



TOWN OF PARADISE

5555 SKYWAY • PARADISE, CALIFORNIA 95969-4931

TELEPHONE (530) 872-6291 FAX (530) 877-5059

www.townofparadise.com

Management Staff:

Lauren Gill, Town Manager
Dwight L. Moore, Town Attorney
Joanna Gutierrez, Town Clerk
Craig Baker, Community Development Director
Gabriela Tazzari-Dineen, Police Chief
Greg McFadden, Interim Chief, CAL FIRE/Butte
County Fire/Paradise Fire
Gina Will, Finance Director/Town Treasurer

Town Council:

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

TOWN COUNCIL AGENDA

REGULAR MEETING – 6:00 PM – June 10, 2014

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Town Clerk's Department, at 872-6291 x101 or x102 at least 48 hours in advance of the meeting. Hearing assistance devices for the hearing impaired are available from the Town Clerk.

Town Council Meetings are held at the Paradise Town Hall located at 5555 Skyway, Paradise, California. Members of the public may address the Town Council on any agenda item, including closed session. If you wish to address the Town Council on any matter on the Agenda, it is requested that you complete a "Request to Address Council" card and give it to the Town Clerk prior to the beginning of the Council Meeting. The Mayor or Presiding Chair will introduce each agenda item, and following a report from staff, ask the Clerk to announce each speaker. Agendas and request cards are located outside the entrance door to the Council Chamber.

All writings or documents which are related to any item on an open session agenda and which are distributed to a majority of the Town Council within 72 hours of a Regular Meeting will be available for public inspection at the Town Hall in the Town Clerk Department located at 5555 Skyway, Room 3, at the time the subject writing or document is distributed to a majority of the subject body. Regular business hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m. Agendas and supporting information is posted on the Town's website at www.townofparadise.com in compliance with California's open meeting laws. Click on the Agenda and Minutes button.

1. OPENING

- a. Call to Order
- b. Pledge of Allegiance to the Flag of the United States of America

- c. Invocation
- d. Roll Call
- e. Proclamations/Presentations:

(1) Presentation of Certificates of Appreciation to the following businesses for their contributions to the Town's Animal Shelter:

- 1. Ken's Paradise Hitch & Welding
- 2. Mendon's Nursery
- 3. Paradise Garden Center

2. ITEMS DEFERRED FROM PREVIOUS MEETINGS

- 2a. Oral update by Town Engineer Mattox on the Downtown Paradise Safety Project. No action requested.

3. CONSENT CALENDAR

One roll call vote will be taken for all items placed on the consent calendar.

3a. Approve Minutes of the May 13, 2014 Regular Council Meeting.

3b. Approve May 2014 cash disbursements in the amount of \$4,431,439.64.

3c. (1) Waive second reading of entire Ordinance No. 542 and approve reading by title only; and (2) Adopt Ordinance No. 542, an Ordinance amending Sections 5.19.030 and 5.19.031 regarding taxicab business licenses. Approval will result in removal of a provision that allows 30-day temporary licenses.

3d. Adopt Resolution No. 14-19, "A Resolution of the Town Council of the Town of Paradise authorizing the submittal of an application to the California State Department of Housing and Community Development for the funding under the HOME Investment Partnerships Program; and, if selected, the execution of a standard agreement, any amendments thereto, and any related documents necessary to participate in the HOME Investment Partnerships Program." The grant will provide funding for Owner-Occupied Housing Rehabilitation Loans and assist in the development of a new program that provides temporary rental assistance to Paradise households.

3e. Acknowledge receipt of the Planning Commission's 2013 annual progress report concerning implementation status of the 1994 Paradise General Plan.

3f. Authorize acceptance of the bid from Burton's Fire Inc. in the amount of \$8,623.34 for repairs for the T-81 Spartan 75' Fire Truck and authorize the Town Manager to execute an agreement for services as approved by the Town Attorney.

- 3g. Acknowledge receipt of the 3rd quarter investment report for the fiscal year ending June 30, 2014.
- 3h. Authorize the Mayor and the Town Manager to execute the Seventh Amendment to Dismissal and Tolling Agreement between Town of Paradise and Oak Creek Estates which extends the agreement for one additional year.
- 3i. Approve agreement between Town of Paradise and Peerless Building Maintenance Company for Town Hall and Police Department janitorial services and authorize the Town Manager to execute the Agreement to cover a four (4) year period from July 1, 2014 to June 30, 2018. Fiscal impact: \$1,440 per month for a four-year period.
- 3j. Ratify the acceptance of \$500.00 worth of equipment and roofing material from Matt Palade to the Town of Paradise for the repair of the Town's building located on the corner of Pentz Road and Pearson Road.
- 3k. Authorize the Town Manager to enter into a three year agreement for financial audit services with Mann, Urrutia, and Nelson CPA's and Associates, LLP as approved by the Town Attorney.

4. PUBLIC HEARING PROCEDURE

The Town Council has adopted the following procedure for public hearings:

- a. Staff report to Council (15 minutes total maximum)
- b. Mayor or Presiding Chair opens the hearing for public comment in the following order:
 - 1. Project proponents or in favor of (15-minute time limit)
 - 2. Project opponents or against (15-minute time limit)
 - 3. Rebuttals - when requested
(15-minute time limit or 3 minutes per speaker)
- c. Close hearing to the public
- d. Council discussion
- e. Motion
- f. Vote

5. PUBLIC HEARINGS

- 5a. Conduct a public hearing on the installation of graywater systems and consider: (1) Adopting Resolution No. 14-__ Amending Chapter 4, Section 4.16 of the Town of Paradise Manual for the Onsite Treatment of Wastewater, Relating to Graywater Dispersal Systems; and, (2) Adopting Resolution No. 14-___ Amending the 2013/2014 Town of Paradise Master Fee Schedule By Adding a Fee Category for the Review and Construction of Graywater Systems. **(ROLL CALL VOTE)**
- 5b. Conduct a public hearing relating to consideration of a Zoning Ordinance that, if adopted, would result in text amendments to the Paradise Municipal Code Regulations relating to regulating the establishment of

fences, gates and other barriers within public rights-of-way and private access easements and consider: (1) Determining that Town Ordinance No. ____ is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15061(b)(3) (general rule exemption) in that there is no possibility that adoption of the ordinance will have a significant effect on the environment; (2) Waiving the first reading of Town Ordinance No. ____ and reading by title only; and, (3) Introducing Town Ordinance No. ____, "An Ordinance Amending Text Regulations Within Paradise Municipal Code Chapters 17.04 and 17.06 Related to: Definitions; General Site Development Regulations ". **(ROLL CALL VOTE)**

- 5c. Conduct a public hearing relating to the proposed Final Updated/Revised General Plan Housing Element, a Town initiated amendment to the text of the Housing Element of the 1994 Paradise General Plan and consider: (1) Certifying and adopting the proposed Initial Study and Negative Declaration document as it relates to the proposed Town of Paradise Housing Element 2014 Update; and, (2) Adopting the amendment to the Housing Element (2014-2022 Housing Element) of the 1994 Paradise General Plan known as the Town of Paradise Housing Element 2014 Update in order to make the Paradise Housing Element consistent with the Regional Housing Needs Allocation (RHNA) and current State housing element Law. **(ROLL CALL VOTE)**

6. PUBLIC COMMUNICATION

This is the time for members of the audience who have completed a "Request to Address Council" card and given it to the Clerk to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The Town Council is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.

7. COUNCIL CONSIDERATION

- 7a. Consider the preliminary budget report and provide direction to staff for finalizing the 2014/15 Operating and Capital Budget.
- 7b. (1) The Town Council will hear an update from the Animal Control Sustainability Team on progress to date and consider: (2) Waiving the reading of the entire proposed Ordinance No. ____, and approve reading by title only; and, (3) Introducing Ordinance No. ____, An Ordinance Amending Regulations Within Paradise Municipal Code Section 6.08.020 Relating to Dog Licensing Fees. **(ROLL CALL VOTE)** Approval would eliminate the late fee applied to first-time applications for dog licenses and reduce the license fee for dogs between 4 months and 1 year.
- 7c. Consider adopting the following four resolutions relating to the November 4, 2014, general municipal election: (1) Resolution No. 14-__, A Resolution Calling and Giving Notice for the Holding of a General Municipal Election for the Election of Two Council Members and For

Submission to the Voters a Question Relating to Approval of Ordinance No. 540, An Ordinance of the Town Council of the Town of Paradise Adding Chapter 3.22 to the Paradise Municipal Code Regarding a Transactions and Use Tax to be Administered by the State Board of Equalization; (2) Resolution No. 14-___, A Resolution Requesting the Butte County Board of Supervisors to Consolidate a General Municipal Election; (3) Resolution No. 14-___, A Resolution Adopting Regulations for Candidate Statements; and, (4) Resolution No. 14-___, A Resolution of the Town Council of the Town of Paradise Setting Priorities for Filing Written Arguments and Rebuttals and Directing the Town Attorney to Prepare an Impartial Analysis. **(ROLL CALL VOTE)**

8. COUNCIL COMMUNICATION (Council Initiatives)

- 8a. Discuss Council Code of Conduct pamphlet. **(LOTTER)**
- 8b. Update on recent Planning Commission interviews. **(BOLIN & JONES)**
- 8c. Consider designating a voting delegate and up to two alternates to take action on proposed resolutions that establish League policy that will be presented at the Annual Business meeting at the League of Cities Annual Conference in Los Angeles, California, September 3-5, 2014.
- 8d. Council oral reports of their representation on Committees/Commissions.
- 8e. Discussion of future agenda items

9. STAFF/COMMISSION/COMMITTEE COMMUNICATION

- 9a. Town Manager oral reports
- 9b. Community Development Services project update.

10. CLOSED SESSION

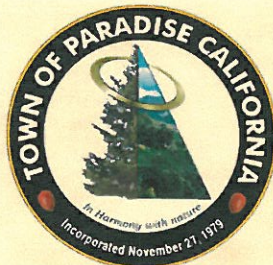
- 10a. Pursuant to Government Code Section 54956.9(d)(1), the Town Council will hold a closed session with the Town Attorney and the Town Manager relating to the following pending litigation: Town of Paradise, a Municipal Corporation, vs. Rose E. Kallunki; Pacific Gas and Electric Company; Doe 1 through Doe 50, inclusive, Butte County Superior Court Case No. 161781.
- 10b. Pursuant to Government Code section 54957, the Town Council will hold a closed session to meet relating to the provisions, excluding compensation, an employment agreement for professional Town Attorney services with Dwight L. Moore.

- 10c. Pursuant to Government Code section 54957(b)(1), the Town Council will meet in closed session to consider evaluating the performance of the Town Manager.

11. ADJOURNMENT

- 11a. Adjourn to June 24, 2014 at 6:00 pm. The Town Council intends to hold an adjourned regular meeting that will include a budget session to consider approving a 2014/2015 final budget for the Town and consider bids and award of contract for the Downtown Paradise Safety Project.

STATE OF CALIFORNIA) COUNTY OF BUTTE)	SS.
I declare under penalty of perjury that I am employed by the Town of Paradise in the Town Clerk's Department and that I posted this Agenda on the bulletin Board both inside and outside of Town Hall on the following date:	
<hr/>	
<hr/> TOWN/ASSISTANT TOWN CLERK SIGNATURE	



TOWN OF PARADISE CERTIFICATE OF APPRECIATION

is hereby presented to

KEN'S PARADISE HITCH & WELDING

*For their labor and equipment to prepare the
"PAW" stencil for the Town's Animal Shelter*

Date: June 10, 2014

Scott Lotter, Mayor



**TOWN OF PARADISE
CERTIFICATE OF APPRECIATION**

is hereby presented to

MENDON'S NURSERY

*For their donation of trees and planting supplies
for the Town's Animal Shelter*

Date: June 10, 2014

Scott Lotter, Mayor



**TOWN OF PARADISE
CERTIFICATE OF APPRECIATION**

is hereby presented to

PARADISE GARDEN CENTER

*For their donation of 3 trees
for the Town's Animal Shelter*

Date: June 10, 2014

Scott Lotter, Mayor

MINUTES
PARADISE TOWN COUNCIL
REGULAR MEETING – 6:00 PM – May 13, 2014

1. OPENING

The Regular Meeting of the Paradise Town Council was called to order by Mayor Scott Lotter at 6:05 p.m. in the Town of Paradise Council Chamber located at 5555 Skyway, Paradise, California. Following the pledge of allegiance, Town of Paradise Council Member Steve “Woody” Culleton offered the invocation.

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

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Town Clerk Joanna Gutierrez, Town Manager Lauren Gill, Town Attorney Dwight L. Moore, Housing Program Supervisor Kate Anderson, Finance Director Gina Will, Assistant Town Clerk Dina Volenski, Human Resources Manager Crystal Peters, Building Official/Fire Marshal Anthony Lindsey, Associate Civil Engineer Marc Mattox, Public Works Manager Paul Derr, Fleet Manager Wes Dinsmore, Acting Police Chief Steve Rowe, Division Chief David Hawks, and Battalion Chief Curtis Lawrie.

