Mayor Jones stated that she would like funds set aside for studies needed for a sewer project.

**MOTION by Jones, seconded by Culleton**, approved the recommended budget adjustments for the 2015/16 operating and capital budget as presented. Roll call vote was unanimous. (340-40-13, 340-40-14 & 395-70-17)

- 7c. **MOTION by Lotter, seconded by Jones**, (1) Approved the proposed property exchange agreement relating to Town property on American Way; and, (2) Adopted Resolution No. 15-44, "A Resolution of the Town Council of the Town of Paradise authorizing an exchange agreement between the Town of Paradise and MC Horning Jr."; and, (3) Authorized the Town Manager to execute an agreement with L&L Surveying of Paradise, CA to perform Lot Line Adjustment and Record of Survey. Roll call vote was unanimous. (820-10-38)
- 7d. **MOTION by Jones, seconded by Lotter**, adopted Resolution No. 15-45, A Resolution Amending and Restating Conduct of Council Meetings. Roll call vote was unanimous. Approval will result in a change to the agenda format and order of business on the agenda. (580-40-25 & 180-35-17)
- 7e. Council concurred to defer the matter of adopting the proposed logo that coordinates with the Butte County branding theme to a future meeting.



## **8. COUNCIL COMMUNICATION (Council Initiatives)**

8a. Council oral reports of their representation on Committees/Commissions.

Vice Mayor Jones reported that Butte County Association of Governments meeting was cancelled; she attended the Butte County Air Quality Management District meeting; met with individuals regarding the proposed sewer project; attended the League of California Cities annual conference and a Destination Downtown meeting.

Council Member Culleton reported that he attended the LCC Annual Conference; two swear-in ceremonies for newly hired employees; and a Gold Nugget Museum docent recognition ceremony.

Council Member Lotter reported that he traveled to Washington, D.C. and met with our local legislators; and discussed a wastewater alternative, an "Earth Water" plant.

Council Member Rawlings reported that he attended the Chico City Council Meeting; the Party in the Park and the Destination Downtown committee meeting.

Mayor Bolin reported that he and Vice Mayor Jones met with NRWS and that he attended the swear-in ceremony for the Animal Control Officer.

8b. Discussion of future agenda items: None.

## **9. STAFF/COMMISSION/COMMITTEE COMMUNICATION**

9a. Town Manager oral reports

Manager Gill requested that the Town Council encourage support of the Paradise Garden Club's proposed project for the Arlan Hudson Make a Difference Day and that she would like the Council to approve the sending of a press release that will ask citizens to make a difference in small ways in their neighborhoods in memory of Arlan Hudson and to recognize Make a Difference Day.

1. Ward Habriel, President of the Paradise Garden Club, described the proposed project that would unveil a historical monument that is currently obscured by two dead trees.

Council concurred to support the project proposed by the Paradise Garden Club and the sending of the press release as described by Manager Lauren Gill.

9b. Community Development Director oral reports: None.

## **10. CLOSED SESSION**

At 8:33 p.m. Mayor Bolin announced that the Town Council would adjourn to hold the following closed sessions:

10a. Pursuant to Government Code section 54956.9(a), the Town Council will hold a closed session to meet with Town Attorney Dwight Moore and Town Manager Lauren Gill relating to existing litigation as follows:

(1) Town of Paradise vs. Brandy L. Braun, Butte County Superior Court Case No. 164611.

(2) Harold Funk vs. Town of Paradise, U.S. District Court, Eastern District of California, Case No. 2:09-cv-01000-MCE-KJM.

Mayor Bolin reconvened the meeting at 9:10 p.m. Attorney Moore announced that no action was taken in closed session; that direction was given relating to the pending litigations.

## **11. ADJOURNMENT**

Mayor Bolin adjourned the Council meeting at 9:12 p.m.

Date approved:

By: \_\_\_\_\_  
Greg Bolin, Mayor

\_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

# **TOWN OF PARADISE**

## **CASH DISBURSEMENTS REPORT**

FOR THE PERIOD OF  
OCTOBER 1, 2015 - OCTOBER 31, 2015

October 1, 2015 - October 31, 2015

Check Date	Pay Period End	DESCRIPTION	AMOUNT
10/09/15	10/04/15	Net Payroll - Direct Deposits & Checks	\$111,206.05
10/23/15	10/18/15	Net Payroll - Direct Deposits & Checks	\$112,180.07
<b>TOTAL NET WAGES PAYROLL</b>			<b>\$223,386.12</b>

**Accounts Payable**

PAYROLL VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.	\$241,942.50
OPERATIONS VENDORS: SUPPLIES, CONTRACTS, UTILITIES, ETC.	\$1,035,695.28
<b>TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE</b> (Detail attached)	<b><u>\$1,277,637.78</u></b>
<b>GRAND TOTAL CASH DISBURSEMENTS</b>	<b><u><u>\$1,501,023.90</u></u></b>

APPROVED BY: \_\_\_\_\_  
LAUREN GILL, TOWN MANAGER

APPROVED BY: \_\_\_\_\_  
GINA S. WILL, FINANCE DIRECTOR/TOWN TREASURER

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 10/1/2015 - To Payment Date: 10/31/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - US Bank TOP AP Checking									
Check									
63262	10/01/2015	Open			Accounts Payable	A & A Concrete Supply	\$1,698.23		
63263	10/01/2015	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$34.49		
63264	10/01/2015	Open			Accounts Payable	ADVANCED DOCUMENT CONCEPTS	\$124.50		
63265	10/01/2015	Open			Accounts Payable	AgendaPal Corporation	\$399.00		
63266	10/01/2015	Open			Accounts Payable	ALHAMBRA	\$35.29		
63267	10/01/2015	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$59.01		
63268	10/01/2015	Open			Accounts Payable	Arnold Bros	\$800.00		
63269	10/01/2015	Open			Accounts Payable	AT&T	\$1,033.05		
63270	10/01/2015	Open			Accounts Payable	AT&T MOBILITY	\$54.00		
63271	10/01/2015	Open			Accounts Payable	BACKGROUNDS & MORE	\$325.00		
63272	10/01/2015	Open			Accounts Payable	BATTERIES PLUS	\$272.45		
63273	10/01/2015	Open			Accounts Payable	Big O Tires	\$313.90		
63274	10/01/2015	Open			Accounts Payable	BROWER'S TOW SERVICE, INC.	\$450.00		
63275	10/01/2015	Open			Accounts Payable	BRUNO, SHERRY	\$236.74		
63276	10/01/2015	Open			Accounts Payable	BUZZARD, CHRIS	\$370.61		
63277	10/01/2015	Open			Accounts Payable	CLEANING CONNECTION, THE	\$300.00		
63278	10/01/2015	Open			Accounts Payable	COMCAST CABLE	\$288.89		
63279	10/01/2015	Open			Accounts Payable	DERR, PAUL	\$425.25		
63280	10/01/2015	Open			Accounts Payable	DURHAM PENTZ TRUCK CENTER	\$2,274.59		
63281	10/01/2015	Open			Accounts Payable	Fahl, Mark	\$400.00		
63282	10/01/2015	Open			Accounts Payable	Gates, Matthew	\$363.00		
63283	10/01/2015	Open			Accounts Payable	Golden State Emergency Vehicle Service, Inc.	\$83.69		
63284	10/01/2015	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$118.81		
63285	10/01/2015	Open			Accounts Payable	HAUNSCHILD, MARK	\$424.55		
63286	10/01/2015	Open			Accounts Payable	HONEYWELL, JANICE, J.	\$955.41		
63287	10/01/2015	Open			Accounts Payable	HOUSEWORTH, JERILYN	\$170.85		
63288	10/01/2015	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$6,453.62		
63289	10/01/2015	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$520.88		
63290	10/01/2015	Open			Accounts Payable	IXII Training	\$75.00		
63291	10/01/2015	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$225.00		
63292	10/01/2015	Open			Accounts Payable	JEFFORDS, ROBERT, D.	\$478.07		
63293	10/01/2015	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$427.85		
63294	10/01/2015	Open			Accounts Payable	JOHNNY'S LOCK & SAFE	\$270.12		
63295	10/01/2015	Open			Accounts Payable	KELLY'S PARADISE MUFFLER	\$480.00		
63296	10/01/2015	Open			Accounts Payable	KEN'S HITCH & WELDING	\$9.91		
63297	10/01/2015	Open			Accounts Payable	LES SCHWAB TIRE CENTER - MOTORPOOL	\$1,939.19		
63298	10/01/2015	Open			Accounts Payable	LIFE ASSIST INC	\$1,083.80		
63299	10/01/2015	Open			Accounts Payable	M.S. TEDESCO CONSTRUCTION	\$8,428.50		
63300	10/01/2015	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$40,000.00		
63301	10/01/2015	Open			Accounts Payable	MOORE, DWIGHT, L.	\$13,800.00		
63302	10/01/2015	Open			Accounts Payable	MYERS STEVENS TOOHEY & COMPANY	\$72.00		
63303	10/01/2015	Open			Accounts Payable	NETMOTION WIRELESS, INC.	\$1,250.00		

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 10/1/2015 - To Payment Date: 10/31/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
63304	10/01/2015	Open			Accounts Payable	NEW WORLD SYSTEMS CORP.	\$38,702.00		
63305	10/01/2015	Open			Accounts Payable	NFPA - NATIONAL FIRE CODES	\$1,255.50		
63306	10/01/2015	Open			Accounts Payable	NORTHERN STAR MILLS	\$371.51		
63307	10/01/2015	Open			Accounts Payable	O'REILLY AUTO PARTS	\$946.60		
63308	10/01/2015	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$105.94		
63309	10/01/2015	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$11,122.87		
63310	10/01/2015	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$1,288.62		
63311	10/01/2015	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$72.82		
63312	10/01/2015	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$85.25		
63313	10/01/2015	Open			Accounts Payable	PETERSON TRACTOR CO	\$39.80		
63314	10/01/2015	Open			Accounts Payable	PICKERING, ROBERT	\$213.50		
63315	10/01/2015	Open			Accounts Payable	PILGRIM, CHRIS	\$331.21		
63316	10/01/2015	Open			Accounts Payable	PLATT	\$34.50		
63317	10/01/2015	Open			Accounts Payable	R & R Construction	\$3,788.90		
63318	10/01/2015	Open			Accounts Payable	R & R Construction	\$4,954.60		
63319	10/01/2015	Open			Accounts Payable	R.D. Robbins Construction	\$2,409.00		
63320	10/01/2015	Voided	Training Cancelled	10/21/2015	Accounts Payable	REINBOLD, ERIC	\$363.00		
63321	10/01/2015	Open			Accounts Payable	RENTAL GUYS - CHICO	\$125.18		
63322	10/01/2015	Open			Accounts Payable	Riebes Auto Parts	\$617.89		
63323	10/01/2015	Open			Accounts Payable	SANTOS EXCAVATING INC	\$24,842.00		
63324	10/01/2015	Open			Accounts Payable	SBA Monarch Towers III LLC	\$121.67		
63325	10/01/2015	Open			Accounts Payable	SIERRA HEATING & AIR CONDITIONING	\$1,044.00		
63326	10/01/2015	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$170.00		
63327	10/01/2015	Open			Accounts Payable	SKYWAY PET HOSPITAL,	\$58.79		
63328	10/01/2015	Voided	Training Cancelled	10/21/2015	Accounts Payable	Smith, Jake	\$363.00		
63329	10/01/2015	Open			Accounts Payable	Solarcity Corporation	\$65.70		
63330	10/01/2015	Open			Accounts Payable	STRADLING YOCCA CARLSON & RAUTH	\$5,000.00		
63331	10/01/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$392.12		
63332	10/01/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$59.25		
63333	10/01/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$105.23		
63334	10/01/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$5.15		
63335	10/01/2015	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
63336	10/01/2015	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$413.40		
63337	10/01/2015	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$725.00		
63338	10/01/2015	Open			Accounts Payable	VERIZON WIRELESS	\$489.16		
63339	10/01/2015	Open			Accounts Payable	Wendy Brown	\$77.36		
63340	10/01/2015	Open			Accounts Payable	WESTAMERICA BANK	\$770.70		
63341	10/01/2015	Open			Accounts Payable	WITTMEIER AUTO CENTER	\$1,396.62		
63342	10/05/2015	Open			Accounts Payable	BLOOD SOURCE	\$54.00		
63343	10/05/2015	Open			Accounts Payable	Met Life	\$7,882.08		
63344	10/05/2015	Open			Accounts Payable	OPERATING ENGINEERS	\$660.00		

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 10/1/2015 - To Payment Date: 10/31/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
63345	10/05/2015	Open			Accounts Payable	PARADISE POLICE OFFICERS ASSOCIATION	\$2,172.04		
63346	10/05/2015	Open			Accounts Payable	SUN LIFE INSURANCE	\$3,785.68		
63347	10/05/2015	Open			Accounts Payable	SUPERIOR VISION SVC NGLIC	\$647.78		
63348	10/05/2015	Open			Accounts Payable	TOP CONFIDENTIAL MID MGMT ASSOCIATION	\$110.00		
63349	10/09/2015	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$50.00		
63350	10/09/2015	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$402.52		
63351	10/15/2015	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$59.01		
63352	10/15/2015	Open			Accounts Payable	AT&T	\$108.06		
63353	10/15/2015	Open			Accounts Payable	AT&T	\$799.00		
63354	10/15/2015	Open			Accounts Payable	AT&T CALNET 2-REPEATER LINES	\$206.87		
63355	10/15/2015	Open			Accounts Payable	AT&T LONG DISTANCE	\$31.61		
63356	10/15/2015	Open			Accounts Payable	AT&T-COMMUNITY PARK	\$17.82		
63357	10/15/2015	Open			Accounts Payable	AT&T/CAL NET 2	\$2,712.63		
63358	10/15/2015	Open			Accounts Payable	BASIC LABORATORY	\$792.00		
63359	10/15/2015	Open			Accounts Payable	Big 5 Sporting Goods	\$184.56		
63360	10/15/2015	Open			Accounts Payable	Big O Tires	\$10.39		
63361	10/15/2015	Open			Accounts Payable	Brady's Moving & Storage Inc	\$468.00		
63362	10/15/2015	Open			Accounts Payable	BURTON'S FIRE, INC.	\$108.85		
63363	10/15/2015	Open			Accounts Payable	BUTTE CO RECORDER	\$17.00		
63364	10/15/2015	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$222,323.75		
63365	10/15/2015	Open			Accounts Payable	CALIFORNIA BUILDING STANDARDS COMMISSION	\$148.00		
63366	10/15/2015	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF CONSERVATION	\$627.16		
63367	10/15/2015	Open			Accounts Payable	CALIFORNIA STATE UNIVERSITY CHICO	\$582.78		
63368	10/15/2015	Open			Accounts Payable	CITY OF CHICO	\$458.85		
63369	10/15/2015	Open			Accounts Payable	CLARK ROAD ANIMAL HOSPITAL	\$12.00		
63370	10/15/2015	Open			Accounts Payable	COLYER VET SERVICE	\$39.00		
63371	10/15/2015	Open			Accounts Payable	COMCAST CABLE	\$83.89		
63372	10/15/2015	Open			Accounts Payable	COMPANIONS ANIMAL HOSPITAL	\$18.00		
63373	10/15/2015	Open			Accounts Payable	DANZ, DOUG	\$25.96		
63374	10/15/2015	Open			Accounts Payable	DAY WIRELESS SYSTEMS - MILWAUKIE, OR	\$75.00		
63375	10/15/2015	Open			Accounts Payable	DIR-Division of Labor Standards and Enforcement	\$100.00		
63376	10/15/2015	Open			Accounts Payable	DIVISION OF THE STATE ARCHITECT	\$1.50		
63377	10/15/2015	Open			Accounts Payable	DOBRICH & SONS SEPTIC	\$694.00		
63378	10/15/2015	Open			Accounts Payable	Entersect	\$84.95		
63379	10/15/2015	Open			Accounts Payable	EXPRESS LUBE & OIL, ,	\$94.80		
63380	10/15/2015	Open			Accounts Payable	HASCO INTERNATIONAL INC	\$260.17		
63381	10/15/2015	Open			Accounts Payable	HUNTERS PEST CONTROL	\$55.00		
63382	10/15/2015	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$10,430.93		
63383	10/15/2015	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$432.05		
63384	10/15/2015	Open			Accounts Payable	INTERSTATE OIL COMPANY	\$627.05		
63385	10/15/2015	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$325.00		

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 10/1/2015 - To Payment Date: 10/31/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
63386	10/15/2015	Open			Accounts Payable	JEFF'S TRUCK SERVICE & POWER, INC.	\$377.30		
63387	10/15/2015	Open			Accounts Payable	LEHR AUTO ELECTRIC STOMMEL, INC.	\$1,954.34		
63388	10/15/2015	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$25.00		
63389	10/15/2015	Open			Accounts Payable	Magalia Pet Hospital	\$3.00		
63390	10/15/2015	Open			Accounts Payable	MAGOON SIGNS	\$24.08		
63391	10/15/2015	Open			Accounts Payable	MARK THOMAS & COMPANY INC	\$5,487.03		
63392	10/15/2015	Open			Accounts Payable	MATT WOLFE	\$456.00		
63393	10/15/2015	Open			Accounts Payable	Meyer Crest LTD	\$616.00		
63394	10/15/2015	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$205.00		
63395	10/15/2015	Open			Accounts Payable	NCCSIF TREASURER	\$53,248.50		
63396	10/15/2015	Open			Accounts Payable	NORTH STATE RENDERING INC	\$120.00		
63397	10/15/2015	Open			Accounts Payable	NORTH VALLEY BARRICADE, INC.	\$324.00		
63398	10/15/2015	Open			Accounts Payable	Northern California Glove & Safety	\$572.40		
63399	10/15/2015	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$5,102.94		
63400	10/15/2015	Open			Accounts Payable	NWN Corporation	\$752.82		
63401	10/15/2015	Open			Accounts Payable	O'REILLY AUTO PARTS	\$1,213.32		
63402	10/15/2015	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$291.69		
63403	10/15/2015	Open			Accounts Payable	OROVILLE, CITY OF	\$3,441.03		
63404	10/15/2015	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$10,344.84		
63405	10/15/2015	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$1,440.00		
63406	10/15/2015	Open			Accounts Payable	PETERS RUSH HABIB & MCKENNA	\$595.00		
63407	10/15/2015	Open			Accounts Payable	PETERSON TRACTOR CO	\$104.36		
63408	10/15/2015	Open			Accounts Payable	PLATT	\$43.33		
63409	10/15/2015	Open			Accounts Payable	R.D. Robbins Construction	\$805.00		
63410	10/15/2015	Open			Accounts Payable	Red Bluff Dodge	\$21,426.60		
63411	10/15/2015	Open			Accounts Payable	Red Bluff Dodge	\$21,377.00		
63412	10/15/2015	Open			Accounts Payable	Red Bluff Dodge	\$21,377.00		
63413	10/15/2015	Open			Accounts Payable	RENTAL GUYS - CHICO	\$125.18		
63414	10/15/2015	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$140.00		
63415	10/15/2015	Open			Accounts Payable	Sipa, Jason	\$100.00		
63416	10/15/2015	Open			Accounts Payable	Solarcity Corporation	\$38.82		
63417	10/15/2015	Open			Accounts Payable	SUTTER BUTTES COMMUNICATIONS, INC.	\$2,202.75		
63418	10/15/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$57.79		
63419	10/15/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$115.89		
63420	10/15/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$8.63		
63421	10/15/2015	Open			Accounts Payable	Tri Flame Propane	\$350.50		
63422	10/15/2015	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$450.00		
63423	10/15/2015	Open			Accounts Payable	VERIZON WIRELESS	\$251.77		
63424	10/15/2015	Open			Accounts Payable	VERIZON WIRELESS	\$104.70		
63425	10/15/2015	Open			Accounts Payable	Vigilant Canine Services	\$175.00		
63426	10/15/2015	Open			Accounts Payable	VistaNet Inc.	\$300.00		
63427	10/15/2015	Open			Accounts Payable	Water Truck Service LLC	\$4,935.00		
63428	10/15/2015	Open			Accounts Payable	WAYNE MURPHY	\$2,750.00		



