CITY OF SUSANVILLE
66 North Lassen Street ◆ Susanville CA
Mendy Schuster, Mayor
Brian Moore, Mayor pro tem
Quincy McCourt * Kevin Stafford * Vacant

SUSANVILLE COMMUNITY DEVELOPMENT AGENCY SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY

Susanville City Council

SPECIAL MEETING ◆ Lassen County Fairgrounds ◆ Jensen Hall

April 1, 2020 – 3:00 p.m.

Call meeting to order
Roll call of Councilmembers present

Next Resolution No. 20-5762
Next Ordinance No. 20-1025

1 **APPROVAL OF AGENDA**: (Additions and/or Deletions)

2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.

3 **CLOSED SESSION**:

A PUBLIC EMPLOYMENT – pursuant to Government Code Section §54957:
1. City Administrator

B CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section 54956.9(d)(1): Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville

C CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
Agency Negotiator: Mike Wilson
Bargaining Unit: SPOA

4 **RETURN TO OPEN SESSION**: (recess if necessary)

- *Reconvene in open session*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: Deborah Savage*
- *Proclamations, awards or presentations by the City Council:*

5 **BUSINESS FROM THE FLOOR**:

Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.

6 **CONSENT CALENDAR**:

All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.

A Approve **Resolution No. 20- 5755** approving street closure request for a portion of Sunkist Drive and approving fee waiver request for the use of Riverside Park for the Superhero Fun Run and Walk event

B Approve Experimental Aircraft Association (EAA) Chapter #794 Susanville Municipal Airport Fair on Saturday June 6, 2020 and authorize sponsorship of insurance cost not to exceed $500.00

7 **PUBLIC HEARINGS**:

A Consider **Resolution No. 20-5756** City of Susanville Housing Element Update 2019-2024 of the City of Susanville's General Plan 1990-2010

B Consider **Ordinance No. 20-1022** amending Section 17 of the Susanville Municipal Code regarding Emergency Housing/Shelters: waive first reading and introduce

C Consider **Ordinance No. 20-1023** amending Section 17 of the Susanville Municipal Code regarding Transitional and Supportive Housing

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**:

Commission/Committee Reports:

9 **NEW BUSINESS**:

A Consider approval of **Resolution No. 20-5752** adopting the City of Susanville 2019-2020 Mid-year Budget and adopting Updated Budget Policies

B Consider **Resolution No. 20-5760** accepting a report for submittal to the State for projects anticipated to be completed during Fiscal Year 2019-20 as allowed per the Road Repair and Accountability Act (RMRA)

C Consider **Resolution No. 20-5761** adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2020-21 per the Road Repair and Accountability Act (RMRA) to submit to the State

10 **SUSANVILLE COMMUNITY DEVELOPMENT AGENCY**: No business.

11 **SUSANVILLE MUNICIPAL ENERGY CORPORATION**: No business.

12 **CONTINUING BUSINESS**:

A Discussion regarding Homelessness and Camping Ordinance No. 20-1024

13 **CITY ADMINISTRATOR'S REPORTS:**

A COVID-19 Report

B Community Garden Update

14 **COUNCIL ITEMS**:

A AB1234 travel reports:

15 ADJOURNMENT:

- ***The next regular meeting of the Susanville City Council will be held on April 15, 2020 at 6:00 p.m.***

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.org, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for April 1, 2020 in the areas designated on March 27, 2020.

Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6A

Reviewed by: City Administrator

___ Motion Only
___ Public Hearing
_X_ Resolution
___ Ordinance
___ Information

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5755**, Approving street closure request for a portion of Sunkist Drive and approving fee waiver request for the use of Riverside Park for the Superhero Fun Run and Walk event.

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: The City received a letter from the Lassen Family Services CASA Program Manager requesting that fees be waived for the use of Riverside Park and a section of Sunkist Drive, the one-block section in front of the Senior Center, be closed for the purpose of the Superhero Fun Run and Walk to be held on May 16, 2020. The area of road being requested is the block directly in front of the Senior Center and would not block entry to Laverne Street of Santa Paula Lane from Sunkist Drive.

The location of the event has changed as it used to begin on North Street near Memorial Park, proceeding to Hall Street, followed by 2nd Street, Mesa Street, Riverside Drive, Weatherlow and then back to North Street and Memorial Park. The event also required police escorts and traffic controls at intersections.

The CASA program recruits, screens and trains community volunteers to become advocates for children who have been removed from their homes because of abuse or neglect. There are currently 25 CASA volunteers who served 70 children in our community last year.

FISCAL IMPACT: Unearned revenue in the amount of $45, approximately $411 in Fire Funding, approximately $387 in Public Works funding and approximately $300 in Police funding for a total of approximately $1,143.

ACTION REQUESTED: Motion to approve Resolution No. 20-5755 approving street closure request for a portion of Sunkist Drive and approving fee waiver request for the use of Riverside Park.

ATTACHMENTS: Letter of Request
Resolution No. 20-5755

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:_____
Jessica Ryan, City Attorney

CASA
Court Appointed Special Advocates for Children
•A Program of Lassen Family Services•
PO Box 710, 1306 Riverside Drive, Susanville, CA 96130
☎ (530) 257- 4599 ☎
Lfsccasa2@lassenfamilyservices.org

CASA
Court Appointed Special Advocates
FOR CHILDREN
LASSEN FAMILY SERVICES CASA

March 2, 2020

City of Susanville City Council
66 North Lassen Street
Susanville, CA 96130

Re: Rental of Riverside Soccer Field and Road Closure Request
Nonprofit request for waiver of fee

Susanville City Council:

Lassen Family Services CASA Program respectfully requests the rental fee be waived for use of the Riverside Park Soccer Field on May 16th, 2020. We are requesting permission to block off the one-block area of Sunkist Drive in front of the Senior Center to ensure safety of our participants. The roadblock would be directly in front of the Senior Center only and would not block entry onto Laverne Street or Santa Paula Lane from Sunkist Drive. We are also requesting to have the intersection of Alexander and Riverside Drive, and River and Riverside Drive be closed for approximately one hour for the duration of the race. Our agency is planning to hold a Superhero Fun Run and Walk to benefit our CASA Program. Routes for the run and walk have been enclosed in this letter. Susanville City Council will be named as a Partner for this event if the City Council requests.

Our CASA program recruits, screens and trains community volunteers to become advocates for children who have been removed from their homes because of abuse or neglect. They are sworn officers of the court and are specially trained to insure the child or children to whom they are appointed have a voice in court and do not "slip through the cracks" of the dependency court and foster care system. We currently have 25 CASAs who served over 70 children in our community this last year.

We expect approximately 150 people for this event. Please contact me at 530-257-4599 with any questions regarding this request and thank you for your consideration.

Sincerely,

Jennie A. Hoffman
CASA Program Manager
Lassen Family Services

cc: Dan Newton, Director Public Works
Mike Wilson, City Administrator
Daniel Gibbs, City Engineer

Orange = Runners course
purple = walkers course
Red = start/finish + Road closures.
Brown = first aid/water stations.

RESOLUTION NUMBER 20-5755
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING THE SUPERHERO FUN RUN AND WALK EVENT SCHEDULED FOR SATURDAY, MAY 16, 2020, SPONSORED BY THE LASSEN FAMILY SERVICES CASA PROGRAM; AUTHORIZING A FEE WAIVER TO LASSEN FAMILY SERVICES IN THE AMOUNT OF $45 FOR THE USE OF THE FRUIT GROWERS PARK SOCCER FIELDS; AND APPROVING CLOSURE OF SUNKIST STREET FROM LAVERNE STREET TO SANTA PAULA LANE ON SATURDAY, MAY 16, 2020

WHEREAS, Lassen Family Services is sponsoring their Superhero Fun Run and Walk event scheduled for May 16, 2020; and

WHEREAS, the Superhero Fun Run and Walk event is a benefit to the City of Susanville; and

WHEREAS, Lassen Family Services has requested a fee waiver in the amount of $45 for the use of the Riverside Park Soccer Fields for May 16, 2020; and

WHEREAS, Lassen Family Services has request closure of Sunkist Drive from Laverne Street to Santa Paula Lane on Saturday, May 16, 2020, to general vehicle traffic except emergency vehicles.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as follows:

1) That the Superhero Fun Run and Walk event is approved and supported by the City of Susanville.

2) That the fee of $45 for the use of the Fruit Growers Park Soccer Fields on May 16, 2020, is waived for Lassen Family Services.

3) That the closure of Sunkist Drive from Laverne Street to Santa Paula Lane on Saturday, May 16, 2020 to general vehicle traffic except emergency vehicles is authorized.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 20-5755** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of April, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:_____
Jessica Ryan, City Attorney

AGENDA ITEM NO. 6B

Reviewed by: ___City Administrator

__X_Motion only
____Public Hearing
____Resolution
____Ordinance
____Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Susanville Municipal Airport 2020 Air Fair: June 6, 2020 Sponsored by the Experimental Aircraft Association (EAA) Chapter #794

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: As part of the agreement between the City of Susanville and the Experimental Aircraft Association (EAA) Chapter #794, each year the EAA must notify the City of their intent to sponsor the annual Air Fair. This year, the EAA proposes to hold the Air Fair on Saturday, June 6, 2020. The agreement also requires the EAA to procure and maintain, at its own cost, public liability insurance with a combined single limit of $5,000,000.00 naming the EAA and the City of Susanville as the insured. The EAA is requesting that the City pay for half of the insurance premium, in an amount not to exceed $500.00, as well as barricades and a water truck as done in previous years.

FISCAL IMPACT: Up to $500 for one half of the insurance premium.

ACTION REQUESTED: Motion to authorize the Experimental Aircraft Association Lassen County Chapter #794 to sponsor the Susanville Municipal Airport 2020 Air Fair event on Saturday, June 6, 2020 and approve payment of half of the insurance premium in an amount not to exceed $500.00.

ATTACHMENTS: Letter of Request

March 5, 2020.

City of Susanville

66 North Lassen St.

Susanville, Ca. 96130

Members of the City Council:

The Susanville Experimantal Aircraft Association is requesting the use of the Susanville Airport on June 6th 2020 for the Annual Susanville Airfair. The Event has in the past been the third week in August but the EAA has decided to move it to June for various reasons. The Airfair is joint sponsored each year by the EAA Chapter 794 and the City of Susanville, with the City providing a water truck, barricades, the facility and usually paying for half of the Insurance which is under $500.00. Thank you for your support in the past and your consideration of this year's event.

Respectfully,

Steven Datema

Airfair Committee

AGENDA ITEM NO. 7A

Reviewed by: City Administrator

____ Motion only
_X_ Public Hearing
_X_ Resolution
____ Ordinance
____ Information

Submitted by: Kelly Mumper, City Planner

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 20-5756 **City of Susanville Housing Element Update 2019-2024 of the City of Susanville's General Plan 1990-2010**.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: The City of Susanville is currently in the process of updating the Housing Element for the City of Susanville General Plan 1990-2010. The Housing and Community Development Department of the State of California requires that the City of Susanville hold a public hearing to provide the members of the community opportunity to comment prior to the proposed adoption. Proof that this was conducted is required by the Housing and Community Development Department of the State of California prior to the City of Susanville being able to move forward and adopt a certified Housing Element Update. By approving the associated resolution, the City of Susanville will now be in compliance with HCD regarding being late and or delinquent on the Housing Element Update for 2019-2024. Being in compliance with HCD means that the City of Susanville will be eligible for more funding opportunities regarding housing and community development.

ANALYSIS: State law recognizes the vital role local governments play in the supply and affordability of housing. Each governing body (City Council or Board of Supervisors) of a local government in California is required to adopt a comprehensive, long-term general plan for the physical development of the city, city and county, or county. The housing element is one of the seven mandated elements of the local general plan. Housing element law, enacted in 1969, mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The law acknowledges that, for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development. As a result, housing policy in the State rests largely upon the effective implementation of local general plans and local housing elements.

In accordance with the Department of Housing and Community Development (HCD) and the California Government Code requirements, the Housing Element is one of the seven mandatory elements of the General Plan and must be updated in accordance with State Housing and Community Development guidelines and through the policies, procedures, and action plans therein, the Housing Element provides a plan for maintaining and providing housing for residents of all income levels in the City. The proposed City of Susanville Housing Element is for the planning period of 2019 to 2024.

A public workshop was held on February 20, 2020, to provide an opportunity for community members and stakeholders to provide comments and concerns. Comments and concerns have been added to the proposed final version of the Housing Element update 2019-2024 within the required Community Workshop section of the element.

Adoption of the Housing Element is required by state law and a certified Housing Element is required for the city to obtain grant funding for housing rehabilitation or for certain types of new housing projects and to assist with securing funding for further General Plan Updates that are also required by state law.

Environmental: The HCD department had their retained consulting staff prepare an addendum to the existing Environmental Impact Report which was adopted in conjunction with the City of Susanville General Plan 1990-2010. Therefore, this Housing Element Update 2019-2024 follows all provisions and guidelines pertaining to the California Environmental Quality Act, (CEQA). Specifically, section 15164(a) of the CEQA Guidelines. The EIR Addendum is included with this staff report for the council's review.