- (1) Mayor Lotter proclaimed May as Emergency Preparedness Planning Month.
- (2) Mayor Lotter noted the Certificate of Appreciation for Jamie Hartley & Laura Nelson of WTS for Street Sweeping Services during Gold Nugget Days Parade, who were not present at the meeting.
- (3) Mayor Lotter recognized Eagle Scouts Andrew Hasek, who built a stone grotto for the Blessed Virgin Mary at St. Thomas More Catholic Church and Joseph Vandor II for constructing game booths for Paradise Recreation and Park District.
- (4) Doug Speicher of Northern Recycling & Waste Management (NRWS), the Town’s franchised solid waste, recycling and vegetative waste services provider, presented the 2013 Annual Solid Waste & Recycling Report

2. ITEMS DEFERRED FROM PREVIOUS MEETINGS – None.

3. CONSENT CALENDAR

MOTION by Bolin, seconded by Jones, approved all consent calendar items 3a through 3g as presented. Roll call vote was unanimous.

- 3a. Approved the Minutes of the April 8, 2014 Regular Meeting and the April 22, 2014 Special Meeting.

- 3b. Approved Cash Disbursement Report for April 2014 in the amount of \$690,966.46.
- 3c. Approved the 2013/2014 Annual Maintenance Contract with Chico State University (CSU) Research Foundation on behalf of the Geographical Information Center (GIC) for Geographic Information Services in the amount of \$10,000.00. The GIC provides both basic and specialized data maintenance, such as spatially referenced road, parcel, land use, zoning, aerial images, drainage, and topography data. Additionally, the GIC provides the Paradise Fire Department with updated Map Books and Dispatch with the most current parcel and road data to aid with dispatch.
- 3d. Approved request by Patricia Babcock, a representative of the Babcock Family of Paradise, to adopt a portion of the Memorial Trailway, from Princeton Way to Neal Road.
- 3e. Authorized the rejections of all bids received for repair of the T-81 Spartan 75' Quint Fire Ladder Truck and authorized the Fleet Manager to re-issue the bid notice.
- 3f. Approved an agreement for professional services contract for pre-employment background Investigations with K.P. Research Services and authorized the Town Manager to execute the agreement.
- 3g. Approved postponing appointment of the Planning Commission vacancy to the June 10, 2014 Council Meeting to allow for the pre-appointment meeting to take place.

4. PUBLIC HEARING PROCEDURE

The Town Council has adopted the following procedure for public hearings:

- a. Staff report to Council (15 minutes total maximum)
- b. Mayor or Presiding Chair opens the hearing for public comment in the following order:
 - 1. Project proponents or in favor of (15-minute time limit)
 - 2. Project opponents or against (15-minute time limit)
 - 3. Rebuttals - when requested
(15-minute time limit or 3 minutes per speaker)
- c. Close hearing to the public
- d. Council discussion
- e. Motion
- f. Vote

5. PUBLIC HEARINGS

- 5a. Council concurred to continue the public hearing relating to an appeal of a Planning Commission decision filed by Dana and Denise Bettis that was previously continued from the March 11, 2014 Town Council meeting to the May 13, 2014 Town Council meeting to August 12, 2014, to allow the Planning Commission and the Town Council opportunities to consider and possibly adopt

Zoning Code text amendments regarding fences, gates and other barriers within private road easements.

6. PUBLIC COMMUNICATION

1. Shelley Dutro stated that she was here to speak against the location of the Blaze-n-J's Smoke Shop on Skyway across from the Boys and Girls Club, that she is against the type of merchandise that is being sold in the store, that she thinks the Town of Paradise has an ordinance against drug paraphernalia, and asked the Town Council to review this matter.
2. Ward Habriel thanked Council Member Culleton for his assistance during the Gold Nugget melodrama.

7. COUNCIL CONSIDERATION

Council Member Jones stated that she will be abstaining from the discussion and vote on agenda item 7a relating to approval of three Active Transportation Program (ATP) grant applications.

- 7a. **MOTION by Rawlings, seconded by Culleton**, adopted Resolution No. 14-08, A Resolution Supporting the Submission of Three Grant Applications for the California Department of Transportation Active Transportation Program (ATP) Cycle 1 "Call for Projects". Ayes of Bolin, Culleton, Rawlings and Mayor Lotter; abstention of Jones.

Approval authorized application for (1) Pearson Road Safe Routes to School (SR2S) Connectivity Project - (Pearson between Skyway & Academy Drive), (2) Maxwell Drive SR2S Project (Maxwell between Elliott & Skyway), and (3) Downtown Paradise Equal Mobility Project - (Skyway between Pearson & Elliott). ATP projects are 100% funded.

- 7b. **MOTION by Jones, seconded by Culleton**, approved the Program Supplement Agreement Nos. 012-N, 013-N, 014-N and 015N to Administering Agency-State Agreement No. 03-5425R for Federal-Aid Projects to assure receipt of federal funds (in an approximate amount of \$2.4 million); and, adopted the following four resolutions numbered 14-09, 14-10, 14-11 and 14-12 by unanimous vote. Adoption also approved the 10% funding match that will be budgeted between local gas tax and local transportation funds. Roll call vote was unanimous.

(1) Resolution No. 14-09, A Resolution of the Town Council of the Town of Paradise Authorizing the Town Manager or her Designee to sign the Program Supplement Agreement No. 13-N to Administering Agency-State Agreement for Federal Aid Project No. HSIPL-5425 (025) - \$1,082,900 for Cypress Curve Realignment. Roll call vote was unanimous.

(2) Resolution No. 14-10, A Resolution of the Town Council of the Town of Paradise Authorizing the Town Manager or her Designee to sign the Program Supplement Agreement No. 15-N to Administering Agency-State Agreement for

Federal Aid Project No. HSIPL-5425 (026) - \$282,000 for the Paradise Signal Upgrade Project. Roll call vote was unanimous.

(3) Resolution No. 14-11, A Resolution of the Town Council of the Town of Paradise Authorizing the Town Manager or her Designee to sign the Program Supplement Agreement No. 14-N to Administering Agency-State Agreement for Federal Aid Project No. HSIPL-5425 (027) - \$490,000 for the Pearson Road Shoulder Widening Project. Roll call vote was unanimous.

(4) Resolution No. 14-12, A Resolution of the Town Council of the Town of Paradise Authorizing the Town Manager or her Designee to sign the Program Supplement Agreement No. 12-N to Administering Agency-State Agreement for Federal Aid Project No. HSIPL-5425 (028) - \$372,200 for the Clark Road Safety Enhancements. Roll call vote was unanimous.

- 7c. Town Engineer Marc Mattox reported to Council regarding the Downtown Paradise Safety project stating the objective of the project is to address existing safety issues along Skyway between Vista Way and Elliott Road. Engineer Mattox discussed the public outreach accomplished, project timelines, the dangers of the current design, collision statistics that merited award of the HSIP grant, and explained the proposed pedestrian and motorist safety enhancements and specific counter measures such as addition of pedestrian bulb-outs, flashing beacons, signal coordination and a reduction of through vehicle lanes.

Mayor Lotter opened the matter for public comment.

1. Johnny Farris stated that he is against the project, that he doesn't think the plan will work, that the City of Redding did a similar project that he thinks ruined the town and that everyone he has talked to is against the project.
2. Tom Brannon stated that he is a civil engineer working in transportation, teaches traffic and transportation at Chico State, lives in Paradise and is familiar with the problems on Skyway, and that he believes that this type of project will be successful as it has been proven to be so in other communities, that it will make the main street safer.
3. Ward Habriel stated that it is important to recognize this has gone on for six months, that it was important that there was this much public involvement, that the issue of accidents is not really being addressed as human behavior causes the accidents, that petitions have been turned in with signatures against the project, and that he would like to see more traffic enforcement built into the plan and asked what the Town has done to make streets safer for pedestrians.
4. Scott Memmott stated that he supports the project and shared incidents wherein he has been a victim of the unsafe conditions on Skyway, and that it is unclear if traffic is slowing to turn left or is stopping for pedestrians.

5. Jon Remalia asked if the project does not solve the problems what will it cost to take it out, is the net benefit of adding enhancements worth the cost of the project and that he thinks it was poor planning to bring this project forward during an election year.
6. Efren Robinson stated that he supports the project, that it is something that is needed in the Town, that he owns a business on Skyway, that his customers fear parking in front of his store on the street, and it is hard to park on the side because of the curb, that he sees all positive and nothing negative about the project as it helps make the Town safer.
7. Chuck Rough stated that he is representing the Paradise Citizens Alliance, read a letter of support for the project into record, and stated that the group examines both public and private issues to determine if they will add to the quality of life for the citizens of Paradise within economic reason, that the group believes the benefits of the project outweigh the possible negatives, but the group is concerned about the lack of landscaping plans for the project.
8. Doug Speicher, stated that he supports the project, that he thinks it is time for the Town to make the improvements, he is pleased with the results of the Pearson Road project which he initially opposed, that when their garbage trucks stop on the Skyway motorists automatically assume the stop is to pick up trash rather than for a pedestrian and there have been numerous near misses, and that he fully supports the project.
9. Barry Stein stated that he has always been a proponent of the project not only because he owns a business and a building in the downtown, but because he sees every day the number of accidents that occur and asked the Council to vote in favor of the project.
10. Marilyn Stein stated that as a business owner she does not believe the project will affect their business, whether a motorist goes 30 or 50 mph will not affect their decision where to shop, and that she would gladly spend an extra five minutes to get through Town if it saved another person's life.
11. Mildred Eiselin stated that she had never heard of the survey to reduce the traffic lanes from four to two on Skyway, that she has not seen more than one person crossing Skyway since the last meeting she attended, that she doesn't think it will increase the business in the downtown, and that she is very concerned how this will affect evacuation during wildland fires.
12. James Clarkson stated that he is a business owner of a store located on Pearson Road that went from four lanes to two lanes, that the result has changed the environment in a very positive manner, that traffic has slowed down, that he has learned to be a more patient driver, that the street is safer

to drive on and that the difficulties experienced during construction were very worth the end result.

13. Kim Giha stated that she is a new business owner at Pearson and Skyway, that she supports the project, and she would like to see a better walking area for the shops in the downtown, that her mother was injured in an accident in the downtown and believes that if this project had been completed the accident would not have happened.

14. Acting Police Chief Rowe stated that the Police Department supports the project, there can be no doubt there will be added safety for vehicles and pedestrians and that there will be a significant reduction of speed in the downtown area. Acting Chief Rowe stated that high speeds in the downtown is one of the most frequent complaints received by the Police Department, that the project has been carefully researched by qualified and competent engineers, is based on proven models with additional safety features added, that he has confidence in the design and that he believes the project will be as successful as the Pearson Road project has proven to be.

15. Division Chief David Hawks stated that he affirms the Fire Department support for the project, that the design for one lane each way slows traffic and reduces the amount of injury accidents that occur. Chief Hawks stated that, in the event of a wildland fire, traffic bottlenecks will be avoided through use of strategic evacuations.

16. Mayor Lotter read a letter of support into the record at the request of the author, Jim Broshears, retired Paradise Fire Chief and owner of a business in the project area.

- 7c. **MOTION by Lotter, seconded by Rawlings**, adopted Resolution No. 14-13, A Resolution of the Town Council of the Town of Paradise approving the Plans, Specifications and Estimates for the Downtown Paradise Safety Project and authorizing advertisement for bids on the project. Roll call vote was unanimous.

[The project includes the implementation of three safety-related treatments including signal coordination, enhanced crosswalks and a road diet, in accordance with the Highway Safety Improvement Program (HSIP) grant.]

Mayor Lotter called for a recess at 8:15 p.m. and reconvened the meeting at 8:25 p.m.

- 7d. **MOTION by Culleton, seconded by Jones**, approved a Streetlight Service Agreement for Skyway – Vista Way to Memorial Way and authorized the Town Engineer to execute subject Agreement. Roll call vote was unanimous. The three new streetlights are to be installed under Federal-Aid project HSIPL 5425 (024) Downtown Safety Project and will be located adjacent to new crosswalks as follows: Skyway at Town Hall, Skyway at Honey Run Road and Skyway at Wildwood Lane.

- 7e. (1) Waived the reading of entire proposed Ordinance No. 542 and approved reading by title only; and, (2) Introduced Ordinance No. 542, An Ordinance amending Sections 5.19.030 and 5.19.031 regarding Taxicab Business Licenses. The amendment would delete the provision in the code that allows for the issuance of a 30-day temporary business license to a taxicab business owner/operator.
- 7f. Town Manager Gill informed Council that adoption of Ordinance No. 540 will result in a ballot measure being placed on the November 4, 2014, general election ballot and will provide an opportunity for the voters to decide if they would like to make an investment in the community. Revenue from the measure would be controlled 100% at the local level and would enable the Town to address critical public safety and infrastructure needs within the Town.
- (1) **MOTION by Rawlings, seconded by Culleton**, waived reading of entire Ordinance No. 540 and approved reading by title only. Roll call vote was unanimous.
- (2) **MOTION by Rawlings, seconded by Culleton**, adopted Ordinance No. 540, An Ordinance of the Town Council of the Town of Paradise Adding Chapter 3.22 to the Paradise Municipal Code Regarding a Transactions and Use Tax to be administered by the State Board of Equalization. Ayes of Culleton, Jones, Rawlings and Mayor Lotter; no of Bolin.

