



## OROVILLE CITY COUNCIL

Council Chambers  
1735 Montgomery Street  
Oroville, CA. 95965

**December 17, 2019**  
**REGULAR MEETING**  
**CLOSED SESSION 5:00 PM**  
**OPEN SESSION 5:30 PM**  
**AGENDA**

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### REQUESTS TO ADDRESS COUNCIL

If you would like to address the Council at this meeting, you are requested to complete the blue speaker request form (located on the wall by the agendas) and hand it to the City Clerk, who is seated on the right of the Council Chamber. The form assists the Clerk with minute taking and assists the Mayor or presiding chair in conducting an orderly meeting. Providing personal information on the form is voluntary. For scheduled agenda items, **please submit the form prior to the conclusion of the staff presentation for that item.** Council has established time limitations of two (2) minutes per speaker on all items and an overall time limit of thirty minutes for non-agenda items. If more than 10 speaker cards are submitted for non-agenda items, the time limitation would be reduced to one and a half minutes per speaker. If more than 15 speaker cards are submitted for non-agenda items, the first 15 speakers will be randomly selected to speak at the beginning of the meeting, with the remaining speakers given an opportunity at the end. **(California Government Code §54954.3(b)).** Pursuant to Government Code Section 54954.2, the Council is prohibited from taking action except for a brief response from the Council or staff to statements or questions relating to a non-agenda item.

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### CALL TO ORDER / ROLL CALL

Council Members: David Pittman, Eric Smith, Linda Draper, Art Hatley, Janet Goodson, Vice Mayor Scott Thomson, Mayor Chuck Reynolds

### CLOSED SESSION

The Council will hold a Closed Session on the following:

1. Pursuant to Government Code section 54956.9(d)(2), the Council will meet with the City Administrator and City Attorney regarding potential exposure to litigation – two cases.
2. Pursuant to Government Code section 54957.6, the Council will meet with Labor Negotiators and City Attorney to discuss labor negotiations for the following represented groups: Oroville Firefighters' Association, Oroville Police Officers Association (Sworn and Non-Sworn), Oroville Public Safety Mid-Managers Association, Oroville Management and Confidential Association, and Oroville City Employees Association.

### OPEN SESSION

1. Announcement from Closed Session
2. Pledge of Allegiance
3. Adoption of Agenda

# **PUBLIC COMMUNICATION - HEARING OF NON-AGENDA ITEMS**

This is the time to address the Council about any item not listed on the agenda. If you wish to address the Council on an item listed on the agenda, please follow the directions listed above.

## **CONSENT CALENDAR**

Consent calendar **items 1 - 8** are adopted in one action by the Council. Items that are removed will be discussed and voted on immediately after adoption of consent calendar items.

### **1. UNANTICIPATED REVENUE**

Council may receive information regarding unanticipated revenue for wildfire support.

#### **RECOMMENDATION**

Receive Information regarding unanticipated revenue into the 2019-20 budget.

### **2. 2019 CALHOME PROGRAM GRANT APPLICATION**

The Council may consider the submission of a grant application to the State Department of Housing and Community Development for CalHome Program funds.

#### **RECOMMENDATION**

Adopt Resolution No. 8824 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING, AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM.

### **3. HOUSING SUCCESSOR AGENCY ANNUAL REPORT**

The Council will receive and file the Housing Successor Agency Annual Report for Fiscal Year 2019.

#### **RECOMMENDATION**

Receive and file the Housing Successor Agency Annual Report for fiscal year ending 2019.

### **4. APPROVE THE SELECTION OF MARK THOMAS AND COMPANY TO PROVIDE DESIGN AND PROJECT MANAGEMENT FOR THE STATE ROUTE 162 PEDESTRIAN/BICYCLE DISABLED MOBILITY AND SAFETY IMPROVEMENT PROJECT**

The Council may consider approving the selection of Mark Thomas and Co to provide design and project management services for the Grant funded State Route 162 Pedestrian/Bicycle Disabled Mobility and Safety Improvements Project.

#### **RECOMMENDATIONS**

Approve the selection of Mark Thomas & Co and authorize the Mayor to sign the Contract for Design Services.

**5. PUBLIC SAFETY DIRECTOR EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND JOE DEAL**

The Council will consider an employment agreement between the City of Oroville and Joe Deal for the position of Public Safety Director for the City of Oroville.

**RECOMMENDATION**

Adopt Resolution No. 8825 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND JOE DEAL TO SERVE AS ASSISTANT CITY ADMINISTRATOR - PUBLIC SAFETY (PUBLIC SAFETY DIRECTOR) – (Agreement No. 3290).

**6. INVESTMENT POLICY ADOPTION FOR 2020**

The Council will consider adopting the Investment Policy for the City of Oroville.

**RECOMMENDATION**

Adopt Resolution No. 8826 - A RESOLUTION AUTHORIZING ADOPTION OF AN INVESTMENT POLICY FOR THE CITY OF OROVILLE FOR 2020.

**7. ASSISTANT COMMUNITY DEVELOPMENT SERVICES DIRECTOR JOB DESCRIPTION AND SALARY SCHEDULE**

The Council may consider approving the job description and salary schedule for the Assistant Community Development Services Director and authorize staff to advertise for applications for this position.

**RECOMMENDATION**

Adopt job description and salary schedule for Assistant Development Services Director.

Authorized Staff to advertise for the new position and return to Council with a list of applicants for the Council to interview.

**8. CONSIDER AND APPROVE A JOB DESCRIPTION FOR GIS INTERN AND AUTHORIZE HIRING FOR THE POSITION**

The City Council will consider and adopt a job description for a Geographic Information Systems (GIS) Intern and authorize staff to hire for the position.

**RECOMMENDATION**

Approve the attached job descriptions for GIS Intern and authorize staff to hire for the position.

## REGULAR BUSINESS

### 9. AUTHORIZATION TO AWARD CONTRACT FOR JANITORIAL SERVICE AT CITY HALL

The Council may award a contract for Janitorial services for City Hall to Pro Line Cleaning Services Inc., in an amount not to exceed \$1625.00 per month or \$19,500 annually.

#### RECOMMENDATION

Authorize Staff to award the bid and sign a contract for janitorial services at City Hall, with Pro Line Cleaning Services Incorporated.

### 10. FINANCIAL ANALYSIS FOR FISCAL YEAR ENDED JUNE 30, 2019

The Council may receive annual unaudited financial information for the year ended June 30, 2019.

#### RECOMMENDATION

Staff recommends that the Council consider allocating the surplus as follows:

\$1,500,000 be added to the City's General Reserve to bring it to approximately 17%.

\$1,406,618 is the ending fund balance in the 1% District tax Fund.

\$1,000,000 additional payment to our CalPERS unfunded liability.

## REPORTS / DISCUSSIONS / CORRESPONDENCE

1. Council Announcements and Reports
2. Future Agenda Items
3. Administration Reports
4. Correspondence
  - i. Letters - FERC Correspondence
  - ii. Notice for PG&E's request to change rates
  - iii. Letters - Tobacco Ban

## ADJOURN THE MEETING

The meeting will be adjourned. A regular meeting of the Oroville City Council will be held on January 7, 2019 at 5:30 p.m.

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

*Recordings* - All meetings are recorded and broadcast live on cityoforoville.org and YouTube.



# CITY OF OROVILLE STAFF REPORT

**TO: MAYOR REYNOLDS AND CITY COUNCIL MEMBERS**  
**FROM: RUTH WRIGHT, FINANCE DIRECTOR**  
**RE: UNANTICIPATED REVENUE**  
**DATE: DECEMBER 17, 2019**

## **SUMMARY**

Council may receive information regarding unanticipated revenue for wildfire support.

## **DISCUSSION**

As part of the annual budget process for the State of California, local legislators sought provisions for local jurisdictions in Butte County to assist with the impacts of the 2018 Camp Fire. Legislators were successful and budget was set aside for us. The portion awarded to the City of Oroville was \$2 million out of a total of \$15 million in Provision 7 Item 9210-102-0001.

This is a one-time appropriation to assist us with the impacts experienced during and after the Camp Fire. It can be used for road improvements, to meet increased housing needs, replace fire equipment, make improvements to the sewer collection system, or any other expense the City has experienced additional costs due to the wildfire.

It should also be noted that in addition to this remittance the State also backfilled in the County for property tax losses. The City received \$179,253.69 in lost property tax revenues.

## **FISCAL IMPACT**

Unanticipated Revenue in the amount of \$2,000,000. The City has not appropriated this amount.

## **RECOMMENDATION**

Receive Information regarding unanticipated revenue into the 2019-20 budget.

## **ATTACHMENTS**

- Letter from the City Administrator
- Letter from the State Department of Finance



DEPARTMENT OF  
**FINANCE**  
OFFICE OF THE DIRECTOR

GAVIN NEWSOM - GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

Item 1.

August 23, 2019

Evelyn Calderon-Yee, Manager  
State Controller's Office  
Local Government and Programs and Services Division  
3301 C Street, Suite 740  
Sacramento, CA 95814

Dear Ms. Calderon-Yee

The Department of Finance hereby requests that the State Controller's Office remit to the City of Oroville \$2 million of the \$15 million amount referenced in Provision 7 of Item 9210-102-0001 of the 2019 Budget Act.

The funds are a one-time appropriation to assist the City with the impacts of the 2018 Camp Fire. The attached letter from the City has the contact information for Ms. Ruth Duncan, the City's Finance Director, who should be able to provide the necessary bank account and routing information for the payment.

If you have any question, please contact Chris Hill, Principal Program Budget Analyst, at (916) 445-3274.

Sincerely,

ERIKA LI  
Program Budget Manager

Attachment

cc: Bill LaGrone, Jr., Oroville City Administrator  
Tom Lando, City of Oroville  
Ruth Wright, City of Oroville



City of Oroville  
**CITY ADMINISTRATOR**  
1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2433 FAX (530) 538-2468  
[www.cityoforoville.org](http://www.cityoforoville.org)

Item 1.

August 21, 2019

California Department of Finance  
Attn: Chris Hill, ETHLL Unit  
915 L Street, 10th Floor  
Sacramento, CA 95814

Dear Chris Hill,

The 2019 Budget Act (Assembly Bill 74), specifically Item 9210-102-0001, contains \$2 million in one-time funding for the City of Oroville, to help the City cope with the effects of the Camp Fire. The City of Oroville greatly appreciates this funding to help offset the impacts of the devastating fire that occurred in Paradise, commonly known as the Campfire.

The City of Oroville at this point intends on using this money to replace fire equipment, repair roads, make improvements to the sewer collection system and fund a temporary Campfire recovery coordinator position.

Each of the items listed above are direct impacts resulting from the Campfire. The City of Oroville lost a Fire support vehicle during the fire. The City did have insurance on the vehicle, however the City had intended on replacing a vehicle, but due to the additional cost added for the replacement of the lost vehicle those plans had to be abandoned.

The roads in Oroville have suffered tremendously due to the fire recovery clean up. The City of Oroville is predominately the base camp for the disaster relief workers. Hundreds of large dump trucks travel our interior roads each day, with traveling from lodging to the work area or from the work area to debris processing site located in our City.

To facilitate the growth necessary to house the victims of the Campfire it has become necessary to increase the efficiency of our Sewer collection system. The Sewer collection system has almost reached its maximum capacity. One of the largest contributors to the system during winter is the infiltration and intrusion of rain water runoff. It is imperative that the City begin an aggressive slip lining program to combat the infiltration and intrusion of rain water runoff. This program will reduce inflows into the sewer treatment plant and allow additional capacity which directly translated to more housing.

The City of Oroville has contracted with a very experienced former City Manager to help manage the impacts of new development and land use planning for disaster recovery. The City of Oroville has experienced an unprecedented level of inquiry for new housing and development. Without this position these projects will be slowed, and some will be missed. The position is also responsible for coordinating with all outside agencies to ensure our participation and cooperation in this process.

The primary contact person to facilitate the transfer of this funding is our Finance Director Ruth Duncan. Ruth can be reached Monday – Thursday from 8:30 am to 5:30 pm. Ruth's direct phone number is 530-538-2413.

If I can be of any assistance to you, please feel free to call me. I can be reached anytime at 530-777-1750 or during traditional business hours at 530-538-2526.

Again, thank you for this help, it is greatly appreciated

Sincerely,



Bill LaGrone, Jr.  
City Administrator  
City of Oroville







## CITY OF OROVILLE STAFF REPORT

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: AMY BERGSTRAND, MANAGEMENT ANALYST III  
BUSINESS ASSISTANCE/HOUSING DEVELOPMENT**

**RE: 2019 CALHOME PROGRAM GRANT APPLICATION**

**DATE: DECEMBER 17, 2019**

### SUMMARY

The Council may consider the submission of a grant application to the State Department of Housing and Community Development for CalHome Program funds.

### DISCUSSION

The State Department of Housing and Community Development has released a Notice of Funding Availability (NOFA) dated November 27, 2019, requesting grant applications for funding from the CalHome Program which is provided by the Affordable bond Act Trust Fund of 2018 to fund Local Public Agencies or Nonprofit Corporations for eligible activities within the CalHome program. The final date for grant application submittal is no later than 5:00 p.m. on Monday, January 27, 2020.

The CalHome Program is competitive application process with approximately \$57 million available and may be used to fund the following eligible activities:

1. First-Time Homebuyer Mortgage Assistance (including the purchase of a home with Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU).
2. Owner-Occupied Rehabilitation Assistance (including reconstruction and Rehabilitation of manufactured homes not on a permanent foundation, and construction, repair, reconstruction, or Rehabilitation of ADUs or JADUs)
3. Technical Assistance for Self-Help Housing Programs
4. Technical Assistance for Shared Housing Programs
5. ADU/JADU Assistance (including construction, repair, reconstruction or Rehabilitation of ADUs or JADUs.
6. Homeownership Project Development Loans (Including Predevelopment Costs and carrying costs during construction related to ADU and JADUs)

Upon authorization by the Council, staff will submit a grant application requesting \$1,650,00 in CalHome funds to be used as follows:

- \$1,500,000 for First-Time Homebuyer Mortgage Assistance.

- \$150,000 for activity and program delivery.

Supplemental funding for general administration is necessary to ensure the successful implementation of the proposed activities. Therefore, staff is proposing that City Revolving Funds be used to fund the administration expenses associated with the proposed CalHome grant funds as follows:

- General Administrative expense \$25,000.

The aforementioned costs generally span a three-year period. The following is the CalHome Program budget, illustrating the breakdown between CalHome funds and Housing Program funds:

Funding Source	Use of Funds	Amount
CalHome	First-Time Homebuyer Mortgage Assistance Program Activity and Program Delivery	\$ 1,000,000
		\$ 150,000
	Administration (7051-4508450)	\$ 25,000
<b>TOTAL</b>		<b>\$ 1,675,000</b>

**FISCAL IMPACT**

If the grant is awarded, the proposed \$25,000 for administrative funds will be budgeted from the City Revolving Loan funds. Should this grant be awarded, the budget will be established for this activity.

Available appropriations in this budget are \$85,000. City Revolving Loan Fund 227, 7051-458450.

**RECOMMENDATION**

Adopt Resolution No. 8824 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING, AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM.

**ATTACHMENTS**

Resolution No. 8824

CITY OF OROVILLE  
RESOLUTION NO. 8824

1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OROVILLE, CALIFORNIA,  
AUTHORIZES THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING  
UNDER THE CALHOME PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT  
IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY  
RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME  
PROGRAM. 5

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WHEREAS,

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A. The City of Oroville, a California Municipal Corporation of the State of California  
(the Applicant), wishes to apply for and receive an allocation of funds through  
the CalHome Program; and 9

B. The California Department of Housing and Community Development (hereinafter  
referred to as "HCD") has issues a Notice of Funding Availability ("NOFA") on  
November 27, 2019 for the CalHome Program established by Chapter 84,  
Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with  
Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the  
"statute"). Pursuant to the statute, HCD is authorized to approve funding  
allocations utilizing monies made available by the State legislature to the  
CalHome Program, subject to the terms and conditions of the statute and the  
CalHome Program Regulations adopted by HCD in April 2004; and 14

C. The City of Oroville wishes to submit an application to obtain from HCD an  
allocation of CalHome funds in the amount of \$1,650,000 15

NOW, THEREFORE, BE IT RESOLVED by the Oroville City Council as follows: 16

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1. The City of Oroville shall submit to HCD an application to participate in the  
CalHome Program in response to the NOFA issues on November 27, 2019  
which will request a funding allocation for the following activities: First-Time  
Homebuyer Mortgage Assistance (including the purchase of a home with an  
Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) in  
the amount of \$1,650,000 located in the City-limits of Oroville. 20

2. If the applicant for funding is approved, the City of Oroville hereby agrees to  
use the CalHome funds for eligible activities in the manner presented in the  
application as approved by HCD and in accordance with program regulations  
cited above. The application in full is incorporated as part of the Standard  
Agreement. Any and all activities funded, information provided, and timelines  
represented in the application are enforceable through the Standard  
Agreement. The City of Oroville acknowledges and agrees that it may be  
required to execute any and all other instruments necessary or required by 25

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HCD for participation in the CalHome Program.  
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- 3. The City of Oroville authorizes the Mayor to execute, in the name of the City of Oroville, the application, the Standard Agreement, and any subsequent amendments or modifications thereto, as well as any other documentation required by HCD for participation in the CalHome Program, and any amendments thereto. The City of Oroville further authorizes the Management Analyst II or the Assistant City Administrator of Administration to execute all other documents required by HCD for the participation in the CalHome Program, and any amendment thereto.  
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Section 4. The City Clerk shall attest to the adoption of this Resolution.  
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**PASSED AND ADOPTED** by the City Council of the City of Oroville at a regular meeting on December 17, 2019, by the following vote:  
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AYES: 9

NOES: 10

ABSTAIN: 11

ABSENT: 12

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\_\_\_\_\_  
Chuck Reynolds, Mayor

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APPROVED AS TO FORM:  
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ATTEST:

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\_\_\_\_\_  
Scott E. Huber, City Attorney  
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Bill LaGrone, City Clerk

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## CITY OF OROVILLE STAFF REPORT

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**AMY BERGSTRAND, MANAGEMENT ANALYST III**  
**BUSINESS ASSISTANCE/HOUSING DEVELOPMENT**

**RE: HOUSING SUCCESSOR AGENCY ANNUAL REPORT**

**DATE: DECEMBER 17, 2019**

### **SUMMARY**

The Council will receive and file the Housing Successor Agency Annual Report for Fiscal Year 2019.

### **DISCUSSION**

#### BACKGROUND OF HOUSING SUCCESSOR ANNUAL REPORT

The City of Oroville (“City”) is the Housing Successor Agency to the former Oroville Redevelopment Agency (“Housing Successor”). Health and Safety Code (“HSC”) Section 34176.1 (enacted by Senate Bill 341 and related legislation) requires the Housing Successor to prepare an annual report documenting compliance with expenditure proportionality and other requirements pertaining to its Low and Moderate Income Housing Asset Fund (“Housing Asset Fund”). The report is due to the California Department of Housing and Community Development (“HCD”) by April 1st annually. The report must be also be presented to City Council and posted on the City’s website.

Housing Successor staff and consultants have prepared a Housing Successor Agency Annual Report for the Fiscal Year Ending 2019. The report is being presented to City Council to receive and file and will be submitted to HCD.

The following sections summarize the Housing Successor’s finances and compliance with various requirements.

#### HOUSING SUCCESSOR AGENCY ANNUAL REPORT SUMMARY

##### Low- and Moderate-Income Housing Asset Fund

The Housing Asset Fund includes all the assets that were transferred from the Oroville Redevelopment Agency (“Agency”) to the Housing Successor upon dissolution of the former Agency. The assets included:

- Real properties,
- Loan/grants receivable, and
- Rents/operations.

As of June 30, 2019, the Housing Asset Fund had a cash balance of \$1,634,971 and a total asset balance of \$6,519,165. Most of the asset value is from loans receivable that are due to the Housing Successor.

The Housing Successor received \$1,394,870 in revenues throughout FY 2019. The largest revenue source is from the sale of capital assets. Other revenues are interest income, rents and leases, and miscellaneous revenues. FY 2019 expenditures included administrative costs, development assistance, and a loan, the largest of these being the development assistance to Sierra Heights, a 40-unit affordable senior housing project.

#### Property Disposition

Upon the dissolution of redevelopment, the former Agency transferred 19 real properties and associated rental income to the Housing Successor. The City has sold 13 properties total as of FY 2018-19.

#### Outstanding Inclusionary and Replacement Housing Obligations

At the time of its dissolution, the former Agency met its inclusionary and replacement housing requirements. Therefore, the Housing Successor is no longer subject to obligations related to inclusionary housing or replacement housing.

#### Income & Age Proportionality

If housing successors expend money on projects, State law requires at least 30% to be spent on extremely low income rental housing in a five-year period, among other restrictions. The first five-year period began January 1, 2014 and ended on June 30, 2019. During this period, the Housing Successor spent 72% of its non-administrative Housing Asset Funds assisting units restricted to households earning 30% or less of the Area Median Income ("AMI"). This exceeds the requirement to spend at least 30% of Housing Asset Funds on 30% AMI households. State law also sets a 20% maximum on assisting 60-80% AMI units. The Housing Successor spent 28% of its non-administrative Housing Asset Funds on 60-80% AMI projects through FY 2019. This exceeds the 20% maximum. As a result, the Housing Successor may not spend Housing Asset Funds on 60-80% AMI projects until it assists more units at 59% AMI or below to demonstrate compliance.

State law also sets a limit of 50% on the portion of publicly assisted deed-restricted rental housing that may be restricted to seniors. The City and former Agency assisted 3 properties in the last 10 years, of which 89 out of 146 units are restricted to seniors. Since this makes up 61% of all the assisted units, the Housing Successor has exceeded the 50% limit. The Housing Successor may not assist senior rental housing until it complies with the 50% limit.

#### Excess Surplus

Senate Bill 341 reinstated a requirement to prevent housing successors from accumulating an excess surplus, which is generally defined as unencumbered cash that exceeds the greater of

\$1 million or the aggregate amount deposited into the Housing Asset Fund in the preceding four years.

The Housing Asset Fund had a beginning cash balance of \$1,237,724 as of July 1, 2018. The sum of deposits in the prior four years is \$1,144,930. The Housing Successor has an excess surplus of \$92,794, the difference between the two amounts (\$1,237,724 - \$1,144,930).

State law requires the Housing Successor to spend or encumber its excess surplus within three fiscal years, or June 30, 2022. If the \$92,794 excess surplus is not spent or formally committed to a project by an executed agreement by this date, the Housing Successor will be required to remit the funds to HCD to spend on statewide housing programs. Housing Successor staff will discuss a strategy to encumber its excess surplus and will report on the status in the annual report for FYE 2020. Housing Asset Funds will be spent pursuant to the income and age proportionality requirements described in the previous section.

Homeownership Unit Inventory

State law requires the annual report to contain an inventory of any homeownership units assisted by the Housing Successor that require restrictions, covenants, or an adopted program that protects Housing Asset Fund monies. The Housing Successor oversees 123 homeownership units with affordability restrictions.

