CITY OF SUSANVILLE
66 North Lassen Street ◆ Susanville CA
Rod E. De Boer, Mayor
Brian Wilson, Mayor pro tem
Lino P. Callegari Cheryl McDonald Nicholas McBride

SUSANVILLE MUNICIPAL ENERGY CORPORATION SUSANVILLE PUBLIC FINANCING AUTHORITY

Susanville City Council
Regular Meeting ◆ City Council Chambers
April 3, 2013 – 6:00 p.m.

Call meeting to order
Roll call of Councilmembers present

Next Resolution No. 13-4943
Next Ordinance No. 13-0990

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. The City Administrator will provide an oral update on the status of any open labor negotiations.

3 **CLOSED SESSION**:

A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:

1. Agency Negotiator: Jared G. Hancock
   Bargaining Unit: Fire: 2012/2013
   Miscellaneous: 2012/2013
   Public Works: 2012/2013

2. Staffing Plan: All Positions

B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): two

C CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9 (a): City vs. Northern Sierra Homes, LLC
Lassen County Court Case: #50050

D CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9 (a): Bernhardt vs. City of Susanville

E CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8:

Property: APN 103-321-02
APN 107-260-53
Agency negotiator: Jared G. Hancock
Negotiating parties: Unknown
Under negotiation: Price/Conditions/Terms of payment

F PUBLIC EMPLOYMENT – pursuant to Government Code §54957: Contract Services
A. Finance Manager
B. Surveying/Engineering

4 **RETURN TO OPEN SESSION**: (recess if necessary)
- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence/Thought for the Day: Chief Downing*
- *Proclamations, awards or presentations by the City Council: Firefighter of the Year – Andrew Jarrett*

5 **BUSINESS FROM THE FLOOR**:
Any person may address the Council at this time upon any subject **not on the agenda** within the jurisdiction of the City Council. However, any matter 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 vendor warrants numbered 87055 through 87169 for a total of $347,108.62 including $94,253.25 in payroll warrants;

B Request waiver of fee for light tokens for Lassen High Baseball

C Approve request to write off accounts receivable

7 **PUBLIC HEARINGS**:

A Public Hearing: Solicit and consider public comments regarding the adoption of a negative declaration and adoption of the 2009-2014 Housing Element for the City of Susanville

Action: Consider **Resolution No. 13-4943**, adopting the 2009-2014 Housing Element and authorizing submittal to the State Department of Housing for certification

B Public Hearing: Solicit and consider public comments regarding amendments to Chapter 17 of the City of Susanville Municipal Code

Action: Waive first reading and introduce **Ordinance No. 13-0989** approving the amendment of Susanville Municipal Code Chapter 17 to a allow cottage food operations as a permitted per AB 1616

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**:
Commission/Committee Reports:

9 **NEW BUSINESS**:

A Consider approval of professional services agreement with Lassen County for County Surveyor Services

B Consider request from Lassen Sportsmen's Club to co-sponsor 24th Annual Junior Fishing Derby

C Consider approval of **Resolution No. 13-4941** awarding contract for professional auditing services to Badawi & Associates

D Consider approval of **Resolution No. 13-4942** approving and authorizing Mayor to execute agreement with Kevin Harper, CPA & Associates for Finance Management services

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

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

12 **CONTINUING BUSINESS**:

A Consider authorization of professional services agreement with Schlumpberger Consulting Engineers, Inc. for testing services related to 2012 Susanville Rehab B Project

13 **CITY ADMINISTRATOR'S REPORTS**:

A Designation of no smoking at Chamber of Commerce Events – J. Hancock

B Golf Course Update – J.Hancock

C Code Enforcement Update – J. Hancock

D Natural Gas Update – C. Platt

14 **COUNCIL ITEMS**:

A AB1234 travel reports: None

15 **ADJOURNMENT**:

- *The next regular City Council meeting will be held on April 17, 2013 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 3, 2013 in the areas designated on March 29, 2013.

Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6A

Reviewed by: City Administrator
City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Warrants dated March 13th through March 27th numbered 87055 through 87169

FISCAL IMPACT: Accounts Payable vendor warrants totaling $252,855.37 plus $94,253.25 in payroll warrants, for a grand total of $347,108.62

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:
Report type: GL detail
Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/14/2013	87055	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X3012013	1	1000-421-10-45	COMMUNICATIONS	172.76	172.76
Total 835956037X3012013:										172.76	172.76
03/13	03/14/2013	87056	884	BANK OF AMERICA	STIP REHAB B	0364 022513	1	3019-431-20-46	SUPPLIES GENERAL	50.00	50.00
Total 0364 022513:										50.00	50.00
03/13	03/14/2013	87056	884	BANK OF AMERICA		3609 022513	1	1000-422-10-45	TRAVEL	192.88	192.88
03/13	03/14/2013	87056	884	BANK OF AMERICA		3609 022513	2	1000-422-10-45	TRAVEL	293.99	293.99
Total 3609 022513:										486.87	486.87
03/13	03/14/2013	87056	884	BANK OF AMERICA	MONTHLY REPORTING FEES	3996 022513	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	15.00	15.00
Total 3996 022513:										15.00	15.00
03/13	03/14/2013	87056	884	BANK OF AMERICA	BATTERIES	4036 022513	1	1000-417-10-46	SUPPLIES-GENERAL	15.81	15.81
Total 4036 022513:										15.81	15.81
03/13	03/14/2013	87056	884	BANK OF AMERICA	CREDIT FOR WSJ ONLINE	4093 022513	1	1000-415-10-48	DUES AND MEMBERSHIPS	2.79-	2.79-
03/13	03/14/2013	87056	884	BANK OF AMERICA	T-TRACK	4093 022513	2	1000-452-20-44	FACILITY - REPAIR & MAINTEN	109.57	109.57
Total 4093 022513:										106.78	106.78
03/13	03/14/2013	87056	884	BANK OF AMERICA	FUEL	4119 022513	1	1000-422-10-46	GASOLINE	51.08	51.08
Total 4119 022513:										51.08	51.08
03/13	03/14/2013	87056	884	BANK OF AMERICA	FUEL	4150 022513	1	1000-422-10-46	GASOLINE	41.78	41.78
Total 4150 022513:										41.78	41.78
03/13	03/14/2013	87056	884	BANK OF AMERICA	USB	4226 022513	1	1000-421-10-46	SUPPLIES-GENERAL	54.67	54.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/14/2013	87056	884	BANK OF AMERICA	BADGE STICKERS	4226 022513	2	1000-421-10-46	SUPPLIES-GENERAL	227.95	227.95
03/13	03/14/2013	87056	884	BANK OF AMERICA	WRISTBANDS	4226 022513	3	1000-421-10-46	SUPPLIES-GENERAL	199.45	199.45
03/13	03/14/2013	87056	884	BANK OF AMERICA	STAMP PAD	4226 022513	4	1000-421-10-46	SUPPLIES-GENERAL	17.14	17.14
03/13	03/14/2013	87056	884	BANK OF AMERICA	CHAIR, ITAD	4226 022513	5	1000-421-10-46	SUPPLIES-GENERAL	95.41	95.41
03/13	03/14/2013	87056	884	BANK OF AMERICA	SOAP	4226 022513	6	1000-421-10-46	SUPPLIES-JANITORIAL	5.31	5.31
Total 4226 022513:										599.93	599.93
03/13	03/14/2013	87056	884	BANK OF AMERICA	WIPERBLADE	4242 022513	1	2011-465-31-44	REPAIR AND MAINTENANCE-V	60.71	60.71
03/13	03/14/2013	87056	884	BANK OF AMERICA	GV23W	4242 022513	2	1000-421-10-46	SUPPLIES-JANITORIAL	31.86	31.86
03/13	03/14/2013	87056	884	BANK OF AMERICA	TR EX I CHICO	4242 022513	3	1000-421-10-45	TRAINING	78.00	78.00
Total 4242 022513:										170.57	170.57
03/13	03/14/2013	87056	884	BANK OF AMERICA	WIPER	4267 022513	1	2011-465-31-44	REPAIR AND MAINTENANCE-V	3.75	3.75
Total 4267 022513:										3.75	3.75
03/13	03/14/2013	87056	884	BANK OF AMERICA	MED SUPPLIES	4275 022513	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	18.23	18.23
03/13	03/14/2013	87056	884	BANK OF AMERICA	CHICO 2/11/13	4275 022513	2	1000-421-10-45	TRAINING	277.35	277.35
Total 4275 022513:										295.58	295.58
03/13	03/14/2013	87056	884	BANK OF AMERICA	TR EX B SAN JOSE	4291 022513	1	1000-421-10-45	TRAINING	547.58	547.58
Total 4291 022513:										547.58	547.58
03/13	03/14/2013	87056	884	BANK OF AMERICA	BRONZE PLAQUE	4317 022513	1	1000-421-10-43	PROFESSIONAL SVCS	321.00	321.00
03/13	03/14/2013	87056	884	BANK OF AMERICA	ADVERTISING	4317 022513	2	1000-421-10-45	ADVERTISING	135.00	135.00
Total 4317 022513:										456.00	456.00
03/13	03/14/2013	87056	884	BANK OF AMERICA	CHAIRS	4333 022513	1	1000-421-10-43	PROFESSIONAL SVCS	383.78	383.78
Total 4333 022513:										383.78	383.78
03/13	03/14/2013	87056	884	BANK OF AMERICA	TR EX , E 2/18/13 SAC	5203 022513	1	8404-430-10-45	TRAVEL & TRAINING	324.81	324.81
03/13	03/14/2013	87056	884	BANK OF AMERICA	TR EX RENO 2/26/13	5203 022513	2	8404-430-10-45	TRAVEL & TRAINING	198.00	198.00
03/13	03/14/2013	87056	884	BANK OF AMERICA	WEB BUILDER	5203 022513	3	8404-430-10-48	DUES AND MEMBERSHIPS	21.90	21.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 5203 022513:										544.71	544.71
03/13	03/14/2013	87056	884	BANK OF AMERICA	SANDBLASTER LENS	5442 022513	1	7110-430-42-46	SUPPLIES-GENERAL	114.19	114.19
03/13	03/14/2013	87056	884	BANK OF AMERICA	CLASS BROWN, R & GEORGE,	5442 022513	2	7110-430-42-45	TRAVEL	500.00	500.00
03/13	03/14/2013	87056	884	BANK OF AMERICA	FILTER	5442 022513	3	7110-430-42-46	SUPPLIES-GENERAL	18.81	18.81
03/13	03/14/2013	87056	884	BANK OF AMERICA	THERMOSTAT	5442 022513	4	7110-430-42-46	SUPPLIES-GENERAL	95.05	95.05
03/13	03/14/2013	87056	884	BANK OF AMERICA	TR EX 3/8/13	5442 022513	5	7110-430-42-45	TRAVEL	94.19	94.19
Total 5442 022513:										822.24	822.24
03/13	03/14/2013	87056	884	BANK OF AMERICA	TRIPP LITE, MEMORY KIT, VIDE	6587 022513	1	8404-430-10-47	MACHINERY AND EQUIPMENT	146.63	146.63
03/13	03/14/2013	87056	884	BANK OF AMERICA	MOTOR STARTER	6587 022513	2	7110-430-42-47	MACHINERY AND EQUIPMENT	390.02	390.02
03/13	03/14/2013	87056	884	BANK OF AMERICA	SHOP VAC, FILTER, SLEEVE	6587 022513	3	7110-430-42-46	SUPPLIES-GENERAL	27.79	27.79
03/13	03/14/2013	87056	884	BANK OF AMERICA	BELT CLIP HOLSTER	6587 022513	4	7620-430-10-46	SUPPLIES-GENERAL	20.00	20.00
03/13	03/14/2013	87056	884	BANK OF AMERICA	VINYL CHAIR MAT	6587 022513	5	7620-430-10-46	SUPPLIES-GENERAL	158.88	158.88
03/13	03/14/2013	87056	884	BANK OF AMERICA	OTTERBOXES FOR IPHONES	6587 022513	6	7620-430-10-45	COMMUNICATIONS	34.96	34.96
Total 6587 022513:										778.28	778.28
03/13	03/14/2013	87056	884	BANK OF AMERICA	MEMBERSHIP DUES	6933 022513	1	1000-421-10-48	DUES AND MEMBERSHIPS	160.00	160.00
Total 6933 022513:										160.00	160.00
03/13	03/14/2013	87056	884	BANK OF AMERICA	FLAME SENSORS	7575 022513	1	7401-430-62-46	SUPPLIES-GENERAL	167.78	167.78
03/13	03/14/2013	87056	884	BANK OF AMERICA	DOOR SWITCHS	7575 022513	2	7401-430-62-46	SUPPLIES-GENERAL	47.52	47.52
03/13	03/14/2013	87056	884	BANK OF AMERICA	BLOWER W/CAPACITOR	7575 022513	3	7401-430-62-46	SUPPLIES-GENERAL	340.51	340.51
03/13	03/14/2013	87056	884	BANK OF AMERICA	SWITCH LIMIT	7575 022513	4	7401-430-62-46	SUPPLIES-GENERAL	22.21	22.21
Total 7575 022513:										578.02	578.02
03/13	03/14/2013	87056	884	BANK OF AMERICA	FUEL	7979 022513	1	1000-422-10-46	GASOLINE	655.50	655.50
03/13	03/14/2013	87056	884	BANK OF AMERICA	TIRES (2)	7979 022513	2	1000-422-10-44	MISC - REPAIR & MAINTENANC	81.09	81.09
03/13	03/14/2013	87056	884	BANK OF AMERICA	RENTAL JACK, AXLE, POLISHE	7979 022513	3	1000-422-10-48	MISCELLANEOUS	170.94	170.94
03/13	03/14/2013	87056	884	BANK OF AMERICA	5 GAL BUCKET PAINT	7979 022513	4	1000-422-10-46	SUPPLIES-GENERAL	18.88	18.88
Total 7979 022513:										926.41	926.41
03/13	03/14/2013	87056	884	BANK OF AMERICA	TRUCK SPRINGS	9363 022513	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	1,341.42	1,341.42

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/14/2013	87056	884	BANK OF AMERICA	TR EX , K 2/19/13	9363 022513	2	7110-430-42-45	TRAVEL	363.00	363.00
03/13	03/14/2013	87056	884	BANK OF AMERICA	MEMBERSHIP DUES	9363 022513	3	7110-430-42-48	DUES AND MEMBERSHIPS	59.49	59.49
03/13	03/14/2013	87056	884	BANK OF AMERICA	MEMBERSHIP DUES	9363 022513	4	7110-1430-105	PRE-PAID OTHER	178.51	178.51
Total 9363 022513:										1,942.42	1,942.42
03/13	03/14/2013	87057	67	BEAR'S REPAIR	BODY REPAIR #86	2054	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	857.74	857.74
Total 2054:										857.74	857.74
03/13	03/14/2013	87058	6951		REFUND GAS DEPOSIT	10108770011	1	7401-2228-000	DEPOSITS-CUSTOMER	65.49	65.49
Total 10108770011:										65.49	65.49
03/13	03/14/2013	87059	1306		TR EX SAC 4/14/13	031113	1	1000-421-10-45	TRAINING	335.50	335.50
Total 031113:										335.50	335.50
03/13	03/14/2013	87060	85		TR EX REDDING 3/16/13 CERT	031113	1	7110-430-42-45	TRAVEL	45.75	45.75
Total 031113:										45.75	45.75
03/13	03/14/2013	87061	148	COMPUTER LOGISTICS	ANTIVIRUS FOR WEBSITE	59425	1	1000-417-10-47	SOFTWARE	67.20	67.20
Total 59425:										67.20	67.20
03/13	03/14/2013	87062	173	DATCO SERVICES	SUPERVISOR/EMPLOYEE TRAI	165447	1	1000-416-10-43	TECHNICAL SVCS	213.95	213.95
Total 165447:										213.95	213.95
03/13	03/14/2013	87062	173	DATCO SERVICES	SUBSTANCE TEST - ,	20471486	1	1000-416-10-43	TECHNICAL SVCS	52.00	52.00
Total 20471486:										52.00	52.00
03/13	03/14/2013	87063	1336	EMERGENCY EQUIPMEN	HOSE ASSEMBLY	62758	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	418.80	418.80
Total 62758:										418.80	418.80
03/13	03/14/2013	87063	1336	EMERGENCY EQUIPMEN	O-RINGS, HOSE ASSEMBLY	62759	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	641.25	641.25

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 62759:										641.25	641.25
03/13	03/14/2013	87064	241	FEATHER PUBLISHING C	SIERRA PARK ADS	020613	1	3025-417-10-45	ADVERTISING	70.50	70.50
Total 020613:										70.50	70.50
03/13	03/14/2013	87064	241	FEATHER PUBLISHING C	ACCT TECH AD 2/13/13-2/27/13	021313	1	1000-416-10-45	ADVERTISING	72.00	72.00
Total 021313:										72.00	72.00
03/13	03/14/2013	87064	241	FEATHER PUBLISHING C	FINANCE MANAGER AD 2/27/13	022713	1	1000-416-10-45	ADVERTISING	40.25	40.25
Total 022713:										40.25	40.25
03/13	03/14/2013	87064	241	FEATHER PUBLISHING C	GOLF COURSE JOB ADS 2/20-2/	PO#7557	1	7530-451-52-45	ADVERTISING	37.50	37.50
Total PO#7557:										37.50	37.50
03/13	03/14/2013	87064	241	FEATHER PUBLISHING C	SUMMARY ORDIANCE #13-0988	PO#7560	1	1000-411-40-45	ADVERTISING	75.95	75.95
Total PO#7560:										75.95	75.95
03/13	03/14/2013	87065	1392	FOLSOM LAKE FORD	PURCHASE 2013 FORD EXP. R	031113	1	2011-465-31-47	VEHICLES	27,349.10	27,349.10
Total 031113:										27,349.10	27,349.10
03/13	03/14/2013	87065	1392	FOLSOM LAKE FORD	PAINT ROOF& DOORS ON FOR	03112013	1	2011-465-31-47	VEHICLES	1,235.00	1,235.00
Total 03112013:										1,235.00	1,235.00
03/13	03/14/2013	87066	257	FOREST OFFICE EQUIP	COPIES - KYOCERA COPIER 7/	CC4167	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	992.50	992.50
Total CC4167:										992.50	992.50
03/13	03/14/2013	87067	1043		LETTERING FOR PATROL CAR	SVP-13-1	1	1000-421-10-46	SUPPLIES-GENERAL	75.00	75.00
Total SVP-13-1:										75.00	75.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/14/2013	87068	1187		TR EX REDDING 3/16/13 CERT	031113	1	7110-430-42-45	TRAVEL	45.75	45.75
Total 031113:										45.75	45.75
03/13	03/14/2013	87069	1148	GREATAMERICA FINANC	COPIER LEASE 7/12 - 6/13	13408259	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	590.00	590.00
Total 13408259:										590.00	590.00
03/13	03/14/2013	87070	1045	IAFC MEMBERSHIP	MEMBERSHIP 5/1	050112	1	1000-422-10-48	DUES AND MEMBERSHIPS	46.50	46.50
03/13	03/14/2013	87070	1045	IAFC MEMBERSHIP	MBERSHIP 5/1	050112	2	1000-1430-105	PREPAID - OTHER	232.50	232.50
Total 050112:										279.00	279.00
03/13	03/14/2013	87071	1362	IRON MOUNTAIN INFO. M	SHREDDING FOR PD	GSL7670	1	1000-421-10-44	DISPOSAL	54.50	54.50
Total GSL7670:										54.50	54.50
03/13	03/14/2013	87072	1074	LASSEN AUTO BODY	SPRAY BEDLINER	4625	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1,300.00	1,300.00
Total 4625:										1,300.00	1,300.00
03/13	03/14/2013	87073	411	LASSEN MOTOR PARTS	OIL AND AIR FILTER	168004	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	48.34	48.34
Total 168004:										48.34	48.34
03/13	03/14/2013	87073	411	LASSEN MOTOR PARTS	FUEL FILTER	168037	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	8.59	8.59
Total 168037:										8.59	8.59
03/13	03/14/2013	87073	411	LASSEN MOTOR PARTS	WIPER MOTOR, CORE DEPOSI	168886	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	92.44	92.44
Total 168886:										92.44	92.44
03/13	03/14/2013	87073	411	LASSEN MOTOR PARTS	DRIVEBELT TENSIONER	169034	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	41.16	41.16
Total 169034:										41.16	41.16
03/13	03/14/2013	87073	411	LASSEN MOTOR PARTS	STRAP WRENCH	169350	1	1000-422-10-46	SUPPLIES-SMALL TOOLS	20.43	20.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 169350:										20.43	20.43
03/13	03/14/2013	87073	411	LASSEN MOTOR PARTS	HOSE CLAMP	169398	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	14.32	14.32
Total 169398:										14.32	14.32
03/13	03/14/2013	87074	413	LASSEN TIRE	DIFFERENCE OF TAX INCORRE	4362901	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.00	6.00
Total 4362901:										6.00	6.00
03/13	03/14/2013	87074	413	LASSEN TIRE	2 NEW TURF TIRE GOLF COUR	43686	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	379.75	379.75
Total 43686:										379.75	379.75
03/13	03/14/2013	87075	413	SUSANVILLE TOWING	#87 POOR RUNNING CHECK U	48061	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	95.00	95.00
Total 48061:										95.00	95.00
03/13	03/14/2013	87075	413	SUSANVILLE TOWING	OIL COOLER LINE, THERMOST	49906	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	184.32	184.32
Total 49906:										184.32	184.32
03/13	03/14/2013	87076	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2013	4116	1	1000-413-20-48	DUES AND MEMBERSHIPS	50.00	50.00
Total 4116:										50.00	50.00
03/13	03/14/2013	87077	437	LMUD	LASSEN COLLEGE WELL #5	120270 022813	1	7110-430-42-46	ELECTRICITY	58.70	58.70
Total 120270 022813:										58.70	58.70
03/13	03/14/2013	87077	437	LMUD	SOUTH ST - PUBLIC WORKS O	14590 022813	1	7620-430-10-46	ELECTRICITY	566.98	566.98
Total 14590 022813:										566.98	566.98
03/13	03/14/2013	87077	437	LMUD	CADY SPRINGS	26784 022813	1	7110-430-42-46	ELECTRICITY	26.92	26.92
Total 26784 022813:										26.92	26.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/14/2013	87077	437	LMUD	RICHMOND RD BRIDGE	35094 022813	1	2007-431-60-46	ELECTRICITY	222.47	222.47
Total 35094 022813:										222.47	222.47
03/13	03/14/2013	87077	437	LMUD	720 SOUTH ST TANK	38646 022813	1	7620-430-10-46	ELECTRICITY	78.87	78.87
Total 38646 022813:										78.87	78.87
03/13	03/14/2013	87077	437	LMUD	SPRING RIDGE BOOSTER	55754 022813	1	7110-430-42-46	ELECTRICITY	238.24	238.24
Total 55754 022813:										238.24	238.24
03/13	03/14/2013	87077	437	LMUD	GEOTHERMAL PUMP #2	9503 022813	1	7301-430-52-46	ELECTRICITY	94.96	94.96
Total 9503 022813:										94.96	94.96
03/13	03/14/2013	87077	437	LMUD	GEOTHERMAL HOSPITAL LANE	9963 022813	1	7301-430-52-46	ELECTRICITY	11.35	11.35
Total 9963 022813:										11.35	11.35
03/13	03/14/2013	87078	452	MARTIN SECURITY SYST	60 N LASSEN 3/2013	021666	1	1000-417-10-43	TECHNICAL SVCS	68.00	68.00
Total 021666:										68.00	68.00
03/13	03/14/2013	87079	481	MISSION LINEN & UNIFO	COMM SVCS LINEN SERVICES	250139031	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250139031:										12.83	12.83
03/13	03/14/2013	87080	7374		REFUND WATER DEPOSIT	10306650012	1	7110-2228-000	DEPOSITS-CUSTOMER	39.53	39.53
Total 10306650012:										39.53	39.53
03/13	03/14/2013	87081	7375		REFUND GAS DEPOSIT	10219300121	1	7401-2228-000	DEPOSITS-CUSTOMER	157.50	157.50
Total 10219300121:										157.50	157.50
03/13	03/14/2013	87082	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 1/	471872	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	43.00	43.00
03/13	03/14/2013	87082	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 1/	471872	2	7401-430-62-48	TAXES, FEES, PERMITS & CHA	43.00	43.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 471872:										86.00	86.00
03/13	03/14/2013	87082	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 2/	478808	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	31.24	31.24
03/13	03/14/2013	87082	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 2/	478808	2	7401-430-62-48	TAXES, FEES, PERMITS & CHA	31.23	31.23
Total 478808:										62.47	62.47
03/13	03/14/2013	87083	545	PATRICK & COMPANY	DOG AND PET LICENSE TAGS	030713	1	1000-421-10-46	SPAY/NEUTER CLINIC	299.93	299.93
Total 030713:										299.93	299.93
03/13	03/14/2013	87084	7044		TR EX REDDING 3/16/13 CERT	031113	1	7110-430-42-45	TRAVEL	45.75	45.75
Total 031113:										45.75	45.75
03/13	03/14/2013	87085	1391	RANGE SYSTEMS	REDESIGNED GUARDIAN TS	5030	1	1000-421-10-47	EQUIPMENT - SAFETY	422.00	422.00
Total 5030:										422.00	422.00
03/13	03/14/2013	87086	582	RAY MORGAN CO INC	DOWNSTAIRS COPIER-4/13	396291	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	134.41	134.41
03/13	03/14/2013	87086	582	RAY MORGAN CO INC	UPSTAIRS COPIER-4/13	396291	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	181.81	181.81
03/13	03/14/2013	87086	582	RAY MORGAN CO INC	POLICE DEPT COPIER-4/13	396291	3	1000-421-10-44	RENT & LEASES EQUIP & VEHI	79.11	79.11
Total 396291:										395.33	395.33
03/13	03/14/2013	87086	582	RAY MORGAN CO INC	RETURN OF EXCESS STAPLES	CM20873	1	1000-417-10-46	SUPPLIES-GENERAL	193.50-	193.50-
Total CM20873:										193.50-	193.50-
03/13	03/14/2013	87087	615	SACRAMENTO REGIONA	TRAINING C	031113	1	1000-421-10-45	TRAINING	128.00	128.00
Total 031113:										128.00	128.00
03/13	03/14/2013	87088	677	SUSANVILLE SANITARY	1505 MAIN ST	2064 030113	1	1000-422-10-44	SEWER	42.80	42.80
Total 2064 030113:										42.80	42.80
03/13	03/14/2013	87089	685	SUSANVILLE SUPERMAR	VOLUNTEER DINNER	21943	1	1000-422-29-46	FOOD	81.63	81.63

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 21943:										81.63	81.63
03/13	03/14/2013	87090	7373		REFUND GAS DEPOSIT	10120650226	1	7401-2228-000	DEPOSITS-CUSTOMER	32.45	32.45
Total 10120650226:										32.45	32.45
03/13	03/14/2013	87091	770	WESTERN NEVADA SUP	RECHARABLE BATTERY	65442337	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	79.67	79.67
Total 65442337:										79.67	79.67
Grand Totals:										48,063.31	48,063.31

Report Criteria:
Report type: GL detail
Check.Voided = False

Report Criteria:
Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/18/2013	87092	728	U S POSTMASTER	WATER BILLING POSTAGE	031813	1	7110-430-42-46	POSTAGE	712.48	712.48
03/13	03/18/2013	87092	728	U S POSTMASTER	GAS BILLING POSTAGE	031813	2	7401-430-62-46	POSTAGE	367.04	367.04
Total 031813:										1,079.52	1,079.52
Grand Totals:										1,079.52	1,079.52

Report Criteria:
Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
03/15/2013	CDPT	03/18/2013	217	CITY OF SUSANVILLE PA	1	7650-2203-1	5,712.82-
03/15/2013	CDPT	03/18/2013	217	CITY OF SUSANVILLE PA	1	7650-2203-1	5,712.82-
03/15/2013	CDPT	03/18/2013	217	CITY OF SUSANVILLE PA	1	7650-2203-1	1,850.88-
03/15/2013	CDPT	03/18/2013	217	CITY OF SUSANVILLE PA	1	7650-2203-1	1,850.88-
03/15/2013	CDPT	03/18/2013	217	CITY OF SUSANVILLE PA	1	7650-2203-1	13,817.28-
03/01/2013	CDPT	03/18/2013	218	LABORERS TRUST FUND	9	7650-2203-1	936.00-
03/15/2013	CDPT	03/18/2013	218	LABORERS TRUST FUND	9	7650-2203-1	1,061.00-
03/15/2013	CDPT	03/18/2013	218	LABORERS TRUST FUND	9	7650-2203-1	57,905.00-
03/15/2013	CDPT	03/18/2013	87102	CA STATE DISBURSEME	26	7650-2203-0	184.61-
03/15/2013	CDPT	03/18/2013	87103	CA STATE DISBURSEME	36	7650-2203-0	330.92-
03/15/2013	CDPT	03/18/2013	87104	CA STATE DISBURSEME	37	7650-2203-0	376.15-
03/15/2013	CDPT	03/18/2013	87105	EMPLOYMENT DEV DEP	7	7650-2203-1	1,213.96-
03/15/2013	CDPT	03/18/2013	87106	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,148.48-
03/01/2013	CDPT	03/18/2013	87107	GOLDEN ONE CREDIT U	12	7650-2203-0	420.00-
03/15/2013	CDPT	03/18/2013	87107	GOLDEN ONE CREDIT U	12	7650-2203-0	420.00-
03/15/2013	CDPT	03/18/2013	87108	JEFFERSON PILOT FINA	22	7650-2203-1	125.67-
03/15/2013	CDPT	03/18/2013	87108	JEFFERSON PILOT FINA	22	7650-2203-1	194.75-
03/15/2013	CDPT	03/18/2013	87109	NATIONWIDE RETIREME	5	7650-2203-0	125.00-
03/01/2013	CDPT	03/18/2013	87110	NEW IMAGE RACQUETB	30	7650-2203-0	165.50-
03/15/2013	CDPT	03/18/2013	87110	NEW IMAGE RACQUETB	30	7650-2203-0	165.50-
03/01/2013	CDPT	03/18/2013	87111	OPERATING ENGINEERS	11	7650-2203-0	500.00-
03/15/2013	CDPT	03/18/2013	87111	OPERATING ENGINEERS	11	7650-2203-0	500.00-
03/01/2013	CDPT	03/18/2013	87112	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.96-
03/15/2013	CDPT	03/18/2013	87112	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.94-
03/15/2013	CDPT	03/18/2013	87113	UPEC, LOCAL 792	10	7650-2203-1	1,862.00-
03/15/2013	CDPT	03/18/2013	87114	VALIC	4	7650-2203-0	2,707.05-
03/01/2013	CDPT	03/18/2013	87115	AFLAC	14	8403-2239-0	583.84-
03/01/2013	CDPT	03/18/2013	87115	AFLAC	14	7650-2203-0	192.66-
03/15/2013	CDPT	03/18/2013	87115	AFLAC	14	8403-2239-0	583.84-
03/15/2013	CDPT	03/18/2013	87115	AFLAC	14	7650-2203-0	192.66-
03/15/2013	CDPT	03/18/2013	87115	AFLAC	14	8403-2239-0	79.62
03/15/2013	CDPT	03/18/2013	87115	AFLAC	14	7650-2203-0	132.10
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	15,966.91-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	12,692.76-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	5,322.04-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	202.77-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	158.45-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	146.18-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	16.00-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	4,840.52-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	1,151.87-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	2,825.71-
03/15/2013	CDPT	03/18/2013	87116	P.E.R.S.	8	7650-2203-1	32.00-
Grand Totals:			43				147,014.66-

Report Criteria:
Report type: GL detail
Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/21/2013	87117	21	AIRGAS USA, LLC	CHLORINE	9013586685	1	7110-430-42-46	SUPPLIES-GENERAL	372.97	372.97
Total 9013586685:										372.97	372.97
03/13	03/21/2013	87117	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9908318169	1	7110-430-42-46	SUPPLIES-GENERAL	54.60	54.60
03/13	03/21/2013	87117	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9908318169	2	7401-430-62-46	SUPPLIES-GENERAL	32.48	32.48
03/13	03/21/2013	87117	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9908318169	3	2006-431-25-44	REPAIR & MAINT - VEHICLE	48.23	48.23
03/13	03/21/2013	87117	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9908318169	4	2007-431-20-44	REPAIR AND MAINTENANCE-V	48.22	48.22
03/13	03/21/2013	87117	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9908318169	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	48.22	48.22
03/13	03/21/2013	87117	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9908318169	6	7401-430-62-44	REPAIR AND MAINT-VEHICLE	48.22	48.22
Total 9908318169:										279.97	279.97
03/13	03/21/2013	87118	7002		REFUND GAS DEPOSIT	10211450018	1	7401-2228-000	DEPOSITS-CUSTOMER	127.93	127.93
Total 10211450018:										127.93	127.93
03/13	03/21/2013	87119	1390	APGA SECURITY & INTE	GAS DEPT MEMBERSHIP RENE	4820	1	7401-430-62-48	DUES AND MEMBERSHIPS	130.65	130.65
03/13	03/21/2013	87119	1390	APGA SECURITY & INTE	GAS DEPT MEMBERSHIP RENE	4820	2	7401-1430-105	PRE-PAID OTHER	364.35	364.35
Total 4820:										495.00	495.00
03/13	03/21/2013	87120	43	AQUA SIERRA CONTROL	CHLORINE	24435	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	690.35	690.35
Total 24435:										690.35	690.35
03/13	03/21/2013	87121	69	BEE LINE TRUCKING	BACKHOE RENTAL 01/6/13-02/	130131	1	2006-431-25-44	RENTS AND LEASES EQUIPME	1,920.00	1,920.00
Total 130131:										1,920.00	1,920.00
03/13	03/21/2013	87121	69	BEE LINE TRUCKING	BACKHOE RENTAL 02/3/13-03/	130228	1	2006-431-25-44	RENTS AND LEASES EQUIPME	1,920.00	1,920.00
Total 130228:										1,920.00	1,920.00
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	SILICONE	265006	1	1000-452-20-46	SUPPLIES-GENERAL	5.79	5.79

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 265006:										5.79	5.79
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	FASTENERS	265125	1	2007-431-20-46	SUPPLIES-GENERAL	5.33	5.33
Total 265125:										5.33	5.33
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	PVC	265205	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	12.36	12.36
Total 265205:										12.36	12.36
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	FASTENERS	265225	1	7530-451-52-46	SUPPLIES-GENERAL	2.77	2.77
Total 265225:										2.77	2.77
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	PVC	265241	1	1000-452-20-46	SUPPLIES-GENERAL	1.72	1.72
Total 265241:										1.72	1.72
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	COUPLING, PRIMER, PIPE	265522	1	7401-430-62-46	SUPPLIES-GENERAL	18.26	18.26
Total 265522:										18.26	18.26
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	ANGLE IRON	265543	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.73	13.73
Total 265543:										13.73	13.73
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	RESCUE TAPE	265625	1	1000-452-20-46	SUPPLIES-GENERAL	22.23	22.23
Total 265625:										22.23	22.23
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	ANGLE STOP	265644	1	1000-452-20-46	SUPPLIES-GENERAL	7.73	7.73
Total 265644:										7.73	7.73
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	COUPLE, ELBOW, TUBE	265672	1	7530-451-52-46	SUPPLIES-GENERAL	33.05	33.05
Total 265672:										33.05	33.05

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	ELBOW, COUPLE, CONDUIT	266054	1	7114-430-47-46	SUPPLIES - GENERAL	32.39	32.39
Total 266054:										32.39	32.39
03/13	03/21/2013	87122	76	BILLINGTON ACE HARD	GLOVES	266073	1	7110-430-42-46	SUPPLIES-GENERAL	25.13	25.13
Total 266073:										25.13	25.13
03/13	03/21/2013	87123	7376		REFUND GOLF ANNUAL FEE	031813	1	7530-451-52-36	RENTALS - CARTS	300.00	300.00
03/13	03/21/2013	87123	7376		REFUND GOLF ANNUAL FEE	031813	2	7530-451-50-36	RENTS & ROYALTIES	1,050.00	1,050.00
Total 031813:										1,350.00	1,350.00
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	470895 CIRCLE DR	470895CIRCLE 030513	1	7530-451-52-44	DISPOSAL	185.03	185.03
Total 470895CIRCLE 030513:										185.03	185.03
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC 600MAIN 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC 600MAIN 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLC BOFA 030513	1	2007-431-20-44	DISPOSAL	17.65	17.65
Total PLC BOFA 030513:										17.65	17.65
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLC BUEHLERDNT 30513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC BUEHLERDNT 30513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS -DIAMON	PLC DMND MTN 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC DMND MTN 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLC ELKSLODGE 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC ELKSLODGE 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLC FROSTYMILL030513	1	2007-431-20-44	DISPOSAL	17.65	17.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLC FROSTYMILL030513:										17.65	17.65
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLC GROCERYOUT 3051	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC GROCERYOUT 30513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KIMS KI	PLC KIMSKITCHEN 3513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC KIMSKITCHEN 3513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLC KNOCH 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC KNOCH 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLC LASSEN HTL2 3513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC LASSEN HTL2 3513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLC LASSENHS 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC LASSENHS 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LESLIE'	PLC LESLIESJ 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC LESLIESJ 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLC LVCHRTR 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC LVCHRTR 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLC MTLASSEN 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC MTLASSEN 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLC MTLASSENP 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC MTLASSENP 030513:										36.38	36.38

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLC PANCERA PL 03513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC PANCERA PL 03513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - POST O	PLC POSTOFFICE 03513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC POSTOFFICE 03513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLC SIERRAJWLRY 3513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC SIERRAJWLRY 3513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLC SIERRATHRTE 3513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC SIERRATHRTE 3513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - STATE	PLC STATEFARM 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC STATEFARM 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLC SVILLERE 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC SVILLERE 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLC UPTOWNPK 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC UPTOWNPK 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLC VETSMEM 030513	1	2007-431-20-44	DISPOSAL	36.38	36.38
Total PLC VETSMEM 030513:										36.38	36.38
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	925 SIERRA ST	SVL15 030513	1	7401-430-62-44	DISPOSAL	146.65	146.65
Total SVL15 030513:										146.65	146.65
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 030513	1	1000-417-10-44	DISPOSAL	153.73	153.73

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total SVL2 030513:										153.73	153.73
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW	SVL5 030513	1	1000-452-20-44	DISPOSAL	185.03	185.03
Total SVL5 030513:										185.03	185.03
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	1801 MAIN ST	SVL7 030513	1	1000-421-10-44	DISPOSAL	92.52	92.52
Total SVL7 030513:										92.52	92.52
03/13	03/21/2013	87124	1307	C&S WASTE SOLUTIONS	720 SOUTH ST/SHOP	SVL8 030513	1	7620-430-10-44	DISPOSAL	146.65	146.65
Total SVL8 030513:										146.65	146.65
03/13	03/21/2013	87125	1324	CALIFORNIA AIR POLLUT	2013 MEMBERSHIP DUES	1610	1	8404-430-10-48	DUES AND MEMBERSHIPS	850.00	850.00
Total 1610:										850.00	850.00
03/13	03/21/2013	87126	1137	DELTA ENGINEERING SY	REMOTE CONSULTING TRAINI	10347	1	3019-431-20-44	CONSTRUCTION SERVICE	250.00	250.00
Total 10347:										250.00	250.00
03/13	03/21/2013	87127	194	DIAMOND SAW SHOP IN	EAR PLUGS	11375	1	7110-430-42-46	SUPPLIES-GENERAL	81.70	81.70
Total 11375:										81.70	81.70
03/13	03/21/2013	87128	219	ED STAUB & SONS PETR	4000 GAL UNLEADED/2000 GAL	1181890	1	1000-1410-001	INVENTORIES-GASOLINE	25,129.93	25,129.93
03/13	03/21/2013	87128	219	ED STAUB & SONS PETR	4000 GAL UNLEADED/2000 GAL	1181890	2	1000-1410-001	INVENTORIES-GASOLINE	166.08	166.08
Total 1181890:										25,296.01	25,296.01
03/13	03/21/2013	87129	1393	ENVIROMENTAL SYSTE	GIS SOFTWARE MAINTENANCE	92620271	1	7620-430-10-43	TECHNICAL SVCS	128.80	128.80
03/13	03/21/2013	87129	1393	ENVIROMENTAL SYSTE	GIS SOFTWARE MAINTENANCE	92620271	2	7620-1430-105	PRE-PAID OTHER	286.20	286.20
Total 92620271:										415.00	415.00
03/13	03/21/2013	87130	238	FASTENAL COMPANY	EAR PLUGS	51411	1	7401-430-62-46	SUPPLIES-GENERAL	48.44	48.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 51411:										48.44	48.44
03/13	03/21/2013	87131	241	FEATHER PUBLISHING C	BUSINESS CARDS P/D	00881550-00881549	1	1000-421-10-45	PRINTING AND BINDING	689.35	689.35
Total 00881550-00881549:										689.35	689.35
03/13	03/21/2013	87131	241	FEATHER PUBLISHING C	PO#1081 AD FOR P/D OFFICER	PO#1081	1	1000-421-10-45	ADVERTISING	61.50	61.50
Total PO#1081:										61.50	61.50
03/13	03/21/2013	87131	241	FEATHER PUBLISHING C	PO#7562 AMEND COTTAGE FO	PO#7562	1	1000-411-40-45	ADVERTISING	30.00	30.00
Total PO#7562:										30.00	30.00
03/13	03/21/2013	87131	241	FEATHER PUBLISHING C	PO#7563 PARKING 412 RICHM	PO#7563	1	1000-419-10-45	ADVERTISING	31.85	31.85
Total PO#7563:										31.85	31.85
03/13	03/21/2013	87132	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	370976A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 370976A:										105.00	105.00
03/13	03/21/2013	87133	247	FINANCIAL CREDIT NET	COLLECTION COSTS THRU 1/1	013113	1	7401-430-62-48	BAD DEBT EXPENSE	429.42	429.42
03/13	03/21/2013	87133	247	FINANCIAL CREDIT NET	COLLECTION COSTS THRU 1/1	013113	2	7110-430-42-48	BAD DEBT EXPENSE	23.16	23.16
Total 013113:										452.58	452.58
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1000 DSL SERVICE	1000 030513	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1000 CITY ADMIN	1000 030513	4	1000-413-20-45	COMMUNICATIONS	11.44	11.44
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1000 CITY CLERK	1000 030513	5	1000-411-40-45	COMMUNICATIONS	7.63	7.63
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1000 FINANCE	1000 030513	6	1000-415-10-45	COMMUNICATIONS	7.62	7.62
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1000 COMM DEVELOPMEN	1000 030513	7	1000-419-10-45	COMMUNICATIONS	7.62	7.62
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1000 CITY HALL	1000 030513	8	1000-417-10-45	COMMUNICATIONS	111.33	111.33
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1000 WATER - DEBIT MACH	1000 030513	9	7110-430-42-45	COMMUNICATIONS	24.15	24.15
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1000 GAS - DEBIT MACHIN	1000 030513	10	7401-430-62-45	COMMUNICATIONS	24.15	24.15
Total 1000 030513:										338.94	338.94

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1033 PARKS	1033 030513	1	1000-452-20-45	COMMUNICATIONS	152.20	152.20
Total 1033 030513:										152.20	152.20
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1041 P/W ADMIN	1041 030513	1	7620-430-10-45	COMMUNICATIONS	261.83	261.83
Total 1041 030513:										261.83	261.83
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1051 P/W STREETS	1051 030513	1	7620-430-10-45	COMMUNICATIONS	32.27	32.27
Total 1051 030513:										32.27	32.27
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-1182 NAT GAS TELEMETRY	1182 031013	1	7401-430-62-45	COMMUNICATIONS	29.30	29.30
Total 1182 031013:										29.30	29.30
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	252-1182 WATER SCADA	21182 031013	1	7110-430-42-45	COMMUNICATIONS	280.14	280.14
Total 21182 031013:										280.14	280.14
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	252-4247 LASSEN CO AIR POLL	24247 031013	1	7620-430-10-45	COMMUNICATIONS	138.65	138.65
Total 24247 031013:										138.65	138.65
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-2520 GOLF COURSE	2520 030113	1	7530-451-52-45	COMMUNICATIONS	305.75	305.75
Total 2520 030113:										305.75	305.75
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-2960 HVAC/ELEVATOR LIN	2960 030513	1	1000-417-10-45	COMMUNICATIONS	29.30	29.30
Total 2960 030513:										29.30	29.30
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-3292 MUSEUM	3292 031013	1	1000-451-80-45	COMMUNICATION	73.89	73.89
Total 3292 031013:										73.89	73.89
03/13	03/21/2013	87134	265	FRONTIER - IRREGULAR	257-5603 POLICE	5603 031013	1	1000-421-10-45	COMMUNICATIONS	858.98	858.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 5603 031013:										858.98	858.98
03/13	03/21/2013	87135	1179	GRANITE ELECTRICAL S	PARKING LOT LIGHTS	S1599928001	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	144.01	144.01
Total S1599928001:										144.01	144.01
03/13	03/21/2013	87135	1179	GRANITE ELECTRICAL S	BALIST	S1601807001	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	24.68	24.68
Total S1601807001:										24.68	24.68
03/13	03/21/2013	87136	288		REIMBURSE HEALTH INS - SIC	031413	1	7610-2229-002	RETIREE SICK LEAVE BANK PA	436.50	436.50
Total 031413:										436.50	436.50
03/13	03/21/2013	87137	6564		REFUND GAS DEPOSIT	10433320403	1	7401-2228-000	DEPOSITS-CUSTOMER	51.92	51.92
Total 10433320403:										51.92	51.92
03/13	03/21/2013	87138	335	J.W. WOOD CO INC	PVC, CEMENT	S061177	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	15.90	15.90
Total S061177:										15.90	15.90
03/13	03/21/2013	87138	335	J.W. WOOD CO INC	HACKSAW	S06134700	1	1000-452-20-46	SUPPLIES-GENERAL	5.29	5.29
Total S06134700:										5.29	5.29
03/13	03/21/2013	87138	335	J.W. WOOD CO INC	CARBON FILTER	S06137400	1	7530-451-52-46	SUPPLIES-GENERAL	16.17	16.17
Total S06137400:										16.17	16.17
03/13	03/21/2013	87139	7379		REFUND WATER DEPOSIT	10513500010	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
03/13	03/21/2013	87139	7379		REFUND WATER OVERPAYME	10513500010	2	9999-1001-001	CASH CLEARING - UTILITIES	9.14	9.14
Total 10513500010:										84.14	84.14
03/13	03/21/2013	87140	911	JOHNSTONE SUPPLY	NAT GAS CONV KIT	088129	1	7401-430-62-46	SUPPLIES-GENERAL	57.50	57.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 088129:										57.50	57.50
03/13	03/21/2013	87141	372	KRONICK, MOSKOVITZ	PROFESSIONAL SVCS THRU 2/	266068	1	1000-412-10-43	PROFESSIONAL SVCS	644.00	644.00
Total 266068:										644.00	644.00
03/13	03/21/2013	87142	7381		REFUND WATER DEPOSIT	10428500003	1	7110-2228-000	DEPOSITS-CUSTOMER	8.70	8.70
Total 10428500003:										8.70	8.70
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	MOTOR PURR RADIATOR	169111	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	8.70	8.70
Total 169111:										8.70	8.70
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	ANTIFREEZE	169138	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	20.94	20.94
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	ANTIFREEZE	169138	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.94	20.94
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	ANTIFREEZE	169138	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	20.94	20.94
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	ANTIFREEZE	169138	4	2006-431-25-44	REPAIR & MAINT - VEHICLE	20.97	20.97
Total 169138:										83.79	83.79
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	WATER PUMP	169304	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	48.47	48.47
Total 169304:										48.47	48.47
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	ALLIGATOR CLIPS	169395	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	12.33	12.33
Total 169395:										12.33	12.33
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	DRIVEBELT IDLER	169619	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	78.87	78.87
Total 169619:										78.87	78.87
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	DRIVEBELT IDLER	169664	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	20.74-	20.74-
Total 169664:										20.74-	20.74-
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	DOOR HANDLE	169871	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	15.90	15.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 169871:										15.90	15.90
03/13	03/21/2013	87143	411	LASSEN MOTOR PARTS	BATTERY SPECIALT	170126	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	116.09	116.09
Total 170126:										116.09	116.09
03/13	03/21/2013	87144	412	LASSEN REGIONAL SOLI	DUMP FEES	603862	1	2007-431-20-44	DISPOSAL	14.38	14.38
Total 603862:										14.38	14.38
03/13	03/21/2013	87144	412	LASSEN REGIONAL SOLI	DUMP FEES	603881	1	2007-431-20-44	DISPOSAL	17.50	17.50
Total 603881:										17.50	17.50
03/13	03/21/2013	87145	413	LASSEN TIRE	(1) FLAT REPAIR #341	43616	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	50.00	50.00
Total 43616:										50.00	50.00
03/13	03/21/2013	87145	413	LASSEN TIRE	(1) FLAT REPAIR #331	43714	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	40.00	40.00
Total 43714:										40.00	40.00
03/13	03/21/2013	87146	1321	LAW OFFICES OF GREG	CARL MOYER CONTRACTS	11301	1	8404-430-10-43	PROFESSIONAL SERVICES	110.00	110.00
Total 11301:										110.00	110.00
03/13	03/21/2013	87147	421	LEAGUE OF CALIFORNIA	RECRUITMENT ADS	54996	1	1000-416-10-45	ADVERTISING	1,125.00	1,125.00
Total 54996:										1,125.00	1,125.00
03/13	03/21/2013	87148	432	LEXIS NEXIS	ELECTRONIC LAW LIBRARY SV	1302216303	1	1000-412-10-48	DUES AND MEMBERSHIPS	143.82	143.82
Total 1302216303:										143.82	143.82
03/13	03/21/2013	87149	437	LMUD	STREET LIGHTS	14039 030613	1	2007-431-60-46	ELECTRICITY	181.61	181.61
Total 14039 030613:										181.61	181.61

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/21/2013	87149	437	LMUD	STREET LIGHTS	14041 030613	1	2007-431-60-46	ELECTRICITY	3,250.13	3,250.13
Total 14041 030613:										3,250.13	3,250.13
03/13	03/21/2013	87149	437	LMUD	S GAY ST	24323 030613	1	2007-431-60-46	ELECTRICITY	26.78	26.78
Total 24323 030613:										26.78	26.78
03/13	03/21/2013	87149	437	LMUD	66 N LASSEN STREET	2466 030613	1	1000-452-20-46	ELECTRICITY	491.01	491.01
Total 2466 030613:										491.01	491.01
03/13	03/21/2013	87149	437	LMUD	N WEATHERLOW ST TENNIS S	24661 030613	1	1000-452-20-46	ELECTRICITY	10.00	10.00
Total 24661 030613:										10.00	10.00
03/13	03/21/2013	87149	437	LMUD	STREET LIGHTS	2467 030613	1	2007-431-60-46	ELECTRICITY	1,462.69	1,462.69
Total 2467 030613:										1,462.69	1,462.69
03/13	03/21/2013	87149	437	LMUD	65 N WEATHERLOW ST PARK	2865 030613	1	1000-452-20-46	ELECTRICITY	85.36	85.36
Total 2865 030613:										85.36	85.36
03/13	03/21/2013	87149	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 030613	1	1000-451-80-46	ELECTRICITY	19.53	19.53
Total 2866 030613:										19.53	19.53
03/13	03/21/2013	87149	437	LMUD	65 N WEATHERLOW ST COMM	2867 030613	1	1000-452-20-46	ELECTRICITY	77.24	77.24
Total 2867 030613:										77.24	77.24
03/13	03/21/2013	87149	437	LMUD	N WEATHERLOW ST TENNIS C	2870 030613	1	1000-452-20-46	ELECTRICITY	10.68	10.68
Total 2870 030613:										10.68	10.68
03/13	03/21/2013	87149	437	LMUD	NORTH ST BASEBALL PARK M	2873 030613	1	1000-452-20-46	ELECTRICITY	15.01	15.01