Ordinance No. 540 proposes a one-half percent (0.50%) transactions and use tax that would be placed on the November 4, 2014 election ballot.

8. COUNCIL COMMUNICATION (Council Initiatives)

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

Vice Mayor Bolin reported that he worked with the Gardening groups, the outdoor merchandise ordinance will be going forward to the Planning Commission, and that he participated in the Day of Prayer event at the park.

Council Member Rawlings reported that he presented a proclamation recognizing the Chocolate Fest at the event on May 10th.

Council Member Culleton reported that he attended BCAG and BCAQMD board meetings; was a King candidate in the Chocolate Festival fund raising event; was the announcer at the Gold Nugget Days paradise, and will attend the next LCC Quarterly Division meeting.

Council Members Jones reported that she attended the Butte County Water Advisory Commission meetings, had a meet and greet booth and the Chocolate Festival and that compliments were given to staff for good trailway maintenance.

Mayor Lotter reported that he attend the LAFCo board meetings, the swear-in ceremonies for two public safety dispatchers, the Memorial; Day Ceremony and the local task force meeting.

Council Members Rawlings and Culleton invited participation in the purchase of a wreath to present at the Memorial Day ceremonies from the Town.

8b. Discussion of future agenda items.

Council Member Bolin stated that he would like to revisit the business license issue.

9. STAFF/COMMISSION/COMMITTEE COMMUNICATION

9a. Town Manager Gill reported that design approval of Big 5 has been accomplished.

9b. None.

10. CLOSED SESSION

At 9:10 p.m., Mayor Lotter announced the Town Council would hold the following closed sessions:

10a. Pursuant to Government Code Section 54957.6, the Town Council will hold a closed session to meet with Lauren Gill, Gina Will and Crystal Peters, its designated representatives, regarding labor relations between the Town of Paradise and the Paradise Police Officers Association, Confidential Mid-Management Association, General Employees Unit, Police Mid-Management Unit and the Management Group.

10b. Pursuant to Government Code Section 54956.9(d)(1), that the Town Council will hold a closed session with the Town Attorney and the Town Manager relating to the following pending litigation: Town of Paradise, a Municipal Corporation, vs. Rose E. Kallunki; Pacific Gas and Electric Company; Doe 1 through Doe 50, inclusive, Butte County Superior Court Case No. 161781.

Mayor Lotter reconvened the meeting at 9:35 p.m. and announced that the following actions were taken in closed session relating to agenda item 10a, employment agreements for Town of Paradise employee associations, groups and/or units.

(1) **MOTION by Jones, seconded by Bolin**, adopted Resolution No. 14-14, A Resolution Approving a Memorandum of Understanding Agreement (relating to employment) for the Paradise Confidential/Mid-Management Association effective July 1, 2014 through June 30, 2015. Roll call vote was unanimous.

(2) **MOTION by Jones, seconded by Bolin** adopted Resolution No. 14-15, A Resolution Approving a Memorandum of Understanding Agreement (relating to employment) for the Paradise General Employees Unit effective July 1, 2014 through June 30, 2015. Roll call vote was unanimous.

(3) **MOTION by Jones, seconded by Bolin**, adopted Resolution No. 14-16, A Resolution Approving a Memorandum of Understanding Agreement (relating to employment) for the Paradise Management Group effective July 1, 2014 through June 30, 2015. Roll call vote was unanimous.

(4) **MOTION by Jones, seconded by Bolin**, adopted Resolution No. 14-17, A Resolution Approving a Memorandum of Understanding Agreement (relating to employment) for the Paradise Police Mid-Management Unit effective July 1, 2014 through June 30, 2015. Roll call vote was unanimous.

(5) **MOTION by Jones, seconded by Bolin**, adopted Resolution No. 14-18, A Resolution Approving a Memorandum of Understanding Agreement (relating to employment) for the Paradise Police Officers Association effective July 1, 2014 through June 30, 2015. Roll call vote was unanimous.

No action was taken relating to agenda item 10b, Town vs. Kallunki.

11. ADJOURNMENT

Mayor Lotter adjourned the meeting at 9:40 p.m.

Date Approved:

By: _____
Scott Lotter, Mayor

Joanna Gutierrez, CMC, Town Clerk

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

FOR THE PERIOD OF
MAY 1, 2014 - MAY 31, 2014

May 1, 2014 - May 31, 2014

Check Date	Pay Period End	DESCRIPTION	AMOUNT
05/09/14	05/04/14	Net Payroll - Direct Deposits & Checks	\$110,120.72
05/23/14	05/18/14	Net Payroll - Direct Deposits & Checks	\$105,523.35
TOTAL NET WAGES PAYROLL			\$215,644.07

Accounts Payable

PAYROLL VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.	\$258,357.88
OPERATIONS VENDORS: SUPPLIES, CONTRACTS, UTILITIES, ETC.	\$4,172,791.51
TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE (Detail attached)	<u>\$4,431,149.39</u>
GRAND TOTAL CASH DISBURSEMENTS	<u><u>\$4,646,793.46</u></u>

APPROVED BY: _____
LAUREN GILL, TOWN MANAGER

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

CASH DISBURSEMENTS REPORT

From Payment Date: 5/1/2014 - To Payment Date: 5/31/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - US Bank TOP AP Checking									
<u>Check</u>									
60274	05/01/2014	Open			Accounts Payable	A-BETTER PEST CONTROL CO.	\$95.00		
60275	05/01/2014	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$27.41		
60276	05/01/2014	Open			Accounts Payable	ADVANCED DOCUMENT CONCEPTS	\$7.26		
60277	05/01/2014	Open			Accounts Payable	AgendaPal Corporation	\$399.00		
60278	05/01/2014	Open			Accounts Payable	ANDORA MEDIA	\$53.54		
60279	05/01/2014	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$53.48		
60280	05/01/2014	Open			Accounts Payable	Big O Tires	\$50.50		
60281	05/01/2014	Open			Accounts Payable	Brookfield, Lisa	\$20.00		
60282	05/01/2014	Open			Accounts Payable	BRUNO, SHERRY	\$53.77		
60283	05/01/2014	Open			Accounts Payable	BUTTE COUNTY CREDIT BUREAU	\$28.00		
60284	05/01/2014	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$198,107.39		
60285	05/01/2014	Open			Accounts Payable	BUZZARD, CHRIS	\$592.07		
60286	05/01/2014	Open			Accounts Payable	CALIFORNIA DEPARTMENT OF PARKS AND RECREATION	\$1,133.79		
60287	05/01/2014	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$1,891.00		
60288	05/01/2014	Open			Accounts Payable	Chamberlain Backhoe Service	\$6,435.00		
60289	05/01/2014	Open			Accounts Payable	COMPANIONS ANIMAL HOSPITAL	\$122.05		
60290	05/01/2014	Open			Accounts Payable	DAVIS, BOBBY	\$136.00		
60291	05/01/2014	Open			Accounts Payable	DAY WIRELESS SYSTEMS - MILWAUKIE, OR	\$2,000.00		
60292	05/01/2014	Open			Accounts Payable	DIESEL ELECTRIC & FUEL INJECTION	\$290.25		
60293	05/01/2014	Open			Accounts Payable	DODGE, JEFFREY, L.	\$194.00		
60294	05/01/2014	Open			Accounts Payable	DON'S SAW & MOWER	\$207.42		
60295	05/01/2014	Open			Accounts Payable	DRAKE, JEFFREY	\$54.00		
60296	05/01/2014	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$440.00		
60297	05/01/2014	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$200.01		
60298	05/01/2014	Open			Accounts Payable	FLORES, LUIS, A.	\$132.00		
60299	05/01/2014	Open			Accounts Payable	FLORES, MICHAEL	\$65.00		
60300	05/01/2014	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$118.25		
60301	05/01/2014	Open			Accounts Payable	GRIGG, JAMES	\$110.00		
60302	05/01/2014	Open			Accounts Payable	HAUNSCHILD, MARK	\$318.55		
60303	05/01/2014	Open			Accounts Payable	HELENA SPECIALTY PRODUCTS	\$2,856.65		
60304	05/01/2014	Open			Accounts Payable	HOUSEWORTH, JERILYN	\$129.85		
60305	05/01/2014	Open			Accounts Payable	HUNTERS PEST CONTROL	\$55.00		
60306	05/01/2014	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$1,925.42		
60307	05/01/2014	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$140.00		
60308	05/01/2014	Open			Accounts Payable	INTERNATIONAL CODE COUNCIL, INC	\$100.00		
60309	05/01/2014	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$275.00		
60310	05/01/2014	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$427.85		
60311	05/01/2014	Open			Accounts Payable	JOHNSTON, DAVE J.	\$91.00		
60312	05/01/2014	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$250.00		

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 5/1/2014 - To Payment Date: 5/31/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
60313	05/01/2014	Open			Accounts Payable	L.N. CURTIS & SONS	\$120.46		
60314	05/01/2014	Open			Accounts Payable	LEAGUE OF CALIFORNIA CITIES	\$9,534.00		
60315	05/01/2014	Open			Accounts Payable	LES SCHWAB TIRE CENTER - MOTORPOOL	\$998.72		
60316	05/01/2014	Open			Accounts Payable	LIFE ASSIST INC	\$1,182.50		
60317	05/01/2014	Open			Accounts Payable	MARABLE, VIRGINIA	\$180.26		
60318	05/01/2014	Open			Accounts Payable	MARQUIS, JOSH	\$298.91		
60319	05/01/2014	Open			Accounts Payable	MATT WOLFE	\$144.00		
60320	05/01/2014	Open			Accounts Payable	MCGREGOR CONSTRUCTION CO INC	\$126.56		
60321	05/01/2014	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$185.00		
60322	05/01/2014	Open			Accounts Payable	MOORE, DWIGHT, L.	\$13,110.00		
60323	05/01/2014	Open			Accounts Payable	NFPA INTERNATIONAL	\$165.00		
60324	05/01/2014	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$8,852.93		
60325	05/01/2014	Open			Accounts Payable	O'REILLY AUTO PARTS	\$129.08		
60326	05/01/2014	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$124.24		
60327	05/01/2014	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$560.95		
60328	05/01/2014	Open			Accounts Payable	OROVILLE, CITY OF	\$192.83		
60329	05/01/2014	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$7,135.83		
60330	05/01/2014	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$1,063.23		
60331	05/01/2014	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$1,450.55		
60332	05/01/2014	Open			Accounts Payable	PERKINS MOBILE AUTO GLASS	\$467.63		
60333	05/01/2014	Open			Accounts Payable	PETERSON TRACTOR CO	\$2,377.98		
60334	05/01/2014	Open			Accounts Payable	RAMOS, DANIEL J.	\$87.00		
60335	05/01/2014	Open			Accounts Payable	Richard Van Stavern Mobile Home Service	\$1,552.50		
60336	05/01/2014	Open			Accounts Payable	Riebes Auto Parts	\$49.62		
60337	05/01/2014	Open			Accounts Payable	ROWE, STEVE	\$29.83		
60338	05/01/2014	Open			Accounts Payable	SBA Monarch Towers III LLC	\$134.99		
60339	05/01/2014	Open			Accounts Payable	SIEMENS INDUSTRY, INC	\$4,285.05		
60340	05/01/2014	Open			Accounts Payable	SIERRA HEATING & AIR CONDITIONING	\$1,550.00		
60341	05/01/2014	Open			Accounts Payable	SIERRA SAFETY ASSOCIATES	\$231.95		
60342	05/01/2014	Open			Accounts Payable	SILVERADO AVIONICS, INC	\$6,331.47		
60343	05/01/2014	Open			Accounts Payable	SKYWAY PET HOSPITAL,	\$174.33		
60344	05/01/2014	Open			Accounts Payable	Smith, Jake	\$91.50		
60345	05/01/2014	Open			Accounts Payable	STARR, RUSSELL	\$65.00		
60346	05/01/2014	Open			Accounts Payable	SUTPHEN CORPORATION	\$288.10		
60347	05/01/2014	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$380.15		
60348	05/01/2014	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$9.57		
60349	05/01/2014	Open			Accounts Payable	THRIFTY ROOTER	\$89.00		
60350	05/01/2014	Open			Accounts Payable	Traffic Works, LLC	\$15,105.00		
60351	05/01/2014	Open			Accounts Payable	Tri Flame Propane	\$369.86		
60352	05/01/2014	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
60353	05/01/2014	Open			Accounts Payable	TURNBOW, DAVID LYNN	\$44.00		
60354	05/01/2014	Open			Accounts Payable	TURNBOW, DEBBIE	\$127.00		
60355	05/01/2014	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$114.76		