**FISCAL IMPACT**

Informational only, no fiscal impact.

**RECOMMENDATION**

RECEIVE AND FILE THE HOUSING SUCCESSOR AGENCY ANNUAL REPORT FOR FISCAL YEAR ENDING 2019

**ATTACHMENTS**

Attachment 1: Housing Successor Agency Annual Report for Fiscal Year 2018-19





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# **HOUSING SUCCESSOR ANNUAL REPORT**

## **Oroville Housing Successor**

### **Fiscal Year 2018-19**

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## INTRODUCTION

The Oroville Housing Successor (“Housing Successor”) is the Housing Successor Agency to the former Oroville Redevelopment Agency (“Agency”). The Housing Successor is responsible for maintaining housing assets transferred from the former Agency. Its main goal is to provide affordable housing for Oroville residents.

This Housing Successor Agency Annual Report (“Annual Report”) contains information on Fiscal Year (“FY”) 2018-19 finances and activities as required by Health and Safety Code (“HSC”) Section 34176.1(f). FY 2018-19 marks the end of the first five-year compliance period for income proportionality. This Annual Report details how Oroville met all requirements for expenditures by income level from January 1, 2014 through June 30, 2019.

The Annual Report is due to the California Department of Housing and Community Development (“HCD”) by December 31 annually, and must be accompanied by an independent financial audit. Oroville’s audited financial statements will be posted on the City of Oroville’s (“City”) website when available. This report is an addendum to the Housing Successor Annual Report required by HSC Section 34328, which is submitted to HCD by October 1 annually.

## HOUSING SUCCESSOR REQUIREMENTS

Senate Bill (“SB”) 341<sup>1</sup> and subsequent legislation enacted several requirements for housing successor agencies. Housing successors must comply with three major requirements pursuant to HSC Section 34176.1:

1. Expenditures and housing production are subject to income and age targets.
2. Housing successors may not accumulate an “excess surplus,” or a high balance based on certain thresholds.

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<sup>1</sup> 2013-14 legislative session

3. Properties must be developed with affordable housing within five to ten years of being approved for transfer from the former redevelopment agency to the housing successor.

The requirements are designed to ensure that housing successors are actively utilizing former Agency housing assets to produce affordable housing. Appendix 1 provides a detailed summary of the reporting requirements that are addressed in this Annual Report.

## **ASSETS TRANSFERRED TO HOUSING SUCCESSOR**

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Upon the statewide dissolution of redevelopment in 2012, all rights, powers, committed assets, liabilities, duties, and obligations associated with the housing activities of the Agency were transferred to the Housing Successor. The Housing Successor prepared a Housing Asset Transfer Form (“HAT”) that provided an inventory of all housing assets transferred from the Agency to the Housing Successor. This included:

1. Real properties;
2. Low and Moderate Income Housing Fund (“LMIHF”) encumbrances; and
3. Loan receivables.

All items on HAT were approved by the California Department of Finance (“DOF”) on September 5, 2012. A copy of the HAT is provided as Appendix 2.

It is important to distinguish that Housing Successor assets that were not transferred from the former Agency, nor generated by or purchased with assets from the former Agency, are not subject to HSC Section 34176.1. A copy of the HAT is provided as Appendix 2.

## HOUSING ASSET FUND ACTIVITY

Former Agency assets, and the revenues generated by those assets, are maintained in a Low and Moderate Income Housing Asset Fund (“Housing Asset Fund”).<sup>2</sup> Housing Asset Funds may be spent on:

- **Administrative costs** up to \$200,000 per year adjusted for inflation, or 5% of the statutory value of real property owned by the housing successor and the value of loans and grants receivable from the HAT (“Portfolio”), whichever is greater. The FY 2018-19 limit for Oroville was \$325,958.
- **Homeless prevention and rapid rehousing services** up to \$250,000 per year if the former Agency did not have any outstanding housing inclusionary or replacement housing production requirements. The former Agency had a surplus of affordable housing production units, and therefore the Housing Successor as Housing Successor can make this expenditure if it chooses and funding is available for such expenditures.
- **Affordable housing development** assisting households up to 80 percent of the Area Median Income (“AMI”), subject to specific income and age targets.

**Five-Year Income Proportionality:** If any Housing Asset Funds are spent on affordable housing development, it triggers a requirement to spend at least 30 percent of such expenses assisting extremely low income households (30% AMI) and no more than 20 percent on low income households (between 60-80% AMI) per five-year compliance period. The first five-year compliance period was January 1, 2014 through June 30, 2019.

Note that housing successors must report expenditures by category each year, but compliance with income proportionality limits is measured every five years. For example, a housing successor could spend all its funds in a single year on households earning between 60-80% AMI, as long as it was 20 percent or less of the total expenditures during the five-year compliance period.

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<sup>2</sup> The Housing Asset Fund replaced the former Agency’s Low and Moderate Income Housing Fund.

**Ten-Year Age Proportionality:** If more than 50% of the total aggregate number of rental units produced by the City, Housing Successor, or former Agency during the past 10 years are restricted to seniors, the Housing Successor may not spend more Housing Asset Funds on senior rental housing.

Appendix 3 describes Housing Asset Fund expenditure requirements in more detail, including the types of costs eligible in each category.

## **EXPENDITURE LIMIT COMPLIANCE**

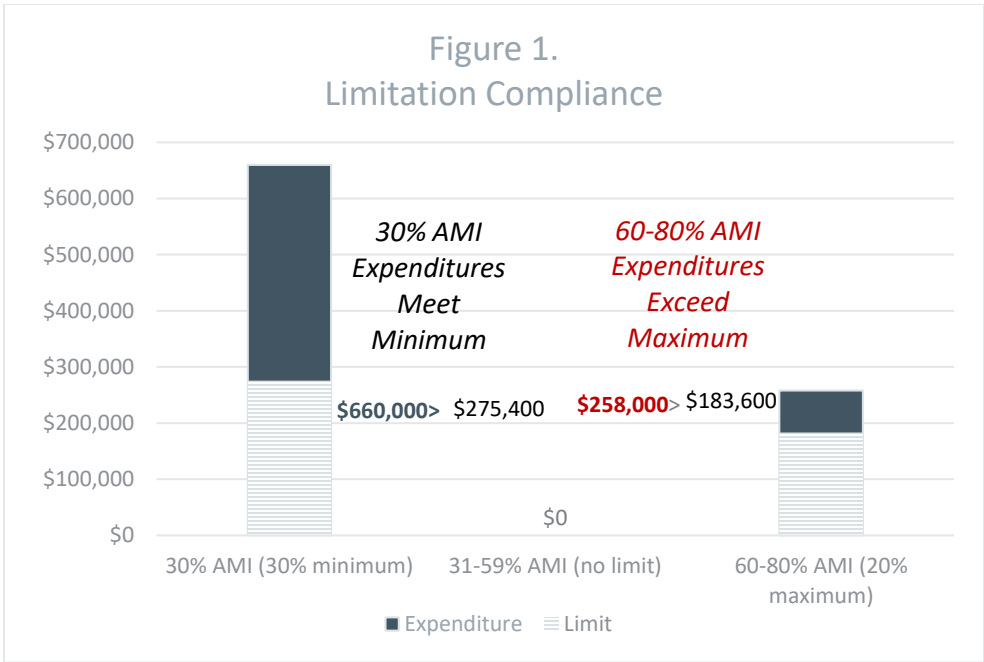
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Oroville complied with most Housing Asset Fund spending restrictions in FY 2018-19, excluding five-year compliance period low-income requirements. See Figure 1 (below) and Appendix 5 for details:<sup>3</sup>

- Administrative costs of \$310,332 did not exceed the \$325,958 maximum amount for FY 2018-19.
- No homeless prevention or rapid rehousing expenses were made in FY 2018-19.
- Extremely Low-Income development costs of \$660,000 met the minimum 30% of total requirement in the five-year compliance period.
- Low-Income development costs of \$258,000 exceeded the maximum 20% of total requirement in the five-year compliance period.

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<sup>3</sup> The Housing Asset Fund figures in this Annual Report are based on unaudited numbers that were available at the time this report was prepared. They might vary slightly from audited numbers once Oroville's annual audit is complete.



Oroville will ensure it meets all expenditure requirements going forward, including the next five-year compliance period of July 1, 2019 through June 30, 2024.

Failure to comply with the extremely low-income requirement in any five-year compliance period will result in the Housing Successor having to ensure that 50 percent of remaining funds be spent on extremely low income rental units until in compliance. Exceeding the expenditure limit for low households earning between 60-80% AMI in any five-year reporting period, which Oroville did, will result in the Housing Successor not being able to expend any funds on this income category until in compliance.

**SENIOR RENTAL HOUSING LIMIT COMPLIANCE**

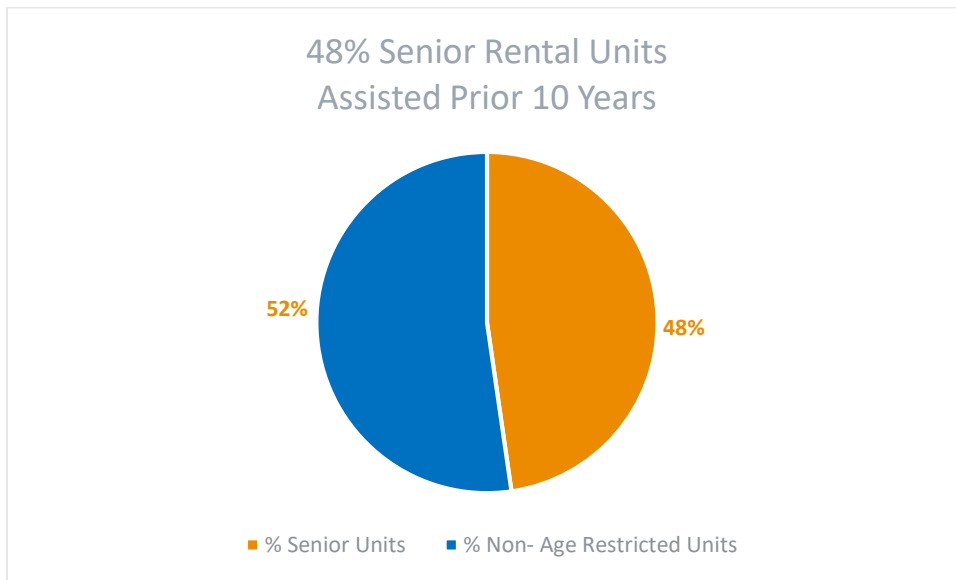
The Housing Successor is compliant with the limit allowing no more than 50 percent of the total aggregate number of rental units produced within the preceding ten years to be restricted to seniors. The Housing Successor, City, and former Agency assisted 109 deed-restricted rental units in the last ten years, 52 of which are restricted to seniors. Table 1 details units assisted by project.

**Table 1**  
**Deed-Restricted Senior Rental Units Assisted Prior Ten Years**

Property	Senior Units	%	Non-Senior Units	%	Total Units
Orange Tree Senior Apartments	50	100%	0	0%	50
Hillview Ridge Apartments II	0	0%	57	100%	57
Sierra Heights	2	100%	0	0%	2
<b>Total</b>	<b>52</b>	<b>48%</b>	<b>57</b>	<b>52%</b>	<b>109</b>

**Total Deed-Restricted Senior Units: 48%**

Source: City of Oroville

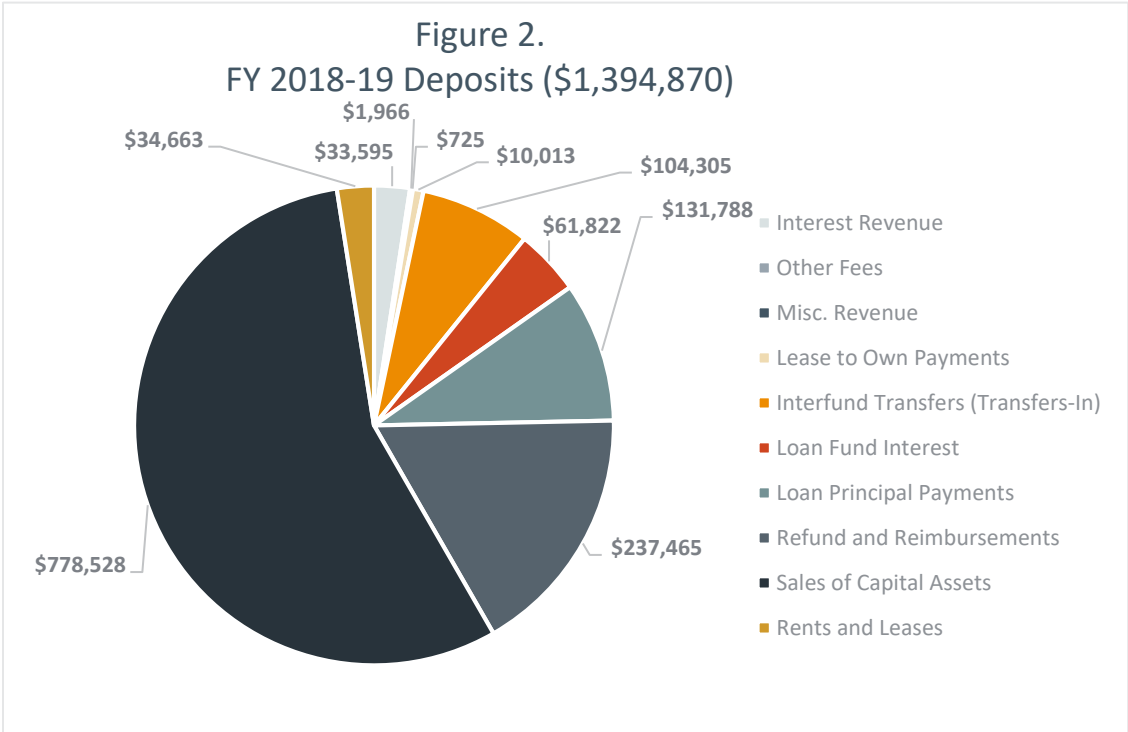


If the Housing Successor was non-compliant, Housing Asset Funds could not be spent on deed-restricted rental housing restricted to seniors until in compliance.



## DEPOSITS AND FUND BALANCE

The Housing Successor deposited \$1,394,870 into the Housing Asset Fund during FY 2018-19.



Revenue sources include:

- Sales of Capital Assets,
- Refunds and Reimbursements including ROPS 18-19 allocations,
- Loan principal payments, and
- Interfund Transfers.

The Housing Asset Fund balance as of June 30, 2019 was \$1,634,971, as summarized in Table 2.

**Table 2**  
**Housing Asset Fund Ending Balance FY 2018-19**

<b>Balance Type</b>	<b>Amount</b>
Cash	1,625,256
Accounts Receivable	30
Interest Receivable	10,999
Loans Receivable	5,990,612
Real Property Inventory	528,553
Accounts Payable	(1,315)
Unearned Revenue- Real Property	(528,553)
Unearned Revenue	(5,990,612)
<b>Ending Balance</b>	<b>\$ 1,634,971</b>

**EXCESS SURPLUS**

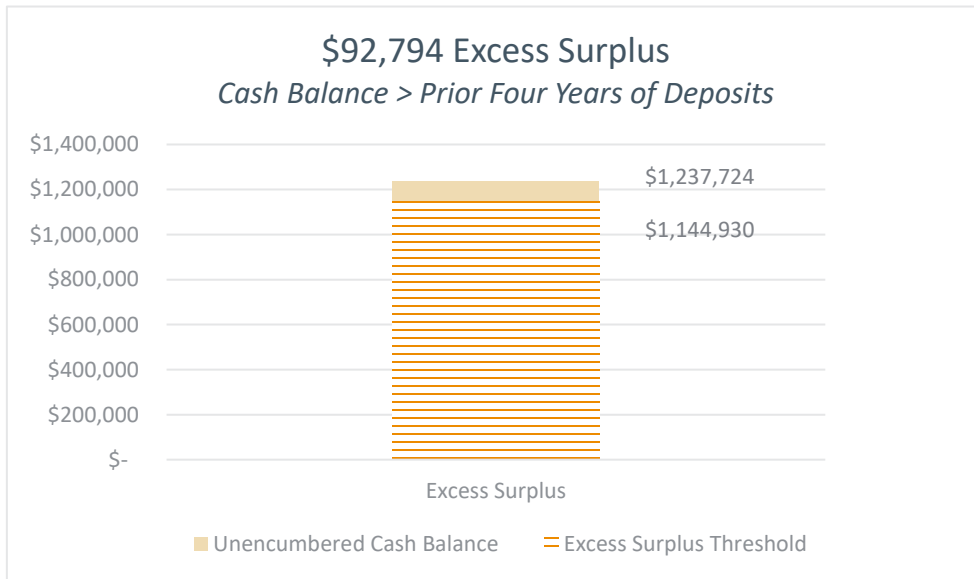
The Housing Asset Fund may not accumulate an “excess surplus”, which is an unencumbered amount that exceeds the greater of \$1 million or the sum of deposits in the prior four fiscal years. This requirement ensures that housing successors are actively spending available Housing Asset Funds on affordable housing.

Oroville had an excess surplus of \$92,794 as of FY 2018-19, as shown in Table 3.

**Table 3**  
**Excess Surplus Calculation**

Fiscal Year	2014-15	2015-16	2016-17	2017-18	2018-19
Deposits	\$ 70,152	\$ 532,501	\$ 195,980	\$ 346,297	\$ 1,394,870
FY 2018-19 Beginning Cash Balance					\$ 1,237,724
Less: Encumbered Funds					\$ -
Unencumbered Amount <sup>1</sup>					\$ 1,237,724
<b>Step 1</b>					
\$1 Million, or					\$ 1,000,000
Last 4 Deposits					\$ 1,144,930
Result: Larger Number					\$ 1,144,930
<b>Step 2</b>					
Unencumbered Cash Balance					\$ 1,237,724
Larger Number From Step 1					\$ 1,144,930
<b>Excess Surplus</b>					<b>\$ 92,794</b>

<sup>1</sup> As of July 1, 2019



Oroville will continue monitoring its deposits and fund balance to avoid any future excess surplus. Since there is currently an excess surplus, it must be expended or encumbered within three fiscal years. If the housing successor fails to comply, it must transfer any excess surplus to HCD within 90 days of the end of the third fiscal year.

## TRANSFERS TO OTHER HOUSING SUCCESSORS

There were no transfers to another housing successor entity for a joint project pursuant to HSC Section 34176.1(c)(2).

## HOUSING SUCCESSOR PORTFOLIO

The Housing Successor Portfolio includes 19 properties and 59 loans receivable transferred from the former Agency. The Portfolio had a value of \$6,519,165 as of FY 2018-19, as detailed in Table 4.

Table 4 Portfolio Value of Real Properties and Loans Receivable	
Asset	Amount
<b>Real Properties</b>	
Value of Real Properties	528,553
<i>Subtotal</i>	<i>\$528,553</i>
<b>Loans Receivable</b>	
Value of Loans Receivable	5,990,612
<i>Subtotal</i>	<i>\$5,990,612</i>
<b>Total Portfolio Value</b>	<b>\$6,519,165</b>

## PROPERTIES AND DISPOSITION STATUS

The Agency transferred 19 real properties to the City on the Housing Asset Transfer Form. Table 5 below describes each property and its current development or disposition status. As of FY 2018-19, thirteen properties have sold. The City will continue to evaluate each of the remaining six properties taking several factors into consideration, including whether it is more beneficial to develop properties to provide housing, or to receive sales proceeds to spend on affordable housing activities within the expenditure limitations set by SB 341.

**Table 5: Properties Transferred from the Former Redevelopment Agency**

<b>City of Oroville</b>				
<b>HAT Item No.</b>	<b>Address</b>	<b>Property Type</b>	<b>Statutory Value</b>	<b>Status / Desired Action</b>
<b>REMANING PROPERTIES</b>				
1	1130 Pomona Avenue	Vacant land	12,514	Transferring to Veteran's Development Corporation for Affordable Housing.
2	1550 & 1560 Veatch St.	Vacant land	3,048	Transferring to Veteran's Development Corporation for Affordable Housing.
5	3265 Glen Avenue	Single-family	110,318	Transferring to Veteran's Development Corporation for Affordable Housing.
8	33 Canyon Highlands	Single-family	71,814	In contract for LPP
17	APN 033-232-021 (Oroville Dam Blvd)	Vacant land		Considering sale, development, or donation for veteran's project
18	APN 033-232-001 (Oroville Dam Blvd & Highlands)	Vacant land		Considering sale, development, or donation for veteran's project
<b>SOLD PROPERTIES</b>				
3	1729 Boynton Avenue	Single-family	101,299	Sold on 4/12/19
4	3054 Spencer Avenue	Single-family	76,523	Sold on 12/30/16
6	1289 Robinson Street	Single-family		Sold in FY 2018-19
7	770 Robinson St.	Single-family	64,313	Sold on 7/21/16
9	2712 Spencer Avenue	Single-family	95,000	Sold through LPP in FY 2018-19
10	3027 Florence Avenue	Single-family	0	Sold on 1/25/19
11	115 Worthy Avenue	Single-family		Sold through LPP
12	218 Windward Way	Single-family	125,000	Sold through LPP
13	1800 Pine Street	Single-family	0	Sold through LPP
14	2178 Bridge St.	Single-family	0	Sold through LPP
15	2950 El Noble Ave.	Single-family	22,119	Sold through LPP
16	1930 Grant Ave.	Single-family	65,000	Sold through LPP
19	1511 Robinson St.	Vacant land	0	Sold to PEP housing to develop Orange Tree Senior Housing

## HOMEOWNERSHIP UNIT INVENTORY

Homeownership units assisted by the Housing Successor that require restrictions, covenants, or an adopted program that protects Housing Asset Fund monies can be seen in Appendix 4.

## APPENDIX 1 - HOUSING SUCCESSOR ANNUAL REPORT REQUIREMENTS

<b>Housing Successor Reporting Requirements</b> <i>Health and Safety Code Section 34176.1(f)</i>		
<b>Housing Asset Fund Revenues &amp; Expenditures</b>	<b>Other Assets and Active Projects</b>	<b>Obligations &amp; Proportionality</b>
<p>Total amount deposited in the Housing Asset Fund for the fiscal year</p> <p>Amount of deposits funded by a Recognized Obligation Payment Schedule (“ROPS”)</p>	<p>Description of any project(s) funded through the ROPS</p>	<p>Description of any outstanding production obligations of the former Agency that were inherited by the Housing Successor</p>
<p>Statement of balance at the close of the fiscal year</p>	<p>Update on property disposition efforts (note that housing successors may only hold property for up to five years, unless it is already developed with affordable housing)</p>	<p>Compliance with proportionality requirements (income group targets), which must be upheld on a five year cycle</p>
<p>Description of Expenditures for the fiscal year, broken out as follows:</p> <ul style="list-style-type: none"> <li>• Homeless prevention and rapid rehousing</li> <li>• Administrative and monitoring</li> <li>• Housing development expenses by income level assisted</li> </ul>	<p>Other “portfolio” balances, including:</p> <ul style="list-style-type: none"> <li>• Statutory value of any real property either transferred from the former Agency or purchased by the Housing Asset Fund</li> <li>• Value of loans and grants receivable</li> </ul>	<p>Percentage of deed-restricted rental housing restricted to seniors and assisted by the former Agency, the Housing Successor, or the City within the past ten years compared to the total number of units assisted by any of those three agencies</p>
<p>Description of any transfers to another housing successor for a joint project</p>	<p>Inventory of homeownership units assisted by the former Agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former Agency’s investment of monies from the Low and Moderate Income Housing Fund</p>	<p>Amount of any excess surplus, and, if any, the plan for eliminating it</p>

## APPENDIX 2 – HOUSING ASSET TRANSFER FORM

The Housing Asset Transfer Form is attached as a separate document.