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2873 030613:										15.01	15.01
03/13	03/21/2013	87149	437	LMUD	SKYLINE DR WELL 4	29931 031213	1	7110-430-42-46	ELECTRICITY	19.34	19.34
Total 29931 031213:										19.34	19.34
03/13	03/21/2013	87149	437	LMUD	HARRIS BOOSTER STATION	30658 030613	1	7110-430-42-46	ELECTRICITY	221.05	221.05
Total 30658 030613:										221.05	221.05
03/13	03/21/2013	87149	437	LMUD	UPTOWN DECORATIVE LIGHTS	43511 030613	1	2007-431-60-46	ELECTRICITY	201.87	201.87
Total 43511 030613:										201.87	201.87
03/13	03/21/2013	87149	437	LMUD	115 N WEATHERLOW ST	43866 030613	1	1000-451-80-46	ELECTRICITY	55.19	55.19
Total 43866 030613:										55.19	55.19
03/13	03/21/2013	87149	437	LMUD	N PINE & COOK - SCADA	44153 030613	1	7110-430-42-46	ELECTRICITY	15.68	15.68
Total 44153 030613:										15.68	15.68
03/13	03/21/2013	87149	437	LMUD	GLENN DR & CHERRY TR - SCA	44298 031213	1	7110-430-42-46	ELECTRICITY	15.82	15.82
Total 44298 031213:										15.82	15.82
03/13	03/21/2013	87149	437	LMUD	PAIUTE LN SCADA	44316 031213	1	7110-430-42-46	ELECTRICITY	14.60	14.60
Total 44316 031213:										14.60	14.60
03/13	03/21/2013	87149	437	LMUD	BAGWELL SPRINGS - SCADA	45542 031213	1	7110-430-42-46	ELECTRICITY	16.22	16.22
Total 45542 031213:										16.22	16.22
03/13	03/21/2013	87149	437	LMUD	QUARRY ST STREET LIGHTS	49500 030613	1	2007-431-60-46	ELECTRICITY	54.65	54.65
Total 49500 030613:										54.65	54.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/21/2013	87149	437	LMUD	MAIN & FOSS SIGNAL LIGHT	49501 030613	1	2007-431-60-46	ELECTRICITY	159.39	159.39
Total 49501 030613:										159.39	159.39
03/13	03/21/2013	87149	437	LMUD	600 NEVADA ST	54585 030613	1	1000-417-10-46	ELECTRICITY	10.00	10.00
Total 54585 030613:										10.00	10.00
03/13	03/21/2013	87149	437	LMUD	NORTH ST BASEBALL PARK M	9283 030613	1	1000-452-20-46	ELECTRICITY	134.47	134.47
Total 9283 030613:										134.47	134.47
03/13	03/21/2013	87149	437	LMUD	GEOTHERMAL PUMP #1	9297 030613	1	7301-430-52-46	ELECTRICITY	1,059.57	1,059.57
Total 9297 030613:										1,059.57	1,059.57
03/13	03/21/2013	87149	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 030613	1	1000-466-30-46	ELECTRICITY	19.47	19.47
Total 94811 030613:										19.47	19.47
03/13	03/21/2013	87150	452	MARTIN SECURITY SYST	MONTHLY MONITORING CHAR	021516	1	7620-430-10-43	TECHNICAL SVCS	73.00	73.00
Total 021516:										73.00	73.00
03/13	03/21/2013	87151	467	METER VALVE & CONTR	GAS REGULATOR	6243	1	7401-430-62-46	SUPPLIES-GENERAL	98.35	98.35
Total 6243:										98.35	98.35
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	P/W ADMIN LINEN SERVICES 3/	250140306	1	7620-430-10-46	SUPPLIES-JANITORIAL	166.72	166.72
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	P/W ADMIN LINEN SERVICES 3/	250140306	2	7620-430-10-44	LINEN SERVICE	88.67	88.67
Total 250140306:										255.39	255.39
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	GAS DEPT LINEN SERVICES 3/	250140307	1	7401-430-62-44	LINEN SERVICES	68.93	68.93
Total 250140307:										68.93	68.93
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	WATER DEPT LINEN SERVICES	250140308	1	7110-430-42-44	LINEN SERVICE	69.97	69.97

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 250140308:										69.97	69.97
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	STREETS LINEN SERVICES 3/1	250140309	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250140309:										6.68	6.68
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	P/W ADMIN LINEN SERVICES 3/	250141580	1	7620-430-10-44	LINEN SERVICE	64.24	64.24
Total 250141580:										64.24	64.24
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	GAS DEPT LINEN SERVICES 3/	250141581	1	7401-430-62-44	LINEN SERVICES	68.93	68.93
Total 250141581:										68.93	68.93
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	WATER DEPT LINEN SERVICES	250141582	1	7110-430-42-44	LINEN SERVICE	56.08	56.08
Total 250141582:										56.08	56.08
03/13	03/21/2013	87152	481	MISSION LINEN & UNIFO	STREETS LINEN SERVICES 3/1	250141583	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250141583:										6.68	6.68
03/13	03/21/2013	87153	546	PAYLESS BUILDING SUP	CONCRETE	2449360	1	7530-451-52-46	SUPPLIES-GENERAL	16.13	16.13
Total 2449360:										16.13	16.13
03/13	03/21/2013	87154	563	POULSEN WELDING SHO	ANGLE IRON	3989	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	260.26	260.26
Total 3989:										260.26	260.26
03/13	03/21/2013	87155	7378		REFUND GAS DEPOSIT	10112900217	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
03/13	03/21/2013	87155	7378		REFUND GAS OVERPAYMENT	10112900217	2	9999-1001-001	CASH CLEARING - UTILITIES	67.55	67.55
Total 10112900217:										267.55	267.55
03/13	03/21/2013	87156	572	QUILL CORPORATION	BINDERS	1087750	1	3019-431-20-44	CONSTRUCTION SERVICE	107.45	107.45

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1087750:										107.45	107.45
03/13	03/21/2013	87156	572	QUILL CORPORATION	RETURNED RULED NOTEPADS	CR99953	1	1000-417-10-46	SUPPLIES-GENERAL	21.90-	21.90-
Total CR99953:										21.90-	21.90-
03/13	03/21/2013	87157	607	ROCKMOUNT/NASSAU	CUT OFF BLADES FOR VEHICL	1184123	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	181.44	181.44
03/13	03/21/2013	87157	607	ROCKMOUNT/NASSAU	CUT OFF BLADES FOR VEHICL	1184123	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	181.44	181.44
03/13	03/21/2013	87157	607	ROCKMOUNT/NASSAU	CUT OFF BLADES FOR VEHICL	1184123	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	181.44	181.44
03/13	03/21/2013	87157	607	ROCKMOUNT/NASSAU	CUT OFF BLADES FOR VEHICL	1184123	4	2006-431-25-44	REPAIR & MAINT - VEHICLE	181.44	181.44
Total 1184123:										725.76	725.76
03/13	03/21/2013	87158	1076	SIERRA COFFEE AND BE	P/W WATER SERVICES 3/19/13	10228	1	7620-430-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 10228:										34.65	34.65
03/13	03/21/2013	87159	1270	SILVER STATE BARRICA	SIGNS & ANCHORS	66597	1	2007-431-20-46	SUPPLIES-GENERAL	1,754.28	1,754.28
Total 66597:										1,754.28	1,754.28
03/13	03/21/2013	87160	7380		REFUND GAS OVERPAYMENT	10105250111	1	7401-2228-000	DEPOSITS-CUSTOMER	33.33	33.33
Total 10105250111:										33.33	33.33
03/13	03/21/2013	87161	5453		SNORKEL LIFT RENTAL	030513	1	1000-452-21-43	TECHNICAL SVCS	450.00	450.00
Total 030513:										450.00	450.00
03/13	03/21/2013	87162	7383		COMM CENTER REFUND 10/29/	030713	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 030713:										50.00	50.00
03/13	03/21/2013	87163	530	U.S. BANK EQUIPMENT F	FOLDER/INSERTER 3/6/13-4/6/1	224079483	1	7401-430-62-44	RENT & LEASES EQUIP & VEHI	187.57	187.57
03/13	03/21/2013	87163	530	U.S. BANK EQUIPMENT F	FOLDER/INSERTER 3/6/13-4/6/1	224079483	2	7110-430-42-44	RENT & LEASES EQUIP & VEHI	187.57	187.57
Total 224079483:										375.14	375.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/21/2013	87164	7382		REFUND GAS DEPOSIT	10520300015	1	7401-2228-000	DEPOSITS-CUSTOMER	66.11	66.11
Total 10520300015:										66.11	66.11
03/13	03/21/2013	87165	742	UPS STORE, THE	GOLF COURSE PACKING & SHI	10965	1	7530-451-52-45	PRINTING & BINDING	26.88	26.88
Total 10965:										26.88	26.88
03/13	03/21/2013	87166	45	USA MOBILITY WIRELES	PAGER SERVICES P/W	W3501628C	1	7620-430-10-45	COMMUNICATIONS	129.29	129.29
Total W3501628C:										129.29	129.29
03/13	03/21/2013	87167	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9700836766	1	1000-424-20-45	COMMUNICATIONS	6.59	6.59
03/13	03/21/2013	87167	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9700836766	2	1000-452-20-45	COMMUNICATIONS	17.29	17.29
03/13	03/21/2013	87167	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9700836766	3	7620-430-10-45	COMMUNICATIONS	420.35	420.35
Total 9700836766:										444.23	444.23
03/13	03/21/2013	87168	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	37595	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	103.66	103.66
Total 37595:										103.66	103.66
03/13	03/21/2013	87168	1198	WESTWOOD SANITATIO	PORTA TOILET -REIM GOLF CO	37736	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	103.66-	103.66-
Total 37736:										103.66-	103.66-
03/13	03/21/2013	87168	1198	WESTWOOD SANITATIO	PORTABLE TOILET - G/C 1/13-2/	37737	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	197.32	197.32
Total 37737:										197.32	197.32
03/13	03/21/2013	87168	1198	WESTWOOD SANITATIO	PORTABLE TOILET - REIM G/C	37737CR	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	197.32-	197.32-
Total 37737CR:										197.32-	197.32-
03/13	03/21/2013	87169	7362	V	RESTURANT SUPPLIES	030813	1	7530-451-54-46	SUPPLIES GENERAL	350.28	350.28
Total 030813:										350.28	350.28
03/13	03/21/2013	87169	7362		RESTURANT EXPENSES	030913	1	7530-451-54-46	SUPPLIES GENERAL	13.51	13.51

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 030913:										13.51	13.51
03/13	03/21/2013	87169	7362		RESTURANT SUPPLIES REIM	03092013	1	7530-451-54-46	SUPPLIES GENERAL	15.22	15.22
Total 03092013:										15.22	15.22
03/13	03/21/2013	87169	7362		REIM RESTURANT SUPPLIES	MARCH 09 2013	1	7530-451-54-46	SUPPLIES GENERAL	12.90	12.90
Total MARCH 09 2013:										12.90	12.90
Grand Totals:										56,697.88	56,697.88

Report Criteria:
Report type: GL detail
Check.Voided = False

AGENDA ITEM NO. 6B

Reviewed by: City Administrator
City Attorney

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

Submitted by: Gwenna MacDonald, City Clerk

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider fee waiver request for Lassen High School Baseball fund raiser event (August 3 - 4, 2013)

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached is a request from the Lassen High School Baseball Boosters that the City donate light tokens and waive park use fees for a fund raiser tournament. The donation of 10 light token and two days of park use fees are estimated to be $135. All proceeds from the tournament are dedicated to support Lassen High School Baseball.

FISCAL IMPACT: Estimated $135 in lost revenue:

10 tokens:	**$ 65**
Parks use fee:	**$ 70**
TOTAL:	**$135**

ACTION REQUESTED: Motion to donate light tokens and park use fees for Lassen High School Baseball fund raiser

ATTACHMENTS: March 13, 2013 letter of request

To City of Susanville,
3/13/2013

For the last 13 years I have been a doing mens's and co-ed slow pitch softball tournament at Riverside park. This Aug 3th and 4th I again will be doing it. It is a fundraiser for Lassen High School Baseball and Lassen SWAT a traveling softball team. We also in the past have donated to little league and other non profit organization .As in the past I am asking for the city to donate the fields and 10 tokens for lights. I hope again you will be able to help and I thank you in advance.

Sincerely,
Ryan Chedwick
530-521-8032

Received
MAR 14 2013
City of Susanville
City Clerk's Office

AGENDA ITEM NO. 6C

Reviewed by: City Administrator
City Attorney

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

Submitted By: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Accounts receivable write-off

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Administrative Services Department is responsible for the collection of revenues that are owed to the City. When accounts become past due, the City follows certain procedures for the collection of these accounts such as sending delinquent letters, searching for new accounts in the utility billings system or performing a search using our current credit reporting agency resources. After all attempts have failed, staff brings a report to the City Council requesting approval to remove the uncollectible balances from our books and send them on to a collection agency.

At this time we are requesting that the Council approve writing off $3,337.88 in uncollected revenue.

FISCAL IMPACT: Write off $3,337.88 in potential revenue with a portion to be later recovered through collections.

ACTION REQUESTED: Motion to approve the write-off of accounts receivable and send $3,337.88 to collection.

ATTACHMENTS: Report of uncollectible amounts

Accounts Receivable Uncollectible

Last Name	First Name	Total Utilities	Water	Gas	Acct #	Notes	Deposits/Amounts
Bosse	Michael	$242.62	$129.09	$113.53	103.3295.00.04	no new address, no new account	0
Brunt	Andrew	$389.67	$357.95	$31.72	104.1204.00.16	new address found via U/E but still returned, no new account	$0.00
Jacques	Silvia	$198.81	$21.60	$177.21	102.4413.00.08	no new address, no new account	$50 water & $200gas
Lee	Robert	$138.61	$138.61		104.1700.00.08	new address found via U/E but still returned, no new account	$75 water
Lilly	Christopher	$154.43	$60.34	$94.09	105.2029.01.08	no new address, no new account	0
Seitl	Andrew	176.65	74.37	102.28	103.2760.00.00	new address found via U/E but still returned, no new account	$75 water
Thibeau	Mark & Jeanine	273.76	221.05	52.71	102.4079.00.01	new address found via U/E but still returned, no new account	0
Tollefson	Richard	$101.96	34.82	67.14	103.2030.00.19	no new address, no new account	0
Vu	Minh (Motel 9)	$1,036.18	$789.08	$247.10	101.2445.00.00	no new address, no new account - verbal refusal to pay	0
Zang	Ted & Analisa	$625.19	$55.78	$569.41	102.4270.00.01	no new address, no new account	$75 water & $75 gas

GRAND TOTAL **$3,337.88**

S:/Heidi/write-offs March 2013
3/29/2013 10:21

AGENDA ITEM NO. 7A

Reviewed by: City Administrator
City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: General Plan Amendment to adopt the 2009 – 2014 Housing Element update.

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: In accordance with the Department of Housing and Community Development (HCD) and the California Government Code requirements, the City of Susanville was required to update its Housing Element by August 31, 2009. 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 2009 to 2014.

The City began the process in October of 2008 with the preparation of a work plan and the initiation of forming a Housing Element Update Task Force which met several times beginning in January of 2009. Throughout the spring of 2009, City staff prepared the draft Housing Element update and associated CEQA document which was heard by the Planning Commission on March 24, 2009. The Planning Commission adopted Resolution No. 09-920 with a recommendation to the City Council. On June 17, 2009 the City Council reviewed the document and authorized its submittal to HCD with the adoption of Resolution 09-4497.

HCD received the document from the City on June 24, 2009 which began a 60-day review period which culminated with a letter dated August 20, 2009 from HCD to the City which included comments and identified several changes needed to make the document comply with statutory regulations. The revisions to the document were submitted to HCD for a second time on December 26, 2012. HCD performed their review and on February 13, 2013 determined that the document now met all of the statutory requirements and could be adopted by the City Council.

ANALYSIS:

Adoption of the Housing Element is required by 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. With the adoption of this document the Council will be amending the City General Plan. Once adopted the Housing Element contains several action items requiring the City to amend other documents including sections of the Zoning Code and amending a portion of the Safety Element of the General Plan. Amendments to the Zoning Code are:

1. Add density bonus regulations in accordance with State law.
2. Increase the density in the R-3 zones from 12 to 15 dwelling units per acre.
3. Remove constraints that discourage the development of second dwelling units.
4. Allow apartment buildings with more than 12 dwellings in a single structure in the R-4 zone.
5. Allow mobile home parks in all residential zones with a use permit as required by State Law.
6. Allow emergency shelters in at least one zone district by right.
7. Update the definition of transitional and supportive housing and zones in which they are allowed
8. Provide reduced parking standards for housing for the disabled.
9. Develop a process for granting reasonable accommodations for homes occupied by disable persons, when requested.

In adopting this document, the City has agreed to make these changes and other less significant procedural changes within one year from the adoption of the Housing Element.

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

ACTION REQUESTED: Adopt Resolution 13-4943 and direct submittal of the adopted Housing Element to HCD.

ATTACHMENTS:
Resolution No. 13-4943
"A" - Resolution 13-0989
"B" – Draft Housing Element 2009 - 2014
"C" – Review letter from HCD, February 12, 2013

RESOLUTION NUMBER 13-4943
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ADOPTING THE 2009 HOUSING ELEMENT UPDATE TO THE GENERAL PLAN 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 2004 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 2009 to 2014; and

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

WHEREAS, Administrative Services department staff prepared an update of the plan to comply with state law and submitted to and received by the California Department of Housing and Community Development on June 24, 2009 which began a 60 day review period; and

WHEREAS, the California Department of Housing and Community Development provided the City with comments and required changes to the draft Housing Element on August 20, 2009;

WHEREAS, the revisions to the document were submitted to and received by the California Department of Housing and Community Development on December 26, 2012 for a second review; and

WHEREAS, on February 13, 2013 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, a notice of a public hearing was published and conducted by the City Council on April 3, 2013 to consider the General Plan Amendment to consider the adoption of the Housing Element update and the related environmental document was noticed in accordance with applicable laws; and

WHEREAS, on April 3, 2013, the City Council conducted the noticed public hearing to consider the CEQA finding of a Negative Declaration and the General Plan Amendment to adopt the Housing Element 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 3 2013, after consideration and evaluation of all written reports and comments and oral testimony presented city staff, property owners, resident and other interested parties and such other matters as are reflected in the record of the noticed public hearing on the proposed Negative Declaration and proposed General Plan Amendment adopting a Housing element update, the City Council adopts Resolution 13-4943 finding and determining that the Negative Declaration is adequate and was prepared in accordance with the requirements of the California Environmental Quality Act; that a 21-day public review period ran from February 26, 2013 to March 19, 2013; that comments regarding the Negative Declaration were addressed and incorporated into the record; and that the adoption of the Negative Declaration represents the City's independent judgment.

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 effect 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 City staff, property owners, resident and other interested parties, the California Department of Housing and Community development (HCD) and other such matters 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:_____
Rod E. DeBoer, 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 3rd day of April, 2013, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:_____
Peter M. Talia, City Attorney

STATE OF CALIFORNIA -BUSINESS, TRANSPORTATION AND HOUSING AGENCY EDMUND G. BROWN JR., Governor

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT
1800 Third Street, Suite 430
P. O. Box 952053
Sacramento, CA 94252-2053
(916) 323-3177 / FAX (916) 327-2643
www.hcd.ca.gov

February 12, 2013

Mr. Jared Hancock, City Administrator
City of Susanville
66 North Lassen Street
Susanville, CA 96130-3904

Dear Mr. Hancock:

RE: Review of the City of Susanville's Revised Draft Housing Element

Thank you for submitting Susanville's revised draft housing element received for review on December 21, 2012 with additional information received on February 5, 6 and 11, 2013. The draft housing element was submitted for the 4th planning cycle and covers the 2009 - 2014 planning period. The Department is required to review draft housing elements and report the findings to the locality pursuant to Government Code Section 65585(b). Various communications with you and Mr. Craig Sanders, Contract City Planner, facilitated the review.

The revised draft element addresses the statutory requirements described in the Department's August 20, 2009 review. As a result, the revised element will comply with State housing element law (Article 10.6 of the Government Code) when these revisions are adopted and submitted to the Department, pursuant to Government Code Section 65585(g).

The Department appreciates the cooperation and assistance provided by you and Mr. Sanders throughout the course of the review and looks forward to receiving Susanville's adopted housing element. If you have any questions or need additional technical assistance, please contact Robin Huntley, of our staff, at (916) 323-3175.

Sincerely,

Glen A. Campora

Glen A. Campora
Assistant Deputy Director

CITY OF SUSANVILLE
GENERAL PLAN
DRAFT 2009-2014 HOUSING ELEMENT

CITY OF SUSANVILLE GENERAL PLAN
HOUSING ELEMENT

TABLE OF CONTENTS

SECTION	PAGE
SECTION ONE - INTRODUCTION	1
COMMUNITY CONTEXT	1
HISTORY OF SUSANVILLE'S ORIGIN	1
PURPOSE OF THE ELEMENT	4
REQUIREMENTS OF THE HOUSING ELEMENT	5
DATA SOURCES	6
COMMUNITY INVOLVEMENT	6
CONSISTENCY WITH GENERAL PLAN	10
ORGANIZATION	10
SECTION TWO POPULATION AND HOUSING NEEDS ASSESSMENT	11
POPULATION	13
HOUSEHOLD CHARACTERISTICS	16
HOUSING INVENTORY	20
OVERCROWDED HOUSING UNITS	22
HOUSEHOLD INCOME	23
HOUSING COSTS	27
HOME OWNERSHIP	27
RENTAL HOUSING COSTS	32
SPECIAL HOUSING NEEDS OF OTHER GROUPS	34
SENIORS	34
LARGE FAMILIES	36
FEMALE HEAD OF HOUSEHOLD	38
FARM WORKERS	39
FAMILIES IN NEED OF EMERGENCY SHELTER	40
DISABLED POPULATION	42
SECTION THREE - HOUSING RESOURCES AND CONSTRAINTS	46
FUTURE HOUSING NEED	46
LAND INVENTORY	47
VACANT LAND SURVEY	49
IDENTIFICATION OF AVAILABLE LAND BY ZONING AND REALISTIC CAPACITY	51
MEETING REGIONAL HOUSING NEEDS PLAN	59

Analysis of Governmental Constraints 60
Analysis of Non-Governmental Constraints 76
Units At-Risk of Converting to Market-Rate 80
Development Resources 81
Energy Conservation 87

SECTION FOUR - REVIEW OF PAST HOUSING ELEMENT 90
Progress and Effectiveness of the Previous Housing Program 90
2004 Housing Element Goals and Policies 91
Program by Program Review of the Previous Housing Program 97
Summary Of Appropriateness 114

SECTION FIVE -2009 -2014 GOALS, POLICIES, AND PROGRAMS 116
2009 -2014 Housing Element Goals, Policies & Programs 117
Housing Variety 117
Housing Opportunity 119
Housing Quality 126
Summary 128

LIST OF TABLES

Table		Page
1-1	Regional Housing Needs Allocation 2001 to 2008 and 2009 to 2014	9
2-1	Population Growth Trends 1980 - 2008 City of Susanville	13
2-2	Population Growth Trends 1980-2008 Lassen County	13
2-3	Household Population Projections for City of Susanville	14
2-4	Population By Age	15
2-5	Population By Ethnicity/Race	16
2-6	Average Household Size and Vacancy 1990 - 2008	16
2-7	Number of Housing Units Occupied and Vacant 1990 - 2008	17
2-8	Housing Unit Growth 1990 - 2008	17
2-9	Household Characteristics	19
2-10	Household by Tenure	19
2-11	Housing Inventory Trends by Unit Type	20
2-12	Age of Housing Stock	21
2-13	Existing Housing Conditions Survey	22
2-14	Overcrowded Housing Units	23

TABLE		PAGE
2-15	MEDIAN FAMILY AND HOUSEHOLD INCOME 1990 - 2000	24
2-16	HOUSEHOLD INCOME	24
2-17	MAXIMUM HOUSEHOLD INCOME LEVEL BY HOUSEHOLD SIZE	26
2-18	HOUSING NEEDS FOR EXTREMELY LOW INCOME HOUSEHOLDS	26
2-19	1990-2000 MEDIAN SALES PRICE FOR SINGLE FAMILY HOMES	28
2-20	2003/2008 MEDIAN SALES PRICE FOR SINGLE FAMILY HOMES	28
2-21	VALUE OF SPECIFIED OWNER OCCUPIED HOUSING UNITS 2000	29
2-22	EFFECTIVE RATE CONVENTIONAL MORTGAGE LOANS	29
2-23	OWNER-OCCUPANT OVERPAYING BY AGE GROUP	31
2-24	OWNER-OCCUPANT OVERPAYING BY INCOME	32
2-25	MEDIAN GROSS RENT 1990 -2000	33
2-26	GROSS RENT BY SPECIFIED RENTER-OCCUPANT	33
2-27	RENTER OVERPAYING BY AGE GROUP	34
2-28	RENTER OVERPAYING BY INCOME	34
2-29	SENIOR HOUSEHOLDER BY OWNER AND RENTER	35
2-30	FACILITIES FOR THE SENIORS	36
2-31	HOUSEHOLD SIZE	37
2-32	LARGE HOUSEHOLDS	37
2-33	HOUSING UNITS BY NUMBER OF BEDROOMS	38
2-34	FEMALE HEADED HOUSEHOLDS	39
2-35	PERSONS WITH DISABILITIES BY DISABILITY TYPE	42
2-36	PERSONS WITH DISABILITIES BY AGE & EMPLOYMENT STATUS	42
2-37	FACILITIES FOR ADULT DISABLED	44
3-1	REGIONAL HOUSING NEEDS ALLOCATION	47
3-2	CITY OF SUSANVILLE ZONING FOR HOUSING TYPES	53
3-3	INVENTORY OF AVAILABLE LAND FOR RESIDENTIAL DEVELOPMENT	56
3-4	RHNA Needs by Income Group and Zoning	59
3-5	DEVELOPMENT STANDARDS BY ZONING DISTRICT	61
3-6	CITY OF SUSANVILLE AVERAGE APPLICATION PROCESSING TIME	62
3-7	DEVELOPMENT IMPACT FEES	70
3-8	PLANNING APPLICATION FEES	71
3-9	CAPACITY FOR ACCOMMODATING HOMELESS SHELTERS	72
3-10	DISPOSITION OF APPLICATIONS FOR GOVERNMENT-BACKED AND CONVENTIONAL HOME LOANS REDDING MSA, 2007	79
3-11	"AT RISK" ASSISTED HOUSING UNITS	80
3-12	SUMMARY OF FINANCIAL RESOURCES FOR HOUSING	81
3-13	RESIDENTIAL ENERGY CONSERVATION IMPLEMENTATION	89
4-1	NEW RESIDENTIAL PERMITS ISSUED SINCE 2001	95

TABLE		PAGE
4-2	2004 HOUSING ELEMENT ACTION PROGRAM STATUS	97
4-3	REGIONAL HOUSING NEEDS ALLOCATION (2003-2008)	114
5-1	RHNA BY INCOME GROUP 2009 -2014	129
5-2	Summary Of Quantified Objectives by Income Level	129
5-3	Housing Program Summary for City of Susanville	130

FIGURE		PAGE
1	Regional Map	3
2	Vacant Land with Development Potential	55

CITY OF SUSANVILLE GENERAL PLAN
HOUSING ELEMENT

SECTION ONE:

INTRODUCTION

COMMUNITY CONTEXT

City of Susanville is in the south-central part of Lassen County located in northeastern California. It is situated approximately 111 miles east of Red Bluff and 85 miles north-northwest of Reno on the eastern slopes of where the Sierra Nevada and Cascade mountain ranges meet in California (see Figures 1-1 and 1-2).

Susanville was designated as the county seat in 1864 when Lassen County was established and became an incorporated city in 1900. Susanville remains today as the only incorporated city in Lassen County. The City encompasses approximately 9 square miles. The population as of January 1, 2008, as estimated by the California Department of Finance, is 17,551 or approximately 49.1% of Lassen County's total population of 35,710.

The principal highway access to Susanville is via State Highway 36, which runs in a general east-west direction through the central portion of the City and is also Susanville's Main Street. Highway 36 connects to Interstate 5 to the west in Red Bluff and to Highway 395 approximately 4 miles southeast of the City. State Highway 139 leaves Susanville to the north to connect with the City of Alturas in Modoc County.

HISTORY OF SUSANVILLE'S ORIGIN

As the discovery of gold in 1848 sparked a flow of westward migration, new settlers sought an alternative to the route through Donner Pass to cross the Sierra Mountain Range. Peter Lassen first explored the area that is now Lassen County and, in 1851, William Nobles began leading settlers over a route that ran from the Humboldt River (in the State of Nevada) to Shasta City at the northern end of the Sacramento Valley. Of the thousands of people that passed through what is now Lassen County, some chose to remain in the Honey Lake Valley (what is now Susanville). Among those early settlers of Susanville was Isaac Roop, who established a trading post where travelers along the Nobles Emigrant Trail could stock up with provisions before crossing the Sierra Mountains. First known as Rooptown, Isaac Roop's settlement later was named Susanville for Roop's daughter, Susan.

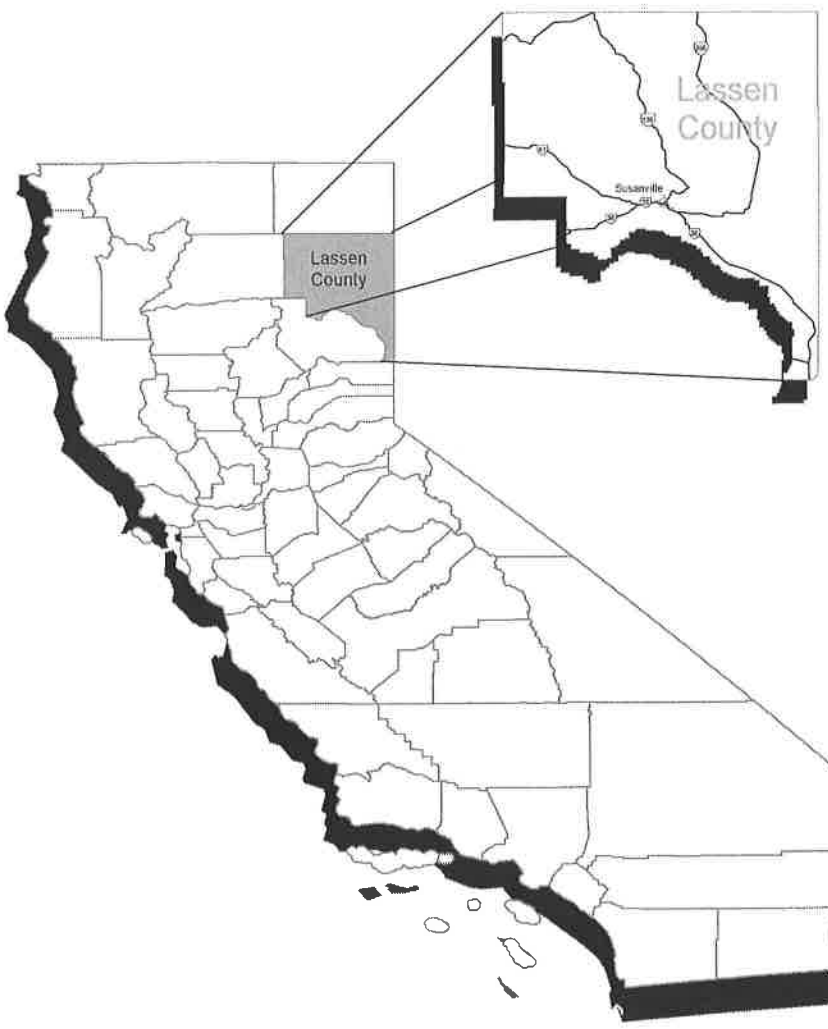
In 1856, Isaac Roop and Peter Lassen led a group of disgruntled settlers, who were unhappy over efforts of Plumas County, California officials to levy and collect taxes in the isolated and sparsely-populated region in and around Susanville. At the same time, those settlers were equally unwilling to be considered a part of the Territory of Utah - a vast region that included parts of what were to become several western states. Roop, Lassen, and their followers opted to form a separate territory, which they named Nataqua. The short-lived Republic of Nataqua was largely ignored, since the region affected had but a few hundred settlers. When the Territory of Nevada was established in 1861, Isaac Roop was made governor of the Territory. A few years later, surveys of the area established that Susanville was actually a part of the State of California and the County of Lassen was established in 1864.

The Fernley & Lassen Railroad, built in 1913, finally provided a much needed economic boost to Susanville and Lassen County by tapping into western Lassen's timber resources. The population growth of Susanville naturally followed.

Today the predominant sector of employment in Susanville and Lassen County is government, which comprised 58.6 percent of jobs in the County in 2007. This is largely due to employment at two State Correctional Centers located within the incorporated boundary of Susanville, but is also augmented by employment with the Forest Service, the Bureau of Land Management, Lassen College, Banner Lassen Medical Center, as well as local schools and local governmental agencies. In production terms, however, agriculture has long been identified as Lassen County's leading industry and the City of Susanville benefits from this industry by providing services to a larger surrounding population.

The operations of the two prisons, the California Correctional Center (CCC) and High Desert State Prison (HDP), in the incorporated limits of Susanville have become a large factor in the population numbers for the City. The CCC was established in 1969 and was annexed into the City in 1991. The HDP was established within the City limits in 1995. As of July 31, 2008 the inmate count for the CCC was 5,566 and the HDP had an inmate count of 4,472 for a total population of 10,038. The effects of this unique population will be discussed further in Section 2.

Susanville, and correspondingly Lassen County, has experienced some economic downturns that have affected its housing situation. In December 2003, Sierra Pacific Industries announced the intended closure of its sawmill complex adjacent to Susanville. The reason for the closure was linked to the loss of Forest Service timber and competitive disadvantages from foreign imports and other states with fewer environmental regulations. Sierra Pacific Industries was the largest private sector employer in the county. The closure of the Susanville facility, which was the last operating sawmill in the county, resulted in the loss of approximately 150 direct jobs and additional support sector jobs.



Quad Knopf	REGIONAL MAP 2009-2014 HOUSING ELEMENT	Figure 1

PURPOSE OF THE ELEMENT

The California Legislature has identified "decent housing and a suitable living environment" as one of the State's top priorities. In 1999, the State issued the California Statewide Housing Plan Update. The Housing Plan Update included the following points:

- Much higher levels of housing construction are needed to adequately house the State's population.
- High housing cost burdens are increasingly an issue for both owners and renters. The combination of upward price pressure in the housing markets and relatively tight urban housing markets has led to increasing cost burdens, particularly for low-income renter residents.
- In some portions of the State, the level of overcrowding has dramatically increased.
- A substantial portion of affordable rental housing developments statewide are at risk of conversion to market rate use.
- Significant numbers of temporary agricultural workers migrate throughout the State facing housing challenges that impact their welfare.
- Homeless individuals and households face significant difficulties in obtaining shelter and reintegrating themselves into the broader society.

Although not all of these issues may concern Susanville directly, the concerns and issues of the State impact the City as housing funding is often tied to plans to resolve these issues of statewide concern. Many of these issues directly influence the context and conditions studied in this Housing Element update. Population pressures, housing costs and economic conditions in the Lassen County region have a direct influence on Susanville.

As a result of these issues and concerns, the California Legislature has required that all cities and counties must prepare a Housing Element as part of their General Plan. The Housing Element is one of the seven required elements in the City's General Plan. The Housing Element is the only element of the General Plan that must be submitted to the State Department of Housing and Community Development (HCD) in order to determine compliance with State laws.

The City's draft 2009-2014 Housing Element was submitted to HCD for review in July of 2009 and HCD identified several items that needed amendments or additional information. This document provides the additional information identified by HCD and will be re-submitted for review. At the end of the review period, which typically lasts 60 days, HCD will issue a letter to the City identifying any concerns with the analysis or with the proposed goals, policies and programs. In order to achieve certification, the City must work with HCD to address any outstanding concerns related to the Element. After adoption by the City Council, the final 2009-2014 Housing Element must be submitted to HCD for a final 90-day review.

State certification of the Housing Element provides the City with a number of benefits and opportunities for addressing housing needs in the City. For instance, a certified Housing Element provides priority access to limited State housing funds and it offers greater protection from potential legal challenges to the Housing Element. In addition, the City is protected from potential financial penalties that may result from future State legislation.

REQUIREMENTS OF THE HOUSING ELEMENT

State Housing Law (Government Code Sections 65583-65589) requires that the Housing Element include an assessment of housing needs and an inventory of resources and constraints relevant to meeting these needs. This element updates the Housing Element previously adopted by the City Council on March 23, 2003. This update also establishes the required components of a Housing Element as follows:

- Analysis of population and employment trends and documentation of projections and a quantification of the locality's existing and projected housing needs for all income levels. These needs shall include the city's share of the regional housing need in accordance with Section 65584.

- Analysis and documentation of household characteristics, including level of payment compared to ability to pay, overcrowding and housing stock condition.

- An inventory of land suitable for residential development, including vacant sites and sites having potential for redevelopment and an analysis of the relationship of zoning and public facilities and services to these sites.

- Analysis of potential and actual government constraints upon the maintenance, improvement and development of housing for all income levels, including land use controls, building codes and their enforcement, site improvements, fees and other exactions and local processing and permit requirements, if any, and efforts to remove governmental constraints that hinder the City's ability to meet its share of the regional housing need.

- Analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land and the cost of construction.

- Analysis of special housing needs, (such as handicapped, elderly, large families, farm workers, families with female head of household, and persons needing emergency shelter).

- Analysis of opportunities for energy conservation in residential development.

- Analysis of existing assisted housing developments that are eligible to change from low-income housing during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of use restriction.

- Analysis of existing zoning to ensure zoning encourages and facilitates emergency shelters and limits the denial of emergency shelters and transitional and supportive housing.

DATA SOURCES

Information contained in the Housing Element was compiled through the use of a variety of data sources, agency contacts, interviews and the review of existing documents. This included data from the United States 2000 Census of Population and Housing, State and local government agencies and information from local organizations. The following is a list of the primary data sources that were used for the preparation of the Housing Element:

- U.S. Census 1980, 1990 and 2000
- State Department of Finance, Housing and Population Data, May 2008
- HCD Template for the Preparation of Housing Elements in Frontier Counties, Lassen County Housing Element 2004 & 2009.
- Susanville General Plan 1990 - 2010 and Zoning Ordinance 467, January 10, 1984
- Housing Market Analysis for Lassen County, September 1994
- Federal Correctional Institution Housing and Regional Conditions Analysis, January 2003
- Final Allocation Plan for the City of Susanville's Regional Housing Needs, December 2002.

Some Data used in this Element was also generated by the City of Susanville and Lassen County Community Development Departments. Current real estate information comes from interviews with realtors and local services, the City's Geographic Information system (GIS), and Internet databanks as well as several non-profits who serve the communities special needs. See Appendix A-1 for a list of all references.

COMMUNITY INVOLVEMENT

Community involvement is important not only in terms of assessing housing need, but also in developing policies and programs to effectively address that need. The City of Susanville has actively sought input into its housing program. The City created a Housing Element Update Task Force consisting of seven people representing residents, local businesses, public agencies, non-profit organizations and representatives of the Planning Commission and City Council, as listed below.

Housing Element Update Task Force	
Vern Templeton	Mayor pro tem & Land Surveyor
Gene Stark	Planning Commissioner & Retired Caltrans
Bill Jost	Program Manager LASSEN WORKS & former Section 8 Coordinator, Lassen County
Cheri Farrell	Administrative Director, Crossroads Ministries (homeless shelter services provider)
Jim McCarthy	Realtor & Broker, Gold Run Realty
Jesse DuSell	Student & renter
Nora Bishop	Public Member and Realtor, Cottage Realty

Some members were appointed and others volunteered to serve on the committee. Advertisements, one-quarter page in size were published twice in the local newspaper to solicit participation on the committee. Committee members represented a wide range of personal experience, incomes, special needs and professional knowledge of the housing industry and housing availability in the City of Susanville and surrounding region.

Task force meetings were held on January 12, February 5, and February 26 of 2009. Additionally, the City of Susanville Planning Commission held a public workshop on the Task Force's recommendations on March 10, 2009. Meetings were well-attended by the majority of Task Force members. Members provided information individually, relative to their fields of expertise and experiences. Agendas of the meetings are contained in Appendix A to this Housing Element

At the first meeting held on January 12, 2009, the Task Force was provided a spreadsheet listing all policies and programs of the 2004 Housing Element and began its review and critique of each program to determine progress or success and the need to continue or adjust various programs

The second meeting was held on February 5, 2009 and provided the opportunity to revisit and refine responses to the 2004 programs and make recommendations for the 2009 goals, policies and programs. In addition, demographics, land available for housing, constraints and opportunities for housing development were discussed.

The third meeting held on February 26, 2009 included further definition of Goals, Policies, and Programs for the 2009 Housing Element

The City of Susanville Planning Commission held a public workshop to review the recommendations of the Housing Element Task Force on March 10, 2009. Input from the general public was also sought on the overall planning document. Both the Planning Commission and then the City Council held separate public hearings on March 24, 2009 and April 1, 2009 respectively

Additionally, input from the general public was solicited through public hearings which were held by the Planning Commission and City Council on March 24, 2009, and April 1, 2009, respectively. All through the process the Planning Commission and City Council were apprised of the progress of the plan. Circulation of the Housing Element occurred to all interested agencies seeking their comments.

Several individuals participated in the workshop and many suggestions were incorporated into the Housing Element. The discussion included low income housing, senior housing, transitional housing, emergency shelters, housing for individuals with disabilities, units at risk of conversion, Regional Housing Needs Allocation, government and non-government constraints, other special needs populations, mandatory requirements, and the Housing Element process. .

Topics brought to the attention of the public at the workshops included the new Senate Bill and Assembly Bill requirements that must be included within the 2009-2014 Housing Element Update. Outlined below are new requirements that were referenced for the current planning period:

- AB 1233 (Jones) 2005: If prior element failed to identify or implement adequate sites, the local government must zone or rezone to address this need within one-year of update.

- AB 2511 (Jones) 2006: Amended several sections of general plan and housing laws. Includes provisions strengthening ANTI-NIMBY protections and no-net loss requirements. Also added potential penalties for non-reporting of general plan progress reports.

- SB 1087 (Florez) 2005: Requires local governments to immediately forward adopted housing element to water and sewer providers.

- AB2634 (Lieber) 2006: Requires quantification and analysis of existing and projected housing needs of extremely low-income households. Element must also identify zoning to encourage and facilitate supportive housing and single-room occupancy units.

The plan also addresses the City's Regional Housing Needs Allocation (RHNA) numbers. Every 5 years the State Department of Housing and Community Development performs a population growth analysis and determines where additional housing should be identified. These updated

RHNA housing unit estimates were also discussed at the workshops. Overall the RHNA number for the City of Susanville has decreased by 692 housing units from the 2001-2008 planning period. The RHNA allocation is divided into specific categories based on household income. The Very Low Income category decreased 49.9 percent, the Low Income category decreased 49.8 percent, the Moderate income category decreased 50.1 percent, and Above Moderate Income category decreased 47.2 percent as shown in **Table 1-1**. The attendees at the work shop stated that the numbers supplied by the State seemed appropriate.

TABLE 1-1
REGIONAL HOUSING NEEDS ALLOCATION 2001 TO 2008 AND 2009 TO 2014
CITY OF SUSANVILLE

INCOME GROUP	2001 TO 2008	2009 TO 2014	PERCENT CHANGE1
Very Low	341	171	-49.9%
Low	221	111	-49.8%
Moderate	260	129	-50.1%
Above Moderate	575	294	-47.2%
Total*	**1,397**	**705**	**-49.5%**

The Housing Element Workshops held on February 4, 2009 and March 4, 2009 had average attendance with invitations taking place to the community through the use of public notices published in the paper and also direct invitation to a number of housing and housing advocacy agencies.

Specific agencies and advocacy groups invited to the public meetings included:

- Lassen Senior Services
- Lassen County Community Social Services
- Local Realtors
- Senior Care Providers
- Local Chamber of Commerce
- Susanville Indian Rancheria
- Crossroads Ministries
- Lassen Career Network
- Local Community Service Districts

The City also directly contacted housing and social service groups active in the Susanville area in order to get their input on the housing needs of their clients and any concerns that they had regarding housing. Specifically, the City contacted the Lassen Housing Authority, Lassen Works, Lassen Family Services, Eskaton Inc. (an affordable housing developer for seniors), and Far Northern Regional Center, which serves persons with developmental disabilities.

While not all agencies, advocacy groups or the public were able to attend the public workshop, the City remained committed to the creation, retention and rehabilitation of affordable housing for its residents. The Planning Commission and City staff actively sought public comments on housing projects and remain open to innovative and non-traditional housing concepts.

CONSISTENCY WITH THE GENERAL PLAN

The City of Susanville 2009 – 2014 Housing Element is a required component of the Susanville General Plan, which was completed and adopted in August 1991 and has been amended from time to time. State Law requires that "...the general plan and elements and parts thereof comprise an integrated, internally consistent and compatible statement of policies..." The purpose of requiring internal consistency is to avoid policy conflict and provide a clear policy guide for the future maintenance, improvement and development of housing within the City.

The Housing Element has been reviewed to ensure internal consistency between it and other General Plan elements. No conflicts exist between the goals, policies and implementation strategies of the Housing Element and other elements of the General Plan. This Housing Element is for the planning period from 2009 to 2014 and complies with the state-mandated five-year update cycle. The City will continue to ensure internal consistency between the Housing Element and the General Plan through its annual review and reporting process.

ORGANIZATION

This Housing Element is organized into six sections that identify the housing needs in the community, the constraints to development, resources for future development and goals, policies and programs to address the needs and constraints in the City of Susanville. The sections are as follows:

- Section One - Introduction: provides information on the housing element process, primary data sources used for the Element, community involvement and consistency with the General Plan.
- Section Two - Housing Needs Assessment: contains a demographic and housing profile of the City and includes a discussion of current and future housing needs.
- Section Three - Housing Resources and Constraints and Needs: contains an analysis of the constraints that impact the development of housing and provides an inventory of land in the City suitable for development as well as the financial and administrative resources available to facilitate housing production. Also includes an assessment of housing needs.
- Section Four - Review of Past Housing Element: evaluates the City's past performance based on its progress toward the objectives identified in the 2003-2008 Housing Element.
- Section Five - Housing Plan: sets forth the City's goals, policies and programs that are designed to address the housing needs in the City of Susanville.

CITY OF SUSANVILLE GENERAL PLAN

HOUSING ELEMENT

SECTION TWO

POPULATION AND HOUSING NEEDS

This section analyzes the demographic, household, income, employment and housing stock characteristics for the City of Susanville. This information is used to determine the City's existing and future housing needs. It serves as the foundation for the development of the City's goals, policies and programs that are designed to meet its identified housing needs.

To adequately plan for future population growth and associated housing needs it's helpful to look at past population trends and present conditions within the City and in some instances Lassen County for comparison. This section discusses the components of housing need: population growth; housing stock, income and affordability, and special populations.

The data included is from the 1990 and 2000 federal census as well as population estimates for 2008 from the California Department of Finance (DOF). When reviewing tables within this chapter one must keep in mind that there are limitations of each data source and differing levels of accuracy, especially when numbers from different sources are compared with each other.

The California Department of Finance (DOF) provides annual estimates of population, housing units and other useful information in all California communities by using a different method than the census. The DOF estimates these numbers for the prior year and provides them to the public in the spring of the following year. Each year the department refines and updates the data from the prior year. Hence DOF population estimates during a given year will change prospectively the following year, and the previous published number will no longer be available on the department's website. Hence it is often difficult to validate these previously used estimates. For more information on DOF estimates and access to their data tables see http://www.dof.ca.gov.

The City of Susanville has two State correctional facilities within its boundary which create a unique population demographic. The two facilities are the California Correctional Center (CCC) which was constructed in 1963 in unincorporated Lassen County and annexed into the City in 1991 and the High Desert State Prison (HDP) which opened in 1995. The addition of the population of these two facilities increases the population of Susanville which is reflected in the significant difference between the 1990 and 2000 census population numbers.

When looking at different sources of data there is a discrepancy between the census and DOF population numbers and the Department of Corrections inmate counts. For example, the DOF estimated group quarters population for the City on 1/1/1991 was 178 and on 1/1/1992 it was 4,395, a difference of 4,217 reflecting the annexation of the CCC prison facility. In checking the Department of Corrections prison count numbers for December 31, 1991 the population of the CCC facility was 5,701, almost 1,500 people more. The reason for this discrepancy is that the CCC facility operates several work camps for low risk inmates and most of those camps are outside of City limits of Susanville. The population of the CCC within the City is generally between 4,000 and 4,300 inmates. The population of the HDP, 100% of which is in the City limits, varies year to year from 4,300 to 4,600.

When planning for future housing needs it must be acknowledged that there is no relationship between the population of these two prisons and the remainder of population and the housing needs in Susanville. While the demographics of the prison population cannot be extracted out of some of the population data, most of the analysis for housing focuses on household data which excludes prison populations. It should be noted that the 2000 census did not correctly assign the population of the CCC to the City but assigned it to the unincorporated portion of Lassen County. This error has further skewed some of the 2000 census data for the City. This update to the City's Housing Element will not attempt to correct the errors described above but will attempt to extract the prison population whenever possible.

The analysis that follows is divided into four major subsections. **Population Characteristics** examines the City of Susanville in terms of individual persons and identifies population trends that may affect future housing needs. **Household Characteristics** explores Susanville by families, households, or living groups, to see how past and expected household changes will affect housing needs. **Employment** denotes primary income sources and levels by occupation and ability to afford adequate housing. A review of the **Housing Stock** discloses the housing environment in Susanville as a whole and details availability, affordability, and condition. Such information is invaluable to help identify needed programs that ensure that existing and future housing stock meets the shelter needs of every segment of the City's population. Analysis in each of these subsections provides a database upon which decisions concerning programs and policies for the provision of adequate housing in the City are made.

To identify future housing needs for the City of Susanville, population variables such as demographic and socioeconomic characteristics and trends should be analyzed but some of the data is highly skewed due to the inclusion of inmate populations. In many instances the data on the inmate population cannot be separated from the data for the general population for the City. Whenever possible this document will data for household populations will be used to make trend assessments. Data such as age, ethnicity, and some income information which includes inmate populations will not be used for assessing housing needs. The community profile is based on available data from the U.S. Census Bureau, Department of Finance (DOF), Lassen County's Regional Housing Needs Plan and various other informational sources.

POPULATION

Tables 2-1 and 2-2 show population trends for Susanville and Lassen County between 1980 and 2008. The tables show total population and separates out household population.

TABLE 2-1

POPULATION GROWTH TRENDS (1980 – 2008)

CITY OF SUSANVILLE

Year	Total Population	Household Population	Household Numerical change	Group Quarters	Average Annual Change Household Pop.	
					Number	Percent
1980	6,520	6,520*		-	-	-
1990	7,279	7,093	573	186	57.3	0.85%
2000	17,465	8,777	1,684	8,688	168.4	2.1%
2008	17,551	8,952	175	8,599	17.5	0.28%

Source: CeCensus Bureau (1980, 1990, 2000,) DOF Table E-5 2000-2010 *household population not available

TABLE 2-2

POPULATION GROWTH TRENDS (1980 – 2008)

LASSEN COUNTY

Year	Total Population	Household Population	Household Numerical change	Group Quarters	Average Annual Change Household Pop.	
					Number	Percent
1980	21,661	19,992		1,699-	-	-
1990	27,598	22,702	2,710	4,896	271	1.28%
2000	33,828	24,918	2,216	8,910	221.6	0.94%
2008	35,710	25,928	1,010	9,829	144.3	0.57%

Source: Census Bureau (1980, 1990, 2000,) DOF Table E-5 2000-2010

As indicated by **Table 2-1**, the City gained significant population between 1990 and 2000 as a result of the annexation of the California Correctional Center (CCC) in 1991 and opening of the High Desert State Prison (HDP) in 1995. However, using the household population numbers, the growth of the City was far more modest. As indicated in Table 2-1 the City Household

population expanded at a greater than average rate between 1990 and 2000. A significant portion of this increase is assumed to be as a result of additional direct and indirect jobs associated with the new HDP facility which employs over 1,000 people. From 1980 to 2008 the City's annual average household population growth rate was 1.18%. The County's average household growth rate for the same period was 0.97%.