FISCAL IMPACT: No direct impact, additional staff time for implementation.

ACTION REQUESTED: Motion to approve Resolution No. 20-5756 adopting the 2019-2024 Housing Element Update of the General Plan, Certification of EIR Addendum and authorizing submittal to the State HCD for final certification

ATTACHMENTS: 2019-2024 Housing Element Update (Available Upon Request).
Environmental Impact Report Addendum.
Housing Element Certification Letter from HCD.

RESOLUTION NO 20-5756
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ADOPTING THE 2019 - 2024 HOUSING ELEMENT UPDATE OF THE GENERAL PLAN, CERTIFICATION OF ENVIRONMNETAL IMPACT REPORT ADDENDUM, AND AUTHORIZING STAFF TO SUBMIT IT TO THE STATE OF CALIFORNIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FINAL CERTIFICATION.

WHEREAS, The City of Susanville adopted its existing Housing Element in 2013 and has undertaken a comprehensive update of its Housing Element in accordance with the requirements of California Government Code Section(s) 65880 *et seq.*; and

WHEREAS, the Housing Element is one of the seven mandatory elements of the General Plan and has been updated in accordance with State Housing and Community Development guidelines and through the policies, procedures, and action plans therein, the Housing Element provides a plan for maintaining and providing housing for residents of all income levels in the City. The proposed City of Susanville Housing Element is for the planning period of 2019 to 2024; and

WHEREAS, the City of Susanville was required by state law to update its Housing Element of the Susanville General Plan 1990-2010 by June 30, 2019; and

WHEREAS, a public hearing and Housing Element Annual Progress Report was held by the City of Susanville City Council on February 19, 2020; and

WHEREAS, a public workshop to allow for public input was held on February 20, 2020; and

WHEREAS, the City Planner prepared an update of the plan to comply with state law and which was submitted to and received by the California Department of Housing and Community Development on February 24, 2020, along with revisions submitted on March 3, 6, and 9, 2020, which began a 60 day review period; and

WHEREAS, the draft element, incorporating the revisions submitted, meets the statutory requirements of State Housing Element Law (Article 10.6 of Gov. Code); and

WHEREAS, the California Department of Housing and Community Development provided the City with comments and required changes to the draft Housing Element; and

WHEREAS, on March 17, 2020 the California Department of Housing and Community Development determined that the draft Housing Element update, as presented, addresses all statutory requirements and will comply with State housing element law when adopted and submitted pursuant to Section 65585(g); and

WHEREAS, on April 1, 2020 the City Council conducted the noticed public hearing to consider the CEQA finding of an Addendum to the Environmental Impact Report that adopted the original General Plan, to adopt the Housing Element Update and has considered and evaluated all written reports and comments and oral

testimony presented by City staff, property owners, resident and other interested parties and such other matters as are reflected in the record.

NOW, THEREFORE, BE IT RESOLVED, the City of Susanville City Council:

SECTION 1. On April 1st 2020, after consideration and evaluation of all written reports and comments and oral testimony presented city staff, property owners, residents and other interested parties and such other matters as are reflected in the record of the noticed public hearing on the proposed General Plan Amendment adopting a Housing Element update for 2019-2024, the City Council adopts Resolution 20-5756 finding and determining that the General Plan Environmental Impact Report Addendum is adequate and was prepared in accordance with the requirements of the California Environmental Quality Act pursuant to section 15164(a) of the CEQA guidelines.

SECTION 2. That in accordance with State Planning and Zoning Law, the Susanville City Council makes the following findings for approval of the Housing Element update:

1. The proposed Housing Element Update will not be detrimental to the health, safety, comfort, or general welfare of persons residing or working within the City nor injurious to neighborhoods or properties within the City.

The proposed Housing Element update will promote the health, safety, comfort and general welfare of the City and its residents through, goals, policies, and implementation programs geared towards ensuring adequate housing for all income levels in the community, based upon existing community housing needs and state law. The Housing Element update complies with all statutory requirements and is internally consistent with the other elements of the City of Susanville General Plan. The adoption and implementation of the Housing Element update will not result in any significant impact on the environment.

2. The proposed Housing element Update will permit reasonable and logical development of the City consistent with its constraints.

The proposed Housing Element update contains goals, policies, and implementation programs that will help guide the development of future housing within the City in concert with other elements of the General Plan. The proposed Housing Element update along with the action items and the City's Land Use Element provides flexibility and opportunity for the development of residential uses to meet the needs of all economic segments of the community.

SECTION 3. Based upon all written reports and comments and oral testimony presented by City staff, property owners, residents, other interested parties and the California Department of Housing and Community Development (HCD) and other such matters as are reflected in the record, the City Council of the City of Susanville hereby approves the Housing Element update and authorized its submittal to HCD pursuant to Government Code Section 65585(g).

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Gwenna MacDonald, City Clerk

The foregoing resolution was adopted at a regular meeting of the City of Susanville City Council held on the 1st day of April, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Gwenna MacDonald, City Clerk

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov

March 17, 2020

Quincy McCourt, Project Manager
City of Susanville
66 North Lassen Street
Susanville, CA 96130

Dear Quincy McCourt:

RE: Review of the City of Susanville's 6th Cycle (2019-2024) Draft Housing Element

Thank you for submitting the City of Susanville's (City) draft housing element received for review on February 24, 2020, along with revisions received on March 3, 6, and 9, 2020. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD considered comments from Legal Services of Northern California pursuant to Government Code section 65585, subdivision (c), and has expedited this review to facilitate meeting funding requirements.

The draft element, incorporating the revisions submitted, meets the statutory requirements of State Housing Element Law (Article 10.6 of Gov. Code). However, this finding is based on, among other things, the amendment of zoning to permit emergency shelters without discretionary action. Specifically, Action Program 1.3 commits to amend zoning for emergency shelters concurrent with the adoption of the housing element. The element cannot be found in full compliance until zoning is available to permit emergency shelters without discretionary action pursuant to Government Code section 65583, subdivision (a)(4)(A). The housing element will comply with State Housing Element Law when zoning is amended to permit emergency shelters without discretionary action and the element is adopted, submitted to, and approved by HCD, in accordance with Government Code section 65585, subdivision (g).

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and accessible, including for persons with disabilities, while considering and incorporating comments where appropriate.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: http://opr.ca.gov/docs/OPR_Appendix_C_final.pdf and http://opr.ca.gov/docs/Final_6.26.15.pdf.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and the ongoing SB 2 funding consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these funding sources.

HCD appreciates the hard work and dedication provided in preparation of the housing element and looks forward to receiving the City of Susanville's adopted housing element. If you have any questions or need additional technical assistance, please contact Paul McDougall, of our staff, at paul.mcdougall@hcd.ca.gov.

Sincerely,

Shannan West
Land Use & Planning Manager

March 2020 | General Plan EIR Addendum

ADDENDUM TO THE GENERAL PLAN EIR

FOR THE

2019-2024 HOUSING ELEMENT UPDATE

City of Susanville

Prepared for:

City of Susanville
Contact: Kelly Mumper
66 North Lassen
Susanville, California 96130
530.252.5104

Prepared by:

PlaceWorks
Contact: Mark Teague, AICP
101 Parkshore Drive, Suite 112
Roseville, California 95630
916.245.7500
info@placeworks.com
www.placeworks.com

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1. Addendum to the Adopted General Plan EIR

1.1 BACKGROUND

This document serves as the environmental documentation for the City of Susanville's proposed Housing Element update. This addendum to the City of Susanville General Plan Environmental Impact Report (EIR) (State Clearinghouse Number 1989050810) demonstrates that the analysis contained in that EIR adequately addresses the potential physical impacts associated with implementation of the proposed 2019-2024 City of Susanville Housing Element update and that none of the conditions described in California Environmental Quality Act (CEQA) Guidelines Section 15162 calling for the preparation of a subsequent EIR or negative declaration have occurred.

The City of Susanville adopted the General Plan and certified the General Plan EIR. The General Plan serves to chart a course for City government. While the General Plan EIR did not address the current Housing Element, the policies in the General Plan address all physical development in the City.

As a policy document, the Housing Element does not result in physical changes to the environment but encourages the provision of affordable housing within the land use designations shown in the Land Use Element of the General Plan. None of the policies in the proposed project would result in physical changes to the environment. Construction that could result in physical changes to the environment within the City is required to comply with the General Plan, zoning ordinance, state and federal permits, and local development standards. In addition, any discretionary actions require independent and project-specific environmental review. The proposed 2019-2024 Housing Element will serve as the City's guiding policy document that meets future needs of housing for all the City's economic levels. The proposed 2019-2024 Housing Element replaces the existing 2014 Housing Element.

1.2 PROJECT SUMMARY

Government Code, Section 65588(a)(2) "Review and Revision" requires that a newly proposed 2019-2024 Housing Element review the goals and policies of the previous Housing Element, and report on the attainment and disposition of the goals and policies. CEQA requires the City to evaluate the environmental impacts associated with change to the environment. In this instance, most of the goals and policies from the previous Housing Element are continued through to the proposed 2019-2024 Housing Element. Table 1-1 includes the changes in goal or policy between the existing Housing Element and the proposed 2019-2024 Housing Element.

1. Addendum to the Adopted General Plan EIR

Table 1-1 Summary of Policy Changes Between Existing Housing Element and 2019-2024 Housing Element

Implementation Measures	Progress	Continue/Modify/Delete
Action Program [1.1]: Identify and maintain an inventory of available land and its holding capacity in conjunction with the regular update of the Housing Element to ensure that sufficient land exists to meet the needs of a range of household types.	The City continues to maintain an inventory of available land a to ensure that sufficient land exists to meet the needs of a range of household types.	Combine with 1.2
Action Program [1.2]: Maintain a survey of vacant land or under-utilized potential infill sites within the city and keep track over the planning period of the amount of infill development that occurs on those sites. A list of vacant and underutilized properties is available at City Hall, Community Development Division.	Due to limited staff the City has not been able to maintain a survey of potential infill sites.	Combine with 1.1.
Action Program [1.3]: The Zoning Code shall be modified to remove constraints that discourage 2nd units in single family zone districts such as allowing two-story accessory structures with a use permit (instead of a variance) and other identified constraints when the City's residential vacancy rate reaches 6% or less.	The City is in the process of modifying the Zoning Code modified to comply with state law.	Combine with 1.5.
Action Program [1.4]: The City will monitor request for use permits to develop multifamily structures (4 or more attached units) in the R-3 zoning district over the next reporting period to determine if the use permit imposed a barrier to developing multi-family dwellings in the City.	The City continues to monitor requests for use permits for multifamily structures (4 or more attached units) in the R-3 zoning district and determined that the use permit has not been a barrier to developing multi-family housing.	Continue.
Action Program [1.5]: Amend the City's zoning code to recognize employee housing as residential use that is treated the same as a single-family dwelling.	The City has not yet completed this amendment.	Combine with 1.3.
Action Program [2.1]: The City shall continue to support and operate the Susanville Community Development Division and an active housing program. The City shall annually apply for State, Federal, CDBG and other housing assistance programs as administrative capabilities allow and/or administer the Program Income/ Revolving Loan Fund. Housing assistance goals and priorities shall be established and maintained through the Housing Element of the General Plan.	Due to limited staff and resources, the City has not implemented this program.	Continue.
Action Program [2.2]: The City shall expend CDBG funds currently intended for city wide programs and shall expend future CDBG funds targeted for city-wide programs in a timely manner and prioritize funds for extremely low-Income households whenever possible.	The City funded one project with CDBG funds.	Modify and combine with 2.10.
Action Program [2.3]: The City shall continue its program of disseminating information to the public regarding state and federal laws which prohibit discrimination in housing. In addition, the Community Development Division secretary shall be designated to receive and refer housing discrimination complaints to the appropriate state and federal enforcement agencies, to distribute information to the public and to provide the tenants' rights handbook. The city will cooperate with local, state and federal agencies that investigate claims of discrimination.	Due to limited staff and resources, the City has not yet distributed information regarding tenants' rights or assisted with fair housing referrals. The City does continue to cooperate with local, state and federal agencies that investigate claims of discrimination.	Continue.
Action Program [2.4]: As funding and staff resources allow, apply for any type of available funding to assist, if necessary, in providing infrastructure improvements or other types of financial assistance for developments, which provide a substantial amount of non-market-rate housing and leverage these subsidies.	The City did not apply for funding to assist in providing infrastructure improvements or other types of financial assistance that provide affordable housing.	Continue.