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 5/1/2014 - To Payment Date: 5/31/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
60356	05/01/2014	Open			Accounts Payable	US BANCORP OFFICE EQUIP	\$572.03		
60357	05/01/2014	Open			Accounts Payable	FINANCE SERVICES			
60358	05/01/2014	Open			Accounts Payable	VERIZON WIRELESS	\$265.55		
60359	05/01/2014	Open			Accounts Payable	WESTAMERICA BANK	\$850.86		
60360	05/06/2014	Open			Accounts Payable	WITTMEIER AUTO CENTER	\$7.45		
60361	05/06/2014	Open			Accounts Payable	BLOOD SOURCE	\$42.00		
60362	05/06/2014	Open			Accounts Payable	Met Life	\$7,432.93		
60363	05/06/2014	Open			Accounts Payable	OPERATING ENGINEERS	\$588.00		
					Accounts Payable	PARADISE POLICE OFFICERS	\$2,049.29		
						ASSOCIATION			
60364	05/06/2014	Open			Accounts Payable	SUN LIFE INSURANCE	\$4,049.14		
60365	05/06/2014	Open			Accounts Payable	SUPERIOR VISION SVC NGLIC	\$690.54		
60366	05/06/2014	Open			Accounts Payable	TOP CONFIDENTIAL MID MGMT	\$140.00		
						ASSOCIATION			
60367	05/09/2014	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$550.00		
60368	05/09/2014	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$449.76		
60369	05/09/2014	Open			Accounts Payable	STATE OF CALIFORNIA	\$150.00		
						FRANCHISE TAX BOARD			
60370	05/15/2014	Open			Accounts Payable	ACCELA, INC.	\$39,580.22		
60371	05/15/2014	Open			Accounts Payable	ALLIANT INSURANCE	\$201.24		
60372	05/15/2014	Open			Accounts Payable	AMERICAN PAYROLL	\$254.00		
						ASSOCIATION			
60373	05/15/2014	Open			Accounts Payable	ANDORA MEDIA	\$54.07		
60374	05/15/2014	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$53.48		
60375	05/15/2014	Open			Accounts Payable	AT&T	\$104.49		
60376	05/15/2014	Open			Accounts Payable	AT&T CALNET 2-REPEATER LINES	\$200.01		
60377	05/15/2014	Open			Accounts Payable	AT&T MOBILITY	\$52.95		
60378	05/15/2014	Open			Accounts Payable	AT&T-COMMUNITY PARK	\$16.35		
60379	05/15/2014	Open			Accounts Payable	AT&T/CAL NET 2	\$3,358.41		
60380	05/15/2014	Open			Accounts Payable	BACKGROUNDS & MORE	\$325.00		
60381	05/15/2014	Open			Accounts Payable	BASIC LABORATORY	\$2,190.00		
60382	05/15/2014	Open			Accounts Payable	Big O Tires	\$34.00		
60383	05/15/2014	Open			Accounts Payable	BURTON'S FIRE, INC.	\$288.16		
60384	05/15/2014	Open			Accounts Payable	BUTTE CO RECORDER	\$17.00		
60385	05/15/2014	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$1,049.60		
60386	05/15/2014	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT	\$1,176.00		
						OF JUSTICE			
60387	05/15/2014	Open			Accounts Payable	CDW-GOVT	\$1,213.33		
60388	05/15/2014	Open			Accounts Payable	CERTIFION CORPORATION D.B.A.	\$84.95		
						ENTERSECT			
60389	05/15/2014	Open			Accounts Payable	CLEANING CONNECTION, THE	\$105.00		
60390	05/15/2014	Open			Accounts Payable	COMCAST CABLE	\$85.60		
60391	05/15/2014	Open			Accounts Payable	COMCAST CABLE	\$245.60		
60392	05/15/2014	Open			Accounts Payable	COMCAST CABLE	\$95.60		
60393	05/15/2014	Open			Accounts Payable	COWA - CALIFORNIA ONSITE	\$250.00		
						WASTEWATER ASSOC			
60394	05/15/2014	Open			Accounts Payable	DEPARTMENT OF FORESTRY &	\$708,854.62		
						FIRE PROTECTION			
60395	05/15/2014	Open			Accounts Payable	DERR, PAUL	\$15.00		

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 5/1/2014 - To Payment Date: 5/31/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
60396	05/15/2014	Voided	Duplicate Payment	05/29/2014	Accounts Payable	DIESEL ELECTRIC & FUEL INJECTION	\$290.25		
60397	05/15/2014	Open			Accounts Payable	DOBRICH & SONS SEPTIC	\$1,249.50		
60398	05/15/2014	Open			Accounts Payable	DON'S SAW & MOWER	\$190.38		
60399	05/15/2014	Open			Accounts Payable	DURHAM PENTZ TRUCK CENTER	\$388.28		
60400	05/15/2014	Open			Accounts Payable	FEATHER RIVER HOSPITAL	\$440.00		
60401	05/15/2014	Open			Accounts Payable	FULLER'S HOUSE OF COLOR	\$31.07		
60402	05/15/2014	Open			Accounts Payable	HASKINS, ROBERT	\$17.45		
60403	05/15/2014	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$4,865.01		
60404	05/15/2014	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$275.00		
60405	05/15/2014	Open			Accounts Payable	KAREN HORNE	\$15.72		
60406	05/15/2014	Open			Accounts Payable	KEN'S HITCH & WELDING	\$30.00		
60407	05/15/2014	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$389.52		
60408	05/15/2014	Open			Accounts Payable	L.N. CURTIS & SONS	\$70.59		
60409	05/15/2014	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$25.00		
60410	05/15/2014	Open			Accounts Payable	MCGREGOR CONSTRUCTION CO INC	\$130.00		
60411	05/15/2014	Open			Accounts Payable	NORTH STATE RENDERING INC	\$50.00		
60412	05/15/2014	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$7,255.22		
60413	05/15/2014	Open			Accounts Payable	O'REILLY AUTO PARTS	\$162.68		
60414	05/15/2014	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$100.43		
60415	05/15/2014	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$35.40		
60416	05/15/2014	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$116.32		
60417	05/15/2014	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$6,603.89		
60418	05/15/2014	Open			Accounts Payable	PACIFICOM	\$2,527.19		
60419	05/15/2014	Open			Accounts Payable	PARADISE POLICE OFFICERS ASSOCIATION	\$125.00		
60420	05/15/2014	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMITY MEDIA	\$334.23		
60421	05/15/2014	Open			Accounts Payable	Riebes Auto Parts	\$251.48		
60422	05/15/2014	Open			Accounts Payable	SHERWIN-WILLIAMS - CHICO	\$135.93		
60423	05/15/2014	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$175.00		
60424	05/15/2014	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$30.72		
60425	05/15/2014	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$9.46		
60426	05/15/2014	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$120.19		
60427	05/15/2014	Open			Accounts Payable	US BANK	\$40.00		
60428	05/15/2014	Open			Accounts Payable	VERIZON WIRELESS	\$570.15		
60429	05/15/2014	Open			Accounts Payable	VERIZON WIRELESS	\$526.81		
60430	05/15/2014	Open			Accounts Payable	VERIZON WIRELESS	\$304.87		
60431	05/15/2014	Open			Accounts Payable	Vigilant Canine Services	\$175.00		
60432	05/15/2014	Open			Accounts Payable	Wells Fargo Bank	\$100.00		
60433	05/15/2014	Open			Accounts Payable	WITTMER AUTO CENTER	\$171.94		
60434	05/15/2014	Open			Accounts Payable	WORLD TELECOM, INC.	\$331.91		
60435	05/23/2014	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$550.00		
60436	05/23/2014	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$449.76		

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 5/1/2014 - To Payment Date: 5/31/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
60437	05/23/2014	Open			Accounts Payable	STATE OF CALIFORNIA FRANCHISE TAX BOARD	\$150.00		
60438	05/29/2014	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$128.41		
60439	05/29/2014	Open			Accounts Payable	AgendaPal Corporation	\$399.00		
60440	05/29/2014	Open			Accounts Payable	ANTIQUE & UNIQUE UPHOLSTERY	\$223.38		
60441	05/29/2014	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$53.48		
60442	05/29/2014	Open			Accounts Payable	AT&T	\$997.97		
60443	05/29/2014	Open			Accounts Payable	AT&T MOBILITY	\$53.15		
60444	05/29/2014	Open			Accounts Payable	BACKGROUNDS & MORE	\$325.00		
60445	05/29/2014	Open			Accounts Payable	Big O Tires	\$157.95		
60446	05/29/2014	Open			Accounts Payable	BUTTE CO PUBLIC WORKS	\$16,402.20		
60447	05/29/2014	Open			Accounts Payable	BUTTE COUNTY CREDIT BUREAU	\$42.00		
60448	05/29/2014	Open			Accounts Payable	CDW-GOVT	\$1,820.00		
60449	05/29/2014	Open			Accounts Payable	CITY OF CHICO	\$452.19		
60450	05/29/2014	Open			Accounts Payable	COMCAST CABLE	\$245.60		
60451	05/29/2014	Open			Accounts Payable	COMPANIONS ANIMAL HOSPITAL	\$119.00		
60452	05/29/2014	Open			Accounts Payable	CSU, CHICO RESEARCH FOUNDATION	\$225.30		
60453	05/29/2014	Open			Accounts Payable	DAY WIRELESS SYSTEMS - MILWAUKIE, OR	\$533.38		
60454	05/29/2014	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$137.55		
60455	05/29/2014	Open			Accounts Payable	FasTrak Violation Processing Department	\$30.00		
60456	05/29/2014	Open			Accounts Payable	GENESIS SOCIETY	\$500.00		
60457	05/29/2014	Open			Accounts Payable	GILBERT, MATT	\$88.58		
60458	05/29/2014	Open			Accounts Payable	HI-TECH EMERGENCY VEHICLE SERV. INC.	\$525.65		
60459	05/29/2014	Open			Accounts Payable	HINDERLITER, DE LLAMAS & ASSOCIATES INC.	\$547.15		
60460	05/29/2014	Open			Accounts Payable	HUDSON'S APPLIANCE CENTER	\$599.31		
60461	05/29/2014	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$95.34		
60462	05/29/2014	Open			Accounts Payable	ID WHOLESALER	\$78.61		
60463	05/29/2014	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$400.00		
60464	05/29/2014	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$427.85		
60465	05/29/2014	Open			Accounts Payable	JUDSON ENTERPRISES INC	\$250.46		
60466	05/29/2014	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$812.03		
60467	05/29/2014	Open			Accounts Payable	L.N. CURTIS & SONS	\$23.16		
60468	05/29/2014	Open			Accounts Payable	LEHR AUTO ELECTRIC STOMMEL, INC.	\$407.29		
60469	05/29/2014	Open			Accounts Payable	LIFELINE TRAINING CENTER	\$445.00		
60470	05/29/2014	Open			Accounts Payable	MATT WOLFE	\$216.00		
60471	05/29/2014	Open			Accounts Payable	MATTOX, MARK	\$114.77		
60472	05/29/2014	Open			Accounts Payable	NWN Corporation	\$783.16		
60473	05/29/2014	Open			Accounts Payable	O'REILLY AUTO PARTS	\$66.06		
60474	05/29/2014	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$1,535.24		
60475	05/29/2014	Open			Accounts Payable	OROVILLE, CITY OF	\$729.49		
60476	05/29/2014	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$7,449.21		

CASH DISBURSEMENTS REPORT

From Payment Date: 5/1/2014 - To Payment Date: 5/31/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
60477	05/29/2014	Open			Accounts Payable	PARADISE GARDEN CENTER	\$73.10		
60478	05/29/2014	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$1,085.18		
60479	05/29/2014	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$647.12		
60480	05/29/2014	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$562.90		
60481	05/29/2014	Open			Accounts Payable	PETERS RUSH HABIB & MCKENNA	\$405.00		
60482	05/29/2014	Open			Accounts Payable	PETTY CASH CUSTODIAN, VALERIE LYNCH	\$74.59		
60483	05/29/2014	Open			Accounts Payable	PMC	\$4,460.06		
60484	05/29/2014	Open			Accounts Payable	Riebes Auto Parts	\$587.33		
60485	05/29/2014	Open			Accounts Payable	SAFEGUARD FIRE PROTECTION	\$64.34		
60486	05/29/2014	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$205.00		
60487	05/29/2014	Open			Accounts Payable	The Door Company	\$486.00		
60488	05/29/2014	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$198.07		
60489	05/29/2014	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$46.01		
60490	05/29/2014	Open			Accounts Payable	THRIFTY ROOTER	\$89.00		
60491	05/29/2014	Open			Accounts Payable	Traffic Works, LLC	\$4,900.00		
60492	05/29/2014	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
60493	05/29/2014	Open			Accounts Payable	Turenne, Andrea	\$57.79		
60494	05/29/2014	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$2,334.79		
60495	05/29/2014	Open			Accounts Payable	VALLEY CLINICAL & CONSULTING SERVICES	\$450.00		
60496	05/29/2014	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$1,200.00		
60497	05/29/2014	Open			Accounts Payable	VERIZON WIRELESS	\$63.49		
60498	05/29/2014	Open			Accounts Payable	WADLOW ELECTRIC	\$1,266.00		
60499	05/29/2014	Open			Accounts Payable	WITTMER AUTO CENTER	\$641.73		
Type Check Totals:							\$1,165,239.85		
EFT									
170	05/06/2014	Open			Accounts Payable	CALPERS	\$110,893.65		
171	05/09/2014	Open			Accounts Payable	CALPERS - RETIREMENT	\$31,731.60		
172	05/09/2014	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$4,577.02		
173	05/09/2014	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$2,061.94		
174	05/09/2014	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$19,990.42		
175	05/23/2014	Open			Accounts Payable	CALPERS - RETIREMENT	\$31,444.73		
176	05/23/2014	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$4,139.98		
177	05/23/2014	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$17,148.06		
178	05/23/2014	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$19,079.06		
179	05/30/2014	Open			Accounts Payable	US BANK	\$3,025,133.33		
Type EFT Totals:							\$3,266,199.79		
AP - US Bank TOP AP Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	225	\$1,164,949.60	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$290.25	\$0.00
	Stopped	0	\$0.00	\$0.00