## APPENDIX 3 – HOUSING ASSET FUND EXPENDITURE REQUIREMENTS

Housing Asset Fund Expenditure Requirements <i>Health and Safety Code Section 34176.1</i>		
Expense Category	Limits	Allowable Uses
<b>Administration and Compliance Monitoring</b>	<b>\$325,958 maximum</b> for FY 2018-19 (limit varies each year)	<p>Administrative activities such as:</p> <ul style="list-style-type: none"> <li>Professional services (consultant fees, auditor fees, etc.)</li> <li>Staff salaries, benefits, and overhead for time spent on Housing Successor administration</li> <li>Compliance monitoring to ensure compliance with affordable housing and loan agreements</li> <li>Property maintenance at Housing Successor-owned properties</li> </ul> <p>Capped at \$200,000 adjusted annually for inflation or 5% of the statutory value of real property owned by the housing successor and the value of loans and grants receivable from the HAT (“Portfolio”), whichever is greater.</p>
<b>Homeless Prevention and Rapid Rehousing Solutions</b>	<b>\$250,000 maximum</b> per fiscal year	<p>Services for individuals and families who are homeless or would be homeless but for this assistance, including:</p> <ul style="list-style-type: none"> <li>Contributions toward the construction of local or regional homeless shelters</li> <li>Housing relocation and stabilization services including housing search, mediation, or outreach to property owners</li> <li>Short-term or medium-term rental assistance</li> <li>Security or utility deposits</li> <li>Utility payments</li> <li>Moving cost assistance</li> <li>Credit repair</li> <li>Case management</li> <li>Other appropriate activities for homelessness prevention and rapid rehousing of persons who have become homeless.</li> </ul>
<b>Affordable Housing Development</b>	No spending limit, but must comply with income and age targets	<p>“Development” includes:</p> <ul style="list-style-type: none"> <li>New construction</li> <li>Acquisition and rehabilitation</li> <li>Substantial rehabilitation</li> <li>Acquisition of long-term affordability covenants on multifamily units</li> <li>Preservation of at-risk units whose affordable rent restrictions would otherwise expire over the next five years</li> </ul>

<b>Housing Asset Fund Expenditure Requirements</b> <i>Health and Safety Code Section 34176.1</i>		
Expense Category	Limits	Allowable Uses
	<b><i>Income Targets</i></b>	<p>Every five years (currently FYE 2020-2024), Housing Asset Funds must meet income targets:</p> <ul style="list-style-type: none"> <li>• At least 30% on extremely low income rental households (up to 30% AMI or “Area Median Income”)</li> <li>• No more than 20% on low income households (60-80% AMI)</li> </ul> <p>Moderate and above moderate income households may not be assisted (above 80% AMI).</p> <p>Failure to comply with the extremely low income requirement in any five-year compliance period will result in having to ensure that 50 percent of remaining funds be spent on extremely low income rental units until in compliance.</p> <p>Exceeding the expenditure limit for low households earning between 60-80% AMI in any five-year reporting period will result in not being able to expend any funds on these income categories until in compliance.</p>
	<b><i>Age Targets</i></b>	<p>For the prior ten years (resets every year), a maximum of 50% of deed-restricted rental housing units assisted by the Housing Successor or its host jurisdiction may be restricted to seniors.</p> <p>If a housing successor fails to comply, Housing Asset Funds may not be spent on deed-restricted rental housing restricted to seniors until in compliance.</p>

## APPENDIX 4 – HOMEOWNERSHIP UNIT INVENTORY

Table 5			
Homeownership Unit Inventory			
Program	Address	Restriction Start Date	Restriction End Date
First Time Home Buyer Program	10 Ruxton	12/30/2008	12/29/2028
First Time Home Buyer Program	Various	11/22/2008	11/21/2038
First Time Home Buyer Program	Various	11/23/2008	11/22/2038
First Time Home Buyer Program	Various	11/24/2008	11/23/2038
In-Fill Construction FT HB	Gray Street	11/25/2008	11/24/2038
In-Fill Construction FT HB	Florence Ave.	11/26/2008	11/25/2038
In-Fill Construction FT HB	Pine St	11/27/2008	11/26/2038
Landscape Improvement Program	Various	11/28/2008	11/27/2038
Landscape Improvement Program	Various	11/29/2008	11/28/2038
Landscape Improvement Program	Various	11/30/2008	11/29/2038
Landscape Improvement Program	Various	12/1/2008	11/30/2038
Landscape Improvement Program	Various	12/2/2008	12/1/2038
Landscape Improvement Program	Various	12/3/2008	12/2/2038
Landscape Improvement Program	Various	12/4/2008	12/3/2038
Landscape Improvement Program	Various	12/5/2008	12/4/2038
Landscape Improvement Program	Various	12/6/2008	12/5/2038
Landscape Improvement Program	Various	12/7/2008	12/6/2038
Landscape Improvement Program	Various	12/8/2008	12/7/2038
Landscape Improvement Program	Various	12/9/2008	12/8/2038
Landscape Improvement Program	Various	12/10/2008	12/9/2038
Landscape Improvement Program	Various	12/11/2008	12/10/2038
Landscape Improvement Program	Various	12/12/2008	12/11/2038
Landscape Improvement Program	Various	12/13/2008	12/12/2038
Landscape Improvement Program	Various	12/14/2008	12/13/2038
Landscape Improvement Program	Various	12/15/2008	12/14/2038
Landscape Improvement Program	Various	12/16/2008	12/15/2038
Landscape Improvement Program	Various	12/17/2008	12/16/2038
RDA Housing Rehabilitation Program	Grand View Dr., Boyton Ave., Bird St.	12/18/2008	12/17/2038
First Time Home Buyer Program	Various	12/19/2008	12/18/2038
First Time Home Buyer Program	Various	12/20/2008	12/19/2038
First Time Home Buyer Program	Various	12/21/2008	12/20/2038
First Time Home Buyer Program	Various	12/22/2008	12/21/2038
First Time Home Buyer Program	Various	12/23/2008	12/22/2038
First Time Home Buyer Program	Various	12/24/2008	12/23/2038

First Time Home Buyer Program	Various	12/25/2008	12/24/2038
First Time Home Buyer Program	Various	12/26/2008	12/25/2038
First Time Home Buyer Program	Various	12/27/2008	12/26/2038
First Time Home Buyer Program	Various	12/28/2008	12/27/2038
First Time Home Buyer Program	Various	12/29/2008	12/28/2038
In-Fill Construction FT HB	Various	12/30/2008	12/29/2038
In-Fill Construction FT HB	Various	12/31/2008	12/30/2038
In-Fill Construction FT HB	Various	1/1/2009	12/31/2038
Landscape Improvement Program	Various	1/2/2009	1/1/2039
Landscape Improvement Program	Various	1/3/2009	1/2/2039
Landscape Improvement Program	Various	1/4/2009	1/3/2039
Landscape Improvement Program	Various	1/5/2009	1/4/2039
Landscape Improvement Program	Various	1/6/2009	1/5/2039
Landscape Improvement Program	Various	1/7/2009	1/6/2039
Landscape Improvement Program	Various	1/8/2009	1/7/2039
Landscape Improvement Program	Various	1/9/2009	1/8/2039
Landscape Improvement Program	Various	1/10/2009	1/9/2039
Landscape Improvement Program	Various	1/11/2009	1/10/2039
Landscape Improvement Program	Various	1/12/2009	1/11/2039
Landscape Improvement Program	Various	1/13/2009	1/12/2039
Landscape Improvement Program	Various	1/14/2009	1/13/2039
Landscape Improvement Program	Various	1/15/2009	1/14/2039
Landscape Improvement Program	Various	1/16/2009	1/15/2039
Landscape Improvement Program	Various	1/17/2009	1/16/2039
Landscape Improvement Program	Various	1/18/2009	1/17/2039
Landscape Improvement Program	Various	1/19/2009	1/18/2039
Landscape Improvement Program	Various	1/20/2009	1/19/2039
Landscape Improvement Program	Various	1/21/2009	1/20/2039
RDA Housing Rehabilitation Program	Grand View Dr	1/22/2009	1/21/2039
RDA Housing Rehabilitation Program	Boyton Ave.	1/23/2009	1/22/2039
RDA Housing Rehabilitation Program	Bird St	1/24/2009	1/23/2039
RDA Housing Rehabilitation Program	Various	1/25/2009	1/24/2039
RDA Housing Rehabilitation Program	Various	1/26/2009	1/25/2039
RDA Housing Rehabilitation Program	Various	1/27/2009	1/26/2039
RDA Housing Rehabilitation Program	Various	1/28/2009	1/27/2039
First Time Home Buyer Program	Various	1/29/2009	1/28/2039
First Time Home Buyer Program	Various	1/30/2009	1/29/2039
First Time Home Buyer Program	Various	1/31/2009	1/30/2039
First Time Home Buyer Program	Various	2/1/2009	1/31/2039
First Time Home Buyer Program	Various	2/2/2009	2/1/2039
First Time Home Buyer Program	Various	2/3/2009	2/2/2039
First Time Home Buyer Program	Various	2/4/2009	2/3/2039

First Time Home Buyer Program	Various	2/5/2009	2/4/2039
First Time Home Buyer Program	Various	2/6/2009	2/5/2039
First Time Home Buyer Program	Various	2/7/2009	2/6/2039
First Time Home Buyer Program	Various	2/8/2009	2/7/2039
First Time Home Buyer Program	Various	2/9/2009	2/8/2039
First Time Home Buyer Program	Various	2/10/2009	2/9/2039
First Time Home Buyer Program	Various	2/11/2009	2/10/2039
First Time Home Buyer Program	Various	2/12/2009	2/11/2039
First Time Home Buyer Program	Various	2/13/2009	2/12/2039
First Time Home Buyer Program	Various	2/14/2009	2/13/2039
First Time Home Buyer Program	Various	2/15/2009	2/14/2039
First Time Home Buyer Program	Various	2/16/2009	2/15/2039
First Time Home Buyer Program	Various	2/17/2009	2/16/2039
First Time Home Buyer Program	Various	2/18/2009	2/17/2039
CALHOME Fund Rehabilitation Program	Various		2/18/2039
CALHOME Fund Rehabilitation Program	Various		2/19/2039
CALHOME Fund Rehabilitation Program	Various		2/20/2039
First Time Home Buyer Program	1 Bremer	1/1/2007	1/1/2057
Housing Rehabilitation Project	Various	10/23/2008	10/22/2058
Housing Rehabilitation Project	Various	10/24/2008	10/23/2058
Housing Rehabilitation Project	Various	10/25/2008	10/24/2058
Housing Rehabilitation Project	Various	10/26/2008	10/25/2058
Housing Rehabilitation Project	Various	10/27/2008	10/26/2058
Housing Rehabilitation Project	Various	10/28/2008	10/27/2058
Housing Rehabilitation Project	Various	10/29/2008	10/28/2058
Housing Rehabilitation Project	Various	10/30/2008	10/29/2058
Housing Rehabilitation Project	Various	10/31/2008	10/30/2058
Housing Rehabilitation Project	Various	11/1/2008	10/31/2058
Housing Rehabilitation Project	Various	11/2/2008	11/1/2058
Housing Rehabilitation Project	Various	11/3/2008	11/2/2058
Housing Rehabilitation Project	Various	11/4/2008	11/3/2058
Housing Rehabilitation Project	Various	11/5/2008	11/4/2058
City Housing Construction	Various	11/6/2008	11/5/2058
City Housing Construction	Various	11/7/2008	11/6/2058
City Housing Construction	Various	11/8/2008	11/7/2058
City Housing Construction	Various	11/9/2008	11/8/2058
City Housing Construction	Various	11/10/2008	11/9/2058
City Housing Construction	Various	11/11/2008	11/10/2058
City Housing Construction	Various	11/12/2008	11/11/2058
City Housing Construction	Various	11/13/2008	11/12/2058
First Time Home Buyer Program	Various	11/14/2008	11/13/2058
First Time Home Buyer Program	Various	11/15/2008	11/14/2058

First Time Home Buyer Program	Various	11/16/2008	11/15/2058
First Time Home Buyer Program	Various	11/17/2008	11/16/2058
First Time Home Buyer Program	Various	11/18/2008	11/17/2058
First Time Home Buyer Program	Various	11/19/2008	11/18/2058
First Time Home Buyer Program	Various	11/20/2008	11/19/2058
First Time Home Buyer Program	Various	11/21/2008	11/20/2058

*Note: Does not include units assisted prior to 2003-04*

DEPARTMENT OF FINANCE  
OROVILLE HOUSING ASSETS LIST  
ASSEMBLY BILL X1 26 AND ASSEMBLY BILL 1484  
(Health and Safety Code Section 34176)

Former Redevelopment Agency: Oroville Redevelopment Agency

Successor Agency to the Former Redevelopment Agency: City of Oroville

Entity Assuming the Housing Functions of the former Redevelopment Agency: City of Oroville

Entity Assuming the Housing Functions Contact Name: Bill Lagrone Title City Administrator Phone (530) 538-2235 E-Mail Address [abergstrand@cityoforoville.org](mailto:abergstrand@cityoforoville.org)

Entity Assuming the Housing Functions Contact Name: \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

All assets transferred to the entity assuming the housing functions between February 1, 2012 and the date the exhibits were created are included in this housing assets list. The following Exhibits noted with an X in the box are included as part of this inventory of housing assets:

Exhibit A - Real Property	<b>X</b>
Exhibit B- Personal Property	<b>X</b>
Exhibit C - Low-Mod Encumbrances	
Exhibit D - Loans/Grants Receivables	<b>X</b>
Exhibit E - Rents/Operations	<b>X</b>
Exhibit F- Rents	<b>X</b>
Exhibit G - Deferrals	

Prepared By: Amy Bergstrand

Date Prepared: 12/2/2019

**City of Oroville  
Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of Asset a/	Legal Title and Description	Carrying Value of Asset b/	Total square footage	Square footage reserved for low-mod housing	Is the property encumbered by a low-mod housing covenant? c/	Source of low-mod housing covenant d/	Date of transfer to Housing Successor Agency e/	Construction or acquisition cost funded with Low-Mod Housing Fund monies f/	Construction or acquisition costs funded with other RDA funds	Construction or acquisition costs funded with non-RDA funds	Date of construction or acquisition by the former RDA	Interest in real property (option to purchase, easement, etc.)
1	Land Held for Development for Low-Mod Housing	1130 Pomona Avenue	\$20,000	N/A	N/A	N/A	N/A	02/01/12	See footnote f/	N/A	N/A	04/06/04	Ownership
2	Land Held for Development for Low-Mod Housing	1550 & 1560 Veatch St.	\$87,037	N/A	N/A	N/A	N/A	02/01/12	See footnote f/	N/A	N/A	02/18/05	Ownership
3	Low-Mod Housing	1729 Boynton Avenue	\$92,000	1,329	1,329	no	N/A	02/01/12	See footnote f/	N/A	N/A	01/11/11	Ownership
4	Low-Mod Housing	3054 Spencer Avenue	\$83,400	704	704	no	N/A	02/01/12	See footnote f/	N/A	N/A	02/27/08	Ownership
5	Low-Mod Housing	3265 Glen Avenue	\$105,000	1,544	1,544	no	N/A	02/01/12	See footnote f/	N/A	N/A	08/15/08	Ownership
6	Low-Mod Housing	1289 Robinson St.	\$160,000	2,377	2,377	no	N/A	02/01/12	See footnote f/	N/A	N/A	06/22/10	Ownership
7	Low-Mod Housing	770 Robinson St.	\$93,000	1,060	1,060	no	N/A	02/01/12	See footnote f/	N/A	N/A	08/22/08	Ownership
8	Low-Mod Housing	33 Canyon Highlands	\$110,000	912	912	no	N/A	02/01/12	See footnote f/	N/A	N/A	04/12/10	Ownership
9	Low-Mod Housing	2712 Spencer Avenue	\$95,000	1,144	1,144	yes	Lease/Purchase Agreement	02/01/12	See footnote f/	N/A	N/A	10/08/03	Ownership
10	Low-Mod Housing	3027 Florence Avenue	\$102,000	1,152	1,152	yes	Lease/Purchase Agreement	02/01/12	See footnote f/	N/A	N/A	01/25/06	Ownership
11	Low-Mod Housing	115 Worthy Avenue	\$122,000	1,057	1,057	yes	Lease/Purchase Agreement	02/01/12	See footnote f/	N/A	N/A	04/17/08	Ownership
12	Low-Mod Housing	218 Windward Way	\$125,000	1,144	1,144	yes	Lease/Purchase Agreement	02/01/12	See footnote f/	N/A	N/A	01/25/08	Ownership
13	Low-Mod Housing	1800 Pine Street	\$85,000	736	736	yes	Lease/Purchase Agreement	02/01/12	See footnote f/	N/A	N/A	05/11/06	Ownership
14	Low-Mod Housing	2178 Bridge St.	\$80,000	1,320	1,320	yes	Lease/Purchase Agreement	02/01/12	See footnote f/	N/A	N/A	06/11/11	Ownership
15	Low-Mod Housing	2950 El Noble Ave.	\$90,000	960	960	yes	Lease/Purchase Agreement	02/01/12	See footnote f/	N/A	N/A	09/28/04	Ownership
16	Low-Mod Housing	1930 Grant Ave.	\$135,000	1,458	1,458	yes	Lease/Purchase Agreement	02/01/12	See footnote f/	N/A	N/A	04/29/08	Ownership
17	Land Held for Development for Low-Mod Housing	033-232-021 Orange Ave	\$23,500	N/A	N/A	N/A	N/A	02/01/12	See footnote f/	N/A	N/A	05/25/06	Ownership



18	Land Held for Development for Low-Mod Housing	033-232-001 Orange & Highlands	\$23,500	N/A	N/A	N/A	N/A	02/01/12	See footnote /f	N/A	N/A	05/25/06	Ownership
19	Land Held for Development for Low-Mod Housing	1511 Robinson St	unknown	N/A	N/A	N/A	N/A	02/01/12	See footnote /f	N/A	N/A	02/18/05	Ownership
20	Low-Mod Housing	719 High St	unknown	1,214	N/A	Yes	Lease/Purchase Agreement	02/01/12	See footnote /f	N/A	N/A	05/16/12	Restricted Covenant
21	Low-Mod Housing	194 Canyon Highlands	unknown	1,737	N/A	Yes	Lease/Purchase Agreement	02/01/12	See footnote /f	N/A	N/A	10/25/11	Restricted Covenant
22	Low-Mod Housing	3462 Argonaut Ave	unknown	1,029	N/A	Yes	Lease/Purchase Agreement	02/01/12	See footnote /f	N/A	N/A	09/28/11	Restricted Covenant
23	Low-Mod Housing	244 Grand Avenue	unknown	996	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
24	Low-Mod Housing	2966 Florence Ave.	unknown	1,046	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
25	Low-Mod Housing	2786 El Noble Ave.	unknown	1,021	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
26	Low-Mod Housing	2 Highlands Blvd.	unknown	1,307	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
27	Low-Mod Housing	134 Morningstar Ave.	unknown	1,057	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
28	Low-Mod Housing	22 Butte Woods Dr.	unknown		N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
29	Low-Mod Housing	3630 Argonaut Ave.	unknown	1,272	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
30	Low-Mod Housing	134 Nelson Ave.	unknown		N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
31	Low-Mod Housing	3495 Argonaut Ave.	unknown	912	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
32	Low-Mod Housing	860 Gardella Ave.	unknown	936	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
33	Low-Mod Housing	1645 High St	unknown	1,570	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/11	Restricted Covenant
34	Low-Mod Housing	1845 Bridge St	unknown	909	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/12	Restricted Covenant
35	Low-Mod Housing	127 Flying Cloud Dr.	unknown	1,175	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
36	Low-Mod Housing	2620 Yard St.	unknown	1,255	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
37	Low-Mod Housing	2170 Mitchell Ave.	unknown	788	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
38	Low-Mod Housing	1217 Bird St.	unknown	1,053	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
39	Low-Mod Housing	2031 Campbell Ave.	unknown	900	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
40	Low-Mod Housing	2955 Orange Ave.	unknown	1,215	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
41	Low-Mod Housing	2 La Crescenta Dr	unknown	1,125	N/A	Yes	N/A	02/02/12	See footnote /f	N/A	N/A	Prior 08/01/11	Restricted Covenant
42	Low-Mod Housing	2015 Corto St.	unknown	1,344	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
43	Low-Mod Housing	2236 Del Oro Ave.	unknown	774	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
44	Low-Mod Housing	2078 Campbell Ave.	unknown	900	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
45	Low-Mod Housing	35 La Crescenta Dr.	unknown	1,085	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
46	Low-Mod Housing	757 Gardella Ave.	unknown	1,152	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
47	Low-Mod Housing	3344 Argonaut Ave.	unknown	900	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
48	Low-Mod Housing	32 Acacia Ave.	unknown	937	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
49	Low-Mod Housing	3463 Morningside Dr.	unknown	1,441	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
50	Low-Mod Housing	55 La Crescenta Dr.	unknown	1,624	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
51	Low-Mod Housing	2721 El Noble Ave.	unknown	1,191	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
52	Low-Mod Housing	58 La Crescenta Dr.	unknown	1,270	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
53	Low-Mod Housing	941 18th St.	unknown	1,675	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
54	Low-Mod Housing	57 Jasmine Ct.	unknown	1,138	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
55	Low-Mod Housing	34 Acacia Ave.	unknown	1,137	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
56	Low-Mod Housing	90 Plata Ct	unknown	1,402	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/11	Restricted Covenant
57	Low-Mod Housing	1110 Pomona Ave	unknown	1,157	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/12	Restricted Covenant
58	Low-Mod Housing	2132 Wyandotte Ave.	unknown	1,204	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
59	Low-Mod Housing	1949 Spencer Ave.	unknown	1,438	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
60	Low-Mod Housing	61 Gaylor Ave.	unknown	1,641	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
61	Low-Mod Housing	1015 Robinson St.	unknown	1,928	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant

62	Low-Mod Housing	2428 Oro Quincy	unknown	1,777	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
63	Low-Mod Housing	2145 Spencer Ave.	unknown	924	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
64	Low-Mod Housing	1776 Boynton Ave.	unknown	2,374	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
65	Low-Mod Housing	2940 Grand View Ave.	unknown	1,260	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
66	Low-Mod Housing	3450 Ashley Ave.	unknown	1,998	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
67	Low-Mod Housing	540 Pomona Ave.	unknown	848	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
68	Low-Mod Housing	555 Pomona Ave.	unknown	1,103	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
69	Low-Mod Housing	247 Canyon Highlands	unknown	1,822	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
70	Low-Mod Housing	1445 Bridge St	unknown	1,940	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
71	Low-Mod Housing	2485 Nevada Ave.	unknown	1,000	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
72	Low-Mod Housing	2455 Nevada Ave.	unknown	1,324	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
73	Low-Mod Housing	1715/1765 High St.	unknown	unknown	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
74	Low-Mod Housing	11 Acacia Ave.	unknown	1,307	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
75	Low-Mod Housing	1900 Veatch St.	unknown	1,144	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
76	Low-Mod Housing	2991 Lower Wyandotte	unknown	1,040	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
77	Low-Mod Housing	41 Coarse Gold Rd.	unknown	1,140	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
78	Low-Mod Housing	1218 Bird St.	unknown	1,899	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
79	Low-Mod Housing	3 Sutters Mill Rd.	unknown	1,252	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
80	Low-Mod Housing	25 Oak Park Way	unknown	1,971	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
81	Low-Mod Housing	1255 Washington Ave.	unknown	2,426	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
82	Low-Mod Housing	119 Morningstar Ave.	unknown	1,092	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
83	Low-Mod Housing	1640 Hammon Ave.	unknown	1,091	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
84	Low-Mod Housing	3475 Charlene Ave.	unknown	1,998	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
85	Low-Mod Housing	42 Coarse Gold Rd.	unknown	unknown		Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
86	Low-Mod Housing	2701 Spencer Ave.	unknown	858	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
87	Low-Mod Housing	2815 Montgomery St.	unknown	520	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
88	Low-Mod Housing	17 Midway Dr.	unknown	1,200	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
89	Low-Mod Housing	650 High St.	unknown	1,826	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
90	Low-Mod Housing	72 Pine Oaks Rd.	unknown	unknown		Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
91	Low-Mod Housing	1044 Pomona Ave.	unknown	1,356	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
92	Low-Mod Housing	30 Acacia Ave.	unknown	1,272	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
93	Low-Mod Housing	105 Brookdale Ave.	unknown	1,188	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
94	Low-Mod Housing	27 Acacia Ave.	unknown	944	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
95	Low-Mod Housing	3085 Florence Ave.	unknown	1,144	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
96	Low-Mod Housing	2056 Spencer Ave.	unknown	1,296	N/A	Yes	N/A	02/01/12	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant
97	Low-Mod Housing	51 Valley View Dr.	unknown	1,200	N/A	Yes	N/A	2/1/2012	See footnote /f	N/A	N/A	Prior 08/01/10	Restricted Covenant

a/ Asset types may include low-mod housing, mixed-income housing, low-mod housing with commercial space, mixed-income housing with commercial space.

b/ The entries for "Carrying Value of Asset" are preliminary and tentative and will be verified when the Successor Agency causes to be prepared the "Due Diligence Review" required by AB 1484.

c/ For properties without covenants there will be future covenants

d/ May include California Redevelopment Law, tax credits, state bond indentures, and federal funds requirements.

e/ Transfer date is based on Resolution No. 06-12 and ABX1 26 "by operation of law" upon the effective date of the dissolution of the former RDA.

f/ Due to staffing constraints and the short window of time for preparation of this form upon release of the format by DOF, additional time is necessary to confirm construction/acquisition costs funded with Low-Mod Housing Fund monies.