1. Addendum to the Adopted General Plan EIR

Implementation Measures	Progress	Continue/Modify/Delete
Action Program [2.5]: Continue to monitor the status of at-risk housing units and inform agencies that may be able to pursue purchase of such units. Notify the agency or agencies established in the following program when at-risk units are identified within the City. Post the city's inventory of at-risk units on the city's website and provide a link to the California Housing Partnership's list of Affordable Housing at Risk of Conversion website. The City will also facilitate First Right of Refusal agreements by providing links on the city's website to California Government Code Sections 65863.10 and 65863.11 describing federal noticing requirements for landowners submitting Intent to Pre-pay or Opt-out Notices for federally funded housing within the City. Also included on the website will be a list of qualified entities interested in participating in and Offer of Opportunity to Purchase/First Right of Refusal Program as defined in Government Code Section 65863.11. The list will be updated in conjunction with periodic updates of the city's Housing Element. Upon receipt of any federal notifications of intent to Pre-pay or Opt-out, the City will forward the notification to the entities on the list.	The City does not have any units at-risk of converting to market rate.	Modify.
Action Program [2.6]: Continue to target CDBG weatherization, and when available, rehabilitation funds to support rental housing units for extremely low, very low- and low-income renters.	The City did not have any available CDBG funding.	Continue.
Action Program [2.7]: In response to SB 520, the City will make dwellings adaptable and accessible for disabled persons, including persons with developmental disabilities, by assigning funding priority, where feasible, to housing rehabilitation cases in which accessibility improvements are planned, and where such improvements are the only ones necessary. The City shall also continue to enforce ADA compliance during all permit processes for new construction and rehabilitation.	The City continues to comply with ADA laws.	Modify.
Action Program [2.8]: Establish a Memorandum of Understanding (MOU) with Susanville Sanitary District establishing steps to ensure that projects with affordable housing units receive priority sewer service.	The City has not yet established a Memorandum of Understanding with Susanville Sanitary District establishing steps to ensure that housing projects with affordable units receive priority sewer service.	Combine with 2.9.
Action Program [2.9]: Amend the City's request for water service permits application to identify if the water service will serve affordable housing units. If the affordable housing units are involved that permit request for water service shall receive priority review from the City's Department of Public Works.	The Department of Public Works has not yet amended the City's request for water service permits application to identify if the water service will serve affordable housing units.	Combine with 2.8.
Action Program [2.10]: Support the rehabilitation of suitable structures to single room occupancy units by providing available grant funding or other financial assistance opportunities when projects are brought to the City.	Due to lack of funding, and no developer interest, the City was not able to support the rehabilitation of suitable structures to single room occupancy units.	Combine with 2.2.
Action Program [3.1]: Identify areas with housing suitable for rehabilitation and apply for CDBG funds and other State and Federal loans and grants that may become available for housing rehabilitation.	Due to lack of staffing and funding, the City has not yet identified areas in need of housing rehabilitation.	Continue.
Action Program [3.2]: Continue code enforcement and maintenance of neighborhoods through community clean-up programs.	The City continues code enforcement and maintenance of neighborhoods through community clean-up programs. The City received several complaints annually.	Continue.
Action Program [3.3]: Continue energy conservation and weatherization efforts for residential development. The City also supports the maximum utilization of federal, state and local programs, which assist homeowners in providing energy conservation measures.	The City continues energy conservation and weatherization efforts for residential development and continues to support the maximum utilization of federal, state and local programs, as available to assist homeowners in providing energy conservation measures.	Continue.
Action Program [3.4]: Update the City's Safety Element to reflect that the City has a floodplain management ordinance that has been approved by FEMA.	In 2019, the City updated the Safety Element to reflect that the City has a floodplain management ordinance that has been approved by FEMA.	Continue.

As shown in Table 1-1, the proposed 2019-2024 Housing Element consolidates many goals and policies from the previous Housing Element to aid in implementation and to eliminate redundancy. The following six policies are new to the City and are included in the proposed 2019-2024 Housing Element:

- **Action Program 2.2 –** To encourage development of housing for extremely low income households, work with local non-profits on a variety of activities, such as conducting outreach to housing developers on an annual basis; providing financial assistance (when feasible), or in-kind technical assistance; providing expedited processing; identifying grant and funding opportunities; applying for or supporting applications for funding on an ongoing basis; reviewing and prioritizing local funding at least twice in the planning period; and/or offering additional incentives beyond the density bonus.

  In addition, support the rehabilitation of suitable structures to single room occupancy units by providing available grant funding or other financial assistance opportunities when projects are brought to the City.

- **Action Program 2.8 –** Comply with AB 101 (2019) and review the City's Zoning Ordinance and make revisions if necessary, to allow low barrier navigation centers for the homeless per Government Code 65660-65668.

- **Action Program 2.9 –** Work with the Far Northern Regional Center to implement an outreach program that informs families in the City about housing and services available for persons with developmental disabilities. The program could include developing an informational brochure and directing people to service information on the City's website.

- **Action Program 2.10 –** Amend the Zoning Ordinance to comply with state density bonus law (Government Code Section 65915, as revised). Promote the density bonus through informational brochures which will be displayed at the City's Community Development Division.

- **Action Program 2.11 –** Establish a written policy or procedure and other guidance as appropriate to specify the SB 35 streamlining approval process and standards for eligible projects, as set forth under GC Section 65913.4.

- **Action Program 2.12 –** Susanville will develop a plan to Affirmatively Further Fair Housing (AFFH). The AFFH Plan shall take actions to address significant disparities in housing needs and in access to opportunity for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.

  Specific actions will include:

  - Provide dedicated staff that investigates fair housing complaints and enforces fair housing laws.

- Facilitate public education and outreach by creating informational flyers on fair housing that will be made available at public counters, libraries, and on the City's website. City Council meetings will include a fair housing presentation at least once per year
- Actively recruit residents from neighborhoods of concentrated poverty to serve or participate on boards, committees, and other local government bodies.
- Ensure environmental hazards are not disproportionately concentrated in low-income communities of color.
- Develop a proactive code enforcement program that holds property owners accountable and proactively plans for resident relocation, when necessary.
- Provide education to the community on the importance of completing Census questionnaires.

1.3 PURPOSE OF AN EIR ADDENDUM

According to CEQA Guidelines Section 15164(a), an addendum shall be prepared if some changes or additions to a previously adopted EIR are necessary, but none of the conditions enumerated in CEQA Guidelines Sections 15162(a)(1)–(3) calling for the preparation of subsequent EIR have occurred. As stated in CEQA Guidelines Section 15162 (Subsequent EIRs and Negative Declarations):

When an EIR has been certified or negative declaration adopted for a project, no subsequent EIR shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in the light of the whole record, one or more of the following:

(1) Substantial changes are proposed in the project which will require major revisions of the previous EIR or negative declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;

(2) Substantial changes occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR or negative declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or

(3) New information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified as complete or negative declaration was adopted, shows any of the following:

(a) The project will have one or more significant effects not discussed in the previous EIR or negative declaration;

(b) Significant effects previously examined will be substantially more severe than shown in the previous EIR;

(c) Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative; or

(d) Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.

The proposed project would fulfill none of the conditions outlined in CEQA Guidelines Sections 15162(a)(1)-(3) as these changes would not result in new significant environmental effects or a substantial increase in the severity of previously identified significant effects requiring major revisions to the 1990 General Plan EIR. Accordingly, this checklist provides the substantial evidence required by CEQA Guidelines Section 15164(e) to support the finding that a subsequent EIR is not required and an addendum to the General Plan EIR is the appropriate environmental document to address changes to the project.

As stated in CEQA Guidelines Section 15164 (Addendum to an EIR):

(a) The lead agency or responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred.

(b) An addendum to an adopted negative declaration may be prepared if only minor technical changes or additions are necessary or none of the conditions described in Section 15162 calling for the preparation of a subsequent EIR or negative declaration have occurred.

(c) An addendum need not be circulated for public review but can be included in or attached to the final EIR or adopted negative declaration.

(d) The decision-making body shall consider the addendum with the final EIR or adopted negative declaration prior to making a decision on the project.

(e) A brief explanation of the decision not to prepare a subsequent EIR pursuant to Section 15162 should be included in an addendum to an EIR, the lead agency's findings on the project, or elsewhere in the record. The explanation must be supported by substantial evidence.

A copy of this Addendum, and all supportive documentation, may be reviewed or obtained at the City of Susanville Community Development Department, 66 North Lassen, Susanville, CA 96130.

2. CEQA Analysis

2.1 ENVIRONMENTAL ANALYSIS

Section 15164(b) of the "CEQA Guidelines" (Title 14, Cal. Code of Regs., § 15000 et seq.) authorizes a lead agency to prepare an addendum to an EIR "if only minor technical changes or additions are necessary or none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred."

The General Plan EIR states that new development permitted and regulated by the General Plan will have some unavoidable impacts. These unavoidable impacts include increased traffic volumes and traffic congestion on local roadways; changes in the visual appearance of some areas; alteration to the surface of the land, as development requires grading and removal of existing vegetation, which could affect the potential for soil erosion and flooding; exposure of additional people and buildings to the risk of flooding by the Susan River and Piute Creek; and increased noise levels, air pollution and energy consumption.

Based on review of the General Plan EIR, and consideration that the proposed 2019-2024 Housing Element does not add new policies that would affect development in the City, the project would result in less than significant impacts with regard to the potential impact areas identified in Table 2-1.

As stated in the General Plan EIR, adoption of the General Plan would have no direct impacts in any of the areas previously identified. It would, however, permit new land use development to occur and direct the improvement or construction of a number of roadways. The potential impacts of new development permitted by the General Plan and the circulation improvements directed by the General Plan are described in Table 2-1 below.

While impacts are categorized as either beneficial or adverse in the General Plan EIR, the impacts identified in Table 2-1 include potential impact areas that are projected to result in adverse impacts. The impacts evaluated in the General Plan assumes that the goals, policies and programs of the General Plan would be successfully implemented, and that all federal, state, and local laws would be followed.

Table 2-1 General Plan EIR Adverse Impacts

Potential Impact Areas	Impact	Level of Significance Without Mitigation	Mitigation Measure(s)	Resulting Level of Significance
1. Land Use and Planning	**Impact 1.1:** Increases in traffic volume, traffic congestion, the demand for housing, the demand for public services, the amount of solid waste and potentially in the amount of litter, noise (associated with the traffic added by new development) and energy consumption as a result of new development permitted by the Plan.	Potentially Significant.	The General plan calls for management of growth, with controls on its rate, location and character, and the maintenance of Susanville's quality of life. The plan also contains standards for new development that would assure that the character of Susanville is preserved. It also contains goals, policies and programs intended to ensure that the new development has no adverse impacts on the City of Susanville or the surrounding area. The EIR recommends that land for a scenic easement be acquired on the south side (outside) of the Route 36 bypass alignment shown on the Land Use and Circulation map. <u>Additional Mitigation Measures Recommended by the EIR</u> The Plan should include an additional policy that clarifies its intentions for treatment of existing uses in areas not shown on the Land Use and Circulation map and of existing uses that may not conform to the uses shown on the map. To assure the preservation of open space and maintenance of a well-defined edge of the urban area, the city should urge Caltrans to acquire a scenic easement along the southern (outer) edge of the alignment for the Route 36 bypass when it acquires the right-of-way for the bypass. No additional mitigation measures are recommended by this EIR, since the proposed General Plan goals, policies and programs mitigate potentially adverse land use impacts at acceptable levels.	Less Than Significant.
1. Land Use and Planning	**Impact 1.2:** Changes in the locational pattern of housing and in drainage patterns (caused by alteration of slopes or increases in impermeable surfaces), and effects on air quality (caused by both increased traffic and potential increased use of wood stoves and fireplaces).	Potentially Significant.	See above recommendations and mitigation measures.	Less Than Significant.
2. Circulation	**Impact 2.1:** Increased traffic volumes, congestion at intersections and corresponding delays, probabilities of accidents, noise from motor vehicles, and additional bicycle traffic associated with population growth.	Potentially Significant.	The Plan includes policies and programs that would improve the roadway system and the traffic control system to accommodate additional vehicles, provide a comprehensive system of bikeways through the community, and provide adequate parking in all commercial areas.	Less Than Significant.