CASH DISBURSEMENTS REPORT

From Payment Date: 5/1/2014 - To Payment Date: 5/31/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Total	226	\$1,165,239.85	\$0.00	
		EFTs		Status	Count	Transaction Amount		Reconciled Amount	
				Open	10	\$3,266,199.79		\$0.00	
				Reconciled	0	\$0.00		\$0.00	
				Voided	0	\$0.00		\$0.00	
				Total	10	\$3,266,199.79		\$0.00	
		All		Status	Count	Transaction Amount		Reconciled Amount	
				Open	235	\$4,431,149.39		\$0.00	
				Reconciled	0	\$0.00		\$0.00	
				Voided	1	\$290.25		\$0.00	
				Stopped	0	\$0.00		\$0.00	
				Total	236	\$4,431,439.64		\$0.00	
Grand Totals:									
		Checks		Status	Count	Transaction Amount		Reconciled Amount	
				Open	225	\$1,164,949.60		\$0.00	
				Reconciled	0	\$0.00		\$0.00	
				Voided	1	\$290.25		\$0.00	
				Stopped	0	\$0.00		\$0.00	
				Total	226	\$1,165,239.85		\$0.00	
		EFTs		Status	Count	Transaction Amount		Reconciled Amount	
				Open	10	\$3,266,199.79		\$0.00	
				Reconciled	0	\$0.00		\$0.00	
				Voided	0	\$0.00		\$0.00	
				Total	10	\$3,266,199.79		\$0.00	
		All		Status	Count	Transaction Amount		Reconciled Amount	
				Open	235	\$4,431,149.39		\$0.00	
				Reconciled	0	\$0.00		\$0.00	
				Voided	1	\$290.25		\$0.00	
				Stopped	0	\$0.00		\$0.00	
				Total	236	\$4,431,439.64		\$0.00	



**Town of Paradise
Council Agenda Summary
Date: June 10, 2014**

Agenda Item: 3(c)

Originated by: Gabriela Tazzari-Dineen, Police Chief

Reviewed by: Lauren Gill, Town Manager

Subject: Adopt Ordinance 542 Amending Paradise Municipal Code Sections 5.19.030 and 5.19.031, Regarding Taxicab Business Licenses

Council Action Requested: (1) Waive second reading of entire Ordinance No. 542 and approve reading by title only; and (2) Adopt Ordinance No. 542, an Ordinance amending Sections 5.19.030 and 5.19.031 regarding taxicab business licenses.

Background: On May 13, 2014, the Town Council approved the first reading of the proposed amended Taxicab Business Licenses Ordinance.

Discussion: Staff has recommended removing the 30-day temporary licensing of uncleared drivers/business owners to drive a cab and/or operate a taxicab business until they are duly cleared by the DOJ. Removal of the 30-day temporary license also reduces the amount of work for drivers/business owners and staff. Staff believes that issuing only one license after clearance is the safest and most efficient process for all concerned.

Town Staff recommends that the Town Council adopt the motion waiving the second reading of this entire ordinance, read it by title only and formally adopt Town Ordinance No. 542. Once adopted the provisions of this ordinance will be effective thirty days thereafter.

Fiscal Impact Analysis: Publication costs in the approximate amount of \$180 (published one time) and an approximate cost of \$17 per page for codification of the ordinance.

**TOWN OF PARADISE
ORDINANCE NO. 542**

**AN ORDINANCE AMENDING REGULATIONS WITHIN PARADISE MUNICIPAL
CODE SECTIONS 5.19.030 AND 5.19.031 RELATING TO
TAXICAB BUSINESS LICENSE**

The Town Council of the Town of Paradise, State of California does hereby **ORDAIN AS FOLLOWS:**

SECTION 1. Section 5.19.030 of the Paradise Municipal Code shall be amended to read:
5.19.030 Owner's business license—Application.

The application for an owner's business license shall be in writing, and shall be filed with the police department. Each applicant shall provide the following:

- A. The name and address of the applicant;
- B. The name and address of the business to be approved by the Town Planning Director;
- C. The number of vehicles actually owned and the number of vehicles actually operated by the owner on the date of application;
- D. The make, model, year, license plate number and description of each vehicle operated by owner as part of the business;
- E. Proof of valid insurance in the following amounts and coverages: comprehensive automobile and general liability insurance policy in an amount no less than one million dollars single limit per occurrence; issued by an insurer approved by the town's risk manager; naming the town and in their capacities as such, its officers, employees and agents as insured; covering all losses and damages as specified in this section; stipulating that the policy will operate as primary insurance and that no other insurance will be called on to contribute to a loss covered thereunder; and providing that no cancellation, change in coverage, or expiration by the insurance company or the insured shall occur during the term of the license, without thirty days' written notice to the police chief prior to the effective date of such cancellation or change in coverage;
- F. The applicant shall provide his or her fingerprints as directed by the police department; and
- G. An application fee, as set forth in the resolution establishing fees and charges for various municipal services, shall accompany each application for an owner's business license.

**TOWN OF PARADISE
ORDINANCE NO. 542**

SECTION 2. Section 5.19.031 of the Paradise Municipal Code shall be amended to read:

5.19.031 Taxicab business license.

Upon receiving an application for a taxicab business license, the chief of police shall determine, based on substantial evidence, whether the public health, safety and welfare would not be harmed by the issuance of the license. The application shall be denied where the results of an investigation by the police department show that the applicant has any of the following:

- A. Been convicted within five years prior to application of any crime involving moral turpitude or for operating a vehicle while under the influence of alcohol or drugs or for reckless driving.
- B. A proposed taxicab is in an unsafe condition; or
- C. Falsified any information in the application.

SECTION 3. This ordinance shall take effect thirty (30) days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this ordinance or a summary thereof shall be published in a newspaper of general circulation published and circulated within the Town of Paradise along with the names of the members of the Town Council of Paradise voting for and against same.

PASSED AND ADOPTED by the Town Council of the Town of Paradise, County of Butte, State of California, on this 10th day of June, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Scott Lotter, Mayor

JOANNA GUTIERREZ, CMC, Town Clerk

DWIGHT L. MOORE, Town Attorney



Town of Paradise
Council Agenda Summary
June 10, 2014

Agenda No. 3(d)

Originated By: Kate Anderson, Housing Program Administrator
Reviewed By: Lauren M. Gill, Town Manager
Subject: Submittal of the 2014 HOME Application to the California State Department of Housing and Community Development

Council Action Requested: Adopt Resolution No. 14-__, “A Resolution of the Town Council of the Town of Paradise authorizing the submittal of an application to the California State Department of Housing and Community Development for the funding under the HOME Investment Partnerships Program; and, if selected, the execution of a standard agreement, any amendments thereto, and any related documents necessary to participate in the HOME Investment Partnerships Program.”

Background: A Notice of Funding Availability (NOFA) was issued on May 1, 2014 by the California State Department of Housing and Community Development, for funding under the HOME Investment Partnership Program.

The Town of Paradise was successfully awarded \$700,000 in 2012. Under the current NOFA, the maximum award is \$1,000,000.

Discussion and Analysis: The new grant application will allow the Town to fund its housing programs. Through this grant, the department will continue to provide Owner-Occupied Housing Rehabilitation Loans to lower-income homeowners and, in addition, assist in the development of a new program that provides temporary rental assistance to Paradise households, helping people get back on their feet after a job loss or other economic hardship. This program, which is modeled after Chico’s successful Tenant-Based Rental Assistance (TBRA) program, is a partnership between the Town of Paradise and a network of local service providers, and its goal is to have its clients self-sufficient in permanent housing after one year of assistance. Staff is requesting Council permission to submit an application for \$1,000,000 in HOME funds to supplement these housing programs. The deadline to submit an application is July 1, 2014.

If awarded, the Town will allocate \$900,000 for homeowner-occupied rehabilitation and \$100,000 for tenant-based rental assistance. The State does allow for these funds to be interchanged in order to respond to housing needs.

Alternatives: There are no viable alternatives for funding the Town's housing programs at this time.

Financial Impact: The application submittal has no financial impact on the General Fund, and will add an additional \$1,000,000 in grant funding for the First-Time Homebuyer and Housing Rehabilitation programs. There is no match requirement associated with this grant; therefore, an award would also have no financial impact.

TOWN OF PARADISE

RESOLUTION NO. 14-__

“A Resolution of the Town Council of the Town of Paradise Authorizing Submittal of an application to the California State Department of Housing and Community Development for funding under the HOME Investment Partnerships Program; and if selected, the execution of a standard agreement, any amendments thereto, and of any related documents necessary to participate in the HOME Investment Partnerships Program”

WHEREAS, The California Department of Housing and Community Development (the “Department”) is authorized to allocate HOME Investment Partnerships Program (“HOME”) funds made available from the U.S. Department of Housing and Urban Development (“HUD”). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and;

WHEREAS, On May 1, 2014 the Department issued a 2014 Notice of Funding Availability announcing the availability of funds under the HOME program (the “NOFA”); and;

WHEREAS, In response to the 2014 NOFA, The Town of Paradise (hereinafter referred to as “Town”), a State of California municipal corporation, wishes to apply to the Department for, and receive an allocation of, HOME funds.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARADISE AS FOLLOWS:

1. In response to the 2014 NOFA, the Town shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed One Million Dollars (\$1,000,000) for the following activities and/or programs:

Owner-Occupied Residential Rehabilitation Programs and Tenant-Based Rental Assistance

to be located in the incorporated Town of Paradise, California.

2. If the application for funding is approved, then the Town hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The Town may also execute a standard agreement, any amendments

thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).

3. The Town authorizes the Mayor and the Town Manager, or his/her designee(s), to execute, in the name of the Town, the required documents. Said designees are: Craig Baker, Community Development Department Director, and Gina Wills, Financy Director.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF PARADISE
THIS 10th DAY OF JUNE 2014, BY THE FOLLOWING VOTE:

AYES: _____

NOES: _____

ABSENT: _____

NOT VOTING: _____

Scott Lotter, Mayor

ATTEST:

Joanna Gutierrez, Town Clerk

APPROVE AS TO FORM:

Dwight L. Moore, Town Attorney



TOWN OF PARADISE
Council Agenda Summary
Date: June 10, 2014

AGENDA NO. 3 (e)

ORIGINATED BY: Craig Baker, Community Development Director

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Acceptance of the 2013 Annual Report of the Paradise Planning Commission to the Town Council Regarding the Implementation Status of the 1994 Paradise General Plan

COUNCIL ACTION REQUESTED: Adopt a **MOTION TO:**

1. Acknowledge receipt of and file the Planning Commission's 2013 annual report concerning implementation status of the 1994 Paradise General Plan.

BACKGROUND: California Government Code Section 65400 requires a local planning agency (Paradise Planning Commission and staff) to annually review and provide a report to the local legislative body (i.e. the Town Council) concerning progress achieved toward the implementation of its General Plan. The wording of the Government Code Section is as follows:

Provide an annual report to the Town Council on the status of the "General Plan" and progress in its implementation, including the progress in meeting its share of regional housing needs determined pursuant to section 65584 and local efforts to remove governmental constraints to the maintenance, improvement and development of housing...

On behalf of the Paradise Planning Commission, town staff is pleased to officially submit to the Town Council its annual "Calendar Year 2013 1994 Paradise General Plan Implementation Status Report" dated May 2014 (NOTE: Refer to attached copy of the report). The content of this report reflects General Plan implementation progress made during the 2013 calendar year. The report is a culmination of a work effort of the staff and Planning Commissioners.

Similar to the contents of prior annual reports, the attached annual report is submitted in a format that is directly linked with the 1994 Paradise General Plan Volume I - Policy Document. The report specifically lists individual General Plan policies and implementation measures, their respective text page number where located within the General Plan Volume I - Policy Document, and their respective implementation status.

In order for the attached report to be meaningful, each Town Council member should refer to their individual copy of the 1994 Paradise General Plan Volume I - Policy Document to read the actual text of each General Plan policy or implementation measure corresponding to the comments within the report. Alternatively, you may access the policy document via the Town's website (townofparadise.com).

During the 2013 calendar year and over the last several years, the Town of Paradise achieved additional progress toward implementation of the 1994 Paradise General Plan. As you read the attached annual report in regards to the implementation status of our Paradise General Plan you should note that those items that received special emphasis by staff and the Planning Commission are shown in "**BOLD**" text. "**SHADED**" text indicates a new or revised comment.