## TOWN OF PARADISE

**CASH DISBURSEMENTS REPORT**

From Payment Date: 10/1/2015 - To Payment Date: 10/31/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
63429	10/15/2015	Open			Accounts Payable	What 2 Cut	\$547.00		
63430	10/15/2015	Open			Accounts Payable	WLM Construction	\$1,524.77		
63431	10/23/2015	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$50.00		
63432	10/23/2015	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$402.52		
63433	10/29/2015	Open			Accounts Payable	ACCELA, INC.	\$4,800.00		
63434	10/29/2015	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$80.00		
63435	10/29/2015	Open			Accounts Payable	ACE RENTALS	\$83.67		
63436	10/29/2015	Open			Accounts Payable	AgendaPal Corporation	\$399.00		
63437	10/29/2015	Open			Accounts Payable	Akin, David	\$213.50		
63438	10/29/2015	Open			Accounts Payable	ALLIANT INSURANCE	\$174.00		
63439	10/29/2015	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$59.01		
63440	10/29/2015	Open			Accounts Payable	AT&T	\$1,049.52		
63441	10/29/2015	Open			Accounts Payable	AT&T MOBILITY	\$54.00		
63442	10/29/2015	Open			Accounts Payable	Bertagna, Steve	\$230.75		
63443	10/29/2015	Open			Accounts Payable	Big O Tires	\$19.00		
63444	10/29/2015	Open			Accounts Payable	BOYS AND GIRLS CLUB	\$2,077.25		
63445	10/29/2015	Open			Accounts Payable	BUTTE CO SHERIFF'S OFFICE	\$1,763.34		
63446	10/29/2015	Open			Accounts Payable	BUTTE COUNTY PUBLIC HEALTH DEPARTMENT - CHICO	\$1,029.00		
63447	10/29/2015	Open			Accounts Payable	CALIFORNIA DEPARTMENT OF PARKS AND RECREATION	\$1,458.71		
63448	10/29/2015	Open			Accounts Payable	CALIFORNIA DEPARTMENT OF PARKS AND RECREATION	\$427.88		
63449	10/29/2015	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$795.00		
63450	10/29/2015	Open			Accounts Payable	CATALYST WOMEN'S ADV. INC.	\$1,071.00		
63451	10/29/2015	Open			Accounts Payable	COMCAST CABLE	\$303.89		
63452	10/29/2015	Open			Accounts Payable	COMCAST CABLE	\$288.89		
63453	10/29/2015	Open			Accounts Payable	Cummins West Inc	\$239.45		
63454	10/29/2015	Open			Accounts Payable	DAPPER TIRE COMPANY INC.	\$640.81		
63455	10/29/2015	Open			Accounts Payable	DATCO SERVICES CORPORATION	\$220.50		
63456	10/29/2015	Open			Accounts Payable	DURHAM PENTZ TRUCK CENTER	\$551.67		
63457	10/29/2015	Open			Accounts Payable	ED JONES COMPANY, INC.	\$65.75		
63458	10/29/2015	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$388.00		
63459	10/29/2015	Open			Accounts Payable	FRANKLIN CONSTRUCTION COMPANY	\$98,475.92		
63460	10/29/2015	Open			Accounts Payable	GENESIS SOCIETY	\$500.00		
63461	10/29/2015	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$118.81		
63462	10/29/2015	Open			Accounts Payable	GRIDLEY, CITY OF	\$643.00		
63463	10/29/2015	Open			Accounts Payable	HUNTERS PEST CONTROL	\$55.00		
63464	10/29/2015	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$754.59		
63465	10/29/2015	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$746.43		
63466	10/29/2015	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$427.85		
63467	10/29/2015	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$217,740.81		
63468	10/29/2015	Open			Accounts Payable	LADRINI, PSD, CAROL	\$127.50		
63469	10/29/2015	Open			Accounts Payable	LES SCHWAB TIRE CENTER - MOTORPOOL	\$1,184.15		
63470	10/29/2015	Open			Accounts Payable	MARK THOMAS & COMPANY INC	\$4,245.26		

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 10/1/2015 - To Payment Date: 10/31/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
63471	10/29/2015	Open			Accounts Payable	MARQUIS, JOSH	\$508.08		
63472	10/29/2015	Open			Accounts Payable	MATT WOLFE	\$808.00		
63473	10/29/2015	Open			Accounts Payable	Meyer Crest LTD	\$440.00		
63474	10/29/2015	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$40,000.00		
63475	10/29/2015	Open			Accounts Payable	MJB WELDING SUPPLY, INC.	\$69.79		
63476	10/29/2015	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$8,259.02		
63477	10/29/2015	Open			Accounts Payable	NORTHSTAR ENGINEERING INC	\$21,870.85		
63478	10/29/2015	Open			Accounts Payable	O'REILLY AUTO PARTS	\$1,182.53		
63479	10/29/2015	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$279.96		
63480	10/29/2015	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$1,287.38		
63481	10/29/2015	Open			Accounts Payable	Paradise Jr. Football	\$2,740.00		
63482	10/29/2015	Open			Accounts Payable	PARADISE RECREATION & PARK DISTRICT	\$1,136.00		
63483	10/29/2015	Open			Accounts Payable	PETERSON TRACTOR CO	\$148.86		
63484	10/29/2015	Open			Accounts Payable	R & R Construction	\$971.50		
63485	10/29/2015	Open			Accounts Payable	R.D. Robbins Construction	\$130.00		
63486	10/29/2015	Open			Accounts Payable	REINBOLD, ERIC	\$335.50		
63487	10/29/2015	Open			Accounts Payable	SAFEGUARD FIRE PROTECTION	\$153.82		
63488	10/29/2015	Open			Accounts Payable	SALVATION ARMY	\$184.80		
63489	10/29/2015	Open			Accounts Payable	SIERRA HEATING & AIR CONDITIONING	\$267.50		
63490	10/29/2015	Open			Accounts Payable	SILVERADO AVIONICS, INC	\$476.09		
63491	10/29/2015	Open			Accounts Payable	SKYWAY AUTO TUNE	\$150.79		
63492	10/29/2015	Open			Accounts Payable	Smith, Jake	\$230.75		
63493	10/29/2015	Open			Accounts Payable	SNAP-ON TOOLS	\$97.20		
63494	10/29/2015	Open			Accounts Payable	SUNN APPRAISAL	\$350.00		
63495	10/29/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$182.28		
63496	10/29/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$61.07		
63497	10/29/2015	Open			Accounts Payable	THRIFTY ROOTER	\$89.00		
63498	10/29/2015	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$951.32		
63499	10/29/2015	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$975.00		
63500	10/29/2015	Open			Accounts Payable	VERIZON WIRELESS	\$294.62		
63501	10/29/2015	Open			Accounts Payable	VERIZON WIRELESS	\$510.55		
63502	10/29/2015	Open			Accounts Payable	WAYNE MURPHY	\$5,530.00		
63503	10/29/2015	Open			Accounts Payable	WRIGHT, ROBERT	\$319.50		
63504	10/29/2015	Open			Accounts Payable	YOUTH FOR CHANGE	\$1,896.50		
Type Check Totals:									
EFT									
361	10/01/2015	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$500.00		
362	10/05/2015	Open			Accounts Payable	CALPERS	\$112,040.40		
363	10/05/2015	Open			Accounts Payable	STATE BOARD OF EQUALIZATION	\$30.00		
364	10/09/2015	Open			Accounts Payable	CALPERS - RETIREMENT	\$26,699.33		
365	10/09/2015	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$4,730.22		
366	10/09/2015	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$4,840.84		
367	10/09/2015	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$19,953.24		
368	10/23/2015	Open			Accounts Payable	CALPERS - RETIREMENT	\$26,634.94		

# CASH DISBURSEMENTS REPORT

From Payment Date: 10/1/2015 - To Payment Date: 10/31/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
369	10/23/2015	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$5,113.26			
370	10/23/2015	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$4,796.96			
371	10/23/2015	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$20,916.69			
Type EFT Totals:										
AP - US Bank TOP AP Checking Totals							11 Transactions	\$226,255.88		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	241	\$1,051,381.90	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$726.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>243</b>	<b>\$1,052,107.90</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	11	\$226,255.88	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>11</b>	<b>\$226,255.88</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	252	\$1,277,637.78	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$726.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>254</b>	<b>\$1,278,363.78</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	241	\$1,051,381.90	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$726.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>243</b>	<b>\$1,052,107.90</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	11	\$226,255.88	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>11</b>	<b>\$226,255.88</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	252	\$1,277,637.78	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$726.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>254</b>	<b>\$1,278,363.78</b>	<b>\$0.00</b>



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: November 10, 2015**

**Agenda No. 2(c)**

**ORIGINATED BY:** Marc Mattox, Public Works Director / Town Engineer  
**REVIEWED BY:** Lauren Gill, Town Manager  
**SUBJECT:** Paradise Police Department Emergency Siding Repairs  
**COUNCIL ACTION REQUESTED:**

1. No action requested, report for information update only.

**Background:**

Paradise Police Department, located at 5595 Black Olive Drive has been needing repairs to the exterior siding for many years. Indigenous woodpeckers have progressively damaged and penetrated the siding causing potential for dry rot, mold, leaks and further damage. In previous years, due to budget shortfalls, repairs and mitigation had been deferred.

In the 2015/2016 Operating Budget, the Measure C Committee recommended and Council approved an appropriation of \$21,000 for repairs to the Police Department exterior siding.

Following approval of fund allocation, the construction of the Police Department Siding Repairs was scheduled for spring 2016. However, a recent inspection of the current conditions revealed the south and west exterior building walls may not last through another wet season, let alone a predicted heavy rainfall year.

On September 8, 2015, Town Council declared an emergency to rehabilitate the southern and western exterior portions of the Paradise Police Department. This declaration is critical to avoid a catastrophic loss or further exacerbation of the current conditions. Using this action, staff could forgo the formal competitive bidding process which can take an additional 30 days. With this declaration, Council authorized the Town Manager to execute agreements necessary to complete the rehabilitation efforts.

Following the emergency declaration on September 8, staff coordinated with multiple contractors. Specifically, the Town received bids from Barron Plastering, Modern Building, ProFrame Construction, and Ginno Construction. The quotation provided by Ginno Construction was determined to be by far the most cost effective and appropriate solution for the Paradise Police Department.

Contract No. 15-17, Paradise Police Department Siding Project was fully executed on September 28, 2015 between the Town of Paradise and Ginno Construction. The agreement is included as Exhibit A of this staff report. The not to exceed amount for the scope of services is \$37,847.00.

Schedule of work was a critical concern for this project. Ginno Construction and staff agreed upon a schedule which would address the most immediate building hazards by October 10 with final completion by December 1.

On September 29 and 30, Ginno construction mobilized and remediated the most urgent portions of the Paradise Police Department siding. This work included removal of degraded

siding and evaluation of underlying building conditions. Fortunately, it was discovered that the building is in good shape with no major issues such as dry rot or mold under the siding. Plywood was reinstalled to maintain the building shear.

**Analysis:**

Crews will return November 6, 2015 to complete the remaining scope of work which includes additional siding removal and replacement, installation of a weather vapor barrier, complete siding overlay with HardieBacker Cement Board, and final painting.

**Financial Impact:**

Contract costs for Ginno Construction are \$37,847.00. Staff recommends an allocation of \$6,000 for construction contingency funds for the remainder of the project for a total cost of \$43,847.00.



**Town of Paradise  
Council Agenda Summary  
Date: November 10, 2015**

**Agenda Item: 2(d)**

**Originated by:** Joanna Gutierrez, Town Clerk

**Reviewed by:** Lauren Gill, Town Manager

**Subject:** Authorize destruction of certain records maintained in the Town's Finance, Human Resources and Clerk Departments in keeping with the principles of an effective and cost efficient Records Management Program

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**Council Action Requested:** Adopt Resolution No. 15-50, A Resolution of the Town Council of the Town of Paradise Authorizing Destruction of Certain Town Records Maintained in the Finance, Human Resources and Clerk Departments Pursuant to Government Code Section 34090. The records listed have been retained for the required number of years and are eligible for destruction.

**Alternatives:** Consider making a determination that certain records listed for destruction have value to the Town and direct that all or some records listed on Exhibits B, C or D continue to be maintained.

**Background:** The Town Clerk Department has had an established records management program since the early 1980's. Based upon recommendations from the California Secretary of State, all Town records have been appraised, inventoried and scheduled with a retention/destruction code pursuant to Town of Paradise Resolution No. 04-27 (originally adopted in 1993 by Resolution No. 93-30). This resolution provides the Town with legal authority to dispose of certain records that are no longer of value to the Town.

**Discussion:** Once records have fulfilled their administrative, fiscal, or legal function, they should be disposed of as soon as possible in order to maintain an efficient, effective and economical management of information. Resolution No. 04-27 provides the legal authority, with the Town Attorney's consent, to dispose of records that no longer serve the administrative, legal and/or fiscal purposes for which they were created.

**Conclusion:** Since the records are eligible for destruction and no longer have value to the Town, it is appropriate that the Council adopt the proposed resolution.

**Fiscal Impact Analysis:** \$35 per bin from Access Shredding. Certain records contain information of a confidential nature and it is prudent to retain a shredding service to destroy the records and provide the Town with a certificate of destruction. Access also provides a means to purge multiple boxes of records at one time, which cost would likely not be in excess of \$500.

**TOWN OF PARADISE  
RESOLUTION NO. 15-50**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AUTHORIZING DISPOSAL OF CERTAIN TOWN RECORDS MAINTAINED IN  
STORAGE FOR THE FINANCE, HUMAN RESOURCES AND CLERK  
DEPARTMENTS PURSUANT TO GOVERNMENT CODE SECTION 34090.**

**WHEREAS**, Government Code Section 34090 authorizes the head of a town department, with the written consent of the Town Attorney, to destroy certain records over two years of age upon approval of the legislative body; and,

**WHEREAS**, the Town Attorney consent is incorporated into this resolution as Exhibit A approving the destruction of those certain records set forth in Exhibits "B", Exhibit "C" and Exhibit "D"; and,

**WHEREAS** the specific records are set forth on Exhibit "B", "C" and "D"; and,

**WHEREAS**, the Finance Director, Human Resources Director and Town Clerk are requesting to dispose certain records maintained in the Finance, Human Resources and Town Clerk Departments as set forth on the attached Exhibits "B", "C" and "D".

**NOW, THEREFORE**, the Town Council of the Town of Paradise does resolve as follows:

**SECTION 1:** The Town Clerk of the Town of Paradise is hereby authorized to dispose of the records set forth in Exhibit "B", "C" and "D" of this resolution.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise this 10<sup>th</sup> day of November, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**NOT VOTING:**

\_\_\_\_\_  
Greg Bolin, Mayor

**ATTEST:**

\_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dwight L. Moore, Town Attorney

EXHIBIT "A"

**Consent to Destruction of Certain Records, Documents  
and Papers of the Town of Paradise**

Pursuant to the Government Code Section 34090, I hereby consent to the destruction of those certain records, documents and papers of the Town of Paradise listed on Exhibits B, C and D of Resolution No. 15-51.

DATED: November 3, 2015

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DWIGHT L. MOORE, Town Attorney



**TOWN OF PARADISE  
 RESOLUTION NO. \_\_\_\_\_  
 A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
 AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
 PURSUANT TO GOVERNMENT CODE SECTION 34090**

**EXHIBIT "B"  
 LIST OF FILES ELIGIBLE FOR DESTRUCTION**

540-15-09	Nuisance Abatement File #5 2002 to 2004	Box 125
540-15-11	Nuisance Abatement File #6 2005	Box 125
540-20-27	FPPC Bulletins 2001 through 2002	Box 125
550-40-48	LCC Priority Focus Newsletter through 12/12/2003	Box 125
550-40-49	LCC Priority Focus Newsletter through 2004	Box 125
580-10-13	Agenda Proof of Posting 2004	Box 126
580-10-14	Agenda Proof of Posting 2005	Box 126
580-45-06	Corrections to Minutes	Empty
580-60-11	News Releases & Public Notices File #5 2004	Box 126
610-10-04	Classifications/Salaries – Correspondence & Duplicate Resolutions	Box 126
610-10-11	Job Descriptions 2001 through 2002 – Duplicate Resolutions	Box 126
630-20-17	Employee recognition 2000	
710-10-26	2001/03 Community Dev. Block Grant Action Plan	Duplicate
710-10-28	2002/03 Community Dev. Block Grant Action Plan	Duplicate
710-10-29	2002/03 Community Development Block Grant Agreements	Duplicate
710-10-34	CDBG Program's FY 2003/04 Annual Action Plan	Duplicate
740-10-05	Inspection Services – Administration – DIF Appeals through 2001	Duplicate
740-10-09	Local Agency Review of Improvement Fees File #3	2 yr
740-10-11	Local Agency Review of Improvement Fees File #4	2 yr
740-20-01	Inspection Services – Board of Appeals	Duplicate
740-30-04	Building Permit Logs – duplicates through 01/02/1996	Box 115
740-60-06	Tree Permits Issued 10/02/2000	Box 115
750-40-30	Parcel Maps General Info & Correspondence	Duplicate
750-65-06	Use Permits- General File #2	Duplicate
750-65-25	Skate Park through 03/25/2002	Box 115
750-65-26	Bike Park through 04/24/2001	Box 115
750-65-27	Use Permit –Nextel Cell Town - Duplicate	Box 64
760-40-33	General Plan Amendments File #1	Duplicate
760-40-34	General Plan Amendments File #2	Duplicate
760-40-35	General Plan Amendments File #3	Duplicate

**TOWN OF PARADISE  
RESOLUTION NO. \_\_\_\_\_  
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
PURSUANT TO GOVERNMENT CODE SECTION 34090**

760-40-36	General Plan Amendments/Rezoning file #4 2003	Duplicate
760-40-37	General Plan Amendments/Rezoning file #5 2003 – 2005	Duplicate
760-45-05	Planning Commission Agendas File #2 through 07/07/2004	Box 117
765-10-01	Redevelopment Agency–Formation Correspondence through 09/29/1999	Box 117
765-10-06	Redevelopment Agency – Central Area Wastewater – 1991 information relating to hiring an RDA Executive Director and 1990 information relating to RDA formation	Box 117
Unlabeled	1995 Information regarding Redevelopment Plan Adoption	Box 117
770-05-05	Unmet Transportation Needs Correspondence through 03/22/2000	Box 117
770-05-06	Transportation – General Correspondence through 12/17/2002	Box 117
960-30-02	Onsite Administration File #2 1995 – 1999 Correspondence	07/23/2002
1150-20-03	Paradise Unified School District 1991- 2001 File #2 - Correspondence	12/20/2004
1160-40-01	CA Regional Water Quality Control Board – Correspondence/Agendas	12/31/2004
1160-40-02	CA Regional Water Quality Control Board – Correspondence/Agendas	12/31/2003
1370-10-04	RDA Housing Programs – RDA Dissolved	2 yr
	<b>BOX 78</b>	
710-10-13	C.H.A.S. - Entitlement City Grant	
710-10-14	Consolidated Plan - C.H.A.S.	
740-10-07	Local Agency Review of Imp. Fees File #1	
740-60-01	Tree Committee – Permits and Violations	
750-65-23	PSWS Material Recovery Facility (MRF)	
750-65-24	P.U.S.D Independent Learning Center	
750-75-04	Crowntree Estates	
750-75-36	Unique Acres - Charles Kasza	
760-10-05	Dale Gross Annexation	
760-45-09	Applicants & Appointments - file #3	
770-05-24	Unmet Transportation Needs - TDA Claims & Audit File #1	
	<b>Box 13</b>	
	Use Permits & Use Permit Appeals	
750-65-06	Paradise Manor and Pet Village	Duplicate
750-65-07	Skyway Pet Hospital (Dunlap)	Duplicate
750-65-08	PG&E Gas Line on Memorial Trailway	Duplicate
750-65-11	Chris Lander Cabinet Shop	Duplicate
750-65-12	Paradise Christian Church Center	Duplicate
750-65-13	Novotny Appeal of Anderson Use Permit	Duplicate
760-65-19	Margaret J. Denton dba Les Schwab Tire Centers Oregon	Duplicate
	<b>Box 42</b>	Duplicates

**TOWN OF PARADISE  
RESOLUTION NO. \_\_\_\_\_  
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
PURSUANT TO GOVERNMENT CODE SECTION 34090**