2. CEQA Analysis

Potential Impact Areas	Impact	Level of Significance Without Mitigation	Mitigation Measure(s)	Resulting Level of Significance
3. Community Character	**Impact 3.1:** Loss of community character as a result of replacing historic buildings with new and increased city size.	Potentially Significant.	The Plan includes goals to preserve significant historic buildings and areas and to strengthen the city's identity and distinctiveness. By presenting these goals together, the Plan recognizes that they are complementary: preserving historic buildings will help to establish a distinctive identity for Susanville.	Less Than Significant.
3. Community Character	**Impact 3.2:** Interruption of existing views as a result of new development.	Potentially Significant.	Several of the goals contained in the Plan are directed toward preserving and enhancing the visual environment of Susanville, including views of community-wide value. Some of the policies and programs that would implement these goals include: requiring permits for tree removal, requiring property owners to maintain trees, and subjecting proposed construction projects in identified view corridors to review by a design review panel, which the Plan recommends creating, and the Planning Commission.	Less Than Significant.
4. Day Care	**Impact 4.1:** Additional demand for day care services as a result of population growth.	Potentially Significant.	The General Plan includes a goal of providing for the community's day care needs. The implementing policy calls for promotion of public and private responses to those needs, and programs identify specific actions to be taken to identify and respond to day care needs.	Less Than Significant.
5. Archaeological Resources	**Impact 5.1:** Risk of disturbance and vandalism to known and additional archaeological sites in the Susanville sphere of influence.	Potentially Significant.	The General Plan adopts as a goal the promotion of a greater awareness of and sensitivity toward Susanville's archaeological heritage. It contains corresponding policies and programs intended to preserve known and as-yet-unknown archaeological resources throughout the community.	Less Than Significant.
6. Housing	**Impact 6.1:** Disturbance and alteration to existing drainages and vegetation as a result of new development permitted by the General Plan.	Potentially Significant.	The goals, policies and programs for housing address the availability, affordability, and condition of housing in Susanville. Specific programs focus on the regulatory framework, the availability of appropriate building sites, provision of information that will facilitate housing production, the need for institutions to assure that housing goals are met, finding and acquiring funds to implement housing goals and policies, and procedures to assist households in finding and occupying appropriate housing.	Less Than Significant.
7. Waste Generation and Disposal	**Impact 7.1:** Increase in the amount of solid waste generated in the city and surrounding area as a result of new development.	Potentially Significant.	N/A. Policies in the Plan are directed toward requiring households to subscribe to trash collection service, minimizing the amount of solid waste generated and encouraging innovative and non-traditional approaches to using or disposing of garbage.	Less Than Significant.

Potential Impact Areas	Impact	Level of Significance Without Mitigation	Mitigation Measure(s)	Resulting Level of Significance
8. Air Quality	**Impact 8.1:** Increase in the amount of air pollution in the area as a result of new development (e.g., sources such as new homes with wood burning devices, new industries and added traffic).	Potentially Significant.	The Plan contains goals, policies and programs that would regulate the number and performance of wood burning devices as well as air pollution from new industries. The policies and programs for Circulation are intended to facilitate traffic flows and thereby minimize the air quality impacts of additional vehicles in the area. Additional Mitigation Measures Recommended by the EIR No additional mitigation measures are recommended by this EIR. The impacts of specific new developments and the traffic associated with them will be addressed in the CEQA review process for each proposed project.	Less Than Significant.
9. Social and Health Care	**Impact 9.1:** Greater demand on the City's social service and health care delivery systems as a result of a growing population.	Potentially Significant.	The Plan notes that "social problems and deficient health care can be prevented by supporting social and health care services provided by both public and private sources." Its goals, policies and programs focus on supporting public, quasi-public and private health care and wellness programs and coordinating, through planning and review functions, the provision of those programs.	Less Than Significant.
10. Safety	**Impact 10.1:** Increases in the number of people and buildings potentially exposed to fire, crime, natural hazards and hazardous materials as a result of new development.	Potentially Significant.	The policies and programs of the General Plan are directed toward minimizing the impacts of growth on police protection, minimizing the exposure of people and buildings to hazards, and addressing flooding and seismic activity. Additional Mitigation Measures Recommended by the EIR An additional fire station may be required in north Susanville at General Plan build-out to provide additional protection in that area. Although this station has been discussed, it is not mentioned in the draft Plan. The Police Department could coordinate a Neighborhood Watch program to promote communication and mutual protection activities in new developments as well as existing residential areas. The Plan should incorporate a policy or program that calls on the County of Lassen to minimize development in the vicinity of the Susanville Municipal Airport in order to minimize the potential exposure of people and property to potential hazards that could be associated with increased use of the airport. No other mitigation measures are recommended by this EIR. The impacts of specific development projects and specific mitigation measures tailored to those projects will be identified as future projects are proposed.	Less Than Significant.

2. CEQA Analysis

Potential Impact Areas	Impact	Level of Significance Without Mitigation	Mitigation Measure(s)	Resulting Level of Significance
11. Water Supply and Quality	**Impact 11.1:** Greater demands on water supply as a result of additional population and economic activity.	Potentially Significant.	The Plan calls for a waterway protection ordinance that designates waterway corridors with setbacks and establishes guidelines to ensure compatibility among agriculture, grazing, developed areas and resource protection. Additional Mitigation Measures Recommended by the EIR No additional mitigation measures are recommended by this EIR. The impacts of specific projects will be examined at the time those projects are proposed, and specific mitigation measures will be identified at that time.	Less Than Significant.
12. Water Supply and Quality	**Impact 12.2:** Drainage and runoff disturbance via land form alterations and an increase in impervious surfaces due to new development.	Potentially Significant.	See above recommendations and mitigation measures.	Less Than Significant.
13. Soils and Slopes	**Impact 13.1:** Soil and slope disturbance as a result of new development permitted by the General Plan.	Potentially Significant.	The policies and programs of the General Plan are directed toward controlling soil erosion and slope instability through regulation of development and other activities that could disturb the surface of the land. Additional Mitigation Measures Recommended by the EIR No additional mitigation measures are recommended by this EIR. Specific mitigation measures for the impacts of proposed projects will be identified as those projects undergo environmental review prior to development.	Less Than Significant.
14. Noise	**Impact 14.1:** Increase in the existing noise levels on streets in Susanville and the surrounding area as a result of traffic associated with new development permitted by the General Plan.	Potentially Significant.	The policies and programs of the General Plan are intended to reduce the amount of noise to which the community will be exposed. Additional Mitigation Measures Recommended by the EIR It is recommended that the Russel Avenue extension that connects the Route 36 bypass to Main Street be signed as a truck route, and that trucks be prohibited or restricted on the Weatherlow Street connection. The Plan identifies no strategies or actions to minimize the impacts of traffic noise traveling on the Route 36 bypass – especially that generate by trucks – on homes south of the Southern Pacific Railroad right-of-way. Mitigation measures should be included in the environmental document that is prepared for the bypass. Further, project-specific mitigation measures will be considered during the environmental review and city approval process for new projects proposed in the future.	Less Than Significant.

Potential Impact Areas	Impact	Level of Significance Without Mitigation	Mitigation Measure(s)	Resulting Level of Significance
15. Paving for Public Facilities	Impact 15.1: increases in the need for all types of public Services as a result of new development permitted by the General Plan.	Potentially Significant.	There is no policy or program direction that any of the mechanisms be implemented or non-local sources be pursued. Some policies and programs in other sections of the Plan, direct the city to collect some types of development fees, establish a redevelopment area to assist the Uptown area, and pursue state and federal funds to further housing goals. Additional Mitigation Measures Recommended by the EIR The city should seriously consider taking advantage of other mechanisms identified in Chapter 10 to pay for some of the improvements that will be needed to achieve goals of the General Plan. In addition to the mechanisms described in Chapter 10, the city should consider adopting a street utility fee, as has been discussed in the past. This fee would be charged to each utility account at a flat rate. It would be billed each month as part of the utility bill. Proceeds would be devoted to road maintenance and improvements. The imposition of such a fee would likely require a vote of the electorate.	Less Than Significant.
16. Utilities	Impact 16.1: Additional usage in electricity, telephone, water, sewage disposal and treatment capacity, and solid waste disposal as a result of new development permitted by the General Plan.	Potentially Significant.	The plan recommends that the county be urged to eliminate septic tanks to ensure proper groundwater quality within the sphere of influence. The EIR recommends that the City of Susanville assume responsibility for planning and implementing a comprehensive storm drainage system. Additional Mitigation Measures Recommended by the EIR The city should formally assume responsibility for comprehensive storm water drainage planning and control. This responsibility would include developing, adopting and implementing a comprehensive plan for storm water drainage. The plan should identify regulations that should be adopted, projects to be constructed, other actions to be taken and a mechanism to provide funding for projects and actions. One component of the funding mechanism should be the imposition of fees on new development to pay for facilities required to serve new projects.	Less Than Significant.
16. Utilities	Impact 16.2: Increases in stormwater runoff as a result of new development permitted by the General Plan.	Potentially Significant.	See above recommendations and mitigation measures.	Less Than Significant.

2. CEQA Analysis

As the proposed 2019-2024 Housing Element does not change any land use designation or zone district, the impacts of the proposed project will be no more substantial than analyzed in the General Plan EIR. No new mitigation measures are necessary.

2.2 FINDING

The discussion in this addendum confirms that the proposed changes to the Housing Element update have been evaluated for significant impacts pursuant to CEQA. The discussion is meaningfully different than a determination that a project is "exempt" from CEQA review, as the proposed 2019-2024 Housing Element update is not exempt. Rather, the determination here is that the 1990 General Plan EIR evaluated all of the physical impacts likely to result from future development. As the proposed 2019-2024 Housing Element does not change any land use designation or approve any development, the General Plan EIR, and accompanying mitigation measures, provides a sufficient and adequate analysis of the environmental impacts of the proposed 2019-2024 Housing Element. Thus, the City determined that an addendum rather than an exemption is the appropriate environmental document.

There are no substantial changes in the circumstances or new information that was not known and could not have been known at the time of the adoption of the General Plan EIR. The previously adopted mitigation measures associated with the General Plan would be required to be implemented, and no new or previously considered mitigation measures would be required to be adopted. The proposed project consists entirely of land uses permitted by project sites' existing General Plan land use designation and zoning and represents no change from the impacts that were assumed and analyzed by the General Plan EIR.

As a result, and for the reasons explained in this Addendum, the project would not cause any new significant environmental impacts or substantially increase the severity of significant environmental impacts disclosed in the General Plan EIR. Thus, the proposed project does not trigger any of the conditions in CEQA Guidelines Section 15162 allowing the preparation of a subsequent EIR, and the appropriate environmental document as authorized by CEQA Guidelines Section 15164(b) is an Addendum. Accordingly, this EIR Addendum has been prepared. The Addendum demonstrates that the project will not create any new significant environmental impacts or substantially increase the severity of those significant environmental impacts disclosed in the General Plan EIR.

The following identifies the standards set forth in Section 15162 as they relate to the project. The text that follows the provisions of the law relates to the proposed 2019-2024 Housing Element.

1. **No substantial changes are proposed in the project which would require major revisions of the EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.**

   The policy changes included in the proposed Housing Element are limited to complying with state law, combining policies with similar intent to aid in implementation, or elimination of policies where the City has already completed the identified task. As with the existing Housing Element, this document does not result in the rezoning of land or approval of any development project. All development in the City must be consistent with the General Plan, and if a discretionary action, must complete a project-specific CEQA analysis. The modifications to housing policy do not amend the adopted development pattern for the City as shown in the Land Use Element of the General Plan. As the changes to the Housing

Element would not affect the land use pattern of the City, or result in any physical change to the environment, there are no new environmental impacts, or an increase in the severity of any previously identified environmental impacts.

2. **The project will have one or more significant effects not discussed in the previous EIR.**

   As shown in Table 1-1, the proposed Housing Element policies are similar to the existing policies of the General Plan. In many cases the policies are being amended to comply with existing state law. The proposed 2019-2024 Housing Element includes six new policies. All future development would be subject to project-specific CEQA analysis, as well as the policies of the proposed 2019-2024 Housing Element. As a development project must be consistent with the General Plan, zoning, and development standards of the City, and the proposed Housing Element would not affect land use patterns in the City or result in any physical changes to the environment, the resulting impacts would be identical to the previously certified General Plan EIR. There would be no new environmental impacts, or an increase in the severity of any previously identified environmental impacts.

3. **Significant effects previously examined will be substantially more severe than shown in the previous EIR.**

   As stated in the response to 2., above, there are no significant impacts associated with the proposed 2019-2024 Housing Element.

4. **Mitigation measures or alternatives previously found not to be feasible would in fact be feasible, and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative.**

   The proposed project does not create new impacts or the need for additional mitigation measures. The City is required to adopt a Housing Element, and the Element must be reviewed and certified by the Housing and Community Development Department. As such, there is no feasible alternative to adopting a Housing Element. As with the existing Housing Element evaluated in the General Plan EIR, the proposed Housing Element does not result in significant environmental impacts, therefore there is no need for new mitigation measures.

5. **Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.**

   As stated in 4., above, there are no significant impacts resulting from adoption of the 2019-2024 Housing Element, therefore, there are no mitigation measures, or alternatives to the proposed project.

AGENDA ITEM NO. 7B

Reviewed by: City Administrator

___ Motion only
X Public Hearing
___ Resolution
X Ordinance
___ Information

Submitted by: Kelly Mumper, City Planner

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Ordinance No. 20-1022** amending Section 17 of the Susanville Municipal Code regarding Emergency Housing/Shelters.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: The City of Susanville is currently in the process of updating the Housing Element for the City of Susanville General Plan 1990-2010. The Housing and Community Development Department of the State of California requires that the City of Susanville amend the current zoning ordinance to allow emergency housing by right (instead of by Use Permit) in a P-F (Public Facilities Zoning District). Proof that this was conducted is required by the Housing and Community Development Department of the State of California prior to the City of Susanville being able to move forward and adopt a certified Housing Element Update. By approving the associated Ordinance, (No. 20-10-22) the City of Susanville will now be in compliance with HCD regarding being late and or delinquent on the Housing Element Update for 2019-2024. The proposed zoning ordinance amendment is required for the Housing Element to be in compliance with State Law. Being in compliance with HCD means that the City of Susanville will be eligible for more funding opportunities regarding housing and community development.