It should be noted that, due to specific Housing Element implementation reporting requirements adopted by the State of California that are not applicable to other General Plan elements, a separate report exclusively detailing implementation of the Paradise General Plan Housing Element was prepared by staff, reviewed by the Planning Commission and appeared on the Town Council agenda in March, 2014.

FINANCIAL IMPACT: Acceptance of this May, 2014 annual report concerning the implementation status of the 1994 Paradise General Plan shall have no financial impact upon the Town of Paradise.

Attachment



CALENDAR YEAR 2013

1994 PARADISE GENERAL PLAN

IMPLEMENTATION STATUS REPORT

**Presented by
Paradise Planning Commission**

May 2013

REPORT OF THE PLANNING COMMISSION

1994 PARADISE GENERAL PLAN IMPLEMENTATION STATUS REPORT

FOR CALENDAR YEAR 2013

LAND USE ELEMENT:

GROWTH AND LAND USE DEVELOPMENT:

<u>Policy/ Implementation Measure</u>	<u>Text Page</u>	<u>Implementation Status</u>
LUP-1	(6-3)	Implemented and ongoing.
LUP-2	(6-3)	Implemented and ongoing.
LUP-3	(6-3)	Implementation ongoing as opportunity so afforded.
LUP-4	(6-3)	Not yet implemented. Private work effort was initiated in 2006 for a portion of the secondary planning area south of town limits, but has slowed due to funding and staffing shortages. New Butte County General Plan adopted October 2010 includes directive to develop a specific plan for a portion of this area, for which the Town will provide input.
LUP-5	(6-3)	Implemented.
LUP-6	(6-3)	Not implemented due to lack of necessity and direction.
LUP-7	(6-3)	Implemented and ongoing.
LUP-8	(6-3)	Required by law; implemented and ongoing.
LUP-9	(6-3)	Implemented and ongoing.
LUP-10	(6-3)	Ongoing directive; implemented as opportunities arise.
LUP-11	(6-3)	Implemented and ongoing.
LUI-1	(6-4)	Implemented and ongoing.
LUI-2	(6-4)	Not implemented. See LUP-4, above.
LUI-3	(6-4)	Largely implemented via Town adoption of the 2010 California Green Building Standards Code.
LUI-4	(6-4)	Fully implemented (1997).

PUBLIC SERVICES AND INFRASTRUCTURE:

LUP-12; 13; 14	(6-4)	Implemented via planning process reforms; an ongoing directive.
LUP-15	(6-5)	Implemented and an ongoing directive.
LUP-16	(6-5)	Implemented and ongoing.
LUP-17	(6-5)	Partially implemented and ongoing as opportunities arise.
LUP-18	(6-5)	The last joint Town Council/P.I.D. meeting was held on May 30, 2006. However, the Town/PID Liaison Committee met on February 14, 2014 to publicly discuss several current issues of import to the Town including drought conditions, fire hazards, the new PID Corp Yard and Town road standards .
LUP-19	(6-5)	Implemented and ongoing.
LUP-20	(6-5)	Implemented and ongoing.
LUP-21	(6-5)	Partially implemented, ongoing as needed.
LUP-22	(6-5)	Partially implemented via the Town's development impact fee program.
LUP-23	(6-5)	Implemented and an ongoing directive.
LUP-24	(6-5)	The development of feasibility studies has been tabled by the Town Council pending adequate funding and other factors.
LUP-25	(6-5)	Fully implemented.
LUP-26	(6-6)	Implemented and ongoing.
LUI-5	(6-6)	Implemented. The Town successfully developed and adopted a 5-year capital improvements program in the summer of 2011.
LUI-6 thru 13	(6-6)	Partially implemented and ongoing.

LAND USE DISTRIBUTION AND LOCATION

LUP-27; LUP-28	(6-7)	Implemented via Town Council adoption of Town Resolution No. 01-37 in November, 2001.
LUP-29	(6-7)	Implemented and ongoing.
LUP-30	(6-7)	Ongoing Directive. A number of pedestrian, park, signal and other infrastructure improvement projects completed within downtown and former RDA areas in recent years. Construction of an additional Park & Ride facility was completed in 2011 and new signal, street improvements and striping were completed in Summer 2013 along Pearson Road between Black Olive Drive and Clark Road. A Downtown Traffic Safety Project may begin as early as August 2014, subject to Town Council approval in May

2014.

LUP-31	(6-7)	Partially implemented and ongoing as opportunities arise.
LUP-32	(6-7)	Ongoing directive.
LUP-33; 34; 35	(6-8)	Ongoing directive.
LUP-36	(6-8)	Town efforts to acquire/develop additional business or industrial park property continue as opportunities arise.
LUP-37; 38	(6-8)	Implemented.
LUP-39	(6-8)	Ongoing directive and implemented.
LUP-40; 41	(6-8)	Ongoing directive.
LUP-42; 43; 44	(6-8)	Implemented.
LUI-14; 15; 16	(6-8)	Implemented.
LUI-17	(6-8)	Implemented. See comment for LUI-5.
LUI-18	(6-8)	Largely implemented via adoption of town-wide design standards in March, 2010.

LAND USE DENSITIES

LUP-45	(6-9)	Ongoing directive.
LUP-46	(6-9)	Partially implemented and ongoing.
LUP-47	(6-9)	Ongoing implementation.
LUP-48	(6-9)	Partially implemented and ongoing.
LUP-49	(6-9)	Ongoing directive, implemented as opportunities are afforded.
LUP-50	(6-9)	Ongoing directive and partially implemented.
LUI-19	(6-9)	Implemented and ongoing directive.
LUI-20	(6-9)	Implemented and ongoing.
LUI-21	(6-9)	Implemented.
LUI-22	(6-9)	Implemented and ongoing.

ECONOMIC DEVELOPMENT/REDEVELOPMENT

LUP-51	(6-10)	Partially implemented; target industry study completed. Additional implementation as new opportunities arise.
LUP-52	(6-10)	Ongoing directive, however, dissolution of RDA has eliminated a primary funding source for the façade renovation program, which targets reuse of existing buildings.
LUP-53, 54	(6-11)	Implemented. Town-wide Design Standards are adopted. Various

PMC sign regulation changes adopted in 2010 have assisted as well.

LUP-55	(6-11) Implemented and ongoing.
LUP-56	(6-11) Ongoing directive; implemented.
LUP-57	(6-11) Chamber of Commerce and the Paradise Art Association continue to sponsor cultural events.
LUP-58	(6-11) Ongoing directive; partially implemented.
LUP-59	(6-11) Ongoing directive.
LUP-60	(6-11) Implemented via PMC zoning code text amendments and adoption of design standards in 2010.
LUP-61	(6-11) Ongoing directive.
LUP-62; 63	(6-11) Ongoing and partially implemented.
LUP-64	(6-11) This directive is implemented via Town's zoning regulations.
LUP-65	(6-11) Ongoing directive.
LUP-66	(6-11) Plan is adopted and implementation is promoted via 2010 adoption of Design Standards.
LUP-67	(6-12) Partially implemented. See LUP-51.
LUI-23	(6-12) Functionally Implemented. "Main Street" concepts/components are incorporated within the adopted Downtown Revitalization Plan and the 2010 Design Standards.
LUI-24; 25	(6-12) Ongoing implementation.
LUI-26	(6-12) Implemented.
LUI-27	(6-12) Implemented.
LUI-28;29	(6-12) Implemented.
LUI-30	(6-12) Implemented via adoption of scenic highway corridor zoning regulations and 2010 adoption of Design Standards specific to gateway areas.
LUI-31	(6-12) Partially implemented as opportunities arise.
LUI-32	(6-12) Partially implemented; private efforts have assisted.
LUI-33	(6-12) Ongoing directive and implemented.
LUI-34	(6-12) Implemented.
LUI-35	(6-12) Implementation ongoing.
LUI-36	(6-12) Ongoing directive as part of the Downtown Revitalization Master Plan.
LUI-37	(6-12) Implemented and ongoing as funds permit.
LUI-38	(6-12) Partially implemented (see LUI-37).
LUI-39	(6-13) Ongoing directive.

INTERGOVERNMENTAL COORDINATION

LUP-68; 69; 70; 71 (6-13) Ongoing and partially implemented as opportunities are afforded.

LUI-40; 41; 42 (6-13) Ongoing and partially implemented as opportunities are afforded.

LAND USE CONTROLS

LUP-72 (6-14) Ongoing directive.

LUP-73 (6-14) Implemented and ongoing as opportunities are afforded.

LUP-74 (6-14) Implemented, though economic conditions affecting General Fund revenues resulted in a reduction in Code Enforcement staff at the end of 2010. Recently, the Town Council indicated its support of the program and its current staffing level **(one 40 hour/week officer who also assists with building inspections).**

LUP-75 (6-14) Ongoing and implemented.

LUP-76 (6-14) Implemented.

LUI-43; 44 (6-14) Implemented and ongoing.

LUI-45 (6-14) Implemented and ongoing.

TERTIARY PLANNING AREA

LUP-77; 78; 79 (6-15) Partially implemented and ongoing directive.

LUP-80; 81; 82 (6-15) Partially implemented and ongoing as opportunities are afforded.

LUI-46; 47 (6-15) Implemented and ongoing. Town staff provided input for the new Butte County General Plan adopted in October, 2010.

LUI-48; 49 (6-15) Partially implemented.

CIRCULATION ELEMENT:

CP-1 (6-18) Partially implemented and ongoing.

CP-2 (6-18) Circulation problems have been formally prioritized for elimination as funding permits via BCAG adoption of Regional Transportation Plan.

CP-3 (6-18) Ongoing directive and implemented.

CP-4 (6-19) Ongoing and implemented on case by case basis.

CP-5	(6-19) Partially implemented and ongoing. Butte County collects development impact fees for upper ridge development, a portion of which is earmarked for Skyway and Clark Roads in Paradise.
CP-6	(6-19) Ongoing directive with little progress due to limited opportunities, constraints.
CP-7	(6-19) Not yet implemented. However, the Downtown Traffic Safety Project Scheduled for Town Council consideration in May 2014 would synchronize traffic signals from Elliott Road to Neal Road along Skyway.
CP-8	(6-19) Implemented and ongoing.
CP-9	(6-19) Ongoing, partially implemented and in process.
CP-10	(6-19) Ongoing directive. Pearson, Foster Roads sidewalk improvements completed. Additional Pearson Road improvements/signalization at Recreation Drive were completed in Summer 2013.
CP-11	(6-19) Ongoing directive; partially implemented. A Master Bicycle and Pedestrian Plan is adopted and current through March, 2017. Pearson Road improvements Completed in Summer of 2013 have completed Class 2 bicycle lanes on both sides of Pearson Road between Academy Drive to Clark Road. If approved and completed, the Downtown Traffic Safety project would further implementation.
CP-12	(6-19) Implemented. Butte County and the Town have adopted compatible road standards for the Town's Sphere of Influence.
CP-13	(6-19) Partially implemented and ongoing.
CP-14	(6-19) Ongoing directive; partially implemented via Paradise Express service.
CP-15	(6-19) Consolidation of County-wide transit services has helped promote implementation.
CP-16	(6-19) Ongoing directive implemented as opportunities arise. Construction of an additional public parking facility in the Central Commercial area was completed in 2011.
CP-17	(6-19) Ongoing and partially implemented.
CP-18	(6-20) Ongoing and partially implemented.
CP-19	(6-20) Partially implemented. The component regarding children has not been implemented due to lack of available funding.
CP-20	(6-20) Not being implemented due to lack of resources and staff.
CI-1	(6-20) Ongoing directive.
CI-2	(6-20) Not being implemented due to lack of resources, staff and opportunities.
CI-3	(6-20) Implemented and ongoing.

CI-4; 5; 6	(6-20) Ongoing and partially implemented.
CI-7	(6-20) Ongoing directive; partially implemented by covenant agreements.
CI-8	(6-20) Ongoing implementation continuing via various small scale public infrastructure projects.
CI-9	(6-20) Ongoing directive.
CI-10	(6-21) Ongoing implementation as funds permit.
CI-11	(6-21) Refer to comment for CP-5.

HOUSING ELEMENT:

NOTE: A separate report detailing implementation of the Town of Paradise Housing Element was reviewed by the Planning Commission on February 10, 2013 and accepted by the Town Council on March 11, 2014. The format and contents of the Housing Element report is dictated by the California Department of Housing and Urban Development and is therefore generated as a stand-alone, but related document.

NOISE ELEMENT:

NP-1 thru NP-7	(6-33) Ongoing implementation as needed.
NP-8	(6-33) Ongoing directive.
NP-9	(6-33) Ongoing implementation in accordance with noise regulations of Paradise Municipal Code.
NP-10	(6-34) Ongoing implementation as needed.
NI-1; 2	(6-34) Ongoing implementation as needed.
NI-3	(6-34) Implemented and ongoing.
NI-4; 5	(6-34) Ongoing implementation as required.
NI-6	(6-34) Implemented and ongoing.
NI-7	(6-34) Implemented.