A typical first step in determining the amount of housing needed by a jurisdiction is to develop a projection of future population of that jurisdiction. No specific population projections have been prepared for the City of Susanville. Since housing elements have to be updated every 5 years carrying out population projections more than 10-15 years would not be statistically meaningful. Table 2-3 provides actual and estimated City household populations based on an assumed average annual growth rate of 1.18% which is the average for the past 27 years.

TABLE 2-3
HOUSEHOLD POPULATION PROJECTIONS FOR CITY OF SUSANVILLE

YEAR	2000	2008	2010	2015	2020
SUSANVILLE POPULATION	8,777	8,952	9,165*	9,718*	10,305*

Source: 2000 census DOF Table E-5, * Projection using City of Susanville historical growth rate of 1.18%

Population by Age

The age distribution of the City's population is shown in **Table 2-4**. As Table 2-4 illustrates, population growth has occurred more intensely in the last decade in residents between 20 and 54 years of age. For 2000, the table included the population of the HDP but not the population of the CCC of approximately 4,200 people. As an indication of the effect of the inclusion of the prison population the 20 to 54 age group grew 158% between 1990 and 2000 while the City's household population increased 23.7 %.

Generally, persons aged 25 to 44 are considered to be in the family-forming age group that generally demands more single family housing but the inclusion of the inmate population of the HDP makes it difficult to see if this population segment is growing or slowing.

What does stand out in the data is that percent change in the population of children less than 5 years of age and the population between 60 and 85 both increased at a rate significantly lower than the household population. With the opening of HDP in 1995 there was an influx of a presumably younger male prison workforce who were either single or had not started a family explaining the minimal growth of the 0 to 5 population. As for the decreasing trend for older populations one possible explanation is that people reaching retirement age are choosing to leave the area. This could indicate a trend that housing for the elderly population may be in lesser demand in Susanville. The City should monitor these trends with the 2010 census

TABLE 2-4
POPULATION BY AGE
CITY OF SUSANVILLE

Age Group	1990		2000		Age Group Percent Change 1990-2000
	Number	Percent of Total Pop.	Number*	Percent of Total Pop.	
Under 5 Years	648	8.9%	698	5.2%	7.7%
5-9 Years	622	8.5%	818	6.0%	31.5%
10-14 Years	511	7.0%	727	5.4%	42.3%
15-19 Years	485	6.7%	836	6.2%	72.4%
20-24 Years	519	7.1%	1,471	10.9%	183.4%
25-34 Years	1,118	15.4%	3,056	22.6%	173.4%
35-44 Years	1,082	14.9%	2,564	18.9%	136.9%
45-54 Years	661	9.1%	1,640	12.1%	148.1%
55-59 Years	260	3.6%	378	2.8%	45.4%
60-64 Years	318	4.4%	304	2.2%	-4.4%
65-74 Years	559	7.7%	491	3.6%	-12.2%
75-84 Years	370	5.1%	397	2.9%	7.3%
Over 85 Years	126	1.7%	161	1.2%	27.7%
Median	32.7		32.1		
Total	7,279	100.0	13,541	100.0	

Source: 1990, 2000 U.S. Census *Includes HDP but excludes the CCC

Population by Race and Ethnicity

The racial characteristics of the City's population are shown below in **Table 2-5**. All ethnic groups experienced an increase in total numbers as would be expected. In terms of the relative proportion of any ethnic group to the total population, white population experienced a modest decrease in relative population from 91.4% to 84.9%. The African American population remained almost the same increasing from 1% to 1.1% of the population. A modest increase occurred in people of Hispanic origin, which covers multiple race groups, from 7.5% of the population in 1990 to 9.4 % of the population in 2000. The Native Hawaiian/ Pacific Islander/Asian population increased from 1.4% to 2.2% of the population. Overall, the numbers indicate a population that is slowly becoming more ethnically diversified.

TABLE 2-5
POPULATION BY ETHNICITY/RACE
CITY OF SUSANVILLE

Race	1990		2000		Percent Change, 1990-2000
	Number	Percent of Pop.	Number	Percent of Pop.	
White	6,653	91.4%	7,397	84.9%	11.2%
African American	73	1.0%	98	1.1%	34.2%
Amer. Indian/Alaska Native	277	3.8%	342	3.9%	23.4%
Native Hawaiian/Pacific Islander/Asian	102	1.4%	196	2.2%	92.1%
Some other race	174	2.4%	346	3.9%	98.8%
Two or more races	--	--	336	3.9%	--
Total	7,279	100.0%	8,715	100.0%	
Hispanic Origin (of any race)	547	7.5%	820	9.4%	49.9%

Source: (1990 Census, STF1:P010) and (2000 Census, SF1:P8, PCT 17A,B, C, D,E, F, G, H)

HOUSEHOLD CHARACTERISTICS

Size and Vacancy

TABLE 2-6
AVERAGE HOUSEHOLD SIZE AND VACANCY, 1990-2008
CITY OF SUSANVILLE AND TOTAL LASSEN COUNTY

Area	Year	Housing Units	Households	Population in Households	Average Household Size	Vacancy Rate
Susanville	1990	3,124	2,841	7,093	2.50	9.09%
	2000	3,889	3,516	8,777	2.49	9.04%
	2008	4,197	3,802	8,952	2.36	9.06%
Lassen Co.	1990	10,358	8,543	22,702	2.66	17.52%
	2000	12,000	9,625	24,918	2.59	19.79%
	2008	13,067	10,546	25,928	2.46	19.29%

Source: Census Bureau (1990 and 2000 Census) and 2008 DOF Estimates; Excludes figures from both state prisons.

Susanville's and Lassen County's Total Households, Population in Households, and Average Household Size and Vacancy Rate for 1990, 2000, and 2008 is shown in Table 2-6. In 1990,

Susanville's Average Household Size was 2.50, while the County's Average Household Size was 2.66. Average Household Size in 2000 was 2.49 persons per household for Susanville and 2.59 persons per household for the County, and 2.36 and 2.46 respectively in 2008 indicating that larger or extended family/households are actually decreasing. If the trend continues slightly more housing will be needed to accommodate increased population.

The vacancy rate for the City of Susanville has remained almost constant between 1990 and 2000 rising from 9.1% to 9.4% while the rate for the County as a whole has increased from 17.52% to 19.29%. Vacancy rates are usually an indicator of the strength of the housing market . The State uses five percent as a rule-of-thumb for a desirable total vacancy rate. A total vacancy rate of less than four percent could represent a shortage of housing units. This is not the case in Susanville. High vacancy rates can be an indication of a weak housing market. However vacancy rates don't provide the whole picture. An area can have a strong demand for housing and a high vacancy rate when there is a demand for summer/vacation homes, i.e the Lake Tahoe region. Vacation homes in Lassen County help contribute to the higher vacancy rate in the County as a whole. A breakdown of vacancy types for 2008 is not available.

Of the total vacant units in 2000, 155 were for rent, 75 were for sale, 14 were rented or sold but not yet occupied, 40 were for seasonal, recreational, or occasional use, and 82 were classified as other vacant. The percentage of vacant units for rent decreased from 1990 to 2000 and the percentage of vacant units for sale increased considerably for the same time period.

Table 2-7
NUMBER OF HOUSING UNITS, OCCUPIED AND VACANT, 1990-2000
CITY OF SUSANVILLE

	1990		2000	
	Units	% of Total	Units	Percent of Total
Total Housing Units	3,124	100.0%	3,882	100.0%
Occupied Housing Units	2,841	90.9%	3,516	90.6%
Total Vacant Units	283	9.1%	366	9.4%
Reason Vacant		% of Vacant		% of Vacant
For rent	141	49.8%	155	42.3%
For sale only	19	6.7%	75	20.5%
Rented or sold, not occupied	25	8.8%	14	3.8%
Seasonal or recreational use	15	5.3%	40	10.9%
For migratory workers	0	0.0%	0	0.0%
Other vacant	83	29.3%	82	22.4%

Source: 1990 and 2000 U.S. Census

Housing Growth

As of January 1, 2008, there were 4,197 housing units in the City of Susanville. **Table 2-8** below shows the housing growth trends in the City of Susanville for the years 1990 to 2008. As the table shows, the growth in the number of housing units in the City corresponds to the larger population growth between 1990 and 2000 and the number of housing units grew faster than the population in both jurisdictions between 2000 and 2008 (see Table 3-1). This corresponds to the decrease in household size over the same time period. On average between 1990 and 2008 the City added approximately 60 new dwelling units per year.

TABLE 2-8
HOUSING UNIT GROWTH, 1990-2008
CITY OF SUSANVILLE AND TOTAL LASSEN COUNTY

Area	Year	Number of Housing Units	Numerical Change	Average Annual Growth Rate	Average Annual Household Population Growth
Susanville	1990	3,124	-	-	-
	2000	3,889	765	2.21%	2.1%
	2008	4,197	308	1.03%	0.25%
	1990-2008		1,073	1.73%	1.38%
Lassen Co.	1990	10,358	-	-	-
	2000	12,000	1,642	1.48%	0.94%
	2008	13,067	1,067	1.22%	0.57%
	1990-2008		2,709	1.38%	0.80%

Source: Census Bureau (1990 and 2000 Census) and 2008 DOF Estimates

Household Tenure

A summary of the City of Susanville household characteristics is provided in **Table 2-9**. The majority of households in the City are still family households but that percentage decreased significantly from 77.2% to 64% between 1990 and 2000. The percentage of married couple families also decreased significantly from 65.4% to 46.4%. Non-family households have increased by 38.4 percent between 1990 and 2000, faster than the increase in total households reflected by an increased percentage of non-family households from 22.8% to 36%. Households, with persons living alone increasing by 40.9 percent, again faster than the increase in total households. Female households with individuals under 18 years of age also rose faster than the overall households with a 46.8% increase. Households of married family couples and householder over the age of 65 living alone saw the smallest increases with 9.6% and 13.6% respectively.

TABLE 2-9
CITY OF SUSANVILLE HOUSEHOLD CHARACTERISTICS

Household Tenancy	1990		2000		Percent Change
	Number	Percent	Number	Percent	
Total Households	2,841	100.0%	3,516	100.0%	23.8%
Family Households	1,926	77.2%	2,250	64.0%	16.8%
Married Couple Families	1,489	65.4%	1,632	46.4%	9.6%
Married Couple Families with children under 18	716	25.2%	854	24.3%	19.3%
Female Householder, no husband present	325	8.6%	464	13.2%	42.8%
Female Householder with children under 18	239	6.8%	351	10%	46.8%
Non-Family Household	915	22.8%	1,266	36.0%	38.4%
Householder living alone	747	18.9%	1,053	29.9%	40.9%
Householder alone > 65	332	11.7%	377	10.7%	13.6%

Source: 1990, 2000 U.S. Census

Table 2-10 shows Total Occupied Housing Units and Owner-Occupied and Renter-Occupied Housing Units for 1990 and 2000 for the City of Susanville, Lassen County and Unincorporated Lassen County. The 2000 U.S. Census reported that the total number of occupied housing units in the City was 3,516, with 1,935 (55.0 percent) Owner-Occupied Housing Units and 1,581 (45.0 percent) Renter-Occupied Housing Units.

The trends in the data suggest that the City of Susanville is providing an increasing proportion of renter housing for Lassen County while the unincorporated area of Lassen County's proportion of rental housing is slightly decreasing. Due to the small changes in percentages it will take the data from the 2010 census to determine if a trend is forming.

TABLE 2-10
HOUSEHOLDS BY TENURE CITY OF SUSANVILLE, LASSEN COUNTY AND UNINCORPORATED LASSEN COUNTY

	1990		2000	
	Number	Percent	Number	Percent
Susanville				
Owner	1,636	57.6%	1,935	55%
Renter	1,205	42.4%	1,581	45%
Total	2,841	100.0%	3,516	100.0%
Lassen Co.				
Owner	5,927	69.4%	6,575	68.3%
Renter	2,616	30.6%	3,050	31.7%

TABLE 2-10 HOUSEHOLDS BY TENURE CITY OF SUSANVILLE, LASSEN COUNTY AND UNINCORPORATED LASSEN COUNTY				
	1990		2000	
	NUMBER	PERCENT	NUMBER	PERCENT
Total	8,543	100%	9,625	100%
UNINCORPORATED LASSEN CO.				
Owner	4,291	75.2%	4,640	76%
Renter	1,411	24.8%	1,469	24%
Total	5,702	100%	6,109	100%

HOUSING INVENTORY

Housing Units By Type

Referencing Table 2-11 , the majority of units built between 1990 and 2008 were single family. The percentage of Single Family Housing Units (both attached and detached) increased from 66.3 percent in 1990 to 73.2 percent in 2000 and 74.6 in 2008. The percentage of duplexes also increased from 2.8 percent in 1990 to 5.2 percent in 2000, and the percentage of Multiple Family Housing Units and Mobile Homes decreased 5.8 percentage points and 1.4 percentage points respectively from 1990 to 2000.

TABLE 2-11 HOUSING INVENTORY TRENDS BY UNIT TYPE, 1990-2008 CITY OF SUSANVILLE						
Year	1990		2000		2008	
	Units	% of Total	Units	% of Total	Units	% of Total
Total Housing Units	3,124	100.0	3,842	100.0	4,197	100%
1-Unit Detached	2,047	65.5	2,682	69.8	3,008	71.6%
1-Unit Attached	26	0.8	129	3.4	131	3.0%
2 Units	89	2.8	198	5.2	204	5.3%
3 or More	690	22.1	626	16.3	644	15.2%
Mobile Home	205	6.6	198	5.2	210	5.0%
Boat, RV, Van, etc.	67	2.1	9	0.2	N/A	

Source: State Department of Finance E-5 estimates.
Excludes figures from both prisons.

Age Of Housing Stock

As shown in Table 2-12, 50.4 percent of Susanville's housing stock was built prior to 1970. Currently 65 percent (2,751 units) of the City's current housing stock is over 30 years old. This

could indicate the potential need for rehabilitation and continued maintenance of these units by the year 2010. More information on the condition of the City's housing stock in the next section.

TABLE 2-12
AGE OF HOUSING STOCK
CITY OF SUSANVILLE

Year Structure Built	# of Units	% of Total
2000 to 2008*	390	9.2
1990 to 1999	574	13.6
1980 to 1989	517	12.2
1970 to 1979	619	14.6
1960 to 1969	413	9.8
1940 to 1959	1,097	25.9
1939 or Earlier	622	14.7
Total	4,232	100.0

Source: 2000 U.S. Census & Community Development Department * Estimate

Housing Quality

Housing quality is measured by accepted standards of health and safety concerns and issues. Deteriorating conditions, left unchecked, allow for the possibility of physical harm to residents and guests. It is important that the City be aware of deferred maintenance conditions for the protection of all, and when cross referenced with income data, such information can help determine potential resources to address the problems.

Structural integrity of area housing stock was surveyed according to accepted protocol of the State Department of Housing and Community Development. A point rating system was assigned to various levels of structural deficiencies pertaining to such items as the foundation, roofing, siding, windows, and electrical as can be viewed from the street. Points increased with the degree of deficit relating to maintenance and upkeep of the soundness of the housing unit. One of five categories are assigned by the points achieved:

Points	Rating Category
9 or less	Sound
10-15	Minor repair needed
16-39	Moderate repair required
40-55	Substantial rehabilitation required
56 and over	Dilapidated and needs replacement

Housing conditions in the City of Susanville rated sound, with a few minor exceptions. Referencing Table 2-13, approximately 76 percent of the housing units surveyed were rated

sound; 12 percent were rated having minor repairs needed; 9 percent were rated as having moderate repairs needed; 2.5 percent were rated as having substantial repairs needed; and 1.5 percent were rated as having dilapidated conditions. Overall, the City of Susanville's existing housing conditions are good.

TABLE 2-13
EXISTING HOUSING CONDITIONS SURVEY, 2003
CITY OF SUSANVILLE

	Census Tracts							
	403.1			403.2			City	
Condition	Sample	Percent	Total	Sample	Percent	Total	Total	Percent
Sound	321	76.6%	2,736	102	62.6%	195	2,930	75.5%
Minor	48	11.5%	409	28	17.2%	53	463	11.9%
Moderate	34	8.1%	290	24	14.7%	46	336	8.6%
Substantial	10	2.4%	85	6	3.7%	11	97	2.5%
Dilapidated	6	1.4%	51	3	1.8%	6	57	1.5%
Total	419	100.0%	3,571	163	100.0%	311	3,882	100.0%

OVERCROWDED HOUSING UNITS

The U.S. Census Bureau defines overcrowding as a situation in which a housing unit is occupied by more than one person per room, excluding kitchens and bathrooms. Units with more than 1.5 persons per room are considered severely overcrowded and indicate a significant housing need. **Table 2-14** shows the number of overcrowded households in the City of Susanville. According to the 2000 Census, the City of Susanville contained 138 overcrowded housing units in 1990 or 4.9 percent of the total Occupied Housing Units. In 2000, overcrowding was 5.1 percent (178 units) of the total Occupied Housing Units. This was a 0.2 percentage increase from 1990 to 2000.

In comparison to the State, overcrowding is much more significant in California, with 15.2 percent of all households experiencing overcrowded conditions. Overcrowded households are usually a reflection of the lack of affordable housing available but may also reflect cultural differences and preferences. Households that cannot afford housing units suitably sized for their families are often forced to live in housing that is too small for their needs, which may result in poor physical condition of the dwelling unit.

TABLE 2-14
OVERCROWDED HOUSING UNITS 1990 -2000
CITY OF SUSANVILLE

	1990					
			Owner-Occupied		Renter-Occupied	
	Number	Percent	Number	Percent	Number	Percent
Occupied Housing Units	2,841	100%	1,636	100%	1,205	100%
Occupants Per Room						
1.00 or Less	2,703	95.1%	1,597	97.6%	1,106	91.8%
1.01 to 1.50	96	3.4%	33	2.0%	63	5.2%
1.51 or More	42	1.5%	6	0.4%	36	3.0%
	2000					
			Owner-Occupied		Renter-Occupied	
	Number	Percent	Number	Percent	Number	Percent
Occupied Housing Units	3,461	100%	1,883	100%	1,587	100%
Occupants Per Room						
1.00 or Less	3,283	94.9%	1,774	94.2%	1,509	95.6%
1.01 to 1.50	132	3.8%	96	5.1%	36	2.3%
1.51 or More	46	1.3%	13	0.7%	33	2.1%

Source: 1990 and 2000 U.S. Census

Table 2-14 also identifies overcrowding by tenure in Susanville in 1990 and 2000. The percentage of overcrowded Owner-Occupied Housing Units in Susanville in 1990 was 2.4 percent and increased to 5.8 percent in 2000. The percentage of Overcrowded Renter-Occupied Housing Units in Susanville in 1990 was 8.2 percent and decreased to 4.4 percent in 2000.

HOUSEHOLD INCOME

The 2000 Census median household income for the City of Susanville was $35,675, an increase of 40.8 percent over the 1990 median household income of $25,346. When compared with the state of California as a whole, the State's median household income was 41.2% higher than Susanville's in 1990 and 33.1% higher in 2000 showing a strong relative gain during the decade. The difference in family income between the State and Susanville was much less pronounced in 2000 with a 17% difference, see **Table 2-15.**

Table 2- 15
MEDIAN FAMILY AND HOUSEHOLD INCOME, 1990-2000
CITY OF SUSANVILLE, LASSEN COUNTY, CALIFORNIA AND USA

	1990		2000		Median
Area	Median Family	Median Household	Median Family	Median Household	Percent Change
Susanville	30,645	25,346	45,216	35,675	40.8%
Lassen County	31,803	26,764	43,398	36,310	36.9%
California	40,559	35,798	53,025	47,493	32.7%
United States	35,225	30,056	50,046	41,994	39.7%

Source: U.S. Bureau of the Census, 1990 and 2000 Census of Population and Housing

Median Household Income in 2000 in Susanville continued to be slightly lower than for Lassen County but Median Family income increased and surpassed Lassen County as a whole. While incomes increased significantly so did living costs. To make the changes in income more relevant they should be compared to the inflation index (Consumer Price Index) for the same time period, which was 37.8%. When inflation is taken into consideration, the residents of Susanville kept just ahead of inflation. How income measures with housing costs is discussed later in this chapter.

Table 2-16 shows the breakdown household incomes for Susanville and unincorporated Lassen County for the year 2000. The numbers in this table are helpful in determining how many households fall into designated income categories such as Low Income, Extremely Low Income, etc.

TABLE 2-16
HOUSEHOLD INCOME, CITY OF SUSANVILLE AND UNINCORPORATED LASSEN COUNTY 1999

ANNUAL INCOME	SUSANVILLE		UNINC. LASSEN CO.	
	NUMBER	PERCENT	NUMBER	PERCENT
Less than $10,000	446	12.8	674	11.0
$10,000 - $14,999	244	7.0	508	8.3
$15,000 - $24,999	501	14.4	913	14.8
$25,000 - $34,999	509	14.7	824	13.4
$35,000 - $49,999	603	17.4	1,139	18.5
$50,000 - $74,999	697	20.1	1,146	18.6
$75,000 - $99,999	308	8.9	484	7.9
$100,000 or more	166	4.8	467	7.6
Median Income	$35,675		$36,310*	

Source: 2000 Census, * For County overall

The Federal Department of Housing and Urban Development (HUD) publishes median household income data by household size annually for areas in the entire United States. The income data is defined using an Area Median Income (AMI) for each HUD area and classified by the State Department of Housing and Community Development (HCD) into four income groups. The four income groups are defined as follows:

- Extremely Low: Less than 30 percent of AMI .
- Very Low Income: Less than 50 percent of AMI.
- Lower Income: Less than 80 percent of AMI.
- Median Income: Less than 100 percent of AMI.
- Moderate Income: Less than 120 percent of AMI.

Based on the above information and Susanville's 2000 median household income of 35,675 the following thresholds are calculated:

Extremely Low Household Income ≤ $10,702
Very Low Household Income ≤ 17,837
Lower Household Income ≤ $28,540
Median Household Income ≤ $35,675
Above Moderate Household Income ≤ $42,810

Table 2-17 shows the maximum annual income level for a household to be included in the very low, low and moderate income groups, adjusted for household size, for Lassen County. The maximum annual income data is then utilized to calculate the maximum affordable housing payments for different households (varying by income level) and their eligibility for federal housing assistance. The Regional Housing Needs Plan (RHNP), which is prepared by the State for Lassen County, also uses these income groups to categorize the basic construction need by income group for future housing development in the County. Please refer to the RHNP discussion in Section 3 for more information.

TABLE 2-17 MAXIMUM HOUSEHOLD INCOME LEVEL BY HOUSEHOLD SIZE CITY OF SUSANVILLE/LASSEN COUNTY 2008					
HOUSEHOLD SIZE	MEDIAN INCOME	MAXIMUM INCOME LEVEL			
		EXTREMELY LOW	VERY LOW	LOWER	ABOVE MODERATE
1-Person	$38,900	$11,700	$19,450	$31,150	$46,700
2-Person	$44,500	$13,350	$22,250	$35,600	$53,400
3-Person	$50,000	$15,050	$25,000	$40,050	$60,000
4-Person	$55,600	$16,700	$27,800	$44,500	$66,700
5-Person	$60,000	$18,050	$30,000	$48,050	$72,000
6-Person	$64,500	$19,350	$32,250	$51,600	$77,400
7-Person	$68,900	$20,700	$34,450	$55,200	$82,700
8-Person	$73,400	$22,050	$36,700	$58,750	$88,000

Source: California Department of Housing and Community Development, 2008.

Extremely Low Income Households

Extremely Low-income (ELI) is defined as households with income less than 30 percent of area median income. As previously calculated the threshold for ELI for Susanville/Lassen County in 2000 was $16,700 for a family of 4 household. Households with extremely low-income have a variety of housing challenges and needs. For example, most families and individuals receiving public assistance, such as social security insurance (SSI) or disability insurance are considered extremely low-income households

TABLE 2-18 HOUSING NEEDS FOR EXTREAMLY LOW-INCOME HOUSEHOLDS (2000)			
	Renters	Owners	Total
Total Number of ELI Households	343	93	436
Percent with Any Housing Problems	78.1%	43%	70.6%
Percent with Housing Cost Burden ≥ 30% of income	75.2%	43%	68.3%
Percent with Severe Housing Cost Burden ≥ 50% of income	61.2%	38.7%	56.4%
Total Number of Households	1,585	1,918	3,503

Source: HUD Comprehensive Housing Affordability Strategy (CHAS) May 2000

ELI Projected Housing Needs

In the most recent Regional Housing Needs Allocation the State did not assign housing numbers for ELI households. To calculate the projected housing needs, the City of Susanville assumed 50 percent of the very low-income regional housing number will be extremely low-income households. As a result, from the very low income need of 171 units, the City has a projected accommodation for 86 units for extremely low-income households.

Many extremely low-income households will be seeking rental housing and most likely facing an overpayment, overcrowding or substandard housing condition. Some extremely low-income households could have special needs or other mental or physical disabilities. Those facing housing problems will likely be housed within or attempt to obtain housing in single-room occupancy units, transitional or supportive housing, rental units, or manufactured homes.

Single-room occupancy units (SRO) are typically a one or two room unit in a multiple-tenant building that houses one or two people in individual rooms (sometimes two rooms, or two rooms with a bathroom or half bathroom).. SRO tenants typically share bathrooms and/or kitchens, while some SRO rooms may include kitchenettes, bathrooms, or half-baths. Rent is on a monthly basis. Historically, former hotels have been converted to SROs.

Supportive housing is generally defined as permanent, affordable housing with on-site services that help residents transition into stable, more productive lives. Services may include childcare, after-school tutoring, counseling, etc. Most transitional housing includes a supportive services component.

The City currently allows emergency shelters and transitional and supportive housing only in the C-1 (Neighborhood Commercial), C-2 (General Commercial), and the PF (Public Facilities) zones with a Conditional Use Permit. In order to meet SB 2 requirements these zoning requirements will have to be reviewed and amended.

Developing new housing for low and extremely low income households cannot be achieved without governmental subsidies.

HOUSING COSTS

Several types of data are available that can be used to assess changing housing prices. They include median housing value, rental cost and rental cost in terms of available income. Other types of data include costs of housing production (including land and materials, development costs, City fees, etc.), housing sale prices for new and existing homes, the cost of financing, and financing options.

HOME OWNERSHIP

The residential real estate market throughout the State during the previous 2003-2008 Housing Element experienced a sustained increase in housing prices resulting from low mortgage rates, decreasing home sales inventory and a steadily growing labor market. However the current

state of the economy during late 2008 to early 2009 has seen a dramatic decrease in housing prices as well as an increase in housing stock. This is due to the late 2008 economic downfall leading to increased number of unemployed and less employment opportunities. According to the 2000 Census, the median sales price for a home in Lassen County was $101,500 in 1999, a 49.3 percent increase over the median sales price in the 1990 Census (see **Table 2-19** below). Median home prices have appreciated significantly over the past 10 years. Compared to the increase in the Consumer Price Index for the same period which was 37.8%, home prices increased faster than income did. However, other factors such as interest rates and financing also factor into home ownership affordability.

TABLE 2-19
1990-2000 MEDIAN SALES PRICE FOR SINGLE FAMILY HOMES
SUSANVILLE AND LASSEN COUNTY

YEAR/AREA		MEDIAN SALES PRICE	CHANGE 1990 -2000	
			DOLLARS	PERCENT
1990	Susanville	$70,200	-	-
	Lassen Co	$70,400	-	-
2000	Susanville	$103,800	$30,500	+47.9%
	Lassen Co	$105,100	$34,700	+49.3%

Source: 1980, 1990, 2000 Census.

More recent sales data shown in **Table 2-20** shows median home prices for the greater Susanville area based on zip code. As illustrated in the table, single family home prices have continued to increase. The Janesville/Susanville/ Spaulding (zip code 96130) has increased significantly since 2000, particularly between 2003 and 2008. The information is based on sales data.

TABLE 2-20
2003/2008 MEDIAN SALES PRICE FOR SINGLE FAMILY HOMES

AREA	MEDIAN SALES PRICE (6/03)
2003 Susanville/Johnstonville/Spaulding (96130)	$126,000
2008 Susanville/Johnstonville/Spaulding (96130)	$230,000

Source: Dataquick Sales Data, November 2003, MLS service 2008.

Table 2-21 indicates the value of Specified Owner-Occupied Housing Units within Susanville in 2000. Of the 1,651 Owner-Occupied units, 749 (45.4 percent) were in the $50,000 to $99,999 price range, and 638 (38.6 percent) were in the $100,000 to $149,999 price range. There were 26 units (1.6 percent) valued at $50,000 or less, and 59 units (3.6 percent) were valued at $200,000 or more.

TABLE 2-21 VALUE OF SPECIFIED OWNER-OCCUPIED HOUSING UNITS, 2000 CITY OF SUSANVILLE		
Total Specified Owner-Occupied Housing Units	Number of Units	Percent
Less than $50,000	26	1.6%
$50,000 to $99,999	749	45.4%
$100,000 to $149,999	638	38.6%
$150,000 to $199,999	179	10.8%
$200,000 to $299,999	57	%
$300,000 to $499,999	-	-
$500,000 to $999,999	-	-
$1,000,000 or More	2	0.1
Total	1,651	100%

Source: U.S. Bureau of the Census, 1990 and 2000 Census

Financing Costs

One of the most significant factors related to the provision of adequate housing for all segments of the population is the availability of affordable financing. Effective mortgage interest rates for the years 1994 through 2008 can be found in **Table 2-22**. Throughout the 1990s, interest rates were less than nine percent on 30-year fixed-rate mortgages, and in 2001 through 2008 they have been lower than seven percent.

TABLE 2-22 USA - EFFECTIVE RATE ON CONVENTIONAL HOME MORTGAGE LOANS, ANNUAL AVERAGES, 1994-2008		
Year	Fixed Rate Annual Average/Points	ARM Annual Average/Points
1994	8.38/1.8	5.35/1.5
1995	7.93/1.8	6.06/1.5
1996	7.81/1.7	5.67/1.4
1997	7.60/1.7	5.61/1.4
1998	6.94/1.1	5.58/1.1
1999	7.44/1.0	5.99/1.1
2000	8.05/1.0	7.04/1.0
2001	6.97/0.9	5.82/0.9
2002	6.54/0.6	4.62/0.7
2003	5.83/0.6	3.76/0.6
2004	5.84/0.7	3.90/0.7
2005	5.87/0.6	4.49/0.7
2006	6.14/0.5	5.54/0.7
2007	6.34/0.4	5.56/0.6
2008	6.03/0.6	5.17/0.6

Source: Freddie Mac, Monthly Average Commitment Rate and Points on 30-Year - Fixed-Rate Mortgages and 1-Year ARM

As of January 2000, a household in the City earning a median monthly income of $2,972 could theoretically afford a monthly housing payment of $990 at the three-to-one income-to-payment ratio. This exceeds the $591 payment required for the purchase of a median priced home valued at $103,800 (2000 median sales price for existing homes in Susanville) and financed at 6.00 percent interest with a 5.00 percent down payment. If interest rates were raised to 10.0 percent, the monthly housing payment would increase to $865.

The annual average interest rate has been below 9.25 percent since 1991 and in 2009 was approximately 6.00 percent.

Mortgage Lending Trends In California

Currently, the mortgage lending market is enjoying a boom in refinancing, the biggest since 1998, which encourages some to predict that lower housing costs will free up consumer dollars for other uses, including remodeling.

Some economists believe that lowered consumer confidence will cause some buyers to shy away from purchasing a home, while others believe that the low interest rates promised by the shaky economy will prove to be too irresistible not to buy.

As of January 2008, the national average first-year interest rate on adjustable rate mortgages or ARMs, stood at approximately 5.45 percent. That was approximately 40 percent below the average rate of 6.54 percent on a 30-year fixed-rate loan. The ARM has an advantage over the fixed rate: it could stay below the lifetime cap. But the hope of saving money with an ARM often does not compensate for the risk of defaulting, should interest rates rise. The guiding principle in using ARMs prudently is to ensure that borrowers can afford the worst-case interest rate or cap

TYPICAL LOAN	Loan Amount	▪ $100,000 to $125,000
	Down Payment	▪ Ten percent or more/10,000 on a 100,000 loan.
	Average Interest Rate	▪ Six percent
	Average Loan Fees	▪ One and a half percent plus one point. Loan fees and points are typically paid by the buyer.
	Monthly Payment	▪ $674 a month on a $125,000 house with 10 percent down, and a 30-year loan (not including insurance and property tax).

The monthly payment on a $125,000 house with a 5 percent down payment and 30-year loan would be $712 per month.

Owner Occupied Overpaying For Housing

U.S. Census data indicates the median value for a Specified Owner-Occupied Unit in 2000 in Susanville was $103,800, and in California it was $211,500. The average price for a new 3-bedroom modest home in Susanville (1,700 square feet), is approximately $135,000. An existing 3-bedroom home the same size is between $120,000 and $130,000. As with most communities, the location of the home is one of the biggest factors with regards to price. Compared to the rest of the state, housing in Susanville is still affordable. However, housing is not affordable for all income levels, particularly the very-low and low-income households.

According to the 2000 Census, 386 Owner-Occupied Households are paying 30 percent or more of their income toward the mortgage and other ownership expenses such as taxes and insurance. Table **2-23** shows that the most affected age groups (percentage) are the 15 to 34 and the 55 to 64 year old age groups.

TABLE 2-23
OWNER-OCCUPANT OVERPAYING BY AGE GROUP, 2000
CITY OF SUSANVILLE

Age of Householder	Total Owner-Occupants	Number paying >30 %	% of Age Group	% of Those Paying > 30%	% of Total Owners-Occupants
15-24	31	16	51.6%	4.1%	1.0%
25-34	195	72	36.9%	18.6%	4.3%
35-44	439	148	33.7%	38.3%	8.9%
45-54	420	49	11.7%	12.7%	3.0%
55-64	212	65	30.7%	16.8%	3.9%
65-74	214	36	16.9%	9.3%	2.2%
75 and Over	140	0	0%	0%	0%
Total	1,651	386	n/a	100%	23.1%

Source: 2000 U.S. Census

Table 2-24 shows that the majority of Owner-Occupants paying more than 30 percent of their income on owner-costs earn less than $35,000 annually. The households with the highest number of persons paying 30 percent or more of their household income on housing were those making between $20,000 and $35,000 per year.

TABLE 2-24
OWNER-OCCUPIED OVERPAYING BY HOUSEHOLD INCOME, 2000
CITY OF SUSANVILLE

Income	Total Owner-Occupants	Number paying > 30%t	% of Income Group	% of those Paying >30%	% of total Owner occupants
Less than $10,000	80	36	45.0%	9.3%	2.2%
$10,000 - $19,999	125	46	36.8%	11.9%	2.8%
$20,000 - $34,999	313	137	43.8%	35.5%	8.2%
$35,000 - $49,999	324	104	32.1%	26.9%	6.2%
$50,000 - $74,999	468	63	13.5%	16.3%	3.7%
$75,000 - plus	341	0	0%	0%	0%
Total	1,651	386	n/a	100%	23.1%

Source: 2000 U.S. Census

RENTAL HOUSING COSTS

Gross rent is defined as the summation of rent, plus the estimated average monthly cost of utilities and fuels, if these items are paid for by the renter. The 2000 Census estimates that gross rent in Susanville in 2000 was $568. A range in rental rates for one and two bedroom apartment units and three bedroom houses was determined by a phone survey of apartment complexes and from the classified ads in the Lassen County Times in March of 2003. The rents showed that rent for a 3-bedroom home was approximately $800 per month, rent for a 2-bedroom apartment averaged $585, and rent for a one-bedroom averaged $435 per month. The Federal Register Fiscal Year 2002, reported that Lassen County's Fair Market Rent for a one-bedroom unit was $396, two-bedroom unit was $514, three-bedroom unit was $701, and four-bedroom unit was $811.

As illustrated in **Table 2-25**, median gross rent in Susanville in 1990 was $413 and increased to $568 in 2000 (37.5 percent increase). Lassen County's median gross rent in 2000 was seven dollars lower than Susanville's, at $561. California's median gross rent in 2000 was significantly higher than that of Susanville's, at $747. The significant difference in median gross rent between the State of California and Susanville can be attributed to market demands, less inflated wage levels, and lower land costs in Lassen County compared to the larger urban areas of the state. From 1990 to 2000 the 37.5% increase in median gross rents almost matched the 37.8% increase in the CPI and was lower than the increase in household median income of 40.8%.

TABLE 2-25 MEDIAN GROSS RENT, 1990-2000 CITY OF SUSANVILLE, LASSEN COUNTY AND CALIFORNIA			
Area	1990 Rent	2000 Rent	% Increase 1990-2000
Susanville	$413	$568	37.5
Lassen County	$412	$561	36.2
California	$620	$747	20.5

Table 2-26 shows Gross Rent by Specified Renter-Occupied Units and price range in Susanville in 2000. The percentage of renters paying between $300 and $499 per month in gross rent in the year 2000 was 18.9 percent, and 36.9 percent for those paying between $500 and $749 per month in gross rent. Only 6.0 percent of Susanville residents were paying more than $1,000 per month on gross rent, and 8.8 percent were paying less than $200 per month on gross rent.

TABLE 2-26 GROSS RENT BY SPECIFIED RENTER-OCCUPIED UNITS, 2000		
Specified Renter-Occupied Units	1,578	Percent
Less than $200	139	8.8
$200 to $299	92	5.8
$300 to $499	299	18.9
$500 to $749	582	36.9
$750 to $999	303	19.2
$1,000 $1,499	95	6.0
$1,500 or More	-	-
No Cash Rent	68	4.3

Source: U.S. Bureau of the Census, Census 2000

Rent For Existing Overpaying For Housing

Further insight is provided through 2000 Census data when reviewing the number of households identified as paying more than 30 percent of their income for rent. **Table 2-27** illustrates that a condition of overpayment exists in every age group, most severely affecting the 15 to 24, and the 65 to 74 age groups. Of the total 1,578 renter households, 667 (42.3 percent) persons 15 years and over paid 30 percent or more of their household's income on gross rent. In terms of those overpaying 65% are in the 15 to 44 age group.

TABLE 2-27
RENTERS OVERPAYING BY AGE GROUP, 2000
CITY OF SUSANVILLE

Age of Householder	Total Renters	Number paying >30 %	% of Age Group	% of Those Paying > 30%	% of Total Renters
15-24	213	131	61.5%	19.6%	8.3%
25-34	439	137	31.2%	20.5%	8.7%
35-44	363	169	46.6%	25.3%	10.7%
45-54	235	60	25.5%	9.0%	3.8%
55-64	113	54	47.8%	8.1%	3.4%
65-74	74	47	63.5%	7.1%	3.0%
75 and Over	141	69	48.9%	10.3%	4.4%
Total	1,578	667	n/a	100%	42.3%

Source: 2000 U.S. Census

Table 2-28 provides a breakdown of those over paying rent based on household income. Income or lack thereof provides the most direct correlation of those overpaying for housing

TABLE 2-28
RENTERS OVERPAYING BY HOUSEHOLD INCOME, 2000
CITY OF SUSANVILLE

Income	Total Renters	Number paying > 30%	% of Income Group	% of those Paying >30%	% of total Renters
Less than $10,000	341	269	78.9%	40.3%	17.0%
$10,000 - $19,999	326	193	59.2	28.9%	12.2%
$20,000 - $34,999	403	176	43.7	26.4%	11.2%
$35,000 - $49,999	256	29	11.3	4.3%	1.8%
$50,000 - $74,999	171	0	0.0	0%	0%
$75,000 - up	81	0	0.0	0%	0%
Total	1578	667	n/a	100%	42.3%

Source: 2000 U.S. Census

SPECIAL HOUSING NEEDS OF OTHER GROUPS

SENIORS

Various portions of the Housing Element describe characteristics of the elderly population, the extent of their needs for subsidized housing, complexes developed especially for that group, and City provisions to accommodate their need. For the purposes of this Housing Element, seniors are defined as people age 65 years or older. Seniors may have special housing needs resulting primarily from physical disabilities and limitations, fixed income and

health care costs. Additionally, senior households also have other needs in order to preserve their independence, including protective services to maintain their health and safety, in-home support services to perform activities of daily living, conservators to assist with financial affairs and daily assistance.

According to **Table 2-29**, the number of Householders 65 Years and over in Susanville in 1990 was 679 (23.9 percent) and 679 (19.3 percent) in 2000. While Susanville saw a decrease in the percentage of households, unincorporated Lassen County saw an increase from 1,184 (20.8%) to 1,325 (21.7%).

TABLE 2-29
SENIORS AND SENIOR HOUSEHOLDERS BY OWNER AND RENTER, 2000
CITY OF SUSANVILLE AND UNINCORPORATED LASSEN COUNTY

			65+ Owner-Occupied		65+ Renter-Occupied	
1990	Population 65+	Total Age 65+ Householders		Percent of All Households		Percent of All Households
Susanville	1,055	679	518	18.2%	161	5.7%
Lassen County	1,807	1,184	1,014	17.8%+	170	3.0%
2000						
Susanville	1,026*	679	464	13.8%	215	5.5%
Lassen County	2,005	1,325	1,171	19.2%	154	2.5%

Source: U.S. Census Bureau, 1990 and 2000 Census SF1 P21 SF3 H14 *Corrected for prison population

Referencing **Table 2-29**, in 2000 there were approximately 464 Owner-Occupied Senior Householders age 65 or older within the City of Susanville (13.8 percent of all householders) compared to the 1990's when there were 518 Owner-occupied Senior Householders (18.2 percent of all Householders). The percentage of Renter-Occupied Elderly Householders 65 years and over in Susanville was 5.5 percent in 2000 and 5.7 percent in 1990.

It is interesting that between 1990 and 2000 the total population 65 years or older in Susanville decreased from 1,055 to 1,026 despite the total city population increasing by 1,498 people. One explanation for the decrease is that people reaching retirement age are choosing to leave the area. This could indicate a trend that housing for the elderly population may be in lesser demand in Susanville. The City will keep this in mind when examining the 2010 census data.

Susanville had a lower percentage of Owner-Occupied and a higher percentage of Renter-Occupied Elderly Householders in 2000 than did Lassen County. It is presumed

that the elderly prefer affordable units in smaller single-story structures, close to health facilities, services, transportation and entertainment.

In 2000 the census reported that there were 100 people aged 65 or older in residential care facilities within the City. This corresponds well to the number of care facilities in operation n the Susanville area. There are two licensed residential care/nursing home facilities for seniors in Susanville area, as well as two licensed nursing homes. **Table 2-30** lists these facilities. In addition, Lassen Manor Apartments provides 82 residential units for seniors and adult disabled persons. This complex is located on 205 North Mesa Street in Susanville. Westwood Senior Apartments also provides 23 units of affordable rental housing for lower income seniors in the unincorporated community of Westwood, approximately 20 miles west of Susanville.

TABLE 2-30
FACILITIES FOR SENIORS
SUSANVILLE/LASSEN COUNTY

FACILITY NAME	ADDRESS	SERVICE	CAPACITY
Adams TLC	190 Derek Drive, Susanville	Residential Care	6 persons
Redwine Family Home	461-905 Redwine Ln, Janesville	Residential Care	9 persons
Country Villa River View	2005 River St., Susanville	Nursing Home	96 beds
Eagle Lake Village	2001 Paul Bunyan Rd. Susanville	Nursing Home	76 beds

Sources: California Department of Social Services, Community Care Licensing Division; Lassen Senior Services.

LARGE FAMILIES

Large Families are defined as those households containing five or more persons. Large families households are considered a special needs group because there is typically a limited supply of adequately sized housing to accommodate their needs. Generally, the more persons in a household the more rooms that are needed. Specifically, a five-person household would require three or four bedrooms, a six-person household would require four bedrooms and a seven-person household would require four to six bedrooms.

In some circumstances, where the housing market does not meet the housing needs of large households, overcrowding can result. As discussed earlier, overcrowding is not a significant housing situation, with overcrowded situations representing approximately 5.1 percent of the total households, 38.7 percent of which are renters. Approximately 9.9 percent of the

households in the City have five or more persons. By comparison, approximately 16 percent of households in California are occupied by large families.

Income can be a significant factor that constrains the ability of families to obtain adequate housing. Larger units are more expensive and most of the units with more than three bedrooms are single-family homes, instead of multi-family rental units, and not usually abundantly available.

Tables 2-31 and **2-32** provides 2000 information on the number and percentage of Large households in Susanville and Lassen County.

TABLE 2-31
HOUSEHOLD SIZE
CITY OF SUSANVILLE

Household Size	2000	
	Number	Percent
1 Person	1,053	30%
2 person	1,057	30.1%
3 person	565	16.1%
4 person	494	14.4%
5 person	239	6.8%
6 person	75	2.1%
7+ person	33	0.9%
Total	**3,516**	**100.0**

Source: 2000 U.S. Census. SF1 H13

TABLE 2-32
LARGE HOUSEHOLDS,2000
CITY OF SUSANVILLE AND LASSEN COUNTY

	Number of Large Households	Percent of Total Households
Susanville	347	9.9%
Lassen County	702	11.4%

Source: U.S. Census Bureau, 2000 Census

In 2000, the number of large households represented 9.9% of the total households in the City which was slightly lower than the percentage in the unincorporated Lassen County. Of the 347 large households, 200 (57.6%) were owner occupied and 147 (42.4%) were renter occupied, which was roughly the same percentage split as the tenure for the overall households at 55% and 45% respectively.

Table 2-33 shows housing units in the City of Susanville by the number of bedrooms. Three bedroom homes are the most common in Susanville at 39.6 percent. The percentage of housing units with four bedrooms is 6.2 percent of the total, or 239 units, and the percentage of housing units with five bedrooms or more is 2.0 percent (75 units) of the total.

TABLE 2-33
HOUSING UNITS BY NUMBER OF BEDROOMS, 2000
CITY OF SUSANVILLE

Bedrooms	Total Housing Units	Percent
No bedroom	80	2.1%
1 bedroom	699	18.2%
2 bedrooms	1,226	31.9%
3 bedrooms	1,523	39.6%
4 bedrooms	239	6.2%
5 or more bedrooms	75	2.0%

With 314 housing units with 4 or more bedrooms and 347 Large Families reported in the 2000 Census, the match between larger homes and larger households is fairly good within the City. The City will continue to allow 4+ bedroom homes to be develop without any special review or considerations other than meeting normal lot development standards.

FEMALE HEAD OF HOUSEHOLD.

According to the McAuley Institute, women's median earnings are only 76 percent of men's, and the wage gap for Latinas was 56 percent. Wage and other inequities translate into higher poverty rates for women. The starkest statistic is the poverty rate for families with children. For families with children under five, the poverty rate is 17 percent; however, for Female Headed Households with children under five the poverty rate was 46.4 percent nationally. Female Headed Families are therefore of special concern.

Table 2-34 identifies Total Households in Susanville's Female-Headed Households with No Husband Present, and Female-Headed Households with Own Children Under 18, No Husband Present. Of the 3,474 households in Susanville, 395 (11.4 percent) are Female-Headed with No Husband Present and 292 (8.4 percent) are Female-Headed with their Own Children and No Husband Present. Lassen County's percentage of Female-Headed Households is lower than Susanville's at 10.3 percent.

TABLE 2-34
FEMALE-HEADED HOUSEHOLDS
CITY OF SUSANVILLE

HOUSEHOLDER TYPE	NUMBER	PERCENT
Female-Headed Householders	395	11.4%
Female Heads with Own Children under 18	*292*	*8.4%*
Female Heads without Children	*103*	*3.0%*
Total Households	3,474	100.0%
Female-Headed Householders Under the Poverty Level	127	52.7%
Total Families Under the Poverty Level	241	100%

Source: Census Bureau (2000 Census SF 3: P10 and P90)

The number of Female headed households make up only 11.4 % of the total households in the City but make up the majority (52.7%) of all the households that are under the poverty level. During the 2009-2014 planning period, it is projected that City of Susanville will add approximately 13 additional under poverty level female-headed households. This estimate is based upon the number of households that would be added between 2008 and 2014 and the proportion of below poverty level households headed by females, as determined by the 2000 Census. Despite the relatively small numbers of this segment of the population it is still a recognized housing need.

FARM WORKERS

Farm workers have a difficult time finding and affording housing due to a combination of large family size, low household incomes and limited English language skills. Consequently, farm workers have difficulty obtaining housing loans. According to the State Employment Development Department (EDD), the number of persons employed in the Total Farm industry in Lassen County in 2002 was about 410, and in 1992 it was 249 persons. Intense farm worker agricultural-related industry in Lassen County is small, and the amount located in the City of Susanville is extremely small.

Seasonal farm workers represent one of the most disadvantaged housing need groups because they are constantly traveling from location to location. This prevents them from being able to rent. Most landlords require a first and last month rent and sometimes require long-term leases. In addition, even if a seasonal farm worker could find a rental unit, the likelihood of that person being able to afford the unit is remote. In most cases, seasonal farm workers will seek housing in the unincorporated areas of the counties, which is generally less expensive than housing in cities. Seasonal workers often pool their funds in order to be able to share rental housing costs, often creating overcrowded housing conditions.

There is virtually no labor intensive farmed agricultural land within Susanville and very little on lands adjacent to the City. Most of the agricultural land is 5-acre-per-head to 35-acre-per-head grazing land located several miles from Susanville. The demand for farm worker housing in the City of Susanville would be from persons who work at agricultural operations in close proximity to town. However, that number is thought to be very low in Susanville.

Sierra Cascade Nursery located approximately 6 miles east of Susanville often hires seasonal works which they house in facilities at the County Fairgrounds located within the City

FAMILIES IN NEED OF EMERGENCY SHELTER

Homeless individuals and families have the most immediate housing need of any group. They also have one of the most difficult sets of housing needs to meet, due to both the diversity and complexity of the factors that lead to homelessness and to community opposition to the sighting of facilities that serve homeless clients. California Law requires that Housing Elements estimate the need for emergency shelter for homeless people.

Achieving an accurate count of the homeless has eluded even the most experienced census monitoring agencies. One methodology for calculating a fair estimate has been offered by the Department of Housing and Urban Development (HUD) in *A Report to the Secretary on the Homeless and Emergency Shelters*, which utilized a combination of approaches to accomplish a range for estimating the number of homeless in any given area.

According to the State Housing Plan, there are less than 100 homeless persons in the Lassen County as a whole, which represents less than half of one percent of the total population. Homeless populations fluctuate by season and region, with the homeless often being attracted to warmer climates in the winter and returning to cooler climates in the summer much like retired "snowbirds" will do.

The issue of homelessness is one that cannot be quantified or attributed to the City of Susanville or the unincorporated area of Lassen County, it is clearly a shared issue. The Susanville area by having the concentration of services, housing and assistance opportunities for the homeless population and transient people passing through the area will generally be the obvious choice for locating shelter facilities, whether they be located within City or in the adjacent unincorporated area.

Even more difficult than getting an accurate count of the existing homeless population is predicting the future homeless population and therefore the need for future facilities. Because homeless populations can vary greatly over short time periods, the needs for facilities can also vary and flexibility is one key to providing for this special needs population and this is where overflow needs can be met through local motels provided funding is available.

Currently, Crossroads Ministries serves the greater Susanville area's homeless population with meals and temporary housing. On February 18, 2008 this private nonprofit agency was serving 31 homeless persons in Susanville. The agency provides breakfast and lunch to the homeless as a whole and also provides dinner for the residents they house in their shelters. They have capacity for 28 persons in various shelters, transitional homes and group homes located throughout the city with overflow capacity in local motels. The center has the capacity to serve 100 daily for meals. Crossroads provides referrals to programs that are appropriate for its individual clients, such as Social Security, homeless assistance and mental health programs. Stays by clients can last as long as one year with "situation extensions" available for extended periods. There are currently plans for two additional locations that will accommodate an additional 12 men. Funding for Crossroad Ministries comes almost entirely from donations.