Exhibit B - Personal Property

**City of Oroville**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of Asset a/	Description	Carrying Value of Asset	Date of transfer to Housing Successor Agency	Acquisition cost funded with Low-Mod Housing Fund monies	Acquisition costs funded with other RDA funds	Acquisition costs funded with non-RDA funds	Date of acquisition by the former RDA
1	Vehicle	2012 Ford Flex	\$7,500	04/30/12	\$28,475	N/A	N/A	7/19/11
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a/ Asset types any personal property provided in residences, including furniture and appliances, all housing-related files and loan documents, office supplies, software licenses, and mapping programs, that were acquired for low and moderate income housing purposes, either by purchase or through a loan, in whole or in part, with any source of funds.

**City of Oroville**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of housing built or acquired with enforceably obligated funds a/	Date contract for Enforceable Obligation was executed	Contractual counterparty	Total amount currently owed for the Enforceable Obligation	Is the property encumbered by a low-mod housing covenant?	Source of low-mod housing covenant b/	Current owner of the property	Construction or acquisition cost funded with Low-Mod Housing Fund monies	Construction or acquisition costs funded with other RDA funds	Construction or acquisition costs funded with non-RDA funds	Date of construction or acquisition of the property
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19											
20											

a/ May include low-mod housing, mixed-income housing, low-mod housing with commercial space, mixed-income housing with commercial space.

b/ May include California Redevelopment Law, tax credits, state bond indentures, and federal funds requirements.

**City of Oroville  
Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Was the Low-Mod Housing Fund amount issued for a loan or a grant?	Amount of the loan or grant	Date the loan or grant was issued	Person or entity to whom the loan or grant was issued	Purpose for which the funds were loaned or granted	Are there contractual requirements specifying the purposes for which the funds may be used?	Repayment date, if the funds are for a loan	Interest rate of loan a/	Current outstanding loan balance
1	Loan	\$80,000	5/16/2012	Please contact Successor Agency	First Time Homebuyer	Yes	05/16/42	3.90%	\$80,000
2	Loan #683	\$165,000	10/25/2011	Please contact Successor Agency	First Time Homebuyer	Yes	10/25/41	4.18%	\$140,802
3	Loan #677	\$99,000	9/28/2011	Please contact Successor Agency	First Time Homebuyer	Yes	09/28/41	4.42%	\$85,230
4	Loan #1	\$30,100	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	07/10/30	3%	\$16,363
5	Loan #33	\$30,250	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	11/28/29	8%	\$16,248
6	Loan #554	\$43,985	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	08/15/23	3%	\$16,054
7	Loan #581	\$35,279	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	11/01/23	3%	\$0
8	Loan #649	\$6,000	Prior to 08/01/10	Please contact Successor Agency	Minor Home Repair	Yes	12/01/25	3%	Foreclosed
9	Loan #16	\$10,886	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	03/20/12	6%	\$0
10	Loan #23	\$138,230	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	08/01/19	3%	\$0
11	Loan #30	\$6,900	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	05/03/14	3%	\$0
12	Loan #39	\$26,510	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	05/20/15	7%	\$0
13	Loan #54	\$50,709	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	11/01/23	3%	\$0
14	Loan #104	\$49,786	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	01/10/17	3%	\$0
15	Loan #106	\$16,778	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	03/22/04	3%	\$0
16	Loan #289	\$13,500	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	01/01/34	5%	\$0
17	Loan #298	\$17,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	11/01/09	3%	\$0
18	Loan #368	\$26,782	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	05/04/17	3%	\$0
19	Loan #389	\$5,289	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	03/24/21	5%	\$0

20	Loan #395	\$1,250	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	05/14/27	0%	\$0
21	Loan #396	\$3,355	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	05/01/09	0%	\$0
22	Loan #537	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	02/01/38	Equity Share	\$49,015
23	Loan #172	\$21,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	07/01/33	5%	\$22,387
24	Loan #209	\$7,500	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	08/01/34	5%	\$13,115
25	Loan #306	\$25,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	12/29/24	5%	\$43,137
26	Loan #328	\$25,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	08/01/35	5%	Foreclosed
27	Loan #387	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	03/17/36	Equity Share	Foreclosed
28	Loan #388	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	03/17/36	Equity Share	Foreclosed
29	Loan #400	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	05/03/36	Equity Share	\$82,918
30	Loan #401	\$42,400	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	02/26/36	5%	\$70,030
31	Loan #404	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	06/05/36	Equity Share	\$82,692
32	Loan #410	\$25,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	03/15/35	5%	\$42,877
33	Loan #412	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	11/02/35	Equity Share	\$0
34	Loan #445	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	09/29/36	Equity Share	\$70,021
35	Loan #446	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	09/29/36	Equity Share	Foreclosed
36	Loan #448	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	10/02/36	Equity Share	\$50,000
37	Loan #454	\$10,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	07/18/35	3%	\$85,126
38	Loan #464	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	12/12/36	Equity Share	\$81,390
39	Loan #474	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	01/19/37	Equity Share	\$81,130
40	Loan #477	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	02/15/37	Equity Share	\$50,000
41	Loan #488	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	04/01/37	Equity Share	\$49,944
42	Loan #503	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	06/01/37	Equity Share	\$50,000
43	Loan #509	\$7,103	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	08/01/37	Equity Share	Foreclosed

44	Loan #518	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	10/01/47	Equity Share	\$0
45	Loan #525	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	11/01/37	Equity Share	\$0
46	Loan #527	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	11/01/37	Equity Share	\$50,000
47	Loan #528	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	11/01/37	Equity Share	\$50,000
48	Loan #531	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	12/01/37	Equity Share	\$50,000
49	Loan #534	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	02/06/38	Equity Share	\$50,000
50	Loan #538	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	02/01/38	Equity Share	Foreclosed
51	Loan #542	\$96,750	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	05/01/38	Equity Share	Foreclosed
52	Loan #551	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	04/01/38	Equity Share	\$50,000
53	Loan #557	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	08/01/38	Equity Share	\$50,000
54	Loan #625	\$25,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	07/01/40	Equity Share	\$25,000
55	Loan #635	\$25,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	08/01/40	Equity Share	\$25,000
56	Loan #637	\$25,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	12/01/39	Equity Share	Paid
57	Loan #18	\$30,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	08/01/14	3%	\$37,294
58	Loan #99	\$21,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	04/12/16	3%	\$33,117
59	Loan #299	\$22,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	11/01/34	3%	\$0
60	Loan #309	\$59,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	01/26/15	3%	\$66,678
61	Loan #311	\$45,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	04/01/35	3%	\$64,244
62	Loan #314	\$14,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	05/01/15	3%	\$18,362
63	Loan #325	\$3,078	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	07/08/20	0%	\$0
64	Loan #329	\$4,500	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	07/18/20	0%	\$4,500
65	Loan #330	\$5,500	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	07/18/20	0%	Foreclosed
66	Loan #333	\$4,500	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	08/18/20	0%	Foreclosed
67	Loan #334	\$14,000	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	08/24/35	3%	\$19,820

68	Loan #350	\$4,589	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	09/21/20	0%	Foreclosure
69	Loan #352	\$4,589	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	09/28/20	0%	\$4,589
70	Loan #363	\$128,572	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	11/13/15	3%	\$388,155
71	Loan #381	\$2,864	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	03/20/21	0%	\$2,864
72	Loan #382	\$4,589	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	03/22/21	0%	\$4,589
73	Loan #385	\$2,239	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	03/23/21	0%	\$2,239
74	Loan #386	\$4,589	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	03/22/21	0%	\$4,589
75	Loan #391	\$4,664	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	08/27/25	0%	\$4,414
76	Loan #408	\$169,494	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	06/14/36	3%	\$229,599
77	Loan #419	\$5,689	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	06/27/21	0%	\$5,689
78	Loan #424	\$5,989	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	07/18/21	0%	\$0
79	Loan #436	\$104,238	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	08/28/16	3%	\$150,200
80	Loan #460	\$26,782	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	05/04/17	3%	\$0
81	Loan #507	\$5,973	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	06/27/22	0%	Foreclosed
82	Loan #510	\$4,529	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	04/14/37	0%	\$69,752
83	Loan #532	\$5,000	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	12/03/22	0%	Foreclosed
84	Loan #540	\$29,300	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	02/05/14	3%	\$37,427
85	Loan #549	\$5,973	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	11/16/22	0%	\$5,972
86	Loan #550	\$3,934	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	11/21/22	0%	\$0
87	Loan #556	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	06/01/38	Equity Share	\$50,000
88	Loan #563	\$5,489	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	10/21/23	0%	Foreclosed
89	Loan #564	\$5,439	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	10/17/23	0%	\$0
90	Loan #569	\$4,839	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	11/13/23	0%	\$4,839
91	Loan #592	\$4,440	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	05/15/24	0%	\$4,364



Item 3.

92	Loan #599	\$5,580	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	05/20/24	0%	\$0
93	Loan #602	\$4,989	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	08/17/24	0%	\$0
94	Loan #613	\$5,316	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	02/15/25	0%	\$5,316
95	Loan #629	\$5,775	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	08/27/25	0%	\$0
96	Loan #632	\$22,950	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	12/19/19	3%	\$45,235
97	Loan #639	\$5,901	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	09/21/25	0%	\$0
98	Loan #645	\$5,714	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	10/15/25	0%	\$3,100
99	Loan #646	\$5,843	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	11/17/25	0%	\$5,843
100	Loan #471	\$115,500	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	12/20/36	6.5%	Foreclosed
101	Loan #432	\$26,450	Prior to 08/01/10	Please contact Successor Agency	Rehabilitation	Yes	8/24/2023	3%	\$26,450
102	Loan #164	\$23,400	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	5/1/2030	5%	\$26,195
103	Loan #324	\$3,526	Prior to 08/01/10	Please contact Successor Agency	Landscape	Yes	7/12/2020	0%	\$3,526
104	Loan #504	\$50,000	Prior to 08/01/10	Please contact Successor Agency	First Time Homebuyer	Yes	8/1/1937	Equity Share	\$50,000
105	Loan #605	\$150,000	6/1/2008	Please contact Successor Agency	Multifamily Low-Mod Housing Development	Yes	55 years	3%	\$199,365
106	Loan #704	\$1,000,000	8/12/2012	Please contact Successor Agency	Multifamily Low-Mod Housing Development	Yes	55 years	3%	\$1,249,370
107	Loan #375	\$250,000	8/30/2004	Please contact Successor Agency	Senior/Disabled Affordable Housing	Yes	55 years	3%	\$41,251
108	Loan #652	\$1,075,000	4/5/2011	Please contact Successor Agency	Senior Affordable Housing Development	Yes	55 years	3%	\$1,266,517
109	Loan	\$660,000	6/20/2019	Please contact Successor Agency	Senior Affordable Housing Development	Yes	55 years		\$660,000

**City of Oroville  
Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of payment a/	Type of property with which they payments are associated b/	Property owner	Entity that collects the payments	Entity to which the collected payments are ultimately remitted	Purpose for which the payments are used	Is the property encumbered by a low-mod housing covenant?	Source of low-mod housing covenant c/	Item # from Exhibit A the rent/operation is associated with (if applicable)
1	Residual Receipt	Multi Family Low-Mod Housing	Oroville Pacific Associates	City of Oroville as Successor Agency to the Former RDA	City of Oroville as Successor Agency to the Former RDA	Affordable Housing Related Activities	Yes	Regulatory Agreement	105
2	Residual Receipt	Multi Family Low-Mod Housing	Oroville Pacific Associates	City of Oroville as Successor Agency to the Former RDA	City of Oroville as Successor Agency to the Former RDA	Affordable Housing Related Activities	Yes	Regulatory Agreement	106
3	Residual Receipt	Senior Disabled Low-Mod Housing	HPD Oroville Manor L.P.	City of Oroville as Successor Agency to the Former RDA	City of Oroville as Successor Agency to the Former RDA	Affordable Housing Related Activities	Yes	Regulatory Agreement	107
4	Residual Receipt	Senior Low-Mod Housing	Willow Partners LLC	City of Oroville as Successor Agency to the Former RDA	City of Oroville as Successor Agency to the Former RDA	Affordable Housing Related Activities	Yes	Regulatory Agreement	
5									
6									
7									

a/ May include revenues from rents, operation of properties, residual receipt payments from developers, conditional grant repayments, costs savings and proceeds from refinancing, and principal and interest payments from homebuyers subject to enforceable income limits.

b/ May include low-mod housing, mixed-income housing, low-mod housing with commercial space, mixed-income housing with commercial space.

c/ May include California Redevelopment Law, tax credits, state bond indentures, and federal funds requirements.

**City of Oroville  
Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of payment a/	Type of property with which the payments are associated b/	Property owner	Entity that collects the payments	Entity to which the collected payments are ultimately remitted	Purpose for which the payments are used	Is the property encumbered by a low-mod housing covenant?	Source of low-mod housing covenant c/	Item # from Exhibit A the rent is associated with (if applicable)
9	P&I	Low Mod Housing	Please contact Successor Agency staff	City	Former RDA	Enforce affordability covenant	Yes	Lease to Purchase Agreement	n/a
10	P&I	Low Mod Housing	Please contact Successor Agency staff	City	Former RDA	Enforce affordability covenant	Yes	Housing Rehabilitation Loan	n/a
11	P&I	Low Mod Housing	Please contact Successor Agency staff	City	Former RDA	Enforce affordability covenant	Yes	Housing Rehabilitation Loan	n/a
12	P&I	Low Mod Housing	Please contact Successor Agency staff	City	Former RDA	Enforce affordability covenant	Yes	Home Repair Loan	n/a
13	P&I	Low Mod Housing	Please contact Successor Agency staff	Note Servicing	Former RDA	Enforce affordability covenant	Yes	Home Buyer Loan	n/a
14	P&I	Low Mod Housing	Please contact Successor Agency staff	Note Servicing	Former RDA	Enforce affordability covenant	Yes	Home Buyer Loan	n/a
15	P&I	Low Mod Housing	Please contact Successor Agency staff	Note Servicing	Former RDA	Enforce affordability covenant	Yes	Home Buyer Loan	n/a

16	P&I	Low Mod Housing	Please contact Successor Agency staff	City	Former RDA	Enforce affordability covenant	Yes	Housing Rehabilitation Loan	n/a
17	P&I	Low Mod Housing	Please contact Successor Agency staff	City	Former RDA	Enforce affordability covenant	Yes	Home Buyer Loan	n/a
18	P&I	Low Mod Housing	Please contact Successor Agency staff	City	Former RDA	Enforce affordability covenant	Yes	Home	
19									
20									

a/ May include rents or home loan payments.

b/ May include low-mod housing, mixed-income housing, low-mod housing with commercial space, mixed-income housing with commercial space.

c/ May include California Redevelopment Law, tax credits, state bond indentures, and federal funds requirements.

Exhibit G - Deferrals

City of Oroville  
Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)

Item #	Purpose for which funds were deferred	Fiscal year in which funds were deferred	Amount deferred	Interest rate at which funds were to be repaid	Current amount owed	Date upon which funds were to be repaid
1						
2						
3						
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**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: MIKE MASSARO, CONTRACT CITY ENGINEER  
PUBLIC WORKS DEPARTMENT**

**RE: State Route 162 ATP and CMAQ Project Design – Consultant  
Selection and Contract**

**DATE: December 17, 2019**

**SUMMARY**

The Council may consider approving the selection of Mark Thomas and Co to provide design and project management services for the Grant funded State Route 162 Pedestrian/Bicycle Disabled Mobility and Safety Improvements Project.

**DISCUSSION**

This project was submitted to Caltrans under the ATP Cycle 3 competitive grant process and the project was awarded funding in 2016. The grant is intended to pay for the Design, Construction Management, and Construction of the project.

The City of Oroville has been awarded Congestion Mitigation and Air Quality (CMAQ) and Active Transportation Program (ATP) funding in the amount of \$540,000 and \$3,411,000 respectively. The CMAQ funding is intended to generate the Plans Specifications and Construction Estimate documents for this “SR162 Pedestrian/Bicycle Disabled Mobility and Safety Improvements Project”. The CMAQ funds have been allocated for Fiscal Year 2018/2019. The project is located along Hwy 162 (Oro Dam Blvd) in Oroville, California from the Feather River and HWY 70 to Foothills Boulevard. The project includes a comprehensive set of active transportation infrastructure connectivity and safety improvements.

The project is also incorporating an older Bicycle Transportation Account (BTA) Grant from 2013 that will include bike lanes and signage from Feather River Blvd to Foothills Blvd. The money remaining from the BTA project will be allocated to the ATP project design effort and provides for another \$104,000 to complete the design of both the ATP and BTA scope of work.

The ATP Project Proposals were received on June 11, 2019. Proposals were received from GHD, Inc. and Mark Thomas & Co. Both firms were invited for interview on July 23, 2019. Firms were evaluated by Public Works Supervisor, Housing Management Analyst, and the Contract City Engineer with Mark Thomas & Co receiving the highest

score. Negotiations on scope and fee were held on August 23, 2019 with Bennett Engineering's Project Manager and the City Administrator. Final scope and fee were provided on Sept. 6. 2019.

This project will be coming back to council on multiple occasions for updates and approvals. These milestones are listed below:

- Approval of RFP for construction management services
- Approval of selected construction management team
- Approval to bid the project for construction
- Approval of selected low bid contractor
- Construction progress presentation
- Construction close out presentation and final budget review

The project scope, schedule, and consultant fee for the project design are attached for review.

### **FISCAL IMPACT**

- a. Base Contract of \$580,000 with a 10% design contingency (\$58,000). All design and construction costs are reimbursable through Caltrans Department of Local Assistance via CMAQ, BTA, and ATP grant allocations. Local cost share for ATP grant was met by the CMAQ allocation to the project from BCAG. Local Transportation Fund, already allocated, is paying for grant/project management with Bennett Engineering (\$59,982).

### **RECOMMENDATIONS**

Approve the selection of Mark Thomas & Co and authorize the Mayor to sign the Contract for Design Services.

### **ATTACHMENTS**

Project Exhibit, Consultant Scope, and Fee Estimate.

## SCOPE OF WORK

Mark Thomas will follow the scope of work below for the Oroville SR 162 Pedestrian/Bicyclist/Disabled Mobility and Safety Improvements in the City of Oroville (City). In the performance of this scope of services, Mark Thomas will diligently perform this scope of work and will be responsible for items of work under this contract to the extent that issues arising from the performance of these services are within our reasonable control, and the Mark Thomas' obligation to indemnify and defend are limited to the extent actually caused by Mark Thomas in the performance of this scope of work. Mark Thomas will provide contract documents (final) design services needed to perform the tasks noted below. All reports and/or studies, renderings and exhibits, plans and specifications, calculations, etc. developed by Mark Thomas will at a minimum comply with Caltrans and the City of Oroville standards. Electronic file deliverables will be in PDF (Portable Document Format), Microsoft (MS) Word, Microsoft (MS) Excel, and/or CAD (Autodesk AutoCAD Civil 3D 2018 format).

### TASK 1. PROJECT MANAGEMENT AND DOCUMENTATION

#### Task 1.1. Project Management

This task includes project management time to manage the scope tasks below. Mark Thomas' Project Manager will plan, organize, direct and monitor project work activities and resources in accordance with contracted scope, schedule and budget. This task includes performing ongoing general project management with the client, subconsultants and stakeholders including preparing contract paperwork, monthly status reports, memo's, letters and e-mail, making phone calls and maintaining project files.

#### Task 1.2. Meetings

We will hold Project Development Team (PDT) meetings with subconsultants, City and Caltrans District 3 staff to ensure mutual understanding of the intended purposes, objectives, milestones and deliverables of the project. Mark Thomas will distribute a master Critical Path Method (CPM) schedule as a draft for review by the PDT. The draft CPM schedule will then be updated using comments received from the PDT. The CPM schedule will be updated at major project milestones and will be prepared using Microsoft Project software.