ANALYSIS: State law recognizes the vital role local governments play in the supply and affordability of housing. Each governing body (City Council or Board of Supervisors) of a local government in California is required to adopt a comprehensive, long-term general plan for the physical development of the city, city and county, or county. The housing element is one of the seven mandated elements of the local general plan. Housing element law, enacted in 1969, mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The law acknowledges that, for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development. As a result, housing policy in the State rests largely upon the effective implementation of local general plans and local housing elements.

In accordance with the Department of Housing and Community Development (HCD) and the California Government Code requirements, the Housing Element is one of the seven mandatory elements of the General Plan and must be updated in accordance with State Housing and Community Development guidelines and through the policies, procedures, and action plans therein, the Housing Element provides a plan for maintaining and providing housing for residents of all income levels in the City. The proposed City of Susanville Housing Element is for the planning period of 2019 to 2024.

FISCAL IMPACT: No direct impact, additional staff time for implementation.

ACTION REQUESTED: Motion to waive the first reading and introduce Ordinance No. 20.1022 amending Section 17 of the Susanville Municipal Code regarding emergency housing/shelters

ATTACHMENTS: Ordinance No. 20-1022

ORDINANCE NO. 20-1022

AN ORDINANCE OF THE CITY OF SUSANVILLE, CALIFORNIA AMENDING SECTION 17 OF THE CITY CODE REGARDING EMERGENCY HOUSING

The City Council of the City of Susanville does ordain as follows:

Section 1: Chapter 17.60.020 of the Susanville Municipal Code is hereby amended as follows:

17.60.020 Permitted uses.

The following uses are permitted outright in the PF district:

A. Office;

B. Park and recreation area;

C. Public facilities not listed in Section 17.60.030 that do not emit dust, odor, smoke, bright light, vibration, or unacceptable levels of noise or which do not involve dangerous or hazardous materials;

D. School or college;

E. Facilities directly related to providing educational services;

F. Field stations, experiment stations and institutional research facilities;

G. Fire stations;

H. Public uses and buildings, including those owned or managed by federal, state, county, city or districts;

I. Recycling facilities as set forth in Section 17.124; and

J. Emergency Shelters; and

K. All other uses similar to those enumerated above when determined by the planning commission, upon presentation of substantial evidence, to be of the same general character as the above-permitted uses. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)

Section 2: Provisions 17.60.030 (I) and 7.32.030 (K) shall be repealed.

INTRODUCED at a regular meeting of the City Council of the City of Susanville, California, on the _____ day of _____, 2020, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the _____ day of _____, 2020.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Ordinance No. 20-1022 was adopted at a regular meeting of the City Council of the City of Susanville, held on the _____ day of _____, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

_____
Jessica Ryan, City Attorney

AGENDA ITEM NO. 7C

Reviewed by: City Administrator

____	Motion only
X	Public Hearing
____	Resolution
X	Ordinance
____	Information

Submitted by: Kelly Mumper, City Planner

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Ordinance No. 20-1023** amending Section 17 of the Susanville Municipal Code regarding Transitional and Supportive Housing.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: The City of Susanville is currently in the process of updating the Housing Element for the City of Susanville General Plan 1990-2010. The Housing and Community Development Department of the State of California requires that the City of Susanville amend sections of the current zoning ordinance to allow transitional and supportive housing by right (instead of by Use Permit) in R-1, R-2, R-3, R-3A, R-4, C-1, and C-2 zoning districts. Proof that this was conducted is required by the Housing and Community Development Department of the State of California prior to the City of Susanville being able to move forward and adopt a certified Housing Element Update. By approving the associated resolution, the City of Susanville will now be in compliance with HCD regarding being late and or delinquent on the Housing Element Update for 2019-2024. The proposed zoning ordinance amendment is required for the Housing Element to be in compliance with State Law. Being in compliance with HCD means that the City of Susanville will be eligible for more funding opportunities regarding housing and community development.

ANALYSIS: State law recognizes the vital role local governments play in the supply and affordability of housing. Each governing body (City Council or Board of Supervisors) of a local government in California is required to adopt a comprehensive, long-term general plan for the physical development of the city, city and county, or county. The housing element is one of the seven mandated elements of the local general plan. Housing element law, enacted in 1969, mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The law acknowledges that, for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development. As a result, housing policy in the State rests largely upon the effective implementation of local general plans and local housing elements.

In accordance with the Department of Housing and Community Development (HCD) and the California Government Code requirements, the Housing Element is one of the seven mandatory elements of the General Plan and must be updated in accordance with State Housing and Community Development guidelines and through the policies, procedures, and action plans therein, the Housing Element provides a plan for maintaining and providing housing for residents of all income levels in the City. The proposed City of Susanville Housing Element is for the planning period of 2019 to 2024.

FISCAL IMPACT: No direct impact, additional staff time for implementation.

ACTION REQUESTED: Motion to waive the first reading and introduce Ordinance No. 20-1023 amending Section 17 of the Susanville Municipal Code regarding Transitional and Supportive Housing

ATTACHMENTS: Ordinance No. 20-1023

ORDINANCE NO. 20-1023
AN ORDINANCE OF THE CITY OF SUSANVILLE, CALIFORNIA AMENDING SECTION 17 OF THE CITY CODE REGARDING TRANSITIONAL AND SUPPORTIVE HOUSING

The City Council of the City of Susanville does ordain as follows:

Section 1: The definition of "Transitional Housing" under Chapter 17.080.010 of the Susanville Municipal Code is hereby amended as follows:

17.08.010 Definitions.

"Transitional housing" means housing with supportive services for up to twenty-four (24) months that is exclusively designated and targeted for recently homeless persons. Transitional housing includes self-sufficiency development services, with the ultimate goal of moving recently homeless persons to permanent housing as quickly as possible, and limits rent and service fees to an ability-to-pay formula reasonably consistent with HUD's requirements for subsidized housing for low-income persons. Rent and service fees paid for transitional housing may be reserved, in whole or in part, to assist residents in moving to permanent housing. Transitional housing and supportive housing are considered residential use and allowed in property zoned R-1, R-2, R-3, R-3A, R-4, C-1, and C-2.

Section 2: Provisions 17.60.030 (J); 7.32.030 (L); 17.36.030 (L) shall be repealed.

INTRODUCED at a regular meeting of the City Council of the City of Susanville, California, on the _____ day of _____, 2020, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the _____ day of _____, 2020.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Ordinance No. 20-1023 was adopted at a regular meeting of the City Council of the City of Susanville, held on the _____ day of _____, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

AGENDA ITEM NO. 9A

Reviewed by: ___ City Administrator

___ Motion only
___ Public Hearing
_X_ Resolution
___ Ordinance
___ Information

Submitted By: Deborah Savage, Finance Manager

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5752** adopting the City of Susanville 2019-2020 Mid-year Budget and adopting Updated Budget Policies

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Each year, the City adopts a budget in June that sets the appropriations for the coming fiscal year. Revenues are based on projections that are received from Lassen County and the State of California and expenses are projected to fund critical operations, meeting with Department Heads and the City Council and establishing the priorities for the upcoming year. The City again reviews the budget at mid-year and adjusts these projections based on more up-to-date revenue allocations from the County and State, and any expense changes that were not predicted or occurred during the first six months.

This mid-year budget reflects current projections for some of larger revenues such as Property Tax In-Lieu of VLF and Sales Tax as outlined in the attached Mid-Year Budget Summary. Charges to the Air Pollution control district for the Building Official have been removed as time constraints on the Building Official have prevented this position from doing inspections for the district. All changes to the City's budget since the adoption in June are included in the budget summary.

Budget Policies adopted by Resolution 19-5621 is also being brought to the council for a change to the out-of-area fire distribution. The out-of-area fire policy is being stricken to allow the fire department to keep and use any surplus at year end to pay towards their unfunded liability for CalPERS.

FISCAL IMPACT: General Fund expenditures budget of $7,842,592, all other funds budget $14,546,277 for a total City budget of $22,388,869.

ACTION REQUESTED: Motion to adopt Resolution No. 20-5752 Adopting the City of Susanville 2019-2020 Mid-year Budget and Updating Budget Policies.

ATTACHMENTS: Resolution No. 20-5752
Exhibit "A"
Mid-Year Budget Summary
Exhibit "B" Budget Policies

RESOLUTION NO. 20-5752
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AMENDING THE FISCAL YEAR 2019-2020 CITY OF SUSANVILLE BUDGET AND ADOPTING UPDATED BUDGET POLICIES

WHEREAS, the City Council of the City of Susanville has formally adopted the budget process and policies for the City; and

WHEREAS, the City Council of the City of Susanville has set forth in these policies that the budget will be reviewed at Mid-year or more frequently; and

WHEREAS, the City Council has received, reviewed and approved the proposed FY 2019-2020 Mid-year changes and reviewed and approved changes to these budget policies;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the Fiscal Year 2019-2020 Mid-year budget and Updated Budget Policies as set forth in Exhibit A and Exhibit B, attached hereto and made a part hereof.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 20-5752 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of April 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

_____
Jessica Ryan, City Attorney

MID-YEAR BUDGET SUMMARY

GENERAL FUND 1000

General Fund

		Revenues	Expenses
	Beginning Budget	-154,744	
	2nd Year Buxton contract		25,000
	Resolution 19-5735 SCORE Flooring Grant	6,324	6,324
	Decrease custodial		-7,050
	Decrease dues and membershops		-2,200
	Increase civic promotions for HUSA		8,984
	Increase property tax in-lieu of vehicle license fees	33,061	
	Increase property tax	14,000	
	Decrease home owners property tax relief (HOPTR)	-5,000	
	Decrease sales tax	-50,000	
	Decrease public safety sales tax	-2,500	
	Decrease franchise taxes	-4,100	
	Increase transient occupancy taxes	14,000	
	Increase vehicle license fees	4,704	
	Decrease timber tax	-2,000	
	Increase business licenses	5,000	
	Increase building permits	20,000	
	Increase various small revenues	10,806	
	Decrease contract services LCAPCD	-19,304	
	Decrease health insurance administration and council		-15,452
	Ending Budget	-114,147	

Economic Development 1002

		Revenues	Expenses
Beginning Budget		10	
	Technical Services		3,641
Ending Budget		-3,631	

FEMA Fund 1003

		Revenues	Expenses
Beginning Budget		0	
	Load carry over project budgets		313,030
Ending Budget		-313,030	

General Fund Reserve Fund 1005

		Revenues	Expenses
	Beginning Budget	2,000	
	Increase interest revenue	20,000	
	Ending Budget	22,000	

Police Facility and Equipment Reserve Fund 1006

		Revenues	Expenses
Beginning Budget	**Changes Before Mid-year**	100	
	Resolution 19-5671 Police Vehicle Purchases	69,000	69,000
	Resolution 19-5685 Police Vehicle Purchase		27,000
	Resolution 19-5736 Police Vehicle Equipment		9,600
	Increase interest revenue	1,100	
Ending Budget		-35,400	

Fire Facility and Equipment Reserve Fund 1007

	Revenues	Expenses

Beginning Budget	100	
Resolution 19-5692 Fire reserve fund purchases		69,500
Increase interest revenue	2,400	
Ending Budget	-67,000	

Admin Facility and Equipment Reserve Fund 1008

	Revenues	Expenses
Beginning Budget	100	
Resolution 19-5676 Server upgrade		36,729
Resolution 19-5737 City Hall roofing project	20,000	85,230
Ending Budget	-101,859	

Public Safety Police 1009

Beginning Deficit Budget

Beginning Budget	-287,869	
	Revenues	Expenses
Resolution 19-5693 OCEDEFT Grant	36,310	36,310
Resolution 19-5694 Purchase of RIMS system		138,443
Resolution 19-5726 Youth Services Officer	40,670	40,670
River clean up budget donation		-1,255
Decrease custodial services		-5,900
Ending Budget	-419,157	

Public Safety Fire 1010

Beginning Deficit Budget

	-126,298	
	Revenues	Expenses
Resolution 19-5689 Federal OTS Fire Grant	105,000	105,000
Resolution 19-5690 VFA Fire Grant	6,181	6,181
Resolution 19-5741 CalOES Grant Amendment	190,000	190,000
River clean-up budget donation		-2,487
	-123,811	

Snow Removal Fund 2006

	Revenues	Expenses
Beginning Budget	0	
Increase revenue for updated State Controller report	7,286	
Ending Budget	7,286	

Streets Fund 2007

	Revenues	Expenses
Beginning Budget	0	
Load carry over Stip SC4 budget	961,697	953,152
Load carry over Stip SC5 budget	962,439	953,534
Load carry over Stip FC budget	43,918	14,184
Load carry over Stip FD budget	116,417	116,417
Resolution 19-5672 Southeast Gateway Project	179,804	179,804