750-40-17	Appeals-Guardino Crossing of SSRR Right of Way	
750-40-17a	Appeals-Fallert	
750-40-17b	Appeals-Drake/Woodland	
750-40-19	Appeals-White Springs Subdivision	
750-40-20	Appeals-Robert Marjama-Valley Ridge Lot Split	
750-40-21	Appeals- Sunbridge Estates Subdivision	
750-40-22	Appeals – Donald Carr	
750-60-02	Site Plans – Wedgewood Retirement Inns	
750-60-03	Site Plans – Animal Crematorium	
750-65-01	Special Use Permits – Fees	
750-65-02	Special Use Permits – General File #1	
750-65-03	Special Use Permits – General File #2	
750-65-04	Special Use Permits – General File #3	
750-65-05	Special Use Permits – General File #4	
750-65-06	Special Use permits - Johnny Farris	
	<b>Box 43</b>	
750-75-01	Subdivisions – General File #1	
750-75-08	Subdivisions – Howard Beldt	
750-75-13	Subdivisions – Hoiland Subdivision	
750-75-14	Subdivisions – Marjama & James	
750-75-15	Subdivisions – B.M. Fraser (Piney Ridge)	
750-75-16	Subdivisions – Paradise Partners	
750-75-19	Subdivisions – Delia Estates	
750-75-30	Subdivisions – Rudy Schott (Valley View Drive)	
750-75-35	Subdivisions – Tanglewood	
750-75-54	Subdivisions – Westside – Chandler/Whedbee/James	
750-75-55	Subdivisions – Woodglen (Rudy Schott)	
750-80-01	Variances – Public Hearings – General	
750-80-02	Variances – Gene Johnson Garage	
750-85-10	Land Use Control Zoning Regulations – General	
750-90-01	Zoning – General 1980/82	
750-90-02	Interim Zoning	
750-90-03	Rezoning – General	
750-90-10	Rezoning – Ponderosa Heights (Mel Bolin)	
750-90-11	Rezoning –South Park (Rudy Schott)	
760-05-02	Moratorium	
760-05-03	Regional Transportation Plan – 1984-89	
760-05-04	Standard Metro statistical Area	
760-10-02	Annexations – Michael Backes	
760-10-03	Annexations – Henry Evers	
	<b>Box 69</b>	<b>2 yr</b>
110-10-05	Leave Status Register July 1995 - July 1997	

**TOWN OF PARADISE**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
PURSUANT TO GOVERNMENT CODE SECTION 34090**

110-30-04	Economic Development Corp. File #3 (Includes Walgreen Drug) Misc. & Bulletins (through 11-1997)	
110-30-06	Paradise Economic Dev. Com (PEDC) File #3 (through 01-1995)	
110-30-08	PEDC - Applicants & Appointments (through 5-1995)	
140-05-10	BCAG - 1995 – 1996 (Bulletins, Agendas & Misc. Corres)	
140-50-06	Organizations-Local File #6 (through 12/1992)	
140-70-21	Paradise Citizens Council (through 1991)	
150-50-08	LCC General File (Through 7/1996)	
150-50-20	Clerk's Newsletter File #1 (Through 10/1996)	
150-70-13	CCAC - File #3 thru April 1996 (newsletters)	
150-70-14(a)	CCAC - File #4 thru July 1997 (newsletters)	
150-70-21	IIMC - File #7 thru 12/94 (news digest)	
	<b>Box 74</b>	<b>2 yr</b>
530-10-01	Elections - General File #1 through 12/96	
530-10-13	Special Election, March 1992	
530-10-14	Special Election - July 7, 1992	
530-10-15	General Municipal Election Nov 1992	
530-10-17	General Municipal Election Nov 1994	
530-50-04	Recall '91	
	<b>Box 64</b>	
750-65-27	Land Use Control: Use Permits (Nextel Cell Tower)	
760-40-09	1994 Paradise General Plan: September 1991 Working Paper #3 (Alternatives Development and Evaluation May 1992 Volume I Draft Policy Document April 1992 Volume III Environmental Setting	Superseded by Final Documents
760-40-10	1994 Paradise General Plan: February 1994 General Plan Volume I: Policy Document Volume II: Draft Environmental Impact Report Volume III: Environmental Setting Document	
760-40-26	1994 Paradise General Plan: 1991 – 1993 File #1	
760-40-27	1994 Paradise General Plan: 01/1994 – 03/1994 File #2	
760-40-28	1994 Paradise General Plan: 04/1994 – 10/1994 File #3	
760-40-31	Amendment to Circulation Diagram	Duplicates
760-40-33	Rezone Appeals – Various through 12/13/2005	2 yrs
760-40-38	General Plan Amendments by Resolution	Duplicates

<b>Record Series – ADMINISTRATION - Elections</b>
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**TOWN OF PARADISE  
 RESOLUTION NO. \_\_\_\_\_  
 A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
 AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
 PURSUANT TO GOVERNMENT CODE SECTION 34090**

	<b>Box 65 Unsuccessful Candidates          Political Action Committees          Campaign Disclosures E+7</b>	E+7
<b>July          1992</b>	Fischer, Roger Garrow, Norman Haynes, Joanne Haynes, Mikhail Hollinghurst, Glenn Kasza, Karoly (Charlie) Kling, David Malone, John Mayer, Delbert McEtchin, Stanley Wider, Eugene	
	Right to Vote in Opposition to Sewers Save our Sewers Elect John Holzwarth Elect Fred Colgan for Town Council Community Recall Coalition Westside Homeowner's Association Paradise Election Committee Committee for Fair Government Paradise Citizens Council Retain Howard Johnson	
<b>Nov          1992</b>	Clark, Leland A. Cronin, James Duncan, Larry Garrow, Norman Haynes, Joanne Novotny, Jerry Smith, Joe Wider, Eugene Rowe, Ellsworth Recall Hubb, Jeffords, Smith & Presson Paradise 2000 Coalition Save our Safety Services FPPC-Whedbee, Kenneth FPPC-Chandler, Catherine FPPC-James, Charles FPPC-Citizens for Clean Water Support Candidates Kasza, Wider & Malone Citizens for Fair Planning-FPPC Filings Citizens for Freedom to Breathe Citizens Against Over-Regulation Jim Harding in Opposition to Measure "U" No on Recall Committee Right to Vote Committee	
	<b>POLITICAL ACTION COMMITTEES - FPPC Filings          E +7</b>	Date of last filing

**TOWN OF PARADISE  
 RESOLUTION NO. \_\_\_\_\_  
 A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
 AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
 PURSUANT TO GOVERNMENT CODE SECTION 34090**

	Citizens for Clean Water of Paradise – Form 420 1983	04/14/1983
	Citizens of Paradise Against Over-Regulation SOS Form 415 Termination Filed 06/03/1992	04/20/1992
	Citizens Recall Committee ID# 951902 Recall Hubb, Jeffords, Smith & Presson Statement of Termination - 1994 Form 415	05/21/1996
	Committee for Fair Government Form 450 1983	04/04/1984
	Community Recall Coalition - Form 415 1983 Statement of Termination	09/02/1983
	Fred Colgan for Town Council ID #942398 November 8, 1994 Election Statement of Termination Filed 04/10/1995 SOS Filing dated 02/03/1995	04/10/1995
	John Holzwarth for Council ID#942354 Statement of Termination filed 11/01/1994 SOS Filing dated 11/07/1994	11/01/1994
	No on Measure A Charles James Expenditure & Major Donor Committee Campaign Statement Form 461 1984	06/08/1984
	No on Measure A – April 10, 1984 Election Kenneth M. Whedbee Expenditure & Major Donor Committee Campaign Statement Form 461 1984	07/24/1984
	No on Measure A – April 10, 1984 Election Catherine Chandler Expenditure & Major Donor Committee Campaign Statement Form 461 1984	06/22/1984
	Paradise Citizens for Freedom to Breathe Measure A 03/31/1992 Election – Form 415 Termination SOS Form 415 Termination Filed 05/13/1992	05/07/1992
	Paradise Election Committee (P.E.C.) Form 415 1984 Statement of Termination	04/19/1984
	Right to Vote in Opposition to Sewers & Advisory Measure U ID # 922192 November 8, 1992 Election Statement of Termination Filed 11/19/1992 SOS Filing Dated 11/30/1992	11/19/1992
	Save Our Safety Services Supporting Measure B – March 26 1996 Election	07/31/1996

**TOWN OF PARADISE  
 RESOLUTION NO. \_\_\_\_\_  
 A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
 AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
 PURSUANT TO GOVERNMENT CODE SECTION 34090**

	Statement of Termination Form 415 filed 7/31/1996	
	Support for Town of Paradise Councilmember Candidates Kasza, Wider & Malone ID # 921927 Statement of Termination filed 10/27/1992 SOS Filing dated 08/17/1992	10/27/1992
	Westside Homeowners' Association – Form 420 1983 Expenditures through Feb 1984	03/15/1984
	Citizens For Fair Planning ID # 921984 Statement of Termination filed 12/03/1992 SOS Filing dated 11/05/1992	12/03/1992
	Opposition to Measure U Statement of Termination filed 03/11/1993	03/11/1993
	No on Recall Committee ID # 920443 Statement of Termination Filed 03/15/1993 SOS Filing dated 03/18/1993	03/15/1993
	Right to Vote, An Effort to Recall Young, Jeffords, Duncan and Johnson ID #920272 Statement of Termination Filed 08/17/1992	08/17/1992

**TOWN OF PARADISE  
 RESOLUTION NO. \_\_\_\_\_  
 A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
 AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
 PURSUANT TO GOVERNMENT CODE SECTION 34090**

**EXHIBIT "C"  
 LIST OF FILES ELIGIBLE FOR DESTRUCTION**

	<b>FISCAL/FINANCIAL REPORTS</b>	
7 Boxes	Accounts Payable FY2006-2007 Alpha A-Z	
4 Boxes	Accounts Payable – Invoice Batches 07/2006 – 11/2006 12/2006 – 02/2007 03/2007 – 06/2007 07/2007 – 11/2007	
1 Box	Accounts Payable Reports July 1, 2006 – June 30, 2007	
1 Box	1993 - 2005 1099's	
	Cancelled Checks 01/1997 – 02/1998 03/1998 – 12/1998 01/1999 – 12/1999	
Ledgers	Payroll Registers Month End           01/1998 – 12/1998 01/1999 – 12/1999  Leave Registers   07/1998 – 12/1998 01/1999 – 07/1999 07/1999 – 12/1999 01/2000 – 03/2000	
9 Ledgers	1994 – 1995 Financial Reports Revenue & Expense (RE) Encumbrances (ER) Balance Sheets (BS) Journal Entries	
2 Boxes	2008 – 2009 (Purple Labels) Batch Edit Listings AP Info	
36 Ledgers	08/2001 – 05/2003 Financial Reports – Combined RE, ER, BS	
1 Box	2001 Accounts Receivable	



**TOWN OF PARADISE  
 RESOLUTION NO. \_\_\_\_\_  
 A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
 AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
 PURSUANT TO GOVERNMENT CODE SECTION 34090**

1 Box	2000 Gas Tax Audits	
1 Box	2002 - 2003 Budget Working Documents	
1 Box	2000 – 2002 Bank Reconciliations	
__ Ledgers	1998 – 2007 Payroll Information	

Reviewed by:

\_\_\_\_\_  
 Shelley Hernandez, Accounting Supervisor

\_\_\_\_\_  
 Gina Will, Finance Director

TOWN OF PARADISE  
RESOLUTION NO. \_\_\_\_\_  
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
PURSUANT TO GOVERNMENT CODE SECTION 34090

**EXHIBIT "D"**  
**LIST OF FILES ELIGIBLE FOR DESTRUCTION**

	<b>PERSONNEL – Closed + 3 years</b>	
12 Boxes	Personnel Recruitment Files – For positions posted and closed prior to January 1, 2010	

Reviewed by:

\_\_\_\_\_  
Crystal Peters, Human Resources/Risk Management



**TOWN OF PARADISE  
Council Agenda Summary  
Date: November 10, 2015**

**Agenda No. 2(e)**

**ORIGINATED BY:** Marc Mattox, Town Engineer  
**REVIEWED BY:** Lauren Gill, Town Manager  
**SUBJECT:** Pearson Rd Pavement Rehabilitation Project Notice of Completion

**COUNCIL ACTION REQUESTED:**

1. Adopt Resolution No. 15-\_\_\_, A Resolution of the Town Council of the Town of Paradise accepting the work Performed under the Pearson Rd Pavement Rehabilitation Project (Contract No. 15-13).

**Background:**

On the afternoon of July 29, 2015, a 12" water main on Pearson Road east of Skyway ruptured. This main break caused water to surface at multiple locations on Pearson Road, causing substantial damage to the roadway. Paradise Irrigation District (PID) crews quickly responded, isolated the leak and then expediently performed the needed repairs to the main over the course of the following 12 hours.

On July 30, 2015, staff met with PID General Manager, George Barber to discuss pavement rehabilitation scope and process. In an effort to collaboratively work together, the Town of Paradise agreed to prepare a formal bid solicitation to reconstruct the full width of Pearson Road for a 157' stretch of roadway. This scope is necessary to ensure there are no underground voids and developing sinkholes. Furthermore, the road surface must be repaved to remove all bumps and failures caused by the water main break's extreme upward pressure.

On September 8, 2015, Town Council awarded Contract No. 15-13 to Franklin Construction, Inc. in the amount of their bid of \$99,979.00. Furthermore, Town Council formally acknowledged Paradise Irrigation District's letter of understanding dated August 27, 2015 which states PID will reimburse the Town of Paradise for all project costs.

**Analysis:**

On October 14, 2015, Franklin Construction, Inc began construction activities on Pearson Road. The project primarily involved two nights of construction, including a complete road closure of Pearson Road between Skyway and Almond Street. This closure and construction effort was completed without any major issues or changes.

With Council acceptance of the project, Franklin Construction, Inc. will be required to warranty the project for one year. A Notice of Completion was filed by the Town Manager on October 27, 2015, in accordance with California Civil Code Section 9204.

**Financial Impact:**

Funding for the Pearson Rd Pavement Rehabilitation Project is 100% reimbursed by Paradise Irrigation District. The total project cost is \$98,475.92.

**TOWN OF PARADISE  
RESOLUTION NO. 15-\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF TOWN OF PARADISE  
ACCEPTING THE WORK PERFORMED UNDER THE PEARSON RD  
PAVEMENT REHABILITATION PROJECT (CONTRACT NO. 15-13).**

WHEREAS, the Town of Paradise has contracted with Franklin Construction, Inc. for certain work performed under that certain project known as the Pearson Rd Pavement Rehabilitation Project, as Contract No. 15-13; and

WHEREAS, the work of improvements, as called for by the contract between the Town of Paradise and Franklin Construction, Inc., referable to said project was completed on October 20, 2015 to the satisfaction of the Town; and

WHEREAS, there has been posted a bond securing the maintenance of the improvements for a period of one year from and after completion.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Paradise as follows:

SECTION 1. The Town hereby accepts the work of those certain improvements, under the contract between the Town of Paradise and Franklin Construction, Inc., known and referred to as the Pearson Rd Pavement Rehabilitation Project.

The foregoing resolution was duly and regularly introduced, passed, and adopted by the Town Council of the Town of Paradise at a regular meeting thereof held on the 10<sup>th</sup> day of November 2015.

AYES:

NOES:

ABSENT:

NOT VOTING:

\_\_\_\_\_  
GREG BOLIN, Mayor

ATTEST:

\_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

APPROVE AS TO FORM:

\_\_\_\_\_  
Dwight L. Moore, Town Attorney



**TOWN OF PARADISE  
Council Agenda Summary  
Date: November 10, 2015**

**Agenda No. 2(f)**

**ORIGINATED BY:** Marc Mattox, Town Engineer  
**REVIEWED BY:** Lauren Gill, Town Manager  
**SUBJECT:** Stearns-DeMille Pavement Restoration Project Acceptance

**COUNCIL ACTION REQUESTED:**

1. Adopt Resolution No. 15-\_\_\_, A Resolution of the Town Council of the Town of Paradise Accepting the Work Performed Under the Stearns-DeMille Pavement Restoration Project (Contract No. 15-03).

**Background:**

The Town of Paradise administers utility encroachment permits for projects within Town right-of-way. These permits require all street excavations to be performed and restored in a manner consistent with Town-adopted standards.

Pacific Gas & Electric commenced work for the Stearns-DeMille Gas Main Replacement Project (Permit No. EN13-00079) on January 13, 2014. A project area map is shown in Attachment A. The scope of the project included replacement of aging gas mains and individual property service laterals. The project was completed per Town pavement restoration standards on July 30, 2014.

On Monday, October 27, 2014, Pacific Gas & Electric notified the Town of Paradise that the main replacements completed earlier in the year were in need of immediate replacement out of an abundance of caution due to laboratory test results.

With the proposition of a second construction interval on fragile Town roads in the area, PG&E offered a transfer of assets to fund a complete neighborhood overlay. PG&E was required to backfill all trenches per Town Standards with the exception of final pavement restoration. In lieu of performing individual pavement patches, PG&E transferred \$218,000 to the Town of Paradise and said funds will be used in 2015 to complete a street-width 1.5" overlay in the project area.

PG&E's second construction process was completed in late November 2014.

A formal contract agreement was prepared by the Town Attorney and routed for signatures by Pacific Gas & Electric officials. This agreement was formally ratified by Town Council on December 9, 2014.

On April 14, 2015, Town Council approved the plans, specifications and estimates and authorized the Public Works Department to advertise for bids on the project.

On May 29, 2015 Town Council awarded Contract No. 15-03 to Knife River Construction of Chico, CA in the amount of their bid of \$207,907.00.

**Analysis:**

Following contract award, the Notice to Proceed was delayed until October 5 due to coordination efforts involving Paradise Irrigation District (PID). PID completed underground waterline upgrades along Harrison, DeMille, Richmond and Thornburg roads in late September. Knife River started construction on Monday, October 5 and completed all work on October 16 with no major issues or changes. An increase in asphalt tonnage led to the use of a small portion of contingency funds being used.

With Council acceptance of the project, Knife River Construction will be required to warranty the project for one year. A Notice of Completion was filed by the Town Manager on October 27, 2015, in accordance with California Civil Code Section 9204.

**Financial Impact:**

Funding for the Stearns-DeMille Pavement Restoration Project is 100% paid for by Pacific Gas & Electric Company. The total project cost is \$217,740.81.

**TOWN OF PARADISE  
RESOLUTION NO. 15-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF TOWN OF PARADISE  
ACCEPTING THE WORK PERFORMED UNDER THE STEARNS-DEMILLE  
PAVEMENT RESTORATION PROJECT (CONTRACT NO. 15-03).**

WHEREAS, the Town of Paradise has contracted with Knife River Construction, Inc. for certain work performed under that certain project known as the Stearns-DeMille Pavement Restoration Project, as Contract No. 15-03; and

WHEREAS, the work of improvements, as called for by the contract between the Town of Paradise and Knife River Construction, referable to said project was completed on October 16, 2015 to the satisfaction of the Town; and

WHEREAS, there has been posted a bond securing the maintenance of the improvements for a period of one year from and after completion.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Paradise as follows:

SECTION 1. The Town hereby accepts the work of those certain improvements, under the contract between the Town of Paradise and Knife River Construction, known and referred to as the Stearns-DeMille Pavement Restoration Project.

The foregoing resolution was duly and regularly introduced, passed, and adopted by the Town Council of the Town of Paradise at a regular meeting thereof held on the 10<sup>th</sup> day of November 2015.

AYES:

NOES:

ABSENT:

NOT VOTING:

\_\_\_\_\_  
GREG BOLIN, Mayor

ATTEST:

\_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

APPROVE AS TO FORM:

\_\_\_\_\_  
Dwight L. Moore, Town Attorney



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**November 10, 2015**

**AGENDA NO. 2(g)**

**ORIGINATED BY:** Kate Anderson, Housing Program Supervisor

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** HOME Owner-Occupied Housing Rehabilitation Program Guidelines

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**COUNCIL ACTION REQUESTED:** Adopt Resolution No. 15 - \_\_\_\_ “A Resolution Of The Town Council Of The Town Of Paradise Amending The Home Owner-Occupied Housing Rehabilitation Program Guidelines Previously Adopted By Resolution 08-09”.

**BACKGROUND:** Since 1995, through various grant sources, the Town of Paradise has provided financial assistance in the form of home repairs to low-income residents. The Town recently received its eighth HOME award, in the amount of \$1,000,000 of which \$900,000 is earmarked to further fund this successful housing program. As a condition of receiving these funds, the HOME Program requires updates to our program guidelines, which reflect changes that may have occurred in their program regulations.

**DISCUSSION:** The HOME program guidelines for the Owner-Occupied Housing Rehabilitation Program are attached for your information and review. The State of California Housing & Community Development HOME Program highly recommends the use of their best-practices guidelines as a template; the State approved these guidelines presented on September 24, 2015.