Lassen County Community Social Services Department administers the TANF/CalWORKs Homeless Assistance Program funded by the California Department of Social Services. This program provides assistance with the costs of temporary housing, last month's rent and deposits for permanent housing, and utility deposits for eligible homeless families receiving CalWORKs. According to Community Social Services, since 2008 applications for Homeless Assistance increased from an average of four to fifteen each month. Because the program is limited to once in a lifetime except in certain circumstances, only about one-half of those who apply are approved to receive assistance. The majority of Homeless Assistance recipients are single mothers with minor children.

Lassen Family Services, Inc is a 501c 3 private nonprofit organization that provides emergency shelter for victims of domestic violence/sexual assault and their children. Although the organization is based in Lassen County, it will provide assistance to victims and their children seeking shelter from throughout the region and even out of state. Lassen Family Services operates a facility in Susanville that provides 16 beds for immediate shelter and transitional housing. Current plans are to expand the shelter to increase ADA accessibility; a wheelchair ramp will be installed as well as a remodel project to upgrade an existing bathroom which will be ADA compliant. A bedroom that is adjacent to the bathroom will be dedicated to provide a safe environment with access for disabled victims and their children. This project is expected to be completed by August 2009. In 2008, the shelter served 83 victims along with their children. The average stay in the shelter ranges from 30 to 90 days.

Besides shelter, Lassen Family Services, Inc. also provides comprehensive services to victims of Domestic Violence, Sexual Assault/Rape Crisis, and Child and Elder Abuse/Neglect in Lassen County. Programs include Domestic Violence Assistance Program, Sexual Assault/Rape Crisis Program, Child Abuse Treatment Program (CHAT), Parent Education, Prevention Education, and Court Appointed Special Advocates (CASA). All services are free including: Peer Counseling, Child Therapy and Advocacy, Temporary Restraining Orders Assistance, Hospital and Court Accompaniment, Shelter, Support Groups, 24 hour Crisis Line, and Emergency Transportation and Clothing.

Aside from these programs, there are no other significant homeless or emergency shelter programs outside of governmental programs.

DISABLED POPULATION

According to California Government Code Section 12926, a "disability" includes, but is not limited to, any physical or mental disability. A "mental disability" involves having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities that limits a major life activity. A "physical disability" involves having any physiological disease, disorder, condition, cosmetic disfigurement or anatomical loss that affects body systems, including neurological, immunological, musculoskeletal, special sense organs, respiratory, speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine. In addition, a mental or physical disability limits major life activities by making their achievement difficult, including physical, mental and social activities and working.

Physical, mental and/or developmental disabilities could prevent a person from working, restrict a person's mobility, or make caring for one's self difficult. Therefore, disabled persons often require special housing needs related to potential limited earning capacity, the lack of accessible and affordable housing and higher health costs associated with disabilities. Additionally, people with disabilities require a wide range of different housing, depending on the type and severity of their disability. Housing needs can range from institutional care facilities to facilities that support partial or full independence (i.e., group care homes). Supportive services such as daily living skills and employment assistance need to be integrated in the housing situation. A person with a mobility limitation requires housing that is physically accessible. Examples of accessibility in housing include widened doorways and hallways, ramps, bathroom modifications (i.e., lowered countertops, grab bars, adjustable shower heads, etc.) and special sensory devices including smoke alarms and flashing lights.

The number and percent of the Disabled Population in Susanville between 16 and 64 years of age in 2000 was 865, or 10.9 percent of the Susanville population over 5 years of age (**Table 2-36**). This compares to 13.5 percent and 13.5 percent for Lassen County and the State, respectively.

TABLE 2-35
PERSONS WITH DISABILITIES BY DISABILITY TYPE
CITY OF SUSANVILLE 2000

DISABILITY BY TYPE	NUMBER	PERCENT
Total Disabilities Tallied	2,623	100.0%
Total Disabilities for Ages 5-15	88	3.4%
Sensory disability	0	0%

TABLE 2-35 PERSONS WITH DISABILITIES BY DISABILITY TYPE CITY OF SUSANVILLE 2000		
Physical disability	22	0.8%
Mental disability	66	2.5%
Self-care disability	0	0%
Total Disabilities for Ages 16-64	*1,650*	*62.9%*
Sensory disability	160	6.1%
Physical disability	430	16.4%
Mental disability	322	12.3%
Self-care disability	69	2.6%
Go-outside-home disability	214	8.2%
Employment disability	455	17.4%
Total Disabilities for Ages ≥ 65	*885*	*33.7%*
Sensory disability	151	5.8%
Physical disability	269	10.3%
Mental disability	99	3.8%
Self-care disability	155	5.9%
Go-outside-home disability	211	8.0%

Source: Census Bureau (2000 Census SF 3: P41)

TABLE 2-36 PERSONS WITH DISABILITY BY AGE & EMPLOYMENT STATUS CITY OF SUSANVILLE 2000		
AGE/EMPLOYMENT STATUS	NUMBER	PERCENT OF POPULATION
Susanville Population (5 years and older)	7,941	100%
Age 5-15	1,608	-
With a disability	88	1.1%
No disability	1,520	19.1%
Age 16-64	5,447	-
With a disability	865	10.9%
Employed	378	4.8%
Not employed	487	6.1%
No Disability	4,582	56.9%
Age 65 and over	886	-
With a disability	385	4.8%
With no disability	501	6.4%

Source: Census Bureau (2000 Census SF 3: P42)

It is not possible to discern whether the disabled population is changing as the census questions differed significantly between the 1990 census and the 2000 census. The 1990 Census asked people if they were prevented from working or limited in the amount or kind of work that they could do, if they had difficulties taking care of their personal needs -dressing, bathing, and so forth - and if they had a mobility problem. The 2000 Census asked whether people have blindness, deafness, or severe vision or hearing impairment, which does not always translate into a work disability. The 2000 Census also asked about substantial limitations in physical activities, such as lifting things, getting around, difficulty learning, remembering or concentrating, and difficulty working at a job.

There are currently three Adult Care facilities located within the City of Susanville and another located in the unincorporated area close enough to serve Susanville residents

TABLE 2-37
FACILITIES FOR ADULT DISABLED
SUSANVILLE AREA

FACILITY NAME	ADDRESS	CAPACITY
Zamora Residence	460 Russell Ave,Susanville	6 persons
Zamora Residence II	360 Russell Ave, Susanville	6 person
Redwine Family Home	461-905 Redwine Lane, Janesville	9 persons

Source: California Department of Social Services, Community Care Licensing Division; Lassen Senior Services.

From the data available on the disable population in the City of Susanville in Table 2-35 and Table 2-36, there were 856 people aged 5 to 64 in the City of Susanville who had a disability (persons over 65 with a disability are counted as part of the senior household projections). This population set had a total of 1,738 reported disabilities, an indication that most people had multiple disabilities. The data does not indicate what percentage of the people with disabilities require special housing such as care facilities, and what percentage can be accommodated through modifications to existing structures. However, given that there are only 21 adult care facility rooms in the Susanville area, it is apparent that the majority of people with disabilities are being accommodated in normal residential housing with modifications as needed. In discussions with the City Building Official it has been determined that the overwhelming majority of the housing modifications to accommodate Susanville's population with disabilities are being made without the need for governmental permitting.

During the 2009-2014 time period, it is projected that City of Susanville will have approximately 77 additional persons ages 5 to 64 with a disability, assuming the same current proportion between the disabled population and the total population. According to the 2000 Census, the County had an average of 2.49 persons per

household. Therefore, it is estimated that between 2009 and 2014, the County will have approximately 31 additional households with a disabled person, assuming only one disabled person per household. It is unknown how this number translates into the need for additional care facilities. The assumption is that most disabilities do not require special housing and that care will be provided in the home.

CITY OF SUSANVILLE GENERAL PLAN

HOUSING ELEMENT

SECTION THREE:

HOUSING RESOURCES AND CONSTRAINTS

This section responds to the requirements of Government Code Section 65583 (a)(3), which relates to the inventory/identification of available housing sites and opportunities for the provision of housing to all income segments within the community. The statute requires that a comprehensive review be undertaken by governmental and regulatory agencies of the community to inventory available sites, and to assess service and infrastructure capacities. and factors that may constrain development as well as the resources that assist with the construction of new housing. Major constraints to residential development faced by the City and most other communities include market constraints, such as development costs and interest rates and governmental constraints, which consist of land use controls, fees, processing times and development standards, among others. In addition, environmental and infrastructure issues can also impede the development of housing. On the other hand, a number of resources are available to the City that can assist with the development of housing. These include vacant sites suitable for housing and financial resources for affordable housing development, rehabilitation and preservation. This section also highlights the City's progress towards meeting its share of the regional housing need.

FUTURE HOUSING NEED

The City of Susanville's future housing need is based on population and employment growth projections over the 2009-2014 period. Based on these projections, the State assigns each region in California a Regional Housing Needs Allocation (RHNA), which is mandated by the State of California for regions to address housing issues and needs (California Government Code Section 65584). The State of California, through the Department of Housing and Community Development, establishes the total housing unit needs for each region. The local council of governments determines the share of the regional housing need for each city and county within its jurisdiction, consistent with Government Code Section 65584(a) and with the advice of the Department of Housing and Community Development. For areas with no council of governments, the Department of Housing and Community Development determines housing market areas and defines the regional housing need for cities and counties within these areas (Government Code Section 65584(b)).

The Department of Housing and Community Development (HCD) developed the RHNA for the City of Susanville and unincorporated Lassen County. It allocates to the city and unincorporated areas of the county their "fair share" of the projected housing need, based on household income groupings over the five-year planning period for the Housing Element of each specific jurisdiction. The RHNA also identifies and quantifies the existing housing needs for each jurisdiction. The quantification is based upon a planning period from January 1, 2009, to June 30, 2014. The City may reduce its respective allocation by the net units developed during the interim period; that is, from January 1, 2009, to the date of preparation of the Housing Element.

The intent of the RHNA is to ensure that local jurisdictions address not only the needs of their immediate areas but also provide their share of housing needs for the entire region. Additionally, a major goal of the RHNA is to assure that every community provides an opportunity for a mix of housing affordable to all economic segments of its population. The RHNA jurisdictional allocations are made to ensure that adequate sites and zoning are provided to address existing and anticipated housing demands during the planning period and that market forces are not inhibited in addressing the housing needs for all facets of a particular community. **Table 3-1** provides the adjusted RHNA target for the planning period 2009 to 2014 (also referred to as "basic construction needs") for each of the four household income groups for the City of Susanville.

TABLE 3-1
REGIONAL HOUSING NEEDS ALLOCATION (2009 TO 2014)
CITY OF SUSANVILLE

INCOME GROUP	NUMBER	PERCENT
Very Low	171	24.3%
Low	111	15.8%
Moderate	129	18.2%
Above Moderate	294	41.7%
Total*	**705**	**100.0%**

Note: Categories do not add to total due to rounding.
Source: Regional Housing Needs Plan, 2008.

In addition, the needs for extremely low income households need to be considered. As identified in Section 2 it is assumed that 86 (50%) of the very low income units will be identified as Extremely Low Income (ELI) households.

LAND INVENTORY

In order to demonstrate that there is ample land in the City to accommodate the RHNA housing numbers, an inventory of vacant or underdeveloped land and the potential constraints to developing that land is included. The City of Susanville follows established standards for the development of housing in the area. Criteria for assessing the suitability of housing sites are outlined below

VACANT LAND SURVEY

The amount of land available for the development of housing is crucial in considering methods of meeting housing need. There must be sufficient vacant, residentially zoned land within the City limits or areas to be annexed that meets the projected housing need through 2014.

A vacant land survey was conducted in October 2008 and refined in December 2008 by city staff. Vacant lands were identified by several methods. The primary method was performed via a search of unimproved lands utilizing Parcel Quest, the county assessor's electronic parcel information data base. Vacant parcels were identified by sorting all parcels within the city by improvement values. The lands that had no improved values were considered vacant and were verified by crosschecking with the 2003 survey and field checked, if necessary.

Many of the vacant single, R-1 zoned parcels were adjacent to an improved residential parcel under the same ownership; i.e. improved parcels include adjacent vacant parcels separately described by an assessor's parcel number so the owner has a larger lot. These lots, although vacant, were sometimes incorporated into the overall yard area of the home and sometimes they appeared to be separate vacant lots. Within the vacant land survey some of these lots were considered improved or having environmental constraints that would preclude development in the near future.

The inventory of vacant land includes a listing of properties by Lassen County Assessor's parcel number, zoning, size in acres, an estimate of the number of residential dwellings that will likely be constructed on the site, and a listing of environmental constraints. Susanville's General Plan land use designations are tied so closely to zone districts that it was felt unnecessary to separately list General Plan designations for each parcel. Size of parcels is varied if it appeared that only a portion of the site would develop or redevelop for a residential land use.

As a result of this more thorough survey, the 2008 results included many parcels that were missed in the 2003 vacant land survey. Therefore the total vacant acreage identified in the 2008 study, 738.59 acres is only slightly lower than the 761.3 vacant acres identified in 2003, even though five years of development has occurred. Also, whereas the 2003 survey was only an estimate of vacant acreage in the city, the 2008 survey provides a more accurate view of vacant land available in the city for housing.

ENVIRONMENTAL/PHYSICAL CONSTRAINTS

After developing the vacant land survey, City staff identified environmental constraints on land that could preclude development within the planning period. The designation of an environmental constraint on each vacant parcel will vary over the years based on changes in environmental laws.

One of the environmental constraints identified in the city affecting future development is the presence of excessive rocky soils on some vacant parcels. Susanville is located in the Great Basin, at the confluence of the Sierra Nevada and the Cascade Range. The Cascade Range was formed largely by volcanic action, whereas the Sierra was formed by plate tectonics (earthquake activity.) Many of Susanville's large areas of vacant land encompass very rocky soil as a result of geologic processes that formed both of these mountain ranges.

The Banner Lassen Hospital constructed a new facility in on the northeast side of the City. The development costs for underground utilities and foundation excavation were significant due to the rocky substrate. The land surrounding the hospital has been zoned for Planned Development for a mix of office and higher density residential uses. There are almost 200 vacant acres of PD zoned lands near the hospital that are now served by sewer, water, natural gas and electrical services. These lands are ready to be developed but it is not anticipated they will be developed in the next 5 years as there is a sufficient supply of other with lower development costs to meet the real housing needs for Susanville.

Other constraints may include: lack of utilities within close proximity to a vacant site; excessive slope; location within a floodplain; floodway or the presence of wetlands; and lack of access.

WATER

Government Code Section 65589.7 requires water and sewer providers to establish specific procedures and grant priority service to developments with affordable dwelling units to lower income households.

The City of Susanville is the water provider to residents within the City. Applications for new water utility connections are made to the City's Public Works Department who can receive them Monday through Friday from 7:00 a.m. to 5:00 p.m. A complete application must have an engineer's estimate of water usage for the project and an appropriate line size. Once Public Works receives the request and the information is deemed complete the permit is reviewed and once reviewed and found to be appropriate, the permit is issued. For most projects the developer's contractor performs all of the work to provide the new water service with the exception of setting the meter, which is done by City staff. With this process, the developer's contractor sets the priority for establishing service and performing the work and the City is out of the loop except for issuing the permit. Average permitting time is less than 1 week for complete applications.

With respect to the permit issuance, the City currently does not have a method for identifying water service requests for affordable housing projects. To rectify this, the application for new water service will be amended to identify if the request will serve a project with affordable housing units. Once identified that permit request shall have priority review.

The City has adequate water supplies for its present and near future needs to accommodate its regional housing needs throughout the planning period. The City is undertaking a study to

update the water master plan and secure water for future needs. The water utility is fiscally sound with the rate revenues meeting operating needs and providing the required reserves.

WASTEWATER

The Susanville Sanitary District's (SSD) existing sewage collection system is divided into two separate and individual subsystems with 8-inch to 18-inch lines. The original wastewater treatment plant was constructed in 1951 adjacent to the Lassen County Fairgrounds southeast of Susanville. Treatment now consists of a head works with a fine screen and grit removal, two oxidation ditches, a secondary clarifier, an aerobic digester, and a sludge holding tank for sludge thickening. Further treatment takes place in 35 acres of facultative stabilization ponds for de-chlorination. Final effluent is discharged through a wetland. The effluent is discharged to an irrigation canal ultimately reaching the Susan River. The current average daily flow is 1.2 MGD with a maximum design capacity of 3.3 MGD. Susanville's wastewater capacity is adequate to accommodate its regional housing needs throughout the planning period.

Government Code Section 65589.7 requires water and sewer providers to establish specific procedures and grant priority service to developments with affordable dwelling units to lower income households. The City does not currently have such procedures in place. As an action item in Section 5 the City proposes to establish a Memorandum of Understanding between the City and the Susanville Sanitary District which will establish steps to provide priority service for affordable housing projects as required by Government Code Section 65589.7.

STREETS AND ROADS

At the current time, the circulation system in Susanville is adequate. The City is in the process of resurfacing most of the streets and should be finished within three years. As growth occurs, so will the need for improvements to the circulation system. Susanville will continue to work closely with the County and Caltrans in the future regarding important regional circulation issues.

FLOODING

With regard to sites that lie within the 100-year flood zone or have other flooding hazards, identified sites that are within or partially within FEMA flood zones have reduced density potential based on the extent of the flood area. Some parcels were given zero development potential.

SEISMIC

With regard to seismic activity, there have been a number of recorded earthquakes in Lassen County since 1895 and a number of fault zones are located in the County primarily in the

southern areas. One of the most active faults has been the fault between the communities of Herlong and Doyle, approximately 18 miles southeast of Susanville. There are no active faults or Alquist-Priolo zones within the City. Housing development in the City must comply with the Uniform Building Code (UBC), which is designed to protect structures from geologic and seismic risks and to ensure structural safety. Compliance with the UBC and Safety Element do not act as a constraint since all development in California most comply with the UBC requirements and these measures are designed to ensure the safety of residents.

IDENTIFICATION OF AVAILABLE LAND BY ZONING AND REALISTIC CAPACITY

The following discussion is an analysis of the development potential for vacant lands within the City. The methodology of how the City arrived at its conclusions are outlined below Table 3-3 provides an inventory of vacant parcels/acreage that is residentially zoned and is suitable for residential development within the incorporated limits of the City of Susanville. In order to develop the inventory the City:

1. All vacant parcels within the City were identified using the Lassen County Assessor's office parcel data and land use coding and improvement values.

2. The current City zoning for each parcel was determined. All parcels that were not currently zoned as a primary residential zone were removed from consideration for residential development.

3. Identified residential zoned parcels that do not have municipal services (i.e. sewer and water) currently available or likely to have services available before 2014. These constrained parcels were assigned a zero capacity.

4. Identified parcels that have other physical constraints such as being in a flood plain, have an irregular shape, or are subject to easements that prevent any development from occurring. These parcels were then removed from consideration. Parcels that are partially constrained remained on the list generally with a reduced development potential reflecting the constraints.

5. Determined the number of small vacant infill parcels by identifying parcels generally under 0.50 acres that are vacant, zoned for one single family dwelling (R-1) and have no constraints or limited constraints and are therefore suited for the development of only one dwelling per parcel.

INFILL PARCELS

The number of parcels that met the infill criteria was 185. The primary constraint with some of these parcels is that they are adjacent to a developed parcel under the same ownership which in some instances means that the vacant parcel is being used as a yard area for an existing dwelling and is unlikely to be developed. It is estimated that 25% of the parcels meet this criteria which

makes the potential for development for these scattered infill parcels 136 single family homes. These parcels were not included in Table 3-3, as a further analysis of individual development potential is not needed.

RESIDENTIAL ZONING DESIGNAITON AND DENSITY

The following is a discussion of the residential zones within the City of Susanville and the allowed densities within each zone as well as an analysis of density limitations and various uses.

MHP – Mobile Home Park, this zoning district permits by right the development of mobile home parks that meet the development criteria listed in the zone. The maximum density allowed in the zone is 14 dwelling units per acre however there is also a 3,000 square foot minimum space size which make the maximum density infeasible. A realistic density, which is used in Table 3-3, is 10 dwelling units per acre which allows for roads and some common area.

PD/DR – Planned Development with Design Review Overlay, this zoning designation allows for mixed use development including commercial, office and residential up to 20 dwelling units per acre. All development requires a use permit/architectural review which is a discretionary action heard by the Planning Commission. The exact mix of uses has not been set by either the General Plan or Zoning. Because of the potential mix of uses, an average density of 8 dwelling units per acres has been used as the maximum overall density. As a conservative estimate, the City has used an average density of 4 dwelling units per acre as the realistic capacity.

R-1 – Single Family Residential, this zoning district allows by right one single family or manufactured dwelling unit per parcel with a maximum density of 7 dwelling units per acre. Given that the minimum lot size in the zone is 6,000 square feet for interior lots and 7,000 square feet for corner lots the density of 7 dwelling units per acre is unrealistic. Much of the larger vacant R-1 parcels in the City also have some slope to the topography which compromises maximum lot density. The realistic densities used in **Table 3-3** are 2 to 3 dwelling units per acre. It should be noted that lots 6,000 square feet or larger also allow by administrative permit a second dwelling unit not more than 1,200 square feet; however few residents use this provision in the code.

R-2 – Duplex Residential, this zoning district allows by right single family, duplex or manufactured dwellings per parcel at a maximum density of 12 units per acre. Single family and manufactured dwelling are permitted on lots of 6,000 square feet or greater. Duplex structures require 3,500 square feet of lot area per dwelling. Multiple duplex structures are permitted on a single parcel. Townhouses are permitted with a use permit where the lot area requirements may be amended making it easier to reach the 12 dwelling unit per acre maximum. Table 3-3 uses the 12 dwelling unit per acre maximum for the few vacant parcels zoned R-2.

R-3(A) and R-3 – Duplex and triplex Residential zoning designations allow duplex and triplex structures at a maximum density of 12 dwelling units per acre. The R-3(A) designation also

allows single family dwellings on lots of 6,000 square feet or more. Development requirements are 3,500 square feet of lot are per dwelling unit with a minimum lot size of 7,000 square feet Structures with more than three attached dwelling units are allowed only with a Use Permit however, multiple duplex and triplex structures may be located on the same parcel without a Use Permit thus permitting the achievement of the maximum density without a discretionary process such as a tentative map or use permit. When subdividing raw land into individual parcels designed for maximum density a net density of 12 unit can be achieved but the gross density will be approximately 9 units per are due to the need for road dedications. A Conditional Use Permit and architectural site plan review is required for the development of a structure with 4 or more attached dwelling units.

R-4 - Multi-Family Residential, this zoning district allows 3 to 12 attached dwelling units per structure with a maximum density of 20 dwelling units per acre. A Use Permit is required for structures having more than 12 attached dwellings. The minimum lot size is 6,000 square feet for interior lots and 7,000 square feet for corner lots with a minimum requirement of 2,000 square feet of lot per dwelling. An architectural site plan review is required for all development in this zone and the city has development standards in place for multi-family projects. These standards do not impose any density reduction or limit density in any way. The City proposes to remove the requirement for a use permit for structures with more than 12 attached units and only require a Use Permit for projects that deviate from the City's adopted development standards. An action item is included in Section 5 of this document.

Table 3-2 below gives further information regarding permitted and conditional residential land uses in the City's residential zones and shows that the City's residential zones allow for a wide variety of housing types.

TABLE 3-2
CITY OF SUSANVILLE
ZONING FOR HOUSING TYPES

Zone District & GP Designation	Residential Uses by Right	Residential Uses by Use Permit
R-1 - Residential Single Family Density: 0-7 DU/AC	Single Family home Single Mobile or Manufactured home Factory-built housing Group care home (6 or less) Second dwelling unit	Senior citizen residence Townhouse (attached single family residential)
R-2 - Residential Duplex & Triplex 0-12 DU/AC	Uses allowed by right in R-1 Duplex or 2-family dwellings Group care home (6 or less)	Same as R-1 Group care home (7+) Skilled nursing/intermediate care facility

TABLE 3-2 CITY OF SUSANVILLE ZONING FOR HOUSING TYPES		
Zone District & GP Designation	**Residential Uses by Right**	**Residential Uses by Use Permit**
R-3 - Residential Duplex & Triplex 0-12 DU/AC Note: Although there is no minimum density in R-3, solitary single family homes are not allowed.	Duplex or 2-family dwellings Triplex Group care home (6 or less) Multiple duplexes or triplexes not to exceed GP density	Group care home (7+) Rooming house Boarding house Fraternity or sorority Skilled nursing/care facility Multifamily 4 or more units Townhouse
R-3A - Residential Duplex & Triplex 0-12 DU/AC	Same as R-3 except single family homes allowed Second unit (for SF homes only)	Same as R-3
R-4 Residential Multiple Family 5-20 DU/AC	Triplex, Fourplex rental housing Multifamily with up to 12 dwellings per structure, multiple structures allowed not to exceed GP density Group care home (6 or less)	Same as R-3 Multifamily 13 or more units per structure
MHP - Residential Mobile Home Park 0-14 DU/AC	Mobile Home Park Residential mobile homes in parks Group care home (6 or less)	Expansion of nonconforming mobile home parks

The result of the analysis for vacant developable parcels within the City is a list of 57 parcels in **Table 3-3** below. Of the 57 identified parcels, 10 do not currently have sewer or water available which puts their development potential at 0. The table identifies constraints, the size of the parcel, the maximum development allowed by zoning, an estimate of the realistic development potential and the limiting factors of each site, if any.

In addition to the parcels and potential for housing development listed in Table 3-3 there are the previously mentioned 185 vacant infill lots with City services suitably zoned for single family development. It is estimated that the realistic development potential for these lots is 136 single family homes.

Figure 2 on the next page depicts the location of the parcels within the Susanville area.

Intentionally left blank

	TABLE 3-3 CITY OF SUSANVILLE DECEMBER 30, 2008 - INVENTORY OF AVAILABLE LAND FOR RESIDENTIAL DEVELOPMENT						
	APN	Zoning	Acres	Zoning Max. DU	Water/ Sewer	Realistic Capacity	Constraints
1	103-190-08	MHP	2.50	35	yes/yes	22	None
2	116-470-06	MHP	30.27	420	yes/yes	128	None, approved development plan
3	101-050-64	PD/DR	12.22	25	yes/yes	25	Approved church, 24 assisted living & 1 sf
4	101-110-32	PD/DR	80.00	640	yes/yes	320	Mixed use zone, rocky soil
5	101-050-58	PD/DR	20.00	160	yes/yes	160	Mixed use zone, rocky soil
6	101-060-20	PD/DR	20.00	160	no/no	0	Mixed use zone, rocky soil, sewer, water
7	101-270-41	PD/DR	40.00	320	yes/yes*	160	Mixed use zone, rocky soil, * water adjacent
8	101-060-21	PD/DR	20.00	160	no/no	0	No improved road, rocky soil, sewer, water
9	105-050-36	R-1	0.37	2	yes/yes	2	Application to divide into 2
10	105-301-02	R-1	0.22	2	yes/yes	2	Already 2 lots
11	101-050-65	R-1	1.67	3	no/no	0	No sewer, water
12	101-271-20	R-1	3.26	22	yes/no	0	Church owned, sewer to adjacent parcel
13	101-271-03	R-1	10.66	75	yes/yes	31	None
14	101-271-22	R-1	11.15	80	yes/yes	33	None
15	101-050-62	R-1	17.13	120	no/no	0	slope, sewer,
16	101-271-16	R-1	18	126	yes/yes	54	Rocky soil, approved 54 lot sub.
17	101-271-02	R-1	24.2	168	yes/yes	69	Low water pressure, approved design
18	101-271-24	R-1	96.77	150-200	no/no	0	Very rocky soil/underground cost/utilities
19	107-061-11	R-1	4.79	33	yes/yes	10	floodplain
20	101-150-13	R-1	7.45	52	no/yes	25	access, utilities
21	105-020-13	R-1	3.37	24	yes/yes	10	some slope

TABLE 3-3
CITY OF SUSANVILLE
DECEMBER 30, 2008 - INVENTORY OF AVAILABLE LAND FOR RESIDENTIAL DEVELOPMENT

	APN	Zoning	Acres	Zoning Max. DU	Water/ Sewer	Realistic Capacity	Constraints
22	116-510-47	R-1	18.3	126	yes/yes	36	slope, access
23	116-510-55	R-1	5.36	38	no/no	0	slope, access
24	105-180-18	R-2	0.25	3	yes/yes	2	None
25	105-180-19	R-2	0.25	3	yes/yes	2	None
26	107-153-03	R-2	0.58	6	yes/yes	6	None
27	103-061-22	R-3	0.24	2	yes/yes	2	None
28	103-061-61	R-3	0.23	2	yes/yes	2	None
29	103-061-62	R-3	0.20	2	yes/yes	2	None
30	105-347-21	R-3	0.32	3	yes/yes	3	None
31	103-061-19	R-3	0.35	3	yes/yes	3	None
32	103-061-60	R-3	0.29	3	yes/yes	3	None
33	103-113-14	R-3	0.38	4	yes/yes	0	wetlands
34	101-170-10	R-2/PD	0.45	5	yes/yes	5	Approved development MH subdivision
35	101-170-11	R-2/PD	0.45	5	yes/yes	5	Approved development MH subdivision
36	103-113-17	R-3	1.42	16	yes/yes	10	wetlands on portion of the site
37	103-190-07	R-3	3.95	47	yes/yes	28	wetlands, street improvements
38	101-300-25	R-3	5.12	61	yes/yes	45	None
39	101-300-24	R-3/PD	5	60	yes/yes	48	None
40	101-170-12	R-2/PD	5.10	61	yes/yes	50	Approved development MH subdivision
41	101-271-19	R-3	7.29	87	yes/yes	50	None
42	101-271-16	R-3	24	288	yes/yes	110	Rocky soils, approved sub. 55 duplex lots

TABLE 3-3
CITY OF SUSANVILLE
DECEMBER 30, 2008 - INVENTORY OF AVAILABLE LAND FOR RESIDENTIAL DEVELOPMENT

	APN	Zoning	Acres	Zoning Max. DU	Water/ Sewer	Realistic Capacity	Constraints
43	101-150-13	R-3	3.7	30	no/no	0	access, utilities
44	105-060-07	R-3A	0.28	3	yes/yes	3	None
45	107-083-13	R-3A	0.25	3	yes/yes	3	None
46	107-090-06	R-3A	0.26	3	yes/yes	3	None
47	107-200-26	R-3A	0.64	6	yes/yes	6	None
48	105-141-31	R-3A	0.16	2	yes/yes	2	None
49	105-141-32	R-3A	0.16	2	yes/yes	2	None
50	105-251-12	R-3A	0.30	3	yes/yes	3	None
51	107-156-10	R-3A	0.31	4	yes/yes	4	None
52	107-156-13	R-3A	1.22	12	yes/yes	12	None
53	103-100-09	R-4	1.88	37	yes/yes	30	None
54	107-250-04ptn	R-4	4.40	88	yes/yes	52	None
55	101-271-25	R-4	7.93	158	no/no	0	utilities, ridgeline
56	101-271-23	R-4	21.29	425	yes/yes	250	slope, utilities, rock
57	103-190-06	R-4	18.34	366	yes/yes	180	ridge/slope, rocky soils,
	Totals		564.7 Acres	4,536 DU		2,013 DU	

FLOOD HAZARDS

Assembly Bill 162 adopted in 2007 requires local jurisdiction to update their Safety Element upon the adoption of any Housing Element after January 1, 2009 to include specific information regarding flood hazards within the community as outlined in Government Code Section 65302 (g). The City of Susanville currently has a flood plain management ordinance which complies with and has been approved by FEMA, thereby meeting the flood hazard requirements of 65302 (g). The City's Safety Element contains a policy to establish a flood management plan and the City will update the Safety Element to reflect the fact that the City has adopted a flood plain ordinance. With respect to vacant parcels to meet the regional housing needs plan, only one parcel is partially located within a floodplain and the development potential of the parcel has been reduced to reflect this constraint.

MEETING REGIONAL HOUSING NEEDS PLAN

There is not a direct correlation between zone districts and housing affordability. However, the assumption generally is that lower income housing is available as rentals in higher density housing developments such as the R-3 and R-4 zone districts allowing 12 to 20 dwelling units per acre. Moderate and above-moderate income housing usually occurs in single family detached dwellings that are normally found in the R-1 zone district. The 136 vacant R-1 infill properties in the City provide a very good opportunity for moderate cost housing due to the fact that there are no development costs for these lots.

Table 3-4 provides a distribution plan for Susanville's compliance with the Regional Housing Needs Allocation by Income Group by assigning vacant acreage with zone districts that allow for residential development to each income group.

TABLE 3-4
2008 CITY OF SUSANVILLE
RHNA BY INCOME GROUP AND ZONE DISTRICT

Income Group	RHNA	R-1	R-2 R-2PD	R-3	R-3A	R-4	MHP	Total	Diff
Extremely Low	86					256	25	281	+195
Very Low	171(85)					256	25	281	+196
Low	111			192			53	245	+134
Moderate	129	68*	70		32		50	152	+91
Above-Moderate	294	340*						340	+46
Total - 705	705	408	70	192	32	512	153	1,375	+668

Source: City of Susanville, Community Development Department * Includes the 68 of the 136 vacant infill parcels

As **Table 3-4** shows, there is ample capacity in existing zoned developable lands to meet the Regional Housing Needs Allocation for each category.

APPROVED HOUSING PROJECTS

As of March 2009, the City has several residential projects that have been approved and are awaiting development:

Scenic Heights Subdivision	33 single family residential lots
Maurino Manor Subdivision	20 single family residential lots
Quail Hollow Subdivision	60 manufactured housing planned development
Numa Terrace Subdivision	55 Duplex lots
Skyline View Estates Subdivision	54 single family residential lots
Skyline Village	47 low income apartment units

These development projects will provide for above moderate, moderate and potentially some low income housing in the manufactured home subdivision.

The City's share of housing units affordable to very low income households is 171 out of a total lower income allocation of 282 units. The City has identified sufficient sites to meet the lower income housing need; however, the ability to foster the development of these units depends on the availability of public financing and the interest of developers. The city currently has several housing projects that successfully provide housing units affordable to very low income residents. Section Six of this document contains a variety of programs to facilitate the development of housing units that are affordable to lower income households. These include expedited processing, technical assistance, re-establishment of a first-time homebuyer program, Section 8 rental assistance as well as other incentives.

REALISTIC CAPACITY OF MANUFACTURED HOMES

Mobile and manufactured homes are an affordable alternative to traditional site built residences. This is illustrated by data from the United States Census Bureau, and other sources, which show a median home price in Lassen County that ranges from $150,000 to $225,000. When these figures are compared to Lassen County Assessor data reported to the State Board of Equalization, which shows the average mobile home assessment value as $25,043, it is apparent that mobile homes are affordable, when compared to traditional site build homes. Admittedly, this figure does not include the land upon which the mobile is located, but even when factoring in the land, mobile homes are a cost effective housing alternative. The affordability of manufactured homes as a low cost alternative is further reinforced by the supply of infill parcels in the City which can accommodate a manufactured home.

ANALYSIS OF GOVERNMENTAL CONSTRAINTS

The development industry is faced with a variety of constraints in the construction of new housing. These constraints potentially limit the number and increase the cost of housing units. These constraints are classified as governmental and non-governmental, although there is a strong interrelationship between these factors.

The City of Susanville General Plan, adopted in 2000, and the implementing zoning code are one form of governmental constraint to providing housing. As demonstrated above there is adequate land zoned for a variety for housing in Susanville and this governmental constraint is not an issue. The zoning code sets minimum site development standards that are designed to accommodate the uses allowed in each zone as shown in **Table 3-5**. These standards include minimum lot size and width, setbacks from property lines for structures, maximum heights, maximum lot coverage and parking standards. These standards are consistent with most rural jurisdictions and are not seen as constraints to development. The City of Susanville is not constrained by a shortage of developable land.

TABLE 3-5
CITY OF SUSANVILLE
DEVELOPMENT STANDARDS BY ZONING DISTRICT (MINIMUM)

Zoning District	Site Area per DU Sq. ft.	Min. Lot Size	Building Height	Lot Coverage Maximum	Setbacks			Parking Per DU
					Front	Side	Rear	
R-1	6,000 - 7,000	6,000 to 7,000	35'	40%	15'	5-10'	15'	2
R-2	3,500	7,000	35'	40%	15'	5-10'	10'	2
R-3 & R-3(A)	3,500	6,000 to 7,000	35'	40%	15'	5-10'	15'	1.5 to 2
R-4	2,000	6,000 to 7,000	35'+	40-60%	15'	10'	15'	1.5 to 2

Source: City of Susanville Zoning Ordinance

There are other Federal, State, and local policies, standards, requirements, fees, or actions that affect the development of housing. Federal and state programs and agencies play a role in the imposition of non-local governmental constraints. These constraints are beyond the influence of local government, and therefore only local constraints will be fully addressed in this document.

SITE DEVELOPMENT PROCESS/APPLICATIONS

Development of housing on the parcels identified in **Table 3-3** can be as simple as submitting and obtaining a building permit for a single family home on an infill R-1 lot (a non-discretionary

action) to needing approval for a subdivision map to create new lots (a discretionary action).

Processing times for development review vary, based on the complexity of the project, the extent of environmental review required, and workload of staff. The process can range from a minimum of about 2.5 weeks to approximately 12 months if an Environmental Impact Report (EIR) is required.

Table 3-6 shows average processing times for development review applications in Susanville through the past planning period (2004 through 2008.) The city allows concurrent filing of multiple development applications related to a single project which helps to reduce the overall processing time. These time periods start when a complete application is submitted to staff and end at the time of approval by the governing body.

TABLE 3-6
CITY OF SUSANVILLE
AVERAGE APPLICATION PROCESSING TIME, 2004 – 2008

Application Type	Avg. Calendar Days to Approval	Avg. Weeks to Approval
CEQA Exempt Applications		
Architectural Design and Site Plan Review	50.0	7.1
Building Permit	22.1	3.2
Lot Line Adjustment	36.6	5.2
Variance	33.6	4.8
Conditional Use Permit	47.1	6.7
Tentative Parcel Map	59.0	8.4
CEQA Applications		
Conditional Use Permit	92.5	13.2
Tentative Parcel Map	111.5	15.9
Tentative Subdivision Map	100.6	14.3
General Plan Amendment/Zone Change	129.1	18.4

Source: City of Susanville, Community Development Department

In recent years city planning staff has been downsized from 3 to 1.5 persons (the city planner and a half time secretary.) However development review applications are given priority over other projects because the City is subject to the requirements of the Permit Streamlining Act in Government Code Section 65920 et seq.

DEVELOPMENT PERMIT AND APPROVAL PROCESSING

The development review and permitting process is utilized to receive, evaluate and consider approval of new development applications. The development review and permitting process

ensures that new residential projects reflect the goals and policies of the General Plan and Design Guidelines as well as the requirements of the Zoning Code.

Applications for development permits are made in writing to the Planning Division of the City's Community Development Division. Applications vary depending on the type of permit being requested. In addition, some planning applications require public hearings. **Table 3-9** lists typical review times for various planning actions. Project application review is usually completed within two to three weeks of accepting a complete application. Determination of approval is usually based on consistency with the General Plan, character of adjacent land uses, adequate size and shape of lots, zoning compliance and conformance with design standards. Although application review and approval adds time to the development process, the review periods listed are consistent with or shorter than typical review periods in other jurisdictions. Therefore, they are not considered a significant constraint on housing development.

Larger development projects, such as residential subdivisions and multifamily housing complexes, may be subject to the California Environmental Quality Act (CEQA) and require environmental review, i.e., Environmental Impact Report or Negative Declaration, before a project can be approved. Smaller projects may be subject to the CEQA process if special environmental circumstances are found. The requirement to prepare an environmental document can substantially lengthen the development review process, sometimes taking up to one year to obtain project approval if an environmental impact report must be prepared. State environmental law mandates much of the time required in the environmental review process. Also, the environmental review process requires public participation. This typically includes a public review period for environmental documents and at least one public hearing for certification of the environmental document, which adds time to the process.

The development application processes range from simple to more complex and the potential constraints The City's review processes might impose are discussed below.

BUILDING PERMIT FOR EXISTING LOTS

There are numerous existing lots within the City of Susanville that cannot be further subdivided and are zoned to allow the development of a single family residence, duplex or triplex. Development of these lots is subject to a building permit application. Building codes regulate the physical construction of dwellings and include building, electrical, mechanical and plumbing improvements. The City currently enforces the 2007 California Building, Electrical, Energy, Fire, Mechanical, and Plumbing Codes. The City has minimal control over these standards. There have been no local amendments to these codes since 1999. In 1999, Ordinance Number 99-860 was adopted by the City Council and set forth amendments to local frost depth, number of spacing bars required in foundations and roof sheathing in Section 6.1-1. These amendments remain in effect.

The Building Division is responsible for the enforcement of building codes within the City

limits. The Building Division also provides plan review services and field inspections. Building Code enforcement is conducted through scheduled inspections of new construction, remodeling and rehabilitation projects. Inspections are also conducted in response to public complaints or an inspector's observation that construction is occurring without the benefit of proper permits. Local enforcement of these codes does not significantly add to the cost of housing in Susanville.

Building permits for improvements with a value greater than $25,000 also require the installation of curb, gutter, and drive approach improvements if none are present. A building permit for improvements valued greater at $50,000 or more also requires sidewalks. These improvements are typical of all jurisdictions in the State and are required to provide pedestrian safety, walk-ability, drainage and to maintain a cohesive infrastructure system in the City.

ARCHITECTURAL DESIGN AND SITE PLAN REVIEW

The requirement for Architectural Design and Site Plan Review typically go hand-in-hand with the requirement for a Conditional Use Permit. Applicants are required applicants to submit architectural drawings, elevations, floor plans, and a plot/site plan. The purpose of the this review is to ensure that development meets the City's adopted standards for setbacks, building heights, parking landscaping and the City's Design Guidelines. This process, in the absence of a use permit is ministerial, avoiding CEQA review in most cases. A fee for this process is only charged in the absence of a Conditional Use Permit. The benefit of this process is that it gives applicants assurances to proceed with more costly engineering and architectural drawings required for a building permit application and avoids potentially costly revisions to those drawings which far exceed the cost and time involved to make those revisions. An Architectural Design and Site Plan Review is approved at the next regular Planning Commission meeting which is a public meeting occurring twice a month. Over ninety-five percent of projects are reviewed and approved at a single meeting..If significant time constraints exist, a special Planning Commission meeting can be scheduled Because the time and cost associated with this process expedites building plan check and reduces costly engineering and architect revisions the City does not view this as a constraint to development.

CONDITIONAL USE PERMIT

Conditional Use Permits are required for most multi-family development within the City. The residential R-3, R-3A, and R-4 zones all currently require a Use Permit and Architectural Design and Site Plan Review with multiple structures are proposed for a

single parcel. In the R-3 zone, the use permit requirement is triggered for structures containing 4 or more attached units. The R-3 does not restrict the development of unlimited duplex and triples structures on a single parcel provided the General Plan density is not exceeded and this makes the maximum density of 12 units per acre easily achieved. In the R-4 zoning district a use permit is triggered by the development of a structure of more than 12 attached units though the zone does not restrict the development of unlimited numbers of 12 dwelling unit structures on the same parcel provided the General Plan density is not exceeded.

While the requirement for a use permit and site plan review makes it sound like the City is processing two permits, in reality the two run concurrently together. Only the fee for the Conditional Use Permit is collected and the submittal requirements such as site plans and elevations are exactly the same.

Application processing times are almost exactly the same for Use Permits for Architectural Design and Site Plan Review if environmental documents such as a negative declaration are *not* required. When environmental documents are required the processing timeline can be several weeks longer. Environmental Review is generally required when constructing more than 6 dwelling units at one time with the R-4 being the exception and allowing development up to 12 dwelling units as a ministerial act.

Use Permits are considered by the Planning Commission at a public hearing which also includes noticing neighbors of the project and hearing. The Commission can approve, conditionally approve, or deny the request. Historically, the City of Susanville Planning Commission has approved an overwhelming majority of Use Permits presented to them at a single meeting.

An argument can be made that allowing the development of multi-family housing projects as a permitted use in the R-3, R-3A, and R-4 zones would avoid triggering the environmental review process and would reduce development time and costs. However, a counter argument can also be made. The absence of a formal environmental review process does not relieve a developer from mitigating for impacts to wetlands, avoiding archaeological sites, complying with regulations of the endangered species act, clean water act, and a host of other state and federal regulations. Nothing can add more cost and time to a project as when a developer intentionally or inadvertently violates State or Federal regulations and is caught. Projects can be held up in litigation for years and may be subject to significant fines that can end a project.

Just as the Architectural Design and Site Plan Review process helps avoid unnecessary

delays and revisions in the building permit process, the Use Permit and environmental review process identifies potential issues at the beginning of the development process. It provides assurance to the developer that their project will not be stopped mid-stream by a violation of State or Federal regulations that can be extremely difficult to understand and follow. Because this process identifies and provides solutions to avoiding issues that could derail a project if they arise once the project has started. With a bit of planning, developers can also take advantage of the winter season in Susanville, when the weather is not conducive to construction activities, to process applications and be ready to start construction in spring.

The costs associated with the Conditional Use Permit process, typically ranging from $2,000 to $5,000, and represent less than 1% of the costs for a moderate to larger housing project and are thus not prohibitive or stifling to development. It should also be noted that in the past 10 years, the City has not denied a project for multi-family dwellings when applied for on land zoned for such uses, a track record that should reduce the uncertainty to developers of such projects. The requirements and pitfalls for obtaining financing for such projects are much more significant in terms of project delays.

Knowing what the Federal, State, and local requirements will be for a project before the project starts is sound insurance and avoids unnecessary and costly mid-project changes in design.

While the City feels that the Conditional Use permit process is not a constraint to developing multi-family dwelling because there are ample opportunities for developers to meet the City maximum General Plan residential densities without obtaining a use permit. The use permit is only triggered when certain building forms are proposed. Additionally, the City has historically found that the Conditional Use Permit process has not been used to deny any multi-family projects. However, the City is willing to make certain changes to the zoning regulations to increase the density in the R-3 zone to 15 units per acre and to remove the requirement for a use permit for multi-family dwelling containing more than 12 attached dwellings in the R-4 zone and will monitor the effects on multi-family housing projects over the next reporting period. Action items will be included in Section 5 of this document.

TENTATIVE SUBDIVISION MAP AND PARCEL MAPS

The type and size of residential development generally dictates if a project will require the subdivision of land and an application for either a Subdivision Map or Parcel Map. By its very design R-1 single family zoning requires the creation of individual parcels to

maximize development. The R-2 zone is similar in that each duplex structure must be on a single parcel. In the R-3 and R-4 zones multiple structures containing multiple dwelling units can be developed on a single parcel subject to a Use Permit or Architectural Review, this is how most apartments are developed in the City. Even larger R-3 and R-4 parcels may be divided prior to development. This allows a project to be developed in phases without requiring a development loan for the entire parcel.

In California, the division of land is regulated by the Subdivision Map Act, a State imposed set of regulations. By statute, all applications to divide land are discretionary and therefore subject to environmental review with limited exceptions that can allow the creation of 4 of fewer parcels in urban areas when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

Similar to a Conditional Use Permit, an application for a Tentative Parcel Map or Subdivision is submitted to the City and acted upon by the Planning Commission at a public hearing.

Since the process for subdividing land is controlled by State statutes, the City cannot alter the process. The requirements the City imposes for dividing property therefore is not found to be a constraint on providing housing.

GENERAL PLAN AND ZONING AMENDMENTS

Within its incorporated boundary, the City of Susanville has broad discretion over the General Plan and zoning designations provided they are consistent with State guidelines and statutes for content and process. The most significant part of the General Plan related to housing, other than the Housing Element, is the Land Use element which designates areas of the City for residential development and the associated densities. While the City adopts the General Plan, individuals can apply for amendments to the Plan. Amendments to the Plan can take the form of a change to the text, changing the density of a land use designation, or changing a designation on the map. The administration of the zoning code operates in much the same manner. A change to the General Plan Map will normally require a corresponding rezoning to implement the new land use designation.

Applications to amend the General Plan and zoning are made to the City and processed by the City Planner. A public hearing is held on the matter at the Planning Commission

which makes a recommendation to the City Council. The City Council, at another public hearing, makes the final determination on the project which is adopted by resolution for a General Plan amendment and ordinance for the zone change. This process is set by State statute and is a discretionary act subject to environmental review. For individual requests the process takes approximately 4 months to complete. The cost for processing a General Plan and zone change is approximately $7,700, as outlined in **Table 3-7**.

With the exception of land zoned for homeless shelters and transitional housing, as discussed in Section 2, the City currently has more than adequate land zoned to meet our RHNA housing numbers and amendments to the General Plan and zoning will not be required to meet housing needs. Because these changes are set by State statute they are not considered a constraint to meeting RHNA housing numbers.

ANNEXATIONS OF NEW LAND

The Local Agency Formation Commission of Lassen County (LAFCo), an independent body, regulates through a discretionary process the annexation of new lands into the City as set forth in the Cortese-Knox-Hertzberg (CHK) Local Government Reorganization Act. Annexations may be viewed as a constraint due to the lengthy processing time period and the requirement for a review of public services and which now require a much more extensive process than previously required. Additionally, provisions in the CKH Act allow residents within proposed annexation areas to prevent annexation with enough protest votes.

LAFCo's policies and legislative directive to conserve Prime Agricultural Land can also affect a City's ability to annex new land if other alternatives exist. Hence the conversion of agricultural land is a concern and constraints to annexation as far as cities are concerned. In addition, the required property tax share agreement pursuant to Section 99 of the State's Revenue and Taxation Code is required for every city and district annexation effectively giving a county veto authority over a city or district annexation request. Among cities, this is the largest hindrance to a more expeditious annexation process.

For Susanville, annexation is not a relevant issue to the provision of adequate housing. Adequate lands exist within the existing City boundary to meet all of our RHNA numbers. Annexation is not a constraint to development at this time.

PLANNING AND DEVELOPMENT FEES

Although Planning and development fees do contribute to the total cost of housing

development, the extent to which these costs are passed on to the consumer depends on price sensitivity of each housing type and the ability of housing developers to absorb such cost increases and still maintain acceptable profit margins. Where increased costs cannot be absorbed by the consumer or developer, housing production will decline. In "price sensitive" markets, such as that for affordable housing, when increased costs cannot be absorbed by the developer, or products modified to compensate the developer, affordable housing is not built.

Up until the end of December 2001, the state reimbursed developers for school fees as part of the SB 50 bond. This in turn reduced costs and was frequently passed directly through to the buyer, reducing debt burden. Its reauthorization is considered important to meet affordable housing needs.

Table 3-7 shows an estimated development cost breakdown in 2009, for a 1,500 square-foot single-family residence which includes a 441 square foot garage, which is the size of a typical new home in the City of Susanville. Such a residence would have fees totaling approximately $18,734 which is a 53 percent increase over the 2002 figure of $9,937. This includes plan review fees, plumbing, mechanical, electrical, in-lieu of parkland dedication impact fees, water, sewer, and school impact fees.

Therefore, the development fees for a 1,500 square foot home at the average price of $255,000 ($170 per square foot) would be approximately 9.50 percent of the total cost of the home. This is a 7.3 percent increase over the 6.5 percent comparison of a $150,000 home in 2002. This change is largely attributable to a sharp increase in city mitigation impact fees, which were almost doubled in 2004. **Table 3-**7 shows the estimated cost breakdown for a multiple family residence at 1,000 square feet in size with a single space carport. Fees for a multi-family residence would total approximately $13,807.