	Ending Budget	47,184		

Tobacco Grant 2008

		Revenues	Expenses	
	Beginning Budget	0		
Increase for 2019/20 portion of three year grant		182,786	182,786	
	Ending Budget	0		

Police Mitigation Fund 2011

		Revenues	Expenses	
	Beginning Budget	13,400		
Resolution 19-5622 Police Vehicle Purchases			27,663	
Resolution 19-5736 Police Vehicle Equipment			4,000	
Resolution 19-5622 Police Vehicle Purchases			7,000	
Increase revenue for sale of capital asset		3,000		
	Ending Budget	-22,263		

Park Dedication Fund 2013

		Revenues	Expenses	
	Beginning Budget	500		
Load Carry Over Skyline Park Project			155,070	Disc Golf, Pump Track, Dog Park
Increase impact fees		1,100		
Increase interest revenue		2,000		
	Ending Budget	-151,470		

CDBG Revolving Loan Fund 2016

		Revenues	Expenses	
	Beginning Budget	500		
Increase transfers out to Riverside Park Rehab Fund 2040			10,424	
	Ending Budget	-9,924		

HOME Revolving Loan Fund 2018

		Revenues	Expenses	
Beginning Budget	Beginning Budget	-9,500		
Increase interest revenue		5,300		
Ending Budget	Ending Budget	-4,200		

CDBG Riverside Park Rehab Project 2040

		Revenues	Expenses	
Beginning Budget		0		
Load Carry Over Project Budget		450,000	757,459	
Increase transfer in from CDBG Fund 2016		10,424		
Increase revenue for LMUD Rebate Grant		15,000		
Ending Budget		-282,035		

Water 711X

		Revenues	Expenses	
Beginning Budget	Beginning Budget	351,080		
Resolution 19-5702 Water Main Project		1,223,815	1,223,815	
Load carry over water main project budget			595,145	
Increase interest revenue		29,309		
Increase revenue for sale of capital asset		2,057		
Decrease principal and interest for refinancing			-284,809	

Ending Budget	72,110	

NATURAL GAS 7401

	Revenues	Expenses
Beginning Budget	0	
Decrease principal and interest for refinancing		-782,593
	782,593	
Ending Budget		

Airport 720X

	Revenues	Expenses
Beginning Budget	-140,442	
Resolution 19-5678 Airport maintenance	5,000	5,000
Resolution 19-5744 Airport fencing project	20,000	20,000
Decrease hangar leases	-2,060	
Increase for emergency repair of City owned hangar	7,120	7,120
Ending Budget	-142,502	

FY 2019-20 Mid-Year Budget

S:Finance/2016-17 Budget/Exhibit A

3/26/2020 11:24

Fund #	Fund Title	*Audited* ***6/30/19*** *Fund Balance*	**Adopted Budget Revenues**	**Adopted Budget Expenses**	Projected Rev. Over (Under) Exp
1000	GF- General Fund Operations	*1,934,824*	**1,802,657**	**1,916,804**	(114,147)
1001-1008	GF-General Fund Restricted	*1,879,589*	**114,860**	**610,089**	(495,229)
1009	GF-Public Safety Police	*0*	**2,991,837**	**3,410,994**	(419,157)
1010	GF-Public Safety Fire	*0*	**1,780,894**	**1,904,705**	(123,811)
2002	State COPS	*80,821*	**119,000**	**119,000**	0
2005	Road Maintenance and Rehab Acct	*440,359*	**305,052**	**297,052**	8,000
2006	Snow	*17,463*	**37,682**	**30,396**	7,286
2007	Streets	*(101,387)*	**3,209,020**	**3,161,836**	47,184
2008	DOJ Tobacco Grant	*(44,774)*	**182,786**	**182,786**	0
2010	Street Mitigation	*52,986*	**10,100**	**0**	10,100
2011	Police Mitigation	*49,927*	**13,400**	**0**	13,400
2012	Fire Mitigation	*114,337*	**13,100**	**0**	13,100
2013	Park Dedication	*157,545*	**500**	**6,141**	(5,641)
2016	CDBG Revolving	*864,971*	**500**	**10,424**	(9,924)
2018	Home Revolving	*754,638*	**5,800**	**10,000**	(4,200)
2030	Traffic Safety Fund	*57,198*	**10,158**	**0**	10,158
2035	Traffic Signals Fund	*83,033*	**500**	**0**	500
2037	Skyline Bike Lane	*9,476*	**100**	**0**	100
2040	Riverside Park Rehab Project - CDBG	*292,460*	**475,424**	**757,459**	(282,035)
3015	City Hall Parking Lot Project	*13,848*	**0**	**13,846**	(13,846)
4003	City Hall Debt Service	*52,245*	**137,981**	**137,981**	0
4004	Calpers Refunding Loan	*259,230*	**476,879**	**476,879**	0
4005	Community Pool Debt Service	*1,675*	**100,686**	**100,686**	0
711X	Water Funds	*4,267,499*	**3,193,582**	**3,121,472**	72,110
7201	Airport	*2,051,035*	**151,180**	**293,682**	(142,502)
7301	Geothermal	*565,445*	**96,500**	**146,644**	(50,144)
7401	Natural Gas	*1,267,259*	**4,805,839**	**4,023,246**	782,593
7530	Golf Course	*2,367,796*	**255,000**	**324,187**	(69,187)
7620	PW Admin/Engineering	*82,543*	**200,537**	**615,175**	(414,638)
7630	Risk Management	*460,602*	**709,385**	**717,385**	(8,000)
	TOTALS	*18,032,643*	**21,200,939**	**22,388,869**	(1,187,930)

AGENDA ITEM NO._____

Reviewed by: _____ City Administrator

___ Motion only
___ Public Hearing
_X_ Resolution
___ Ordinance
___ Information

Submitted By: Deborah Savage, Finance Manager

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5752** Adopting the City of Susanville 2019-2020 Mid-year Budget and adopting Updated Budget Policies

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Each year, the City adopts a budget in June that sets the appropriations for the coming fiscal year. Revenues are based on projections that are received from Lassen County and the State of California and expenses are projected to fund critical operations, meeting with Department Heads and the City Council and establishing the priorities for the upcoming year. The City again reviews the budget at mid-year and adjusts these projections based on more up-to-date revenue allocations from the County and State, and any expense changes that were not predicted or occurred during the first six months.

This mid-year budget reflects current projections for some of larger revenues such as Property Tax In-Lieu of VLF and Sales Tax as outlined in the attached Mid-Year Budget Summary. Charges to the Air Pollution control district for the Building Official have been removed as time constraints on the Building Official have prevented this position from doing inspections for the district. All changes to the City's budget since the adoption in June are included in the budget summary.

Budget Policies adopted by Resolution 19-5621 is also being brought to the council for a change to the out-of-area fire distribution. The out-of-area fire policy is being stricken to allow the fire department to keep and use any surplus at year end to pay towards their unfunded liability for CalPERS.

FISCAL IMPACT: General Fund expenditures budget of $7,842,592, all other funds budget $14,546,277 for a total City budget of $22,388,869.

ACTION REQUESTED: Motion to adopt Resolution No. 20-5752 Adopting the City of Susanville 2019-2020 Mid-year Budget and Updating Budget Policies.

ATTACHMENTS: Resolution No. 20-5752
Exhibit "A"
Mid-Year Budget Summary
Exhibit "B" Budget Policies

Exhibit B

CITY OF SUSANVILLE
BUDGET PROCESS AND POLICIES
Amending Prior Policies Adopted By Resolution 19-5621

Budget Process

The budget process begins with the development of the budget calendar which provides those involved with a time frame for planning and preparing their budgets. There a two major components to the budget process: one is to forecast revenues and one is to project expenditures. The Finance Manager prepares the revenue forecast and the Department Heads, with Council direction in mind, prepare their expenditure requests. After all this information is compiled into one document, the City Administrator and the Finance Manager meet with all the Department Heads to discuss issues and needs to be addressed by the budget. After the City Administrator has made his final review and approval, the Finance Manager presents the projected budget to the City Council. This is done in a workshop format where the public is involved and further comments and recommendations are received from the Council and the public.

Upon completion of the hearings, and after all recommendations have been made, Council revises the Budget and then adopts it with a formal resolution. The Council also adopts by resolution the City's appropriations limit in conformance with California Constitution Article XIIIB.

Budget Amendment Process

The adopted budget can be amended at any regular Council Meeting.

During the course of the fiscal year, there may be occasion when the budget will need additional funds for a specific department or for a project (grant projects, etc.) that was unforeseen when the budget was prepared. The City Administrator must submit a request for a budget amendment to the City Council before the Finance Division can amend the budget and authorize additional expenditures.

In addition to specific departmental requested changes, the City Administrator and the Finance Manager normally review the budget at mid-year and ask Council to approve a revised mid-year budget. After review by the City Council, the amended budget is adopted in its entirety by resolution.

Even though only the City Council can adopt a budget and increase total appropriations, Department Heads are given some discretion to move budget amounts amount line items, as long as the changes do not increase the total budget approved for a specific fund. Department Heads send in writing their budget changes to the Finance Manager for approval. These budget changes will only be allowed for certain operating expenses but not for salaries, benefits and other fixed expenses. If necessary, the City Administrator is also given the discretion to move budget between departments within the General Fund.

Current Budget Policies

- Adopt a balanced budget by June 30 of each year.
- Approve operating expenditures not to exceed operating revenues.
- Approve and adopt the budget at the fund level.
- Review all fees and charges annually.
- Whenever possible, fees and charges are set for each utility at a level that fully support direct and indirect costs.
- All active funds, with the exception of agency funds (LAFCO, LCAPCD, etc.) are included in the budget due to the pooled cash system.
- Fund balances, in excess of the reserve requirement, may be used as a source of funds for non-recurring expenditures (one-time).
- Provide adequate maintenance and replacement to equipment and buildings.
- Mid-year or more frequent reviews shall be done to take action to bring the budget into balance if adjustments are need in the course of a fiscal period.
- Create and maintain reserves for all major funds (Natural Gas, Water, General Fund, etc.)
- The City will strive to maintain General Fund reserve equal to twenty percent (20%) of annual operating revenues.
- A cash amount equivalent to the reserve will be kept in a separate fund and the fund balance will be restricted. Use of this reserve will require City Council approval.
- Phase 1 – Each budget year the City will use 50% of the prior year audited actual General Fund surplus (when a surplus is available) towards funding the General Fund Reserve equal to 20% of General Fund annual operating revenue. 30% of net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year over year. The remaining surplus (when available) will remain in the General Fund Fund Balance.
- Phase 2 – Upon fully funding the General Fund Reserve Account, 50% of the net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year over year. 30% of the audited actual General Fund surplus (when available) will be used to pay down short and long term General Fund debt approved by the City Council and the remaining surplus (when available) will remain in the General Fund Fund Balance.
- Phase 3 – Upon repayment of all short and long term General Fund debt, 70% of net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year after year, and the remaining audited actual surplus (when a surplus is available) will remain in General Fund Fund Balance.
- At fiscal year-end, a review of the enterprise funds (Golf Course and Airport) will be performed and a budget amendment brought to the City Council to authorize a transfer of cash from the General Fund to remove any negative cash balances before the year is closed out.
- ~~At fiscal year-end, a reconciliation of the out of area fires division will be performed to ensure that all expected revenues and expenses have been processed and any surplus revenues remaining after all expenses are paid, will be divided equally and transferred to the facility and equipment reserve funds for Administrative Services, Police and Fire.~~

Amended 3/18/2020

- Maintain fiscal solvency (address cash flow concerns).
- City Administrator has discretion to move budget between departments within the General Fund.
- Department Heads may move budget among line items within a specific fund/department (with some restrictions).
- **A 4/5 vote of the City Council is required to bypass or amend any of the budget policies.**

Capital Improvement Budget

The capital improvement budget is approved and adopted at the beginning of a project for the length of the project and not for the fiscal year. Projects may have one or more funding sources. The Finance Manager will carry forward the budget available (original adopted budget less expenditures for the year) year after year, until the project is completed. It is not necessary to resubmit the budget request each fiscal year to the City Council because the project (resources and uses) has already been approved in its entirety. However, if there is a need for change orders (i.e. expenditure budget increase), departments must submit a request for a budget increase to the City Administrator who will prepare a budget amendment for City Council approval before the change orders are issued and commitments are made with vendors and contractors with the exception for projects where the City Administrator or Department Head has been given signing authority for change orders not to exceed an amount that will not require a budget increase. Department employees are also required to follow purchasing procedures established for the City. Under these procedures, the City requires that contracts with vendors be reviewed and approved by the City Attorney and signed by the Mayor (Government Code Section 40602). Ongoing maintenance or replacements of capital equipment are considered operating items (not capital improvements).