**RECOMMENDATION:** Staff recommends that Council adopt the resolution approving the required changes to our Owner-Occupied Housing Rehabilitation guidelines for the HOME Program.

**FISCAL IMPACT:** The changes to these guidelines do not precipitate any action or condition that will cause any additional impact to the Town. If these guidelines are approved, we will receive \$900,000 in grant funds to support our on-going owner-occupied housing rehabilitation program.



**TOWN OF PARADISE  
RESOLUTION NO. 15 - \_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AMENDING THE HOME OWNER-OCCUPIED HOUSING REHABILITATION PROGRAM  
GUIDELINES AS OF SEPTEMBER 24, 2015**

**WHEREAS**, the Paradise Town Council adopted Resolution 08-09, "A Resolution of the Town Council of the Town of Paradise adopting the HOME Guidelines dated January 2008; and

**WHEREAS**, the Town Council now desires to adopt the revisions, recommended by the State of California Housing & Community Development HOME Program, to the HOME Owner-Occupied Housing Rehabilitation Program Guidelines dated September 24, 2015.

**NOW, THEREFORE, BE IT RESOLVED** by The Town Council of the Town of Paradise as follows:

Section 1. The Town Council hereby amends the HOME Owner-Occupied Housing Rehabilitation Program Guidelines as of September 24, 2015, as shown in the attached Exhibit A.

Section 2. This resolution is effective immediately upon adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise this 10<sup>th</sup> day of November 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
NOT VOTING:

\_\_\_\_\_  
Greg Bolin, Mayor

ATTEST:

\_\_\_\_\_  
Joanna Gutierrez, Town Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Dwight L. Moore, Town Attorney

# **TOWN OF PARADISE**

## **OWNER-OCCUPIED HOUSING REHABILITATION ASSISTANCE PROGRAMS (HOME, CDBG, CalHome)**

### **PROGRAM DESIGN AND PROCESS**



**CalHome Approved -----**  
**CDBG Approved -----**  
**HOME Approved 9/24/15**

**TOWN OF PARADISE  
OWNER-OCCUPIED HOUSING REHABILITATION  
PROGRAM GUIDELINES**

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**TOWN OF PARADISE  
OWNER-OCCUPIED HOUSING REHABILITATION  
PROGRAM GUIDELINES**

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**TOWN OF PARADISE**

**OWNER-OCCUPIED HOUSING REHABILITATION  
PROGRAM GUIDELINES**

***Adopted August 11, 2015***

**1.0. GENERAL**

The above-named entity, hereinafter referred to as the “Sponsor”, has entered into a contractual relationship with the California Department of Housing and Community Development (“HCD”) to administer one or more HCD-funded housing rehabilitation programs. The rehabilitation program described herein and hereinafter referred to as the “Program” is designed to provide assistance to eligible homeowners for correction of health and safety items, as well as code violations, located within the Program’s eligible area, as described in Section 3.0. The Program provides this assistance in the form of deferred payment loans used to finance the cost of necessary repairs that will provide the homeowner with a healthy, safe, sanitary and code compliant home, referred to herein as “housing unit”. The Program will be administered by Town of Paradise, Business & Housing Services, hereinafter referred to as the “Program Operator”.

**1.1. PROGRAM OUTREACH AND MARKETING**

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation, be excluded, denied benefits or subjected to discrimination under the Program. The Sponsor will ensure that all persons, including those qualified individuals with handicaps have access to the Program.

A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program’s eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. A Fair Housing Marketing Plan can be found as Attachment D. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may sponsor homeownership education classes to help educate homeowners about credit, budgeting, predatory lending, foreclosure prevention and home maintenance, as

well as future responsibilities.

- B. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The Program Sponsor will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

## 1.2. APPLICATION PROCESS AND SELECTION

### A. Waiting List/Homeowner Contact

The Sponsor will utilize a waiting list. In response to a homeowner's request, the homeowner is placed on the waiting list. Homeowners are offered the opportunity to qualify for assistance by waiting list priority (a first-come, first served basis).

The Program Operator will contact homeowners by mail and/or by telephone to advise of funding availability. The homeowner has 30 days to complete and return the loan application and supporting documentation. Should a homeowner fail to respond to the initial contact for assistance or to provide any of the required documentation within the 30-day period, the homeowner's name will be removed from the waiting list. If the homeowner desires assistance at a later time, he/she will be placed on the waiting list at that time.

Should the waiting list be exhausted, the Program will be marketed in accordance with the Sponsor's Marketing Plan. **See Attachment D.**

### B. Application/Interview

An application packet is provided to the homeowner for completion and submittal to the Program Operator, along with supporting documentation. An interview is scheduled with the applicant. The Program is fully explained; application forms and documentation are reviewed. Verifications are obtained for income, assets, employment, benefits, and mortgage. Title report and appraisals are also obtained.

If the Program Operator encounters material discrepancies and/or misrepresentations, and/or there are income, asset, household composition, or other important questions that can't be resolved, the Sponsor reserves the right to deny assistance to the household. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial.

### C. Household Selection

Households selected for participation in the Sponsor's Housing Rehabilitation Program are those determined eligible upon completion of processes

described in A. and B. above.

D. Initial Inspection/Work Write-Up/Estimate

Prospective units are inspected by the Program Operator, a certified housing inspector, or a Sponsor representative to determine eligibility and acceptability of properties for participation in the Program.

If the home is a pre-1978 unit, the initial inspection will also include paint testing by a certified Lead-Based Paint (LBP) inspector/assessor or presumption of LBP. Code deficiencies will be corrected and if presumption is used or lead hazards are found they will be properly treated according to HUD regulations (Section 6.1.E & F) and cleared by a certified LBP inspector/assessor. **Note: CalHome-funded projects do not require LBP compliance. CDBG projects shall refer to Chapter 20, Lead-Based Paint Requirements for guidance in the CDBG Grant Management Manual.**

Measurements and observations are noted about the property, including special conditions with potential cost consequences (dilapidated outbuildings, absence of curb and gutter when required by code, etc.). A floor plan and site plan, as needed, are drawn for the home and property, including all appurtenances.

Findings are noted on an inspection form, and later used by the Program Operator to prepare the work write-up. Estimated costs are determined by the Program Operator who has years of experience in the building industry, and in reviewing contractor bids and verifying cost with materials suppliers. The homeowner reviews the completed work write-up and cost estimate, and the approved write-up is incorporated into bid documents.

E. Bid Solicitation

A bid walk-through date and time are scheduled. The homeowner may choose to solicit his/her own bids or request that the Program Operator solicit bids on his/her behalf. Invitations to bid are mailed to all eligible contractors on file in efforts to obtain three reasonable bids. Bid results will be provided to participating contractors.

Contractors must be licensed and bonded by the State of California Contractors Licensing Board. Contractors must also provide Program Operator with evidence of Workers' Compensation Insurance and Comprehensive General Liability and Property Damage Insurance with Combined Single Limits of at least \$1,000,000.

Cost reasonableness is determined by comparing the bids received with the cost estimate prepared by the Program Operator. Bids should be within 10% of the Program Operator's cost estimate, otherwise an explanation must be provided to the file for any bid selected exceeding 10% of the estimate. The

homeowner is encouraged to accept the lowest reasonable bid.

The Program Operator determines eligibility of the contractor by contacting the State Contractors License Board and checking the Federal List of Debarred Contractors. The contractor is also required to provide a self-certification stating that he/she is not on the Federal debarred list. Once determined eligible, the contractor is then notified of provisional award of bid (pending loan approval). Notices of non-award are mailed to participating contractors.

F. Loan Request/Approval

A report and loan request are prepared on behalf of the homeowner by the Program Operator. The loan request includes the cost of construction, a contingency fund, and other project costs (listed in Section 6.3.). A Loan Review Committee meeting is scheduled to hear the loan request. Section 1.3 provides additional information on the loan approval process. Once approved, loan documents are executed and the loan is funded.

G. Pre-Construction Conference

A pre-construction conference is scheduled with homeowner, contractor, and Program Operator. The Program Operator reviews the Owner-Contractor Construction Contract, including the work write-up, start date, pay schedule, and date of completion, with the homeowner and contractor. The construction contract and Notice to Proceed are executed.

H. Start-Up/Field Inspections

The Program Operator monitors date of start-up and performs field inspections on a regular basis. The Program Operator will visit the job site regularly in order to check the scope of work, inspect materials, and to confirm the job is on schedule and within budget. The Program Operator works with the Sponsor's Building Inspector to ensure the work meets building codes, while not exceeding funding limits.

The Program Operator reviews the work status with the homeowner and with the contractor in order to remedy any developing problems quickly and to ensure that both are satisfied with the construction process. At the completion of each phase, the Program Operator inspects the work and the homeowner authorizes contractor payments.

The Program Operator will refer back to original plans and specifications to verify the work was completed as contracted. Homeowner's "sweat equity" commitment will also be checked, if any.



I. Change Orders

Written change orders are required when the homeowner requests any changes in the write-up, such as eliminating an item completely, eliminating one item and substituting another, or adding items. The change order will state the change and dollar value for the change. The change order must be signed by both the contractor and the homeowner, and submitted to the Program Operator for approval. If the change order exceeds the approved financing, the homeowner will be asked to provide additional funds or a report and request for additional funds may be presented to the Sponsor’s Loan Review Committee for approval prior to Program Operator signing-off on the change order.

J. Progress Payments

Ninety percent (90%) of the contract amount is distributed to the contractor in the form of progress payments during construction. The final ten-percent (10%) of the contract amount is set aside as a retention payment. The contractor requests a progress payment from the homeowner and notifies the Program Operator that he/she has done so. Upon favorable inspection by the homeowner, Program Operator, and Sponsor or Sponsor’s Building Inspector, the payment authorization is signed by the homeowner and submitted for payment.

K. Final Inspections/Notice of Completion/Final Payment

When the project is completed, the Program Operator inspects the work item by item with the homeowner, the contractor, and/or the Sponsor. The Sponsor’s Building Inspector performs a final inspection. Any corrections or deficiencies are noted and corrected by the contractor. Upon favorable final inspections, a Notice of Completion is prepared, signed by the homeowner, and then recorded. The final ten-percent (10%) retention payment is released 35 days after the recording of the Notice of Completion.

**1.3. LOAN PROCESS**

The Sponsor’s Loan Review Committee must approve all loans and grants. The Loan Review Committee may approve assistance with financing exceeding 100 percent of after-rehabilitation value as needed in cases where no other financial resources are available to cover the cost of the improvements and where clear and convincing documentation exists, justifying why the exception is needed. However, if the project is CalHome funded, the total financing can not be more than 105 percent of the after-rehabilitation value. For HOME-funded loans, the amount of assistance provided will not exceed the Sponsor’s County maximum HOME subsidy limit per bedroom as defined by Section 221 (d)(3) and the total financing can not exceed the Maximum After-Rehabilitation Value. **See Attachment C.**

In order to obtain financing, applicants must meet all property and eligibility guidelines in effect at the time the application is considered. Homeowners will be provided written notification of approval or denial. Any reason for denial will be provided to the applicant in writing.

#### **1.4. CONFLICT OF INTEREST REQUIREMENTS**

When the Sponsor’s program contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance. Section 92.356 of the HOME Final Rule shall be followed for HOME assistance, as follows:

(a) Conflicts prohibited. No persons described in paragraph (b) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person.

(b) Persons covered. The conflict of interest provisions of paragraph (a) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

(c) Exceptions: Threshold requirements. Upon the written request of the participating jurisdiction to HCD, HUD may grant an exception to the provisions of paragraph (a) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. See 24 CFR 92.356(d)(1-6) for details on the documentation needed in order to submit an exception request to HUD.

A contractor with a vested interest in the property cannot bid on a rehabilitation job. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner/builders are reimbursed for materials purchased which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by the Program Operator to be part of the scope of work. Owner/builders are not reimbursed for labor.

## 2.0. APPLICANT QUALIFICATIONS

### 2.1. INCOME LIMITS

All homeowners must certify that they meet the household income eligibility requirements for the applicable HCD program(s) and have their household income documented. The income limits in place at the time of loan approval will apply when determining applicant income eligibility. All applicants must have incomes at or below 80% of the County's area median income (AMI), adjusted for household size, as published by HCD each year. **See Attachment C.**

The link to the official HCD-maintained income limits for HOME and CDBG Funded activities is: <http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>, and for CalHome-funded activities: <http://www.hcd.ca.gov/hpd/hrc/rep/state/inc2k6.pdf>.

**Household:** means one or more persons who will occupy a housing unit. Unborn children don't count in family size determination.

**Annual Income:** Generally, the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

#### 2.1.1 OWNER-OCCUPIED REQUIREMENTS

Owner-Occupant - to be eligible, household income must be equal to or less than the applicable HCD income limits. Owner will be required to provide income documentation. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. **See Attachment A for HOME and CDBG. See Attachment A-1 for CalHome.** Refer to Asset Inclusions and Exclusions for further guidance to the types of assets to be included or excluded when calculating gross annual income. **See Attachment B.**

Owner-occupants housing and/or debt ratios are not considered, nor is a credit report required, as the funding provided creates no additional monthly financial obligation. If an owner-occupant has a mortgage, it is verified that all payments are current and that no late payments have been received in the past twelve months.

#### 2.1.2 OWNER-INVESTOR REQUIREMENTS - (eligible under only CDBG-funded programs)

Owner-Investor - There are no restrictions on the income of the owner-investor unless the owner-investor is a member of the Targeted Income Group (TIG) and is interested in qualifying for a Deferred Payment Loan (see Section 4.3.2.C.).

Owner-investor housing and debt ratios are considered, and a credit report is required, since the funding provided may create an additional monthly financial obligation. If an owner-investor has a mortgage on the property to be rehabilitated it is verified that all payments are current and that no late payments have been received in the past twelve months.

## TENANT REQUIREMENTS (eligible under only CDBG-funded programs)

Tenant - If a rental is currently occupied, the tenant's household income must be equal to, or less than, the applicable HCD income guidelines. Tenant will be asked to cooperate by providing income documentation and income will be projected for 12 months based on current income. See Attachments A and B.

## 2.2. INCOME QUALIFICATION CRITERIA

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria for HOME and CDBG, as shown in the most recent HCD program-specific guidance at <http://www.hcd.ca.gov/fa/cdbg/GuideFedPrograms.html>, will be followed to independently determine and certify the household's annual gross income. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within six months prior to loan closing and kept in the applicant file and held in strict confidence.

### A. HOUSEHOLD INCOME DEFINITION:

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period, and will be used to determine program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used. Two types of income that are not considered would be income of minors and of live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

The link to Annual Income Inclusions and Exclusions is:

[http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB\\_AnnualIncomeInclusionsExclusions.doc](http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB_AnnualIncomeInclusionsExclusions.doc)

**See Attachment A: HOME and CDBG 24 CFR Part 5 Annual Income Inclusions and Exclusions and Attachment A-1: CalHome Title 25 Section 6914 Annual Income inclusions and Exclusions (State)**

### B. ASSETS:

There is no asset limitation for participation in the Program. Income from assets is, however, recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. (*Note: it is the income earned – e.g. interest on a savings account –*

*not the asset value, which is counted in annual income.)*

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including: Penalties or fees for converting financial holdings and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

The Link to Asset Inclusions and Exclusions is:

[http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC\\_AnnualIncomeAssetInclusionsExclusions.doc](http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC_AnnualIncomeAssetInclusionsExclusions.doc)

**See Attachment B: Part 5 Annual Income Net Family Asset Inclusions and Exclusions**

## 2.3. HOMEOWNER ELIGIBILITY AND RESIDENCY REQUIREMENTS

The Sponsor's Housing Rehabilitation Program allows for owner-occupied and owner-investor/tenant occupied properties to participate in the Program. Owner-occupied units must be the owner's principal place of residence. **Note: Owner-investor/tenant occupied properties are eligible under only CDBG funding, and must meet all requirements listed under section 2.3.2.** A photocopy of a recent utility bill will verify proof of occupancy. No unit to be rehabilitated will receive financial assistance if it is currently occupied by an over-income household or does not meet the eligibility standards outlined in these guidelines.

### 2.3.1 OWNER-OCCUPIED

- A. Continued residency is monitored annually for the term of the loan. Occupancy will be verified by the submission of the following:
  - 1. Proof of occupancy in the form of a copy of a current utility bill; and
  - 2. Statement of unit's continued use as primary residence of the owner.
- B. In the event that a homeowner sells, transfers title, or discontinues residence in the rehabilitated property for any reason, the loan becomes due and payable, unless the following conditions are met:

The homeowner who received the loan dies and the heir to the property meets income requirements and intends to occupy the home as his/her principal residence. Upon approval of the Sponsor, the heir may be permitted to assume the loan at the rate and terms the heir qualifies for under current participation guidelines. If the heir does not meet applicable eligibility requirements, the loan is due and payable. **Note: Loans provided by CalHome are not assumable.**

- C. If a homeowner converts the property to a rental unit, or any commercial or non-residential use, the loan is due and payable, unless the loan was funded

with CDBG and tenant and homeowner meet eligibility requirements as described in Section 2.3.2. below.

If the loan is funded with a CalHome Loan it is not transferable except under the following limited circumstances:

- (a) The transfer of the Property to the surviving joint tenant by devise, descent or operation of the law, on the death of a joint tenant;
- (b) A transfer of the Property where the spouse becomes an owner of the property;
- (c) A transfer of the Property resulting from a decree of dissolution of marriage, legal separation or from an incidental property settlement agreement by which the spouse becomes an owner of the Property; or
- (d) A transfer to an inter vivos trust in which the Borrower is and remains the beneficiary and occupant of the property.

**2.3.2. OWNER INVESTOR REQUIREMENTS (eligible only under CDBG-funded programs)**

- A. If the owner-investor sells or transfers title of the rehabilitated property for any reason, the loan is due and payable.
- B. An owner-investor may convert a rental property to his or her personal residence if all conditions below exist:
  1. He or she can prove that the previous tenant was not evicted without cause.
  2. He or she is income eligible.
  3. He or she requests approval from the Sponsor.
- C. If an owner-investor converts the rental property to his or her personal residence, but is not income eligible, the loan is due and payable.
- D. If the owner wants to convert the rehabilitated property to any commercial or non-residential use, the loan is due and payable.
- E. Over-income rental households occupying units in a project which will receive financial assistance for other eligible units will be allowed to stay in their respective units. To prevent owners from evicting ineligible tenants before applying for the Program, the owner must certify that no tenant has been forced to move without cause during the previous six months.

### 3.0. PROPERTY ELIGIBILITY

#### 3.1. CONDITIONS

- A. No unit will be eligible if a household's income exceeds the prescribed income limits listed in Attachment C.
- B. Units to be rehabilitated must be located within the incorporated areas of the Sponsor's jurisdiction.
- C. Property must contain a legal residential structure intended for continued residential occupancy.
- D. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. Sponsor may also require elimination of code deficiencies. When HOME funds are used for housing rehabilitation, the property must meet all applicable current codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by Sponsor when CDBG funds are used.

#### 3.2. ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE

Tenants will be informed of their eligibility for temporary relocation benefits if occupancy during rehabilitation constitutes a danger to health and safety of occupants or public danger or is otherwise undesirable because of the nature of the project. Relocated persons will receive increased housing costs, payment for moving and related expenses and appropriate advisory services, as detailed in the Sponsor's "Residential Anti-displacement and Relocation Assistance Plan" (**Attachment E**).

Owner-occupants are not eligible for temporary relocation benefits, unless health and safety threats are determined to exist by the Program Operator. In cases where relocation is determined to be necessary by the Sponsor/Program Operator, assistance may be provided for actual costs incurred from the applicant's loan proceeds or as a grant (see **Section 4.4. for allowable grants**). HOME-funded projects will provide relocation assistance in the form of a grant, which shall be included in the maximum assistance amount.

**Note: Relocation benefits are not a requirement under CalHome, but are acceptable and may be covered by loan proceeds.**

### 3.3. NOTIFICATION AND DISCLOSURES - Not required by CalHome

- A. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as follows:

The Lead Hazard Information Pamphlet published by the EPA/HUD/Consumer Product Safety Commission will be given to all owners regardless of the cost of rehabilitation or paint test findings. If lead-based paint is found through testing or if presumed, a Notice of Lead Hazard Evaluation or Presumption will also be supplied. When Lead hazards are present, a Notice of Lead Hazard Reduction Activity and a Lead Hazard Evaluation Report will also be provided (**Attachment I**).