TABLE 3-7
DEVELOPMENT IMPACT FEES

SINGLE FAMILY RESIDENCE, MARCH 2009			MULTI-FAMILY RESIDENCE, MARCH 2009	
Fees			**Fees**	
Building Permit	$1,340.95		Building Permit	$944.75
Plan Review	$917.62		Plan Review	$660.90
Plumbing	$157.00		Plumbing	$122.00

Mechanical	$107.90		Mechanical	$103.00
Electrical	$148.25		Electrical	$123.25
SMIP	$16.19		SMIP	$9.20
CA Bldg Standards	$7.00		Ca Bldg Standards	$4.00
In-Lieu Parkland Dedication	$571.58		In Lieu-Parkland Dedication	$413.84
Sub-Total	**$3,266.49**		**Sub-Total**	**$2,380.94**
Other Fees			**Other Fees**	
*Mitigation Fees			*Mitigation Fees	
Police Fee @ $1.19 Sq. Ft.	$1,785.00		Police Fee @ $1.19 Sq. Ft.	$1,190.00
Fire Fee @ $0.87 Sq. Ft.	$1,688.67		Fire Fee @ $0.87 Sq. Ft.	$1,026.60
Street Fee @ $0.92 Sq. Ft.	$1,380.00		Street Fee @ $0.92 Sq. Ft.	$920.00
Sidewalk – curb, gutter & drive				
Encroachment Permit**	237.00			
Water System Source Fee	$697.00		Water System Source Fee	$513.00
Water System Storage Fee	$1,042.00		Water System Storage Fee	$689.00
Water Connection Fee	$997.00		Water Connection Fee	$997.00
Water Service				
Meter & ¾" Main Tap	$289.00		Meter & 2" Main Tap	$389.00
Natural Gas Meter Set Fee	$10.00		Natural Gas Meter Set Fee	$10.00
Sewer Connection			Sewer Connection	
Wastewater Treatment	$1,612.00		Wastewater Treatment	$1,447.00
Collection	$1,000.00		Collection	$1,000.00
Misc	$275.00		Misc	$275.00
School Mitigation Fee			School Mitigation Fee	
$2.97 x area of residence	$4,455.00		$2.97 x area of residence	$2,970.00
Sub-Total	**$15,467.67**		**Sub-Total**	**$11,426.60**
Grand Total	**$18,734.16**		**Grand Total**	**$13,807.54**

Source: City of Susanville, Community Development Department, *Mitigation fees must be paid prior to final inspection.

**If a new sidewalk must be installed a refundable deposit of $5,500 is required at the time of permit issuance.

Planning fees and permit processing times can be considered constraints if they are in excess of the City's costs to provide the services or if there are unnecessary or excessive processing delays. However, the fees collected by the City generally do not cover the cost of processing the application.

TABLE 3-8
PLANNING APPLICATION FEES

FEE CATEGORY	FEE AMOUNT
Planning and Application Fees	
Administrative Permit	$209
Architectural Design/Site Plan Review ≤ 1,000 s.f.	$104
Architectural Design/Site Plan Review ≤ 1,000 s.f.	$1,144
Conditional Use Permit	
Residential (proposed fences and signs)	$381
Residential (existing fences and signs)	$1,033
Minor	$842
Moderate	$1,414
Major	$2,061
Floodplain Permit	$190
General Plan Amendment	$2,526
With Annexation	$4,048
Historic Building Site Registry	$126
Home Occupation Permit	$90
Variance Proposed Development	$612
Variance Existing Development	$1,224
Zone change	$2,066
Zone Change Planned Development	$2,257
Subdivision	
Certificate of Compliance	$381
Lot Line Adjustment/Merger	$600
Tentative Subdivision Map	$2,443
Final Subdivision Map	$1,144
Tentative Parcel Map	$1,414
Final Parcel Map	$762
Environmental	
Environmental Impact Report[2]	Varies
Initial Study/Negative Declaration	$3,080
Impact	
Fire[3]	$0.58-$0.75/sq.ft.
Water Hookup[3]	$700
Sewer Hookup[3]	$700
Traffic	Varies
School	$2.14-$2.97/sq.ft.
Estimated Total Development Costs	
Single Family	$4,500 - $8,000
Multifamily	$5,500 - $10,000

CONSTRAINTS TO ESTABLISHING HOMELESS SHELTERS AND TRANSITIONAL HOUSING

The City of Susanville's zoning code currently allows homeless shelters and transitional housing in the Neighborhood Commercial (C-1), General Commercial (C-2), and Public facilities zone districts, subject to obtaining a Use Permit.

With the adoption of SB 2 in 2007 the State legislature adopted Government Code Section 65583 amending and strengthening housing element law to ensure zoning encourages and facilitates emergency shelters and limits denials of emergency shelters, transitional housing and supportive housing.

These three types of housing are defined below:

Emergency Shelter (per Health and Safety Code 50801): housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.

Transitional Housing (per Health and Safety Code 50675.2(h)): buildings configured as rental housing developments, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months.

Supportive Housing (per Health and Safety Code 50675.14(b)): Housing with no limit on length of stay, that is occupied by the target population as defined in subdivision (d) of Section 53260, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

Government Code Section 65583 requires, among other things:

- At least one zone in the City allows emergency shelters without a conditional use permit or other discretionary action.
- Sufficient capacity must be identified to accommodate the need for emergency shelters and at least one year-round emergency shelter.
- Existing or proposed permit procedures and development standards must be objective and facilitate emergency shelters.
- Written objective standards may be applied in statute including maximum number of beds, length of stay, a requirement for on-site management and security.
- Transitional and supportive housing shall be considered a residential use and only subject to those restrictions that apply to other residential uses of the same type in the same zone

The City's zoning code currently does not meet all the above requirements. Currently the Public

Facilities (PF) zone requires a use permit for emergency shelters. The PF zone was chosen as a zone suitable for emergency shelters because it is anticipated that an emergency shelter would be supported by some type of public agency. In order to comply with the current requirements , the City will add an action item in Section 5 to amend the Public Facilities zone to allow homeless shelters as an allowed use instead of requiring a use permit. The PF zone intent and allowed uses are currently as follows:

17.60.010 Purpose

The public facilities (PF) district is intended to be applied to lands upon which public agencies operate public facilities. This district is consistent with all general plan land use designations.

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 owned or managed by federal, state, county, city or districts;

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

J. 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.

In terms of showing adequate capacity for emergency shelter needs there is currently one year-round emergency shelter operating within the City and with the proposed amendment the City has identified four parcels currently zoned PF which have the capacity for additional shelter development

TABLE 3-9
CAPACITY FOR ACCOMMODATING HOMELESS SHELTERS

Parcel Number	Zoning	Parcel Size	Estimated Shelter Capacity
105-020-16	PF	1.47 acres	40 beds

107-260-23	PF	27.22 acres	24 beds
107-260-29	PF	1.47 acres	40 beds
107-260-05	PF	3.00 acres	20 beds

As discussed, Section 2 the existing needs for homeless people in the Susanville area appear to be being met at this time and future needs are extremely difficult to predict. However, as the need arises the city does have adequate property to accommodate the need.

The PF zone will also be amended to allow transitional and supportive housing as a permitted use. The city currently allows these housing types in all of the City's residential zones (R-1, R-2, R-3, and R-4), though it is not specifically listed as such. Transitional and supportive housing that operates as a single housekeeping unit is permitted under the City's definition of a family. To clarify this position an action item is proposed in Section 5 to amend the City's zoning code to update the definition of transitional and supportive housing and include it in the residential zones.

CONSTRAINTS FOR HOUSING PERSONS WITH DISABILITIES

Under Senate Bill (SB) 520, which became effective January 1, 2002, a Housing Element is required to analyze potential and actual constraints upon the development, maintenance and improvement of housing for persons with disabilities and to demonstrate local efforts to remove governmental constraints that hinder the locality from meeting the need for housing for persons with disabilities and/or to make reasonable accommodations for housing designed or intended for occupancy persons with disabilities including supportive services (California Government Code Section 65583(a)(4)).

Constraints to housing for disabled populations include a lack of housing units with accessibility modifications for those individuals with physical disabilities, affordability for individuals with either physical or developmental disabilities, and ensuring supported living services for all individuals with disabilities.

The three principal statutes that address the fair housing and building standards for persons with disabilities are the Federal Fair Housing Act, the California Fair Employment and Housing Act of 1964 and the Americans with Disabilities Act (ADA) as supported in Title 24 of the California Government Code. The City has adopted the latest version of the California Building Code, in which Chapter 11 sets forth standards for accessibility of buildings or portions of buildings to persons with disabilities. The City of Susanville ensures that new housing developments comply with California building standards and federal requirements for accessibility.

PROCEDURES FOR ENSURING REASONABLE ACCOMMODATIONS

In Susanville, no additional fees, permits, or processing times are required for the development of housing for the disabled. However, the City must also demonstrate efforts to remove governmental constraints on housing for persons with disabilities, such as accommodating procedures for the approval of group homes, ADA retrofit efforts, and evaluation of the zoning code for ADA compliance or other measures that provide flexibility in the development of housing for persons with disabilities. New programs included in this update address this issue pursuant to local compliance to state law. For new housing construction, the City complies with the provisions of SB520 by following California's handicap and accessibility laws which require the following for multi-family residential developments:

> Multi-family developments containing 4-20 units only require that all of their ground floor units are adaptable (interior modifications) and meet accessibility requirements.
>
> Multi-family developments containing greater than 20 units require that 2 percent of the total units are adaptable and the remainder of the units are accessible.

Accessible housing for the disabled can be achieved in a number of ways by modifying existing housing units (wheelchair ramps, grab bars, wider halls, elevated electrical outlets, lowered switches, etc.). Some modifications that can be done can be as simple as adding a tub seat in the bathroom and marking light switches with Braille tape, even the installation of new wheelchair ramps less than 30" in height do not require a building permit. Other modifications such as widening doorways and halls and installing accessible showers/tubs are more labor intensive and would require a building permit. The permit process would be the same for accessible housing modifications as they would be for modifications to other single-family and multi-family units.

The City's definition, below, of a family allows unrelated people, including domestic employees, to live in a dwelling provided the habitation is as a single housekeeping unit. This broad definition ensures that the assistance needs of the disabled population do not conflict with basic zoning regulations.

"Family" means one or more persons occupying premises and living as a single bonafide housekeeping unit, including all necessary domestic employees of such family.

For individuals requiring special housing the City's zoning code allows for the development of group homes for six or fewer residents in all residential zones (R-1, R-2, R-3, R-4) and the C-1 (Neighborhood Commercial), C-2 (General Commercial), UBD (Uptown Business District) zones. Group homes for seven or more persons are allowed in the same zones with a use permit. The City has not imposed any spacing, special design or permitting standards for residential care facilities other than the required conditional use permits for facilities serving 7 or more people and standard building code requirements. These small facilities are generally operated on a for-

profit basis and are developed based on demand. Adequate sites exist within the City, including 136 vacant infill residential parcels, to accommodate demand. Skilled nursing and intermediate care facilities are also permitted in the R-3, R-4, C-1, C-2, C-O zones with a Use Permit.

To provide exceptions in zoning and land-use for development for persons with disabilities, the City currently utilizes either a variance or use permit processes, if required, to accommodate requests such as special structures or appurtenances (i.e., access ramps or lifts) needed by persons with physical disabilities. To date, the City has never encountered a request for ADA accommodation which could not be met under the current zoning requirements, setbacks, etc. However, the City will, as part of an action item in Section 5 of this document, adopt a process to review and address request for reasonable accommodations where an exception to zoning and land-use regulations may affect housing for persons with disabilities. This procedure would be a ministerial process, with minimal or no processing fee, subject to approval by the Community Development Director applying following decision-making criteria:

- The request for reasonable accommodation will be used by an individual with a Disability protected under fair housing laws.
- The requested accommodation is necessary to make housing available to an individual with a disability protected under fair housing laws.
- The requested accommodation would not impose an undue financial or administrative burden on the City.
- The requested accommodation would not require a fundamental alteration in the nature of the City's land-use and zoning program

Tenants with disabilities often do not own or drive a vehicle. The requirement to include parking spaces for such units imposes an incremental additional cost to the development of said dwelling units. The City's zoning code and development standards do not currently recognize this constraint. Including a provision to amend the zoning code allowing reduced parking requirements for the development of housing for the disabled is included as an action program in Section 5.

Developmentally Disabled

With the adoption of SB 812 the State of California enacted the requirement for further analysis of the housing needs of the developmentally disabled population, which is a subset of the entire disabled population. A developmental disability is defined as a disability that originates before an individual becomes 18 years old, continues or is expected to continue indefinitely and constitutes a substantial disability for that individual. Developmental disabilities include, by example, mental retardation, cerebral palsy, epilepsy, and autism but also include disabling conditions closely related to mental retardation requiring similar treatment. It does not include disabilities that are solely physical.

Many developmentally disabled persons can live and work independently within a conventional

housing environment while other more severely disabled individuals may require a group living environment with supervision. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are available. Because developmental disabilities exist from childhood, the first issue in supportive housing is the transition from the person living as a child to an appropriate level of independence as an adult.

The State Department of Developmental Services (DDS) currently provides community based services to approximately 243,000 people with developmental disabilities and their families throughout the state. Services are administered through a system of 21 regional centers. For Susanville the nearest regional center is located in Redding, California. There is also a field office in Lake Almanor. The centers provide a point of entry for people with developmental disabilities and operate as a non-profit community agency that contract with local businesses to offer a wide range of services to this special needs population and their families.

According to information received from the Redding DDS office there are 70 developmentally disabled individuals in the Susanville area.

Local services for persons with developmental disabilities include North Valley Services and Lassen Life Skills. North Valley Services provide day-time care and activities including self advocacy, sign language, learning self-help skills, culinary activities, academic skills, with activities constantly being developed to assist individuals in attaining their personal goals. North Valley Services is licensed for 30 people. Lassen Life Skills provides similar on site-training as well as services in the client's home for one-on-one assistance. Lassen Life Skills is licensed for 45 clients.

Housing for developmentally disable individuals is not a one-size-fits-all prospect. In most cases existing housing can be modified with little effort to accommodate individuals capable of independent living or living with a caretaker. For individuals requiring assisted living facilities there are no regulatory barriers to constructing those facilities in a wide range of zone districts in the City. Ultimately cost becomes one of the most limiting factors for this segment of the population.

CONSTRAINTS TO HOUSING FOR LARGE HOUSEHOLDS

As discussed in Section 2 of this document there are 347 households with 5 or more people in the City and 314 dwellings with 4 or more bedrooms. This provides a fairly good match between the demand and supply for larger homes. There are no regulatory restrictions to the development of dwellings with 4 or more bedrooms in the City whether they are single family or multifamily structures. For single family lots, the City has a lot coverage limitation of 40% which would restrict a single story dwelling to 2,400 square feet on a 6,000 square foot lot. This is

large enough to accommodate a 4 or 5 bedroom house and there is no restriction to developing a larger 2-story home on the same footprint. Market demand drives the construction of larger dwellings.

Often times families expand their homes by constructing additions as their families grow. Extended families that include parents or grandparents can be accommodated with the construction of second dwelling units which are permitted in all residential zones. The City finds that there are no constraints to developing larger homes.

CONSTRAINTS TO PROVIDING SENIOR HOUSING

In 2000 there were a total of 1,026 people 65 years of age or older living in Susanville. This represented approximately 11.7 percent of the population. Of this number, 100 people were living in a licensed care facility. This means that roughly 90% of the Senior population was living in a traditional housing environment. This is a strong indication that the large majority of seniors in the community do not need special housing and can live in normal housing unassisted, with the aid of a spouse or caregiver, and that housing can be modified, as necessary, to meet most needs. In the Susanville area there are approximately 187 beds in special needs care facilities which matches up well with the census data of 100 people living in care facilities. From this data it appears that the special needs of the senior population is being met.

For the large majority of seniors who live in normal housing, the City's regulations pose no unique constraint to housing. Modifications to normal housing can be accomplished as discussed in the Constraints to Providing Housing for the Disabled. For seniors requiring special housing the City's zoning code allows for the development of group homes for six or fewer residents in all residential zones (R-1, R-2, R-3, R-4) and the C-1 (Neighborhood Commercial), C-2 (General Commercial), UBD (Uptown Business District) zones. Group homes for seven or more persons are allowed in the same zones with a use permit. The City has not imposed any spacing, special design or permitting standards for residential care facilities other than the required conditional use permits for facilities serving 7 or more people and standard building code requirements. These small facilities are generally operated on a for-profit basis and are developed based on demand. Adequate sites exist within the City, including 136 vacant infill residential parcels, to accommodate demand. Skilled nursing and intermediate care facilities are also permitted in the R-3, R-4, C-1, C-2, C-O zones with a Use Permit.

Based on the above information, the City finds that there are no constrains in providing housing for the senior population.

CONSTRAINTS TO PROVIDING HOUSING FOR FEMALE HEAD OF HOUSEHOLDS

This segment of the population does not need any type of special housing considerations per se.

Single parent households and specifically single female parent households can suitably occupy any housing type, single or multiple family. The challenge with this population segment is affordability and proximity to schools and child care services. The affordability issue is covered by the programs identified later in this section. The city's zoning code allows for small family daycare facilities in all residential zones as a permitted use and allows large family daycare facilities in those same zones subject to a use permit. The City has no restrictions to the proximity or concentration of daycare facilities. As the majority of home daycare facilities begin as small day care facilities and are in operation when they decide to expand to a large day care facility, there is adequate time to plan for the use permits processing time as part of the business plan. The City also has multi-family zoning in place within ½ mile of every school in the area allowing for more affordable housing opportunities in proximity to this essential service for children.

EXTREMELY LOW INCOME FAMILIES

Individuals and families that fall into the Extremely Low Income category face tremendous difficulty finding housing that is both safe and affordable. For a family of 4 the ELI income threshold from Table 2-17 is $16,700. For housing to be affordable for a family of 4 they would spend no more than $5,010 annually, or $418 a month for housing. Persons falling into the ELI category generally also fall into another special needs category such as single parent head of household, elderly, or disabled.

Policies and programs for meeting the needs of ELI population are the same for meeting the needs of other populations including preserving low income and at-risk housing units, applying for grant funding to construct new subsidized housing, supporting the Section 8 program, removing constraints for second dwelling units, removing constraints for the construction of multi-family housing, and having a provision for single room occupancy units in the Uptown Business District zone.

In addition to the above policies and programs, the City has made grant funding available for the rehabilitation of a former hotel into 28 SRO units and there are a total of 50 SRO units in the Downtown area. The City has also identified other structures suitable for conversion to SRO units. As an action program the City will continue to support the conversion of suitable buildings to SRO units and apply for appropriate financial assistance opportunities to develop the use.

Mobile Home Parks are also another affordable housing alternative for ELI households. Currently, the City's zoning code is not in compliance with Government Code Section 65852.7 which deems mobile home parks as a permitted land use in all residential zones. The City's R-1, R-2, R-3 and R-4 zones make no provisions for mobile home parks. As an action plan the city will amend the zoning code to provide for mobile home parks in all of these zones subject to a use permit.

ANALYSIS OF NON GOVERNMENTAL CONSTRAINTS

Non-governmental constraints are those which are generated by the private sector and which are beyond the control of local governments. Some of the impacts of non-governmental constraints can be offset to a minimal extent by local governmental actions, but usually the effects are very localized and have little influence on the total housing need within the jurisdiction or market area. Non-governmental constraints to affordable housing in Susanville consist of three major factors: price of land, availability of financing, and cost of construction.

The City has a limited ability to influence these factors. Land costs are impacted by the number of adequate sites that are available. Regional demand and costs have a great impact on land costs. Construction and financing costs are also determined at the regional, state, and national levels by a variety of private and public actions, which are not controlled by the City.

The major barrier to providing housing for all economic segments of the community concerns the nature of the housing market itself. Development costs have risen to the point where building affordable housing for all economic segments of the community is difficult without financial subsidies.

LAND COST

According to the California Building Industry Association, the cost of land represents an ever-increasing proportion of the total housing development cost. Since the mid-1960's, raw land has cost significantly more in California than in the rest of the United States. Land costs in Susanville are significantly less than the rest of California. Vacant residential lots in the City limits with improvements are selling between $20,000 and $40,000, and vacant residential lots with improvements in new subdivisions are selling up to $50,000 or more.

Measures to reduce land costs, which are traditionally available to local governments, include the use of Community Development Block Grant (CDBG) and Redevelopment Agency 20 percent set-aside funds, and the use of government-owned surplus lands for housing projects. These measures generally benefit the construction of assisted, low-income housing.

CONSTRUCTION COSTS

Rising costs of labor and materials have contributed to non-governmental constraints on housing development and improvement. These costs were a substantial part of the increased housing costs during the 1990s. Builders passed those increases along to the homebuyer or renter.

Construction costs can vary widely depending on the type of development. Multiple family

residential housing generally costs less to construct than single family housing. Labor and materials cost also have a direct impact on housing costs and comprise the main component of housing costs. Residential constructions costs vary greatly depending on the quality of materials used and the size of the home being constructed

The cost of residential construction in Susanville is still relatively low. In 2002, a modest tract home approximately 1,500 square feet could be built for approximately $90 - $100 per square foot. Since the passage of Proposition 13, local governments have faced the increasingly difficult task of trying to finance the cost of infrastructure. Infrastructure costs can no longer practically be passed on to the taxpayer through property tax backed general or special obligation bonds by the local jurisdiction. The incremental cost of these facilities has been partially financed through impact fees; however, typically these costs are passed along by increasing the cost of housing and rents.

Other methods that can be used by jurisdictions to promote the construction of affordable housing include allowing smaller lots, reducing processing fees, and reducing processing time. Lot size and improvement concessions need to consider possible site-specific characteristics such as soil quality and drainage capacity before they are granted. Reducing development fees can have a significant effect on housing costs in jurisdictions where the fees represent a large percentage of the overall cost. This option might be considered for developers who would assure that housing developed with such concessions would be kept affordable to lower income households for long periods of time.

AVAILABILITY OF FINANCING

The cost of borrowing money to finance the construction of housing or to purchase a house affects the quantity of affordable housing in Susanville. High interest rates can eliminate many potential homebuyers from the housing market or render a housing project infeasible that could have been successfully developed or marketed at lower interest rates. Financing costs are subject to fluctuations of national economic policies and conditions. The cost of money for site preparation and construction is a very important determinant of the initial cost to the purchaser. Mortgage rates have an even more dramatic effect on the cost of housing to the homebuyer and to the developer of multi-family projects. If high interest rates don't render a multi-family apartment project infeasible the additional costs are either passed on to renters, in the case of market rate housing, or offset by subsidies in the case of low income housing. Interest rates were low enough between 1994 and 2008 and have generally remained stable, allowing steady or increasing building activity, opening up home ownership to a wider segment of the population. There is always a concern that interest rates will increase again during future years and such increases may result in a slowing of construction activity. A more detailed discussion on interest rates and home affordability is in Section 2 page 28 of this document

Fluctuating interest rates have a particularly dramatic effect on the building industry when mortgage rates increase between the start of construction and completion of a project. It is

anticipated that since six percent interest rates are currently available, home buying will continue to increase provided other factors such as material, labor, and land costs are not affecting the market.

Obtaining permanent financing for qualified homebuyers does not pose an irreconcilable constraint, according to committee members, with the availability of various home loan programs requiring zero to five percent down payments. Interest rates on these financing vehicles average just six percent. Assistance is available through the City's Down Payment Assistance program to eligible and qualified buyers.

Tax increment has been utilized by the Redevelopment Agency to write down costs of outstanding assessments for public improvements. This program encourages homeownership by very-low, low and moderate-income households. Development Agreements require housing for low-income households in exchange for agency financial participation.

In addition to the constraints of interest rates and housing costs, home loan denial due to race or gender by financial institutions is a potential nongovernmental constraint. The Home Mortgage Disclosure Act (HMDA) was enacted by Congress in 1975 and is implemented by the Federal Reserve Board's Regulation C. This regulation provides the public loan data that can be used to assist:

- in determining whether financial institutions are serving the housing needs of their communities;
- public officials in distributing public-sector investments so as to attract private investment to areas where it is needed; and
- in identifying possible discriminatory lending patterns.

There are no statistics available for the denial percentage by race or gender for Susanville or Lassen County. However, HMDA data prepared by the Federal Financial Institutions Examination Council (FFIEC) are available for the nearby Redding Metropolitan Statistical Area (MSA), which covers Shasta County. **Table 3-10** shows home loan denial rates in the Redding MSA by race and gender. The data indicate that proportionally more American Indian/Alaska Native and Black applicants are denied home loans in the Redding MSA, with Hispanics also experiencing slightly higher levels of denials. This may be related to the lack of qualifying income or credit issues and not necessarily to racial or ethnic discrimination. As would be expected, the HMDA data indicate that denial rates decrease as income rises. Historically, minority households have accounted for a disproportionate number of lower-income households. There was little difference in home loan denial rates by gender. While the Redding MSA statistics may not fully apply to Lassen County, they may indicate similar housing issues related to loan denials, given the proximity of the MSA to the County.

TABLE 3-10
DISPOSITION OF APPLICATIONS FOR
GOVERNMENT-BACKED AND CONVENTIONAL HOME LOANS
REDDING MSA, 2007

Applicant Race/Gender	Applications Received	Applications Denied	Percent Denied
Race/Ethnicity			
American Indian/Alaska Native	28	9	32%
Asian/NativeHawaiian/Other	61	5	8%
Pacific Islander	0	0	N/A
Black	145	4	3%
Hispanic	138	29	21%
White	2,695	399	15%
Other/Race Not Available	795	112	14%
Joint (White/Minority)	56	10	18%
Gender			
Male	1,082	188	17%
Female	748	122	16%
Joint (Male/Female)	1,594	214	13%

Source: Federal Financial Institutions Examination Council, 2007.

LIFESTYLE

The increase in housing costs during the 1990's was partially due to consumer preference and lifestyle expectations. The size of the typical single-family house increased and the amenities included in the housing package changed, as well as the number of bedrooms and size of living areas. All of these lifestyle choices have costs associated with them. The trends in California emerging now, due to governmental and non-governmental constraints and the resulting increase in housing costs, are towards smaller units, smaller lots, and alternatives to the single family detached dwelling units especially in more heavily populated and urbanized areas. However, in Susanville, detached single-family units are still the consumer preference.

UNITS AT RISK OF CONVERTING TO MARKET-RATE

Section 65583(a) of the Housing Element Law requires that there be an analysis of existing or potential "at-risk" assisted housing developments, which are eligible to convert to market-rate housing over the next ten (10) years. The conversion may be due to the termination of a subsidy contract, mortgage prepayment, or expiration of use restrictions. "Assisted housing developments" are multi-family rental housing projects that receive or have received government assistance under federal programs listed in subdivision (a) of Section 65835.10,

state and local multi-family revenue bond programs, local redevelopment programs, the federal Community Development Block Grant Program, or local in-lieu fees.

In the City of Susanville, as of March 2009, there are five "at-risk" assisted housing developments, which are eligible to convert to market-rate housing over the next ten years **Table 3-11**. Total assisted "at-risk" units in these developments are 187.

TABLE 3-11
CITY OF SUSANVILLE
"AT-RISK" ASSISTED HOUSING UNITS

Project Name	Eligible to Prepay	Start	Program[1] Type	Project Address	# of Units	# Units Assisted	Source[2] of Funds	Owner Legal Type
Citrus Manor Apartments	2001	2/4/1980	FA	500 Limoneria Ave.	54	49	rrh	MSB Property Mgmt.
Meadowbrook Apartments	2033	7/11/2013	FA	555 N. Roop St.	58	54	rrh	MSB Property Mgmt.
Millview Apartments	2013	2/13/1980	FA	780 Hall St.	52	50	rrh	PAM
Parkview Garden Apts.	2033	7/8/2013	FA	320 Limoneria Ave.	32	28	rrh	MSB Property Mgmt.
Susan River Apartments	2033	6/11/2013	FA	1625 Riverside Dr.	40	6	rrh	MSB Property Mgmt.

Source: Federal Rural Development Section 515 Program [1] Program Type, FA=Family [2] rrh=Rural Rental Housing

The City of Susanville has been in contact with the owners of these "at-risk" housing units to determine if there are plans to convert them to market rate units. Both owners have stated that they have no intent to do so and are planning to maintain these units for low income households. MSB is looking at extending the life of their projects by obtaining new loans to make significant upgrades to these projects over the next 3-5 years. Potential upgrades include energy efficiency in the form of new dual pane windows and HVAC units and remodeling units for wheelchair/ADA accessibility.

Additionally, these units were financed with both tax credits issued from the California Tax Credit Allocation Committee (CTAC) and USDA Rural Housing Service Section 515 loans. While the affordability restrictions associated with the tax credits do expire on the dates listed above, the USDA Section 515 are loans that are amortized over 50 years during which period the affordability restrictions remain in effect. The earliest loans expire in 2030, far beyond the time frame of this document. While these loans are for 50 years or more, there is a prepayment option after 20 years. However, this prepayment option is extremely restrictive. The owners have to show that there is no longer a need for low and moderate income housing in that community and that existing low and moderate income tenants would not be adversely affected. As a result, it is nearly impossible to prepay and opt out of the affordability restrictions before 50 years, according to USDA Rural Housing staff. Thus, these complexes are not considered at risk.

In 2012 MSB properties obtained new tax credit financing for three of their projects: Susan River

Apartments; Meadowbrook Apartments; and Parkview Garden Apartments. The financing was obtained to perform significant remodeling to these apartment units including energy efficiency upgrades and new ADA improvements to meet current standards. The new financing extends the date at which the apartments become eligible to convert to market rate units to the year 2068.

With Citrus Manor and Millview Apartments there are 99 apartments at-risk for conversion in the 2009 to 2014 time period. The City will continue to monitor the Citrus Manor and Millview Apartments for notices that they are converting to market rate units and will implement new programs outlined in Section 5 to try to find qualified entities to participate in an Offer of Opportunity to Purchase/First right of Refusal Program as defined in Government Code Section 65838.11.

Replacement Costs

Government Code Section 65583 requires an analysis of the cost of producing new rental housing that is comparable in size and rent levels, to replace the units that could change from low-income use and an estimated cost of preserving the assisted housing developments. Based on information received from local real estate appraisers and brokers the cost for raw multi-family zoned property is approximately $40,000 an acre with improvement costs of approximately $120,000 per acre. Construction costs for multi-family dwellings based on International Code Council figures are $99.08 per square foot. In an assumed scenario of an average apartment size of 650 square feet and density of 20 units per acre the average cost per apartment unit would be $72,400. For the 99 apartments that are at-risk the total replacement cost would be $7,167,600 exclusive of financing cost. Financing of 90% of the cost at 3% for 30 years adds an additional $9,206,000 for at total of $15,567,000, or $157,242 per dwelling unit.

By contrast, a review apartment sales in the Susanville area over the past 5 years, gained by reviewing Lassen County Assessor data, reveals the following information:

Complex	Year built	Units	Year	Sale $	Unit Cost
Citrus Manor	1980	54 Units	2007	$2,500,000	$46,296
Parkview Apts	1980	32 Units	2012	$1,053,000	$32,906
Susan River Apts.	1985	41 Units	2011	$1,420,500	$34,646
Juniper Arms	1977	48 Units	2011	$1,738,000	$36,208

This information does not necessarily give the whole picture as most of these apartments were constructed more than 30 years ago and require significant remodeling. The Susan River Apartments is the only one to have had recent remodeling in 2012 and the value reflects the work done. The remodeling costs were approximately $15,000 per unit. Even remodeling costs of up to $25,000 per unit along with financing costs make the cost of maintaining these as subsidized units far less than constructing new units. The other thing to consider is the Susanville rental market. Unlike many urban markets there is no shortage of rental housing.

There is a 10% vacancy rate and there is a shortage of renters able to pay market rates.

DEVELOPMENT RESOURCES

Funding and housing developers are essential to providing affordable housing to meet the needs of City residents. This section outlines the financial resources available to the City as well as local developers who have been active in constructing and rehabilitating affordable housing in the City of Susanville and Lassen County.

FINANCIAL RESOURCES

The following financial resources have been used by the City for affordable housing activities or other activities that support residential development such as infrastructure improvements. **Table 3-11** provides a summary of the financial resources that may be available to the City of Susanville for affordable housing development, rehabilitation and preservation from Federal, State, local and private sources. It is important to note that many of these programs require annual budget appropriations and, periodically, may not be funded.

Community Development Block Grant (CDBG) Funds

The U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program provides funds for community development and housing activities and is administered by the State Department of Housing and Community Development (HCD). Examples of such activities include acquisition housing or land, rehabilitation of housing, homebuyer assistance and public facility and of infrastructure improvements, among others. The City has successfully competed for and received CDBG funds from the State. These funds have been used for a wide variety of projects. Many of the funds have been used for infrastructure improvements to enable service districts to serve new and existing development.

HOME Investment Partnership Act Funds

The HOME Investment Partnership Act is another HUD program that is designed to improve and increase the supply of affordable housing. As with CDBG funds, the City applies to HCD for these funds and the grants are awarded on a competitive basis. HOME funds may be used for housing rehabilitation, new construction and acquisition and rehabilitation, for both single family and multi-family projects. The City has received HOME funds that were used for development of homes affordable to lower-income households. The funds were also used to provide gap financing for lower-income households who were purchasing their own home. The money was used to cover the difference between the cost of the home and the mortgage.

Section 8 Rental Assistance

Section 8 Rental Assistance, also referred to as the Housing Choice Voucher Program, provides vouchers to very low income households in need of affordable housing. Plumas County Community Development Commission & Housing Authority administers this program for Lassen

County including the City of Susanville, which is funded by HUD. The program pays the difference between what the household can afford (i.e., 30 percent of their income) and the Fair Market Rent (FMR) for the region, which is established by HUD. The vouchers are portable and may be used at any rental complex or by anyone renting property that accepts them. The Housing Authority provides vouchers to approximately 113 households and has a waiting list of 395 households.

TABLE 3-12
SUMMARY OF FINANCIAL RESOURCES FOR HOUSING

FUNDING SOURCE	DESCRIPTION
RENTAL PROGRAMS	
Governor's Homeless Initiative	Interagency funds (HCD, CALHFA, DMH) for supportive housing for persons with severe mental illness who are chronically homeless.
Multifamily Housing Program (MHP)- General	Low-interest loans for development of affordable rental housing.
Multifamily Housing Program - Supportive Housing (MHP-SH)	Loans for rental housing with supportive services for the disabled who are homeless or at risk of homelessness.
Multifamily Housing Program - Homeless Youth	Housing with supportive services for homeless youth
HOMEOWNERSHIP PROGRAMS	
Residential Development Loan Program (RDLP)	This is a project-specific funding that provides a 3% interest loan with a max of 5 years to local government agencies for site acquisition. Predevelopment and construction expenses attributed to affordable new infill, owner-occupied housing developments.
CalHome	Grants to local public agencies and nonprofits to fund first-time homebuyer mortgage assistance and owner-occupied housing rehabilitation.
CalHome	Loans to local public agencies and nonprofits to fund homeownership development projects. Funds become grants as qualifying households occupy units.

TABLE 3-12
SUMMARY OF FINANCIAL RESOURCES FOR HOUSING

FUNDING SOURCE	DESCRIPTION
Building Equity and Growth in Neighborhoods (BEGIN)	Grants to cities and counties that adopt measures to encourage affordable housing, to make second mortgage loans to low and moderate income homebuyers.
CalHome Self-Help Housing Technical Assistance Allocation	Grants to organizations to assist low and moderate income households who build their own homes.
OTHER PROGRAMS	
Emergency Housing and Assistance Program Capital Development (EHAPCD)	Deferred payment loans for capital development of emergency shelters and transitional housing for the homeless (no operating subsidy authorized).
Affordable Housing Innovation Fund	Funding for pilot programs to demonstrate innovative, cost-saving ways to create or preserve affordable housing
Infill Incentive Grant Program	Funding of public infrastructure (water, sewer, traffic, parks, site cleanup, etc.) to facilitate infill housing development.
Transit Oriented Development Program (TOD)	Funding for housing and related infrastructure near transit stations
Housing Urban-Suburban-and-Rural Parks	Grants for housing related parks.
US Department of Housing and Urban Development Brownfield Economic Development Initiative Grant (HUD)	BEDI is designed to help local governments redevelop brownfields, defined in this NOFA as abandoned, idled, or underutilized real property, including industrial and commercial facilities, where expansion or redevelopment is complicated by the presence or potential presence of environmental contamination.

TABLE 3-12
SUMMARY OF FINANCIAL RESOURCES FOR HOUSING

FUNDING SOURCE	DESCRIPTION
The California Solar Initiative (CPUC)	The California Solar Initiative offers cash incentives on solar systems of up to $2.50 a watt. These incentives, combined with federal tax incentives, can cover up to 50 percent of the total cost of a solar system. Affordable Housing may be able to get up to 75 percent of the total cost covered.
Predevelopment Loan Program (HCD)	PDLP Loans are for the purposes including but not limited to, the costs, or the costs associated with, land purchase or option to buy land; options or deposits to buy or preserve existing government-assisted rental housing for the purpose of preserving the affordability of the units; closing costs; holding costs which can include, but are not limited to, taxes, insurance, and interest; professional services such as architectural, engineering, or legal services; permit or application fees; and bonding, site preparation, related water, sewer development, or material expenses.
Infill Incentive Grant Program -- Proposition 1C	The Infill Incentive Grant Program was established by SB 86 of 2007, with funding from Proposition 1C, the Housing and Emergency Shelter Trust Fund Act of 2006. The program provides grants for infrastructure improvements necessary to facilitate new infill housing development. Approximately $240 million is available for award by June, 2008 through a competitive application process.
Environmental Justice: Context-Sensitive Planning	Promote community involvement in planning to improve mobility, access, and safety while promoting economic opportunity, equity, environmental protection, and affordable housing for low-income, minority, and Native American communities.
Community-Based Transportation Planning	Fund coordinated transportation and land use planning that promotes public engagement, livable communities, and a sustainable transportation system which includes mobility, access, and safety.
Partnership Planning	Fund transportation planning studies of multi-regional and statewide significance, strengthen the economy, protect the environment, and promote public involvement and safety in the State.

TABLE 3-12
SUMMARY OF FINANCIAL RESOURCES FOR HOUSING

FUNDING SOURCE	DESCRIPTION
Statewide Transit Planning Studies	Fund studies on transit issues having statewide or multi-regional significance to assist in reducing urban transportation needs, improving transit service, strengthening the economy, promoting equity, and protecting the environment.
Transit Technical Planning Assistance	Fund public and intermodal transportation planning studies in rural transit areas of California (transit service area with population of 100,000 or less).
LOCAL PROGRAMS	
Single family Mortgage Revenue Bonds	Bonds may be issued and used to fund programs for construction and rehabilitation of affordable single family housing.
Multi-Family Mortgage Revenue Bonds	Bonds may be issued and used to fund programs for construction and rehabilitation of affordable multi-family housing.
PRIVATE RESOURCES	
Federal Home Loan Bank Affordable Housing Program	Provides grants or subsidized interest rate loans for purchase, construction and/or rehabilitation of owner-occupied housing by or lower- and moderate income households and/or to finance the purchase, construction or rehabilitation of rental housing.
Federal National Mortgage Association (Fannie Mae) Programs	Provides low down payment mortgage to help first-time buyers purchase a home.
Federal Home Loan Mortgage Corporation (Freddie Mac) Affordable Gold Program	Provides mortgages with as little as 3% down payments.
California Community Reinvestment Corporation (CCRC)	Provides long-term mortgage and bond financing for new construction, acquisition and rehabilitation as well as direct equity investment funds to acquire housing at risk of going to market-rate rents.

TABLE 3-12 SUMMARY OF FINANCIAL RESOURCES FOR HOUSING	
FUNDING SOURCE	**DESCRIPTION**
Low income Housing Fund	Provides financing for low income housing at affordable rates and terms.

Source: HUD, HCD, LISC, USDA and CCRC.

LOCAL HOUSING RESOURCES

The following non-profit developers have been active in the construction and rehabilitation of affordable housing projects in Lassen and surrounding counties. While some of the non-profit organizations are already active in the City of Susanville and Lassen County, others listed here are located in the region and may be useful in developing additional affordable housing opportunities in the City.

Eskaton, Inc.

Eskaton's services include the development of affordable senior housing, assisted living and housing rehabilitation as well as skilled care, home care services, adult day health care, community information and assistance and a telephone reassurance program. Eskaton has been active in Susanville in recent years where it has developed Lassen Manor I – IV. These apartment complexes provide affordable housing to seniors and persons with disabilities in the community. Eskaton, Inc. does not have any current development planned in Susanville. However, they are open to future development within the City and County.

Community Housing Improvement Program, Inc. (CHIP)

CHIP is a non-profit housing developer that has been active in Susanville. CHIP developed 34 single family homes in 2005, as part of its sweat equity program. The homes will be constructed in the Maurino Manor Subdivision in Susanville. The single family homes will be built using the USDA's Mutual Self-Help Housing Program. The single family homes, which will be developed in part using the "sweat equity" of the future residents, will be affordable to lower-income households in Susanville.

Rural Community Assistance Corporation (RCAC)

The Rural Community Assistance Corporation is one of the major funding sources for the development and rehabilitation of affordable housing in the northern counties. As a certified Community Development Financial Institution (CDFI), RCAC provides financing to non-profits and public agencies for housing affordable to lower income households, community facilities and water and wastewater systems. RCAC Housing Services has three areas of emphasis: farm worker housing, self-help housing and Community Housing Development Organizations (CHDOs). RCAC, which is located in West Sacramento, has funded affordable housing projects in

many rural northern counties, including Plumas, Colusa, Shasta and Tehama, among others. In other counties, RCAC has funded projects that combine housing with supportive services such as health and child care.

ENERGY CONSERVATON

Energy-related costs could directly impact the affordability of housing in the City of Susanville. Energy conservation improvements offer the most viable means of addressing high-energy costs. The objective of energy conservation efforts directed towards new development should be the maximum feasible use of passive or natural cooling and lighting.
For new construction, additions and some remodeling jobs, Title 24 of the California Administrative Code sets forth mandatory energy standards for new development and requires the adoption of an "energy budget." The housing industry must meet these standards and the City is responsible for enforcing the energy conservation regulations through the building permit process.

In terms of older housing there are a number of methods available to decrease their energy demand, all of which fall under the general label of "retrofit" or "weatherization." Among the most common techniques for increasing building efficiency are: insulation of ceilings, heating-ventilating-air conditioning ducts and hot water heaters; weather stripping and caulking; storm windows; night setback thermostats; spark ignited pilot lights; low-flow shower heads; window treatment to provide shade; and furnace efficiency modifications. Beyond building alterations, property owners can reduce energy costs by installing and maintaining landscaping that provides summer shading and allows winter sun to residential structures.

The U.S. Department of Housing and Urban Development (HUD) offers grants or subsidized loans to owners and tenants in residential, commercial and agricultural buildings for the purchase and installation of conservation and solar measures. These funds are disbursed through the state and provide financial assistance to consumers for solar and energy conservation improvements.

Alternatives that are available to the housing industry to meet the energy standards include:

- A passive solar approach that requires suitable solar orientation, appropriate levels of thermal mass, south facing windows and moderate insulation levels.

- Higher levels of insulation than what is previously required, but not requiring thermal mass or window orientation requirements.

- Active solar water heating in exchange for less stringent insulation and/or glazing requirements.

- Active solar photovoltaic electricity generation

Additionally, the local electric utility company Lassen Municipal Utility District (LMUD) has some energy efficiency programs. LMUD is a publicly-owned utility created by voters in 1986. It provides electrical service to approximately 10,500 customers in Lassen County. The service area extends across south central Lassen County, including the City of Susanville, Eagle Lake and Westwood. LMUD has implemented Public Benefit Programs, which mainly consist of energy crisis assistance for low income ratepayers and community projects such as grants for upgrading lighting, insulation, windows and other conservation measures.

The following are programs offered:

- Energy Conservation Assistance Program: ECAP - provides rate assistance, with an emphasis on energy conservation, to low-income LMUD customers.

- Residential Energy Efficiency Rebates - provides rebates to LMUD customers on a variety of EnergyStar Appliances, energy efficient Marathon electric water heaters and energy efficient air source and ground source heat pumps.

- SmartBuilt Home Program - provides incentives to home owners or contractors to build energy efficient homes or to retro-fit existing homes.

The Lassen Municipal Utility District also plans to offer commercial lighting rebates, energy audits for small business customers and the SmartBuilt Manufactured Home Program.

The City of Susanville does not currently impose any stricter energy conservation standards than required by Title 24. To encourage alternative energy saving efforts, the City proposes two implementation measures regarding energy conservation that pertain to residential development. **Table 3-13** lists these measures, along with their implementation.

TABLE 3-13
RESIDENTIAL ENERGY CONSERVATION IMPLEMENTATION MEASURES

MEASURE	IMPLEMENTATION
Provide information for the public on energy conserving measures for new residences and for renovations and additions.	The Building Official does not have a formal information program, but does make information available upon request. Public information will be a program for the planning period.
Provide informational hand outs to encourage drought-tolerant and water-conserving landscaping.	The City will amend the landscaping section of Zoning Ordinance to encourage xeriscapes and use of inert materials where landscaping is required

CITY'S OF SUSANVILLE

HOUSING ELEMENT

SECTION FOUR:

REVIEW OF PAST HOUSING ELEMENT

This section includes an evaluation of the effectiveness of the 2003-2008 Housing Element, the progress in implementation and the continued appropriateness of the goals, objectives and policies of the Element. The section also includes a detailed review of the City's progress toward facilitating the production of its share of the regional housing need.

PROGRESS AND EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

The 2004 Housing Element program strategy focused on the accomplishment of goals and policies and implementation of action programs in the following three categories:

1. Housing variety;

2. Housing opportunity; and,

3. Housing quality.

The City of Susanville Housing Element 2003-2008 contained nine goals, 21 policies and 25 action programs, which are listed in **Table 4-2**.

The table identifies the Agency responsible for implementing the program and lists specific accomplishments since 2004. The Task Force Committee and general public reviewed the goals and evaluated the accomplishments. The Committee then determined whether or not the action program had been successful, and made recommendations on keeping the policy as-is, eliminating it, or modifying the action program for the 2009-2014 Housing Element. Recommended modifications are listed in the right column, and will be incorporated in the Housing Element Goals, Policies and Programs contained in Chapter 5 of this Element.

2004 HOUSING ELEMENT GOALS and POLICIES

Housing Variety

The City is committed to maintaining, preserving and constructing a range of housing types to meet the housing needs of all economic segments of the community. This can be accomplished by preserving and increasing the existing supply of rental apartments and mobile home park rental spaces and encouraging the construction of a variety of housing types. Infill development is also encouraged.

GOAL 1 - Provide a range of housing types.

GOAL 2 - Preserve and increase the existing supply of rental apartments.

GOAL 3 - Preserve existing mobile home park spaces and provide opportunities for new mobile home parks.

POLICY 1.1: The City shall encourage a mix of housing types, including single-family, multiple-family and mobile homes.

POLICY 1.2: Above Moderate Income shall be encouraged to provide opportunities for management and professional personnel of businesses locating or expanding in Susanville to live in the City and make Susanville more attractive to industry.

POLICY 1.3: The construction of housing on vacant (infill) land shall be encouraged.

POLICY 1.4: Provide guidelines and standards for the construction of new condominiums and for the conversion of existing multiple-family structures to condominiums. Conversions of rental apartments and mobile home parks to condominiums will not be permitted if the proposed conversion significantly affects the existing supply of rental units or detrimentally lowers the rental vacancy rates within Susanville.

POLICY 1.5: Ensure that adequate residentially-zoned land is available to accommodate the City's fair share of regional housing construction needs.

POLICY 1.6: Maintain and conserve the existing supply of low-cost housing.

POLICY 1.7: Promote the construction of safe and attractive mobile and modular housing.

POLICY 1.8: Promote the location of mobile and modular housing parks near compatible land uses or activities.

Progress in Implementation: The City currently has one new family oriented mobile home park under construction along Johnstonville Road at the end of Nematode Road. The Park Sierra Mobile Home Park was approved in late 2008 and includes 128 sites for double-wide and triple-wide mobile homes. The first phase of construction is underway and should be open the summer of 2009. Build out of the mobile home park will occur over several years depending on demand.

The city also approved a 60-lot manufactured home subdivision for seniors in the Quail Hollow development on Paiute Lane. The City's new Planned Development regulations were used in the approval process, allowing the developer to modify lot sizes as small as 2,200 square feet for detached homes. Infrastructure improvements on this project are underway.

During the 2004 -2009 period the city approved two tax-credit dependant low income potential projects. The Riverwalk project, was a 76 unit apartment complex on 4.96 acres approved in May 2007. This project did not receive tax credit funding and it has not been constructed. The property has since been developed with the new County Courthouse. Skyline Village, a 47 unit project on 2.64 acres was approved in March 2008. A HOME grant submitted by the developer through the city for rental assistance was not funded by the state. The developer is currently seeking alternate funding to supplement an application for tax credits.

The City was able to provide a variety of housing types from 2005 to 2008 as shown below. In these years the City permitted three duplexes, five triplexes, one four-plex and a 76-bed assisted living center

TABLE 4-1 NEW RESIDENTIAL PERMITS ISSUED SINCE 2001									
	2001	**2002**	**2003**	**2004**	**2005**	**2006**	**2007**	**2008**	**Total DU**
SF	30	28	44	72	37	26	20	9	266
2 DU			4 (2 duplex)					6 (3 du)	10
3 DU					9 (3 triplex)			6 (2 tri)	15
4 DU								4 (1 four)	4
5+					76 (beds)				58
Total	30	28	48	72	122	26	20	25	371

Number of New Residential Permits issued by building type since 1991 (to 12-31-08):

Housing type	**Total DU**
Single family	**569**
Duplex	**90**
Triplex	**15**
4 plex	**28**
5+	**98**
Total	**800**

During the planning period the city issued remodel permits for moderate to low income rental units in the in the Mt. Lassen Hotel in 2006 (40 units) and the 22 unit St. Francis Hotel. Both the Mt. Lassen and St. Francis hotels are in operation. Also in 2006 the City issued a use permit for the old Lincoln School to be converted to 15 multifamily unit apartments. A time extension for the permit was granted in 2009. In June 2008 the City also granted a use permit for the conversion of office space to 15 apartments in the old Forest Service Building at 55 South Sacramento Street, now known as the Cashman Building. In February 2009 the planning commission approved a use permit for an additional apartment unit in the old Marion's bar building at 75 South Weatherlow. Most of these units are located on Susanville's Main Street (Highway 36) and are close to government services

HOUSING OPPORTUNITY

The City seeks to provide housing opportunities within the community for persons at all economic levels. The City desires that a choice of housing types and locations will be available to all persons regardless of race, sex, cultural origin, age, marital status or physical disability.

Progress in Implementation: See section on Housing Variety and Pages 2-12 to 2-17 for progress report.

GOAL 1: Provide housing opportunities and promote the development of safe, sanitary, and desirable housing for persons of all economic levels.

GOAL 2: Insure a choice of housing types and locations to all persons regardless of race, sex, cultural origin, age, marital status or physical disability.

GOAL 3: Provide the City's fair share of temporary emergency shelter for the homeless and those in need of transitional housing.

GOAL 4: Provide a choice of affordable housing by location, type, price, and tenure.

POLICY 2.1: Continue to pursue governmental programs providing housing assistance and financial incentives for housing developments, and make efforts to stimulate private financing.

POLICY 2.2: Discourage discrimination in the sale, rent, and development of housing in Susanville.

POLICY 2.3: The City or its designee shall insure that occupants of non-market-rate units meet the income restrictions of the development, and that these units are preserved as affordable - even upon change of ownership.

POLICY 2.4: The City shall pursue County, State, and Federal programs that enhance housing opportunities for low- and moderate-income households.

POLICY 2.5: The City supports a free choice in housing.

POLICY 2.6: Large scale commercial and industrial development proposals shall be reviewed to determine housing-related impacts.

POLICY 2.7: The City recognizes the importance of and need for the community to temporarily house the homeless, battered spouses, and others in crisis situations.