Meetings will generally be held centered on or near key project milestones. Mark Thomas will take the lead in conducting the meetings including preparation and distribution of the meeting agenda, arrangement of attendance of meeting participants, and preparation and distribution of meeting minutes, including the recap of actions to be taken prior to the next meeting. This scope assumes a PDT meeting once per month until the project is completed for a total of 12 PDT meetings. GPA will hold one (1) Kick-off meeting face to face followed by four (4) conference call meetings by phone.

#### Task 1.3. Quality Assurance/Quality Control

The Mark Thomas Quality Control plan consists of established procedures for performing the work (which are reassessed with each project), including methods for design calculations, establishing appropriate levels of design development for intermediate submittals, identification of regularly scheduled plan reviews, design checklists, and methods of project documentation. Specific methods for QA/QC will include:

- The Mark Thomas Quality Assurance Manager will perform an independent review of the project plans, estimates, and reports at each submittal for consistency, constructability, and accuracy.
- Design Technicians will use a "review stamp" for each round of changes which will track who commented on the plans, who checked the drafting, and when the final product was reviewed again by the design engineer.

Mark Thomas will implement and maintain these quality control procedures during the preparation of plans and documents throughout the project.





### **TASK 1 DELIVERABLES:**

- Meeting Agendas and Minutes (12 Meetings)
- Monthly Status Reports
- CPM Master Schedule, Updated Monthly

## **TASK 2. TOPOGRAPHIC SURVEY AND MAPPING**

### **Task 2.1. Control Surveys**

Project control will be based on the California State Plane Coordinate system (CCS83), Zone 2, and vertically based on NAVD88. Horizontal values will be derived from static GPS observations to local NGS stations. Vertical values will be established by differential level run along Oro Dam Boulevard and Olive Highway based on NGS vertical benchmarks, unless other project control and datum is provided. It is assumed set project control will not be required to go through Caltrans review.

### **Task 2.2. Record Level Right of Way Mapping**

Record research will be performed to locate recorded maps including, right of way maps, records of survey, corner records, and other official maps of record necessary to determine the right of way within the project area (approximately 3.6 miles). Right of way Lines as shown on record maps in the area will be plotted. The location of the right of way lines will be based solely on record mapping and a best fit of the line work based on the topographic data and/or monumentation found during the topographic survey. Time is not included to find physical evidence necessary to resolve the parcel lines. No Title reports or plotting of easements is included in this scope of work.

### **Task 2.3. Supplemental Topographic Surveys**

Mark Thomas will conduct topographic surveys to supplement existing topographic data provided by Ben-en and conducted by Unico. Mark Thomas will verify the provided topographic survey by collecting a sample of spot shots within the provided topographic area but assumes the topographic data provided is accurate and suitable for design and takes no liability for errors or inaccuracies in the provided topo data. If any conflicts are discovered, the design team will be notified, and a path forward will be discussed. Mark Thomas will use existing provided datum and project control.

Supplemental topographic survey will be conducted along Oro Dam Blvd. (Hwy 162) between Hwy 70 southbound ramps and Feather River Blvd. also along Olive Hwy between Lower Wyandotte Rd. and Foothill Blvd. including approximately 430 LF along Lower Wyandotte Rd., and approximately 100 LF along Lincoln St. in the City of Oroville, California.

Topographic surveys will be performed using a combination of standard cross-sectioning techniques, intermediate survey ties, break lines and spot elevations using conventional total station methods, GPS and terrestrial scanning within the project limits to generate a digital terrain model (DTM).

Surveys will be conducted in areas described above designated as the following design improvements:

- 10' Multi-use Pathway (Approx. 760 LF)
- Sidewalk Gap Closure (Approx. 3750 LF)

Surveys will be limited to existing fence line or approximate right of way, and edge of traveled way. Data collected will include back of walk, curb and gutter, edge of pavement, edge of traveled way, above ground surface visible utilities. No underground facility locating is included for this scope of work. No crown of road is included in this scope. Up to one additional shot per cross section will be collected within the roadway to produce roadway cross slopes.

## Task 2.4. Orthoimagery

Mark Thomas will coordinate with subconsultant Quantum Spatial (QSI) to establish flight control for Digital Orthophotography. QSI will adjust flight parameters to collect imagery with a native pixel size (ground sample distance) to meet 3" (7.5 cm) pixel resolution. Overall flight tolerances will be set to industry standards to support engineering accuracies and orthophotography specifications for design, utilizing the most nadir portion of each image to minimize lean effects inherent with photography. Photos will be collected during peak sun angles for the day (sun angle of  $\geq 30^\circ$ ), under clear conditions with no clouds or cloud shadows. Images will be clipped to the approximately 300 feet past the existing edge of pavement (both sides of road) within the project limits. It is assumed set flight markers will not be required to go through Caltrans review.

## Task 2.5. Utility Mapping

Mark Thomas will perform research at the City, County, State, utility companies and other agencies to obtain as-builts and record maps of the project limits. This includes preparation and mailing of the Utility "A" letter upon City approval. Mark Thomas will obtain utility mapping from utility companies and develop a utility base map. A Utility Matrix will be created to track discussions and data received from utility agencies.

Mark Thomas, with City staff, will perform a walking audit prior to concept development and 30% plans to identify anticipated ADA upgrades at intersections and driveways along the corridor. This effort will define the limits of ADA improvements to be included in the final design plans.

### TASK 2 DELIVERABLES:

- AutoCAD C3D file with planimetric and DTM
- Topographic Survey point file in ASCII (PNEZD) format
- AutoCAD C3D file with Right of Way lines
- 4-band Color Orthophotos, tiled, TIF/TFW format fixed to CCS83, Zone 2.
- Utility Base Mapping

## TASK 3. ENVIRONMENTAL STUDIES AND DOCUMENTATION

### Task 3.1. Preliminary Environmental Study (PES)

At project initiation, GPA will work closely with the design team and the City to define a project description and delineate a project study area sufficient to support the completion of the Preliminary Environmental Study (PES) form. The project description will identify the project purpose and need, project objectives, project components, project location, and timing of the project. GPA will perform a review of available information to ensure that all pertinent information related to the existing site is considered.

Once all the necessary information is gathered and reviewed, GPA will prepare a PES Form and provide it to the City for their submittal to Caltrans. It is anticipated that Caltrans will require a field review of the project site during the PES process, which GPA will attend.

### Task 3.2. NEPA Technical Studies

The following technical studies are anticipated to be required from Caltrans through the NEPA process. If Caltrans identifies the need for preparation of additional technical studies as part of the PES and/or Caltrans review process, GPA will complete these studies under a separate scope of work.

#### Task 3.2.1. Visual Impact Assessment Technical Memorandum



**SR 162 PEDESTRIAN/BICYCLIST/DISABLED MOBILITY  
AND SAFETY IMPROVEMENTS PROJECT**

City of Oroville

GPA assumes that the project will have negligible impacts on visual resources and that a Visual Impact Assessment (VIA) Technical Memorandum will be the appropriate level of documentation to support the NEPA analysis. The VIA Memo will be prepared in accordance with the Caltrans SER. The memo will describe the existing visual setting and analyze visual impacts resulting from the project. GPA will summarize the results of the analysis in a technical memorandum that will outline the existing setting, project impacts, and recommended minimization measures, if necessary. GPA assumes that visual simulations will not be required for the project.

**Task 3.2.2. Temporary Occupancy Memo (Section 4f)**

As the project includes the addition of a bicycle path to connect to an existing path, if required by Caltrans, a Section 4(f) Temporary Occupancy Technical Memorandum (for signature by the Parks Department, or whichever local agency maintains the bike path) would be required in order to document that the project would not adversely affect the existing bike path. GPA will draft the required notification for the Parks Department as well as a template letter for signature. Caltrans District 3 will contact the Parks Department in order to obtain concurrence.

**Task 3.2.3. Initial Site Assessment**

Crawford & Associates, Inc. (CAInc) will provide an Initial Site Assessment (ISA) to evaluate the project corridor and adjacent properties for evidence of recognized environmental conditions (RECs) and/or potential RECs that may significantly impact the project. Crawford & Associates will coordinate and obtain the following permits necessary to complete our field work: City Encroachment Permit. We assume that the City of Oroville will waive their encroachment permit fee.

**Task 3.2.4. Location Hydraulic Study Form and Summary Floodplain Encroachment Report**

Preliminary research has identified that a portion of the project (i.e., the bicycle path connection) would be located within a 100-year flood zone and is also within a Central Valley Flood Protection Board “Designated Floodway”. Because of this, it is anticipated that a Location Hydraulic Study (LHS) and Summary Floodplain Encroachment Report (SFER) would be required for the project. As part of the GPA Team, Avila and Associates will provide services to complete an LHS and SFER for the proposed project in accordance with 23 CFR 650.113. The GPA team will transmit the draft reports to Caltrans on behalf of the City, respond to one round of Caltrans comments, and coordinate with Caltrans to obtain Caltrans approval and signatures on the final reports.

**Task 3.3. Notice of Exemption/Categorical Exemption**

It is assumed that the project would qualify as categorically exempt from CEQA under either CEQA Guidelines Section 15301: Existing Facilities or Section 15304 Minor Alterations to Land. GPA will prepare a Notice of Exemption (NOE) for the City’s use in documenting the categorical exemption after project approval. The NOE will include all elements as required pursuant to CEQA Guidelines Section 15062 and will include supporting documentation demonstrating the project’s compliance with the requirements of a CEQA CE. GPA assumes that City will file the NOE with the Butte County Clerk’s Office and pay applicable fees. GPA will file the NOE with the California State Clearinghouse.

**TASK 3 DELIVERABLES:**

- One (1) electronic copy and two (2) hard copies of the PES.
- One electronic copy and up to one hard copy will be provided of the Visual Impact Assessment Technical Memorandum.
- One electronic copy and one hard copy of the Section 4(f) Temporary Occupancy Technical Memorandum
- Draft and Final Initial Site Assessment (ISA)
- One (1) electronic copy and two (2) hard copies of the LHS and SFER
- One (1) electronic copy of the Notice of Exemption and supporting documentation for City’s use in filing with the Butte County Clerk’s Office. One (1) electronic copy of the Notice of Exemption filed with the California State Clearinghouse.



## TASK 4. PUBLIC AND STAKEHOLDER OUTREACH

Mark Thomas and AIM will assist the City with the public outreach associated with the project.

### Task 4.1. Stakeholder Database and Outreach Management

AIM will provide strategic advice and counsel, review study materials and reports, and monitor team communications. In addition, AIM will attend a project kick-off meeting in person and up to four regular Project Design Team (PDT) meetings by phone. AIM will develop and maintain a stakeholder database throughout the project's duration. This database will include stakeholder name, contact information as well as the preferred method of contact and potential key concerns and/or areas of study interest. AIM will work with the City and other consultants on the team to further identify key stakeholders.

### Task 4.2. Public Workshops (2)

AIM will facilitate, plan, and coordinate two public workshops throughout the project's duration. AIM will secure the workshop venues, which will be located in and near the project area, develop a run of show for the workshops, and provide all workshop supplies. In coordination with the City and design team, AIM will design and develop informational materials to present and obtain input on proposed active transportation improvements. These materials may include but are not limited to board displays, fact sheets, comment cards, and sign-in sheets. Attendees will be asked to sign in and provide their contact information and will be added to the notification distribution list. AIM will record all comments and questions from the workshop and take photographs. AIM will then provide the City and project team with a comprehensive summary of the workshops.

AIM will develop and implement a comprehensive notification plan to ensure each public workshop is well-advertised by partnering with key stakeholders including local schools and businesses. AIM will also coordinate with the City and their existing communication channels to disseminate information and ensure that the community is informed throughout the study's duration. AIM will design and develop notification materials which may include but are not limited to electronic flyers and posters, social media content, and webpage updates.

### Task 4.3. Property Owner Coordination Meetings

AIM will plan and coordinate up to six (6) focus group meetings with adjacent property owners nearby the project area. The focus group meetings will take place early on in the project process and provide an opportunity for the City and design team to introduce the project and discuss access points, driveway locations, and potential opportunities and challenges as they relate to proposed active transportation improvements in the area. AIM plans to schedule the focus group meetings over the course of several days.

AIM will schedule and coordinate the meeting venues, which will be located in and near the project area and provide a meeting supplies checklist for the City to use. In coordination with the City and project team, AIM will design and develop an agenda, facilitation plan, and informational project fact sheet for the City to use at the meetings. The City and Mark Thomas will be responsible for attending and facilitating the meetings, as well as providing all printed materials, equipment, and supplies.

### Task 4.4. City Council Presentations

Mark Thomas, along with the City of Oroville, will coordinate and prepare a presentation to the City Council. This task includes time to prepare presentation and any visual aids needed for meeting.

## TASK 5. UTILITY COORDINATION

## Task 5.1. Prepare Conflict Mapping

Mark Thomas will build on the coordination performed in Task 2.3, which includes:

- Utility “B” Letter – Maps showing the utility mapping and the proposed improvements will be sent to the utility companies for verification.
- Utility “C” Letter – Final plans along with a letter will be sent to the utility companies showing the existing utilities and the final design.



## Task 5.2. Utility Coordination Meetings

Based on utility conflict mapping, Mark Thomas will coordinate meetings with utility owners to determine the correct conflict resolution. Utilities along the corridor consist of overhead joint utility poles, underground gas, water, and storm drains. We will work with the utility owner to determine liability and time frame on relocations.

## Task 5.3. Prepare Caltrans LAPM Utility Certification Documentation

In order for the City to obtain their right of way certification for their E76, they must complete the Caltrans LAPM Utility Coordination Process, and all forms associated with it. Mark Thomas will complete the Notice to Owner, Report of Investigation, and any Utility Agreements needed for all utilities within the limits of the project corridor. Mark Thomas will coordinate this utility package with Caltrans and ensure that everything is included that is needed to receive a signed right of way certification before bidding.

### TASK 5 DELIVERABLES:

- Utility “B” Letters
- Utility “C” Letters
- Notice to Owner (14-D)
- Report of Investigation (14-E)
- Utility Agreements (14-F), if required for any relocations

## TASK 6. PLANS, SPECIFICATIONS AND ESTIMATE

### Task 6.1. Preliminary Design

We will prepare preliminary (30%) concept plans for the Project based on Caltrans and City standards and guidelines. The concept plans will include review of design features (such as lane widths, bike lane locations, buffer widths, sidewalk gap closures, mid-block crossing treatments, intersection modifications, and preferred trail alignments) and will be shared with the City for feedback. Refinements will be made during the PS&E task. Plan sheets will be prepared at 1”=40’.

#### Task 6.1.1 Storm Water Data Report

Mark Thomas will prepare a Storm Water Data Report summarizing the Project impacts to water quality, general minimization measures, and recommended best management practices (BMPs). The report will address only the impacts from the roadway improvements, and will utilize current Caltrans standard checklists.

#### Task 6.1.2 Roadway Drainage Memo

Mark Thomas will prepare a Roadway Drainage Memo that will summarize the findings from the Storm Water Data Report and provide recommended drainage inlet spacing and spreadwidth calcs for the Project.

### TASK 6 DELIVERABLES:

- 30% Concept Plans
- Storm Water Data Report
- Roadway Drainage Memo

### Task 6.2. 65% PS&E

Mark Thomas team will build upon the 30% plans and prepare draft construction documents for the Project using Caltrans and City standards and guidelines. The PS&E package will be submitted to the City for review. The plans will include the following sheets:

DESCRIPTION	SCALE	SHEET COUNT
Title Sheet	n/a	1
Typical Cross Sections	n/a	2
Key Map and Control	n/a	1
Project Control	n/a	1
Layouts	1"=40'	13
Temporary Water Pollution Control	1"=40'	13
Construction Details	Varies	4
Drainage and Utility Plans	1"=40'	13
Drainage and Utility Profiles	1"=10'	4
Drainage and Utility Details	Varies	4
Traffic Handling Plans	1"=10'	13
Traffic Handling Quantities	n/a	1
Signing and Striping Plans	1"=40'	13
Signing and Striping Quantities	n/a	1
Summary of Quantities	n/a	1
Electrical Plans, Quantities and Details	Varies	8
<b>Total Roadway Sheets</b>		<b>93</b>

**Task 6.3. 95% PS&E**

Following the 65% PS&E submittal, the Mark Thomas team will revise the plans based on comments from the City and Caltrans. Mark Thomas will prepare the contract documents using the City’s standard boilerplate. This task will include the effort needed to obtain final design approval and produce the final construction documents.

**Task 6.4. 100% PS&E**

Following the 95% PS&E submittal, the Mark Thomas team will revise the plans based on comments from the City and Caltrans. Final plans, specifications, and estimate will be produced for bidding purposes.

**Task 6.5. Request for Authorization Package**

Mark Thomas will prepare/complete Caltrans local assistance procedure form 3-D, Request for Authorization to Proceed with Construction. Additional local assistance forms required as a part of form 3-D will also be completed and combined for the project to create the RFA Package to submit to Caltrans. The City will assist Mark Thomas in providing information needed to complete the forms.

**TASK 6 DELIVERABLES:**

- Preliminary Concept Plans (30%) - Full Size PDF’s or Hard Copies as Needed
- Plans (65%, 95%, 100% Submittals) – Full Size PDF’s or Hard Copies as Needed
- Special Provisions (95% and 100%) – MS Word
- Construction Cost Estimate (60%, 95%, and 100%) – MS Excel
- Request for Authorization for Construction Package (all required forms)





## TASK 7. PERMITTING

### Task 7.1. Permits to Enter and Construct

It is anticipated that Permits to Enter and Construct (PTE's) will be required along the project corridor. From previous project experience, sidewalk gap closures usually require driveway reconstruction in order to tie into adjacent properties. Mark Thomas will require PTE's to enter parcels outside the right of way in order to construct new project improvements. Mark Thomas will support the City in acquiring signed PTE's by providing exhibits and letters for the City to send.

### Task 7.2. Caltrans Encroachment Permit(PEER)

Mark Thomas will prepare a PEER document for project approval of the improvements along the SR 162 corridor. It is assumed that one (1) round of plan review will be needed to have the PEER document approved.

### Task 7.3. CPUC Coordination

The SR 162 corridor has a grade separated crossing with Union Pacific Rail Road (UPRR) between Veatch Street and Lincoln Street, where SR 162 crosses underneath the rail line. Any modifications do the existing lane widths and striping (including adding bike lanes) will require coordination with the California Public Utilities Commission (CPUC) and UPRR. Modifications will require an approval using the GO 88-B Request Form. Mark Thomas will create exhibits and coordinate with CPUC and UPRR on the project and will obtain a signed Request Form for the crossing modifications.

### Task 7.4. CVFPB Encroachment Permit

According to information provided by the CVFPB and its staff, the Feather River is a Designated Floodway (DF) that has been adopted by the CVFPB, without a federal levee. Encroachments within 300 feet of a DF require a CVFPB Encroachment Permit. Construction of bicycle/pedestrian trails from SR 162 to existing trails in Riverbend Park may require a CVFPB Encroachment Permit. To support acquisition of an Encroachment Permit, GPA will an application package for submittal to CVFPB, which would include:

- 3615 Form – Application for a Central Valley Flood Protection Board Encroachment Permit;
- 3615a Form – Environmental Assessment Questionnaire for Applications for Central Valley Flood Protection Board Encroachment Permits;
- Regional and Vicinity Maps;
- Photos of project site;
- CEQA documentation.

Following submittal of the Application Package, GPA will coordinate with CVFPB to respond to questions and support their issuance of the Encroachment Permit. It is anticipated that issuance of the Encroachment Permit would take up to one year from the time that the Application Package was submitted to CVFPB.

### TASK 7 DELIVERABLES:

- Property Impact Exhibits/Signed Permit to Enter and Construct
- GO-88B Application
- Caltrans Encroachment Permit (PEER Process)
- CVFPB Encroachment Permit Application

## TASK 8. BIDDING AND CONSTRUCTION ASSISTANCE

### Task 8.1. Bidding Assistance

We will provide assistance to the City during the bidding process of the project. Work may include answering bid inquiries from prospective bidders, attending pre-bid meetings, and preparing addenda to the PS&E documents during the advertisement period. Mark Thomas has provided a “budget” amount to be used on a time and materials basis as requested by the City. Any time spent beyond this budget will require a contract amendment.

### Task 8.2. Construction Assistance

We will provide assistance to the City during construction of the project. The work may include responding to Requests for Information (RFIs) by the contractor, providing consultation and interpretation of the contract documents, preparing Contract Change Orders (CCOs), reviewing shop drawings, and attending construction meetings and field visits. Mark Thomas has provided a “budget” amount to be used on a time and materials basis as requested by the City. Any time spent beyond this budget will require a contract amendment.

### Task 8.3. As-Built Drawings

Upon completion of construction and during project closeout, Mark Thomas will prepare record drawings from a redlined set (provided by the City) documenting revisions to the final conformed bid set for City records.

#### TASK 8 DELIVERABLES:

- Record Drawings (As-Built) in Electronic Format

## OPTIONAL TASKS

### Optional Task 6.2.1 Signal Modification at SR 162/Feather River Blvd

Y&C will obtain electronic base plans and as-built signal plan for the Oro Dam Blvd (SR 162)/Feather River Blvd intersection from Mark Thomas and verify them in the field. Based on the obtained information, Y&C will prepare 65%, 95%, and 100% traffic signal modification plans, specifications, and cost estimates (PS&E) for the SR 162/Feather River Blvd intersection, which will reflect widening on the southwest corner to add an eastbound RT lane.

### Optional Task 6.2.2 Signal Modifications for Upgrading Detection Loops, APS's, and Push Buttons

Y&C will obtain electronic base plans and as-built signal plan for the following intersection from Mark Thomas and verify them in the field:

- SR 70 SB Off-ramp/SR 162 (Oro Dam Road)
- SR 70 NB Off-ramp/SR 162
- SR 162/5<sup>th</sup> Street
- SR 162/Veatch Street
- SR 162/Lincoln Street
- SR 162/Meyer Street
- SR 162/Washington Ave-Olive Hwy
- Oro Dam Rod/Oroville Quincy Hwy
- Olive Hwy (SR 162)/Medical Center Drive
- Olive Hwy/Lower Wyandotte Rd



- Olive Hwy/Foothill Blvd

Based on the obtained information, Y&C will prepare 65%, 95%, and 100% traffic signal modification plans, specifications, and cost estimates (PS&E) for these intersections. The signal modifications will include installation of Type D detector loops for bike lanes and vehicle lanes to pick up bike detection (or using video detection system if approved by Caltrans), upgrade pedestrian pushbutton assemblies (PBA) to accessible pedestrian signals (APS), upgrade pedestrian signal heads to “count-down” type, and re-install PBA posts/conduits/pull boxes due to construction of curb ramps. It is assumed that all existing major mastarm signal poles will remain.