- B. Tenants located in properties that will receive housing rehabilitation will be provided a notice outlining their relocation rights and benefits (**Attachment E**).

### 4.0. THE PROGRAM LOAN

#### 4.1. MAXIMUM AMOUNT OF PROGRAM ASSISTANCE

An eligible homeowner may qualify for the full cost of rehabilitation/reconstruction work needed to comply with State and local codes and ordinances. Maximum assistance shall not exceed the Sponsor's County maximum HOME Subsidy Limit per bedroom as designated by Section 221(d)(3). **See Attachment C. For CDBG funded programs the maximum assistance for rehabilitation/reconstruction will not exceed \$190,430.**

#### 4.2. AFFORDABILITY PARAMETERS FOR HOMEOWNERS

- A. Total indebtedness against property shall not exceed 100 percent of after-rehabilitation value as determined by "Estimates of value" or an appraisal, for CDBG or HOME projects. An estimate of after-rehab value will be made prior to making a commitment of funds using the method outlined in Section 4.5. Note: This does not apply to CalHome projects.
- B. HOME funded units' after-rehabilitation value shall not exceed the HOME Program Purchase Price/Value Limit for Sponsor's County as updated by HUD and published on the HCD Website. **See Attachment C.**
- C. Total indebtedness against property shall not exceed 105 percent of the after-rehabilitation value as determined by an appraisal for CalHome projects. An estimate of After-Rehab Value will be made prior to making a commitment of funds using the method outlined in Section 4.5. Note: This does not apply to HOME or CDBG projects.
- D. Costs may be supplemented with personal financing and/or credit will be provided for volunteer labor ("sweat equity") valued at \$10 per hour as per Section 6.1.D., or with other loan or grant programs, which are sources of leverage for the Sponsor.



- E. Any bid within 10% of the Program Operator's estimate may be selected, otherwise an explanation must be provided to the file for a bid selected exceeding 10% of the estimate.

### 4.3. RATES AND TERMS

#### 4.3.1. OWNER-OCCUPANTS

- A. Homeowners are eligible for Deferred Payment Loans (DPL), at 3% interest, evidenced by a Promissory Note and secured by a Deed of Trust, with no payback required for 30 years unless the borrower sells or transfers title or discontinues residence in the dwelling. Payments may be made voluntarily on a DPL. **Note: If it is determined by the Sponsor that repayment of a CalHome or CDBG Program loan at the maturity date causes a hardship to the homeowner, the Sponsor may opt the following:**
1. Amend the note and deed of trust to defer repayment of the amount due at maturity, that is balance of the original principal plus the accrued interest, for up to an additional 30 years (at 0% additional interest). This may be offered one time;
  2. Convert the debt at loan maturity; that is the balance of the original principal plus any accrued interest, to an amortized loan, repayable in 15 years at 0% additional interest.
- B. If the homeowner dies, and if the heir(s) to the property live(s) in the house and is/are income eligible, the heir(s) may be permitted, upon approval of the Sponsor, to assume the loan at the rate and terms the heir(s) qualifies for under current participation guidelines. **Note: CalHome loans are not assumable.**
- C. If the homeowner dies and the heir(s) is/are not income eligible, the loan becomes all due and payable.
- D. If a homeowner converts the rehabilitated property to any residential-rental, commercial or non-residential use, the loan becomes all due and payable, unless they meet requirements outlined in Section 2.3.2.
- E. As specified in the Rehabilitation Loan Agreement, all applicants who participate in the Program must maintain the property at post-rehabilitation conditions for the term of the loan. Should the property not be maintained accordingly, the loan shall be considered in default and becomes all due and payable, and if necessary, foreclosure proceedings will be initiated. A method of inspection will be established by the Sponsor.

#### 4.3.2. OWNER-INVESTORS (eligible under only CDBG-funded programs)

The rate and terms for an owner-investor may vary depending on the owner's financial situation below are the options available:

- A. Amortized Loan - Below Market Interest Rate (BMIR) loan at 3 percent interest, secured by a deed of trust and with a maximum term of 15 years.
- B. DPL for a TIG owner-investor who agrees to comply with standard investor restrictions (i.e., Maintenance Agreement for minimum five years and recorded Rent Limitation Agreement for life of the loan), as outlined below. DPL terms are the same as those described in 4.3.2.B. above.
- C. Rent Limitation Agreement (RLA)  
An owner-investor who elects to rehabilitate a rental unit with CDBG financing must sign an RLA, which will be recorded. This agreement will specify:
  - 1. In no instance shall rents exceed the U.S. Department of Housing and Urban Development (HUD) Fair Market Rent (FMR) schedule while the RLA is in effect.
  - 2. Base Rent -- Vacant Unit  
If the house is vacant, rent charges shall not exceed 30 percent of 80 percent of the Sponsor median income for the appropriate household size in that unit. Owner-investor shall affirmatively seek TIG households. Where such efforts do not result in eligible TIG tenants, the owner-investor shall contact the Sponsor for guidance.
  - 3. Base Rent -- Occupied Unit  
If the house is occupied, rent charges shall not exceed 30 percent of the existing tenants' household income; or, where, before rehabilitation, rents already exceed 30 percent of the existing tenants' income, no rent increases shall be allowed which provide for rents plus utilities over 30 percent of the tenants' income.
  - 4. Terms -- BMIR finance will require rent limitation for a minimum of 5 years. DPL financing will require rent limitations for the full term of the loan.
  - 5. Verification -- Each year during the term of the Agreement, the borrower shall provide the Sponsor with a written list of current occupants' names and monthly rents by January 15<sup>th</sup>. The Sponsor may verify this information with the occupant.
  - 6. Compliance -- Failure to comply with these terms and conditions will result in the loan becoming due and payable. If necessary, foreclosure proceedings will be initiated.
- D. Maintenance Agreement  
As specified in the Rehabilitation Loan Agreement, an owner-investor who participates in the Program must maintain the property at post-rehabilitation conditions for the term of the loan(s). Should the property not be maintained accordingly, the loan will become due and payable, and if necessary, foreclosure proceedings will be initiated.

#### 4.4. GRANTS

- A. CDBG funded programs may provide grants as follows:  
A grant of up to \$7,500 is available for any one of the following qualifying

factors:

1. Senior Citizen - at least 62 years old; or
  2. Handicapped – for only handicap modifications to a house with one or more physically handicapped occupants who would function more independently if such modifications were installed; or
  3. Lowest Targeted Income Group – with gross annual income less than 50 percent of County median income; or
  4. Equity maintenance – if financing rehabilitation entirely with a loan would cause indebtedness to exceed 100% of after-rehabilitation value.
- B. HOME and CDBG provide grants for all actual costs of lead-based paint evaluation and reduction activities.
- C. HOME and CDBG provide grants for relocation assistance. See Relocation Assistance Plan, **Attachment E**.
1. Owner-Occupant – Limit of \$3,000.
  2. Residential Tenant – Assistance will be provided at the level necessary to comply with the Uniform Relocation Act (URA) and Section 104(d) of the Housing and Community Development Act of 1974. **Note: HOME funds cannot be used for tenant-occupied units.**
- D. **Grants are not available in CalHome-funded programs.**

#### 4.5. APPRAISAL

- A. The After-Rehab Value for rehabilitation projects is determined using the “Estimates of value” method. The Sponsor or Program Operator determines estimates of value based on the sale prices of at least three (3) comparable properties, sold within the last six months (within one year of the assistance date, which is the date the promissory note is signed), and located within one mile of the subject property. The participants’ file will include the estimate of value and document the basis for the value estimates. The purpose of the “Estimates of value” is to determine that the After-Rehabilitation Value Limit of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**). If three comparable properties cannot be found, or if there is any question regarding the After-Rehab Value, the ARV will be determined by a licensed appraiser, as described in Section 4.5.B. below.
- B. A licensed appraiser determines the After-Rehab Value for rehabilitation projects, when the “Estimates of value” method cannot be used. For rehabilitation projects the appraiser determines the value of the unit with the rehabilitation building plans and specifications included. The cost of the appraisal will be paid by the Sponsor, not by the homeowner. The purpose of the appraisal is to determine that the after-rehabilitation value of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**), and that the

combined loans will not exceed the maximum combined loan-to-value limit, as described in Section 4.2.A above.

- C. The After-Rehab Value for reconstruction projects is determined by a licensed appraiser. The After-Rehab Value for reconstruction projects is determined by an appraisal completed off the building plans and specifications for the new home. The cost of the appraisal will be paid by the Sponsor, not by the homeowner. The purpose of the appraisal is to determine that the After-Rehabilitation Value Limit of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**).

## 4.6. INSURANCE

### 4.6.1. FIRE INSURANCE

The homeowner shall maintain fire insurance on the property for the duration of the Program loan(s). This insurance must be an amount adequate to cover all encumbrances on the property. The insurer must identify the Sponsor as Loss Payee for the amount of the Program loan(s). A binder shall be provided to the Sponsor.

In the event the applicant fails to make the fire insurance premium payments in a timely fashion, the Sponsor at their option, may make such payments for a period not to exceed 60 days. The Sponsor may, in its discretion and upon the showing of special circumstances, make such premium payments for a longer period of time. Should the Sponsor make any payments, it may, in its sole discretion, add such payments to the principal amount that the applicant is obligated to repay the Sponsor under this Program. The premium may be paid by the Program loan for one year.

**Note: HOME funds can not be used to pay insurance cost beyond those identified as initial loan costs. Note: CalHome funds can not be used to pay insurance at any time.**

### 4.6.2. FLOOD INSURANCE

For homes in a 100-year flood zone, the owner is required to maintain flood insurance in an amount adequate to secure the Program loan and all other encumbrances. This policy must designate the Sponsor as Loss Payee and a binder shall be provided to the Sponsor and maintained in the borrowers file. The premium may be paid by the Program loan for one year. **Note: HOME funds can not be used to pay insurance cost beyond those identified as initial loan costs. Note: CalHome funds can not be used to pay insurance at any time.**

## 4.7. LOAN SECURITY

- A. Loan security for all owner-occupied rehabilitation stick-built homes will be secured by the real property and improvements, and will also include a Deed of Trust, Promissory Note and Loan Agreement in favor of the Sponsor.

- B. A manufactured home in a mobile home park or on leased land that is not on a permanent foundation will be secured by an HCD 480.7 or an HCD 484 Statement of Lien, and will also include a Promissory Note and Loan Agreement.
- C. Entering a subordinate lien is acceptable. However, the Sponsor will not subordinate a first lien position once established.

**5.0. PROGRAM LOAN SERVICING AND MAINTENANCE**

**5.1. PAYMENTS ARE VOLUNTARY**

Borrowers may begin making voluntary payments at any time.

**5.2. RECEIVING LOAN REPAYMENTS**

- A. Program loan payments will be made to:

*Town of Paradise  
Business & Housing Services  
5555 Skyway  
Paradise, CA 95969*

- B. The Sponsor will be the receiver of loan payments or recapture funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the Sponsor's appropriate Program Income Account, as required by all three HCD programs. The Program Sponsor will accept loan payments from borrowers prepaying deferred loans, from borrowers making payments in full upon sale or transfer of the property, and homeowners of tenant occupied units. All loan payments are payable to the Sponsor. The Sponsor may at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

**5.3. LOAN SERVICING POLICIES AND PROCEDURES**

See **Attachment F** for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

**5.4. LOAN MONITORING PROCEDURES**

Homeowners will be required to submit each of the following to the Sponsor between January 1 and 15 of each year for the term of the loan:

- Proof of occupancy in the form of a copy of a current utility bill;
- Statement of unit's continued use as a residence;
- Declaration that other title holders do not reside on the premises;
- Verification that Property Taxes are current; and
- Verification of current required insurance policies.

## **5.5. DEFAULT AND FORECLOSURE**

If an owner defaults on a loan, and foreclosure procedures are instituted, they shall be carried out according to the Program Foreclosure Policy adopted by the Sponsor, and attached to these guidelines as **Attachment G**.

## **5.6. SUBORDINATIONS**

The Sponsor may approve a request to subordinate a loan, in order for the owner to refinance the property, under the following conditions:

- A. The lien position of the Sponsor loan will remain the same or be advanced.
- B. The new primary loan is no greater than the balance of the loan being refinanced, except the costs of refinancing the loan may be added to the principal balance.
- C. The purpose of the new primary loan is to reduce the interest rate being paid and/or reduce the owner's payment.
- D. The refinanced loan must have an impound account for taxes and insurances.
- E. The refinancing terms must be acceptable to the Sponsor.
- F. CDBG allows refinancing with CDBG funds in conjunction with only rehabilitation of the unit

## **6.0. CONSTRUCTION**

### **6.1. STANDARDS**

- A. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. Sponsor may also require elimination of code deficiencies. When HOME funds are used for housing rehabilitation, the property must meet all applicable current codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or

alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by Sponsor when CDBG funds are used.

### Contracting Process

1. Contracting will be done on a competitive basis.
  2. The homeowner will be the responsible agent, but the Sponsor and/or its Program Operator will prepare the work write-up, prepare and advertise the bid package, and assist the owner in negotiating the construction contract.
  3. The Sponsor does not warrant any construction work, or provide insurance coverage.
- B. Approved Contractors
1. Contractors are required to be licensed with the State of California, and be active and in good standing with the Contractors' License Board.
  2. Contractors will be checked against HUD's list of federally debarred contractors. No award will be granted to a contractor on this list.
  3. Contractors must have public liability and property damage insurance, and worker's compensation, unemployment and disability insurance, to the extent required by State law.
  4. Contractor must agree to comply with all federal and state regulations.
- E. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as identified in Section 3.3.A. **Note: Units funded solely with CalHome funds are not required to comply with LBP regulations.**
- F. Units constructed prior to 1978 will also be inspected according to the following HUD regulations. **Note: Units funded solely with CalHome funds are not required to comply with LBP regulations.** For CDBG funded programs please refer to Chapter 20, Lead-Based Paint Requirements for guidance in the CDBG Grant Management Manual
1. If the total amount of Federal assistance or the total amount of rehabilitation hard cost is up to and including \$5,000, the following is required:
    - (a) Paint testing or presume LBP;
    - (b) Clearance of disturbed work areas; and
    - (c) Notifications listed in Section 3.3.A.
  2. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more than \$5,000 up to and including \$25,000, the following is required:
    - (a) Paint testing or presume LBP;

- (b) Risk assessment; and
- (c) Clearance of unit.

If LBP hazards are identified, interim controls will be implemented. This level will also require a notice of “Abatement of Lead Hazards Notification” at least five days prior to starting work.

3. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more than \$25,000, the following is required:
  - (a) Items (a), (b), and (c) of 2. above;
  - (b) Abatement of all LBP hazards identified or produced;
  - (c) Use of interim controls on exterior surfaces not disrupted by rehab; and all notices listed above in Sections 3.3.A. and 6.1.F.2.
4. All paint tests that result in a negative finding of lead-based paint are exempt from any and all additional requirements. If defective paint surfaces are found, they will be properly treated or abated. A State-certified Inspector/Assessor will perform all paint testing, risk assessments, and clearances. A trained supervisor may oversee interim controls; however, a certified supervisor and workers will perform all abatement.

## 6.2. ELIGIBLE CONSTRUCTION COSTS

“Rehabilitation” means, in addition to the definition in Section 50096 of the Health and Safety Code, repairs and improvements to a manufactured home necessary to correct any condition causing the home to be substandard pursuant to Section 1704 of Title 25, California Code of Regulations. Rehabilitation also includes room additions to alleviate overcrowding. Rehabilitation also means repairs and improvements where necessary to meet any locally-adopted standards used in local rehabilitation programs. Rehabilitation does not include replacement of personal property.

Rehabilitation includes reconstruction. Federal law and policy allows the use of HOME funds to demolish and reconstruct owner-occupied residential structures. Reconstruction is defined as the demolition and construction of a structure. The Sponsor and/or Program Operator must document that the reconstruction costs are less than the cost to rehabilitate the existing substandard housing. This will be done using the State’s CDBG Test for Reconstruction, for projects funded with CDBG funds; or, using the State’s HOME Test for Reconstruction, for projects funded with HOME funds.

Additionally, the Sponsor must determine that the project’s value after reconstruction (housing and land combined) is less than the Maximum After-Rehabilitation Value for the Sponsor (see Attachment C, One-Family).

The residential structure to be reconstructed must be a structure with cooking, eating, sleeping, and sanitation facilities which has been legally occupied as a residence



within the preceding 12 months. Fifth wheels or recreational vehicles, for example, are not considered dwellings and therefore are not eligible under this Program.

Like for like requires that the structure being demolished must be replaced with a like structure (replace manufactured housing with manufactured housing, for example). However, additions may be approved by the HCD Program when required by Codes/Ordinances or to alleviate overcrowding. **(See Attachment C)**

Temporary relocation benefits must be planned for and budgeted into the total allowable subsidy for the project, but if required would be in the form of a grant.

Depending on the outcome of the Statutory Worksheet (Environmental test), a reconstructed project may require Authority from the State before funds are committed to the project.

Allowable rehabilitation\reconstruction costs include:

- A. Cost of building permits and other related government fees.
- B. Cost of architectural, engineering, and other consultant services which are directly related to the rehabilitation of the property.
- C. Rehabilitation or Replacement of a manufactured home not on a permanent foundation. Rehabilitation of a manufactured home may include the replacement of the unit with a used manufactured home and the cost to repair it, as long as the unit has been occupied and not used as a demonstration model. Should the unit meet the criteria for reconstruction a new manufactured home can be used for replacement and all cost associated with the purchase and transportation can be added to the loan.
- D. Owner-occupied rehabilitation activity delivery fees, pursuant to Section 7733(f), as reimbursement to the Sponsor for the actual costs of services rendered to the homeowner that are incidentally but directly related to the rehabilitation work (e.g. planning, engineering, construction management, including inspections and work write-ups).
- E. Rehabilitation will address the following issues in the order listed. Eligible costs are included for each item.

1. Health and Safety Issues

Eligible costs include, but are not limited to, energy-related improvements, lead-based paint hazard evaluation and reduction activities, improvements for handicapped accessibility, repair or replacement of major housing systems. A driveway may be considered part of rehabilitation if it is determined to be a health and safety issue.

## 2. Code and Regulation Compliance

Eligible costs include, but are not limited to, additional work required to rehabilitate and modernize a home, and bring it into compliance with current building codes and regulations. Painting and weatherization are included.

## 3. Demolition

Eligible costs include, but are not limited to, the tear down and disposal of dilapidated structures when they are a part of the reconstruction of an affordable housing unit. If a garage or carport is detached, it may not be rehabilitated but may be demolished, if it is determined to be a health and safety issue.

## 4. Upgrades

Eligible costs include additional bedrooms and bathrooms if the need can be demonstrated per HUD's or Sponsor's overcrowding guidelines listed in **Attachment C**. The Program will not fund additions to a home for a den or family room, or for any luxury items.

The CalHome Program's requirement is that a bedroom or bathroom can be added to omit overcrowding, and this is up to the Recipient to decide what is overcrowding.

## 5. General Property Improvements

Eligible costs include, but are not limited to, installation of a stove or dishwasher; and repair or installation of fencing.

All improvements must be physically attached to the property and permanent in nature. Non-code property improvements (fencing, landscaping, driveway, etc.) will be *limited to 15 percent* of the rehabilitation loan amount. Any cash contribution by the property owner will be considered a general property improvement and be included in this percentage. Luxury items are not permitted. Items such as stoves and dishwashers that are not built-in may be replaced due only to incipient failure or documented medical condition of the homeowner, and must be of moderate quality.

## 6. Rehabilitation Standards

All repair work related to health and safety conditions will meet Local Building Code standards. The priority will be the elimination of health and safety hazards and code compliance.

**6.3. ELIGIBLE PROJECT COSTS**

Examples of eligible project costs for all expenses related to the paperwork for processing and insuring a loan application are listed below. For HOME, these costs are considered activity delivery costs and may not be charged to the homeowner’s loan.

- Appraisal/Escrow
- Property Report/Title Insurance
- Building Plan
- Termite Report
- Land Survey
- Grading Plan
- Recording Fees
- Fire/Course of Construction Insurance
- Flood Insurance, as applicable (not allowed with HOME funds)

Costs are based on charges currently incurred by the Sponsor, or its Program Operator, for these products and/or services. All fees are subject to change and are driven by the market.