SAFETY ELEMENT:

SP-1	(6-41) Ongoing implementation as needed.
SP-2	(6-42) Ongoing implementation as needed.
SP-3	(6-42) Implemented and ongoing.
SP-4	(6-42) Ongoing implementation at staff level. See note for LUP-6.

SP-5; 6; 7	(6-42) Implemented and ongoing.
SP-8	(6-42) Ongoing directive.
SP-9	(6-42) Implemented and ongoing.
SP-10; 11; 12	(6-42) Implemented and ongoing.
SP-13	(6-42) Ongoing implementation as needed.
SP-14	(6-42) Ongoing implementation via regulatory efforts of the Town's Onsite Sanitation Division, the County Dept. of Public Health Services and RWQCB.
SP-15; 16; 17	(6-43) Ongoing implementation as needed.
SI-1	(6-43) Implemented and ongoing.
SI-2	(6-43) Ongoing directive.
SI-3	(6-43) Implemented and ongoing.
SI-4	(6-43) Not implemented at this time due to legal (Prop.218) constraints.
SI-5; 6; 7	(6-43) Implemented and ongoing.
SI-8	(6-43) Ongoing and partially implemented.
SI-9	(6-43) Ongoing as opportunities arise and funding sources become available.
SI-10	(6-43) Implemented.
SI-11	(6-43) Ongoing implementation as needed.
SP-18; 19	(6-45) Functionally implemented and ongoing as a result of establishment and successful operation of the Town's HHW facility.
SP-20; 21; 22	(6-45) Ongoing. See County Hazardous Waste Management Plan.
SP-23; 24	(6-45) Implemented.
SI-12 thru SI-19	(6-46) Ongoing implementation as needed.
SI-20; 21; 22	(6-46) Ongoing and implemented.

OPEN SPACE/CONSERVATION ELEMENT:

OCEP-1	(6-49) Implemented.
OCEP-2; 3; 4	(6-49) Implemented and ongoing.
OCEP-5; 6	(6-49) Ongoing implementation as needed.
OCEI-1	(6-50) Implemented via Town adoption of scenic highway zoning regulations.
OCEI-2	(6-50) Implemented as needed.
OCEI-3	(6-50) Implemented and ongoing.
OCEP-7	(6-51) Partially implemented, ongoing directive.

OCEP-8	(6-51) Ongoing and partially implemented as needed; Memorial Trailway extension completed in 2010 indicates progress.
OCEP-9	(6-51) Implemented. Butte County has completed the first phase of significant public access improvements for Lookout Point.
OCEP-10	(6-51) Partially implemented and ongoing via Paradise Memorial Trailway Plan.
OCEP-11	(6-51) Implemented and ongoing.
OCEP-12	(6-51) Ongoing directive.
OCEI-4;	(6-51) The PRPD adopted a revised and updated 15 year District Master Plan during 2010 that will assist in implementation of this directive.
OCEI-5	(6-51) Implemented and ongoing. Recent Terry Ashe Recreation Center facilities improvements assisted and additional improvements are planned.
OCEI-6	(6-51) Not implemented due to lack of necessity and direction.
OCEI-7	(6-51) Partially implemented as an ongoing directive.
OCEP-13	(6-52) Ongoing directive.
OCEP-14; 15; 16	(6-52) Partially implemented and ongoing.
OCEP-17	(6-52) Ongoing directive.
OCEP-18; 19; 20; 21	(6-53) Ongoing and partially implemented.
OCEP-22	(6-53) Partially implemented and ongoing.
OCEP-23	(6-53) Implemented and ongoing.
OCEP-24; 25	(6-53) Implemented and ongoing.
OCEP-26	(6-53) Partially implemented and ongoing via case by case analysis.
OCEP-27	(6-53) Implemented and ongoing.
OCEP-28	(6-53) Partially implemented and ongoing. Adoption of 2010 California Green Building Standards Code has assisted.
OCEP-29	(6-53) Ongoing directive.
OCEP-30	(6-53) Partially implemented and ongoing.
OCEP-31	(6-53) Ongoing partial implementation.
OCEP-32	(6-53) Implemented and ongoing.
OCEP-33	(6-54) Implemented.
OCEP-34; 35	(6-54) Implemented/ongoing via execution of a solid waste franchise agreement with NRWS.
OCEP-36	(6-54) Implemented and ongoing.
OCEI-8	(6-54) Implemented and ongoing.
OCEI-9	(6-54) Implemented and ongoing.
OCEI-10	(6-54) Implemented and ongoing via RWQCB and the Town's

Wastewater Management District.

OCEI-11	(6-54) Partially implemented and ongoing as opportunity affords itself.
OCEI-12	(6-54) Largely implemented via tree ordinance regulations.
OCEI-13	(6-54) Ongoing directive.
OCEI-14	(6-54) Implemented and ongoing.
OCEI-15	(6-54) Partially implemented and ongoing.
OCEI-16	(6-54) Not implemented; lack of funding.
OCEI-17	(6-54) Not implemented; lack of local opportunities.
OCEI-18	(6-55) Implemented and ongoing directive.
OCEI-19; 20	(6-55) Implemented and ongoing.
OCEI-21; 22; 23; 24	(6-55) Implemented and ongoing. See comments for OCEP-34; 35 and SP-18; 19.
OCEI-25	(6-55) Progress toward implementation has been achieved; Town Council has adopted regulations resulting in a reduction in leaf burning.
OCEI-26	(6-55) Partial implementation and ongoing. See note for LUP-6.
OCEI-27	(6-55) Implemented and ongoing.
OCEP-37	(6-56) Not implemented; Opportunities for implementation have not been available.
OCEP-38	(6-56) Implemented.
OCEP-39	(6-56) Ongoing directive.
OCEP-40	(6-56) Implemented by Town-wide Design Standards adopted in 2010.
OCEP-41	(6-57) Implemented and ongoing.
OCEP-42	(6-57) Ongoing and partially implemented on a case by case basis.
OCEP-43	(6-57) Limited implementation due to lack of resources, staff, etc.
OCEI-28	(6-57) Partially implemented and ongoing.
OCEI-29	(6-57) Not fully implemented, though adoption of 2010 Green Building Standards Code has assisted.
OCEI-30	(6-57) Ongoing directive.

EDUCATION AND SOCIAL SERVICES ELEMENT:

SOCIAL SERVICES ELEMENT - (Education and Schools)

ESP-1 thru ESP-7	(6-59) Ongoing directives; implemented as opportunities arise.
ESP-8	(6-60) Ongoing directive.
ESP-9; 10	(6-60) Implemented and ongoing.

ESI-1	(6-60) Implemented and ongoing.
ESI-2; 3; 4	(6-60) Ongoing directives implemented as opportunities arise.
ESI-5	(6-61) Not implemented. Local school enrollment levels do not appear to warrant implementation at this time.
ESI-6	(6-61) Not implemented; prohibited by California State law.

SOCIAL SERVICES ELEMENT - (Senior Services):

ESP-11; 12; 13	(6-62) Partially implemented and ongoing.
ESP-14; 15; 16	(6-62) Partially implemented and ongoing.
ESI-7	(6-62) Partially implemented and ongoing but no formally established liaison.
ESI-8; 9	(6-62) Implemented.
ESI-10	(6-62) Partially implemented via federally funded Town housing programs.

SOCIAL SERVICES ELEMENT - (Child Day Care):

ESP-17; 18; 19	(6-63) Implemented.
ESI-11	(6-63) Implemented.

SOCIAL SERVICES ELEMENT - (The Arts)

ESP-20	(6-64) Partially implemented and ongoing as opportunities are afforded.
ESP-21	(6-64) Implemented and ongoing.
ESP-22	(6-64) Implementation ongoing.
ESP-23	(6-64) Partially implemented and ongoing.
ESI-12	(6-64) Partially implemented.
ESI-13	(6-64) Not being implemented by local government efforts but via private sector (Paradise Ridge Chamber, etc.).
ESI-14	(6-64) Partially implemented and ongoing.
ESP-24	(6-65) Limited implementation effort.

ESP-25	(6-65) Not implemented. Such opportunities have yet to materialize.
ESP-26	(6-65) Limited implementation effort.

SOCIAL SERVICES ELEMENT - (Library Services)

ESI-15	(6-65) Limited implementation effort.
ESI-16	(6-65) Not implemented. No advocacy nor demand for implementation currently exists.

SOCIAL SERVICES ELEMENT - (Activities for Teenagers):

ESP-27; 28	(6-66) Implemented and ongoing. Boys and Girls Club, PRPD programs/activities contribute greatly.
ESP-29	(6-66) Limited implementation as opportunities are afforded.
ESI-17; 18	(6-66) Implemented as the opportunity arises.
ESI-19	(6-66) Limited implementation.

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TOWN OF PARADISE
Council Agenda Summary
Date: June 10, 2014

AGENDA NO. 3(f)

ORIGINATED BY: Wes Dinsmore, Fleet Manager

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Repairs for the T-81 Spartan 75' Fire Truck

COUNCIL ACTION REQUESTED:

Authorize acceptance of the bid from Burton's Fire Inc. in the amount of \$8,623.34 for repairs for the T-81 Spartan 75' Fire Truck and authorize the Town Manager to execute an agreement for services as approved by the Town Attorney.

BACKGROUND:

The Town Council of the Town of Paradise rejected the first request of sealed bids for the repair of a 1981 Spartan 75' Quint fire ladder truck regarding the leaking main pump shaft seals and pressure/volume control system on Truck-81 due mainly to the lack time the bidders were given to prepare a proper bid package and lack of response because of the time restraints.

DISCUSSION:

Two new bids were submitted on time and both meet the qualification guidelines for the repair of the Engine. It is my recommendation as Fleet Manager, that Council approve the request for repair and allow the Town to move forward with the bid submitted by Burton's Fire Inc. of Modesto. Burton's Fire Inc. is a reputable repair facility and I am confident in their ability to perform the repairs requested on the Town owned Ladder Truck.

Burton's Fire Inc. bid \$ 8,623.34 Parts and labor.

Dietz Equipment Sales \$11,983.89 Parts and labor.

FISCAL IMPACT: An amount of \$8,623.34 for parts and labor to repair the T-81 Spartan 75" Fire Truck.



**Town of Paradise
Council Agenda Summary
Date: June 10, 2014**

Agenda Item: 3(g)

Originated by: Gina S. Will, Finance Director/Town Treasurer
Reviewed by: Lauren Gill, Town Manager
Subject: Quarterly Investment Report

Council Action Requested:

1. Review and file the 3rd Quarter Investment Report for the Fiscal Year Ended June 30, 2014; or,

Alternatives:

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

Background:

Attached is a report on the Town's cash and investments for the quarter ended March 31, 2014.

A US Bank checking account is currently being used for payroll, accounts payable and other operating purposes. Most accounts payable disbursements are drawn through checks, and most payroll disbursements are processed through direct deposit. Deposits are fully collateralized and after reserve requirements, provide an earnings credit rate of 0.50% up to the amount of monthly fees. As the earnings credit rate is currently higher than the yield provided by LAIF, staff is currently maximizing the earnings potential in this account.

The Town uses the State of California managed Local Agency Investment Fund (LAIF) for investment of cash in excess of immediately needed operating capital. With same day liquidity and comparable yields, LAIF is currently the best investment option for the Town. Funds are able to be transferred electronically through phone authorization between LAIF and the Town checking account. The Town will continue to research other investment options that match LAIF's liquidity and security in order to improve investment yield.

In June of 2011, the Town established an irrevocable trust to begin funding the future obligations associated with retiree health as required by GASB 45. The funds are being managed by Self-Insured Schools of California (SISC) and can only be used for the payment of retiree health benefits.

The Town establishes escrow funds at the start of each new lease. The escrow fund is drawn down to zero through the process of purchasing equipment against the lease. Interest is accrued on any unspent escrow balance. The "other" investment type represents these available escrow funds as well as petty cash balances. As of March 31, 2014, there were no unspent escrow funds.

Discussion

The increased investment balance as of March 31, 2014 is a reflection of an increased TRAN amount for 2013/14 of \$3.0 million as compared to \$2.25 million for 2012/13. Also, the CAL FIRE contract improves cash flow and availability as payments are processed quarterly instead of monthly for fire related expenses. Through March 31, 2014 the Town had set aside all of its TRAN proceeds and is using \$75,050 of its reserve. The Town paid back its TRAN as of May 30, 2014 and has ensured that there are sufficient funds available to meet all obligations through the end of the fiscal year.

The GASB 45 trust investment managed by SISC experienced a 1.19% return on investment during the 3rd quarter of 2013/14. Staff remains cautiously optimistic and expects that in the short term the yield will remain relatively low. Markets remain volatile domestically. The economy is picking up but interest rates remain historically low. Globally investors continue to worry about weak world markets. Long term, SISC has been successful with its allocation model of approximately 60% equity and 40% fixed income.

In October 2013, the Town Treasurer directed the Trustee, Wells Fargo Bank, to invest the reserve funds of the Pension Obligation Bond, the Paradise Redevelopment 2006 Note, and the Paradise Redevelopment 2009 Bond in accordance with the Town's investment policy. The reserve funds had been yielding less than 0.01% in mutual funds. The reserve funds are now invested in CD's which will yield between 0.25% and 0.40% over six to seven months. While these investments and balances are not part of the Town's idle or operating cash, the yield will ultimately lessen the amount the Town will be required to contribute in future debt service payments.