Primary Responsibilities

- City Council is responsible for approving and adopting an operating and capital improvements budget at the Fund Level.
- Department Heads or their designees are responsible for approving expenditures within their respective fund allocations.
- The Finance Division is responsible for collecting revenues and making payments for expenditures according to the adopted budget. Neither Finance nor the Department Heads are permitted to overspend their allocated budgets at the fund level.
- Finance staff monitors and controls expenditures through the use of the computerized accounting system.
- Departments have the responsibility for ascertaining the sufficiency of funds prior to making a purchase or entering into a contract or agreement.
- All contracts must be reviewed and approved by the City Attorney prior to execution.
- All contracts must be signed by the Mayor (Government Code Section 40602).
- Contracts cannot be signed until they are approved by the City Council.

AGENDA ITEM NO. 9B

Reviewed by: ___ City Administrator
_____ Finance Manager

____ Motion only
____ Public Hearing
_X_ Resolution
____ Ordinance
____ Information

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5760** accepting a report for submittal to the State for projects anticipated to be completed during Fiscal Year 2019-20 as allowed per the Road Repair and Accountability Act (RMRA)

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: Staff reported to Council in June of 2019 for the purpose of establishing a list of projects the City intended to pursue with funding available through the RMRA program authorized by Senate Bill 1 (SB1). Attached is that project list submitted for adoption and approved for submittal to the start via unanimous Council action on June 5, 2019 per Resolution 19-5657.

That report prepared is for the intended program determined by City staff and is subject to change (without penalty) given available funding, current estimates and available staffing resources needed to complete the work. Additionally, other projects brought to the attention of the Department may be considered after the approval of the list. Council action is needed for any changes to the list after it is submitted to the State.

Once funding availability was determined and final estimated were completed, it was determined that those projects originally desired were underfunded. Reasons for this included delays in receipt of RMRA funds (via slower than anticipated accrual rates) to be provided to the City and delays release of funds anticipated from the Lassen County Transportation Commission (LCTC). Due to issues with completion of audits by the Lassen County Auditor-Controller, release of these funds from LCTC remain unavailable for supplementing the projects submitted in that report.

Delays in delivery of the slurry seal projects reported were experienced until sufficient funding was available. Subsequently, staff pursued projects that could be immediately completed and determined as in the best interest of the City. To date, staff has completed a striping contract with a local contractor that was in the area striping for the State's CAP-M project on Main Street completed last year. This work was approved by Council on September 18, 2019 under Resolution No. 19-5697 for an amount not to exceed $55,710.50. Only $50,514.22 of that approved amount was expended.

The slurry seal project for older STIP projects on the ARRA (2010) and Rehab B (2013) streets will be pursued for delivery later this fiscal year. Estimated costs for this project remain at under $398,000. Other projects Public Works staff will be submitting this fiscal year that haven't been delivered yet is the crack sealing effort. Crack sealing will be performed in May by Streets Division staff of Public Works and is estimated to cost approximately $24,000 for equipment rental and materials.

Presently, the Public Works Department has approximately $434,273 available for funding RMRA type projects. This includes funds from both the FY 17/18 & FY 18/19 RMRA funds that remain unspent to date.

FISCAL IMPACT: Drawdown of the FY 17/18 & FY 18/19 RMRA funds in an amount not to exceed those balances of $105,158 and $329,115 respectively. Funds from the FY 19/20 funds are not available until such time as the MOE is mert.

ACTION REQUESTED: Motion to approve Resolution 20-5760 authorizing the Acting Public Works Director to spend available RMRA funds from FY 17/18 & FY 18/19 on crack sealing and slurry sealing in addition to that already spend on striping.

ATTACHMENTS: Proposed Resolution 20-5760
Project List & Estimate

RESOLUTION NUMBER 20-5760

A RESOLUTION BY THE CITY COUNCIL OF SUSANVILLE FOR RECEIPT OF A REPORT ON THE FISCAL YEAR 2019/2020 LIST OF PROJECTS FOR MAINTENANCE FUNDED BY SB1 IN COMPLIANCE WITH THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, it is the City of Susanville approved a list of projects for submission to the State regarding the Fiscal Year 2019 through 2020 as a result of acquiring certain funds as made available from the State in compliance with the Road Repair and Accountability Act of 2017 (Chapter 5 of, Statutes of 2017) also known as Senate Bill 1 (SB 1) to address transportation funding shortfalls, and

WHEREAS, the City is required to adopt by resolution a list of projects the City desires completed each year to receive fiscal year funding from the RMRA as created by SB1 which includes descriptions, locations and schedules of implementation along with useful life; and

WHEREAS, the City of Susanville has received approximately $434,273 over the course of fiscal year 2017-2018 and 2018-2019 to use in participating in an annual streets maintenance program and allowed under the Road Maintenance and Rehabilitation Fund (RMRA); and

WHEREAS, the State of California requires a resolution from local agencies that reports on the status of projects regarding any and all action taken by the City on any adopted lists of candidate locations intended for maintenance and/or rehabilitation; and

WHEREAS, the City is completing its annual program anticipated to be completed prior to the end of this fiscal year suitable for maintenance measures in order to secure said funds and participate in the Act with the intent of full compliance with the RMRA; and

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the City Council of the City of Susanville that it hereby adopts the attached list of list candidate streets identified as Exhibit 'A' to be funded in-part or solely with FY 19/20 RMRA revenues for the purpose of maintenance measures and to secure funds from the State in compliance with Senate Bill 1 and the Road Repair and Accountability Act of 2017.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st^{h} day of April, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:_____
Jessica Ryan, City Attorney

SUSANVILLE 'SB-1' PROJECT
Construction Cost Estimate
FY 2019-2020

PROJECT SCOPE & PROGRAM REPORT

Project Description	Project Location(s)	Estimated Useful Life	Anticipated Completion Schedule
PROVIDE SEAL COSTS ON STREETS OVERLAID IN THE PAST 3-7 YEARS COMBINED WITH CRACKSEALING & FOG SEAL OR SLURRY SEAL AS WARRANTED.	1) NUMA - SKYLINE TO CAMERON (CRACK SEAL & TYPE II SLURRY); 2) BUNYAN - ASH TO EAST END (CRACK SEAL & TYPE II SLURRY); 3) GRAND - MAIN TO CHESTNUT (CRACK SEAL & TYPE II SLURRY)	1) NUMA - 7 TO 10 YEARS; 2) BUNYAN - 5 TO 7 YEARS; 3) GRAND - 7-10 YEARS	TASK 1) COMPLETE PLANS & SPECIFICATIONS - FEBRUARY 2020; TASK 2) ADVERTISE BID & AWARD - APRIL 2020; TASK 3) COMPLETE CONSTRUCTION - JUNE 2020
FY 19/20	FY 19/20	FY 19/20	FY 19/20

Item No.	Item Description	Unit	Unit Price	GRAND TOTAL ESTIMATED TO BE SPENT THIS FISCAL YEAR Quantity	Total	NUMA - SKYLINE TO CAMERON (CRACK SEAL & TYPE II SLURRY) Quantity	Total	BUNYAN - ASH TO EAST END (CRACK SEAL & TYPE II SLURRY) Quantity	Total	GRAND - MAIN TO CHESTNUT (CRACK SEAL & TYPE II SLURRY) Quantity	Total
0	DESIGN/ENVIRONMENTAL/ADV/BID/SWPPP (2%)	LS	$ 25,000	0	$ 4,639.42	1	$ 1,201.96	1	$ 2,056.59	1	$ 1,380.88
1	MOBILIZATION/DEMOBILIZATION (NOT TO EXCEED 5%)	LS	$ 3,606	0	$ 11,571.00	1	$ 2,997.75	1	$ 5,129.25	1	$ 3,444.00
2	FOG SEAL - PAVEMENT REHABILITATION	SY	$ 4.00	0	$ -	0	$ -	0	$ -	0	$ -
3	CRACK SEAL - PAVEMENT REHABILITATION	LF	$ 2.00	0	$ -	1,200	$ 2,400.00	8,300	$ 16,600.00	600	$ 1,200.00
4	SLURRY SEAL PAVEMENT REHABILITATION	SY	$ 6.00	0	$ 294,000.00	6,200	$ 37,200.00	12,100	$ 72,600.00	9,900	$ 59,400.00
5	EXISTING ASPHALT GRINDING	LF	$ 4.00	0	$ -	0	$ -	0	$ -	0	$ -
6	MISC. ASPHALT PLUG FOR C&G, VG REPLACEMENT	LF	$ 12.00	0	$ -	0	$ -	0	$ -	0	$ -
7	TYPE 'E' ASPHALT DIKE	LF	$ 10.00	0	$ -	1,400	$ 14,000.00	75	$ 750.00	300	$ 3,000.00
8	REMOVE MISCELLANEOUS CONCRETE (ALL TYPES)	LS	$ 5,000.00	0	$ -	0	$ -	0	$ -	0	$ -
9	PCC VALLEY GUTTER	SF	$ 45.00	0	$ -	0	$ -	0	$ -	0	$ -
10	PCC SIDEWALK / DRIVEWAY REPAIR (INCLUDES AB CLASS II)	SF	$ 25.00	0	$ -	0	$ -	0	$ -	0	$ -
11	PCC CURB & GUTTER REPAIR (INCLUDES AB CLASS II)	LF	$ 48.00	0	$ -	0	$ -	0	$ -	0	$ -
12	PCC CURB & GUTTER SIDEWALK REPAIR (INCLUDES AB CLASS II)	SF	$ 60.00	0	$ -	0	$ -	0	$ -	0	$ -
13	ADA CURB RAMPS	EA	$ 5,000.00	0	$ -	0	$ -	0	$ -	0	$ -
14	TRAFFIC STRIPING - YELLOW TYPE 21-WHITE STOP BAR PED XING	LF	$ 2.50	0	$ 13,250.00	1,400	$ 3,500.00	3,100	$ 7,750.00	800	$ 2,000.00
15	TRAFFIC CONTROL (NOT TO EXCEED 5%)	LS	$ 8,062	0	$ 11,020.00	1	$ 2,855.00	1	$ 4,685.00	1	$ 3,280.00
				SUBTOTAL	$ 329,841	SUBTOTAL	$ 62,953	SUBTOTAL	$ 107,714	SUBTOTAL	$ 72,324
				5% CONT.	$ 16,492	5% CONT.	$ 3,148	5% CONT.	$ 5,386	5% CONT.	$ 3,616
				SUBTOTAL	$ 346,333	SUBTOTAL	$ 66,100	SUBTOTAL	$ 113,100	SUBTOTAL	$ 75,940
				CONSTRUCTION 15% CON ENG	$ 51,950	CONSTRUCTION 15% CON ENG	$ 9,915	CONSTRUCTION 15% CON ENG	$ 16,965	CONSTRUCTION 15% CON ENG	$ 11,391
				TOTAL	$ 398,283		$ 76,015		$ 130,065		$ 87,331

BUDGET / CONSTRUCTION PROGRAMMING NEEDED — CONSTRUCTION FUNDING NEEDED

TOTAL CONSTRUCTION FUNDING FROM SB1

FUNDING SOURCES & AMOUNTS ESTIMATED AVAILABLE

SB1 $$ 17/18	$ 105,158
SB1 $$ 18/19	$ 329,115
City MOE $$	$ -
SB1 AVAILABLE FUNDING	$ 434,273.00
RSTP EXCHANGE FUNDING	$ 122,494.00
PENDING LCTC FUNDING (TDA/ART 8)	$ 381,704.00
TOTAL AMOUNT AVAILABLE FOR STREETS	$ 938,471.00

AWAITING COMPLETION OF AUDITS or RELEASE FROM COUNTY AUDITOR TO LCTC

AGENDA ITEM NO. 9C

Reviewed by: ___ City Administrator
_____ Finance Manager

___ Motion only
___ Public Hearing
X Resolution
___ Ordinance
___ Information

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 20-5761 adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2020-21 per the Road Repair and Accountability Act (RMRA) to submit to the State

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: Attached is a proposed project list for adoption and submittal comprising Streets division relate projects within the City that staff is recommending be targeted for funding under the RMRA program adopted by the State. The State requires that local agencies submit a list of projects adopted by each local agency via resolution each fiscal year on or before May 1 to receive funds. .

These funds are associated with any that may be available under the Road Maintenance and Rehabilitation Account (RMRA) also known commonly as SB1. The amount of the funds available for pavement work to the City remains estimated at $338,962 for FY 20/21. This year's program focuses on other related projects allowed under the RMRA (SB1) guidelines.

Typical maintenance projects include 1) fog seal for recently paved streets; 2) crack sealing for streets in good condition but exhibiting signs of transverse cracking; and 3) slurry seals that provide a thicker more penetrating seal coat for streets paved approximately 5-10 years ago and remain in good condition. Many streets that receive maintenance receive a combination of crack sealing and slurry depending on the frequency and severity of the cracks. Others may only receive fog or slurry seal depending their condition

Only fog seal is proposed for this fiscal year as crack sealing and slurry work is planned to be performed this fiscal year. These streets to receive a fog seal are from recent STIP projects SC and SC-1 paved in the past 5 years. Other project proposed this coming fiscal year include (as funding allows) the following:

a) Concrete curb and gutter replacement where inhibiting drainage and damaging asphalt;
b) Resurfacing of concrete bridge decks overt the Susan River with a methacrylate seal coat;
c) Repair of utility initiated street pavement cuts for repair of leaks and new services;
d) Improvement of existing storm drain facilities where inadequate and flooding streets;
e) Replacement of RADAR signs in school zones.