**6.4. REPAIR CALLBACKS**

Contractors will comply with State law regarding all labor and material warranties. All labor and material shall meet FHA minimum specifications.

**6.5. SWEAT EQUITY**

The Sponsor will determine if Sweat Equity will be allowed on a case by case basis in accordance with Section 6.1.D. CalHome requires that a homeowner have a valid contractor’s license to perform the rehabilitation work themselves.

**7.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES**

**7.1. AMENDMENTS**

The Sponsor may make amendments to these Participant Guidelines. Any changes made shall be in accordance with federal and state regulations, shall be approved by the Sponsor’s Loan Committee and/or local governing body and submitted to HCD for approval.

**7.2. EXCEPTIONS**

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or an applicant treated differently from others of the same class would be an exception.

**7.2.1 PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES**

- A. The Sponsor or its Program Operator may initiate consideration of an exception and prepare a report. This report shall contain a narrative, including the Sponsor's/Program Operator's recommended course of action and any written or verbal information supplied by the applicant.
- B. The Sponsor shall make a determination of the exception based on the recommendation of the Program Operator. The request can be presented to the Sponsor's loan committee and/or governing body for decision.

**8.0. DISPUTE RESOLUTION AND APPEALS PROCEDURES**

**8.1. PROGRAM COMPLAINT AND APPEAL PROCEDURE**

Complaints concerning the Sponsor's Rehabilitation Program should be made to the Program Operator first. If unresolved in this manner, the complaint or appeal shall be made in writing and filed with the Sponsor. The Sponsor will then schedule a meeting with the Sponsor's Loan Review Committee. Their written response will be made within thirty (30) working days. If the applicant is not satisfied with the committee's decision, a request for an appeal may be filed with the local governing body. Final appeal may be filed in writing with HCD within one year after denial or the filing of the Project Notice of Completion.

**8.2. GRIEVANCES BETWEEN PARTICIPANTS AND CONSTRUCTION CONTRACTOR**

Contracts signed by the contractor and the participant include the following clause, which provides a procedure for resolution of grievances:

Any controversy arising out of or relating to this Contract, or the breach thereof, shall be submitted to binding arbitration in accordance with the provisions of the California Arbitration Law, Code of Civil Procedure 1280 et seq., and the Rules of the American Arbitration Association. The arbitrator shall have the final authority to order work performed, to order the payment from one party to another, and to order who shall bear the costs of arbitration. Costs to initiate arbitration shall be paid by the party seeking arbitration. Notwithstanding, the party prevailing in any arbitration proceeding shall be entitled to recover from the other all attorney's fees and costs of arbitration.

## ATTACHMENT A

### 24 CFR Part 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS

#### Part 5 Inclusions

This table presents the Part 5 income inclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3).
6. Welfare Assistance	<p>Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:</p> <ul style="list-style-type: none"> <li>• Qualify as assistance under the TANF program definition at 45 CFR 260.31; and</li> <li>• Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c).</li> </ul> <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"> <li>• the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; <b>plus:</b></li> <li>• the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.</li> </ul>
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

## Part 5 exclusions

This table presents the Part 5 income exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Income from a Disabled Member	Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	<ul style="list-style-type: none"> <li>a. Amounts received under training programs funded by HUD.</li> <li>b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).</li> <li>c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.</li> <li>d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time.</li> <li>e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.</li> </ul>
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the

Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion:

- ▶ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977;
- ▶ Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);
- ▶ Payments received under the Alaskan Native Claims Settlement Act;
- ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians;
- ▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes;
- ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program.
- ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);
- ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands;
- ▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs;
- ▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program);
- ▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- ▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;
- ▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;
- ▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps).
- ▶ Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- ▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990;
- ▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran;
- ▶ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and
- ▶ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

**ATTACHMENT A-1****Title 25 Section 6914 Gross Income Inclusions – For CalHome activities**

“Gross income” shall mean the anticipated income of a person or family for the twelve-month period following the date of determination of income.

“Income” shall consist of the following:

(a) Except as provided in subdivision (b), “Exclusions”, all payments from all sources received by the family head (even if temporarily absent) and each additional member of the family household who is not a minor shall be included in the annual income of a family. Income shall include, but not be limited to:

- (1) The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses;
- (2) The net income from operation of a business or profession or from rental or real or personal property (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business);
- (3) Interest and dividends;
- (4) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;
- (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker’s compensation and severance pay;
- (6) Public Assistance. If the public assistance payment includes any amount specifically designated for shelter and utilities which is subject to adjustment by the public assistance agency in accordance with the actual cost of shelter and utilities, the amount of public assistance income to be included as income shall consist of:
  - (A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities, plus
  - (B) The maximum amount which the public assistance agency could in fact allow for the family for shelter and utilities,
- (7) Periodic and determinable allowances such as alimony and child support payments, and regular contributions or gifts from persons not residing in the dwelling;

All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse.



**ATTACHMENT B****PART 5 ANNUAL INCOME NET FAMILY ASSET INCLUSIONS AND EXCLUSIONS**

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

**Inclusions**

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

**Exclusions**

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

**ATTACHMENT B-1**

**Title 25 Section 6914 Gross Income Inclusions – For CalHome activities**

- (b) The following items shall not be considered as income:
  - (1) Casual, sporadic or irregular gift items;
  - (2) Amounts which are specifically for or in reimbursement of the cost of medical expenses;
  - (3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker’s compensation), capital gains and settlement for personal or property losses;
  - (4) Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books and equipment. Any amounts of such scholarships, or payments to veterans not used for the above purposes of which are available for a subsistence are to be included in income;
  - (5) The special pay to a serviceman head of a family away from home and exposed to hostile fire;
  - (6) Relocation payments made pursuant to federal, state, or local relocation law;
  - (7) Foster child care payments;
  - (8) The value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1964 which is in excess of the amount actually charged the eligible household;
  - (9) Payments received pursuant to participation of the following volunteer programs under the ACTION Agency:
    - (A) National Volunteer Antipoverty Programs which include VISTA, Service Learning Programs and Special Volunteer Programs.
    - (B) National Older American Volunteer Program for persons aged 60 and over which include Retired Senior Volunteer Programs, Foster Grandparent Program, older American Community Services Program, and National Volunteer Program to Assist Small Business Experience, Service Corps of Retired Executive (SCORE) and Active Corps of Executives (ACE).

## ATTACHMENT C

**MAXIMUM PURCHASE PRICE/AFTER-REHAB VALUE LIMIT FOR BUTTE COUNTY  
(HOME Value Limits as of 04/13/2015)**

COUNTY NAME	One-Family
BUTTE	\$228,000

**HOME SUBSIDY LIMITS PER UNIT – SECTION 221(d)(3) FOR BUTTE COUNTY  
(Limits are effective 08/01/2015)**

COUNTY NAME	O-BDR	1-BDR	2-BDR	3-BDR	4-BDR
BUTTE	\$137,362	\$157,466	\$191,477	\$247,709	\$271,908

**FAMILY INCOME LIMITS FOR BUTTE COUNTY\*  
(Limits are effective 06/01/2015)**

<i>Number of Persons in Household</i>								
	1	2	3	4	5	6	7	8
<b>80% of AMI</b>	\$31,850	\$36,400	\$40,950	\$45,500	\$49,150	\$52,800	\$56,450	\$60,100

HCD STATE INCOME LIMITS FOR CALHOME  
ADJUSTED FOR FAMILY SIZE FOR BUTTE COUNTY

Income Level	Household Size							
	1	2	3	4	5	6	7	8
<b>80%</b>	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000

\*Sponsor will insert the limits for the county in which the Program is located, and will update the income limits annually as HCD provides new information. The link to the official, HCD-maintained, income limits is:

<http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>

SPONSOR STANDARDS FOR BEDROOM AND BATHROOM ADDITIONS TO ALLEVIATE OVERCROWDING

Maximum No. of Persons in the Household	Number of Bedrooms	Number of Bathrooms
1	SRO	1
1	0-BR	1
2	1-BR	1
4	2-BR	2
6	3-BR	2
8	4-BR	3
10	5-BR	3
12	6-BR	4

- Opposite sex children under 6 years of age may share a bedroom, up to 2 children per bedroom.
- Opposite sex children 6 years of age and older may have their own bedroom.
- Children shall be permitted a separate bedroom from their parents.
- Same sex children of any age may share a bedroom, up to 2 children per bedroom.
- Adults not in a partner relationship may have their own bedroom.
- 4 or more people – a second bathroom may be added.

- 8 or more people - a third bathroom may be added.
- Same rules apply to mobile home units.

The chart above is used as a guide to overcrowding.

**ATTACHMENT D**

**HOUSING REHABILITATION MARKETING PLAN**

**SUMMARY**

The Sponsor will continue its efforts to market the Housing Rehabilitation Program in a manner that will reach all community members.

All marketing related to the Housing Rehabilitation Program is publicized in both English and Spanish. All marketing materials include information identifying the Sponsor's commitment to fair housing laws and affirmative marketing policy, and are widely distributed. Equal opportunity is emphasized in written materials and oral presentations. A record is maintained by the Sponsor identifying what marketing materials are used, and when and where they are distributed.

Forms of marketing may include fliers, brochures, newspaper ads, articles and public service announcements. Fliers and brochures are distributed at local government buildings, other public buildings and through the mail, as well as to businesses that assist those not likely to apply without special outreach. Advertisements and articles are published in newspapers that are widely circulated within the community.

Established working relationships with local lending agencies also aid in informing the public by facilitating the distribution of informational fliers to households seeking financial assistance for repairs that are unable to obtain conventional financing.

Informational meetings are offered to potential participants to explain Program requirements. Often, minimal formal outreach efforts are required as the need for assistance generally exceeds funds available. However, marketing measures are actively performed in order to maintain a healthy interest list.

Characteristics on all applicants and participants are collected and compared with the Sponsor's demographics. Should the Sponsor find that there are underserved segments of the population, a plan to better serve them will be developed and implemented.

**MARKETING FORMS**

- Fliers
- Brochures
- Newspaper Ads and Articles
- Public Service Announcements
- Public Informational Meetings

**MARKETING VENUES**

- Local Government Buildings
- Local Public Services Buildings
- Private Businesses
- Lending Agencies
- Real Estate Offices
- Newspaper
- Radio
- Mail

## ATTACHMENT E

**RESIDENTIAL ANTI-DISPLACEMENT AND TEMPORARY RELOCATION PLAN  
Version 2**

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require all grantees of Community Development Block Grant (CDBG) funds or Home Investment Partnership (HOME) funds to follow a written Residential Anti-displacement and Relocation Assistance Plan (Plan) for any activities which could lead to displacement of occupants whose property is receiving funds from these or other federal funding source. Having been developed in response to both aforesaid federal legislations, this Plan is intended to inform the public of the compliance of the **Town of Paradise** (Sponsor) with the requirements of federal regulations 24 CFR 570.606 under state recipient requirements and Section 104(d) of the Housing and Community Development Act of 1974 and 24 CFR 92 of the HOME federal regulations. The Plan will outline reasonable steps, which the Sponsor will take to minimize displacement and ensure compliance with all applicable federal and state relocation requirements. The Sponsor's governing body has adopted this plan via a formal resolution.

This Plan will affect rehabilitation activities funded by the U.S. Department of Housing and Urban Development (HUD) under the following program titles: HOME, CDBG, Urban Development Action Grant (UDAG), Special Purpose Grants, Section 108 Loan Guarantee Program, and such other grants as HUD may designate as applicable, which take place within the Sponsor's jurisdiction limits.

The Sponsor will provide permanent relocation benefits to all eligible "displaced" households either owner occupied or rental occupied units which are permanently displaced by the housing rehabilitation program (**See Section E below.**). In addition, the Sponsor will replace all eligible occupied and vacant occupiable low income group dwelling units demolished or converted to a use other than low income group housing as a direct result of rehabilitation activities. This applies to all units assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in the Federal Regulations 24 CFR 570.496(a), Relocation, Displacement and Acquisition: Final Rule dated July 18, 1990 (Section 104(d)) and 49 CFR Part 24, Uniform Relocation Assistance (URA) and Real Property Acquisition Regulations Final Rule and Notice (URA) dated March 2, 1989.

All Sponsor programs/projects will be implemented in ways consistent with the Sponsor's commitment to Fair Housing. Participants will not be discriminated against on the basis of race, color, religion, age, ancestry, national origin, sex, familial status, or handicap. The Sponsor will provide equal relocation assistance available 1) to each targeted income group household displaced by the demolition or rehabilitation of housing or by the conversion of a targeted income group dwelling to another use as a direct result of assisted activities; and 2) to each separate class of targeted income group persons temporarily relocated as a direct result of activities funded by HUD programs.

A. Minimizing Permanent Displacement and Temporary Relocation Resulting from Housing Rehabilitation or Reconstruction Activities

Consistent with the goals and objectives of activities assisted under the Act, the Sponsor will take the following steps to minimize the displacement of persons from their homes during housing rehabilitation or reconstruction funded by HUD programs:

1. Provide proper notices with counseling and referral services to all tenants so that they understand their relocation rights and receive the proper benefits. When necessary assist

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permanently displaced persons to find alternate housing in the neighborhood.

2. Stage rehabilitation of assisted households to allow owner occupants and/or tenants to remain during minor rehabilitation.
3. Encourage owner investors to temporarily relocate tenants to other available safe and sanitary vacant units on the project site area during the course of rehabilitation or pay expenses on behalf of replaced tenants.
4. Work with area landlords, real estate brokers, and/or hotel/motel managements to locate vacancies for households facing temporary relocation.
5. When necessary, use public funds, such as CDBG funds, to pay moving costs and provide relocation/displacement payments to households permanently displaced by assisted activities.

B. Lead Based Paint Mitigation Which Causes Temporary Relocation:

On September 15, 2000, the Final Rule for Lead Based Paint Hazard Control went into effect. Among other things, it requires that federally-funded rehabilitation must use safe work practices so that occupants and workers can be protected from lead hazards. **At no time should the tenant-occupant(s) be present in work areas or designated adjacent areas while LHC activities are taking place in any dwelling unit interior, common area, or exterior.** As such, occupants may not be allowed to remain in their units during the time that lead-based paint hazards are being created or treated. Once work that causes lead hazards has been completed, and the unit passes clearance, the occupants can return. **The tenant-occupants may not reoccupy a work area or adjacent area until post-lead hazard reduction clearance standards have been achieved and verified with laboratory results.** The final rule allows for certain exceptions: programs:

1. The work will not disturb lead-based paint, or create dust-lead or soil-lead hazard; or
2. The work is on exterior only and openings are sealed to prevent dust from entering the home, the work area is cleaned after the work is completed, and the residents have alternative lead free entry; or
3. The interior work will be completed in one period of less than 8-daytime hours and the work site is contained to prevent the release of dust into other areas of the home; or
4. The interior work will be completed within five (5) calendar days, the work site is contained to prevent the release of dust, the worksite and areas within 10 feet of the worksite are cleaned at the end of each day to remove any visible dust and debris, and the residents have safe access to kitchen and bath and bedrooms.

If temporary relocation benefits are not provided because the Sponsor believes that the project meets one of the above criteria, then proper documentation must be provided in the rehabilitation project file to show compliance. It is up to the Sponsor to ensure that the owner occupant or tenant in the project does not get impacted by lead paint mitigation efforts. In most cases where lead paint mitigation is taking place, occupants (tenants or owners) will be strongly encouraged to relocate even for just a few days until a final lead clearance can be issued by a certified lead based paint assessor. Occupants who are temporarily relocated because of lead based paint mitigation are entitled to the same relocation benefits as those who are relocated because of substantial

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rehabilitation or reconstruction activities.

C. Temporary Relocation of Owner Occupants:

Owner occupants are not allowed to stay in units which are hazardous environments during lead based paint mitigation. When their home is having lead based paint mitigation work done which will not make it safe to live in, then they are eligible for temporary relocation benefits up to \$3,000, which will be provided as a grant. In the same way, a unit requiring substantial rehabilitation (with or without lead based paint mitigation) which will not allow the family to access a bath or kitchen facility, or if the unit is being demolished and reconstructed, then the family will be eligible for temporary relocation benefits up to \$3,000, which will be provided as a grant. In no case shall the grant for temporary relocation exceed \$3,000 for any one owner occupant.

Owner occupants will be encouraged to move in with family or friends during the course of rehabilitation, since they are voluntarily participating in the Program. The housing rehabilitation loan specialist and/or the rehabilitation construction specialist will complete a temporary relocation benefits form (**See Appendix C**) to document that the owner occupant understands that they must relocate during the course of construction and what benefits they wish to be reimbursed for as part of their relocation.

D. Temporary Relocation of Residential Tenants:

If continued occupancy during rehabilitation is judged to constitute a substantial danger to health and safety of the tenant or the public, or is otherwise undesirable because of the nature of the project, the tenant may be required to relocate temporarily. The contract administrator or rehabilitation specialist will make determination of the need for temporary relocation. The temporary relocation period will not exceed 180 days. All conditions of temporary relocation will be reasonable. Any tenant required to relocate temporarily will be helped to find another place to live which is safe, sanitary and of comparable value and they have the first right to move back into the original unit being rehabilitated at the same rent or lower. He or she may move in with family and friends and still receive full or partial temporary assistance based on eligible cost incurred. The housing rehabilitation loan specialist and/or the rehabilitation specialist will ensure that each tenant occupied unit under the Program will receive a General Information Notice (GIN) (as soon as possible after a loan application is received) and the tenant will receive a Notice of Non-displacement (after loan approval), and each tenant occupied unit will have a temporary relocation benefits form completed for them. (**See Appendix C**). These notices will document that each tenant understands what their relocation rights are, and if they must relocate during the course of construction, that they receive the proper counseling and temporary relocation benefits.

A tenant receiving temporary relocation shall receive the following:

1. Increased housing costs (e.g. rent increase, security deposits) and
2. Payment for moving and related expenses, as follows:
  - a. Transportation of the displaced persons and personal property within 50 miles, unless the grantee determines that farther relocation is justified;
  - b. Packing, crating, unpacking, and uncrating of personal property;
  - c. Storage of personal property, not to exceed 12 months, unless the grantee determines that



a longer period is necessary;

- d. Disconnection, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property;
- e. Insurance for the replacement value of personal property in connection with the move and necessary storage;
- f. The replacement value of property lost, stolen or damaged in the process of moving (not through the fault of the displaced person, his or her agent, or employee) where insurance covering such loss, theft or damage is not reasonably available;
- g. Reasonable and necessary costs of security deposits required to rent the replacement dwelling;
- h. Any costs of credit checks required to rent the replacement dwelling;
- i. Other moving related expenses as the grantee determines to be reasonable and necessary, except the following ineligible expenses:
  - 1) Interest on a loan to cover moving expenses; or
  - 2) Personal injury; or
  - 3) Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the Grantee; or
  - 4) Costs for storage of personal property on real property already owned or leased by the displaced person before the initiation of negotiations.

E. Rehabilitation Activities Requiring Permanent Displacement

The Sponsor's rehabilitation program will not typically trigger permanent displacement and permanent displacement activities fall outside of the scope of this plan. If a case of permanent displacement is encountered, then the staff responsible for the rehabilitation program will consult with Sponsor's legal counsel to decide if they have the capacity to conduct the permanent displacement activity. If local staff does not have the capacity, then a professional relocation consultant will be hired to do the counseling and benefit determination and implementation. If local staff does wish to do the permanent displacement activity then they will consult and follow the HUD Relocation Handbook 1378.

F. Rehabilitation Which Triggers Replacement Housing

If the Sponsor's rehabilitation program assists a property where one or more units are eliminated then under Section 104 (d) of the Housing and Community Act of 1974, as amended applies and the Sponsor is required to replace those lost units. An example of this would be a duplex unit which is converted into a single family unit. In all cases where rehabilitation activities will reduce the number of housing units in the jurisdiction, then the Sponsor must document that any lost units are replaced and any occupants of reduced units are given permanent relocation benefits. (This does not apply to reconstruction or replacement housing done under a rehabilitation program where the existing unit(s) is demolished and replaced with a structure equal in size without in loss number of units or bedrooms.)

Replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the Sponsor to provide funds for an activity that will directly result in such demolition or conversion, the Sponsor will make this activity public (through a noticed public hearing and/or publication in a newspaper of general circulation) and submit to the California Department of Housing and Community Development or the appropriate federal authority the following information in writing:

1. A description of the proposed assisted activity;
2. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as targeted income group dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a targeted income group dwelling unit for at least 10 years from the date of initial occupancy; and,
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units) is consistent with the housing needs of targeted income group households in the jurisdiction.