HOUSING QUALITY

The presence of housing in good physical condition is important to the community. The City would like to improve the condition of its existing housing stock and enhance the residential quality and character of Susanville. Quality housing requires adequate urban facilities and services. Therefore, the City will support residential development only in those areas where municipal facilities and services are available or will be provided as part of the development. The City will consider extending utilities and services only into the most viable expansion areas and will require development fees sufficient to finance the cost of extending infrastructure and expanding central plants.

Older sections of the community should be maintained and upgraded where necessary. To that end, the City, will seek grant funding to enable it to offer low cost rehabilitation loans and will also seek the cooperation of local lending institutions in financing structural improvements.

The City will endeavor, through the development approval process, to insure that Susanville's community character, housing quality, and physical and visual environment are improved and that energy-conservation features are incorporated into the design of all new residential developments and homes.

Historically or architecturally important structures, and neighborhoods containing historically architecturally significant homes, will be preserved.

Progress in Implementation: Since 2004 the city has been awarded $1.5 million dollars in CDBG funds from two grants for housing rehabilitation. Funds from a third grant for $300,000 were also utilized during a portion of the planning period. The city has spent approximately $1.2 million dollars to rehabilitate 95 different households. The 2004 goal (Quantified Objective for Action Program #3.2) was to rehabilitate 5 to 10 homes per year. That number was exceeded by almost 200%. Thirty eight of those were apartments in two different historic buildings. The projects ranged from small grants for heaters to major rehabilitation. Currently the city has excess funds in its program income/revolving loan fund which must be spent before additional grants can be sought after.

GOAL 1: Improve the condition of the City's existing housing.

GOAL 2: Enhance the residential quality and character of Susanville.

POLICY 3.1: Promote efficient and environmentally sensitive residential development.

POLICY 3.2: The City shall encourage cooperation from local lending institutions for financing improvements to older structures.

POLICY 3.3: The City shall continue and, if possible, expand its housing rehabilitation program.

POLICY 3.4: The selective rehabilitation of non-conforming housing shall be permitted and encouraged.

POLICY 3.5: The City shall endeavor, through the development approval process, to insure that Susanville's community character and housing quality are maintained and improved.

POLICY 3.6: Housing in the city shall be maintained and improved to meet or exceed current health, safety, and fire standards.

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
HOUSING VARIETY						
Action Program 1.1:	Conduct a mid-term inventory of available land and its holding to ensure that sufficient land exists to meet the needs of a range of household types.	Community Development Department	A MID-TERM INVENTORY WAS NOT CONDUCTED. A VACANT LAND SURVEY WAS CONDUCTED IN 2008 IN ANTICIPATION FOR THE 2009 HOUSING ELEMENT	❑ Successful X Unsuccessful ❑ Neutral Why? The Planning period is too short and development is too slow to justify staff resources to conduct an official mid-term inventory of vacant land.	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	UPDATE THE VACANT LAND STUDY AT LEAST EVERY 5 YEARS IN CONJUNCTION WITH THE UPDATE OF THE HOUSING ELEMENT.
Action Program 1.2:	Identify adequate sites for Above Moderate Income housing through annexation of the Fitzgerald area and rezoning of the Miller-Fletcher area and Hospital .	City Council, Planning Commission and Community Development Department	ABOVE MODERATE INCOME HOUSING AREAS EXIST AROUND HOSPITAL, ON INFILL PARCELS	❑ Successful X Unsuccessful ❑ Neutral Why? No annexations occurred during the planning period and potential above-moderate income housing areas in the Miller-Fletcher areas are in foreclosure. The area	❑ Keep Policy X Eliminate Policy ❑ Modify Policy	THE HOSPITAL ARE HAS BEEN ANNEXED. ANNEXATION OF ADDITIONAL LAND TO ACCOMMODATE ABOVE MODERATE INCOME HOUSING IS NOT NEEDED AT THIS TIME BUT MAY BE DESIRED

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
				surrounding the hospital has adequate land with services and zoned to accommodate above moderate income housing		
Action Program 1.3:	Condominium conversions that result in a reduction of the rental vacancy rate below five percent shall be discouraged.	City Council, Planning Commission and Community Development Department	THERE HAVE BEEN NO CONDO CONVERSIONS IN SUSANVILLE DURING THE PLANNING PERIOD	❑ Successful ❑ Unsuccessful X Neutral Why? There are no known condominiums in Susanville or Lassen County and there are no known planned conversions to condos in the future.	❑ Keep Policy X Eliminate Policy ❑ Modify Policy	CONDOMINIUM CONVERSIONS RESULTING IN THE LOSS OF LOW INCOME HOUSING ARE NOT A CONCERN IN SUSANVILLE AND THE CITY DOES NOT ANTICIPATE A CONCERN IN THE FUTURE PLANNING PERIOD. **THERE ARE NO CONDOMINIMUMS IN LASSEN CO.**
Action Program 1.4:	Develop an infill development policy to promote and-encourage infill development of vacant	City Council, City Planning Commission, Lassen County	AN INFILL DEVELOPMENT POLICY HAS NOT BEEN DEVELOPED.	❑ Successful ❑ Unsuccessful X Neutral Why? An infill policy was not developed because	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	INFILL DEVELOPMENT IS NOT A MAJOR CONCERN IN THE CITY OF SUSANVILLE. WITHOUT THE CITY

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	urban residential land within the City and City's Sphere of Influence through reduced hookup fees and modified improvement standards.-(See modified new policy in Chapter 6.)	Board of Supervisors, Lassen County Planning Commission, City Community Development Department and Lassen County Planning Department		the City does not have a problem with development on infill lots. Local contractors are currently constructing nice homes on vacant infill lots without incentives. The City cannot afford to reduce hookup fees or modify development standards for infill development. There are 136 vacant infill parcels but few available for sale due to lack of demand.		CREATING A POLICY TO PROMOTE INFILL DEVELOPMENT, THERE IS A NATURAL INCENTIVE TO DEVELOP ON INFILL LOTS BECAUSE OF THE COST SAVINGS IN USING EXISTING INFRASTRUCTURE. AN INVENTORY OF INFILL PARCELS WILL BE DEVELOPED AND WOULD BE USEFUL FOR DEVELOPERS.
Action Program 1.5:	The City will identify and zone available sites, without physical and environmental constraints, to encourage and facilitate multifamily development to accommodate the City's housing needs. The City shall zone at least 30 acres	City Council, Planning Commission and Community Development Department	56.44 VACANT ACRES WERE ZONED TO R-4 DURING THE PLANNING PERIOD. 32.55ACRES HAD NO ENVIRONMENTAL CONSTRAINTS. ALSO THE CITY ZONED 4.96 ACRES TO C-2	X Successful ❑ Unsuccessful ❑ Neutral Why? This program was achieved.	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	IT IS WITHIN THE BEST INTERSTS OF THE CITY TO CONTINUE TO LOOK FOR ADDITIONAL AREAS APPROPRIATE FOR R-4 MULTIFAMILY HOUSING SO THE DEVELOPMENT COMMUNITY HAS A

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	of vacant land to R-4 to allow for approximately 450 multifamily dwellings (at an average density of 15 dwellings per acre – 20 du/ac maximum allowed.) With these rezonings the City will still have 45 acres of R-3 zoned vacant land that can accommodate approximately 450 multifamily dwellings (at an average density of 10 du/ac – 12 du/ac maximum allowed.) These potential 900 multifamily dwelling units exceed the amount required under the City's Fair Share Allocation for very low and-low income households (Table 6-1) by 60%		SPECIFICALLY FOR AFFORDABLE MF APTS (RIVERWALK).			CHOICE IN FUTURE DEVELOPMENT.
Action Program 1.6:	The City shall amend its Zoning Code to add density bonuses for residential development in conformance with State	City Council, Planning Commission and Community Development	CODE WAS NOT AMENDED, BUT DENSITY BONUS IS AVAILABLE PER STATE	❑ Successful ❑ Unsuccessful X Neutral Why? The City did not amend its code due to	X Keep Policy ❑ Eliminate Policy ❑ Modify Policy	A SIMPLIFIED DENSITY BONUS ORDINANCE WILL BE DEVELOPED SINCE IT IS REQUIRED BY STATE LAW.

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	law.	Department	LAW.	time limitations and lack of need. A density bonus has never been requested by a private developer, although it has been suggested by staff so a developer could obtain a concession for providing low income housing.		
Action Program 1.7:	Provide adequate land for the City's RHNA allocation of 1,397 dwelling units.	City Council, Planning Commission and Community Development Department	TABLE 4.1 SHOWS THAT ADEQUATE VACANT LAND IS AVAILABLE TO MEET THE RHNA.	X Successful ❑ Unsuccessful ❑ Neutral Why? Goal was accomplished.	X Keep Policy ❑ Eliminate Policy ❑ Modify Policy	KEEP POLICY TO PROVIDE ADEQUATE LANDS FOR THE CITY'S CURRENT RHNA ALLOCATION OF 705 DWELLING UNITS.
Action Program 1.8:	The Zoning Code shall be modified to expand the ability to build structures that allow more than three attached dwelling units in the R-3 zone through a use permit. Standard apartment buildings shall be allowed through a use permit not exceeding the maximum	Community Development Department	ACCOMPLISHED. SEE SECTION 17.20.040, 17.36.030 AND 17.17.00.030 OF THE CITY MUNICIPAL CODE FOR DETAIILS.	X Successful ❑ Unsuccessful ❑ Neutral Why?	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	DESPITE CHANGES THERE IS STILL NO DEVELOPMENT OCCURRING IN THE CITY'S R-3 ZONE DISTRICT. IT IS RECOMMENDED THAT THE DENSITY IN THIS ZONE BE INCREASED FROM 12 TO 15

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	density permitted by the Zoning Code. The Zoning Code shall also be amended to clarify that freestanding multi-family dwellings are allowed in the C-2 and UBD zones.					DWELLING UNITS PER ACRE TO PROMOTE FUTURE DEVELOPMENT OF NON-SINGLE FAMILY DWELLINGS IN THE CITY.
Action Program 1.9:	The Zoning Code shall be modified to allow 2nd units in R-1 zone districts with ministerial review, with an administrative permit only.	Community Development Department	ACCOMPLISHED. SEE SECTION 17.12.030.B & 17.104.050 FOR DETAILS. ALSO ADDED IN ALL SF ZONES (R-2 & R-3A)	X Successful ❑ Unsuccessful ❑ Neutral Why? Code was changed as proposed. The demand for second units is generally tied to a constraint in housing which is not the case in Susanville.	❑ Keep Policy X Eliminate Policy ❑ Modify Policy	THE CITY HAS MET THIS POLICY AND CAN NOW ELIMINATE IT FROM THE DOCUMENT.
HOUSING OPPORTUNITY						
Action Program 2.1:	The City shall continue to support and operate the Susanville Community Development Department and an active housing program. The City shall	City Council, Planning Commission and Community Development Department	THE CITY HAS APPLIED ANNUALY FOR CDBG FUNDS FOR HOUSING REHABILITATION DURING THE PLANNING PERIOD.	X Successful ❑ Unsuccessful ❑ Neutral Why? No explanation needed.	X Keep Policy ❑ Eliminate Policy ❑ Modify Policy	KEEP OR MODIFY POLICY AS NEEDED TO OPERATE AN ACTIVE HOUSING PROGRAM IN THE CITY DURING THE PLANNING PERIOD.

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	annually apply for State, Federal, CDBG and other housing assistance programs as administrative capabilities allow. Housing assistance goals and priorities shall be established and maintained through the Housing Element of the General Plan.		GRANT #04-STBG-1968 FOR $1,000,000 EXPIRED ON 12-31-08.			
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.	City Council and Community Development Department	ACCOMPLISHED, EXCEPT THE CITY DID NOT MEET THE MILESTONE FOR 04-STBG-1968. EXCESS FUNDS WERE RETURNED TO THE STATE FOR THIS REHAB GRANT.	X Successful ❑ Unsuccessful ❑ Neutral Why? Program was successful but some rehab funds were returned in 2009 due to lack of need. The City must use Revolving Loan Funds before additional grants may be applied for.	X Keep Policy ❑ Eliminate Policy ❑ Modify Policy	KEEP OR MODIFY PROGRAM AS NEEDED TO ADDRESS NEEDS OF CITY TARGET INCOME GROUPS.
Action	The City shall apply for	City Council and	THE CITY HAS APPLIED	X Successful	❑ Keep Policy	ALL CDBG FUNDS ARE

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
Program 2.3:	State Community Development Block Grant (CDBG) funds to address the needs of Targeted Income Groups.	Community Development Department	FOR CDBG FUNDS THROUGHOUT THE PLANNING PERIOD.	❑ Unsuccessful ❑ Neutral	X Eliminate Policy ❑ Modify Policy	FOR THE TARGET INCOME GROUP.
Action Program 2.4:	The City shall establish a Redevelopment Project Area and prepare a Redevelopment Plan to address blight in the community, affordable housing needs and to provide additional funding for housing projects.	City Council, Planning Commission, City Administrator and Community Development Director	THE CITY OBTAINED PARTIAL FUNDING THROUGH CDBG FOR A REDEVELOPMENT FEASIBILITY STUDY WHICH WAS ADOPTED 12-2007. DUE TO BUDGET CONSTRAINTS A REDEVELOPMENT AREA WAS NOT ESTABLISHED.	❑ Successful X Unsuccessful ❑ Neutral Why? The City needs a redevelopment project area for all of the reasons stated as well as reimbursing the General Fund for past expenditures.	X Keep Policy ❑ Eliminate Policy ❑ Modify Policy	AS FUNDING ALLOWS, THE CITY WILL EXPLORE THE GOAL TO ESTABLISH A REDEVELOPMENT PROJECT AREA (WHICH IS UNLIKELY DURING THE PLANNING PERIOD.)
Action Program 2.5	The City shall continue its program of disseminating information to the public regarding state and federal laws which prohibit discrimination in housing. In addition, a staff person shall be designated to receive and refer housing	City Council and Community Development Department	THE CITY REFERS PERSONS WITH HOUSING COMPLAINTS TO LEGAL SERVICES OF NORTHERN CA. A TENANT'S RIGHTS HANDBOOK IS AVAILABLE BUT HAS	❑ Successful ❑ Unsuccessful X Neutral Why? The City has not received any housing discrimination complaints during the planning period.	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	THE CITY WILL CONTINUE TO PROVIDE HELPFUL INFORMATION TO THOSE WHO COMPLAIN REGARDING HOUSING DISCRIMINATION BUT THE CITY DOES NOT

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	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 also: (1) request that the local media provide coverage and information about the issue through public service announcements; (2) post flyers at City Hall, provide flyers to community service providers, various local churches on a continuing basis; and, (3) refer complainants to the appropriate State and Federal agencies which enforce fair housing laws and cooperate with local, state and federal agencies that investigate claims of discrimination.		NEVER BEEN REQUESTED. DUE TO TIME AND BUDGET CONSTAINTS AND LACK OF NEED, MEDIA COVERAGE WAS NOT PROVIDED.			HAVE BUDGET RESOURCES FOR AN OUTREACH PROGRAM.
Action	Apply for Community	City Council and	A HOME GRANT WAS	❑ Successful	❑ Keep Policy	THE CITY WILL

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
Program 2.6:	Development Block Grant (CDBG) funds to assist, if necessary, in providing infrastructure improvements in developments, which provide a substantial amount of non-market-rate housing and leverage these subsidies.	Community Development Department	APPLIED FOR IN 2008 TO ASSIST IN FUNDING AN APPROVED LOW INCOME HOUSING DEVELOPMENT BY GLOBAL PREMIER DEVELOPMENT. NO OTHER INFRASTRUCTURE IMPROVEMENT GRANTS WERE APPLIED FOR DURING THE PLANNING PERIOD.	❑ Unsuccessful X Neutral Why? Although the grant was applied for it was not awarded to the City and the low income housing project did not receive tax credit funding.	❑ Eliminate Policy X Modify Policy	CONTINUE TO SEEK AVAILABLE FUNDING THROUGH ANY SOURCE TO ASSIST DEVELOPMENTS THAT PROVIDE NON-MARKET RATE HOUSING FOR LOW INCOME PERSONS.
Action Program 2.7:	Amend the Zoning Code to allow residential uses and mixed-use projects in C-2, UBD and C-O zones with a use permit.	City Council, Planning Commission and Community Development Department	ACCOMPLISHED. RESIDENTIAL USES ARE ALLOWED IN ALL COMMERCIAL ZONES WITH A USE PERMIT.	X Successful ❑ Unsuccessful ❑ Neutral Why? Multifamily projects in 4 existing buildings along Main Street were approved during the planning period.	❑ Keep Policy X Eliminate Policy ❑ Modify Policy	N/A
Action Program	Conserve the existing supply of subsidized and	Community Development	DUE TO TIME AND BUDGET	X Successful ❑ Unsuccessful	X Keep Policy ❑ Eliminate Policy	THE POLICY REQUIRES LITTLE MONITORING

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
2.8:	below-market-rate housing to insure that affordability is preserved through an early warning system and timely application of state and federal grant funds for conservation. The City will contact owners/operators of subsidized multi-family housing at least annually to determine the status of at-risk units. Such monitoring will-allow the City to apply for needed grant funds to preserve these units.	Department	CONSTRAINTS THIS PROGRAM WAS NOT ACCOMPLISHED.	❑ Neutra Why? No subsidized or below market-rate housing was lost in the community during the planning period. The City did nothing towards this preservation except contact property owners to gauge their intentions and intervene with a negotiated rent control agreement for a mobile home park and its tenants.	❑ Modify Policy	AS OWNERS WISHING TO CONVERT SUBSIDIZED HOUSING MUST NOTIFY THE CITY OF THEIR INTENT.
Action Program 2.9:	Continue to participate in and promote the Section 8 Existing Housing Program. The City shall target CDBG rehabilitation, funds to support housing units that accept Section 8 vouchers to make the repairs needed to comply local codes	Community Development Department	DUE TO BUDGET AND TIME CONSTRAINTS THE CITY USES THE HOUSING AUTHORITY BASED IN PLUMAS COUNTY TO PROMOTE THE SECTION 8 HOUSING PROGRAM.	❑ Successful ❑ Unsuccessful X Neutral Why? Section 8 Housing in Lassen County (including Susanville) is administered by an Area Housing Authority based in Plumas County. The City does not actively participate in this program and won't be in	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	MODIFY POLICY TO PROMOTE THE USE OF CDBG WEATHERIZATION FUNDS (AND REHAB FUNDS WHEN AVAILABLE) FOR LOW INCOME RENTAL HOUSING.

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
				the coming years. CDBG rehab funds have been used to rehab rentals for low income housing in the City during the planning period.		
Action Program 2.10:	Amend the Zoning Ordinance to identify appropriate zoning districts in the City in which temporary emergency shelters and transitional housing could be developed and provide standards and procedures for the reasonable accommodation of such projects. The City shall also encourage such projects through fast track permit processing, modified parking standards (if justified), and modified impact fees.	City Council and Community Development Department	THE ZONING CODE WAS AMENDED TO ALLOW EMERGENCY SHELTERS AND TRANSITIONAL HOUSING IN THE C-2 ZONE DISTRICT WITH A USE PERMIT (SECTION 17.36.030.L & M.) NO STANDARDS WERE DEVELOPED FOR SUCH USES. NO REQUESTS FOR SUCH USES WERE RECEIVED BY THE CITY DURING THE PLANNING PERIOD.	Successful ❑ Successful ❑ Unsuccessful X Neutral Why? The City has one emergency shelter that provides meals and limited housing services to the homeless. Additional housing for the homeless is provided in group homes located throughout the community. The City does not anticipate a need for the construction of an additional emergency shelter in the city (that provides meals in addition to housing.)	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	ALTHOUGH THERE IS NO NEED IN THE CITY FOR AN ADDITIONAL EMERGENCY SHELTER AND TRANSITIONAL HOUSING THE CITY WILL AMEND THE ZONING CODE TO MEET STATE LAW REQUIREMENTS THAT WILL PROVIDE A ZONE THAT ALLOWS THESE USES BY RIGHT TO CONFORM WITH STATE LAW.

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
Action Program 2.11:	The Zoning Code will be modified to allow Group Homes of six persons or less by right in residential zones, and Group Homes of seven or more with a use permit. The City will also adopt clear requirements for approval of group homes that will give greater certainty to an applicant and remove an impediment to fair housing choice for elderly, disabled or persons with special needs.	Community Development Department	THE ZONING CODE WAS AMENDED TO ALLOW GROUP HOMES OF 6 OR LESS IN ALL RESIDENTIAL AND COMMERCIAL ZONES (EXCEPT UBD) AND HOMES WITH MORE THAN 6 WITH A USE PERMIT IN ALL RESIDENTIAL AND COMMERCIAL ZONES.	X Successful ❑ Unsuccessful ❑ Neutral Why? N/A	❑ Keep Policy X Eliminate Policy ❑ Modify Policy	N/A
Action Program 2.12:	In response to SB 520, the City will also make dwellings adaptable and accessible for disabled persons by assigning funding priority, where feasible, to housing rehabilitation projects in which accessibility improvements are planned, and where such improvements are the only	Community Development Department	THE CITY UTILIZED FUNDS FROM 04-STBG-1968 TO ASSIST HANDICAPPED RESIDENTS. PRIORITY WAS GIVEN TO APPLICANTS WITH ADA RELATED HOUSING REHAB NEEDS.	❑ Successful ❑ Unsuccessful X Neutral Why? The City used grant funds to provide a handicapped ramp in a mobile home park for a disabled occupant. However no funding priority has been set in the past because there are generally ample	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	MODIFY POLICY TO ACHIEVE THE MINIMUM ACTION REQUIRED BY STATE LAW TO COMPLY WITH SB 520. THE REQUIREMENT FOR A MID-TERM ANALYSIS SHALL BE MODIFIED TO REQUIRE IT IN CONJUNCTION WITH THE NEXT

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	improvements necessary. The City shall also continue to enforce ADA compliance during all permit processes for new construction and rehabilitation. The City will also conduct a midterm analysis and determine whether there are constraints on the development, maintenance and improvement of housing intended for persons with disabilities, consistent with Senate Bill 520, and report its findings in the annual General Plan Status Report to City Council. The analysis will include an evaluation of existing land use controls, permit and processing procedures and building codes. If any constraints are found in these areas, the City will initiate actions			funds for all requests. By law the City is required to enforce ADA compliance for new construction and rehabilitation. Due to time, budget and staffing constraints the second part of this program was not implemented.		HOUSING ELEMENT UPDATE.

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	within six months of the completion of the evaluation to address them, including removing the constraints or providing reasonable accommodation for housing intended for persons with disabilities.					
Action Program 2.13:	The R-2 and R-3A zone districts allow duplexes, and duplexes and tri-plex structures respectively, as well as single-family homes, although these zone districts are primarily single-family built areas. Since the Zoning Code does not require architectural/site plan review for single-family homes in the R-1 zone district, it should not be required in these districts either. The Zoning Code shall be modified to not require architectural/site plan review of the single-family homes in the R-2 and	Community Development Department	ACCOMPLISHED	X Successful ❑ Unsuccessful ❑ Neutral N/A	❑ Keep Policy X Eliminate Policy ❑ Modify Policy	N/A

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	R-3A zone districts.					
HOUSING QUALITY						
Action Program 3.1:	The City shall amend the Planned Development provision of the Zoning Code to provide clearer direction for residential and mixed-use development.	City Council, Planning Commission and Community Development Department	ACCOMPLISHED	X Successful ❑ Unsuccessful ❑ Neutral Why? N/A	❑ Keep Policy X Eliminate Policy ❑ Modify Policy	N/A
Action Program 3.2:	Identify target 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.	City Administration	THE CITY PROCURED A CONSULTANT TO CONDUCT A HOUSEHOLD INCOME SURVEY, THE RESULTS OF WHICH WILL BE UTILIZTED FOR FUTURE APPLICATIONS FOR CDBG FUNDING.	X Successful ❑ Unsuccessful ❑ Neutral Why? Grants and loans are available on a city-wide basis, there are no target areas.	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	AMEND PROGRAM TO ELIMINATE TARGET AREAS FOR CDBG FUND REHABILITATION. PROGRAM DURING THE PLANNING PERIOD WILL MOSTLY FOCUS ON WEATHERIZATION GRANTS AND LOANS.
Action Program 3.3:	Continue code enforcement and maintenance of targeted neighborhoods through community clean-up programs. The City shall also continue its energy	Building Department and Community Services Department	THE CITY HAS A HOUSING WEATHERIZATION PROGRAM, FUNDED BY PROGRAM INCOME RECEIVED. THERE ARE	X Successful ❑ Unsuccessful ❑ Neutral Why?	❑ Keep Policy ❑ Eliminate Policy X Modify Policy	ELIMINATE TARGETED NEIGHBORHOODS. DUE TO BUDGET AND STAFFING CONSTRAINTS CODE ENFORCEMENT IS

Table 4-2
2004 Housing Element Action Program Status

POLICY/ ACTION #	POLICY/ACTION	RESPONSIBLE AGENCY	ACCOMPLISHMENTS SINCE 2004	HAS THIS BEEN A SUCCESSFUL ACTION/POLICY FROM 2003 – WHY?	KEEP, ELIMINATE OR MODIFY THE ACTION/POLICY FOR THE NEW HOUSING ELEMENT?	HOW WOULD YOU EDIT THE ACTION/POLICY TO MAKE IT MORE SUCCESSFUL? (EXAMPLES)
	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.		NO TARGET AREAS.			DONE ON A COMPLAINT ONLY BASIS.

During the 2003-2008 period the City of Susanville was assigned a share of the regional housing need that totaled approximately 1,397 units. **Table 4-3** shows the City's share of the regional housing need by income category for that period.

TABLE 4-3
REGIONAL HOUSING NEEDS ALLOCATION (2003 - 2008)
CITY OF SUSANVILLE

INCOME GROUP	NUMBER	PERCENT
Very Low	341	24.30%
Low	221	16.05%
Moderate	260	18.45%
Above Moderate	575	41.10%
Total*	**1,397**	**100.0%**

Source: HCD, Regional Housing Needs Plan, 2004.

As shown in **Table 4-3** there were a total of 287 units built from 2003 to 2008, which amounted to 20% percent of the City's total allocation. Of the development that did occur, the City saw mostly single family dwellings though there were some duplex and triplex structures and a 76-bed care facility.

According to the 1990 and 2000 Census, the median price for market-rate single family homes was between $70,400 and $105,100. Based on this median price range, most of the market rate single family homes were affordable to moderate and above moderate income households. However, many smaller single family homes were built that provided at prices below the median that offered ownership opportunities to some lower-income households. In addition, manufactured homes, which currently range in price from approximately $55,000 to $100,000 depending on the size and amenities, provided an affordable homeownership option for lower-income households.

Several of the policies in the 2003-2008 Housing Element were successful in meeting their objectives; however, many others were not. The major factors that impacted the City's ability to achieve the objectives of the past Housing Element related to a lack of planning staff, the City's limited financial resources and a lack of significant residential construction coupled with the limited number of employment opportunities.

SUMMARY OF APPROPRIATENESS

Most of the programs and policies contained in the City's 2003-2008 Housing Element remain relevant and appropriate to address the housing needs of current and future residents. However, some additional measures are needed to strengthen existing

policies so that the City can achieve its 2009-2014 regional housing needs allocation. These include: developing an inventory of vacant infill parcels suitable for residential development, updating the zoning ordinance, provisions for accommodations for housing for the disabled including expedited processing, and working with affordable housing developers to identify funding and encourage new development where appropriate. These new measures are contained in the policies and programs outlined in Section Five– Housing Program of this document.

CITY'S OF SUSANVILLE

HOUSING ELEMENT

SECTION FIVE:
2009-2014 GOALS, POLICIES AND PROGRAMS

This chapter describes housing goals, policies, and programs for the City of Susanville. A goal is defined as a general statement of the highest aspirations of the community. A policy is a course of action chosen from among many possible alternatives. It guides decision-making and provides a framework around which the housing programs operate. A program is a specific action, which implements the policy and moves the community toward the achievement of its goals. Programs are a part of the City's five-year action plan and constitute the City's local housing strategy.

STATE HOUSING GOALS

According to the California Statewide Housing Plan Update, it is the goal of the state to "ensure to all Californians the opportunity to obtain safe, adequate housing in a suitable living environment." Additionally, the State Department of Housing and Community Development has established the following four primary goals:

- Provision of new housing;
- Preservation of existing housing and neighborhoods;
- Reduction of housing costs; and,
- Improvement of housing conditions for special needs groups.

HOUSING ELEMENT UPDATE

The City of Susanville's General Plan Housing Element is consistent with and addresses these State goals. The goals, policies and programs of this Housing Element reflect and implement State goals and direction at the community level based upon local and regional needs determined through the Housing Element update process.

Policies and programs from the 2004 Housing Element have been either incorporated herein or updated, otherwise modified, or deleted as necessary to reflect accomplished programs and current needs.

Implementation of programs shall be on a continuous basis unless otherwise noted in the program description. Monitoring will be accomplished on an annual basis primarily through the annual General Plan review process and reported to the City Council.

CITY OF SUSANVILLE 2009-2014 HOUSING ELEMENT GOALS, POLICIES & PROGRAMS

HOUSING VARIETY

Susanville is committed to maintaining a range of housing types to meet the housing needs of all economic segments of the community. This can be accomplished by preserving and increasing the existing supply of rental apartments and mobile home park rental spaces. Higher-value, "executive-type" housing and infill development also are encouraged.

Goal 1: Provide a range of housing types.

Goal 2: Preserve and increase the existing supply of rental apartments.

Goal 3: Preserve existing mobile home park spaces and provide opportunities for new mobile home parks.

Policy 1.1: The City shall encourage a mix of housing types, including single-family, multiple-family and mobile homes.

Policy 1.2: Above Moderate Income shall be encouraged to provide opportunities for management and professional personnel of businesses locating or expanding in Susanville to live in the City and make Susanville more attractive to industry.

Policy 1.3: The construction of housing on vacant (infill) land shall be encouraged.

Policy 1.4: Ensure that adequate residentially zoned land is available to accommodate the City's fair share of regional housing construction needs.

Policy 1.5: Maintain and conserve the existing supply of low-cost housing.

Policy 1.6: Promote the construction of safe and attractive mobile and modular housing.

Policy 1.7: Promote the location of mobile and modular housing parks near compatible land uses or activities.

Action Program [1.1]: Conduct 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.

Responsible Agency: Community Development Division

Timeframe: 2013

Funding Source: No Additional Funds Required

Quantified Objective: Land Use Inventory

Action Program [1.2]: Prepare 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. To promote and encourage infill development the survey shall be posted on the city's website and made available to builders. Infill sites will be defined as vacant lots on streets where water and sewer services are readily available and most of the lots in the area are developed.

Responsible Agencies: Community Development Division

Timeframe: Within 1 year of Housing Element approval

Funding Source: No Additional Funds Required

Quantified Objective: Preparation of an infill development map/database and annual updates to be reported on the General Plan Annual Report. Such databases and reports shall be posted on the City's website.

Action Program [1.3]: The City shall amend its Zoning Code to add density bonuses for residential development in conformance with State law.

Responsible Agencies: City Council, Planning Commission and Community Development Division

Timeframe: Within 1 year of Housing Element approval

Funding Source: No Additional Funds Required

Quantified Objective: Update Zoning Code

Action Program [1.4]: The Zoning Code shall be modified to increase the allowable density in the R-3 zone district to 15 dwelling units per acre to encourage development in these zoned areas.

Responsible Agencies: Community Development Division.

Timeframe: Within 1 year of Housing Element approval

Funding Source: No Additional Funds Required

Quantified Objective: Amend General Plan and Zoning Ordinance

Action Program [1.5]: 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.

Responsible Agencies: Community Development Division

Timeframe: Within 1 year of Housing Element approval

Funding Source: No Additional Funds Required

Quantified Objective: Amend Zoning Ordinance

Action Program [1.6]: The Zoning Code shall be modified to remove the requirement for a use permit for structures having more than 12 attached dwellings in the R-4 zone. A use permit will still be required for projects that request exceptions to the City's multi-family development standards.

Responsible Agencies: Community Development Division

Timeframe: Within 1 year of Housing Element approval

Funding Source: No Additional Funds Required

Quantified Objective:	Amend Zoning Ordinance
Action Program [1.7]:	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.
Responsible Agencies:	Community Development Division
Timeframe:	On-going
Funding Source:	No Additional Funds Required
Quantified Objective:	Information to assess current regulations
Action Program [1.8]:	The City amend the City zoning code to provide for mobile home parks in the R-1, R-2, R-3 and R-4 zones subject to a use permit.
Responsible Agencies:	Community Development Division
Timeframe:	Within 1 year of Housing Element approval
Funding Source:	No Additional Funds Required
Quantified Objective:	Information to assess current regulations

HOUSING OPPORTUNITY

The City seeks to provide housing opportunities within the community for person's at all economic levels. The City desires that a choice of housing types and locations will be available to all persons regardless of race, sex, cultural origin, age, marital status or physical disability.

GOAL 1:	Provide housing opportunities and promote the development of safe, sanitary, and desirable housing for persons of all economic levels.

GOAL 2: Insure a choice of housing types and locations to all persons regardless of race, sex, cultural origin, age, marital status or physical disability.

GOAL 3: Provide the City's fair share of temporary emergency shelter for the homeless and those in need of transitional housing.

GOAL 4: Provide a choice of affordable housing by location, type, price, and tenure.

POLICY 2.1: Continue to pursue governmental programs providing housing assistance and financial incentives for housing developments, and make efforts to stimulate private financing.

POLICY 2.2: Discourage discrimination in the sale, rent, and development of housing in Susanville.

POLICY 2.3: The City or its designee shall insure that occupants of non-market-rate units meet the income restrictions of the development, and that these units are preserved as affordable – even upon change of ownership.

POLICY 2.4: The City shall pursue County, State, and Federal programs that enhance housing opportunities for low-and moderate-income households.

POLICY 2.5: The City supports a free choice in housing.

POLICY 2.6: Large-scale commercial and industrial development proposals shall be reviewed to determine housing-related impacts.

POLICY 2.7: The City recognizes the importance of and need for the community to temporarily house the homeless, battered spouses, and others in crisis situations.

POLICY 2.8: The City shall adopt procedures to ensure that proposed developments with housing units affordable to lower income households receive priority water and sewer service.

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.

Responsible Agencies: City Council, Administration and Community Development Division

Timeframe: Annually

Funding Source: RDA, CDBG, HOME

Quantified Objective: Annually apply for State, Federal, CDBG and other housing assistance programs and/or administer Revolving Loan Funds.

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.

Responsible Agencies: City Council, Administration and Community Development Division

Timeframe: Immediate and on going

Funding Source: CDBG funds

Quantified Objective: Completed projects funded with CDBG funds

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.

Responsible Agencies: Community Development Division

Timeframe: By 2009

Funding Source: No Additional Funds Required

Quantified Objective: Posting informational brochure(s)

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.

Responsible Agencies: City Council, Administration and Community Development Division

Timeframe: On going

Funding Source: CDBG and other grant sources

Quantified Objective: Consultation and coordination of new projects

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.

Responsible Agency: Community Development Division

Timeframe: On going and within 1 year of Housing Element approval

Funding Source: CDBG

Quantified Objective: Monitor owners of below-market-rate housing on an annual basis.

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.

Responsible Agency: Administration and Community Development Divisions.

Timeframe: On going

Funding Source: CDBG rehabilitation funds

Quantified Objective: 5-10 homes weatherized or rehabilitated per year.

Action Program [2.7]: Amend the Zoning Ordinance to identify an appropriate zoning district(s) in the City in which emergency shelters could be developed without use permits or other discretionary actions and provide standards and procedures for the reasonable accommodation of such projects. Such uses are probably appropriate in the PF zone district.

Responsible Agencies: City Council, Planning Commission and Community Development

Timeframe: Within one year from adoption of the housing element

Funding Source: No Additional Funds Required

Quantified Objective: Update Zoning Ordinance

Action Program [2.8]: Amend the Zoning Ordinance to permit Transitional and Supportive Housing as a residential use and only subject to those restrictions that apply to other residential uses of the same type in the same zone. Update the definition of

Transitional Housing and Supportive Housing to meet Health and Safety Code definitions.

Responsible Agencies: City Council, Planning Commission and Community Development

Timeframe: Within one year from adoption of the housing element

Funding Source: No Additional Funds Required

Quantified Objective: Update Zoning Ordinance

Action Program [2.9] In response to SB 520, the City will make dwellings adaptable and accessible for disabled persons 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.

Responsible Agencies: Community Development Division, Administration

Timeframe: On going

Funding Source: No Additional Funds Required

Quantified Objective: Approved rehab and building projects.

Action Program [2.10] Adopt a process to review and address request for reasonable accommodations where an exception to zoning and land-use regulations may affect housing for persons with disabilities. This procedure will be a ministerial process, with minimal or no processing fee, subject to approval by the Community Development Director applying following decision-making criteria:

- The request for reasonable accommodation will be used by an individual with a Disability protected under fair housing laws.

- The requested accommodation is necessary to make housing available to an individual with a disability protected under fair housing laws.
- The requested accommodation would not impose an undue financial or administrative burden on the City.

Responsible Agencies: Community Development Division, Administration

Timeframe: Within one year from adoption of the housing element

Funding Source: No Additional Funds Required

Quantified Objective: Adopted reasonable accommodation process

Action Program [2.11] Amend the off-street parking requirement of the Zoning Code to include reduced parking provisions for housing projects that include units for disabled occupants.

Responsible Agencies: Community Development Division, Administration

Timeframe: On going

Funding Source: No Additional Funds Required

Quantified Objective: Amend Zoning Code

Action Program [2.12] Establish a Memorandum of Understanding (MOU) with Susanville Sanitary District establishing steps to insure that projects with affordable housing units receive priority sewer service.

Responsible Agencies: Community Development Division, Administration

Timeframe: Within one year from adoption of the housing element

Funding Source: No Additional Funds Required

Quantified Objective: Adopt MOU

Action Program [2.13] 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.
Responsible Agencies:	Department of Public Works, Administration
Timeframe:	Within one year from adoption of the housing element
Funding Source:	No Additional Funds Required
Quantified Objective:	Amend permit application, establish priority action
Action Program [2.14]	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.
Responsible Agencies:	Community Development Division, Administration
Timeframe:	Within one year from adoption of the housing element
Funding Source:	CDBG or other appropriate grant funding available at time of project submittal
Quantified Objective:	Develop 10 new SRO unit within the reporting period

HOUSING QUALITY

The presence of housing in good physical condition is important to the community. The City would like to improve the condition of its existing housing stock and enhance the residential quality and character of Susanville. Quality housing requires adequate urban facilities and services. Therefore, the City will support residential development only in those areas where municipal facilities and services are available or will be provided as part of the development. The City will consider extending utilities and services only into the most viable expansion areas and will require development fees sufficient to finance the cost of extending infrastructure and expanding central plants.

Older sections of the community should be maintained and upgraded where necessary. To that end, the City will seek grant funding to enable it to offer low cost rehabilitation loans and will also seek the cooperation of local lending institutions in financing structural improvements. Additionally the City shall provide information to encourage energy conservation in existing and new housing construction.

The City will endeavor, through the development approval process, to insure that Susanville's community character, housing quality, and physical and visual environment are incorporated into the design of all new residential developments and homes.

Historically or architecturally important structures, and neighborhoods containing historically architecturally significant homes, will be preserved, where possible.

GOAL 1: Improve the condition of the City's existing housing.

GOAL 2: Enhance the residential quality and character of Susanville.

POLICY 3.1: Promote efficient and environmentally sensitive residential development.

POLICY 3.2: The City shall encourage cooperation from local lending institutions for financing improvements to older structures.

POLICY 3.3: The City shall continue and, if possible, expand its housing rehabilitation program.

POLICY 3.4: The selective rehabilitation of non-conforming housing shall be permitted and encouraged.

POLICY 3.5: The City shall endeavor, through the development approval process, to insure that Susanville's community character and housing quality are maintained and improved.

POLICY 3.6: Housing in the City shall be maintained and improved to meet or exceed current health, safety, and fire standards.

POLICY 3.7 In addition to the energy efficiency requirements of Title 24, The City will encourage alternative energy saving measures in residential developments

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.

Responsible Agencies: City Council, Administration and Community Development Division

Timeframe: Annually, as funding sources are announced

Funding Source:	CDBG funds and other State and Federal loans and grants
Quantified Objective:	5-10 homes rehabilitated each year
Action Program [3.2]	Continue code enforcement and maintenance of neighborhoods through community clean-up programs. The City shall also continue its 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.
Responsible Agencies:	Community Development Division (Building Division) and Community Services Department
Timeframe:	On going
Funding Source:	No Additional Funds Required
Quantified Objective:	Provide Clean and well maintained public areas
Action Program [3.3]	Encourage alternative energy conservation measures by ensuring the City's building codes for solar construction are current and by having solar design informational information available to the public.
Responsible Agencies:	Community Development Division
Timeframe:	On going
Funding Source:	No Additional Funds Required
Quantified Objective:	Increased energy efficiency in residential structures
Action Program [3.4]	Provide information for the public on energy conserving measures for new residences and for renovations and additions.
Responsible Agencies:	Community Development Division
Timeframe:	On going

Funding Source:	No Additional Funds Required
Quantified Objective:	Increased energy efficiency in residential structures
Action Program [3.5]	Provide informational hand outs to encourage drought-tolerant and water-conserving landscaping.
Responsible Agencies:	Community Development Division
Timeframe:	On going
Funding Source:	No Additional Funds Required
Quantified Objective:	Increased water efficiency in landscaped areas
Action Program [3.6]	Update the City's Safety Element to reflect that the City has a floodplain management ordinance that has been approved by FEMA.
Responsible Agencies:	Community Development Division
Timeframe:	Within 1 year of adoption of the Housing Element
Funding Source:	No Additional Funds Required
Quantified Objective:	Amended Safety Element

SUMMARY

The foregoing programs and policies are considered appropriate and desirable to ensure that the community's 2009-2014 Fair Share Housing Allocation shown in Table 5-1 are met in a timely and cost effective manner. Tables 5-2 shows the quantified objectives for special needs housing and the number of units to be constructed, conserved and rehabilitated.

The City intends to apply for CDBG, HOME, Prop 46 and other funds on an annual basis as available and as staff resources allow. Currently the city is only eligible to use its program income funds. The City also anticipates supporting tax credit funding applications for very low-income units during the plan period.

TABLE 5-1 CITY OF SUSANVILLE RHNA BY INCOME GROUP 2009-2014	
Extremely Low (0-30% of median income)	86
Very Low (30%-50% of median income)	85
Low (50% to 80%)	111
Moderate (80% to 120%)	129
Above Moderate (120%+)	294
Total	705

Source: Regional Housing Need Allocation Plan, Lassen County

TABLE 5-2 SUMMARY OF QUANTIFIED OBJECTIVES BY INCOME LEVEL			
Income Levels	**Construction**	**Rehabilitation**	**Conservation**
Extremely Low	17	10-20	45
Very Low	15	10-20	44
Low	15	10-20	44
Moderate	0	0	0
Above Moderate	0	0	0
Total	47	30-60	133

Table 5-3 provides a summary of the City's proposed housing programs.

- * Indicates programs that are carried over from the 2004 Housing Element with no changes.
- ** Indicates programs that are only slightly modified from the 2004 Housing Element.
- *** Indicates new programs

TABLE 5-3 HOUSING PROGRAM SUMMARY FOR CITY OF SUSANVILLE					
Program No.	**Description**	**Quantified Objective**	**Agency**	**Funding Source**	**Time Frame**
**1.1	Conduct inventory of available land.	Land use inventory	CD Division	No extra funds required	2013
**1.2	Prepare a survey	Infill survey.	CD Division	No extra	1 year

TABLE 5-3
HOUSING PROGRAM SUMMARY FOR CITY OF SUSANVILLE

Program No.	Description	Quantified Objective	Agency	Funding Source	Time Frame
	of vacant or under-utilized potential infill sites			funds required	
***1.3**	Amend Zoning Ordinance to allow for density bonuses.	Amend Zoning Ordinance	CD Division, Planning Commission, City Council	No extra funds required	I year
****1.4**	Increase the allowable density in R-3 to 15 dwelling units per acre.	Amend Zoning Ordinance	CD Division, Planning Commission, City Council	No extra funds required	1 year
****1.5**	Remove constraints that discourage 2nd unit housing.	Amend Zoning Ordinance	CD Division, Planning Commission, City Council	No extra funds required	1 year
****1.6**	Modify R-4 Zoning regulation to remove Use Permit requirement for structures with more than 12 attached units	Amend Zoning Ordinance	CD Division, Planning Commission, City Council	No extra funds required	1 year
****1.7**	Monitor use Permit requests for multi-family projects in R-3 zone to see if the Use Permit process creates a constraint to multi-family projects.	Amend Zoning Ordinance	CD Division	No extra funds required	On-going

TABLE 5-3
HOUSING PROGRAM SUMMARY FOR CITY OF SUSANVILLE

Program No.	Description	Quantified Objective	Agency	Funding Source	Time Frame
***1.8 ***1.8	Amend City zoning code to allow mobile home parks in R-1, R-2, R-3, and R-4 zones with a use permit	Amend Zoning Ordinance	CD Division	No extra funds required	1 year
*2.1	Support and operate CD Department and an active housing program. Annually apply for grants.	Apply for grants and/or administer Revolving Loan Funds.	CD Division, Administration, City Council	CDBG & other grant funds	On going
**2.2	Expend CDBG funds in a timely manner with priority for ELI homes.	Completed projects funded by CDBG.	CD Division, Administration, City Council	CDBG funds	On going
**2.3	Distribute housing discrimination information to the public.	Posting informational brochures.	CD Division	No extra funds required	On going
**2.4	Apply for available funding to support non-market-rate housing.	Consultation and coordination of new projects.	CD Division, Administration, City Council	Various grant funding options	On going
**2.5	Conserve at-risk housing units.	Monitor owners of below-market-rate housing.	CD Division	Any extra funding will be through grants	On going and 1 year

TABLE 5-3
HOUSING PROGRAM SUMMARY FOR CITY OF SUSANVILLE

Program No.	Description	Quantified Objective	Agency	Funding Source	Time Frame
**2.6 **2.6	Target CDBG weatherization and rehab funds for ELI and low income renters.	5-10 homes weatherized or rehabbed per year.	CD Division, Administration	CDBG funds	On going
***2.7	Identify zone districts for temporary emergency shelters	Amend Zoning Ordinance	CD Division, Planning Commission, City Council	No extra funds required.	1 year
***2.8	Identify zones for transitional and supportive housing. Add new definitions	Amend Zoning Ordinance	CD Division, Planning Commission, City Council	No extra funds required	1 year
**2.9	Promote accessibility in housing rehab and assure ADA compliance.	Approved rehab and building projects.	CD Division, Administration	No extra funds required	On going
***2.10	Adopt process for approving ADA reasonable accommodations in the zoning code	Amend Zoning Ordinance	CD Division, Planning Commission, City Council	No extra funds required	1 year
***2.11	Amend parking regulations to include reduced standards for disabled housing	Amend Zoning Ordinance	CD Division, Planning Commission, City Council	No extra funds required	1 year
***2.12	Establish MOU with SSD to prioritize service to affordable	Adopt MOU	CD Division, Administration	No extra funds required	1 year

TABLE 5-3
HOUSING PROGRAM SUMMARY FOR CITY OF SUSANVILLE

Program No.	Description	Quantified Objective	Agency	Funding Source	Time Frame
	housing				
***2.13	Amend City's water service permit application to identify affordable housing	Amend application	Administration, Dept. PW	No extra funds required	1 year
*3.1	Apply for CDBG funds for housing rehab.	5-10 homes rehabbed per year	CD Division, Administration, City Council	CDBG & other grants and loans	On going
*3.2	Promote code enforcement and energy conservation.	A cleaner and greener city.	CD Division, Community Services Dept.	No extra funds required	On going
***3.3	Make available solar construction info. and codes	Have hand-outs available	Community Development Dept	No extra funds required	On going
***3.4	Make available info on energy efficiency	Have hand-outs available	Community Development Dept	No extra funds required	1 year
***3.5	Make available info on drought tolerant plants and water conservation	Have hand-outs available	Community Development Dept	No extra funds required	1 year
***3.5	Update Safety Element to reflect adoption of floodplain ordinance	Amended Safety Element	Community Development Dept	General Fund	1 year

AGENDA ITEM NO. 7B

Reviewed by: City Administrator
City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Amendments to Chapter 17 to include provisions for Cottage food Operations

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: Assembly Bill (AB) 1616 was signed into law by Governor Brown on September 21, 2012, and became effective on January 1, 2013. The bill allows individuals to prepare and/or package certain non-potentially hazardous foods in private-home kitchens referred to as "cottage food operations" (CFOs).

AB 1616 addresses local land use regulations but specifically states that cities and counties may not prohibit a cottage food operation in any residential dwelling. The legislation offers three options for local agencies in permitting the use as discussed in the analysis section of this report.

AB 1616 also creates two categories of CFOs which must be permitted/registered by local county or city environmental health agencies:

1) "Class A" cottage food operators are those operations that sell CFO prepared foods directly to the public (at the home where the cottage food operation is located or at a community event), and

2) "Class B" cottage food operators are those operations that sell CFO prepared foods either indirectly through restaurants and stores or both directly to the public as well as indirectly to the public via sale to retail food facilities such as restaurants and markets.

The local environmental health agency may inspect the permitted or registered area of the private home in which the cottage food operation prepares, handles, or stores food prior to issuing a permit to "Class B" CFOs and on the basis of a consumer complaint where there is reason to suspect that adulterated or otherwise unsafe food has been produced by the cottage food operation or that the cottage food operation has violated provisions of law related to cottage food operations.

Cottage food operations are not allowed to manufacture potentially hazardous foods, acidified foods, or low acid canned food products that would support the growth of botulism if not properly prepared. These foods, as well as other foods not on an approved foods list, are regulated by the State.

On February 26, 2013 the City of Susanville Planning Commission held a public hearing regarding proposed changes to Chapter 17 of the City's Municipal Code to add provisions to allow Cottage

Food Operations as a home occupation subject to the Home Occupation regulations contained in section 17.08.10 of the Susanville Municipal Code and unanimously adopted Resolution 13-0982 recommending the City Council adopt an ordinance making a Cottage Food Operation subject to the City's home occupation regulations.

PROPOSAL:
Amend Section 17.08.10 of the City of Susanville Municipal Code to add the following definition of a cottage food operation:

"Cottage Food Operation" - The use of private home for the preparation of food for sale in accordance with the Section 113758 of the Health and Safety Code of the State of California. A cottage food operation must be registered with or have a permit from the local Environmental Health Department, or equivalent enforcement agency, as required by Section 114365 of the Health and Safety Code of the State of California.

Amend Section 17.104.060, Home Occupations, of the City of Susanville Municipal Code to include a cottage food operation as a use allowed as a home occupation, specifically adding cottage food operation under paragraph B 10.

ANALYSIS:

AB 1616 requires local governmental agencies to allow cottage food operations in any private residence without discretionary approval. Local agencies cannot prohibit the use but may utilize one of three options for allowing a cottage food operation:

(1) Classify a cottage food operation as a permitted use of residential property for zoning purposes;

(2) Grant a nondiscretionary permit to use a residence for any cottage food operation that complies with local ordinances prescribing reasonable standards, restrictions, and requirements concerning spacing and concentration, traffic control, parking, and noise control relating to those homes. Any noise standards shall be consistent with local noise ordinances implementing the noise element of the general plan. The permit issued pursuant to this paragraph shall be granted by the zoning administrator, or if there is no zoning administrator, by the person or persons designated by the planning agency to grant these permits, upon the certification without a hearing; or

(3) Require any cottage food operation to apply for a permit to use a residence for its operation. The zoning administrator, or if there is no zoning administrator, the person or persons designated by the planning agency to handle the use permits, shall review and decide the applications. The use permit shall be granted if the cottage food operation complies with local ordinances, if any, prescribing reasonable standards, restrictions, and requirements concerning the following factors: spacing and concentration, traffic control, parking, and noise control relating to those homes. Any noise standards shall be consistent with local noise ordinances implementing the noise element of the general plan. The local government shall process any required permit as economically as possible. Fees charged for review shall not exceed the costs of the review and permit process. An applicant may request a verification of fees, and the city, county, or city and county shall provide the applicant with a written breakdown within 45 days of the request.