## ASSUMPTIONS AND EXCLUSIONS

- PTE'S Will be letters only. Mark Thomas will not negotiate or discussion compensation.
- Potholing may be required to install new drainage facilities for the project. It is assumed that Mark Thomas can prepare utility base mapping and determine the need for potholing at a later date.
- As-builts will be provided by City/Caltrans.
- PEER Project Approval. A Project Report is not assumed at this time.
- No SWPPP/SMARTS Support needed from Mark Thomas
- Design Files for BTA Project Provided by City.
- The City will be responsible for securing the workshop venues, including obtaining insurance certificates.
- The City will responsible for printing and distributing all notification materials such as fliers and posters, as well as posting social media updates to the City's existing communication channels.
- No hydraulic modeling will be completed as part of the proposed project.
- No insurable structures will be impacted by the proposed project.
- Assume that the project will not cause a significant encroachment into the floodplain or a change in the water surface elevation. No FEMA coordination, or Conditional Letter of Map Revision (CLOMR) will be required.
- No Central Valley Flood Protection Board (CVFPB) coordination will be required.
- Avila will complete and sign the forms for items 3, 4, 5, 7 and 9 of the Location Hydraulic Study Report. Others will sign 1, 2, 6 and 8.
- The project area is outside of a federal levee and authorization from U.S. Army Corps of Engineers 408 Division would not be required. The Encroachment Permit would be processed and approved under CVFPB's Executive Officer Delegation and would not require full Board hearing and approval. Hydrology and Hydraulic Analysis would not be required. If a Local Maintaining Agency (LMA) has jurisdiction over the project site, the LMA would endorse the encroachment without conditions.
- Phase 2 ADL testing is not included in this scope. This item will be revisited upon completion of the ISA.
- No title reports will be required.
- No traffic control required for topographic surveys.
- No boundary resolution is included with this scope



**OROVILLE CITY COUNCIL  
STAFF REPORT**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: MIKE MASSARO, CONTRACT CITY ENGINEER  
PUBLIC WORKS DEPARTMENT**

**RE: State Route 162 ATP and CMAQ Project Design – Consultant  
Selection and Contract**

**DATE: December 17, 2019**

**SUMMARY**

The Council may consider approving the selection of Mark Thomas and Co to provide design and project management services for the Grant funded State Route 162 Pedestrian/Bicycle Disabled Mobility and Safety Improvements Project.

**DISCUSSION**

This project was submitted to Caltrans under the ATP Cycle 3 competitive grant process and the project was awarded funding in 2016. The grant is intended to pay for the Design, Construction Management, and Construction of the project.

The City of Oroville has been awarded Congestion Mitigation and Air Quality (CMAQ) and Active Transportation Program (ATP) funding in the amount of \$540,000 and \$3,411,000 respectively. The CMAQ funding is intended to generate the Plans Specifications and Construction Estimate documents for this “SR162 Pedestrian/Bicycle Disabled Mobility and Safety Improvements Project”. The CMAQ funds have been allocated for Fiscal Year 2018/2019. The project is located along Hwy 162 (Oro Dam Blvd) in Oroville, California from the Feather River and HWY 70 to Foothills Boulevard. The project includes a comprehensive set of active transportation infrastructure connectivity and safety improvements.

The project is also incorporating an older Bicycle Transportation Account (BTA) Grant from 2013 that will include bike lanes and signage from Feather River Blvd to Foothills Blvd. The money remaining from the BTA project will be allocated to the ATP project design effort and provides for another \$104,000 to complete the design of both the ATP and BTA scope of work.

The ATP Project Proposals were received on June 11, 2019. Proposals were received from GHD, Inc. and Mark Thomas & Co. Both firms were invited for interview on July 23, 2019. Firms were evaluated by Public Works Supervisor, Housing Management Analyst, and the Contract City Engineer with Mark Thomas & Co receiving the highest

score. Negotiations on scope and fee were held on August 23, 2019 with Bennett Engineering's Project Manager and the City Administrator. Final scope and fee were provided on Sept. 6. 2019.

This project will be coming back to council on multiple occasions for updates and approvals. These milestones are listed below:

- Approval of RFP for construction management services
- Approval of selected construction management team
- Approval to bid the project for construction
- Approval of selected low bid contractor
- Construction progress presentation
- Construction close out presentation and final budget review

The project scope, schedule, and consultant fee for the project design are attached for review.

### **FISCAL IMPACT**

- a. Base Contract of \$580,000 with a 10% design contingency (\$58,000). All design and construction costs are reimbursable through Caltrans Department of Local Assistance via CMAQ, BTA, and ATP grant allocations. Local cost share for ATP grant was met by the CMAQ allocation to the project from BCAG. Local Transportation Fund, already allocated, is paying for grant/project management with Bennett Engineering (\$59,982).

### **RECOMMENDATIONS**

Approve the selection of Mark Thomas & Co and authorize the Mayor to sign the Contract for Design Services.

### **ATTACHMENTS**

Project Exhibit, Consultant Scope, and Fee Estimate.



## CITY OF OROVILLE STAFF REPORT

**TO:                   MAYOR REYNOLDS AND CITY COUNCIL MEMBERS**

**FROM:               BILL LAGRONE, CITY ADMINISTRATOR**

**RE:                   PUBLIC SAFETY DIRECTOR EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF OROVILLE AND JOE DEAL**

**DATE:                DECEMBER 17, 2019**

### **SUMMARY**

The Council will consider an employment agreement between the City of Oroville and Joe Deal for the position of Public Safety Director for the City of Oroville.

### **DISCUSSION**

The Council has previously interviewed and discussed the appointment of a new Public Safety Director, for the past two months. The City Charter requires the City to have a Police Chief and Fire Chief. Interim Chief Joe Deal has been in the capacity as the Interim since July of 2019. Chief Deal is learning the role and performing at acceptable level for a person at his level of experience. The Council has been pleased with Interim Chief Deal's performance.

Applications were accepted from "in house" applicants earlier this year. Interim Chief Deal was the only internal candidate that applied for the position. Interim Chief Deal was interviewed and received the recommendation of the Council for permanent placement into the position of Public Safety Director.

Staff has prepared a contract to make Interim Chief Deal the permanent Chief, filling the position of Assistant City Administrator – Public Safety. The terms of the contract include a starting salary of \$124,965.00 for a term of three years. If approved the contract will be December 18, 2019 to December 18, 2022. In June of 2022 If Deal wishes to continue the contract, he must submit a letter asking the Council for a two-year extension. The Council would have to consider the letter and respond within 30 days to continue the contract. Please review the attached proposed contract for additional details of the contract. The contract is consistent with contracts for Assistant City Administrators.

### **FISCAL IMPACT:**

Funding will come for the Public Safety Department Budget. The Public Safety Director position is fully funded for fiscal year 2019/2020



**RECOMMENDATION:**

Adopt Resolution No. 8825 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND JOE DEAL TO SERVE AS ASSSITANT CITY ADMINISTRATOR - PUBLIC SAFETY (PUBLIC SAFETY DIRECTOR) – (Agreement No. 3290).

**OROVILLE CITY COUNCIL  
RESOLUTION NO. 8825**

**A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND JOSEPH DEAL**

**(Agreement No. 3290-1)**

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

1. The Mayor is hereby authorized and directed to execute an Amendment to the Employment Agreement between the City of Oroville and Joseph Deal. The Agreement is attached hereto as Exhibit "A".
2. The City Clerk shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting held on December 17, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Chuck Reynolds, Mayor

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Bill LaGrone, City Clerk

**EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF OROVILLE AND JOSEPH DEAL**

(AGREEMENT 3290)

The employment agreement ("Agreement") is made and entered into on December 17, 2019, by and between the City of Oroville ("City") and Joseph Deal ("Deal") to be effective December 18, 2019, both of whom understand as follows:

**WHEREAS**, City desires to employ the services of Deal as its Assistant City Administrator – Public Safety Department; and

**WHEREAS**, it is the desire of the City Council ("Council") of the City to provide certain benefits, to establish certain conditions of employment and to set working conditions for Deal; and

**WHEREAS**, Deal desires to be employed as the Assistant City Administrator – Public Safety Department of City.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree that the Agreement supersedes in total any prior employment agreements or Memorandum of Understandings between the parties, and further agree as follows:

**Section 1. Duties:**

City hereby agrees to employ Deal as Assistant City Administrator – Public Safety Department of City to perform the functions and duties specified for the position in the City Charter, Municipal Code of the City and such other legally permissible and proper duties and functions as the Council shall from time to time assign him.

**Section 2. Term; Termination; Severance Compensation:**

- A.** The term of this Agreement shall be effective December 18, 2019 and shall continue until December 18, 2022, at which time Deal may request a two (2) year extension of this contract. On or before June 18, 2022, Deal shall give written notice to City if he wishes to extend the agreement on the same terms and conditions. Thereafter the Council shall determine, within 30 days, whether or not it wishes to continue and/or extend the agreement and shall give written notice to Deal of its decision. If the Council approves the continuation and/or extension, the parties shall meet in an effort to agree upon the terms of a new or extended agreement. If the Council disapproves the continuation and/or extension, or if the parties fail to agree upon the terms of a new or extended agreement, this Agreement shall terminate as outlined above, and thereafter Deal shall not be entitled to any compensation except for any accrued vested benefits as listed above.
- B.** If Deal resigns his position as Assistant City Administrator – Public Safety Department before the expiration date of the initial or any extended term of this Agreement; Deal shall give City a sixty (60) day written notice in advance to City. In such event, Deal shall not be entitled to the severance compensation provided for in Section 2.C of this Agreement. The City

Administrator, in concurrence with the Council, may reduce the required notice to not less than thirty (30) days without penalty should Deal make such request.

- C. City may terminate this Agreement at any time with or without cause. If the City discharges Deal from his position, without cause, as Assistant City Administrator – Public Safety Department, the City shall pay Deal a lump-sum cash payment equal to six (6) month's salary. In addition, Deal shall also be compensated for all vested accrued leave time, which is currently defined as all accumulated and unused vacation and Public Safety leave. However, in the event Deal is discharged for cause or for conviction of a crime, City shall have no obligation to pay any severance compensation except for any vested benefits. In any event, if the City chooses to terminate the agreement, Deal shall have the opportunity to retire from City employment through PERS, in lieu of termination.

### **Section 3. Random Drug Testing Policy:**

Deal agrees to comply with the City of Oroville's Substance Abuse Policy Statement, as outlined in the City of Oroville's Policy and Procedures.

### **Section 4. Non-Industrial Injury/ Illness:**

If Deal becomes permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued leave, City shall have the option to terminate the Agreement, subject to the severance pay provisions of Section 2. C.; provided, however City shall be required to comply with the provisions of the Americans with Disabilities Act and the Californian Fair Employment and Housing Act.

### **Section 5. Salary:**

City agrees to place Deal at Step B of the Assistant City Administrator salary schedule, an annual base salary of **\$124,965**, upon the effective date noted above and payable at the same time and manner as other Council Appointed Employees of the City are paid.

### **Section 6. Performance Evaluation:**

The Council shall direct the City Administrator to complete a performance evaluation of Deal by December 1<sup>st</sup> of each year of the contract and during any extension period of the contract and upon the Council's concurrence with the satisfactory review, Deal may receive a salary adjustment of up to one step of the salary schedule for his base salary, for an overall evaluation of 'M' or better. Such review and evaluation shall be in accordance with specific criteria developed jointly by the City Administrator and Deal. Such criteria may be added to or deleted from, as the City Administrator may determine from time to time, in consultation with Deal. The City Administrator's evaluation of Deal will be shared with the Mayor and Council. The Mayor and Council may add additional comments to Deal's final evaluation.

**Section 7. Hours of Work; Administrative Leave:**

Deal shall be employed on a full-time basis, and for optimal customer service should perform such work, during normal business hours. However, it is recognized that Deal shall be required to devote a great deal of time outside of normal office hours on business of City, and to that end he shall be allowed to take 85 hours per calendar year of Administrative Leave, unless City and Deal agree upon an alternate amount of leave (which shall be documented in writing). Such leave may be taken only upon approval of the City Administrator. Deal shall have the option to cash out up to twenty (20) hours of administrative leave per calendar year.

**Section 8. Bereavement Leave:**

When compelled to be absent from work by reason of death of an immediate family member, or where death appears imminent, Deal shall be entitled to receive up to five (5) days Bereavement Leave, which shall not be charged against his sick leave. Before taking such leave, Deal shall notify, in writing, the City Administrator of the time of absence needed and the expected date of return to work.

The immediate family is defined as spouse; natural, step or legal child; parent; brother; sister; grandparent; grandchild; mother-in-law or father-in-law.

**Section 9. Automobile Allowance:**

City shall provide an automobile to Deal suitable for his use while performing his duties as the Assistant City Administrator – Public Safety Department or compensate him if no vehicle is available at the rate of \$300.00 per month in compliance with Internal Revenue Regulation Section 1.274.5T(k)(6).

**Section 10. Vacation and Sick Leave:**

Deal shall continue to accumulate sick leave at the rate of one (1) workday for each month of employment. Deal shall be permitted to accumulate an unlimited amount of sick leave.

Deal shall accumulate vacation leave at the rate of fifteen (15) working days of vacation per year. Deal shall be permitted to accumulate an unlimited amount of vacation leave.

**Section 11. Medical, Vision, Life, Disability and Dental Insurance:**

The City shall pay one hundred percent (100%) of the premiums for Medical, Dental, Vision, Long-Term Disability and Life Insurance for Deal and his eligible dependents.

**Section 12. Holidays: Deal is authorized to celebrate the following holidays:**

- |                           |                                       |
|---------------------------|---------------------------------------|
| 1. New Year's Day         | 7. Labor Day                          |
| 2. Martin Luther King Day | 8. Veteran's Day                      |
| 3. Lincoln's Birthday     | 9. Thanksgiving Day                   |
| 4. President's Day        | 10. The Day After Thanksgiving Day    |
| 5. Memorial Day           | 11. Last Workday Before Christmas Day |
| 6. Independence Day       | 12. Christmas Day                     |

Deal shall be compensated for each holiday at the straight time compensation rate.

**Section 13. Technology Fee:**

City shall provide a technology allowance to Deal in the amount of \$100/month to compensate him for the use of her private cell phone and laptop/tablet for City business.

**Section 14. Uniform Allowance:**

On the first pay period in December, and each first pay period in December thereafter; Deal shall receive an annual clothing allowance of \$1,000.00. This will constitute the clothing allowance for the following calendar year. This increase recognizes the need to maintain two distinct and separate uniforms

The City agrees to provide Deal with the following uniform insignia:

- 1) Patches - up to 12 sets per year as needed
- 2) Pins - as needed
- 3) Badge

**Section 15. Retirement:**

Deal will pay 12% of the employee share of his CalPERS retirement contribution upon commencement of this agreement. In the event that any legislation mandates that the employee share increase above 12% during the term of this agreement or any extensions, Deal and City agree to negotiate terms for the implementation of any increase.

The City will continue to provide the single highest year benefit calculation and the 1959 Survivor Benefit at the 4<sup>th</sup> level for Deal.

**Sick Leave Conversion at the Time of Retirement:**

Upon regular retirement from the City of Oroville, Deal shall have the option to convert his unused sick leave balance to CalPERS service credit. In the alternative, Deal may convert his unused sick leave balance to a dollar value account at the rate of one month premium for each three (3) days of accrued but unused sick leave remaining on the books at the date of retirement to pay premiums for medical, dental and vision insurance. Deal may also elect to split his unused sick

leave between the CalPERS service credit and dollar value account for insurance, subject to CalPERS requirements.

If Deal elects to convert his unused sick leave to a dollar value account to pay for medical, dental and vision insurance and it becomes exhausted, Deal shall have the option of continuing medical, dental and vision insurance coverage at his own expense, consistent with current City policy and Federal law. If, after his retirement, Deal becomes deceased before his dollar value account has been completely utilized, the remaining benefits shall be available to the surviving eligible family members.

**Section 16. Deferred Compensation Plan:**

The City shall provide a Deferred Compensation Plan for Deal. The City shall contribute 3% of Deal's base salary to Deal's Deferred Compensation Plan. In addition, the City shall match the first 2% that Deal contributes to Deal's Deferred Compensation Plan.

**Section 17. Outside Employment:**

During the term of the Agreement, and any extensions thereof, Deal shall only accept outside employment that involves teaching or training related to his profession and any existing agreements. Any outside employment shall not interfere with Deal's duties as while employed by the City and no other outside employment of any kind or character is permitted without having first obtained the prior approval of the Council.

**Section 18. Dues and Subscriptions:**

City agrees to budget for and to pay for professional dues and subscriptions of Deal necessary for his continuation and full participation in national, regional, state and local associations and organizations as are desirable for his continued professional participation, growth and advancement, and for the good of the City; provided, however, the amount of such dues and subscriptions shall not exceed the amount appropriated therefore in the annual budget.

**Section 19. Professional Development:**

- A. City agrees to budget for and to pay for travel and subsistence expenses of Deal for professional and official travel, meetings, and occasions to continue the professional development of Deal, and to adequately pursue necessary official functions for City and such other national, regional, state and local governmental groups and committees thereof which Deal serves as a member; provided, however, the amount of such travel and subsistence shall not exceed the amount appropriated therefore in the annual budget.
- B. City also agrees to budget for and to pay for travel and subsistence expenses of Deal for short courses, institutes and seminars that are necessary for his professional development, and for the good of the City; provided, however, the amount of such travel and subsistence shall not exceed the amount appropriated therefore in the annual budget.

**Section 20. General Expenses:**

City recognizes that certain expenses of a non-personal and generally job-affiliated nature shall be incurred by Deal, and hereby agrees to reimburse or to pay such general expenses up to an amount not to exceed the amount provided for such purposes in the Public Safety's portion of the annual City budget. The Finance Department is hereby authorized to disburse such monies in accordance with adopted City expense reimbursement policies.

**Section 21. Civic Club Membership:**

City recognizes the desirability of representation in and before local civic and other organizations, and Deal is authorized to become a member of such civic clubs or organizations. During the term of the agreement, City, at its sole discretion, may elect to pay some or all of Deal's civic club membership expenses.

**Section 22. Indemnification:**

In addition to the requirements of state and local law, City shall defend, save harmless, and indemnify Deal against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Deal's duties as Assistant City Administrator – Public Safety Department, except for any civil action or proceeding brought against Deal for actual fraud, corruption or actual malice. City, at its sole discretion, shall compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

**Section 23. Bonding:**

City shall bear the full cost of any fidelity or other bonds required of Deal under any law or ordinance.

**Section 24. Other Terms and Conditions of Employment:**

It is understood and agreed by City and Deal that Deal is an "at will" employee of the City appointed by the Council under the provisions of the City Charter. As such, Deal serves at the pleasure of City and is not subject to the provisions of the City of Oroville Personnel Rules and Regulations.

**Section 25. Notices:**

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- A. TO CITY: Mayor, City of Oroville, 1735 Montgomery Street, Oroville, CA 95965
- B. TO DEAL: Joseph Deal at his permanent residence address on record with the City of Oroville

Alternatively, notices required pursuant to this Agreement may be personally served to the same persons as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.



**Section 26. General Provisions:**

- A. The text herein shall constitute the entire agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Deal.
- C. This Agreement shall not be assigned by Deal or City.
- D. This Agreement shall not be modified without the written consent of Deal and City.
- E. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

Approved by the City Council of the City of Oroville at a meeting held December 17, 2019.

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

**CITY OF OROVILLE**

**JOSEPH DEAL**

\_\_\_\_\_  
Charles Reynolds, Mayor

\_\_\_\_\_  
Joseph Deal,  
Assistant City Administrator –  
Public Safety Department

**APPROVED AS TO FORM:**

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



## CITY OF OROVILLE STAFF REPORT

**TO: MAYOR REYNOLDS AND CITY COUNCIL MEMBERS**  
**FROM: KAROLYN J. FAIRBANKS, CITY TREASURER**  
**RE: INVESTMENT POLICY ADOPTION FOR 2020**  
**DATE: DECEMBER 17, 2019**

### **SUMMARY**

The Council will consider adopting the Investment Policy for the City of Oroville.

### **DISCUSSION**

California Government code states that the Treasurer may annually render to the City legislative body a Statement of Investment Policy for consideration at a public meeting. There are no changes from the 2019 policy.

### **FISCAL IMPACT**

None

### **RECOMMENDATION**

Adopt Resolution No. 8826 - A RESOLUTION AUTHORIZING ADOPTION OF AN INVESTMENT POLICY FOR THE CITY OF OROVILLE FOR 2020.

### **ATTACHMENTS**

1. Resolution No. 8826
2. Investment Policy

**CITY OF OROVILLE  
RESOLUTION NO. 8826**

**A RESOLUTION OF THE OROVILLE CITY COUNCIL ADOPTING THE INVESTMENT  
POLICY FOR THE CITY OF OROVILLE FOR 2020**

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

- a. The Council adopts the Investment Policy for 2020.
- b. The City Clerk shall attest to the adoption of the Resolution.

**PASSED AND ADOPTED** by the Oroville City Council at a regular meeting on December 17, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
CHUCK REYNOLDS, MAYOR

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Bill LaGrone, City Clerk

# City of Oroville Statement of Investment Policy 2020

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## City of Oroville Statement of Investment Policy

- 1.0 Policy:** The City of Oroville (the City) shall invest public funds in such manner as to comply with all federal, state and local statutes; insure prudent money management; provide for daily cash flow requirements; and meet the objectives in priority order of safety, liquidity and return on investment.
- 2.0 Scope:** This Investment Policy covers all financial assets under the direct authority of the City. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the state of California. The covered funds, and any new funds created by the City, unless specifically exempted by this policy, are defined in the City's Comprehensive Annual Financial Report.
- 3.0 Prudence:** The standard of prudence to be used shall be the prudent investor standard and shall be applied in the context of managing the overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- 3.1 Any investment official exercising his or her assigned authority with due diligence and prudence in accordance with the written procedures and the Investment Policy will not be held personally liable for any individual investment losses or for total portfolio losses provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 4.0 Objectives:** The primary objectives of investment activities in order of priority shall be:
- 4.1 *Safety:* Safety of principal is the prime objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- 4.2 *Liquidity:* The City's investment portfolio shall be structured in a manner which strives to time the maturity of securities with cash requirements to remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.

4.3 *Return on Investments:* The City shall attempt to obtain a reasonable return after basic requirements of safety and liquidity have been met.

**5.0 Delegation of Authority:** Authority to manage the investment program is derived from the City Charter, City Code and the Government Code of the State of California. Management responsibility for the investment program is hereby delegated to the Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls and procedures. The City Council shall appoint someone to act only in the absence of the Treasurer. The Treasurer has the authority to sign all contracts related to the investment of public funds.

5.1 **Investment Procedures:** The Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. The procedures should include reference to safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer and approved by the legislative body.

**6.0 Ethics and Conflicts of Interest:** Officers, employees, elected and appointed officials involved in the investment process shall act responsibly as custodians of the public trust; avoid any transaction that might impair the public confidence or the City's ability to serve the citizens; refrain from personal business activities that could conflict with proper execution of the investment program or could impair their ability to make impartial investment decisions and abide by the City's adopted Conflict of Interest Code incorporated by reference into this Investment Policy.

**7.0 Authorized Financial Dealers and Institutions:** To promote the optimum yield on the investment of City funds, investment procedures shall be designed to encourage competitive bidding on transactions from approved financial institutions or broker-dealers.