The Program Operator for the Sponsor is responsible for tracking the replacement of housing and ensuring that it is provided within the required period. The Sponsor is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in Section 570.606, to any targeted income group displaced by the demolition of any dwelling unit or the conversion of a targeted income group dwelling unit to another use in connection with an assisted activity.

G. Record Keeping and Relocation Disclosures/Notifications

The Sponsor will maintain records of occupants of federally funded rehabilitated, reconstructed or demolished property from the start to completion of the project to demonstrate compliance with section 104(d), URA and applicable program regulations. Each rehabilitation project, which dictates temporary or permanent or replacement activities, will have a project description and documentation of assistance provided. (See sample forms in HUD Relocation Handbook 1378, Chapter 1, Appendix 11, form HUD-40054)

Appropriate advisory services will include reasonable advance written notice of (a) the date and approximate duration of the temporary relocation; (b) the address of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period; (c) the terms and conditions under which the tenant may lease and occupy a suitable, decent, safe, and sanitary dwelling.

Notices shall be written in plain, understandable primary language of the persons involved. Persons who are unable to read and understand the notice (e.g. illiterate, foreign language, or impaired vision or other disability) will be provided with appropriate translation/communication. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help. The notices and process below is for only temporary relocation. If permanent relocation is involved then other sets of notice and noticing process and relocation benefits must be applied (See HUD relocation handbook 1378 for those forms and procedures) The Temporary Relocation Advisory Notices to be provided are as follows:

1. General Information Notice: As soon as feasible when an owner investor is applying for Federal financing for rehabilitation, reconstruction, or demolition, the tenant of a housing unit will be mailed or hand delivered a General Information Notice that the project has been proposed and that the tenant will be able to occupy his or her present house upon completion of rehabilitation. The tenant will be informed that the rent after rehabilitation will not exceed current rent or 30 percent of his or her average monthly gross household income. The tenant will be informed that if he or she is required to move temporarily so that the rehabilitation can be completed, suitable housing will be made available and he or she will be reimbursed for all reasonable extra expenses. The tenant will be cautioned that he or she will not be provided relocation assistance if he or she decides to move for personal reasons. **See Appendix A for sample notice to be delivered personally or by certified mail.**
2. Notice of Non Displacement: As soon as feasible when the rehabilitation application has been approved, the tenant will be informed that they will not be permanently displaced and that they are eligible for temporary relocation benefits because of lead based paint mitigation or substantial rehabilitation, or reconstruction of their unit. The tenant will also again be cautioned not to move for personal reasons during rehabilitation, or risk losing relocation assistance. **See Appendix B for sample notice to be delivered personally or by certified mail.**
3. Disclosure to Occupants of Temporary Relocation Benefits: This form is completed to document that the Sponsor is following it's adopted temporary relocation plan for owner occupants and tenants. **See Appendix C for a copy of the disclosure form.**
4. Other Relocation/Displacement Notices: The above three notices are required for temporary relocation. If the Sponsor is attempting to provide permanent displacement benefits then there are a number of other forms which are required. Staff will consult HUD's Relocation Handbook 1378 and ensure that all the proper notices are provided for persons who are permanently displaced as a result of housing rehabilitation activities funded by CDBG or other federal programs.

**APPENDIX A**

Dear \_\_\_\_\_,

On (date), (property owner) submitted an application to the \_\_\_\_\_ for financial assistance to rehabilitate the building which you occupy at (address).

This notice is to inform you that, if the assistance is provided and the building is rehabilitated, you will not be displaced. Therefore, we urge you not to move anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and Federal assistance is provided for the rehabilitation, you will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same building) upon completion of the rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact (name), (title), at (telephone number), (address).

Sincerely,

(name)  
(title)

**APPENDIX B**

(date)

Dear \_\_\_\_\_:

On (date), we notified you that the owner of your building had applied for assistance to make extensive repairs to the building. On (date), the owner's request was approved, and the repairs will begin soon.

This is a notice of non-displacement. You will not be required to move permanently as a result of the rehabilitation. This notice guarantees you the following:

1. You will be able to lease and occupy your present apartment [or another suitable, decent, safe and sanitary apartment in the same building/complex] upon completion of the rehabilitation. Your monthly rent will remain until after construction is completed. If increased after construction is done, your new rent and estimated average utility costs will not exceed local fair market rents for your community. Of course, you must comply with all the other reasonable terms and conditions of your lease.
2. If you must move temporarily so that the repairs can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from the temporarily occupied unit and any additional housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs. Because Federal assistance is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If you have any questions, please contact (name), (title), at (phone #), (address). Remember; do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and should be retained.

Sincerely,

(name and title)



## ATTACHMENT F

### LOAN SERVICING POLICIES AND PROCEDURES FOR THE TOWN OF PARADISE

The Town of Paradise, hereafter called “Sponsor,” has adopted these policies and procedures in order to preserve its financial interest in properties, whose “Borrowers” have been assisted with public funds. The Sponsor will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The Sponsor has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the follow areas: 1) making required monthly payments or voluntary payments on a loan’s principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan.

#### 1. Loan Repayments:

The Sponsor will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes. Late fees will be charged for payments received after the assigned monthly date.

For Notes which are deferred payment loans, the Sponsor must accept voluntary payments on the loan. Loan payments will be credited to principal. The borrower may repay the loan balance at any time with no penalty.

#### 2. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the Sponsor as loss payee in first position or additional insured if the loan is a junior lien. If borrower fails to maintain the necessary insurance, the Sponsor may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower’s new insurance.

When a property is located in a 100 year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance naming the Town as a lender loss payee will be required at close of escrow. The Sponsor will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the Sponsor may pay the taxes current and add the

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balance of the tax payment plus any penalties to the balance of the loan. Wherever possible, the Sponsor encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment.

3. Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the Sponsor's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of Sponsor's loan. This document requires any senior lienholder listed in the notice to notify the Sponsor of initiation of a foreclosure action. The Sponsor will then have time to contact the Borrower and assist them in bringing the first loan current. The Sponsor can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the Sponsor is in a third position and receives notification of foreclosure from only one senior lienholder, it is in their best interest to contact any other senior lienholders regarding the status of their loans.

4. Annual Occupancy Restrictions and Certifications:

On some owner occupant loans the Sponsor may require that Borrowers submit utility bills and/or other documentation annually to prove occupancy during the term of the loan. Other loans may have income and housing cost evaluations, which require a household to document that they are not able to make repayments, typically every five years. These loan terms are incorporated in the original note and deed of trust.

5. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the Sponsor in writing of any change. Sponsor and borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases the Borrower may move and turn the property into a rental unit without notifying the Sponsor. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the Sponsor's Loan Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy the property



and is not low-income, the balance of the loan is due and payable. If the heir intends to act as an owner-investor, the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the Sponsor's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the Sponsor allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

#### 6. Requests for Subordinations:

When a Borrower wishes to refinance the property, they must request a subordination request to the Sponsor. The Sponsor will subordinate their loan only when there is no "cash out" as part of the refinance. Cash out means there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrance on the property above traditional refinance transaction costs. Furthermore, the refinance should lower the housing cost of the household with a lower interest rate and the total indebtedness on the property should not exceed the current market value.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the loan committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Sponsor.

#### 7. Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; or 4) default on senior loans, the Sponsor will send out a letter to the Borrower notifying them of the default situation. If the default situation continues, the Sponsor may start a formal process of foreclosure.

When a senior lienholder starts a foreclosure process and the Sponsor is notified via a Request for Notice of Default, the Sponsor, who is the junior lienholder, may cancel the foreclosure proceedings by "reinstating" the senior lienholder. The reinstatement amount or payoff amount must be obtained by contacting the senior lienholder. This amount will include all delinquent payments, late charges and fees to date. Sponsor must confer with Borrower to determine if, upon paying the senior lienholder current, the Borrower can provide future payments. If this is the case, then the Sponsor may cure the foreclosure and

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add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the Sponsor determines, based on information on the reinstatement amount and status of borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lienholder in total and restructure the debt such that the unit is made affordable to the Borrower. If the Sponsor does not have sufficient funds to pay the senior lienholder in full, then they may choose to cure the senior lienholder and foreclose on the property themselves. As long as there is sufficient value in the property, the Sponsor can afford to pay for the foreclosure process and pay off the senior lienholder and retain some or all of their investment.

If the Sponsor decides to reinstate, the senior lienholder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Sponsor fails to reinstate the senior lienholder before five (5) days prior to the foreclosure sale date, the senior lienholder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Sponsor determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lienholder to complete foreclosure, the Sponsor's lien may be eliminated due to insufficient sales proceeds.

#### Sponsor as Senior Lienholder

When the Sponsor is first position as a senior lienholder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Sponsor may consider foreclosure. Sponsor's staff will consider the following factors before initiating foreclosure:

- 1) Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
- 2) Can the Borrower refinance with a private lender and pay off the Sponsor?
- 3) Can the Borrower sell the property and pay off the Sponsor?
- 4) Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
- 5) Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Sponsor

may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Sponsor to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Sponsor should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lienholders. The service will advise the Sponsor of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the Sponsor informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Sponsor could sell the home themselves under a homebuyer program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The Sponsor could contract with a local real estate broker to list and sell the home and use those funds for Program income-eligible uses.

## ATTACHMENT G

### TOWN OF PARADISE'S FORECLOSURE POLICY

#### Sponsor As Junior Lienholder

It is the Town of Paradise's (Sponsor's) policy to prepare and record a "Request for Notice" on all junior liens (any lien after the first position) placed on properties financed by a loan.

This document requires any senior lienholder to notify the Sponsor of initiation (recording of a "Notice of Default") of a foreclosure only. This is to alert the junior lienholder that they are to monitor the foreclosure with the senior lienholder. When the Sponsor is in a third position and receives notification of foreclosure from only one senior lienholder, it would be in their best interest to contact both senior lienholders regarding the status of their loans.

The junior lienholder may cancel the foreclosure proceedings by "reinstating" the senior lienholder. The reinstatement amount must be obtained by contacting the senior lienholder. This amount will include all delinquent payments, late charges, advances (fire insurance premiums, property taxes, property protection costs, etc.), and foreclosure costs (fees for legal counsel, recordings, certified mail, etc.)

Once the Sponsor has the information on the reinstatement amount, staff must then determine if it is cost effective to protect their position by reinstating the senior lienholder, keeping them current by submitting a monthly payment thereafter, foreclosing on the property possibly resulting in owning the property at the end of foreclosure, protecting the property against vandalism, and paying marketing costs (readying the home for marketing, paying for yard maintenance, paying a real estate broker a sales commission).

If the Sponsor decides to reinstate, the senior lienholder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Sponsor fails to reinstate the senior lienholder before five (5) days prior to the foreclosure sale date, the senior lienholder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Sponsor determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lienholder to complete foreclosure, the Sponsor's lien may be eliminated due to insufficient sales proceeds.

#### Sponsor As Senior Lienholder

When the Sponsor is in a first position, or the senior lienholder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which

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time the Sponsor may consider foreclosure. Sponsor staff will consider the following factors before initiating foreclosure:

- Can the loan be cured (brought current or paid off) by the owner without foreclosure?
- Can the owner refinance with a commercial lender and pay off the Sponsor?
- Can the owner sell the property and pay off the Sponsor?
- Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
- Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Sponsor may opt to initiate foreclosure. The owner must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Sponsor to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Sponsor should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lienholders. The service will advise the Sponsor of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the Sponsor informed of the progress of the foreclosure proceedings. When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Sponsor would then contact a real estate broker to market the home.

**ATTACHMENT H**

**CERTIFICATION OF OCCUPANCY**

**TOWN OF PARADISE**

I/we \_\_\_\_\_ declare as follows:  
(Please Print Occupant's Name(s))

That I/we am/are currently occupying as my/our principal place of residence  
the real property commonly known as:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip code)

Daytime Phone Number: \_\_\_\_\_

Executed on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, CA  
(Date) (City)

I/we declare under penalty of perjury that the foregoing is true and correct.

Signature(s) of all occupants:

Occupant: \_\_\_\_\_

Occupant: \_\_\_\_\_

Occupant: \_\_\_\_\_

Occupant: \_\_\_\_\_

Occupant: \_\_\_\_\_

## ATTACHMENT I

## LEAD-BASED PAINT

## VISUAL ASSESSMENT, NOTICE OF PRESUMPTION, AND HAZARD REDUCTION FORM

<b>Section 1: Background Information</b>			
Property Address:			No LBP found or LBP exempt <input type="checkbox"/>
Select one:	Visual Assessment <input type="checkbox"/>	Presumption <input type="checkbox"/>	Hazard Reduction <input type="checkbox"/>
<b>Section 2: Visual Assessment.</b> Fill out Sections 1, 2, and 6. If paint stabilization is performed, also fill out Sections 4 and 5 after the work is completed.			
Visual Assessment Date:		Report Date:	
Check if no deteriorated paint found <input type="checkbox"/>			
Attachment A: Summary where deteriorated paint was found. For multi-family housing, list at least the housing unit numbers and common areas and building components (including type of room or space, and the material underneath the paint).			
<b>Section 3: Notice of Presumption.</b> Fill out Sections 1, 3, 5, and 6. Provide to occupant w/in 15 days of presumption.			
Date of Presumption Notice:			
Lead-based paint is presumed to be present <input type="checkbox"/> and/or Lead-based paint <i>hazards</i> are presumed to be present <input type="checkbox"/>			
Attachment B: Summary of Presumption: For multi-family housing, list at least the housing unit numbers and common areas, bare soil locations, dust-lead location, and or building components (including type of room or space, and the materials underneath the paint) of lead-based paint and/or hazards presumed to be present.			
<b>Section 4: Notice of Lead-Based Paint Hazard Reduction Activity.</b> Fill out Sections 1, 4, 5, and 6. Provide to occupant w/in 15 days of after work completed.			
Date of Hazard Reduction Notice:			
Initial Hazard Reduction Notice? Yes <input type="checkbox"/> No <input type="checkbox"/>		Start & Completion Dates:	
If "No", dates of previous Hazard Reduction Activity Notices:			
Attachment C: Activity locations and types. For multi-family housing, list at least the housing unit numbers and common areas (for multifamily housing), bare soil locations, dust-lead locations, and/or building components (including type of room or space, and the material underneath the paint), and the types of lead-based paint hazard reduction activities performed at the location listed.			
Attachment D: Location of building components with <u>lead-based paint remaining</u> in the rooms, spaces or areas where activities were conducted.			
Attachment E: Attach clearance report(s), using DHS form 8552 (and 8551 for abatement activities)			
<b>Section 5: Resident Receipt of Notice for Presumption or Lead-Based Paint Hazard Reduction Activity and Acknowledgement of Receipt of pamphlet <i>Protection Your Family from Lead in Your Home</i>.</b>			
Printed Name:		Signature:	Date:
<b>Section 6: Contact Information</b>		Organization:	
Contact Name:		Contact Signature:	
Date:	Address:	Phone:	



**Town of Paradise  
Council Agenda Summary  
Date: November 10, 2015**

**Agenda Item: 2(h)**

**Originated by:** Josh Marquis, IT Manager  
**Reviewed by:** Lauren Gill, Town Manager  
**Subject:** Declaration of Information Technology Hardware Surplus

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**Council Action Requested:**

Adopt Resolution No. 15-\_\_\_, a Resolution of the Town Council of the Town of Paradise, California, Declaring Certain Information Technology Hardware Surplus and Authorizing the Sale, Donation, or Destruction of Said Surplus; or,

**Alternatives:**

Refer the matter back to staff for further development and consideration.

**Background:**

According to Town policy, items for surplus are required to be approved by Council. Over the past several years, we have accumulated a variety of outdated and obsolete desktops, servers, hard-drives, backup tapes, and other, miscellaneous storage media that are no longer utilized by the Town. It is necessary to seek council action to remove these items from the premises.

**Fiscal Impact Analysis:**

These assets have already been fully depreciated so there is no negative financial impact to removing them.



**TOWN OF PARADISE  
RESOLUTION NO. 15-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE,  
CALIFORNIA, DECLARING CERTAIN INFORMATION TECHNOLOGY  
HARDWARE SURPLUS AND AUTHORIZING THE DONATION, OR  
DESTRUCTION THEREOF.**

**WHEREAS**, Pursuant to Paradise Municipal Code Section 2.45.130 the Town of Paradise wishes to sell, donate or destroy certain information technology hardware that is obsolete and no longer functional, and;

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Paradise as follows:

Section 1. The Town hereby declares outdated and obsolete computers, desktops, servers, hard-drives, backup tapes, and other, miscellaneous storage media, which are to be disposed of and/or destroyed in accordance with Paradise Municipal Code Section 2.45.130.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise this 10<sup>th</sup> day of November, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**NOT VOTING:**

\_\_\_\_\_  
Greg Bolin, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Dwight L. Moore, Town Attorney

## EXHIBIT "A"

### Town of Paradise Surplus Software and Information Technology Equipment

The following software and equipment has been deemed obsolete, useless,  
and/or non-functioning:

Asset #	Description
Software – 1	Advantage Software – Onsite Modules
Software – 2	Advantage Software – Building Permit Module
Software – 3	MOM Finance Software
EOC – 1	EOC Software Package & Online Guide
255	Voice Print Logger Server
250	Netcad Server
EDP – 10	City Watch Process PC Server



**Town of Paradise  
Council Agenda Summary  
Date: November 10, 2015**

**Agenda Item: 2(i)**

**Originated by:** Gina S. Will, Finance Director/Town Treasurer

**Reviewed by:** Lauren Gill, Town Manager

**Subject:** Accounts Receivable Write Off

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**Council Action Requested:**

1. Approve writing off \$6,567.25 of uncollectible miscellaneous invoices, or

**Alternatives:**

Refer the matter back to staff for further development and consideration.

**Background:**

Periodically the Town will bill citizens or businesses for special services; to recover costs associated with repairing public property; or to collect bank returned checks. If the invoice is not paid within 30 days, Town staff begins a vigorous collection process that generally takes about six months. During this time staff is sending frequent correspondence, utilizing web-based location services, and offering payment plan options.

After exhausting all collection options, the Town turns the miscellaneous accounts receivable over to a collection agency for continued collection efforts. Occasionally the collection agency is able to secure a payment and then shares the collection with the Town. More often than not, the collection agency is also not successful as the payee is deemed to be insolvent, incarcerated, or simply impervious to collections.

On an annual basis the accounts receivable sub-ledger is reviewed for bad debt. Staff identifies which accounts have gone through both Town collection and collection agency collection processes and are unlikely to be paid. It is important to complete this progress on annual basis so as not to overstate receivables with uncollectible amounts and to create too large of a "bad debt" expense on any one fiscal year.

**Discussion:**

The following are the invoices that are unlikely to be paid and are recommended by staff to be written off in the 2015/16 fiscal year. During this same period the Town billed \$116,606.84, so this recommended write off represents 5.63% of billed invoices.

Accounts Receivable Write Off  
November 10, 2015

Invoice Number.	Due Date	Invoice Amount	Finance Charges	Payments	Balance
<b>1010 – Returned Checks</b>					
2014-00000004	12/20/13	\$75.57	0	0	\$75.57
2014-00000006	03/26/14	\$151.01	0	0	\$151.01
<b>1010 – Fire Response Fees</b>					
2014-00000001	08/01/13	\$197.12	\$16.44	0	\$213.56
<b>1010 – Police DUI Cost Recovery</b>					
*revenue not recorded					
2014-00000001	03/24/14	\$412.58*	\$37.14	0	\$449.72
2014-00000004	03/24/14	\$374.28*	\$33.66	0	\$407.94
2014-00000005	03/24/14	\$600.73*	\$54.06	0	\$654.79
2014-00000006	03/24/14	\$966.27*	\$86.94	0	\$1,053.21
2014-00000007	03/24/14	\$655.13*	\$58.98	0	\$714.11
2014-00000011	03/24/14	\$343.03*	\$30.90	0	\$373.93
2014-00000003	09/12/13	\$498.83	\$30.60	0	\$529.43
<b>1010 – Police Restitution</b>					
2013-00000001	04/18/13	\$185.00	0	0	\$185.00
<b>1010 Totals</b>		<b>\$4,459.55</b>	<b>\$348.72</b>	<b>\$0</b>	<b>\$4,808.27</b>
<b>2120 – Public Works Cost Recovery Billing</b>					
2013-00000015	06/16/13	\$137.76	\$15.57	0	\$153.33
2014-00000001	11/17/13	\$953.81	\$107.73	0	\$1,061.54
2014-00000002	11/30/13	\$382.07	\$41.96	0	\$424.03
<b>2120 Totals</b>		<b>\$1,473.64</b>	<b>\$165.26</b>	<b>\$0</b>	<b>\$1,638.90</b>
<b>7629 – Hydrant Maintenance Fund</b>					
2014-00000002	02/07/14	\$120.08	0	0	\$120.08
<b>7629 Totals</b>		<b>\$120.08</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120.08</b>

**Fiscal Analysis:**

Past experience has shown that certain invoices are less likely to be collected. Police DUI cost recovery invoices are in that category, so revenues are not recorded for these invoices until collected. Therefore, the recommended write offs will update the Town's books, but will only impact the Town's income statement for the funds as follows:

General Fund	\$1,259.69
Gas Tax/Streets Fund	\$1,521.95
Tech Equipment Replacement Fund	\$ 138.07
Hydrant Maintenance Fund	\$ 120.08



**Town of Paradise  
Council Agenda Summary  
Date: November 10, 2015**

**Agenda Item: 6(a)**

**Originated by:** Lauren Gill, Town Manager  
Gina S. Will, Finance Director/Town Treasurer

**Subject:** 2015/16 Measure C Budget Adjustments

**Council Action Requested:**

Review the report presented and approve the following budget adjustments; or,

**Alternatives:**

Refer the matter back to staff for further development and consideration.