FISCAL IMPACT: Maintenance and rehabilitation funds through the RMRA program require a matching MOE from the General Fund each fiscal in the amount of $166,717 in order to receive the an estimated 338,962 as determined by the State (published on Jan 18, 2020).

ACTION REQUESTED: Motion to approve Resolution 20-5761 authorizing the Acting Public Works Director to submit the attached list of proposed eligible projects for the FY 2020-21 to the State so that funds for street related maintenance, repair and improvement as available through the RMRA program will be received.

ATTACHMENTS: Proposed Resolution 20-5761
Exhibit 'A' – List of Proposed 2020-21 RMRA Improvement Projects

RESOLUTION NUMBER 20-5761
A RESOLUTION BY THE CITY COUNCIL OF SUSANVILLE ADOPTING THE FISCAL YEAR 2020-2021 LIST OF PROJECTS FOR MAINTENANCE FUNDED BY SB1 IN COMPLIANCE WITH THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, it is the desire of City of Susanville to acquire certain funds as made available from the State in compliance with the Road Repair and Accountability Act of 2017 (Chapter 5 of, Statutes of 2017) also known as Senate Bill 1 (SB 1) to address transportation funding shortfalls, and

WHEREAS, the City of Susanville is required to adopt by resolution a list of projects proposed to receive fiscal year funding from the RMRA as created by SB1 which includes descriptions, locations and schedules of implementation along with useful life; and

WHEREAS, the City of Susanville is estimated to receive approximately $338,962 over the course of the fiscal year to use in participating in an annual streets maintenance program and allowed under the Road Maintenance and Rehabilitation Fund (RMRA) anticipated to be made available commencing with the Fiscal Year 2020-2021; and

WHEREAS, the State of California requires submittal of a list of candidate locations intended for maintenance and/or rehabilitation be provided prior to the State on or before May 1 of each year; and

WHEREAS, the City of Susanville has prepared a list of street related maintenance and repair projects suitable for improving City streets as part of an ongoing maintenance program in order to secure said funds and participate in the Act with the intent of funding a maintenance program through full compliance with the RMRA; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found City streets are at-risk and in need of repair to ensure good quality for maintenance and rideability purposes thus justifying the RMRA as an overall investment in local streets with a focus on maintenance and safety to provide a significant and positive benefit to the community.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the City Council of the City of Susanville that it hereby adopts the attached list of list candidate streets identified as Exhibit 'A' to be funded in-part or solely with FY 20/21 RMRA revenues for the purpose of maintenance measures and to secure funds from the State in compliance with Senate Bill 1 and the Road Repair and Accountability Act of 2017.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st^{h} day of April, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:_____
City Attorney

EXHIBIT 'A'

SUSANVILLE "SB-1" PROJECT Construction Cost Estimate FY 2020-2021	Project Description	Project Location(s)	Estimated Unit Price	Project Description	Project Description	Project Description	Project Description
PROJECT SCOPE & PROGRAM REPORT -	PROVIDE VARIOUS TYPES OF SEAL COSTS ON STREETS OVERLAID IN THE PAST 3-5 YEARS COMBINED WITH FOG SEAL AS WARRANTED.	1) STIP PROJECT SC:- FIFTH, N. UNION, CARROLL, COOK, HILL, INSPIRATION LONGEVOELL ALLEY; 2) STIP PROJECT SC-1: QUARRY, E. PINE/ ROOP UNION, VIEW, SHASTA, SIERRA, TEHAMA, WALL, SHAWN.	PROJECT 1 & 2) FOG SEAL OF RECENTLY PAVED STREETS SHOULD MAINTAIN THE ORIGINAL DESIGN LIFE OF 10-20 YEARS	PROJECT 3) REPAIR OR MOVE AND REPLACE EXISITNG SCHOOL ZONE RADAR SPEED LIMIT SIGNS WHERE UNREPAIRABLE AND OBSELETE (NOT AVAILABLE FOR PARTS OR REPLACEMENT FROM MANUFACTURER) ON FOURTH STREET, MAIN STREET, PAIUTE LANE AND RICHMOND ROAD.	PROJECT 4) REMOVE AND REPLACE PORTLAND CEMENT CONCRETE CURB AND GUTTER WHERE DAMAGED. DETERMINATION WILL RESULT FROM LIFTED OR DEPRESSED SECTIONS OF CURB AND GUTER WHERE INHIBITING DRAINAGE AND DAMAGING ASPHALT STREETS.	PROJECT 5) PROVIDE PORTLAND CEMENT CONCRETE POLY DECK SEAL (REMOVE EXIST. ASPHALT CONCRETE WHERE PRESENT) AS DIRECTED BY CALTRANS INSPECTION REPORTS.	PROJECT 6) REPAIR ASPHALT STREET ISOLATED LOCATIONS WHERE PAVEMENT CUTS FROM UTILITY REPAIRS & INSTALLATIONS, FLOOD RELATED SINK HOLES AND TREE ROOT DAMAGE HAVE OCCURRED THAT RESULTS IN UPLIFTED OR DEPRESSED AREAS OF ASPHALT AND IMPERMEABILITY HAS BEEN COMPROMISED.
	FY 20/21	FY 20/21	FY 20/21	FY 20/21	FY 20/21	FY 20/21	FY 20/21
	TOTAL ESTIMATED TO BE SPENT THIS FISCAL YEAR FOR FOG SEAL	FOG SEAL - STIP 'SC' PROJECT	FOG SEAL - STIP 'SC-1' PROJECT	STREET LIGHT AND RADAR SIGN REPLACEMENT	CURB AND GUTTER REPAIRS WHERE NOT DRAINING, APPROXIMATELY 25% OF THE QUANTITY NEEDED	BRIDGE RESURFACING WITH METHACRYLATE AT ALEXANDER, RICHMOND & RIVERSIDE	STREET REPAIRS DUE TO UTILITY CUTS, POTHOLES AND SINKHOLES - APPROXIMATELY 50% OF THE AMOUNT NEEDED

Item No.	Item Description	Unit	Unit Price	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
0	DESIGN/ENVIRONMENTAL/ADVERTISING/PPP (2%)	LS	$ 4,413	0	$ 1,827.63	1	$ 982.56	1	$ 844.77	1	$ 757.90	1	$ 3,789.00	1	$ 4,728.23	1	$ 20,208.00
1	MOBILIZATION/DEMOBILIZATION (NOT TO EXCEED 5%)	LS	$ 10,953	1	$ 4,531.50	1	$ 2,443.00	1	$ 2,088.50	1	$ 1,890.00	1	$ 3,780.00	1	$ 4,714.50	1	$ 20,160.00
2	FOG SEAL - PAVEMENT REHABILITATION	TON	$ 1,800.00	42	$ 75,600.00	24	$ 43,200.00	18	$ 32,400.00	0	$ -	0	$ -	0	$ -	0	$ -
3	BRIDGE CRACK SEAL - METHACRYLATE REHABILITATION	SF	$ 6.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	14,800	$ 88,800.00	0	$ -
4	RADAR SPEED ZONE SIGN, SOLAR POWERED	EA	$ 4,500	0	$ 36,000	0	$ -	0	$ -	8	$ 36,000.00	0	$ -	0	$ -	0	$ -
5	EXISTING ASPHALT GRINDING OR REMOVAL	SF	$ 4.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	24,000	$ 96,000.00
6	MISC. ASPHALT PAVEMENT CUT REPAIR, PLUG FOR C&G, VG REPLACEMENT	SF	$ 12.00	0	$ -	0	$ -	0	$ -	0	$ -	1,200	$ 14,400.00	0	$ -	24,000	$ 288,000.00
7	TYPE 'E' ASPHALT DIKE	LF	$ 10.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
8	REMOVE MISCELLANEOUS CONCRETE (ALL TYPES)	LS	$ 5,000.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
9	PCC VALLEY GUTTER	SF	$ 45.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
10	PCC SIDEWALK / DRIVEWAY REPAIR (INCLUDES AB CLASS II)	SF	$ 25.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
11	PCC CURB & GUTTER REPAIR (INCLUDES AB CLASS II)	LF	$ 48.00	0	$ -	0	$ -	0	$ -	0	$ -	1,200	$ 57,600.00	0	$ -	0	$ -
12	PCC CURB & GUTTER SIDEWALK REPAIR (INCLUDES AB CLASS II)	SF	$ 60.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
13	ADA CURB RAMPS	EA	$ 5,000.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
14	TRAFFIC STRIPING - YELLOW TYPE 21-WHITE STOP BAR PED XING	LF	$ 2.50	0	$ 11,250.00	1,400	$ 3,500.00	3,100	$ 7,750.00	0	$ -	0	$ -	420	$ 1,050.00	0	$ -
15	TRAFFIC CONTROL (NOT TO EXCEED 5%)	LS	$ 9,360	0	$ 3,780.00	1	$ 2,160	1	$ 1,620	1	$ 1,800	1	$ 3,600	1	$ 4,440	1	$ 19,200
				SUBTOTAL	$ 131,162	SUBTOTAL	$ 51,303	SUBTOTAL	$ 43,959	SUBTOTAL	$ 39,690	SUBTOTAL	$ 79,389	SUBTOTAL	$ 99,905	SUBTOTAL	$ 423,360
				5% CONT.	$ 6,558	5% CONT.	$ 2,565	5% CONT.	$ 2,193	5% CONT.	$ 1,985	20% CONT.	$ 15,878	20% CONT.	$ 19,981	20% CONT.	$ 84,672
				SUBTOTAL	$ 137,720	SUBTOTAL	$ 53,868	SUBTOTAL	$ 46,051	SUBTOTAL	$ 41,675	SUBTOTAL	$ 95,256	TOTAL	$ 119,885	TOTAL	$ 508,032
				CONSTRUCTION		CONSTRUCTION		CONSTRUCTION		CONSTRUCTION		CONSTRUCTION		CONSTRUCTION	$ 119,885	CON	$ 508,032
				15% CON ENG	$ 20,658	15% CON ENG	$ 8,080	15% CON ENG	$ 6,908	15% CON ENG	$ 6,251	15% CON ENG	$ 14,288	15% CON ENG	$ 17,821	15% CON ENG	$ 76,205
				TOTAL	$ 158,378		$ 61,948		$ 52,959		$ 47,926		$ 109,544		$ 255,432		$ 584,237
BUDGET / CONSTRUCTION PROGRAMMING NEEDED				CONSTRUCTION FUNDING			$ 61,948		$ 114,908		$ 162,833		$ 272,378		$ 527,808		$ 1,112,046
				NEEDED - AGGREGATE			$ 612,067								CAN BE ADDED ONCE ADDITIONAL FUNDING IS MADE AVAILABLE		
FUNDING SOURCES & AMOUNTS ESTIMATED AVAILABLE				SB1 SS 19/20	$ 297,052												
				City MOE SS	$ -												

SB1 AVAILABLE FUNDING	$ 297,052.00
RSTP EXCHANGE FUNDING	$ 122,494.00
AWAITING COMPLETION OF AUDITS or RELEASE FROM COUNTY AUDITOR TO LCTC — PENDING LCTC FUNDING (TDA/ART 8)	$ 381,704.00
TOTAL AMOUNT AVAILABLE FOR STREETS	$ 801,250.00

* Estimated @ about 1/3 of $80,561 pending percentage allocation determination with Lassen County

** Estimated @ about 1/3 of $122,494 pending percentage allocation determination with Lassen County

AGENDA ITEM 12A

SUBMITTED BY: Mike Wilson, City Administrator

MEETING DATE: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Homeless Discussion

SUMMARY During the January 15, 2020 City Council Meeting, several members of the public spoke up regarding the homeless situation in Susanville. City Council Members asked to agendize the topic for discussion at future City Council meetings. Chief Jones will be providing information regarding updates to the City's no-camping ordinance as it becomes available.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff with regard to the topic of homelessness and the Joint Special Meeting with the County Board of Supervisors.

ATTACHMENTS: None

AGENDA ITEM NO. 13A

Reviewed by: ___City Administrator

____ Motion only
____ Public Hearing
____Resolution
____ Ordinance
_X_ Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: COVID-19 Update

PRESENTED BY: Kevin Jones, Police and James M. Moore, Fire Chief

SUMMARY: An update regarding the coronavirus and impact on the local community will be provided.

FISCAL IMPACT: None

ACTION REQUESTED: Information only.

ATTACHMENTS: None

AGENDA ITEM NO. 13B

Reviewed by: MW City Administrator

___ Motion Only
___ Public Hearing
___ Resolution
___ Ordinance
_X_ Information

SUBMITTED BY: Heidi Whitlock, Assistant to the City Administrator

MEETING DATE: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Update on the Community Garden

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: Seth Anderson will present an update regarding the Community Garden to the Council.

FISCAL IMPACT: None.

ACTION REQUESTED: Information item only.

ATTACHMENTS: None.