7.1 All broker/dealers who desire to become qualified for investment transactions must supply the following:

- 7.1.1 Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
- 7.1.2 Proof of FINRA certification
- 7.1.3 Proof of state registration
- 7.1.4 Completed broker/dealer questionnaire (Not applicable to

- Certificate of Deposits)
- 7.1.5 Certification of having read and understood and agreeing to comply with the City's investment policy
- 7.1.6 Evidence of adequate insurance coverage
- 7.2 All financial institutions who desire to become depositories must supply the following:
  - 7.2.1 Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
  - 7.2.2 Proof of state registration
  - 7.2.3 Certification of having read and understood and agreeing to comply with the City's investment policy
  - 7.2.4 Evidence of adequate insurance coverage

**.8.0 Authorized Investments:** The Treasurer may invest city funds in the following instruments as specified under Section 53601 et seq., of the California Government Code, as now read or hereafter amended, and as further limited in this policy. In the case of bond proceeds permissible investments are limited to those specified in the bond documents in accordance with Section 5922 of the Government Code or other applicable laws. Investments in Deferred Compensation funds are limited to those investments allowed under Section 53609 of the Government Code.

- 8.1 Except as provided above, the following investments are Authorized, as further limited herein:
  - 8.1.1 Obligations of the U.S. Government, its agencies, or Instrumentalities – Maximum 100%
  - 8.1.2 Time Certificates of Deposits - Maximum 30%. Deposits should not exceed two year maturity. Deposits will be collateralized or insured in accordance with the investment policy and placed with nationally or state chartered banks, a savings association and/or a state or federal credit union, not to exceed \$1,000,000 with one institution.
  - 8.1.3 Local government investment pools - Maximum 100%. Investments will be made in accordance with laws and regulations governing these funds.
  - 8.1.4 Repurchase agreements - Maximum 20%. Must be fully Collateralized at 110%, have a maturity of no more than ten days, and will only be with primary dealers of the Federal Reserve Bank who have long term debt rated at AAA by Moody's or Standard and Poor.
  - 8.1.5 Passbook Savings Account Demand Deposits - Maximum 50%. Deposits must be insured if under FDIC limit allowed by law, collateralized if over that limit, and not exceed \$1,000,000 with one institution.
  - 8.1.6 SEC Registered Money Market/Mutual Funds - Maximum 15%. Funds must consist of instruments permitted under

Sections 53601 and 53635 of the Government Code.

- 8.1.7 Bankers' Acceptance - Maximum 30% and have a maturity of no longer than 180 days.
- 8.1.8 Investments held separately. Investment of bond funds will be made in conformance with the trust indenture for each issue. Such funds will be held separately when required.
- 8.2 If repurchase agreements are legal and authorized by policy, a Master Repurchase Agreement must be signed with the bank or dealer.

**9.0 Review of Investment Portfolio:** The securities held by the City must be in compliance with Section 8.0 Authorized and Suitable Investments at the time of purchase. To assure subsequent compliance, the Treasurer shall at least quarterly review the portfolio to identify any securities that do not comply and establish procedures to report to the City critical incidents of noncompliance.

**10.0 Investment Pools/Mutual Funds:** Governmental sponsored pools and/or mutual funds should be carefully reviewed prior to investing and should be monitored on an ongoing basis. Requisite information on the pool includes a statement of investment policy and objectives, a list of allowable investments, disclosure regarding settlement and safeguarding of investments, description of securities pricing (fair value) and whether GASB 31 compliant, an explanation of interest calculations and distributions plus fee disclosures, deposit and withdrawal restrictions, and disclosure of audit findings and reports.

**11.0 Collateralization:** Investments in time certificates of deposit shall be fully insured up to the maximum allowed by law by the Federal Deposit Insurance Corporation, the National Credit Union Share Insurance Fund, or the Federal Savings and Loan Insurance Corporation, as appropriate. Investments in time certificates of deposit in excess of the maximum amount allowed by law shall be properly collateralized. Section 53652 of the California Government Code requires that the depository pledge securities with market value of at least 10% in excess of the City's deposit as collateral in government securities. The City Treasurer is responsible for entering into deposit contracts with each depository. Collateral for investments in Repurchase agreements must consist of U. S. Treasury obligations or U. S. Agency obligations. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest.

**12.0 Safekeeping and Custody:** All security transactions, including collateral for repurchase agreements shall be conducted on a delivery versus payment (DVP) basis. Securities will be held by a third party custodian, or in the case of bond proceeds the Trustee, designated by the Treasurer and evidenced by safekeeping receipts.



- 13.0 Diversification:** The purpose of diversification is to reduce the overall portfolio risks while attaining market average rates of return. The maximum allowable percentage of investments in any one category will be diversified as required by law, or as provided by this policy, whichever is lower. In addition, with the exception of U.S. Treasury securities and the Local Agency Investment Fund, no more than 50% of the total portfolio will be vested in a single security type or with a single financial institution (excluding demand deposits and bond proceeds if allowed by the bond trustee).
- 14.0 Maximum Maturities:** No investment shall be made with a maturity of more than three (3) years unless the Governing Body specifically authorizes the investment. As a general rule the City will not invest in securities maturing more than two (2) years from date of purchase unless they represent reserve funds or other monies set aside to satisfy long term needs such as capital accumulation funds. To the extent possible, investment maturities will be matched against anticipated cash flow requirements.
- 15.0 Internal Control:** The City shall establish an annual process of independent review by the external auditor. This review will provide internal control by assuring compliance with policies and procedures.
- 16.0 Performance Standards:** The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and the cash flow needs. The basis used by the Treasurer to determine whether market yields are being achieved shall be to identify a comparable benchmark to the portfolio investment duration.
- 17.0 Reporting:** The Treasurer shall provide a monthly report to the City Council regarding investment activity and returns on all portfolios which provide a clear picture of the status of the current investment portfolio. The report shall include: Type of investment, issuer, purchase date, date of maturity, amount of deposit or cost of the investment, face value of securities, current market value of securities, rate of interest and interest earnings. If any of the funds are managed by a contracted party, a description shall be included in the report. The report shall be reviewed and signed by the Treasurer, the Director of Finance and the City Administrator.
- 18.0 Investment Policy Adoption:** In accordance with Section 53646(a) of the California Government Code, the Treasurer may render annually to the City legislative body a Statement of Investment Policy for consideration at a public meeting. The City's Investment policy and any modifications shall be adopted by Resolution of the Oroville City Council. Any State Law changes during the year are automatically incorporated into this policy.

**19.0 Glossary:** Because this policy is available to the public as well as the governing body, a glossary of related terminology is a part of the policy.

## Glossary

**Accrued Interest.** Interest earned but not yet received.

**Agencies.** Federal Agency securities and/or Government-sponsored enterprises.

**Arbitrage.** Generally, transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a difference in prices in the two markets.

**Asked.** The price at which securities are offered.

**Bankers' Acceptances (BA's).** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Basis point.** One basis point is one hundredth of one percent (.01).

**Benchmark.** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**Bid.** The price offered by a buyer of securities.

**Bond.** A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows including periodic interest payments and a principal repayment.

**Bond Equivalent Yield (BEY).** An annual yield, expressed as a percentage, describing the return provided to bond holders. A bond equivalent yield is double the simple interest, semiannual yield.

**Book value.** The value at which a debt security is shown on the holder's balance sheet. Book value is the cost less amortization of premium or accretion of a discount.

**Broker.** A broker brings buyers and sellers together for a commission.

**Certificate of Deposit (CD).** A deposit of funds in a bank or savings and loan

association for a specified term that earns interest at a specified rate or rate formula.

**Collateral.** Securities, evidence of deposit or other property, which a borrower pledges for repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**Commercial Paper.** Unsecured short-term promissory notes issued by corporations, with maturities ranging from 2 to 270 days, which may be sold on a discount basis or may bear interest. Firms with lower ratings or without well known names usually back their commercial paper with guarantees or bank letters of credit.

**Comprehensive Annual Financial Report (CAFR).** The official annual financial report of the City. It includes combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principles (GAAP).

**Corporate Medium Term Notes.** Unsecured promissory notes issued by corporations operating within the United States. The notes are in the one to five year maturity range.

**Coupon.** The annual rate of interest that a bond's issuer promises to pay the bond holder on the bond's face value. Also, a certificate attached to a bond evidencing interest due on a payment date.

**Credit Risk.** The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Current Yield (Current Return).** The interest paid on an investment expressed as a percentage of the current price of the security. Current yield is only accurate for investments purchased at par.

**Custody.** The service of an organization, usually a financial institution, of holding (and reporting) a customer's securities for safekeeping. The financial institution is known as the custodian.

**Dealer.** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account -

**Debenture.** A bond secured only by the general credit of the issuer.

**Delivery versus Payment (DVP).** Delivery of securities with a simultaneous exchange of money for the securities.

**Derivatives.** Financial instruments whose return profile is linked to, or derived

from, the movement of one or more underlying index or security, and may include a leveraging factor; or financial contracts based upon noticed amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**Discount.** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**Discount Securities.** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, (e.g., U. S. Treasury Bills).

**Diversification.** Dividing investment funds among a variety of securities, offering independent returns.

**Duration.** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**Federal Credit Agencies.** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g. S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**Federal Deposit Insurance Corporation (FDIC).** A federal agency that insures bank deposits, currently up to \$250,000 per entity. **Federal Funds Rate.** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB).** Government sponsored wholesale banks which lend funds and provide correspondent banking service to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**Federal National Mortgage Association (FNMA or Fannie Mae).** A federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. FNMA is a private stockholder-owned corporation and assumes and guarantees that all security holders will receive timely payment of principal and interest. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are highly liquid and are widely accepted.

**Federal Open Market Committee (FOMC),** Consists of seven members of the

Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**Federal Reserve System.** The central bank of the United States which consists of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members.

**Government National Mortgage Association (GNMA or Ginnie Mae).** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FHA mortgages.

**Interest Rate.** The annual yield earned on an investment, expressed as a percentage.

**Liquidity.** The quality of an asset that permits it to be converted quickly into cash without a significant loss in value.

**Local Agency Investment Fund (LAIF).** A special fund in the State Treasury which local agencies may use to deposit funds for investment and for reinvestment. Each agency is currently limited by LAIF to an investment of \$50 million.

**Marketability.** The measure of ease with which a security can be sold in the secondary market.

**Market Risk.** Defined as market value fluctuations due to overall changes in the general level of interest rates structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

**Market Value** - The price at which a security is trading and could presumably be purchased or sold.

**Master Repurchase Agreement.** A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower

**Maturity Date.** The date upon which the principal or stated value of an investment

becomes due and payable.

**Money Market.** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

**Mutual Fund.** An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the Securities and Exchange Commission (SEC) disclosure guidelines.

**Offer.** The price asked by a seller of securities.

**Open Market Operations.** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**Portfolio.** Collection of securities held by an investor.

**Primary Dealer.** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks, and a few unregulated firms.

**Principal.** The face amount or par value of a debt instrument.

**Prudent Person Standard.** A standard of conduct where a person acts with care, skill, prudence, and diligence when investing or reinvesting.

**Qualified Public Depositories.** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of the state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**Rate of Return.** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Repurchase Agreement (RP or REPO).** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on

a fixed date. The security buyer in effect lends the seller money for the period of the agreement, and the terms of the agreement are structured to compensate him for this.

**Reverse Repurchase Agreement (Reverse REPO).** A reverse-repurchase agreement involves investor borrowing cash from a financial institution in exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar to a repo, the purpose of entering into a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a borrowing.

**Safekeeping.** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**Securities & Exchange Commission (SEC).** Agency created by Congress to protect investors in securities transaction by administering securities legislation.

**Secondary Market.** A market made for the purchase and sale of outstanding issues following the initial distribution.

**Treasury Bills.** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**Treasury Bonds.** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. government and having initial maturities of more than ten years.

**Treasury Notes.** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

**Trustee.** A Bank designated as the custodian of funds and the official representative for bondholders. In this capacity, the trustee is responsible for enforcing the bondholder's contract with the issuer.

**Uniform Net Capital Rule.** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**Yield.** The rate of annual income return on an investment, expressed as a

percentage. Income yield is obtained by dividing the current dollar income by the current market price for the security. Net yield or yield to maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

*Item 6.*





# CITY OF OROVILLE STAFF REPORT

**TO: MAYOR REYNOLDS AND CITY COUNCIL MEMBERS**

**FROM: BILL LAGRONE, CITY ADMINISTRATOR**

**RE: ASSISTANT COMMUNITY DEVELOPMENT SERVICES DIRECTOR JOB DESCRIPTION AND SALARY SCEHUDULE**

**DATE: DECEMBER 17, 2019**

## SUMMARY

The Council may consider approving the job description and salary schedule for the Assistant Community Development Services Director and authorize staff to advertise for applications for this position.

## DISCUSSION

The City has been operating on a skeleton structure at all levels, this includes at the executive leadership level. The executive leaders of the City have either left for other employment or been laid off due to budget constraints. Earlier this year the Council authorized the restructuring of the Executive Leadership of the City. The Council authorized the position of Assistant City Administrator – Community Development Services. Staff has advertised for this position and Council has interviewed candidates. Unfortunately, no candidate has been hired for this position.

In order to ensure succession of leadership staff is recommending the addition of a new position. The new structure would allow the Council to hire an individual who is qualified but inexperienced and allow for an adequate training period for this person to assume the role of Assistant City Administrator – Community Development Services. A job description is attached to this report for Council review. Below is a proposed salary schedule.

### Proposed Salary Schedule:

A	B	C	D	E	F	G	H
\$84,370	\$88,590	\$93,020	\$97,672	\$102,555	\$107,683	\$113,067	\$118,720

## FISCAL IMPACT

Fiscal impact is to be determined based upon the agreement the Council authorizes

**RECOMMENDATION**

Adopt job description and salary schedule for Assistant Development Services Director.

Authorized Staff to advertise for the new position and return to Council with a list of applicants for the Council to interview.

## **Assistant Community Development Services / Planning / Public Works / and Building Director**

### **DEFINITION**

To plan, coordinate, direct and review the operations and activities of the Department of Public Works and the Planning and Building Divisions, including land development review; public facility engineering; construction and maintenance of streets, storm drains, sewer systems and public utilities; municipal airport, City building, equipment and fleet maintenance; to ensure departmental compliance with all applicable laws, regulations and standards; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Community Development Services Director and City Administrator and policy direction from the Mayor and City Council.

Exercises direct supervision over public works, planning, parks and trees, sewer and building departmental staff.

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

Plans, directs, reviews and evaluates the activities, programs and projects of the Department of Public Works and the Planning and Building Division.

Develops and implements policies, procedures, goals, objectives, priorities and work standards for the departments.

Interprets and ensures departments compliance with all federal, state and local laws and regulations, City policies and procedures, and standards of quality and safety.

Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.

Selects, assigns, supervises, motivates and evaluates the performance of departmental personnel; provides for staff training and development opportunities; implements disciplinary and termination processes.

Reviews and evaluates reports of subordinate staff for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Directs and reviews the work of contract consultants providing assistance to the departments; reviews or prepares related requests for proposals and contracts.

Assist in developing and manages the departmental budgets; monitors and approves all purchase payment orders; prepares and administers grants for special programs and projects

Assist in identifying City needs and priorities for specific public works projects, planning projects and building activities; develops and updates short- and long-range goals and capital improvement plans.

Ensures the availability of adequate equipment, vehicles, materials and supplies for Public Works, Planning and Building projects.

Confers with and provides professional and technical assistance to City Council, City Administrator and other staff on matters related to Public Works, Planning and Building functions.

Coordinates departmental activities with those of other departments and divisions, agencies and private groups as appropriate.

Represents the department at City Council, Commission, Board, other City and community meetings; may serve on various committees, boards and commissions as directed by the Community Development Services Director.

Receives and responds to public inquiries, requests for assistance and complaints regarding departmental projects and activities.

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

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

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Departmental policies, procedures and standards related to public works maintenance and construction projects, planning and building division projects and activities.

Pertinent federal, state and local laws, regulations, codes and ordinances.

Administrative principles and methods, including goal setting and planning.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Research methods and sources of information related to public works, planning and building operations.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Principles and practices of modern office management, communications and effective employee and public relations.

Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Interpret, analyze and apply pertinent federal, state and local laws, codes, ordinances, rules and regulations pertaining to department administration and operations.

Develop, implement and interpret goals, objectives, policies, procedures and work standards

Analyze complex problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Read and understand complex plans, specifications and blueprints.

Exercise sound, independent judgment within general policy guidelines.

Select, supervise, train and evaluate staff.

Prepare and administer a comprehensive budget.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Prepare, verify, analyze and reconcile complex records, reports and recommendations.

Establish and maintain effective working relationships with those contacted in the course of work.

Gain cooperation through discussion and persuasion and facilitate the resolution of difficult political and controversial issues.

Represent the City effectively in meetings with others.

Interpret complex departmental projects and programs to the public.

**Experience:**

Two years in a responsible supervisory position involving the design, construction and maintenance of public works facilities, preferably in a local government jurisdiction is desired but not required.

**Education:**

Bachelor's degree from an accredited college or university with major coursework in a related field is preferred. A combination of experience and education can be accepted as fulfillment of this requirement.

**Additional Requirements:**

Possession of a valid California driver's license.

**TYPICAL WORKING CONDITIONS**

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

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work primarily in an office environment; some outdoor work is required in the inspection of various land use developments, construction sites and public works facilities. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document**



## CITY OF OROVILLE STAFF REPORT

**TO: OROVILLE CITY COUNCIL**

**FROM: LIZ EHRENSTROM, HUMAN RESOURCE MANAGER**

**RE: CONSIDER AND APPROVE A JOB DESCRIPTION FOR GIS INTERN  
AND AUTHORIZE HIRING FOR THE POSITION**

**DATE: DECEMBER 17, 2019**

### **SUMMARY**

The City Council will consider and adopt a job description for a Geographic Information Systems (GIS) Intern and authorize staff to hire for the position.

### **DISCUSSION**

The City Council will consider the adoption of the attached GIS Intern job description and authorize staff to hire for the position.

The planning staff would like to hire a GIS intern to help with the processing of GIS activities to include GPS collection of infrastructure data, GIS data entry, and archiving historical City documents, etc. The intern would work approximately 20-40 hours per week and earn \$13/hr.

### **FISCAL IMPACT**

Not to exceed \$20,000. Appropriations are budgeted from various departments.

### **RECOMMENDATION**

Approve the attached job descriptions for GIS Intern and authorize staff to hire for the position.

### **ATTACHMENTS**

GIS Intern Job Description

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS) INTERN**

### **DEFINITION**

The GIS intern is a student or a recent graduate from a local college or high school who is interested in learning about City GIS and how local Government works.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Administrator or his/her designee.

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

Supporting IT staff with data collection, data entry, and data editing.

Tasks might include collection geographic data related to sewer and storm drain infrastructure, GIS data entry and editing, document scanning, etc. Interface with other departments, including Building, Public Works, Housing, GIS, Code Compliance, City Clerk, Airport.

### **Experience:**

Familiar with ArcGIS, ArcGIS Collector, MS Word, Excel, Outlook (Office 365), Google Maps, Internet and archive research skills.

### **Education:**

Any course work or degree from an accredited college, university or high school in GIS, planning, engineering, public or business administration or a closely related field.

### **Additional Requirements:**

Possession of a valid California Class C Driver License

### **TYPICAL WORKING CONDITIONS**

Approximately half of the workload will be conducted outside with a GPS enabled tablet and the other half will typically be performed in a normal office environment. Occasionally work is performed outdoors, possibly exposing employee to traffic and construction hazards, adverse weather conditions, wetness and humidity, above-average noise, air contaminants, fumes and dust.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office and field inspection duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and



writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**



## CITY OF OROVILLE STAFF REPORT

**TO: MAYOR REYNOLDS AND CITY COUNCIL MEMBERS**

**FROM: BILL LAGRONE, CITY ADMINISTRATOR**

**RE: AUTHORIZATION TO AWARD CONTRACT FOR JANITORIAL SERVICE  
AT CITY HALL**

**DATE: DECEMBER 17, 2019**

### **SUMMARY**

The Council may award a contract for Janitorial services for City Hall to Pro Line Cleaning Services Inc., in an amount not to exceed \$1625.00 per month or \$19,500 annually.

### **DISCUSSION**

City Hall is a point of service facility for the residents, business associates and other professional visitors to the City of Oroville. The building is old and is a component of our history and our heritage. The fact that it should be a source of pride is all the more reason to clean it carefully and make sure that it is presentable to the City and a desirable place for our community to visit.

There has been no professional cleaning service for City Hall or the Council Chambers for many years. The cleaning is usually done by staff as time permits. Staff will usually stop their normal work and do the necessary cleaning to help keep their workplace and our City Hall clean. To improve the cleanliness of City Hall, staff requested and was given, permission to release a request for proposal for professional janitorial services at the September 17, 2019 City Council meeting.

The cost for this service was advertised in the Oroville Mercury Register for public notice and posted at the front of the Oroville City Hall. The bid includes twice a week cleaning to include labor and materials. Four (4) bids was received by the closing date for the public bid process. The bids ranged from a high bid of \$3,410.00 per month to a low of \$1,250.00 per month. See attached bid opening sheet for a list of all bids.

The low bidder was The Janitorial Company at \$1,250.00 per month. The Janitorial Company was awarded this contract at the November 5, 2019. Unfortunately, the Janitorial Company was unable to provide the services as described in their bid. The Janitorial Company has been notified that the City has terminated our agreement due

to the lack of performance. The next lowest bidder was Pro Line Cleaning Services. Staff has met with Pro Line and reviewed the bid. The owner of Pro Line has assured staff his company is able to meet and exceed our needs.

**FISCAL IMPACT**

Cost of service per month of \$1,625.00 for an annual total of \$19,500.00. A total of \$20,000 was budgeted for this item.

**RECOMMENDATION**

Authorize Staff to award the bid and sign a contract for janitorial services at City Hall, with Pro Line Cleaning Services Incorporated.

**ATTACHMENTS**

1. Submitted Bid forms

BID FORM  
SERVICES

JANITORIAL

Total Cost Part A		\$ _____
TOTAL COST FOR SERVICES PER MONTH		\$ _____ 1,250 . 00
<p>Total Cost for Services per month will be  <u>One Thousand Two Hundred and Fifty Dollars</u></p> <p style="text-align: right;">(This entry must be written out)</p>		

The undersigned has checked carefully all of the above figures and understands that the City Council shall not be responsible for any error or omissions on the part of the undersigned in making up this bid.

In case of a discrepancy between words and figures, the words shall prevail.

The undersigned hereby certifies that this bid is genuine and not a sham or collusive, or made in the interest of or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

The City reserves the right to reject any or all bids. The City reserves the right to delete or award all or part of the bid.

It is agreed that this bid may not be withdrawn for a period of forty-five (45) days from the opening thereof.


The terms and conditions of the final contract when executed shall control and supersede anything herein to the contrary or inconsistent with such contract.