**Background:**

On October 13, 2015 staff presented to Town Council a report on the status of the Town's 2015/16 operating and capital budget. Included in this presentation was an update of the 6 year, 0.50% transaction and use tax (Measure C) revenues and expenditures to date.

On October 27, 2015 staff met with the Measure C Citizen Oversight Committee and also provided the following update to them.

**Measure C Updated**

	<u>2015/16 Adopted</u>	<u>2015/16</u>	<u>Difference</u>
	<u>Budget</u>	<u>Estimated Actual</u>	
<b>Police Department</b>			
Sergeant Detective	\$128,778	\$97,814	(\$30,964)
Police Cars	100,000	100,000	0
Body Cameras	16,584	14,034	(2,550)
LiveScan Machine	12,000	12,000	0
Station Siding	21,000	45,000	24,000
Officer Training	15,000	15,000	0
K-9 Program	10,000	10,000	0
	\$303,362	\$293,848	(\$9,514)
<b>Animal Control</b>			
Increased Officer Hours	\$35,000	\$24,792	(\$10,208)
Officer Training	3,000	3,000	0
Pressure Washer	3,000	5,000	2,000
	\$41,000	\$32,792	(\$8,208)

2015/16 Measure C Budget Adjustments  
November 10, 2015

**Fire Department**

CAL FIRE Contract	\$150,000	\$150,000	0
Exhaust System	20,500	20,511	11
4 SCBAs	25,000	25,000	0
Fire Engine	75,000	86,632	11,632
	<u>\$270,500</u>	<u>\$282,143</u>	<u>\$11,643</u>

**Public Works**

Road Improvements	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>
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Subtotal \$814,862 \$808,783 (\$6,079)

BOE Fees \$8,500 0 (\$8,500)

Unassigned Reserve \$26,638 \$189,646 \$163,008

**Totals \$850,000 \$998,429 \$148,429**

**Discussion:**

The Oversight Committee agreed that adjustments related to the actual expenditures for the items previously budgeted would be appropriate. In addition, they agreed that the following items recommended by Town Council and staff would be a good additional use of Measure C funds for 2015/16:

1. Sponsor Three Police Trainee's through the next police academy - \$45,000
2. Additional Pedestrian Safety Enhancements - \$25,000
3. Final design adjustments for fire engine - \$2,400

Staff is therefore formally requesting budget adjustments on Measure C expenditures as indicated above which total an increase of \$66,321.

**Fiscal Impact:**

If the recommended adjustments are approved, Measure C total budgeted expenditures for 2015/16 will be \$881,183. Since the total amount expected for 2015/16 is \$998,429, the amount left in Measure C reserves from 2015/16 will be \$117,246. The amount received and unexpended the first quarter of Measure C is \$283,274.



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: November 10, 2015**

**Agenda No. 6(b)**

**ORIGINATED BY:** Marc Mattox, Public Works Director / Town Engineer

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** CalRecycle Rubberized Pavement Grant Program Application

**COUNCIL ACTION REQUESTED:**

1. Adopt Resolution No. 15-\_\_\_, A Resolution authorizing submittal of applications for all CalRecycle Grants for which the Town of Paradise is eligible.

**Background:**

The California Department of Resources Recycling and Recovery (CalRecycle) offers funding opportunities authorized by legislation to assist public and private entities in the safe and effective management of the waste stream.

CalRecycle provides the Rubberized Pavement Grant Program to promote markets for recycled-content surfacing products derived from waste tires generated in California and decrease the adverse environmental impacts created by unlawful disposal and stockpiling of waste tires. Rubberized Pavement is a proven roadway material that has been used in California since the 1970s. It is made by blending ground tire rubber with asphalt binder which is then mixed with conventional aggregate materials.

On October 21, 2015, CalRecycle issued its Notice of Funds Available: Rubberized Pavement Grant Program (FY 2015-16). This call for projects includes a total of \$7,550,000 available with a maximum \$250,000 award per application. The award amount is based on a particular reimbursement rate depending on the project type and applicant's prior awards under the program. Applications for the Rubberized Pavement Grant program are due December 10, 2015.

**Analysis:**

Staff has reviewed the Rubberized Pavement Grant Program and recommends Council authorize submission of all applications which the Town of Paradise is eligible for. Specifically, under the current cycle of funding available, staff recommends submission of an application to further leverage the Measure C Pearson Rd Improvements Project. The project, located along Pearson Road between Clark Road and Pentz Road, is an ideal candidate under this program. A full pavement rehabilitation alternatives analysis completed by NorthStar Engineering in partnership with the Center for Pavement Preservation of CSU, Chico, concluded the use of a rubberized pavement overlay is the preferred design. This alternative, in lieu of full depth reclamation or reconstruction, is the most cost effective and appropriate considering the analysis of the existing road structure and conditions.

An important note on this Rubberized Pavement Grant program relates to the actual award amounts based upon quantity reimbursement ratios. For the Town of Paradise, a preferred first time applicant, maximum reimbursements are capped at \$10/ton of rubberized hot mix asphalt and \$0.50/square yard of rubberized chip seal application. With typical unit prices of rubberized hot mix asphalt and rubberized chip seal at \$110/ton and \$5.00/square yard respectively, the

CalRecycle Program does not provide enough funding to leverage severely underfunded projects. Moreover, the program does provide funding to enhance a project's life-cycle cost to consider rubberized pavement in lieu of traditional pavement (\$90-\$100/ton).

The Measure C Pearson Rd Improvements Project application will request \$59,044 in CalRecycle funding with maximum reimbursements shown below:

<i>Rubberized Pavement – 3,690 Tons @ \$10.00/ton</i>	<i>\$36,900</i>
<i>Rubberized Chip Seal – 44,288 Square Yards @ \$0.50/square yard</i>	<i><u>\$22,144</u></i>
<b><i>Total funding request =</i></b>	<b><i>\$59,044</i></b>

Staff recommends Council adopt a resolution authorizing the Town Manager or his/her designee to submit applications for CalRecycle grant funding. This resolution would enable the Town to submit an application to further leverage the Measure C Pearson Rd Improvements Project. Grant award notifications will be made February 2016, prior to Council consideration of award of the associated construction contract. If approved, staff will submit an application prior to the December 10, 2015 due date.

A final consideration of the CalRecycle grant program is a requirement for the applicant to have an Environmentally Preferable Procurement Policy. This requirement is satisfied by the Town's Environmental Purchasing Policy adopted by Town Council on October 28, 2008.

**Financial Impact:**

Minor costs are expected to issue a Contract Change Order for NorthStar Engineering to build an "add-alternate" bid schedule into the Measure C Pearson Rd Improvements Project design. This add-alternate will allow the Town to make informed decisions based upon the award status of the CalRecycle grant without losing time in the re-advertisement process. A detailed financial analysis for the project will be presented when the final design is completed in January 2016.



**TOWN OF PARADISE  
RESOLUTION NO. 15-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE  
GRANTS FOR WHICH THE TOWN OF PARADISE IS ELIGIBLE.**

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED by Town Council of the Town of Paradise as follows,

SECTION 1. The Town Council authorizes the submittal of application(s) to CalRecycle for all grants for which the Town of Paradise is eligible.

SECTION 2. That the Town Manager, or his/her designee is hereby authorized and empowered to execute in the name of the Town of Paradise all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

SECTION 3. That these authorizations are effective for five (5) years from the date of adoption of this resolution.

The foregoing resolution was duly and regularly introduced, passed, and adopted by the Town Council of the Town of Paradise at a regular meeting thereof held on the 10<sup>th</sup> day of November 2015.

AYES:  
NOES:  
ABSENT:  
NOT VOTING:

\_\_\_\_\_  
GREG BOLIN, Mayor

ATTEST:

APPROVE AS TO FORM:

\_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

\_\_\_\_\_  
Dwight L. Moore, Town Attorney



**Town of Paradise  
Council Agenda Summary  
Date: November 10, 2015**

**Agenda Item: 6c**

**Originated by:** Josh Marquis, IT Manager  
**Reviewed by:** Lauren Gill, Town Manager  
**Subject:** Purchase Replacement LiveScan Machine From Biometrics4All

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**Council Action Requested:**

Pursuant to Paradise Municipal Code Section 2.45.070E, Authorize the Town Manager to enter into an agreement to purchase a replacement LiveScan machine from Biometrics4All. This machine will replace an outdated model that is no longer supported by the Town's previous vendor and provide the Town with an inkless, electronic means of capturing fingerprints in a digitized format.

**Alternatives:**

Refer the matter back to staff for further development and consideration.

**Background:**

The Town's current vendor informed the Police Department that the current model would no longer be supported this fiscal year. As such, Town staff recommended to Town Council that \$12,000.00 of Measure C funds be budgeted in 2015/16 for replacement.

Town staff learned of the Butte County Sheriff's Office (BCSO) recent award to Biometrics4All to replace all BCSO LiveScan machines. After staff researched the vendor and product and discussed options with BCSO staff, Town staff believe this vendor will deliver the best value for the price.

Town staff recommend the attached model and configuration to closely match what the BCSO recently purchased and installed. Town Staff recognize the benefit not only to have consistency throughout allied agencies, but also the savings available by taking advantage of BCSO competitive bid pricing, which is authorized under Paradise Municipal Code Section 2.45.070E.

**Fiscal Impact Analysis:**

The replacement cost of \$11,670.00 is less than \$12,000.00 budgeted of Measure C which was approved by Town Council in the 2015/16 budget. Software and Hardware Maintenance will cost \$1,344 annually.

220 Commerce, Suite 150  
Irvine, CA 92602



**ESTIMATE:**

**ACCEPTED:**

<b>Bill To:</b>
Josh Marquis Town of Paradise 5555 Skyway Paradise, CA 95969 530-872-6291 x 1000 jmarquis@townofparadise.com

<b>Ship To:</b>
Josh Marquis Town of Paradise 5555 Skyway Paradise, CA 95969 530-872-6291 x 1000 jmarquis@townofparadise.com

Date	Estimate Number	Rep
09/23/15	2015923943-7100	PHL

Partnumber	Description	Qty	Unit Price	Extended Price
<b>Miscellaneous Applicant</b>				
<b>Submitting to CalDOJ using Biometrics4ALL Peer Service: Billed Monthly, \$0.75 per Transaction, capped at \$150/Month for the First Unit. Cap is raised by \$25/Month for each additional Livescan added under the same Billing Number.</b>				
SW-LS4G-CA	LS4G CA Applicant LiveScan Software License: California Applicant Type of Transaction (TOT), CalDOJ Submission package, includes DL reader software	1	\$1,598.00	\$1,598.00
HW-DT	Desktop Computer for LiveScan system with 20" or larger LCD Monitor, Windows 7 or Windows 8.1	1	\$690.00	\$690.00 T
HW-TP - 500PPI-Guardian (MD-OEM)	500ppi TenPrint scanner: Cross Match Guardian (MD-OEM), integrated with LS-4G	1	\$3,587.00	\$3,587.00 T
ACC-Mag	USB Magstripe Reader for Driver License	1	\$75.00	\$75.00 T
ACC-KIOSK	LS400 ergonomically designed all steel cabinet for any LS-Series LiveScan system.	1	\$3,795.00	\$3,795.00 T
ACC-USB-PEDAL	USB Foot Pedal for hands free operation	2	\$165.00	\$330.00 T
ACC-UPG-21T	Upgrade to 21" Touch Screen LCD Monitor	1	\$295.00	\$295.00 T
SCVS-WAR-12	Warranty for Livescan system: 12 months Crossship Warranty 9-5 Support	1	\$0.00	\$0.00
SCVS-CFGINSTTRLS-CA	LS Livescan Series Basic Configuration, Installation & Training (On-Site in California). Training for a maximum of 5 people.	1	\$1,185.00	\$1,185.00
SVCS-SHP-CA	LS-Series LiveScan System Shipping-CA	1	\$420.00	\$420.00
CA-Guardian (MD-OEM)	CA Market Guardian (MD-OEM) Introductory System Discount	1	-\$1,006.76	-\$1,006.76

Maint 12 9-5	12 Months Software and Hardware Cross Ship Maintenance 9-5 Support (Available for purchase after 12 Months Warranty expires). Price: \$1,344 per year, per unit	0	\$1,343.79	\$0.00
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For additional info, contact: Piet Lesage at (714) 568-9888 ext.110 Fax: (866) 888-8768, or plesage@biometrics4ALL.com CA Certified Small Business (#0040140) * subject to change of California Sales Tax Schedules	<b>Subtotal</b>	<b>\$10,968.24</b>
	<b>Sales Tax (8%)</b>	<b>\$701.76</b>
	<b>Total</b>	<b>\$11,670.00</b>

**Terms and Conditions:**  
Prices are confidential and in US Dollars.  
Payment Term: Net 30 days from date of invoice.  
Late payment will be charged at a rate of 1.5% a month.  
Prices are valid for 90 days from the quote date, and are subject to change thereafter.  
Biometrics4All Inc, reserves the right to modify quoted components/brands with ones of similar performance without advance notice.  
Customer provides communications lines and networks.  
Estimated useful life of computer hardware is 3 years for laptops (5 years for desktop) and scanner is 7 years.  
Hardware maintenance is limited to the length of manufacturer's support life.  
Maintenance must be contiguous. Wear and tear of Hardware components and parts is not covered by the maintenance.

Phone: (714) 568-9888 ext.110 Fax: (866) 888-8768 E-Mail:plesage@biometrics4ALL.com Website: www.Biometrics4All.com



**Town of Paradise  
Council Agenda Summary  
Date: November 10, 2015**

**Agenda Item: 6(d)**

**Originated by:** Josh Marquis, IT Manager

**Reviewed by:** Lauren Gill, Town Manager

**Subject:** Purchase Additional VieVu Officer Worn Video Hardware

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**Council Action Requested:**

Pursuant to Paradise Municipal Code Section 2.45.070B, Authorize the Town Manager to enter into an agreement to purchase from VieVu (35) LE3 Body Worn Video Cameras, (25) LE3 Car Kits, and (2) LE3 Multi-Docks as a sole source purchase.

**Alternatives:**

Refer the matter back to staff for further development and consideration.

**Background:**

The Police Department has increasingly needed to replace their old VidMic brand officer worn video and Kustom brand in-car video. In early 2015, through the Town's insurance JPA, the department received (3) VieVu LE3 Officer Worn Video units. Similarly, other local agencies have or are standardizing on the VieVu product.

In Town staff's review of the VieVu product, it quickly became apparent VieVu was far simpler and more reliable than the existing VidMic hardware. The VieVu VeriPatrol software product also allows much simpler management and access to the produced officer worn video.

The Town currently has a significant investment in existing hardware and software that is compatible with the existing VieVu LE3s and VieVu VeriPatrol software. The additional devices will allow greater officer usage as well as replace existing in-car video systems.

Attached is the estimate for (35) LE3 Body Worn Video Cameras, (25) LE3 Car Kits, and (2) LE3 Multi-Docks as well as a memo from Town staff recommending a sole source purchase.

**Fiscal Impact Analysis:**

The total cost of \$32,476.59 is less than \$35,000 expected. 10 VieVu's for \$10,000 of Measure C funds was budgeted for outright purchase, and a five year lease purchase payment of \$5,486.66 was budgeted from Measure C for the remaining equipment. Instead \$8,116.25 and \$5,113.47 will be used respectively, thus total budget savings of \$2,256.94 will be realized. There is no annual Software and Hardware Maintenance costs.

# Estimate

**Date** 7/21/2015  
**Estimate #** 7293  
**PO #**



## Bill To

Steve Rowe  
LT Rowe  
Paradise Police Department (CA)  
5595 Black Olive Drive  
Paradise CA 95969

**Expires** 8/31/2015  
**Exp. Close** 5/31/2015  
**Sales Rep** James G Hillary  
**Shipping Method** UPS Ground

## Ship To

LT Rowe  
Paradise Police Department (CA)  
5595 Black Olive Drive  
Paradise CA 95969

Item	Quan...	Serial/Lot Numb...	Description	Units	Rate	Tax	Amount
LE3	35		LE3 Body Worn Video Camera		755.00	Yes	26,425.00
Car Kit (LE2/LE3)	25		LE2/LE3 Car Kit		35.99	Yes	899.75
Multi-Dock (LE3)	2		Multi-Dock Download and Charge Station for LE3 cameras		1,349.99	Yes	2,699.98

Thank you for your belief in our products.

We have several options if you like to process this estimate.

1. Forward a purchase order via email to [info@viewu.com](mailto:info@viewu.com), or
2. Fax a purchase order to 206-299-3380 or,
3. Contact VIEVU directly at 1-888-285-4548, or
4. Return this estimate signed and approved with a Lieutenant or above signature.

If you are tax exempt, please fax your certificate to 206.299.3380 or email to [info@viewu.com](mailto:info@viewu.com).

If you need any additional information or assistance, please let us know.

Thank you.

**Subtotal** 30,024.73  
**Shipping Cost (UPS Ground)** 200.00  
**Tax (Sales Tax 7.5%)** 2,251.86  
**Total** \$32,476.59





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November 7, 2013

To whom it may concern:

This letter is to confirm that VIEVU, based in Seattle WA, is the sole manufacturer of the LE3 wearable video camera.

The VIEVU LE3 is a stand alone video camera that attaches to an officer via our exclusive spring-clip design. The LE3 captures full color video at 30 frames per second, is waterproof and has a recording time of over 5 hours. The video files are easily transferred to a PC, via the VIEVU VERIPATROL software, by connecting the device to a computer. The LE3 is contained in a tamperproof case and with a green face, visibly displays that a recording device is in use.

Best regards,

A handwritten signature in blue ink, appearing to read "Steve Ward".

Steve Ward  
CEO  
VIEVU  
[www.viewu.com](http://www.viewu.com)

#### *About VIEVU*

VIEVU, based in Seattle WA, is the producer of the LE3, a wearable video camera designed specifically for use by law enforcement. The unit attaches to an individual officer using our spring-clip design, and records police activity from the officers' perspective. Vital evidence & documentation is captured that assists the officer in their reporting and provides evidence for later use in court. Once downloaded, the officer can view the video files to aid in reporting. The software prevents tampering with any video file and provides a chain of evidence log.

**Marquis, Josh**

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**Subject:** VieVu Sole Source Reasoning  
**Attachments:** LE3 Sole Source Ltr 110713.pdf; estimate97448.pdf; Paradise Police Department - 10 FUSIONS and SERVER.pdf

10/06/15

Town of Paradise,

The Town is interested in purchasing (25) additional LE3 Video Cameras and (2) Multi-Docks from VieVu. The Town has a significant investment in existing software and hardware that is compatible with our existing VieVu LE3s and VieVu Veripatrol software. The additional devices will allow greater officer usage as well as replace existing and failing in-car video systems.

Attached is a quote from another vendor which would outfit only (10) police vehicles and is significantly more expensive.

Switching to another software and hardware vendor would require a significant investment which is cost prohibitive. Therefore, I recommend that the Town take advantage of our existing software and hardware and continue to purchase VieVus. The attached letter from VieVu explains how they are the sole manufacturer.

Thank You,

Josh Marquis  
IT Manager  
530-872-6291,,,100