The application form for cottage food operation permits shall include a statement of the applicant's right to request the written fee verification.

Under the City's current code, a cottage food operation would be classified as a home occupation requiring the issuance of a home occupation permit. This process essentially matches option 3 above, in that a fee is charged for the permit. The current application fee for a home occupation permit is $90.00 which does not exceed the cost of processing the permit.

This project is not subject to CEQA review pursuant to section 15061(c):

An activity is not subject to CEQA if:

(1) The activity does not involve the exercise of discretionary powers by a public agency;

(2) The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT: None.

ACTION REQUESTED: Waive first reading and introduce Ordinance 13-0989 amending Sections 17. 080.10 and 17.104.060 to include provisions for Cottage Food Operations in the City's Municipal Code.

ATTACHMENTS:

"A" - Ordinance 13-0989
"B" – Planning Commission Resolution 13-0982
"C" - CDPH Cottage Food Hand-out
"D" – Susanville Municipal Code Section 17.104.060

RESOLUTION NO 13-0982
A RESOLUTION OF THE SUSANVILLE PLANNING COMMISSION RECOMMENDING THAT THE SUSANVILLE CITY COUNCIL ADOPT AN ORDINANCE AMENDING CHAPER 17 OF THE CITY OF SUSANVILLE MUNICIPAL CODE TO ADD PROVISIONS TO MAKE A "COTTAGE FOOD OPERATION" A RESIDENTIAL LAND USE

WHEREAS, State Assembly Bill 1616 became effective January 1, 2013, allowing the preparation of non-hazardous food for sale to the public to take place in any residential kitchen and identifying the use as a "Cottage Food Operation" and classified as a residential use allowed in any home; and

WHEREAS, the legislation gives local agencies very limited authority to regulate, inspect, or otherwise limit the establishment or operation of a Cottage Food Operation; and

WHEREAS, the City of Susanville Municipal Code currently requires the issuance of a home occupation permit for businesses operated within a residence and the city's home occupation permit process is essentially the same as one of the options given to local agencies for reviewing a Cottage Food Operation; and

WHEREAS, the implementation of Assembly Bill 1616 will require certain amendments to Chapter 17 of the City of Susanville Municipal Code.

NOW, THEREFORE, the City of Susanville Planning Commission:

A. Makes the following findings:

1. That a Cottage Food Operation meets the definition of a home occupation as currently defined by the City of Susanville Municipal Code Chapter 17.080.010 and that the City Code should be amended to include a definition of "cottage food operation".

2. That Section 17.104.60 of the City of Susanville Municipal Code, "Home Occupations" should be amended to specifically include a Cottage Food Operation as a permitted home occupation.

B. Recommends that the City Council adopt an ordinance amending Chapter 17 of the City of Susanville Municipal Code in accordance with the above findings.

APPROVED: Wayne Jambois

Wayne Jambois, Chairperson
Planning Commission
City of Susanville, State of California

ATTEST: Gwenna MacDonald

Gwenna MacDonald, City Clerk
Secretary to the Planning Commission

The foregoing Resolution was introduced and adopted at a regular meeting of the Susanville Planning Commission held on the 26th day of February, 2013, by the following vote:

AYES: **FOSTER, BENNETT, JAMBOIS, DOWDY, STARK**
NOES:
ABSENT:
ABSTAIN:

Gwenna MacDonald

Gwenna MacDonald, City Clerk
Secretary to the Planning Commission

CDPH
California Department of
PublicHealth

Registration and Permit Requirements for "Class A" and "Class B" Cottage Food Operations:

General Requirements

All cottage food operations must be registered or permitted by the local environmental health agency before starting business. The issued registration or permit is non-transferable and is only valid for the person, location, type of food sales, and distribution activity specified by the issued registration or permit.

A cottage food operation is operated by a cottage food operator and has not more than one full-time equivalent cottage food employee, which does not include a family member or household member of the cottage food operator. A cottage food operation is located within the registered or permitted area of a private home where the cottage food operator resides and where cottage food products are prepared or packaged for direct, indirect, or both direct and indirect sale to consumers.

A cottage food operator must meet the following requirements:

- Meet the registration or permitting requirements for either "Class A" or "Class B" cottage food operations.
- Complete the food processor training course for cottage food operators.
- Prepare only foods on the approved food list.
- Meet the food preparation and sanitation requirements for cottage food operations.
- Label cottage food products in accordance with state and federal regulations.
- Not exceed the gross annual sales amount.

Cottage food operations may only prepare for sale foods that are listed on the approved food list for cottage food operations. The list of categories of approved foods for cottage food operations are posted on the CDPH website and will be updated as necessary.

Cottage food operations may not exceed the gross annual sales amounts specified in California Health and Safety Code Section 113758(a).

- In 2013, the operation shall not have more than thirty-five thousand dollars ($35,000) in gross annual sales in the calendar year.
- In 2014, the operation shall not have more than forty-five thousand dollars ($45,000) in gross annual sales in the calendar year.
- Commencing in 2015 and each subsequent year thereafter, the operation shall not have more than fifty thousand dollars ($50,000) in gross annual sales in the calendar year.

CDPH
California Department of
PublicHealth

"Class A" Cottage Food Operations:

"Class A" cottage food operations may engage only in direct sales of cottage food products from the cottage food operation, or from direct sales venues within their county. A direct sale means a transaction between a cottage food operator and a consumer, where the consumer purchases the cottage food product directly from the cottage food operation. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, at farm stands, at certified farmers' markets, or through community-supported agriculture subscriptions, and also occurring in person at the cottage food operation location.

Before opening for business, a "Class A" cottage food operation must become registered by the local environmental health agency. Additionally, a self-certification check list must be submitted as part of the registration process. The self-certification check list will demonstrate that the cottage food operation conforms to the statutory requirements for Cottage Food Operations as set forth in California Health and Safety Code 114365 et. Seq., which includes the following requirements:

(a) No cottage food preparation, packaging, or handling may occur in the home kitchen concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.
(b) No infants, small children, or pets may be in the home kitchen during the preparation, packaging, or handling of any cottage food products.
(c) Kitchen equipment and utensils used to produce cottage food products shall be clean and maintained in a good state of repair.
(d) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products shall be washed, rinsed, and sanitized before each use.
(e) All food preparation and food and equipment storage areas shall be maintained free of rodents and insects.
(f) Smoking shall be prohibited in the portion of a private home used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, while cottage food products are being prepared, packaged, stored, or handled.

"Class A" Cottage Food Operations must also comply with the provisions set forth under California Health and Safety Code 114365.2, which specifies mandatory compliance with Sections 113953.3, 113967, 113973, 113980, 114259.5, 114285, 114286, 114405, 114407, 114409, 114411 and 114413 **Click Here for Link to Statutory Language.**

Additionally, operators must ensure that:
(a) A person with a contagious illness refrains from working in the registered area of the cottage food operation.

(b) A person involved in the preparation or packaging of cottage food products shall keep his or her hands and exposed portions of his or her arms clean and shall wash his or her hands before any food preparation or packaging activity in a cottage food operation.
(c) Water used during the preparation of cottage food products shall meet the potable drinking water standards described in Section 113869, except that a cottage food operation shall not be required to have an indirect sewer connection. Water used during the preparation of cottage food products includes all of the following:
(1) The washing, sanitizing, and drying of any equipment used in the preparation of a cottage food product.
(2) The washing, sanitizing, and drying of hands and arms.
(3) Water used as an ingredient.
(d) A person who prepares or packages cottage food products shall complete a food processor course instructed by the Department to protect the public health within three months of becoming registered. The course shall not exceed four hours in length. The Department shall work with the local enforcement agency to ensure that cottage food operators are properly notified of the location, date, and time of the classes offered.
(e) A cottage food operation shall properly label all cottage food products in compliance with the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.) in addition to **state specific labeling requirements**.

Please contact your local environmental health agency to obtain more information.

"Class B" Cottage Food Operations:

"Class B" cottage food operations may engage in both direct sales and indirect sales of cottage food products from the cottage food operation, from offsite events, or from a third-party retail food facility such as restaurants and markets within their county. "Class B" operations may also engage in indirect sales in counties outside their home permitted county, if the Environmental Health Director in that outside county permits the operator to conduct indirect sales within their jurisdiction.

After an initial inspection and before a "Class B" cottage food operation opens for business, they must first obtain a permit from the local environmental health agency to engage in the indirect, or direct and indirect, sale of cottage food products.

"Class B" operations must conform with the statutory requirements for Cottage Food Operations as set forth in California Health and Safety Code 114365 et seq., which includes the following requirements:
(a) No cottage food preparation, packaging, or handling may occur in the home kitchen concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.
(b) No infants, small children, or pets may be in the home kitchen during the preparation, packaging, or handling of any cottage food products.

(c) Kitchen equipment and utensils used to produce cottage food products shall be clean and maintained in a good state of repair.
(d) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products shall be washed, rinsed, and sanitized before each use.
(e) All food preparation and food and equipment storage areas shall be maintained free of rodents and insects.
(f) Smoking shall be prohibited in the portion of a private home used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, while cottage food products are being prepared, packaged, stored, or handled.

"Class B" Cottage Food Operations must also comply with the provisions set forth under California Health and Safety Code 114365.2, which specifies mandatory compliance with Sections 113953.3, 113967, 113973, 113980, 114259.5, 114285, 114286, 114405, 114407, 114409, 114411 and 114413 **Click Here for Link to Statutory Language**.

Additionally, operators must ensure that:
(a) A person with a contagious illness refrains from preparing or packaging cottage food products in the permitted area of the cottage food operation.
(b) A person involved in the preparation or packaging of cottage food products shall keep his or her hands and exposed portions of his or her arms clean and shall wash his or her hands before any food preparation or packaging activity in a cottage food operation.
(c) Water used during the preparation of cottage food products shall meet the potable drinking water standards described in Section 113869, except that a cottage food operation shall not be required to have an indirect sewer connection. Water used during the preparation of cottage food products includes all of the following:
(1) The washing, sanitizing, and drying of any equipment used in the preparation of a cottage food product.
(2) The washing, sanitizing, and drying of hands and arms.
(3) Water used as an ingredient.
(d) A person who prepares or packages cottage food products shall complete a food processor course instructed by the Department to protect the public health within three months of becoming registered. The course shall not exceed four hours in length. The Department shall work with the local enforcement agency to ensure that cottage food operators are properly notified of the location, date, and time of the classes offered.
(e) A cottage food operation shall properly label all cottage food products in compliance with the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et Seq.) in addition to **state specific labeling requirements**.

Please contact your local environmental health agency to obtain more information.

ORDINANCE NO. 13-XXXX

AN ORDINANCE OF THE CITY OF SUSANVILLE AMENDING SECTIONS

WHEREAS, Assembly Bill (AB) 1616, known as the California Homemade Food Act, was signed into law in September 2012 and became effective on January 1, 2013 which allows certain low risk foods known as Cottage Foods to be made in private homes and sold to the public; and

WHEREAS, AB 1616 states that local agencies must allow Cottage Food Operations in all residences without discretionary approval, either as an allowed use, by administrative permit, or a use permit that is non-discretionary; and

WHEREAS, the City of Susanville already has a non-discretionary administrative permit process for home occupations which is applicable to a Cottage Food Operation and meets the local permitting options of AB1616.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES ORDAIN AS FOLLOWS:

Section 1: City of Susanville Municipal Code section 17.08.10 is amended to add a definition of a Cottage Food Operation and section 17.104.060 is amended to add Cottage Food Operation as permitted home occupation as follows:

17.08.10 - Definitions

Cottage Food Operation - The use of private home for the preparation of food for sale in accordance with the Section 113758 of the Health and Safety Code of the State of California. A cottage food operation must be registered with or have a permit from the local Environmental Health Department, or equivalent enforcement agency, as required by Section 114365 of the Health and Safety Code of the State of California.

17.104.060 Home Occupations.

B. General Requirements

10. The following examples are of uses that would be acceptable as home occupations as long as they conform to the home occupation general requirements as listed above: low volume office, beauty shop, seamstress, instruction, word processing and other computer applications, door-to-door sales, **cottage food operation**, and contractor's office where equipment and materials are chiefly stored at a separate location;

Section 2: This ordinance shall take effect 30 days from its adoption by at majority (3/5) vote of the members of the City Council.

Gwenna- Fyi

NOTICE OF PUBLIC HEARING

The City of Susanville City Council will be holding a public hearing to consider amendments to Chapter 17 of the City of Susanville Municipal Code to implement the requirements of California Assembly Bill 1616 which set forth regulations for "Cottage Food Operations". The City code will be amended to add a definition of a cottage food operation and will classify that operation as a home occupation which is allowed in all residential zones subject to obtaining a Home Occupation Permit from the City. The hearing will be held on Wednesday, April 3, 2013 at 7:00 p.m., in the City Council Chambers in City Hall located at 66 North Lassen Street, Susanville, California.

ENVIRONMENTAL REVIEW STATUS: The project is not subject to CEQA review

BY: Craig Sanders

FOR: City of Susanville, City Council

To be published in legal section of March 12, 2013, of the Lassen County Times.

(Ref: P.O. # 7547)

ATTACHMENT "D"

17.104.060 Home occupations.

A. Statement of Intent. Recognizing that unrestricted use of residential properties for purposes of an occupational nature other than that normally associated with home living has a detrimental effect on both the residential area in which the occupations are conducted and the areas properly designated for such uses, and further recognizing that this detrimental effect results in the depreciations of value, welfare, happiness and morale of the entire community, it is the purpose of this section to eliminate this detrimental effect by creating criteria for the establishment of, and conditions for the continuance of, home occupations.

B. General Requirements. The establishment and conduct of home occupations shall comply with the following criteria:

1. Electrical or mechanical equipment which creates noise in excess of that normally associated with residential uses is prohibited. Except as noted in this subsection, electrical or mechanized equipment shall be used and stored only within a completely enclosed building. One piece of mechanized equipment, which may include a trailer with several pieces of equipment and/or a motorized vehicle with the equipment placed thereon, for off-site use that is only stored at the residence is allowed if it does not interfere with required parking and does not create a visible nuisance to the neighborhood;

2. A home occupation shall not create greater vehicular or pedestrian traffic beyond that which is normal in a residential district nor in any case require the parking of more than one additional vehicle at any time;

3. Storage or display of goods and materials shall be inside an enclosed building, not visible from the public right-of-way and shall not include flammable, combustible or explosive materials other than those customary to household uses;

4. A home occupation shall not occupy more than forty-nine (49) percent of the gross floor area of the dwelling unit or one room, whichever is greater; (this provision also applies to home occupations located in an attached or detached accessory building;)

5. A home occupation shall be conducted only within an enclosed area of the dwelling unit, garage or accessory building and shall not be permitted out-of-doors on the property or in any space utilized to satisfy the off-street parking requirements for the primary use of the property;

6. In no way shall the appearance of the structure be so altered or the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving a nonresidential use (either by color, materials or construction, lighting, signs, sounds, odors, noises, vibrations, etc.);

7. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes as defined in the district;

8. Except as provided above, not more than one commercial vehicle, together with equipment, tools and stock-in-trade maintained therein, is permitted where such motor vehicle is used as the owner's means of transportation;

9. There shall be no signage allowed on the site for the advertising of the home occupation, except as may be permitted in Chapter 17.128, except that a commercial vehicle permitted herein may have signs affixed which identifies the business name;

10. The following examples are of uses that would be acceptable as home occupations as long as they conform to the home occupation general requirements as listed above: low volume office, beauty shop, seamstress, instruction, word processing and other computer applications, door-to-door sales and contractor's office where equipment and materials are chiefly stored at a separate location;

11. The following trades, uses and occupations, by way of example, but not limitation, would not be acceptable as homes occupations in residential districts:

a. Motor vehicle repair, restoration or conversion, engine repair or similar uses,

b. Building contractor, unless the dwelling is used for an office only,

c. Medical facilities for animals including animal care or boarding facilities,

d. Machine shop/metal working,

e. Cabinet making,

f. Sawmill or lumber yard,

g. Body piercing and/or painting and/or tattoos,

h. Escort services,

i. Bail bonds,

j. Any use or activity prohibited by local, state, and/or federal law;

12. A home occupation permit may be issued in any zone district where a residential dwelling unit exists, unless specified otherwise in this code, as long as the criteria listed above is met.

C. Procedure.

1. Application. An application for maintaining a home occupation shall be filed with the finance director on forms provided by the finance department. Anyone desiring to make a formal application for a home occupation shall include the following information:

a. The location and address of the proposed occupation;

b. The nature of the home occupation; and

c. Signatures of five households in immediate vicinity that would be most affected.

2. Filing Fees. When the application for a home occupation is filed, a uniform fee shall be paid to the city for the purpose of defraying the costs incidental to the proceedings; filing fee shall be set from time to time by council resolution.

3. Review and Investigations (Decisions). The city community development director shall review the application, shall consult with those departments of the city which might have

interest in, or jurisdiction over, some phase of the proposed occupation, shall make any necessary investigation, and shall grant or deny a certificate therefore provided the conditions and criteria set forth in this section are met. A record of all certificates issued shall be kept on file in the office of the finance director.

4. Decision Final. The decision of the community development director shall be final and shall become effective ten (10) days after the date the decision is mailed or personally delivered to the applicant, unless an appeal is filed with the planning commission.

5. Appeals. Any person or body, public or private, may appeal the decision of the city community development director to the planning commission. Such appeal shall be filed with the finance director within ten (10) days after the date the decision is mailed or personally delivered to the applicant. Upon the receipt of such an appeal, the finance director shall forward the appeal application to the community development department to be placed on the next possible planning commission agenda for consideration.

6. The decision of the planning commission shall be final.

7. At such time as a home occupation certificate has been granted, the community development director shall notify the finance director of such fact, stating in such notification the effective date of the certificate.

D. Nontransferable. A home occupation permit granted in accordance with the provisions of this section shall not be transferred, assigned, or used by any person other than the permittee, nor shall such permit authorize such home occupation at any location other than the one for which the permit is granted.

E. Whenever the community development director determines that one or more grounds exist for revocation of a home occupation permit, the planning commission may set the matter for hearing before it by resolution of intention to revoke the home occupation permit, in accordance with Section 17.112.040.

F. Home occupations which do not meet the criteria set forth in this section may be permitted subject to the approval of a conditional use permit pursuant to Chapter 17.112, provided, however, that the fee for such conditional use permit for a home occupation shall be double the amount set by city council resolution for a home occupation permit, and the decision shall be made by the community development director. A conditional use permit for a home occupation will not be granted if the community development director finds that the proposed use is objectionable or incompatible with the character of the neighborhood due to noise, dust, odors, traffic congestion or other undesirable characteristics. If a conditional use permit for a home occupation is granted, the community development director may waive or modify any of the requirements of this section and may impose such other conditions as it deems necessary or proper to implement the purposes of this chapter. Notification of the request shall be made by the applicant to property owners within one hundred (100) feet of the external boundaries of the subject property. A determination shall be made by the director within thirty (30) days after the application is filed. In determining a home occupation conditional use permit, the director may approve, conditionally approve, or deny a home occupation permit. The decision of the director may be appealed to the planning commission,

and then to the city council, if applicable, in accordance with subsection (C)(5) of this section. (Ord. 08-957 § 2, 2008; Ord. 06-932 § 1 (part), 2006: Ord. 00-866 § 2 (part), 2000)

AGENDA ITEM 9A

Reviewed by: City Administrator
City Attorney

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

Submitted By: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Professional Services Agreement with Lassen County

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City's Community Development Division is responsible for processing applications for land divisions within the City. Once a tentative map is approved along with any conditions it is the applicant's responsibility to meet all of the conditions before a Final Map can be recorded thereby creating the individual parcels. State Subdivision Map Act section 66442, included below, requires that the Final Map contain a statement from the City's Surveyor or Engineer as to the technical correctness of the map.

66442.

(a) If a subdivision for which a final map is required lies within an unincorporated area, a certificate or statement by the county surveyor is required. If a subdivision lies within a city, a certificate or statement by the city engineer or city surveyor is required. The appropriate official shall sign, date, and, below or immediately adjacent to the signature, indicate his or her registration or license number with expiration date and state that:
(1) He or she has examined the map.
(2) The subdivision as shown is substantially the same as it appeared on the tentative map, and any approved alterations thereof.
(3) All provisions of this chapter and of any local ordinances applicable at the time of approval of the tentative map have been complied with.
(4) He or she is satisfied that the map is technically correct.

(b) City or county engineers registered as civil engineers after January 1, 1982, shall only be qualified to certify the statements of paragraphs (1), (2), and (3) of subdivision (a). The statement specified in paragraph (4) shall only be certified by a person authorized to practice land surveying pursuant

to the Professional Land Surveyors' Act or a person registered as a civil engineer prior to January 1, 1982, pursuant to the Professional Engineers' Act.

Currently, the City does not have licensed surveyor and the City's Engineer Professional Engineers License does not the ability to practice land surveying. As a result the City needs to contract with a land surveyor in order to complete any land division that the City approves.

Lassen County does have a qualified land surveyor and City and County staff have arrived at an agreement to allow the City to contract with the County for map checking/technical certification. Attached is the proposed agreement which outlines the responsibilities of the City and the County as well as the cost of $71.50 per hour. The City's current map check fees are $68.00 per hour which will not quite cover the cost of review but the City processes very few maps each year and the difference in the fee collected and the cost will most likely be less than $50 in a year.

FISCAL IMPACT: Hourly rate on as needed basis.

ACTION REQUESTED: Motion approve Agreement with Lassen County for the provision of professional surveying services.

ATTACHMENTS: Letter of Agreement

LETTER OF AGREEMENT
BETWEEN LASSEN COUNTY
AND CITY OF SUSANVILLE

This agreement is entered into between the Lassen County Planning and Building Services Department and the City of Susanville.

Whereas, Sections 66442 and 66450 of the Government Code of the State of California, The Subdivision Map Act, requires that only a person authorized to practice land surveying pursuant to the Professional Land Surveyors' Act (Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professional Code) or a person registered as a civil engineer prior to January 1, 1982, pursuant to the Professional Engineers' Act (Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code) may sign the Certification that a Final or Parcel Map is technically correct (66442 (a) (4) and 66450 (a)(4); and

Whereas, Malcom J. Macdonald, Lassen County Surveyor, is authorized to practice land surveying pursuant to the Professional Land Surveyors' Act (Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code); and

Whereas, the Lassen County Surveyor has indicated that said he has the capacity and willingness to conduct reviews of Final and Parcel Maps for Technical Correctness on the behalf of the City of Susanville for a fee; and

Whereas, the Lassen County Surveyor has an established fee of $71.50 per hour for said reviews, with a two hour minimum review time.

Now, therefore, it is mutually agreed as follows:

That this Letter of Agreement has been prepared in place of a Contract for Land Surveying Services meeting the requirements of Section 8759 (a) of the Business and Professionals Code of California. As such, both parties of this agreement hereby state they are aware of the requirements defined by said Section 8759 (a) and agree a contract which complies with these requirements is not necessary for the Land Surveying Services provided by Lassen County defined within this Agreement Letter.

Responsibilities provided by the Lassen County Surveyor. In accordance with this agreement, the Lassen County Surveyor shall:

1. Perform on behalf of the City of Susanville, a review of Final and Parcel Maps for Technical Correctness only, for those maps prepared for subdivision within the incorporated lands of the City of Susanville.

2. Upon completion of said review, notification shall be by way of email notification to the City of Susanville Planning Department that the Final or Parcel review is complete.

3. Upon completion of said review, a redlined copy of the Final or Parcel Map with comments and requirement from the Lassen County Surveyor shall be returned to the City of Susanville Planning Department.

4. Any additional comments or requirements to the Final or Parcel map required by the City of Susanville shall be approved by Lassen County Surveyor as to their technical correctness.

Responsibilities provided by the City of Susanville. In accordance with this agreement Lassen County shall:

1. Be solely responsible for the determination of whether all requirements of the Tentative map have been fulfilled with the exception of the technical requirements of the Final or Parcel Map.

2. Be solely responsible for the collection of any and all fees associated with the performance of said review form the Tentative Map applicant.

3. Shall indemnify, defend and hold harmless, Lassen County and their officers, agents and employees from any and all disputes, challenges, claims and losses, including attorney's fees, resulting from these reviews of Final and Parcel Maps.

Term and Termination:

This agreement will be in effect from the date of execution and shall continue until terminated by either party providing a 30 day written notice of their desire to terminate this agreement to the other party.

On behalf of our respective departments, our signatures below demonstrate our understanding and agreement to the foregoing:

_____

Jack Hansen
Chairman of the Lassen County Board
of Supervisors
County of Lassen

By Motion Adopted on _____

Attest:

_____

Susan Osgood
Deputy Clerk of the Lassen County Board
Board of Supervisors
County of Lassen

Approved as to Form

_____

Rhetta Vander Ploeg
Lassen County Counsel
City of Susanville
County of Lassen

_____

Rod E De Boer
Mayor of the City of Susanville
City of Susanville

By Motion Adopted on _____

Attest:

_____

Gwenna MacDonald
City Clerk
City of Susanville

Approved as to Form

_____

Peter M. Talia
City Attorney
City of Susanville

County of Lassen
Department of Planning and Building Services
• Planning • Building Permits • Code Enforcement • Surveyor • Housing Rehab • Grants and Loans • Surface Mining

Maurice L. Anderson, *Director*
707 Nevada Street, Suite 5
Susanville, CA 96130-3912
Phone: 530 251-8269
Fax: 530 251-8373
email: landuse@co.lassen.ca.us
website: www.co.lassen.ca.us

Zoning & Building
Inspection Requests
Phone: 530 257-5263

March 20, 2013

TO: Craig Sanders
Planning Director
City of Susanville
66 North Lassen Street
Susanville, CA 96130

FROM: Malcolm Macdonald, County Surveyor

RE: Letter of Agreement for County Surveyor Services

Craig:

Lassen County Counsel has approved as to form the Letter of Agreement (MOU) between Lassen County and City of Susanville. Once you have received the approval from the City Attorney as to the form of the agreement, the county then will begin the proceedings to take this matter before the Board of Supervisors for adoption. Likewise you can start the proceedings for the approval of City Council. I have enclosed a copy of the draft form that the County Counsel's contract attorney signed to the form of the agreement.

I understand that the progress for the Guiterez Parcel Map is well under way and it would be nice to have the (MOU) in place prior to me beginning any map check process.

Should you have questions regarding this matter please feel free to call me at (530) 251-8122

Sincerely,

Malcolm J. Macdonald, PLS 8218
Lassen County Surveyor

S\PLA\surveyor current\2013 surveyor\2013 letters\Lassen County MOU

DRAFT

LETTER OF AGREEMENT
BETWEEN LASSEN COUNTY
AND CITY OF SUSANVILLE

This agreement is entered into between the Lassen County Planning and Building Services Department and the City of Susanville.

Whereas, Sections 66442 and 66450 of the Government Code of the State of California, The Subdivision Map Act, requires that only a person authorized to practice land surveying pursuant to the Professional Land Surveyors' Act (Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professional Code) or a person registered as a civil engineer prior to January 1, 1982, pursuant to the Professional Engineers' Act (Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code) may sign the Certification that a Final or Parcel Map is technically correct (66442 (a) (4) and 66450 (a)(4); and

Whereas, Malcolm J. Macdonald is authorized to practice land surveying pursuant to the Professional Land Surveyors' Act (Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code); and

Whereas, the Lassen County Surveyor has indicated that said he has the capacity and willingness to conduct reviews of Final and Parcel Maps for Technical Correctness on the behalf of the City of Susanville for a fee; and

Now, therefore, it is mutually agreed as follows:

That this Letter of Agreement has been prepared in place of a Contract for Land Surveying Services meeting the requirements of Section 8759 (a) of the Business and Professionals Code of California. As such, both parties of this agreement hereby state they are aware of the requirements defined by said Section 8759 (a) and agree a contract which complies with these requirements is not necessary for the Land Surveying Services provided by Lassen County defined within this Agreement Letter.

Responsibilities provided by the Lassen County Surveyor. In accordance with this agreement, the Lassen County Surveyor shall:

1. Provide services at an established fee of $71.50 per hour for said reviews and, with a a two hour minimum review time.

2. Perform on behalf of the City of Susanville, a review of Final and Parcel Maps for Technical Correctness only, for those maps prepared for subdivision within the incorporated lands of the City of Susanville.

3. Upon completion of said review, notification shall be by way of email notification to the City of Susanville Planning Department that the Final or Parcel review is complete.

4. Upon completion of said review, a redlined copy of the Final or Parcel Map with comments and requirement from the Lassen County Surveyor shall be returned to the City of Susanville Planning Department.

5. Any additional comments or requirements to the Final or Parcel map required by the City of Susanville shall be approved by Lassen County Surveyor as to their technical correctness.

DRAFT

Responsibilities provided by the City of Susanville. In accordance with this agreement Lassen County shall:

1. Be solely responsible for the determination of whether all requirements of the Tentative map have been fulfilled with the exception of the technical requirements of the Final or Parcel Map.

2. Be solely responsible for the collection of any and all fees associated with the performance of said review form the Tentative Map applicant.

3. Shall indemnify, defend and hold harmless, Lassen County and their officers, agents and employees from any and all disputes, challenges, claims and losses, including attorney's fees, resulting from these reviews of Final and Parcel Maps.

Term and Termination:

This agreement will be in effect from the date of execution and shall continue until terminated by either party providing a 30 day written notice of their desire to terminate or amend this agreement to the other party.

On behalf of our respective departments, our signatures below demonstrate our understanding and agreement to the foregoing:

_____

Jack Hansen
Chairman of the Lassen County Board
of Supervisors
County of Lassen

By Motion Adopted on _____

Attest:

_____

Susan Osgood
Deputy Clerk of the Lassen County Board
Board of Supervisors
County of Lassen

Approved as to Form

by Jordan Funk 3-13-13

Rhetta Vander Ploeg
Lassen County Counsel
County of Lassen

_____ Lassen County Initials

_____

Rod Debor
Mayor of the City of Susanville
City of Susanville

By Motion Adopted on _____

Attest:

_____

Gwenna MacDonald
City Clerk
City of Susanville

Approved as to Form

_____

Peter M. Talia
City Attorney
City of Susanville

_____ City of Susanville Initials

AGENDA ITEM NO. **9B**

Reviewed by: City Administrator
City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: 24th Annual Susan River Junior Fishing Derby (April 20, 2013)

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Lassen Sportsmen's Club has been sponsoring the Annual Susan River Junior Fishing Derby for the past 24 years. Through the years, this has developed into one of the best community events offered in the community.

The Lassen Sportsmen's Club has once again asked the City of Susanville to co-sponsor the Derby. In years past, the City has offered Memorial Park as the staging area for the event and assisted with the printing of forms and participant numbers. Parks Superintendent Darrell Campbell will be working with the Sportsmen's Club to set up for the event.

In previous years the City Council has designated the Junior Fishing Derby as the recipient of the "Recreation Round-up" funds. As of March 29, 2013, the current balance in the fund is $847.35.

FISCAL IMPACT: Staff time

ACTION REQUESTED: Motion to co-sponsor the 24th Annual Susan River Junior Fishing Derby on April 20, 2013, waive park reservation fees and to distribute Recreation Round-up funds upon request.

ATTACHMENTS: Letter from Lassen Sportsmen's Club

Lassen Sportsmens Club

738 Plumas St ■ Susanville, CA 96130
(530) 257-3794

"Dedicated to secure and maintain the rights of sportsmen and preserving wildlife"

March 11, 2013

Susanville City Council
Attn: Mayor Rod DeBoer
66 N Lassen St
Susanville, CA 96130

Dear Mayor DeBoer and Council Members:

The Lassen Sportsmens Club will once again be hosting the 24th Annual Junior Fishing Derby on Saturday, April 20th, 2013 at Memorial Park. Once again we would like to invite you and the County of Lassen to officially co-Sponsor this event. As part of that sponsorship we would request that the City waive the use fee at Memorial Park for the staging of the event.

If you have any question please feel free to call me at any time at 530-339-2153.

Sincerely,

DON SPALDING, President
Lassen Sportsmens Club

AGENDA ITEM NO. 9C

Reviewed by: City Administrator
City Attorney

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

Submitted By: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 13-4941** Approving and authorizing the City Administrator to execute contract for auditing services with Badawi & Associates for the fiscal year 2012-2013

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: At the February 6th meeting, Council directed staff to advertise a Request for Proposal (RFP) for Professional Auditing Services. Staff published the RFP on the California Society of Municipal Finance Officers (CSMFO) website, the City's website and mailed the document to the listed auditing firms on the attachment to the staff report.

The City received six RFP proposals that were ranked based on their submittals and the finalists were sent on to the audit committee for a final selection. After careful consideration, the audit committee has recommended that Badawi & Associates be awarded a one-year contract with a possible option to extend for one additional year. A completed contract was not available to include with the staff report as Badawi & Associates were recalculating their proposed not to exceed the maximum price of $28,000.

FISCAL IMPACT: Contract for auditing services for FY 2012-2013 not to exceed $28,000.

ACTION REQUESTED: Motion to approve Resolution No. 13-4941, Awarding contract for Professional Auditing Services to Badawi & Associates and authorizing the City Administrator to sign the contract for the fiscal year 2012-2013 audit.

ATTACHMENTS: Resolution No. 13-4941
City of Susanville Auditing Services RFP
Auditor List for Auditing RFP

RESOLUTION NO. 13-4941
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CONTRACT FOR PROFESSIONAL AUDITING SERVICES WITH BADAWI & ASSOCIATES FOR FISCAL YEAR 2012-2013

WHEREAS, the City of Susanville is required to have an annual audit of its financial statements;

WHEREAS, the City Council has determined that auditing services are best provided by Badawi & Associates, CPAs;

WHEREAS, Badawi & Associates, CPAs have agreed to perform auditing services for the City of Susanville.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville hereby approves and authorizes the City Administrator to execute a contract for professional auditing services for the fiscal year 2012-2013.

Dated: April 3, 2013

APPROVED: _____
Rod E DeBoer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 3rd day of April, 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter Talia, City Attorney

CITY OF SUSANVILLE

REQUEST FOR PROPOSALS FOR CITY OF SUSANVILLE AUDITING SERVICES

Proposal Release Date
February 11, 2013

Proposal Submittal Due Date
March 11, 2013

CITY OF SUSANVILLE, CALIFORNIA
REQUEST FOR PROPOSAL FOR AUDIT SERVICES

Table of Contents

Part 1 – Audit Specifications **Page Number**

I. Introduction 1

II. Description of the City 2

III. Scope of Work to be Performed 2

A. Services to be Performed by Auditors 2
B. Timeline Requirements 3
C. Reporting and Communication 4
D. Other Considerations 4
E. Specific Deliverables to the City of Susanville 5

IV. City Responsibilities 5

A. Finance Department 5
B. Report Preparation 5

V. Basis for Compensation 6

VI. Additional Provisions 6

VII. Special Terms and Conditions 7

Part 2 – Proposal Requirements and Information

I. Proposal Process and Calendar 8

A. Distribution of Proposals 8
B. Proposal Submission 8
C. Proposal Review and Notifications 8
D. Interviews 8
E. Final Selection and Notification 8
F. Important Dates to Remember 9

II. Proposal Requirements 9

A. Independence 9
B. License to Practice in California 9
C. Firm Qualifications and Experience 9

D. Partner, Supervisor, and Staff Qualifications and Experience....10
E. Specific Audit Approach....10
F. Identification of Anticipated Potential Audit Problems....11
G. Total All-Inclusive Maximum Price....11
H. Rates by Partner, Supervisor, and Staff Level....11
I. Ownership of City-Related Documents....11
J. Acceptance of Proposal Contents....11
K. Acceptance or Rejection and Negotiation of Proposals....11

III. Evaluation Process....12

IV. Format and Content of Proposals....13

A. Title Page....13
B. Table of Contents....13
C. Letter of Transmittal....13
D. Audit Team....13
E. Audit Scope and Provisions....14
F. Cost Data....14
G. Additional Data....14

Appendices

A. Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price

B. Format for Schedule of All-Inclusive Maximum Price by Report

C. Sample Copy of City "Consulting Services Agreement" includes insurance and business license requirements

PART 1 – AUDIT SPECIFICATIONS

I. INTRODUCTION

The City of Susanville (hereinafter referred to as "the City") is requesting proposals from qualified firms of certified public accountants for a one-year contract to audit its financial statements for the fiscal year ending June 30, 2013. The Firm will be asked to audit the City's Comprehensive Annual Financial Statements (hereinafter referred to as "the CAFR") and complete a Single Audit report if expenditure criteria are met. At the option of the City, the audit engagement may be extended for two subsequent fiscal years by written amendment. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial and compliance audits in the U.S. General Accounting Office's (GAO) *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions,* the provisions of the Single Audit Act of 1984, as amended in 1996, U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments* and Governmental Accounting Standards Board (GASB) Pronouncements.

During the evaluation process, the City reserves the right, where it may serve the City of Susanville's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Susanville and the firm selected.

To be considered, one (1) original and four (4) hard copies of the proposal along with one (1) electronic copy provided on CD must be received at the Office of the City Administrator, 66 North Lassen Street, City of Susanville, CA 96130 **no later than 3:00 pm March 11, 2013**. It is anticipated that the selected firm will be notified no later than the week of April 1, 2013. Failure to provide the required number of copies may render your proposal as non-compliant.

A copy of this request for proposal and the City's most recent Comprehensive Annual Financial Report (CAFR) can be found on the City's website www.cityofsusanville.org. All inquiries relating to this Request for Proposal should be submitted to:

Jared G. Hancock, City Administrator
City of Susanville
66 North Lassen Street
Susanville, CA 96130
(530) 252-5114
jhancock@cityofsusanville.org

II. DESCRIPTION OF THE CITY

The City of Susanville was incorporated in 1900 as a general law city and operates under a City Council/City Administrator form of government. It is governed by an elected five-member council with each member also serving as a member of the governing board for its component unit, the Susanville Redevelopment Agency (RDA). The City is located in Lassen County in the Northeast portion of the State of California, and is approximately 80 miles Northwest of Reno, Nevada. The City serves as the county seat and is the only incorporated city within Lassen County. The City encompasses approximately 3.5 square miles with a population of 16,794 (includes two prisons) based on the January 1, 2012 State of California Department of Finance estimate.

The City's fund structure includes: General Fund (1), Special Revenue Funds (16), Debt Service Funds (2), Capital Projects Funds (3), Proprietary Funds - Enterprise (5) and Internal Service (3), and Agency Funds (4).

The estimated budget for FY 2012-2013 is $14.5 million. The budget of the General Fund is $4.5 million.

The City's financial statements are prepared in conformance with GASB 34 and have been audited by *Moss, Levy and Harzheim LLP, Certified Public Accountants* for the last 8 years.

The City uses Caselle financial software for general ledger, budget, accounts payable, payroll and accounts receivable.

III. SCOPE OF WORK TO BE PERFORMED

A. Services to be performed by Auditors.

1. In general, the auditors will perform a financial and compliance audit to determine (a) whether the combined financial statements of the City fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles, and (b) whether the City has complied with laws and regulations that may have a material effect upon the financial statements.

2. The auditors will examine the City's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the City Administrator. The examination shall be made and reports rendered in accordance with generally accepted government auditing standards. In addition, the auditors shall communicate to the City Administrator any reportable conditions found during the audit that can be defined as either a significant or material weakness in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement.

3. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator.

4. Auditors shall include all funds of the City and any component unit(s).

5. Auditors shall submit a report of their examination of the component units' financial statements for each such fiscal year, which shall include such component unit, general purpose and supplementary financial statements, notes to the financial statements and an opinion as to the fairness of their presentation in conformity with generally accepted accounting principles, applicable to the various funds or state the reasons for any exceptions to said principles.

6. Under the requirements of the Federal Government's program covering a single audit for all federal grant funds, auditors shall conduct an audit in accordance with the Single Audit Act Amendments of 1996 and in generally accepted auditing standards as well as generally accepted governmental auditing standards.

7. Auditors shall submit a management letter setting forth their findings and/or recommendations on those matters noted and observed during the conduct of the examination of the financial records and developed within the scope usually associated with such an examination relating to, but not limited to, a) improvement in systems of internal control, b) improvement in accounting system, c) apparent noncompliance with laws, rules, and regulations, and d) any other material matter coming to the attention of the firm during the conduct of the examination.

B. **Timeline Requirements**

1. Auditors shall schedule with the City Administrator for the Fiscal Year 2012-2013 Audit.
2. All City books must be closed and ready for audit by the mutually agreed upon start date. City staff shall prepare detailed lead sheets and account reconciliations for the auditors.
3. Field work shall be completed no later than September 30, 2013 and a draft CAFR, presented according to the timetable listed under "Specific Deliverables to the City of Susanville" shall be prepared and delivered to the City Administrator.
4. The Entrance Conference, Progress Reporting, and Exit Conference should be held within the time frames indicated on the schedule shown below:

i.	Entrance Conference with City Administrator, key Finance Division staff and Audit Committee to discuss work to be performed, establish overall liaison for audit and arrangements for space and other needs of the auditor	Prior to start of audit field work
ii.	Progress conference with City Administrator and key Finance Division staff to discuss the year-end work to be performed	Midway through audit field work
iii.	Exit conference with City Administrator, key Finance Division staff and Audit Committee to summarize the results of the field work and to review significant findings	At the conclusion of the year-end audit field work

C. Reporting and Communication

1. The auditors will meet continuously during the on-site field work process with the City Administrator to discuss preliminary audit findings and management recommendations.
2. Prior to issuing their final reports, the auditors will meet with the City Administrator with all audit reports to be addressed to the City Council.
3. The auditors may be consulted occasionally throughout the year as an information resource. Auditors may be asked to provide guidance on implementation of Government Account Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect local government accounting. In addition, the auditors may be asked to assist with the implementation of new pronouncements (e.g. GASB 54, GASB 57).

D. Other Considerations

1. All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Susanville of the need to extend the retention period.
2. The auditors will be required to make working papers available upon request to the appropriate parties. In addition, the firm shall respond to the reasonable inquiries of success auditors and allow review of working papers relating to matters of continuing accounting significance.
3. Throughout the year, the auditor will provide financial advice and counsel on matters occurring that would affect the annual report.
4. The audit partner/manager may be required to attend a City Council meeting to explain or clarify financial statements or accounting requirements.

E. **Specific Deliverables to the City of Susanville**

Reports	Due Date	Qty.
Audit of the general purpose financial statements and draft of the CAFR	No later than November 4, 2013	1 Electronic
Final CAFR document	No later than December 9, 2013	1 Electronic 15 Bound
Single Audit Report	No later than January 6, 2014	1 Electronic 7 Bound
Management Report	No later than December 9, 2013	1 Electronic 7 Bound

IV. CITY RESPONSIBILITIES

A. Finance Division

1. Finance Division staff will prepare the final closing of the books including any auditor adjusting entries or changes to the financial statements as well as providing balance sheets for all funds and groups, statements of revenue and expenditures for all funds including detailed subsidiary ledgers.
2. Finance Division staff will produce the transmittal letter, MD & A and statistical section to be included in the CAFR and the color cover for the document.
3. Finance Division staff will produce the confirmation letters that are mailed by the auditors.
4. Finance Division staff will be available to assist the auditors in locating records or preparing audit schedules. All requests from the auditors will be directed to the City Administrator.
5. Finance Division staff will provide the auditors with reasonable workspace to include desks and chairs as well as access to telephones, facsimile machines, and photocopying machines.

B. Report Preparation

1. The auditors will prepare a draft copy of the CAFR for review.
2. Final preparation and printing of the CAFR will be the responsibility of the auditors.
3. Preparation, editing, and printing of all other reports as indicated in Part I, Section III (E) Specific Deliverables to the City of Susanville, will be the responsibility of the auditors.
4. Finance Division staff will produce the confirmation letters that are mailed by the auditors.

V. BASIS FOR COMPENSATION

A. The City will pay the auditors for the services described in Part I, Section III (Scope of Work to be Performed) that do not exceed the amount contained within a signed agreement between the City and the Audit Firm. For additional services required after the inception of the agreement, written approval by the City shall be required in advance of such services being rendered. The fee for such services shall be paid based on the auditor's quoted hourly rates.

B. The City shall receive all final opinions and reports for the City of Susanville financial statements no later than the December 9 of each year as outlined in Section III (E) "Specific Deliverables to the City of Susanville" barring any unforeseen City delays. If delay of deliverables is a result of the audit firm/consultant, a 1% reduction in fees for every day beyond the applicable deadline shall be taken. Final reports for Grants and Agency programs shall be completed in time to meet required submission dates.

VI. ADDITIONAL PROVISIONS

A. Upon notice of intent to award contract, the successful contractor shall enter into a Consulting Services Agreement with the City of Susanville.

B. No officer, agent, or employee of the City and no member of its governing bodies shall have any financial interest, direct or indirect, in this agreement or the proceeds thereof. No officer, agent, or employee of the auditors shall serve on a City committee or hold any such position which is incompatible with such person's duties or obligations or other relationship to this agreement.

C. Time is of the essence in each and all provisions of this agreement.

D. Pursuant to the Single Audit Act of 1984, as amended in 1996, any state or federal agency shall have access to the auditor's work papers for purposes of review. All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Susanville of the need to extend the retention period. The auditors shall make their working papers available to successors. The auditor will also be required to make working papers available, upon request, to the following parties or their designees:

1. City of Susanville
2. Department of Housing and Urban Development
3. U.S. General Accounting Office (GAO)
4. Parties designated by the federal or state governments or by the City of Susanville as part of an audit quality review process.
5. Auditor of entities of which the City of Susanville is a sub-recipient of grant funds.

6. Auditor of entities of which the City of Susanville is a component unit.

In addition, the audit firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

VII. SPECIAL TERMS AND CONDITIONS

A. Invoices received from the vendor will be processed no sooner than thirty (30) days from receipt.

B. The City is not liable for any pre-contractual expenses incurred by any bidder. In addition, no bidder shall include any such expenses as part of the price proposed to conduct the operation.

C. The City reserves the right to withdraw the RFP at any time without prior notice. Further, the City makes no representations that any agreement will be awarded to any bidder responding to this RFP. The City expressly reserves the right to postpone action regarding this RFP for its own convenience and to reject any and all proposals in response to this RFP without indicating reasons for such rejection.

D. The City is not responsible for oral statements made by any of its employees or agents concerning this RFP. If the bidder requires specific information, the bidder must make the request in writing as instructed in the RFP.

E. All responses to the RFP shall become the property of the City and a matter of public record. Responders must identify all copyrighted material, trade secrets or other proprietary information that the responder claims are exempt from disclosure by the California Public Records Act. In the event a responder claims such exemption, the responder must state in the response that:

> "The responder will indemnify the City and hold it harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request thereof."

Failure to include such a statement shall constitute waiver of the responder's right to exemption from disclosure and authority for the City to provide a copy of the proposal or any part thereof to the requestor.

F. The individual(s) preparing and submitting the proposal must state they possess the authority to bind the firm to the terms of the RFP.

G. All questions regarding this RFP should be made in writing and emailed to: jhancock@cityofsusanville.org

PART 2 – PROPOSAL REQUIREMENTS AND INFORMATION

I. PROPOSAL PROCESS AND CALENDAR

A. Distribution of Proposals

Request for Proposals shall be available on the City of Susanville website, www.cityofsusanville.org on February 11, 2013.

B. Proposal Submission

Proposals for the City of Susanville audit must be received **no later than 3:00 pm March 11, 2013.** Proposals submitted via facsimile or by electronic mail will not be accepted. A total of one (1) original, four (4) copies, and one (1) electronic copy provided on CD must be submitted to the following:

City of Susanville
Jared G. Hancock, City Administrator
66 North Lassen Street
(530) 252-5104
jhancock@cityofsusanville.org

Proposals must be sealed and show the following information on the outside of the package in the lower left corner: audit firm's name, address, and RFP Title. Late or incomplete proposals will not be considered.

C. Proposal Review and Notification

The City Administrator and a selection panel will review and evaluate each proposal submitted. It is anticipated that the proposal review process will be completed the week of March 11, 2013. Written notification will be sent only to those firms that were selected for an interview.

D. Interviews

The City will schedule interviews with the finalists by the week of March 18, 2013. Firms selected for interviews are requested to prepare a short presentation for the committee.

E. Final Selection and Notification

The City anticipates sending written notification of status to the finalists by the week of April 1, 2013.

F. **Important Dates to Remember**

February 11, 2013		**RFP Available**
March 11, 2013		**Deadline for Proposal Submittal**
March 25, 2013 (tentative)		**Interviews with Finalists**
April 1, 2013 (tentative)		**Selection Notification**
April 3, 2013 (tentative)		**Report to City Council**
After June 1, 2013 but not later than September 30, 2013		**Commence Field Work**

PROPOSAL REQUIREMENTS

A. **Independence**

The audit firm should provide an affirmative statement that it is independent of the City of Susanville as defined by generally accepted auditing standards. Moreover, the firm must have no conflict of interest with regard to any other work performed for the entity being audited. It is understood that the services performed by the auditors are in the capacity of independent contractors and not as an officer, agent, or employee of the City of Susanville.

B. **License to Practice in California**

The audit firm should provide an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

C. **Firm Qualifications and Experience**

1. The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the staff to be so employed on a part-time basis. Please indicate whether any members of the audit team assigned to the City are reviewers in the California Society of Municipal Finance Officers Certificate of Achievement for Excellence in Financial Reporting program.
2. The audit firm shall submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
3. The audit firm shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the audit firm shall provide information on the circumstances and status of any disciplinary action taken or pending

against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. For the audit firm's office assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. The audit firm shall state experience with clients issuing Financial Statements under GASB 34. Indicate the scope of work, date engagement partners, total hours, and the name and telephone number of the principal client contact.

D. Partner, Supervisory, and Staff Qualifications and Experience

The audit firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. The audit firm should also provide information on the governmental auditing experience, including the scope of audit services requested by the City, of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The audit firm should provide as much information as possible, including resumes, regarding the number, qualifications, experience and training of the specific staff to be assigned to this agreement. The audit form should also indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Susanville. However, in either case, the City of Susanville reserves the right to approve or reject replacements. This shall also apply to consultants and firm specialists mentioned in response to this request for proposal.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

E. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Part I, Section III of this request for proposal.

F. **Identification of Anticipated Potential Audit Problems**

The proposal should identify and describe any anticipated potential audit problems and the adoption of new laws or accounting audit principles that might effect the audit and the firm's approach to addressing these problems and any special assistance that will be requested from the City of Susanville.

G. **Total All-Inclusive Maximum Price**

The proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

H. **Rates by Partner, Supervisor, and Staff Level Times Hours Anticipated for Each**

The proposal should include a schedule of professional fees and expenses, as presented in the format shown in Appendix A, which supports the total all-inclusive maximum price in the format shown in Appendix B.

I. **Ownership of City-Related Documents**

All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the City of Susanville. The proposer selected shall not publish or release any of the results of its examinations without the express written permission of the City of Susanville City Administrator.

J. **Acceptance of Proposal Contents**

After an audit firm is selected by the City, the contents of the submitted proposal shall become a contractual obligation. The successful proposer will be required to execute a standard consultant agreement with the City as exampled in Appendix C. Failure of the audit firm to agree to include the proposal as part of the contractual agreement may result in cancellation of the award. The City reserves the right to reject those parts that do not meet with the approval of the City.

K. **Acceptance or Rejection and Negotiation of Proposals**

The City reserves the right to reject any or all proposals, to waive non-material irregularities or information in the request for proposal, and to accept or reject any item or combination of items. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the proposing firms in

connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the contract(s), with no penalty to the City of Susanville. In addition, if the City elects to reject all of the proposals, it reserves the right to select one at random to negotiate a contract for services. All requests for proposals received by the City will remain open, valid and subject to acceptance for a period of six months.