The Janitorial Company

\_\_\_\_\_  
Company Name

10/14/19      (559) 420-7019  
Date              Area Code/Phone

Jagtar Singh  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Signature

BID FORM

JANITORIAL

SERVICES

Total Cost Part A		\$ <u>1725</u> . <u>00</u>
TOTAL COST FOR SERVICES PER MONTH		\$ <u>1625</u> . <u>00</u>

Total Cost for Services per month will be  
Sixteen hundred & twenty five dollars  
 (This entry must be written out)

The undersigned has checked carefully all of the above figures and understands that the City Council shall not be responsible for any error or omissions on the part of the undersigned in making up this bid.

In case of a discrepancy between words and figures, the words shall prevail.

The undersigned hereby certifies that this bid is genuine and not a sham or collusive, or made in the interest of or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

The City reserves the right to reject any or all bids. The City reserves the right to delete or award all or part of the bid.

It is agreed that this bid may not be withdrawn for a period of forty-five (45) days from the opening thereof.

The terms and conditions of the final contract when executed shall control and supersede anything herein to the contrary or inconsistent with such contract.

Pro-Line Cleaning Srs Inc  
Company Name

10-25-19 530-642-8094  
Date Area Code/Phone

Haren Fuchl  
Print Name

[Signature]  
Signature

BID FORM  
SERVICES

JANITORIAL

Total Cost Part A		\$ <u>3029.00</u>
TOTAL COST FOR SERVICES PER MONTH		\$ <u>3159.00</u>

Total Cost for Services per month will be  
Three thousand one hundred fifty-nine + <sup>no</sup>/<sub>100</sub>  
 (This entry must be written out)

The undersigned has checked carefully all of the above figures and understands that the City Council shall not be responsible for any error or omissions on the part of the undersigned in making up this bid.

In case of a discrepancy between words and figures, the words shall prevail.

The undersigned hereby certifies that this bid is genuine and not a sham or collusive, or made in the interest of or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

The City reserves the right to reject any or all bids. The City reserves the right to delete or award all or part of the bid.

It is agreed that this bid may not be withdrawn for a period of forty-five (45) days from the opening thereof.

The terms and conditions of the final contract when executed shall control and supersede anything herein to the contrary or inconsistent with such contract.

Fair Street Janitorial  
Company Name

10/29/19 530-343-7994 Marc Parker  
Date Area Code/Phone Print Name

Marc Parker  
Signature

BID FORM  
SERVICES

JANITORIAL

Total Cost Part A		\$ <u>2,410</u> .00
TOTAL COST FOR SERVICES PER MONTH		\$ <u>3,410</u> .00

Total Cost for Services per month will be  
THREE THOUSAND FOUR HUNDRED TEN DOLLARS (3,410<sup>00</sup>)  
 (This entry must be written out)

The undersigned has checked carefully all of the above figures and understands that the City Council shall not be responsible for any error or omissions on the part of the undersigned in making up this bid.

In case of a discrepancy between words and figures, the words shall prevail.

The undersigned hereby certifies that this bid is genuine and not a sham or collusive, or made in the interest of or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

The City reserves the right to reject any or all bids. The City reserves the right to delete or award all or part of the bid.

It is agreed that this bid may not be withdrawn for a period of forty-five (45) days from the opening thereof.

The terms and conditions of the final contract when executed shall control and supersede anything herein to the contrary or inconsistent with such contract.

ALL THINGS CLEAN  
Company Name

10/20/19 (530) 693-0728  
Date Area Code/Phone

KEVIN T. THOMPSON  
Print Name

*K. Thompson*  
Signature

**OROVILLE CITY COUNCIL  
STAFF REPORT**

Item 10.

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: RUTH WRIGHT, ASSISTANT CITY ADMINISTRATOR –  
ADMINISTRATIVE SERVICES**

**RE: FINANCIAL ANALYSIS FOR FISCAL YEAR ENDED JUNE 30, 2019**

**DATE: DECEMBER 17, 2019**

**SUMMARY**

The Council may receive annual unaudited financial information for the year ended June 30, 2019.

**DISCUSSION**

The fiscal year ended June 30, 2019 ended with a surplus of \$3,431,060 in the General Fund. Bringing the total Fund Balance to \$9,683,179.

**REVENUES**

On April 1, 2019 a new 1% sales tax measure went into effect and increased the total revenue by \$1,406,618 for the year. The rest of the surplus can be attributed to an overall increase in several City revenues. The original General Fund sales tax was the next highest increase for the City at \$593,103 more than budgeted. The following list shows the increases in ascending order.

Significant Revenue increases over budgeted estimate:

Sales and Use Tax – 1% District Tax	\$1,406,618
Sales and Use Tax – original	593,103
Fire Department	457,942
Transient Occupancy Tax	347,586
Property Tax in Lieu VLF	219,348
Plan checks and map fees	214,363
Building permits	195,682
Utility User Tax	170,085
One Time Revenues	<u>105,000</u>
Total	<u>\$3,709,727</u>

These revenues all exceeded the budgeted amount by a large margin. There were many more line items that were over the budget, but these listed were the most significant. These increases are attributable to a sudden increase in population of over 20%. This was due to the devastating Camp Fire experienced during the year that displaced our neighbors in Paradise, many of whom relocated to Oroville. Also contributing to the increases were the many workers who temporarily relocated here while helping with the aftermath of the fire.



**EXPENDITURES**

Total General Fund Expenditures for the fiscal year came in higher than anticipated by \$518,112. This is mostly attributable to the unbudgeted safety overtime from the devastating Camp Fire event that took place during the year.

**OUTSTANDING DEBT**

Outstanding Debt at June 30, 2019 was \$7,165,436 for the City and \$15,305,000 outstanding bonds for the Oroville Successor Agency.

PG&E zero interest retrofit loan	\$144,144
Wells Fargo – City Hall remodel 2008	502,500
American River Bank – Solar and Energy project	2,508,792
MUFG Union Bank – Pension Obligation Bonds	<u>4,010,000</u>
<b>Total</b>	<b><u>\$7,165,436</u></b>

MUFG Union Bank – Successor Agency Bonds	<b><u>\$15,303,000</u></b>
------------------------------------------	----------------------------

**FUND BALANCE**

Beginning Fund Balance	\$6,252,119
June 30, 2019 Surplus	<u>3,341,060</u>
Ending Fund Balance	<b><u>\$9,683,179</u></b>

Currently our General Fund reserve is \$1,500,000. This amount should be increased as our Fund Balance Policy is to target at least 15% of General Fund expenditures. The GFOA (Government Finance Officer Assn) recommends at least 17%. With the added expenditures of the new 1% District Sales Tax, 17% would be over 3 million.

For more financial details please visit our OpenGov transparency portal at: <https://orovilleca.opengov.com>

**FISCAL IMPACT**

Surplus for the year ended June 30, 2019 of \$3,431,060 for the City’s General Fund.

**RECOMMENDATION**

Staff recommends that the Council consider allocating the surplus as follows:

- \$1,500,000 be added to the City’s General Reserve to bring it to approximately 17%.
- \$1,406,618 is the ending fund balance in the 1% District tax Fund.
- \$1,000,000 additional payment to our CalPERS unfunded liability.

**ATTACHMENTS**

- City Revenue and Expense for June 30, 2019 compared to the prior year
- City Revenue and Expense for June 30, 2019 compared to the budget for same year

**REVENUES AND EXPENDITURES**  
**PRIOR YEAR COMPARISON TO CURRENT YEAR ACTUAL**  
**GENERAL FUND**

	Prior Year Actual 2017-18	Current Year Actual 2018-19	Difference
<b>REVENUES</b>			
Taxes:			
Sales and use taxes	\$ 4,364,469	\$ 6,396,842	\$ 2,032,373
Property taxes	3,116,710	3,309,957	193,247
Utility users taxes	1,964,304	2,015,493	51,189
Transient occupancy taxes	711,980	987,126	275,146
Franchise taxes	833,108	876,788	43,680
Other taxes	31,728	74,498	42,770
License and permits	420,172	595,849	175,677
Fines and forfeitures	70,121	77,845	7,724
Interest, rents and concessions	162,626	238,955	76,329
Intergovernmental revenues	166,403	145,290	(21,113)
Charges for services	342,188	609,443	267,255
Other revenues	1,504,182	992,441	(511,741)
Transfers in	451,766	736,593	284,827
<b>TOTAL REVENUES</b>	<b>\$ 14,139,757</b>	<b>\$ 17,057,120</b>	<b>\$ 2,917,363</b>
<b>EXPENDITURES</b>			
Function:			
General Government	\$ 2,600,423	\$ 2,176,001	\$ (424,422)
Public Safety	8,392,742	9,303,019	910,277
Public Works	124,545	103,827	(20,718)
Streets and Storm Drains	574,567	644,319	69,752
Parks and Leisure	667,474	628,484	(38,990)
Capital Outlay	-	90,464	90,464
Debt Service	27,027	27,027	-
Transfers out	294,942	652,919	357,977
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,681,720</b>	<b>\$ 13,626,060</b>	<b>\$ 944,340</b>
<b>NET INCREASE IN FUND BALANCE</b>	<b>\$ 1,458,037</b>	<b>\$ 3,431,060</b>	
<b>FUND BALANCE BEGINNING</b>	<b>\$ 4,794,082</b>	<b>\$ 6,252,119</b>	
<b>FUND BALANCE ENDING</b>	<b>\$ 6,252,119</b>	<b>\$ 9,683,179</b>	

**CITY OF OROVILLE**  
**REVENUES AND EXPENDITURES**  
**CURRENT YEAR BUDGET TO ACTUAL**  
**GENERAL FUND**

*Item 10.*

	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
	<b>2018-19</b>	<b>2018-19</b>	
<b>REVENUES</b>			
Taxes:			
Sales and use taxes	\$ 4,397,121	\$ 6,396,842	\$ 1,999,721
Property taxes	3,013,948	3,309,957	296,009
Utility users taxes	1,845,407	2,015,493	170,086
Transient occupancy taxes	787,000	987,126	200,126
Franchise taxes	639,540	876,788	237,248
Other taxes	34,500	74,498	39,998
License and permits	351,561	595,849	244,288
Fines and forfeitures	61,000	77,845	16,845
Interest, rents and concessions	97,600	238,955	141,355
Intergovernmental revenues	127,813	145,290	17,477
Charges for services	291,500	609,443	317,943
Other revenues	278,740	992,441	713,701
Transfers in	907,585	736,593	(170,992)
<b>TOTAL REVENUES</b>	<b>\$ 12,833,315</b>	<b>\$ 17,057,120</b>	<b>\$ 4,223,805</b>
<b>EXPENDITURES</b>			
Current:			
General Government	\$ 2,433,362	\$ 2,176,001	\$ (257,361)
Public Safety	8,629,719	9,303,019	673,300
Public Works	129,900	103,827	(26,073)
Streets and Storm Drains	652,189	644,319	(7,870)
Parks and Leisure	670,974	628,484	(42,490)
Capital Outlay	-	90,464	90,464
Debt Service	27,027	27,027	-
Transfers out	564,777	652,919	88,142
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,107,948</b>	<b>\$ 13,626,060</b>	<b>\$ 518,112</b>
<b>NET INCREASE IN FUND BALANCE</b>	<b>\$ (274,633)</b>	<b>\$ 3,431,060</b>	
<b>FUND BALANCE BEGINNING</b>	<b>\$ 6,252,119</b>	<b>\$ 6,252,119</b>	
<b>FUND BALANCE ENDING</b>	<b>\$ 5,977,486</b>	<b>\$ 9,683,179</b>	

FEDERAL ENERGY REGULATORY COMMISSION  
Office of Energy Projects  
Division of Dam Safety and Inspections – San Francisco Regional  
Office 100 First Street, Suite 2300  
San Francisco, CA 94105-3084  
(415) 369-3300 Office – (415) 369-3322 Facsimile

November 26, 2019

In reply refer to:  
Project No. 2100-CA

Ms. Gwen Knittweis, Chief  
Hydropower License Planning and Compliance Office  
California Department of Water Resources  
P.O. Box 942836  
Sacramento, California 94236-0001

Subject: Oroville Emergency Recovery – Spillways, September 2019 Monthly  
Construction Report, FERC Project 2100

Dear Ms. Knittweis:

This letter is in response to your November 6, 2019 letter transmitting the September 2019 monthly construction report for the Flood Control Outlet spillway chute and emergency spillway repairs, part of the Feather River Project, FERC No. 2100. We have reviewed the monthly construction report and have no comments on the report.

We appreciate your cooperation in this aspect of the Commission's dam safety program. If you have questions, please contact Doug Boyer at (503) 502-3048 or me at (415) 369-3318.

Sincerely,



Frank L. Blackett, P.E.  
Regional Engineer

cc:  
Ms. Sharon Tapia, Chief  
CA Dept. of Water Resources  
Division of Safety of Dams  
P.O. Box 942836  
Sacramento, CA 94236-0001

FEDERAL ENERGY  
REGULATORY COMMISSION  
488 First Street NE  
Washington, DC 20426

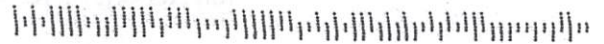
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US POSTAGE \$0.00  
Item i.  
ZIP 20426  
041M12252369

Docket No.: P-2100

OROVILLE, CITY OF  
1735 Montgomery St  
Oroville, CA 95965-4820

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FEDERAL ENERGY REGULATORY COMMISSION  
Office of Energy Projects  
Division of Dam Safety and Inspections – San Francisco Regional  
Office 100 First Street, Suite 2300  
San Francisco, CA 94105-3084  
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cc:  
Ms. Sharon Tapia, Chief  
CA Dept. of Water Resources  
Division of Safety of Dams  
P.O. Box 942836  
Sacramento, CA 94236-0001

November 26, 2019

In reply refer to:  
Project No. 2100-CA

Ms. Gwen Knittweis, Chief  
Hydropower License Planning and Compliance Office  
California Department of Water Resources  
P.O. Box 942836  
Sacramento, California 94236-0001

Subject: Oroville Emergency Recovery – Spillways, Submittal of Geology Data Report,  
Part 1 Addendum No. 1, FERC Project 2100

Dear Ms. Knittweis:

This letter is in response to your August 28, 2019 letter transmitting the Geology Data Report, Part 1 Addendum No. 1 for the Flood Control Outlet spillway chute and emergency spillway repairs, part of the Feather River Project, FERC No. 2100. This addendum provides corrections to the original report. We have reviewed the addendum and we have no comments.

We appreciate your cooperation in this aspect of the Commission's dam safety program. If you have questions, please contact Doug Boyer at (503) 502-3048 or me at (415) 369-3318.

Sincerely,

Frank L. Blackett, P.E.  
Regional Engineer

DATE: December 3, 2019

TO: STATE, CITY AND LOCAL OFFICIALS

**NOTICE OF PACIFIC GAS AND ELECTRIC COMPANY'S REQUEST TO CHANGE RATES FOR 2020 GENERAL RATE CASE PHASE II (A.19-11-019)**

**Summary**

On November 22, 2019, Pacific Gas and Electric Company (PG&E) filed its 2020 General Rate Case (GRC) Phase II application (A.19-11-019) with the California Public Utilities Commission (CPUC).

In this application, PG&E is proposing to gradually adopt rates that more accurately reflect what it costs to serve each customer class. The years included in these proposals are 2021, 2022 and 2023. This results in rates increasing for some customer classes and decreasing for other customer classes; no new costs are being proposed in this Phase II application.

If approved, the proposed rate changes will go into effect in 2021 after a final decision is issued by the CPUC.

**Background**

Every three years, PG&E is required to file a GRC with the CPUC, which includes both Phase I and Phase II applications. In Phase I of the GRC (A.18-12-009), costs for operating and upgrading our electric and gas distribution systems, and how much of those costs PG&E will recuperate in rates, is determined. In Phase II of the GRC, PG&E's electric rates are designed by dividing approved electric costs among each customer class (residential, commercial, etc.). Gas rate design is addressed in separate gas applications and is not included in the scope of this application.

**How will the application affect electric rates?**

Bundled electric customers receive electric generation, transmission and distribution services from PG&E.

Depending on usage, some residential customers will see a decrease in their monthly bill amount and some will see an increase. At the end of the three-year period covered by this GRC Phase II, the bill for a typical residential customer not enrolled in the California Alternate Rates for Energy (CARE) program and using 500 kWh per month would increase slightly from \$122.85 to about \$122.97, or approximately 0.1%. A similar customer using 750 kWh per month would see a decrease from \$193.49 to about \$192.22, or approximately -0.7%.

Direct Access and Community Choice Aggregation customers only receive electric transmission and distribution services from PG&E. On average, these customers would see a decrease of approximately -0.3%.

Another category of nonbundled customers is Departing Load. These customers do not receive electric generation, transmission or distribution services from PG&E. However, these customers are still required to pay certain charges by law or CPUC decision. The impact of PG&E's application on these customers is an average increase of approximately 6.3%.

Actual impacts will vary depending on usage. Detailed rate information will be sent directly to customers in a bill insert in the month of December.

**How do I find out more about PG&E's proposals?**

If you have questions about PG&E's filing, please contact PG&E at 1-800-743-5000. For TTY, call 1-800-652-4712. Para más detalles llame al 1-800-660-6789 • 詳情請致電 1-800-893-9555. If you would like a copy of PG&E's filing and exhibits, please write to PG&E at the address below:

Pacific Gas and Electric Company  
2020 GRC Phase II Application (A.19-11-019)  
P.O. Box 7442  
San Francisco, CA 94120

A copy of PG&E's filing and exhibits is also available for review at the CPUC's Central Files office by appointment only. For more information, contact [aljcentralfilesid@cpuc.ca.gov](mailto:aljcentralfilesid@cpuc.ca.gov) or 1-415-703-2045. PG&E's application (without exhibits) is available on the CPUC's website at [www.cpuc.ca.gov](http://www.cpuc.ca.gov).

**CPUC process**

This application will be assigned to an Administrative Law Judge (Judge) who will determine how to receive evidence and other related information necessary for the CPUC to establish a record upon which to base its decision. Evidentiary

hearings (EHs) may be held where parties will present their testimony and may be subject to cross-examination by parties. These EHs are open to the public, but only those who are formal parties in the case can participate.

After considering all proposals and evidence presented during the hearings, the assigned Judge will issue a proposed decision which may adopt PG&E's proposal, modify it or deny it. Any of the five CPUC Commissioners may sponsor an alternate decision. The proposed decision, and any alternate decisions, will be discussed and voted upon at a scheduled CPUC Voting Meeting that is open to the public.

The California Public Advocates Office (CalPA) will review this application. CalPA is the independent consumer advocate within the CPUC with a legislative mandate to represent investor-owned utility customers to obtain the lowest possible rate for service consistent with reliable and safe service levels. CalPA has a multidisciplinary staff with expertise in economics, finance, accounting and engineering. For more information about CalPA, please call **1-415-703-1584**, email **PublicAdvocatesOffice@cpuc.ca.gov** or visit CalPA's website at **www.publicadvocates.cpuc.ca.gov**.

#### **Stay informed**

If you would like to follow this proceeding, or any other issue before the CPUC, you may use the CPUC's free subscription service. Sign up at: <http://subscribecpuc.cpuc.ca.gov>. If you would like to learn how you can participate in the proceeding, have informal comments about the application or have questions about the CPUC processes, you may access the CPUC's Public Advisor Office (PAO) webpage at <http://consumers.cpuc.ca.gov/pao/>.

You may also contact the PAO as follows:

**Email:** [public.advisor@cpuc.ca.gov](mailto:public.advisor@cpuc.ca.gov)

**Mail:** CPUC

Public Advisor's Office

505 Van Ness Avenue

San Francisco, CA 94102

**Call:** 1-866-849-8390 (toll-free) or 1-415-703-2074

**TTY:** 1-866-836-7825 (toll-free) or 1-415-703-5282

Please reference **PG&E's 2020 GRC Phase II Application (A.19-11-019)** in any communications you have with the CPUC regarding this matter. All public comments will become part of the public correspondence file for this proceeding and made available for review by the assigned Judge, Commissioners and appropriate CPUC staff.



Item iii.



**NICOTINE:**  
TASTES LIKE CANDY,  
WORKS LIKE POISON.

Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

please ban our kids  
to stop sale flavored tobacco

Thank you,

Name: Mychue Vang

Address: 736 Thermalito Ave  
Oroville, CA 95955

121

**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**

*Item iii.*



**City of Oroville**

**DEC 09 2019**

**Administration**

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965

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Item iii.



**NICOTINE**  
TASTES LIKE CANDY,  
WORKS LIKE POISON.

Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

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Thank you,

Name: Ge Yang

Address: 736 Thermalite Ave Oroville CA 9605

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City of Oroville

DEC 09 2019

Administration



Item iii.

**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965

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Item iii.

Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

---

---

Thank you,

Name: Panyang Xiang

Address: 1940 Feather River Blvd Suite

125

**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**



*Item iii.*

City of Oroville  
SEP 09 2019  
Administration

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965

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Item iii.



Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

Save our kids

Save our future!

Thank you,

Name: Seng S. Yang

Address: P.O. Box 183  
Oroville, CA 95965

127

**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**



*Item iii.*

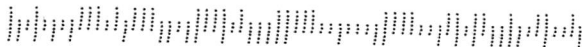
**City of Oroville**

**DEC 6 9 2019**

**Administration**

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965

128





Item iii.



**NICOTINE**  
TASTES LIKE CANDY,  
WORKS LIKE POISON.

Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

---

---

Thank you,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Charlie Kiong  
22 Vaquero Dr

129

**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**



*Item iii.*


**City of Oroville**  
**DEC 09 2019**  
**Administration**

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965

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Item iii.



**NICOTINE**  
TASTES LIKE CANDY,  
WORKS LIKE POISON.

Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

---

---

Thank you,

Name: Chee Her

Address: 1940 Feather River Blvd Ste. H  
Oroville, CA 95965

131

**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**



*Item iii.*

**City of Oroville**

**DEC 09 2019**

**Administration**

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965

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Item iii.

**NICOTINE:**  
TASTES LIKE CANDY,  
WORKS LIKE POISON.

Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

Thank you,

Name: Angel Yang

Address: 21 Cameron Drive  
Oroville, CA 95965

133

**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**

City of Oroville

DEC 09 2019

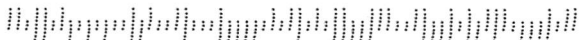
Administration

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965



Item iii.

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Item iii.



**NICOTINE:**  
TASTES LIKE CANDY,  
WORKS LIKE POISON.

Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

---

---

Thank you,

Name: Pahona Yang

Address: 1969 Mountain Vista Dr. Oroville, CA  
95965

135

**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**



*Item iii.*

**City of Oroville**  
**DEC 09 2019**  
**Administration**

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965

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Item iii.

**NICOTINE**  
TASTES LIKE CANDY,  
WORKS LIKE POISON.

Dear Oroville City Council-

I am very concerned about youth access to flavored tobacco products and urge you to take action to protect our kids.

---

---

Thank you,

Name: Mai Ka Yang

Address: 1859 Mountain Vista Dr.  
Oroville, CA 95965

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**I SUPPORT A BAN  
ON FLAVORED  
TOBACCO  
PRODUCTS!**



*Item iii.*

**City of Oroville**

**DEC 09 2019**

**Administration**

Oroville City Council  
1735 Montgomery St.  
Oroville, CA 95965

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