III. EVALUATION PROCESS

The proposals for the City's audit will be evaluated by a committee selected by the City Administrator. Proposers may be required to make oral presentations as a supplement to their proposals. These presentations would only be held subsequent to the receipt of the proposals and will be part of the evaluation process to determine qualifications of the audit firm. The City will schedule a time and location in the City of Susanville for each oral presentation that it requests. Should a proposer refuse to honor the request for an oral presentation or interview, it may result in the rejection of the proposal by the City. Evaluation considerations will include the following:

A. Responsiveness of the proposal in clearly stating the understanding of the work to be performed and in demonstrating the intention and ability to perform the work.

B. Cost. Although a significant factor, cost will not be the primary factor in the selection of an audit firm.

C. Auditors' experience in conducting audits of cities of similar nature, size, and complexity, and the auditors' commitment to maintaining technical expertise in the municipal financial environment.

D. Technical experience and professional qualifications of the audit team. The number of key and supervisory personnel who will directly participate in the audit will be a consideration.

E. Size and structure of the firm's office from which the audit work is to be done. The City is looking for a highly qualified team that is able to meet the due dates specified in this document, and it expects that same team (wherever possible) to complete any successive year's engagements.

F. Auditors' experience in complying with applicable federal and state regulations relating to non-discrimination of an affirmative action program for equal employment opportunity.

G. Ability of the firm in providing optional services such as special studies, system review and other services. Examples of such services performed for other client cities will be helpful.

IV. FORMAT AND CONTENT OF PROPOSAL

A. Title Page

The title page should include the request for proposal subject and number, the name of the proposer's firm, local address, telephone number, name of contact person, and date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal

1. State whether the firm is local, national, or international.

2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.

3. Describe the range of activities performed by the local office such as audit, accounting, or management services.

4. Describe the local office's information technology (IT) audit capabilities, including the number and classifications of personnel skilled in IT auditing who will work on the audit.

5. Describe the local office's recent auditing experiences similar to the type of audits requested and give the names and telephone numbers of client officials responsible for five of the audits listed.

6. Describe the document publication technology and staff formatting and proofreading expertise.

D. Audit Team

1. Describe the composition of the audit team, including staff from other than the local office, and consultants. Describe the commitment of the firm to providing the same audit team on subsequent audits. Include resumes of each person so identified.

2. Identify the supervisors and consultants who will work on the audit and include resumes of each person so identified.

3. Identify any members of the audit team who are certified CAFR reviewers in the GFOA or California Society of Municipal Finance Officers (CSMFO) Certificate of Excellence in Financial Reporting programs.

E. Audit Scope and Provisions

Describe the scope of the required services to be provided and outline a plan on how such services will be provided. Please include depth of work, staffing, and time estimates. Proposers should list all reports including management letters that are to be issued, the points to be addressed by reports, and the estimated completion dates.

F. Cost Data

Indicate the total hours and hourly rates by staff classification and the resulting all-inclusive maximum fee (not to exceed total) for which the requested work will be done for each of the specific deliverables identified in this Request for Proposal. Fees must include all anticipated costs including travel, per diem, and out-of-pocket expenses.

G. Additional Data

Data not specifically requested should not appear in the foregoing sections, but any additional information considered essential to the proposal may be presented at this section.

APPENDIX A

Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	_____	$ _____	$ _____	$ _____
Manager	_____	$ _____	$ _____	$ _____
Supervisory Staff	_____	$ _____	$ _____	$ _____
Other (Specify)	_____	$ _____	$ _____	$ _____
Sub-Total				$ _____
Out-of-Pocket Expenses				$ _____
Total				$ _____

APPENDIX B

All-Inclusive Maximum Price by Report	FY 2012-13	Optional Years FY 2013-14	FY 2014-15
City	_____	$ _____	$ _____
Single Audit	_____	$ _____	$ _____
Total	_____	$ _____	$ _____

Auditor List for Audting RFP

3/29/2013 13:47

Company	Contact	Email	Phone	Address	City	State	Zip
Capital Accounting Partners	Nicolie Cass	nicky@capitalaccountingpartners.com	916-670-0001	3570 Buena Vista Drive	Sacramento	CA	95864
Charles Z. Fedak & Co. CPA's	Paul Kaymark	paul@czfcpa.com	714-527-1818	6081 Orange Ave., 2nd Floor	Cypress	CA	90630
Christy White Accountancy Corporation	Christy White	cshite@cwacpa.com	619-270-8222	2727 Camino Del Rio South, Suite 219	San Diego	CA	92108
Eadie & Payne LLC, CPA's	Eden Casareno	ecasareno@eadiepaynellp.com	909-793-2406	PO Box 1008	Redlands	CA	92373
Haws, Theobald & Auman	Clay Singleton	hta@htacpa.com	530-257-1040	1740 Main Street	Susanville	CA	96130
Kevin W. Harper CPA & Assoc	Kevin Harper	kharper@kevinharpercpa.com	510-324-1022	88 Howard Street, Suite 909	San Francisco	CA	94105
Lance, Soll, Lunghard, CPA's LLP	Bryan Gruber	bryan.gruber@lslcpas.com	714-672-0022	202 N Brea Blvd, Suite 203	Brea	CA	92821
	Rich Kikuchi	richard.kikuchi@lslcpas.com	714-672-0022	202 N Brea Blvd, Suite 203	Brea	CA	92821
Lopez & Co. LLP	Tess Venegas	tvenegas@lopezllp.com	626-583-1116	3452 E. Foothill Blvd, Suite 820	Pasadena	CA	91107
Macias, Gini & O'Connell LLP	Cynthia Pon	cpon@mgocpa.com	925-395-2803	2121 N California Blvd, Suite 750	Walnut Creek	CA	94596
Mann, Urrutia, Nelson CPA's	Michelle Nelson	mon@muncpas.com	916-929-0540	2515 Venture Oaks Way, Suite 135	Sacramento	CA	95833
Mayer, Hoffmann, McCann P.C.	Ken Al-Iman	Kkalimam@cbiz.com	949-474-2020	2301 Dupont Drive, Suite 200	Irvine	CA	92612
Maze & Associates	Cory Biggs	coryb@mazeassociates.com	925-930-0902	3478 Buskirk Ave, Suite 215	Pleasant Hill	CA	94523
Moreland & Associates	Michael Moreland	mmoreland@moreland-assoc.com	949-221-0025	1201 Dove St, Suite 680	Newport Beac	CA	92660
Price, Paige & Company	Fausto Hinojosa	fausto@ppcpas.com	559-299-9540	677 Scott Ave	Clovis	CA	93612
Pun & McGeady, LLP	Kenneth Pun	kpun@pm-llp.com	949-777-8800	9 Corporate Park, Suite 130	Irvine	CA	92606
Rogers, Anderson, Malody & Scott, LLP	Scott Manno	smanno@ramscpa.net	909-889-0871	290 N D Street, Suite 300	San Bernardin	CA	92401
Tahim & Associates	Anne Tahim	atahim@annetahim.com	714-772-4744	2331 W. Lincoln Ave, Suite 300	Anaheim	CA	92801
Teaman, Ramirez & Smith, Inc.	Greg Fankhanel	gfankhanel@trscpas.com	951-274-9500	4201 Brockton Ave, Suite 100	Riverside	CA	92501
Thornton & Fathy, LLP	Larry Thornton	info@tfc-accounting.com	626-568-8600	150 S. Los Robles Ave, Suite 650	Pasadena	CA	91101
Vavrinek, Trine, Day & Co, LLP	Roger Alfaro	ralfaro@vtdcpa.com	909-466-4410	2151 River Plaza Drive	Sacramento	CA	95833
	Kevin Pulliam	kpulliam@vtdcpa.com	909-466-4410	2151 River Plaza Drive	Sacramento	CA	95833
	David Showalter	dshowalter@vtdcpa.com	909-466-4410	2151 River Plaza Drive	Sacramento	CA	95833
White, Nelson, Diehl, Evans LLP	Robert Callanan	rcallanan@wndecpa.com	949-399-0600	2875 Michelle Drive, Suite 300	Irvine	CA	92606
Harshwal & Company, CPA's	Vaishali Shukla	vaishali.shukla@harshwal.com		7960 Silverton Avenue, Suite 206	San Diego	CA	92126
Badawi & Associates	Ahmed M. Badawi	abadawi@b-acpa.com	510-768-8244	180 Grand Avenue., Suite 955	Oakland	CA	94612

AGENDA ITEM NO. 9D

Reviewed by: City Administrator
City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 13-4942** authorizing City Administrator to execute agreement for Contract Finance Services

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: After the retirement of the Finance Director in July 2012, the City has been actively recruiting to fill the vacancy left in the finance department. Due to the specialized nature of municipal finance and the level of experience required, the City has not received interest from a candidate that could immediately assume the responsibilities of the position. It is staff's recommendation to contract for finance manager services while the City continues the recruitment. The City has received proposals from three qualified firms and is recommending Kevin Harper CPA & Associates to fill this role.

Mr. Harper will be the primary contact and will oversee all work performed. Kevin Harper and Associates have the necessary qualifications and has an hourly rate of $120- $180. The Scope of Services is outlined in the attached engagement letter dated March 20, 2013 and will include financial services up to 10 hours per week. The firm will be provided access to the City financial information enabling them to complete some of the work remotely however it will be necessary to perform some tasks on-site in the finance division at City Hall.

Salary savings from the vacant Finance Manager position will be used to fund the contract.

FISCAL IMPACT: Approximately $1,200 - $1,800 per week.

ACTION REQUESTED: Motion to approve **Resolution No. 13-4942** authorizing Mayor to execute agreement for contract finance services.

ATTACHMENTS: Resolution No. 13-4942
Engagement Letter

RESOLUTION NO. 13-4942
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AND AUTHORIZING MAYOR TO EXECUTE AGREEMENT FOR CITY FINANCE MANAGEMENT SERVICES

WHEREAS, the City of Susanville has a vacancy in the Finance Department and requires the provision of finance management services; and

WHEREAS, the City received proposals from three qualified firms to provide finance services and has chosen the firm of Kevin Harper CPA & Associates; and

WHEREAS, the City Council of the City of Susanville has considered the Contract Agreement attached hereto as Exhibit A; and

NOW, THEREFORE, be it resolved that the City Council of the City of Susanville approves the Contract Agreement for Finance Management Services, attached hereto as Exhibit A, and authorizes the Mayor to execute the Agreement:

Dated: April 3, 2013

_____
Rod E. De Boer, Mayor

Attest:

By: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 13-4942 was adopted by the City Council at a regular meeting of the City Council held on the 3rd day of April 2013, by the following vote:

Ayes:
Noes:
Absent:
Abstaining:

By: _____
Gwenna MacDonald, City Clerk

Approved as to form:

_____
Peter M. Talia, City Attorney

Kevin W. Harper CPA & Associates

March 20, 2013

Jared G. Hancock
City Administrator
City of Susanville
66 North Lassen Street
Susanville, CA 96130-3904

Dear Mr. Hancock:

We understand that the City of Susanville (the "City") would like professional finance services until it hires a full time finance manager. This letter discusses the proposed scope, timing and fees related to the requested services.

The firm of Kevin W. Harper CPA & Associates is uniquely qualified to provide these services to the City. We have worked with dozens of Northern California cities, providing services including internal audits, interim financial management, implementing new accounting pronouncements, closing the accounting records and preparing for the annual audit, preparing financial reports, establishing new business processes, and fraud investigations. As a result we are familiar with all areas of city operations of importance to the City.

Kevin Harper will be on-call to the City to provide up to 10 hours per week of financial consultation. This consultation is expected to require review of City documents, research, and conversations with City staff via phone and email. If appropriate, Kevin may delegate certain tasks to other professionals in the firm in order to minimize costs to the City. Kevin will be the point of contact for all consultation. These services will be billed to the City only when and if incurred. Hours incurred will be billed at Kevin's hourly rate of $180; any other professionals participating will be billed at the rates shown in the table below.

We understand that the City may desire us to perform other tasks besides the off-site consultation discussed above (e.g., internal audits, closing the accounting records, preparing for the annual audit, participating in meetings in person, accounting projects). If the City so requests, we will provide you an estimate of hours, fees and travel expenses related to the task after understanding the scope of work being requested. Such additional tasks, if any, will be billed at the following hourly rates:

• Partner (>25 years experience)	$ 180
• Manager (15-25 years experience)	160
• Senior consultant (5-15 years experience)	135

20885 Redwood Road #202, Castro Valley, CA 94546
(510) 593-5037 kharper@kevinharpercpa.com

- Staff consultant (2-5 years experience) 120

All our professionals are experienced serving cities. Our professional fees and travel costs, if any, will be billed monthly.

We are available to begin working with the City as soon as a written agreement is executed.

* * * * *

Thank you for the opportunity to serve the City. Please let me know if we can provide further information.

Yours truly,

Kevin W. Harper, CPA

Kevin W. Harper, CPA

AGENDA ITEM NO. 12A

Reviewed by: JGH City Administrator
PMV City Attorney

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

Submitted by: Craig Platt, Pubic Works Director

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: 1) Authorize Mayor to sign Agreement for Professional Services, Including Professional Engineering, Land Surveying and Material Testing Services with Schlumpberger Consulting Engineers, Inc. (SCE), for a cost not to exceed $52,000.

PRESENTED BY: Craig Platt, Public Works Director

SUMMARY: On February 6th, 2013 City Council awarded the 2012 Susanville Rehab B Project to Dig-it Construction, Inc. The City needs assistance with material testing, land surveying, and professional engineering services as part of the project.

Staff prepared a Request For Quotes (RFQ) and issued the requests to several qualified labs. Labs were required to be Caltrans certified and be able to perform all of the necessary tests. Proposals were received from SCE, NST, Lumos, and Omni Means. The proposals were reviewed within the Public Works Department and scored based on the published selection criteria. SCE scored highest based on their experience with similar projects and cost approximately $32,000.00. Staff is recommending that the agreement be signed with a cost of not to exceed $52,000.00 to cover the additional costs for testing on the roads that are added.

FISCAL IMPACT: Funding for this project comes from the State Transportation Improvement Program (STIP). No local funds will be used for this project. In-house costs for construction engineering and inspection will be reimbursed by the project.

ACTION REQUESTED:

1) Authorize Mayor to sign Agreement for Professional Services, Including Professional Engineering, Land Surveying and Material Testing Services with Schlumpberger Consulting Engineers, Inc. (SCE), for a cost not to exceed $52,000.

ATTACHMENTS:

A) Professional Services Agreement
B) Project Cost Summary

2012 Susanville Rehab B

Project Cost Summary

Construction work items		
Dig-It Bid		1,727,325.50
Contingency		172,732.55
Extra Work		337,941.95
	Total	2,238,000.00
Construction Engineering		
Inspection/Engineering In House		70,000.00
Professional Services		52,000.00
	Total	122,000.00
Construction work items		2,238,000.00
Construction Engineering		122,000.00
	Total	2,360,000.00
Total Allocated		2,360,000.00

CITY OF SUSANVILLE

2012 SUSANVILL REHAB B

PROFESSIONAL SERVICES AGREEMENT

FOR

PROFESSIONAL ENGINEERING, LAND SURVEYING, AND MATERIAL TESTING

TABLE OF CONTENTS

Article	Subject	Page
Article I	Introduction	2
Article II	Statement of Work	3
Article III	Consultant's Reports and/or Meetings	5
Article IV	Performance Period	5
Article V	Allowable Costs and Payments	5
Article VI	Termination	6
Article VII	Funding Requirements	6
Article VIII	Change in Terms	6
Article IX	Disadvantaged Business Enterprises (DBE) Participation	7
Article X	Cost Principles and Administrative Requirements	7
Article XI	Contingent Fee	7
Article XII	Retention of Records/Audit	7
Article XIII	Disputes	8
Article XIV	Audit Review Procedures	8
Article XV	Subcontracting	8
Article XVI	Equipment Purchase	8
Article XVII	Inspection of Work	9
Article XVIII	Safety	9
Article XIX	Insurance	10
Article XX	Ownership of Data	10
Article XXI	Claims Filed by LOCAL AGENCY'S Construction Contractor	11
Article XXII	Confidentiality of Data	11
Article XXIII	National Labor Relations Board Certification	12
Article XXIV	Evaluation of Consultant	12
Article XXV	Statement of Compliance	12
Article XXVI	Debarment and Suspension Certification	12
Article XXVII	State Prevailing Wage Rates	13
Article XXVIII	Conflict of Interest	13
Article XXIX	Rebates, Kickbacks or other Unlawful Consideration	13
Article XXX	Notification	14
Article XXXI	Agreement	14
Article XXXII	Signatures	14

ARTICLE I INTRODUCTION

A. This contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the CONSULTANT is as follows:
Schlumpberger Consulting Engineers, Inc.

The Project Manager for the "CONSULTANT" will be *Chuck Schlumpberger.*

The name of the "LOCAL AGENCY" is as follows:
City of Susanville

The Contract Manager for the "LOCAL AGENCY" will be *Dan Newton.*

B. The work to be performed under this contract is described in Article II entitled Statement of Work and the approved CONSULTANT's Cost Proposal dated *March 4, 2013*. The approved CONSULTANT's Cost Proposal is attached hereto (Attachment A) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.

C. The CONSULTANT agrees to indemnify and hold harmless the LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of the CONSULTANT. The CONSULTANT will reimburse the LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by the LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, errors, or omissions of the CONSULTANT.

D. The CONSULTANT and the agents and employees of CONSULTANT, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the LOCAL AGENCY.

E. The LOCAL AGENCY may terminate this agreement with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the LOCAL AGENCY may proceed with the work in any manner deemed proper by the LOCAL AGENCY. If the LOCAL AGENCY terminates this agreement with the CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due the CONSULTANT under this agreement prior to termination, unless the cost of completion to the LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due the CONSULTANT under this agreement and the balance, if any, shall be paid the CONSULTANT upon demand.

F. Without the written consent of the LOCAL AGENCY, this agreement is not assignable by CONSULTANT either in whole or in part.

G. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

H. The consideration to be paid CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II STATEMENT OF WORK

A Consultant Services

CONSULTANT to provide material testing services, professional engineering and professional land surveying services, for the 2012 Susanville Rehab B project at the costs provided in the Cost Proposal (Attachment A). The types of tests and methods used are set forth in the Request for Quotes.

The project shall consist of providing the following materials testing and engineering services:

- Conducting laboratory analysis tests of untreated bases and basement soils in accordance with the Project Specifications;
- Conducting relative compaction tests of treated and untreated bases and basement soils by using nuclear gauge in accordance with the Project Specifications;
- Conducting asphalt testing for asphalt concrete, asphalt cement, and liquid asphalt in accordance with the Project Specifications.

The tests shall performed at the frequency indicated in the Request for Quotes, Testing Frequency Table, Addendum 3 or as directed by the City Engineer.

LOCATION

The services shall be provided at various locations within the City of Susanville. Testing technicians shall report to the City Engineer:

Dan Newton, P.E.
720 South Street
Susanville, CA 96130
Phone: (530) 257-1041
Facsimile: (530) 257-1057
dnewton@cityofsusanville.org

COORDINATION

The **CONSULTANT** shall coordinate with the City Engineer and other City personnel as required. Testing technicians shall report to the City Engineer or his designee. The **CONSULTANT'S** testing technicians shall work necessary hours to accommodate the project construction schedule.

CONSULTANT'S DUTIES

Consultant is to perform duties as specified in the request for quotes. Consultant shall act in an advisory capacity in reviewing the project mix design. Consultant shall be abailable to act in an advisory capacity in other aspects of the project, within Consultant's technical competence.

Consultant, shall provide professional land surveyor services in locating, setting, and preparing maps and drawings of fixed works in relationship to property boundaries as required.

Consultant, shall provide material testing services as specified in the request for quotes. Additional tests may be necessary to complete the project. Samples of materials will be collected at the job and/or material site by the testing technician's materials laboratory and taken to the **CONSULTANT'S** laboratory for analysis. The results of the tests will be reported to the City Engineer in approved written format within three (3) working days from the date of the samples.

The **CONSULTANT** shall provide a technician upon advanced notice from the City Engineer or designee. The technician shall have a minimum of six (6) months of experience in soils testing and be certified in the use of a nuclear gauge. The gauge shall have a current calibration certification and leak test from an approved issuing authority. The **CONSULTANT** shall also provide a vehicle and other miscellaneous tools

B Local Agency Obligations

All data applicable to the project and in possession of the LOCAL AGENCY or another agency, or government that are to be made available to the CONSULTANT are referred to in the agreement. Any other assistance or services to be furnished to the CONSULTANT are to be stated clearly.

C Conferences, Visits to Site, Inspection of Work

The agreement provides for conferences as needed, visits to the site, and inspection of the work by representatives of the state, or FHWA. Costs incurred by CONSULTANT for meetings, subsequent to the initial meeting shall be included in the fee.

D Documentation

CONSULTANT shall document the results of the work to the satisfaction of the LOCAL AGENCY, and if applicable, the state and FHWA. This may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of the agreement objectives.

ARTICLE III CONSULTANT'S REPORTS AND/OR MEETINGS

A. The CONSULTANT shall notify LOCAL AGENCY of any failed tests within 24 hours of sample. CONSULTANT shall provide LOCAL AGENCY a written report of each test within seven days of sample.

B. The CONSULTANT's Project Manager shall meet with the LOCAL AGENCY's Contract Manager, as needed, to discuss progress on the contract.

ARTICLE IV PERFORMANCE PERIOD

A. This contract shall go into effect on (April 3, 2013), contingent upon approval by the LOCAL AGENCY, and the CONSULTANT shall commence work after notification to proceed by the LOCAL AGENCY'S Contract Manager. The contract shall end on (April 3, 2014), unless extended by contract amendment.

B. The CONSULTANT is advised that any recommendation for contract award is not binding on the LOCAL AGENCY until the contract is fully executed and approved by the LOCAL AGENCY.

ARTICLE V ALLOWABLE COSTS AND PAYMENTS

A. The method of payment for this contract will be based on the schedule of costs indicated in CONSULTANTS COST PROPOSAL (Attachment A). The CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT'S Cost Proposal, unless additional reimbursement is provided for by contract amendment. In the event, that the LOCAL AGENCY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time and/or actual costs reimbursable by the LOCAL AGENCY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.

B. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.

C. Progress payments will be made semi-monthly (twice a month) in arrears based on services provided and allowable incurred costs, upon approval by the LOCAL AGENCY of CONSULTANT's invoice. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, the LOCAL AGENCY shall have the right to delay payment and/or terminate this Agreement in accordance with the provisions of Article VI Termination.

D. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.

E. The CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by the LOCAL AGENCY's Contract Manager of itemized invoices. Invoices shall be submitted no later than 45-calendar days after the performance of work for which the CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due the LOCAL AGENCY including any equipment purchased under the provisions of Article XVI Equipment Purchase of this contract. The final invoice should be submitted within 60-calendar days after completion of the CONSULTANT's work. Invoices shall be mailed to the LOCAL AGENCY's Contract Manager at the following address:

Dan Newton, P.E.
720 South Street
Susanville, CA 96130
Phone: (530) 257-1041
Facsimile: (530) 257-1057
dnewton@cityofsusanville.org

H. The total amount payable by the LOCAL AGENCY including the fixed fee shall not exceed $(52,000.00).

I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by the LOCAL AGENCY's Contract Manager.

For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.

J. All subcontracts in excess of $25,000 shall contain the above provisions.

ARTICLE VI TERMINATION

The LOCAL AGENCY reserves the right to terminate this contract upon thirty (30)-calendar days written notice to the CONSULTANT with the reasons for termination stated in the notice.

ARTICLE VII FUNDING REQUIREMENTS

Not Applicable.

ARTICLE VIII CHANGE IN TERMS

A. This contract may be amended or modified only by mutual written agreement of the parties.

B. The CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by the LOCAL AGENCY's Contract Manager.

C. There shall be no change in the CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by the LOCAL AGENCY's Contract Manager.

ARTICLE IV COST PRINCIPLES

BLANK

ARTICLE X CONTINGENT FEE

The CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the LOCAL AGENCY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XI RETENTION OF RECORDS/AUDIT

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; the CONSULTANT, subcontractors, and the LOCAL AGENCY shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the

date of final payment under the contract. The state, the State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the federal government shall have access to any books, records, and documents of the CONSULTANT that are pertinent to the contract for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

Subcontracts in excess of $25,000 shall contain this provision.

ARTICLE XII DISPUTES

A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of the LOCAL AGENCY's Contract Manager and (City Public Works Director), who may consider written or verbal information submitted by the CONSULTANT.

B. Not later than 30 days after completion of all work under the contract, the CONSULTANT may request review by the LOCAL AGENCY GOVERNING BOARD of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.

C. Neither the pendency of a dispute, nor its consideration by the committee will excuse the CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XIII AUDIT REVIEW PROCEDURES

A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by the LOCAL AGENCY'S CHIEF FINANCIAL OFFICER.

B. Not later than 30 days after issuance of the final audit report, the CONSULTANT may request a review by the LOCAL AGENCY'S CHIEF FINANCIAL OFFICER of unresolved audit issues. The request for review will be submitted in writing.

C. Neither the pendency of a dispute nor its consideration by the LOCAL AGENCY will excuse the CONSULTANT from full and timely performance, in accordance with the terms of this contract.

ARTICLE XIV SUBCONTRACTING

A. The CONSULTANT shall perform the work contemplated with resources available within its own organization; and no portion of the work pertinent to this contract shall be subcontracted without written authorization by the LOCAL AGENCY'S Contract Manager, except that, which is expressly identified in the approved Cost Proposal.

B. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all the provisions stipulated in this contract to be applicable to subcontractors.

C. Any substitution of subconcontractors must be approved in writing by the LOCAL AGENCY's Contract Manager.

ARTICLE XV EQUIPMENT PURCHASE

A. Prior authorization in writing, by the LOCAL AGENCY's Contract Manager shall be required before the CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding $5,000 for supplies, equipment, or CONSULTANT services. The CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.

B. For purchase of any item, service or consulting work not covered in the CONSULTANT's Cost Proposal and exceeding $5,000 prior authorization by the LOCAL AGENCY's Contract Manager; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

C. Any equipment purchased as a result of this contract is subject to the following: "The CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of $5,000 or more. If the purchased equipment needs replacement and is sold or traded in, the LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, the CONSULTANT may either keep the equipment and credit the LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit the LOCAL AGENCY in an amount equal to the sales price. If the CONSULTANT elects to keep the equipment, fair market value shall be determined at the CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by the LOCAL AGENCY and the CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by the LOCAL AGENCY."

D. All subcontracts in excess $25,000 shall contain the above provisions.

ARTICLE XVI INSPECTION OF WORK

The CONSULTANT and any subcontractor shall permit the LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

ARTICLE XVII SAFETY

A. The CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. The CONSULTANT shall comply with safety instructions issued by the LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.

B. Pursuant to the authority contained in Section 591 of the Vehicle Code, the LOCAL AGENCY has determined that such areas are within the limits of the project and are open to public traffic. The CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. The CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.

C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XVIII INSURANCE

A. Prior to commencement of the work described herein, the CONSULTANT shall furnish the LOCAL AGENCY a Certificate of Insurance stating that there is general comprehensive liability insurance presently in effect for the CONSULTANT with a combined single limit (CSL) of not less than one million dollars ($1,000,000) per occurrence.

B. The Certificate of Insurance will provide:

1. That the insurer will not cancel the insured's coverage without 30-days prior written notice to the LOCAL AGENCY.
2. That the LOCAL AGENCY, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract are concerned.
3. That the LOCAL AGENCY will not be responsible for any premiums or assessments on the policy.

C. The CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, the CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of the LOCAL AGENCY. In the event the CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, the LOCAL AGENCY may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

ARTICLE XIX OWNERSHIP OF DATA

A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in the LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to the LOCAL AGENCY. The CONSULTANT shall furnish the LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.

B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.

C. The CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by the LOCAL AGENCY of the machine-readable information and data provided by the CONSULTANT under this agreement; further, the CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by the LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by the CONSULTANT.

D. Applicable patent rights provisions described in 41 CFR 1-91, regarding rights to inventions shall be included in the Agreements as appropriate.

E. The CONSULTANT is not liable for claims, liabilities or losses arising out of, or connected with, the modification or misuse by the LOCAL AGENCY of the machine readable information and data provided by the CONSULTANT under this agreement; further, the CONSULTANT is not liable for claims, liabilities or losses arising out of, or connected with, any use by the LOCAL AGENCY of the project documentation on other projects; for additions to this project, or for the completion of this project by others, except only such use as may be authorized, in writing, by the CONSULTANT.

F. The LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.

G. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XX CLAIMS FILED BY LOCAL AGENCY's CONSTRUCTION CONTRACTOR

A. If claims are filed by the LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from the CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with the LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.

B. CONSULTANT's personnel that the LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from the LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for the CONSULTANT's personnel services under this agreement.

C. Services of the CONSULTANT's personnel in connection with the LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this agreement in order to finally resolve the claims.

D. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXI CONFIDENTIALITY OF DATA

A. All financial, statistical, personal, technical, or other data and information relative to the LOCAL AGENCY's operations, which are designated confidential by the LOCAL AGENCY and made available to the CONSULTANT in order to carry out this contract, shall be protected by the CONSULTANT from unauthorized use and disclosure.

B. Permission to disclose information on one occasion, or public hearing held by the LOCAL AGENCY relating to the contract, shall not authorize the CONSULTANT to further disclose such information, or disseminate the same on any other occasion.

C. The CONSULTANT shall not comment publicly to the press or any other media regarding the contract or the LOCAL AGENCY's actions on the same, except to the LOCAL AGENCY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.

D. The CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by the LOCAL AGENCY, and receipt of the LOCAL AGENCY'S written permission.

E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

ARTICLE XXII NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, the CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the CONSULTANT within the immediately preceding two-year period, because of the CONSULTANT's failure to comply with an order of a federal court that orders the CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE XXIII EVALUATION OF CONSULTANT

The CONSULTANT's performance will be evaluated by the LOCAL AGENCY. A copy of the evaluation will be sent to the CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

ARTICLE XXIV STATEMENT OF COMPLIANCE

The CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that the CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.

ARTICLE XXV STATE PREVAILING WAGE RATES

A. The CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 177, and all federal, state, and local laws and ordinances applicable to the work.

B. Any subcontract entered into as a result of this contract if for more than $25,000 for public works construction or more than $15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

ARTICLE XXVI CONFLICT OF INTEREST

A. The CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. The CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.

B. The CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this agreement.

C. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

D. Except for subcontractors whose services are limited to materials testing, no subcontractor who is providing service on this contract shall have provided services on the design of any project included within this contract.

ARTICLE XXVII REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

The CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE XXVIII NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT:

Schlumpberger Consulting Engineers, Chuck Schlumpberger (Owner)
Chuck Schlumpberger, Project Manager
624 S. Mt. Shasta Blvd.
Mt. Shasta, Ca 96067

LOCAL AGENCY:

City of Susanville
Dan Newton, Contract Manager
720 South St
Susanville, CA 96130

ARTICLE XXIX AGREEMENT

The two parties to this agreement, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this agreement constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this agreement as evidenced by the signatures below.

ARTICLE XXXII SIGNATURES

Schlumpberger Consulting Engineers, Inc

_____

Name of Signer (Print):_____

DATE:_____

City of Susanville

_____

Name of Signer: Rod Deboer, Mayor

DATE:_____

ARTICLE XXIX AGREEMENT

The two parties to this agreement, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this agreement constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this agreement as evidenced by the signatures below.

ARTICLE XXXII SIGNATURES

Schlumpberger Consulting Engineers, Inc

Name of Signer (Print): Charles Schlumpberger

DATE: 3/29/13

City of Susanville

Name of Signer: Rod Deboer, Mayor

DATE:

ATTACHMENT A

COST PROPOSAL

Schlumpberger Consulting Engineers, Inc.
Structural/Civil /Environmental/Construction Mgt.

Main Office: Mount Shasta
624 S. Mt. Shasta Blvd., Mt. Shasta, CA 96067
Tel: 530-926-2605 Fax: 530-926-8921

Oregon: 17744 #A11 Hwy 101 N., Brookings, OR 97415
Tel: 541-412-2901
Website: www.sceshasta.com

HOURLY RATE SHEET
RESIDENTIAL, COMMERCIAL AND PUBLIC WORKS
Effective January, 2013

Senior Engineer	$125.00
LEED Design	$120.00
Associate Engineer	$115.00
LEED Consulting	$110.00
Assistant Engineer	$105.00
Designer	$105.00
Engineering Tech	$85.00
Draftsperson	$85.00
Office / Clerical	$50.00

STANDARD MILEAGE RATE

Mileage:	Per current IRS rqmts

REIMBURSABLE EXPENSES

Plan Copies (Full Color):	$10.00 / sht
Plan Copies (B&W):	$4.00 / sht
Scan/CD	T&M / .25hr clerical($5 min)
Calculation & Report Booklets	T&M / .5hr clerical
Mail and Delivery Services:	At Cost

Testing Frequency Table

QUALITY CHARACTERISTICS	TEST METHOD	ESTIMATED NUMBER OF TESTS	HMA TYPE A	COST
Aggregate gradation	California Test 202	20-30	JMF+/- Tolerance	20=$1870 30=$2805
Sand equivalent (min)	California Test 217	20-30		20=$1650 30=$2500
Asphalt binder content (%)	California Test 379 or 382	10-15	JMF +/- 0.45	10=$1650 15=$2500
HMA moisture content (%, max)	California Test 226 or 370	2-4	1	2=$50 4=$100
Percent of maximum theoretical density (%)	QC Plan	10-15	91-97	10=$1100 15=$1600
Stabilometer value (min) No. 4 and 3/8" gradings 1/2" and 3/4" gradings	California Test 366	10-15	30 37	10=$1650 15=$2500
Air void content (%) Aggregate moisture content at continuous mixing plants and RAP moisture content at contiuous mixing plants and batch mixing plants	California Test 367 California Test 226 or 370	10-15 0	4 +/- 2	
Percent of crushed particles course aggregate (%, min)	California Test 205	1	90 75	$100
Los Angeles Rattler (%, max) Loss at 100 rev. Loss at 500 rev.	California Test 211	1	12 45	$200
Flat and elongated particles (%, max by7 weight @ 5:1)	California Test 235	1	Report Only	$200
Fine aggregate angularity (%, min)	California Test 234	1	45	$200
Voids filled with asphalt (%) No.4 grading 3/8" grading 1/2" grading 3/4" grading	California Test 367	1	76.0-80.0 73.0-76.0 65.0-75.0 65.0-75.0	$100
Voids in mineral aggregate (%min) No.4 grading 3/8" grading 1/2" grading 3/4" grading	California Test 367	1	17 15 15 13	$100
Dust Proportion No.4 and 3/8" gradings 1/2" and 3/4" gradings	California Test 367	1	0.9-2.0 0.6-1.3	$100

Testing Frequency Table

Smoothness	Section 399-1.02D	0	12-foot straight-edge, must grind and PI	
Asphalt rubber binder viscosity @ 350 F,	Section 39.1-1.02 D	0		
Asphalt modifier CRM	Section 39-1.02D Section 39-1.02D	0 0		
Minimum Total = 9000 + 350 (oven calib) = $9350 Maximum Total = 13005 + 350 (oven calib) = $13,355				
Does not include $100 hr Field Testing Does not include $100 day perdiem (if overnight)				
Does not include $65 hr Travel Time, $325 Rnd Trip Does not include $.70 mileage fee, 264 mi = $158.40 Rnd Trip				

ATTACHMENT B
REQUEST FOR QUOTES

REQUEST FOR QUOTES

TO PROVIDE PROFESSIONAL ENGINEEING SERVICES FOR HIGHWAY MATERIALS TESTING SURVEYING STORM WATER POLLUTION PREVENTION PLAN PREPARATION FOR THE CITY OF SUSANVILLE 2012 STIP REHAB B PROJECT

INTRODUCTION

The City of Susanville (**CITY**) is seeking quotes from qualified firms (**CONSULTANT**) for materials testing, and Professional Engineering and Land Surveying services in conjunction with the 2012 STIP Rehab B project. The selected **CONSULTANT** must be Caltrans certified and participate in an Independent Assurance Testing Program. The selected **CONSULTANT** will be responsible for providing comprehensive laboratory analysis tests of treated and untreated bases and basement soils, and conducting relative compaction tests of treated and untreated bases and basement soils, by use of nuclear gauge and asphalt concrete testing pursuant to Section 39 of 2010 California Standard Specifications (Standard Construction Process). **CONSULTANT** will also be responsible for taking field samples for all required tests. All work shall be completed in accordance with applicable Caltrans testing methods and guidelines as defined in the Scope of Services. In addition, **CONSULTANT** will be responsible for providing Professional Engineering and Surveying Services in the execution of property corner location, verification of construction staking, and establishing centerline monuments as needed. **CONSULTANT** shall be QSD and QSP certified. **CONSULTANT** shall prepare a Storm Water Pollution Prevention Plan for the City's National Pollutant Discharge Elimination System permit.

INQUIRIES

All inquiries and responses to the Request for Quotes (RFQ) should be submitted to:

Janette Zahniser
Assistant to the Public Works Director
720 South Street
Susanville, CA 96130
Phone: (530) 257-1041
Facsimile: (530) 257-1057
jzahniser@cityofsusanville.org

All quotes must arrive at this office before **2:00 p.m.** on **Tuesday, February 26, 2013**

SUBMISSIONS

Proposals must not be more than 10 single sided pages in length (not counting the front and back covers of the proposal or dividers that contain no information) and shall include:

- Name of Project/Laboratory Manager with statement of qualifications.
- Name of Principle Surveyor with statement of qualifications.
- Name of Principle Engineer with statement of qualifications.
- List recently performed, relevant contracts that indicate the past performances and abilities of the proposed team. Include a key client contact person with their current phone number.
- The quote for technical services shall include a cost proposal provided in a separate sealed envelope. The cost proposal shall include a cost analysis for each test method for field sampling, field and lab testing, and asphalt testing as described in the Scope of Services. Cost proposal shall include hourly rates for surveying and engineering services. Each work scope item (Material Testing, Engineering/Surveying) shall be totaled individually with a not to exceed cost estimate to conform to the scope of work indicated in Appendix A. Cost proposals shall also include a Test Analysis Table with Test Method Classifications in columns and man hours and vehicle mileage in rows. The table shall list pricing for State of California prevailing wage rates.

GENERAL INFORMATION

Selection Process

Labs interested in being considered must submit proposals in compliance with this notice. Based on evaluation of submitted proposals, a **CONSULTANT** will be selected and recommended to the City Council for approval.

Selection Criteria

The basis for selection of prospective labs shall include: experience of key personnel (engineers and testing technicians) to be assigned, proposed staffing plan, cost proposal, familiarity with required test methods, procedures, and engineering standards, experience with similar kinds of contracts, and demonstrated competence in the services to be provided.

Work Performed by City Personnel

The **CITY** reserves the right to perform any portion of this scope of services with **CITY** personnel.

APPENDIX A
SCOPE OF SERVICES

PROJECT DESCRIPTION – Material Testing

The project shall consist of providing the following materials testing and engineering services:

- Conducting laboratory analysis tests of treated and untreated bases and basement soils in accordance with the City of Susanville's Quality Assurance Program;

- Conducting relative compaction tests of treated and untreated bases and basement soils by using nuclear gauge in accordance with the City of Susanville's Quality Assurance Program;

- Conducting asphalt testing for asphalt concrete, asphalt cement, and liquid asphalt in accordance with the City of Susanville's Quality Assurance Program.

The following tests shall be performed at the frequency indicated in the Testing Frequency Table or as directed by the City Engineer. An estimated number of tests, to be performed, is provided at the end of this Appendix.

Testing Frequency Table						
Quality characteristic	Test method	Minimum sampling and testing frequency	HMA type			
			A	B	RHMA-G	OGFC
Aggregate gradation[a]	California Test 202	1 per 750 tons and any remaining part	JMF ± Tolerance[b]	JMF ± Tolerance[b]	JMF ± Tolerance[b]	JMF ± Tolerance[b]
Sand equivalent (min)[c]	California Test 217		47	42	47	--
Asphalt binder content (%)	California Test 379 or 382		JMF ± 0.45	JMF ± 0.45	JMF ± 0.50	JMF ± 0.50
HMA moisture content (%, max)	California Test 226 or 370	1 per 2,500 tons but not less than 1 per paving day	1.0	1.0	1.0	1.0
Percent of maximum theoretical density (%)[d, e]	QC plan	2 per business day (min.)	91–97	91–97	91–97	--
Stabilometer value (min)[c, f] No. 4 and 3/8" gradings 1/2" and 3/4" gradings	California Test 366	One per 4,000 tons or 2 per 5 business days, whichever is greater	 30 37	 30 35	 -- 23	 -- --
Air void content (%)[c, g]	California Test 367		4 ± 2	4 ± 2	TV ± 2	--
Aggregate moisture content at continuous mixing plants and RAP moisture content at continuous mixing plants and batch mixing plants[h]	California Test 226 or 370	2 per day during production	--	--	--	--
Percent of crushed particles coarse aggregate (%, min) One fractured face Two fractured faces Fine aggregate (%, min) (Passing no. 4 sieve and retained on no. 8 sieve.) One fractured face	California Test 205	As designated in the QC plan. At least once per project	 90 75 70	 25 -- 20	 -- 90 70	 90 75 90
Los Angeles	California					

Rattler (%, max) Loss at 100 rev. Loss at 500 rev.	Test 211		12 45	-- 50	12 40	12 40
Flat and elongated particles (%, max by weight @ 5:1)	California Test 235		Report only	Report only	Report only	Report only
Fine aggregate angularity (%, min)	California Test 234		45	45	45	--
Voids filled with asphalt (%)[i] No. 4 grading 3/8" grading 1/2" grading 3/4" grading	California Test 367		76.0–80.0 73.0–76.0 65.0–75.0 65.0–75.0	76.0–80.0 73.0–76.0 65.0–75.0 65.0–75.0	Report only	--
Voids in mineral aggregate (% min)[i] No. 4 grading 3/8" grading 1/2" grading 3/4" grading	California Test 367		17.0 15.0 14.0 13.0	17.0 15.0 14.0 13.0	-- -- 18.0–23.0 [j] 18.0–23.0 [j]	--
Dust proportion [i] No. 4 and 3/8" gradings 1/2" and 3/4" gradings	California Test 367		0.9–2.0 0.6–1.3	0.9–2.0 0.6–1.3	Report only	--
Smoothness	Section 39-1.12	--	12-foot straight-edge, must grind, and PI_0	12-foot straight-edge, must grind, and PI_0	12-foot straight-edge, must grind, and PI_0	12-foot straight-edge, must grind, and PI_0
Asphalt rubber binder viscosity @ 350 °F, centipoises	Section 39-1.02D	Section 39-1.04C	--	--	1,500–4,000	1,500–4,000
Asphalt modifier	Section 39-1.02D	Section 39-1.04C	--	--	Section 39-1.02D	Section 39-1.02D
CRM	Section 39-1.02D	Section 39-1.04C	--	--	Section 39-1.02D	Section 39-1.02D

[a] Determine combined aggregate gradation containing RAP under California Test 367.
[b] The tolerances must comply with the allowable tolerances in section 39-1.02E.
[c] Report the average of 3 tests from a single split sample.
[d] Required for HMA Type A, Type B, and RHMA-G if the specified paved thickness is at least 0.15 foot.
[e] Determine maximum theoretical density (California Test 309) at the frequency specified for Test Maximum Density under California Test 375, Part 5.D.
[f] California Test 304, Part 2.13.
[g] Determine the bulk specific gravity of each lab-compacted briquette under California Test 308, Method A, and theoretical maximum specific gravity under California Test 309.
[h] For adjusting the plant controller at the HMA plant.
[i] Report only if the adjustment for the asphalt binder content TV is less than or equal to ±0.3 percent from OBC value submitted on a *Contractor Hot Mix Asphalt Design Data* form.
[j] Voids in mineral aggregate for RHMA-G must be within this range.

PULVERIZED RECYCLED BASE MATERIAL

Test For	Test No.	Frequency
Sieve Analysis	202	Every 5,400 tons or 3,000 cubic yards (1)
Relative Compaction	216 & 231	As necessary for acceptance. At a minimum 1 for every 4,000 square yards.

LOCATION

The services shall be provided at various locations within the City of Susanville. Testing technicians shall report to the City Engineer:

Dan Newton, P.E.
720 South Street
Susanville, CA 96130
Phone: (530) 257-1041
Facsimile: (530) 257-1057
dnewton@cityofsusanville.org

COORDINATION

The **CONSULTANT** shall coordinate with the City Engineer and other City personnel as required. Testing technicians shall report to the City Engineer or his designee. The **CONSULTANT'S** testing technicians shall work necessary hours to accommodate the project construction schedule.

CONSULTANT'S DUTIES

Samples of materials will be collected at the job and/or material site by the testing technician's materials laboratory and taken to the **CONSULTANT'S** laboratory for sieve analysis, sand equivalent, relative compaction and specific gravity and density of hot mix asphalt, as appropriate on each sample using Caltrans Standard Test Methods as identified in the testing frequency table. The results of the tests will be reported to the City Engineer in approved written format within three (3) working days from the date of the samples.

CONDUCTING RELATIVE COMPACTION TESTS (CT 216 AND 231)

The in-place density testing of aggregate bases and basement soils will be performed by the testing technicians. The **CONSULTANT** shall provide a technician upon advanced notice from the City Engineer or designee. The technician shall have a minimum of six (6) months of experience in soils testing and be certified in the use of a nuclear gauge. The gauge shall have a current calibration certification and leak test from an approved issuing

authority. The **CONSULTANT** shall also provide a vehicle and other miscellaneous tools needed for compaction testing. The tests shall be performed using Caltrans Standard Test Method 231 or other approved Caltrans Test Method. The maximum density and moisture content of the soil and aggregate base material will be performed using Caltrans Standard Test Method 216 or other approved Caltrans Test Method. The relative compaction results of tests taken shall be submitted to the **CITY** at the end of each working day on City approved forms.

CONSULTANT shall recommend a test method and frequency for full depth reclamation with cement treatment base material.

CONDUCTING ASPHALT TESTING

CONSULTANT will be required to conduct the tests at the frequency indicated in the Testing Frequency Table.

DAILY REPORT REQUIREMENTS

The testing technician performing compaction tests shall receive a project file for his/her assignments. The testing results shall be recorded on a form approved by the **CITY** and all pertinent data requested on the form shall be reported as directed by the City Engineer or his designee and placed in the file. Information data requested on the form includes: project number, date arrived, time arrived, date departed, time departed, type of testing, City Inspector and other comments. At the end of each shift, the file and duplicate copies of the form, and copies of time and mileage for that day are given to the City Engineer.

INVOICING AND PAYMENT

The **CONSULTANT** shall submit invoices to the City Engineer in accordance with testing costs, sampling time, and mileage. Cost per test and actual sampling hours and mileage shall be summarized on the invoices. Additional testing required will be paid at the prices indicated in the cost proposal.

PROJECT DESCRIPTION – Engineering/Surveying Services

The project shall consist of providing the following engineering/surveying services:

- Review of Contractor's Job Mix Formula and supporting documentation. Provide professional recommendation to City Engineer for the acceptance/rejection of Job Mix Formula.
- Review and analysis of test results. Provide professional recommendation to City Engineer for the acceptance/rejection of project materials.
- Locate approximately 10 property corners on Riverside Dr. to be protected by contractor.
- Reference and reestablish Centerline monument on Paul Bunyan Rd.
- Verify Contractor's construction staking by confirming, in field, a sampling of 10 to 20 percent of Contractor's Survey Points.
- Various additional engineering/surveying activities as needed.
- Prepare SWPPP plan as required for NPDES permit.
- Conduct inspection of BMP's to insure compliance with SWPPP plan

CONSULTANT'S DUTIES

Consultant shall provide a Professional Land Surveyor to oversee all property boundary work. A Professional Engineer shall be in responsible charge of all engineering activities. CONSULTANT must be QSD and QSP certified.

REPORT REQUIREMENTS

Consultant shall provide all recommendations and reports to City Engineer in Letter Format.

INVOICING AND PAYMENT

The **CONSULTANT** shall submit invoices to the City Engineer in accordance with time and mileage. Cost per unit and actual hours and mileage shall be summarized on the invoices.

Testing Frequency Table

Quality characteristic	Test method	Estimated Number of Tests	HMA type A
Aggregate gradation[a]	California Test 202	20-30	JMF ± Tolerance[b]
Sand equivalent (min)[c]	California Test 217	20-30	47
Asphalt binder content (%)	California Test 379 or 382	10-15	JMF ± 0.45
HMA moisture content (%, max)	California Test 226 or 370	2-4	1
Percent of maximum theoretical density (%)[d, e]	QC plan	10-15	91–97
Stabilometer value (min)[c, f] No. 4 and 3/8" gradings 1/2" and 3/4" gradings	California Test 366	10-15	 30 37
Air void content (%)[c, g]	California Test 367	10-15	4 ± 2
Aggregate moisture content at continuous mixing plants and RAP moisture content at continuous mixing plants and batch mixing plants[h]	California Test 226 or 370	0	--
Percent of crushed particles coarse aggregate (%, min) One fractured face Two fractured faces Fine aggregate (%, min) (Passing no. 4 sieve and retained on no. 8 sieve.) One fractured face	California Test 205	1	 90 75 70
Los Angeles Rattler (%, max) Loss at 100 rev. Loss at 500 rev.	California Test 211	1	 12 45
Flat and elongated particles (%, max by weight @ 5:1)	California Test 235	1	Report only
Fine aggregate angularity (%, min)	California Test 234	1	45
Voids filled with asphalt (%)[i] No. 4 grading 3/8" grading 1/2" grading 3/4" grading	California Test 367	1	 76.0–80.0 73.0–76.0 65.0–75.0 65.0–75.0

Quality characteristic	Test method	Estimated Number of Tests	HMA type A
Voids in mineral aggregate (% min)[i] No. 4 grading 3/8" grading 1/2" grading 3/4" grading	California Test 367	1	 17 15 14 13
Dust proportion [i] No. 4 and 3/8" gradings 1/2" and 3/4" gradings	California Test 367	1	 0.9–2.0 0.6–1.3
Smoothness	Section 39-1.12	0	12-foot straight-edge, must grind, and PI_0
Asphalt rubber binder viscosity @ 350 °F, centipoises	Section 39-1.02D	0	--
Asphalt modifier	Section 39-1.02D	0	--
CRM	Section 39-1.02D	0	--

AGENDA ITEM NO. 13A

Reviewed by: City Administrator
City Attorney

___ Motion only
___ Resolution
___ Ordinance
X Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider the designation of additional community events as non-smoking. Events under consideration:

- Main Street Cruise
- Magical Country Christmas.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An oral update will be given regarding the request to designate the Main Cruise and Magical Country Christmas events as non-smoking. The process required to implement potential restrictions, including revising the *Susanville Municipal Code Title 12 – Streets, Sidewalks and Public Places* by Ordinance, will be discussed.

FISCAL IMPACT: N/A

ACTION REQUESTED: Information Only

ATTACHMENTS: None

AGENDA ITEM NO. 13B

Reviewed by: JGH City Administrator
MJY City Attorney

___ Motion only
___ Resolution
___ Ordinance
_X_ Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Diamond Mountain Golf Course Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An oral update will be given regarding the Diamond Mountain Golf Course.

FISCAL IMPACT: N/A

ACTION REQUESTED: Information Only

ATTACHMENTS: None

AGENDA ITEM NO. 13C

Reviewed by: JGH City Administrator
City Attorney

___ Motion only
___ Resolution
___ Ordinance
_X_ Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Code Enforcement Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An oral update will be given regarding code enforcement progress on North Spring Street and Shasta Street.

FISCAL IMPACT: N/A

ACTION REQUESTED: Information Only

ATTACHMENTS: None

AGENDA ITEM NO. 13D

Reviewed by: City Administrator
City Attorney

___ Motion only
___ Resolution
___ Ordinance
_X_ Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Natural Gas Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An oral update will be given regarding the natural gas utility and rate options.

FISCAL IMPACT: N/A

ACTION REQUESTED: Information Only

ATTACHMENTS: None