Fiscal Impact Analysis:

Isolating the gain from the GASB 45 trust, the Town earned \$3,451.95 for the quarter ended March 31, 2014. That is compared to \$3,324.40 for the quarter ended March 31, 2013. The yield is about two basis points higher and higher investment balances were available. Fiscal year to date and isolating the gain from the GASB 45 trust, the Town earned \$6,760.00 for 2013/14 and \$6,546.41 for 2012/13.

TOWN OF PARADISE
 QUARTERLY SUMMARY OF INVESTMENTS
 For Quarter Ended March 31, 2014

<u>Investment</u>	<u>Type</u>	<u>For Quarter Ended March 31, 2014</u>			<u>For Quarter Ended March 31, 2013</u>			<u>Net Change</u>
		<u>Yield</u>	<u>Book Value</u>	<u>Market Value*</u>	<u>Yield</u>	<u>Book Value</u>	<u>Market Value*</u>	
Wells Fargo Bank	Checking	0.00%	-	-	0.23%	5,549.85	5,549.85	(5,549.85)
US Bank	Checking	0.50%	1,403,062.51	1,403,062.51	0.50%	295,283.07	295,283.07	1,107,779.44
Local Agency Investment Fund (LAIF)	Savings	0.24%	2,904,044.58	2,904,965.50	0.29%	2,914,208.41	2,917,176.82	(10,163.83)
Rabobank	Money Market	0.00%	-	-	0.31%	799.82	799.82	(799.82)
SISC GASB 45 Trust B	Various	1.19%	63,542.01	63,542.01	5.50%	55,862.71	55,862.71	7,679.30
Fiscal Agents & Petty Cash	Other	0.00%	1,950.00	1,950.00	0.00%	2,451.89	2,451.89	(501.89)
	Totals		4,372,599.10	4,373,520.02		3,274,155.75	3,277,124.16	1,098,443.35
Total Quarterly Earnings on accrual basis				4,197.41				6,235.75
Year-to-Date Earnings (July 1st - March 31st)				14,280.84				13,000.71

* Market Value determined by LAIF

Reserve Funds Invested

Pension Obligation Bond	\$	865,000.00
Paradise RDA Note 2006	\$	16,000.00
Paradise RDA Bond 2009	\$	340,000.00
	\$	<u>1,221,000.00</u>

<u>Issuer</u>	<u>FDIC Number</u>	<u>Yield</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Type</u>	<u>Investment</u>	<u>Earnings</u>
Bank of Baroda	33681	0.400%	10/28/13	04/28/14	CD	249,000.00	498.00
Bank of Hapoalim	33686	0.300%	10/23/13	04/23/14	CD	249,000.00	373.50
Bank of India	33648	0.400%	10/24/13	04/23/14	CD	249,000.00	498.00
Beal Bank	57833	0.300%	10/30/13	04/30/14	CD	249,000.00	373.50
Citibank National Assoc	7213	0.250%	10/25/13	05/27/14	CD	225,000.00	328.13
						<u>1,221,000.00</u>	<u>2,071.13</u>

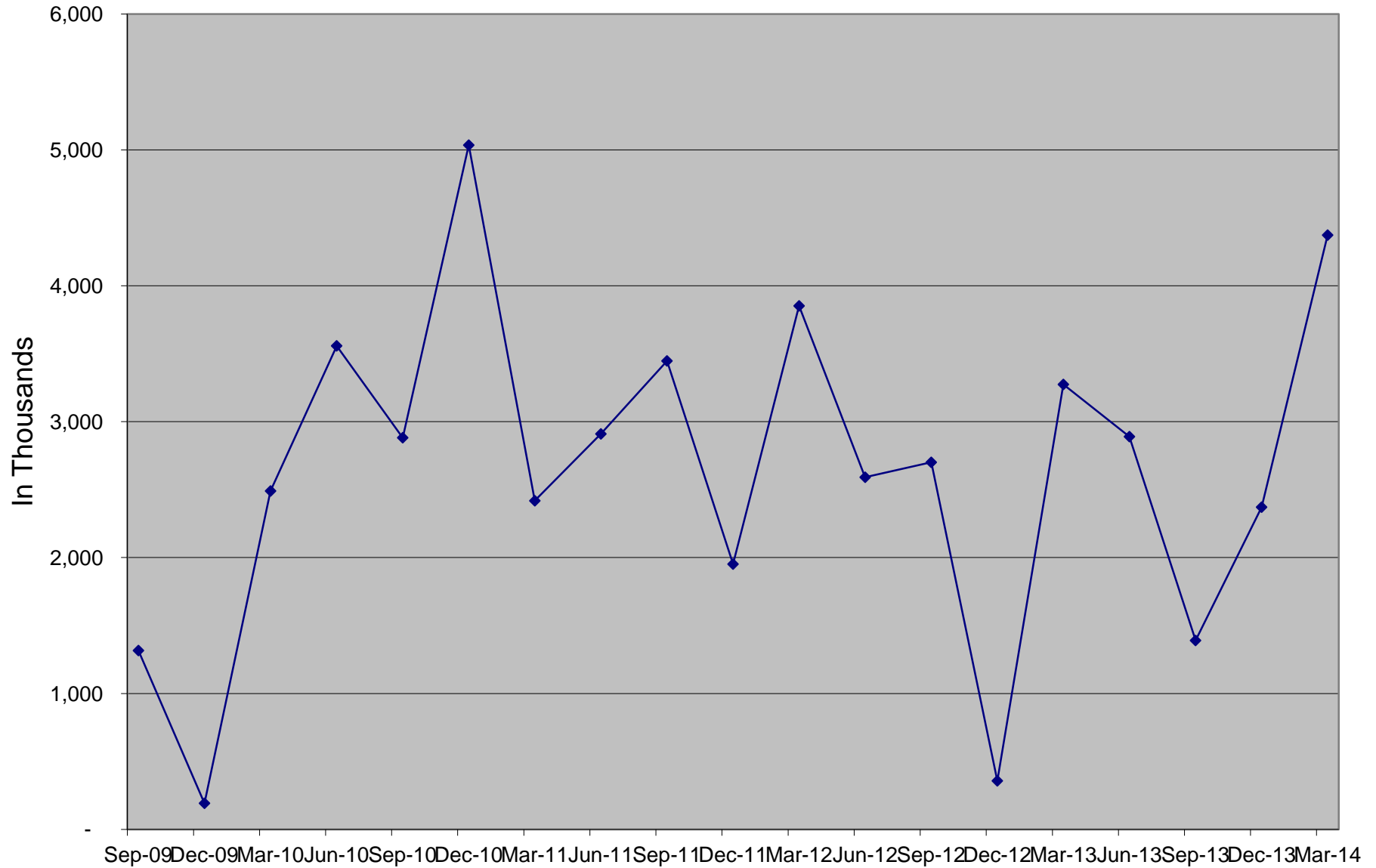
In compliance with the California Code Section 53646; the Treasurer of the Town of Paradise hereby certifies that sufficient investment liquidity and anticipated revenues are available to meet the Town's budgeted expenditure requirements for the next six months.

Investments in the report meet the requirements of the Town of Paradise's adopted investment policy.

Respectfully submitted,

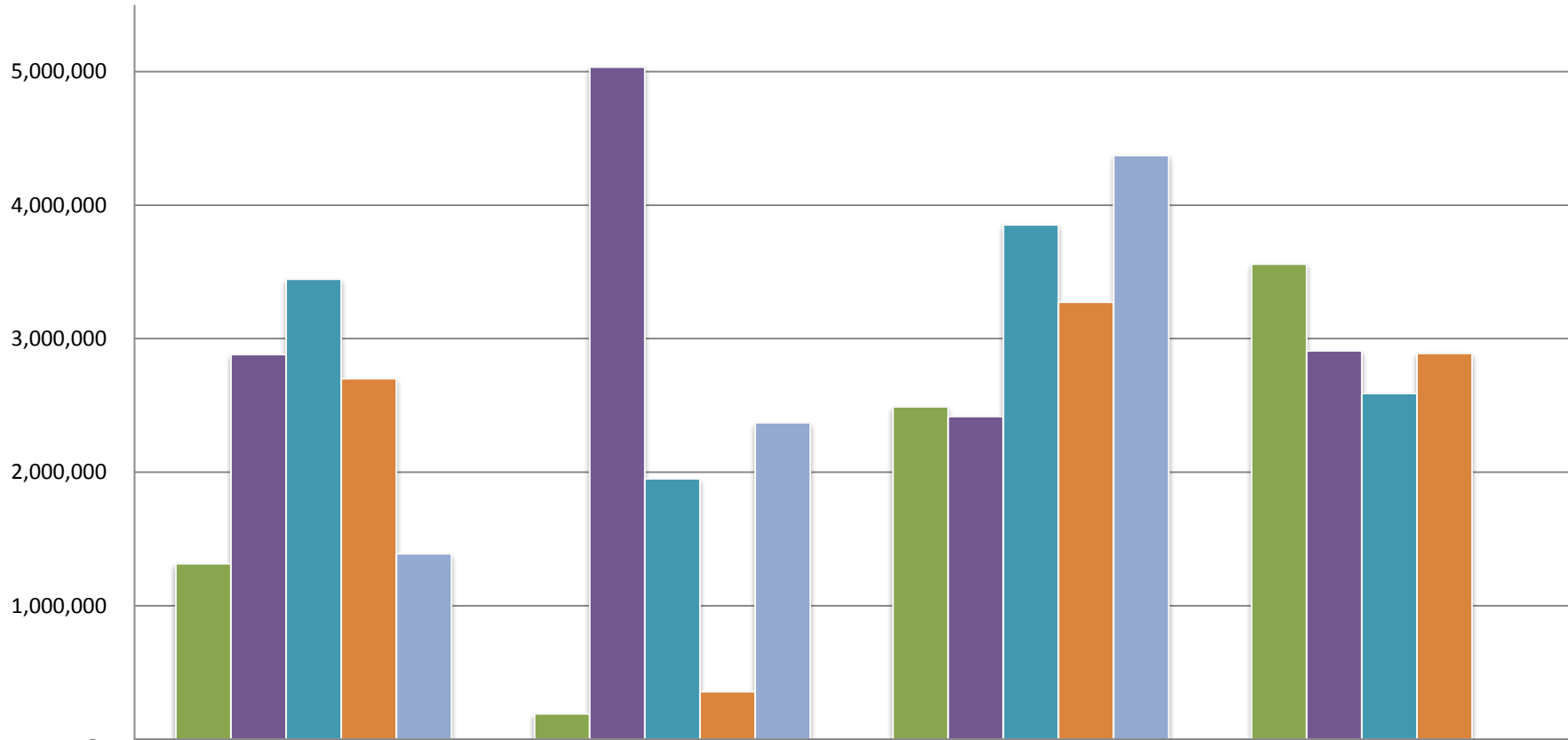
Gina S. Will
 Finance Director/Town Treasurer

**Town of Paradise
Investment Balances
September 2009 - March 2014**



	Sep-09	Dec-09	Mar-10	Jun-10	Sep-10	Dec-10	Mar-11	Jun-11	Sep-11	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
Series1	1,316	192	2,490	3,558	2,882	5,035	2,418	2,910	3,447	1,952	3,852	2,591	2,701	357	3,274	2,890	1,390	2,371	4,373

Town of Paradise Investment Balances 2009/10 - 2013/14



	Sept. 30th	Dec. 31st	March 31st	June 30th
■ 2009/10	1,315,739	191,774	2,489,668	3,558,461
■ 2010/11	2,881,720	5,034,579	2,417,553	2,910,472
■ 2011/12	3,446,611	1,952,141	3,852,176	2,591,170
■ 2012/13	2,701,104	357,101	3,274,156	2,890,429
■ 2013/14	1,389,733	2,370,880	4,372,599	



TOWN OF PARADISE
Council Agenda Summary
Date: June 10, 2014

Agenda No. 3()

ORIGINATED BY: Dwight L. Moore, Town Attorney

REVIEWED BY: Lauren M. Gill, Town Manager

SUBJECT: Seventh Amendment to Dismissal and Tolling Agreement between Town of Paradise and Oak Creek Estates

COUNCIL ACTION REQUESTED: Adopt a **MOTION TO:**

1. Authorize the Mayor and Town Manager to execute the Seventh Amendment to Dismissal and Tolling Agreement between Town of Paradise and Oak Creek Estates; **OR**
2. Take no action and provide direction.

BACKGROUND: On November 7, 2003, the Town and Oak Creek Estates entered into a Dismissal and Tolling Agreement relating to the discontinuation of litigation in which the Town had prevailed on an appeal concerning whether the Oak Creek Estates subdivision had been approved by operation of law. Although the Town prevailed on the appeal, the trial court still has jurisdiction to decide other causes of action that were not part of the appeal. The remaining causes of action relate to inverse condemnation and California planning law. On June 12, 2013, the Council authorized the sixth amendment to the agreement under which the litigation was tolled until June 1, 2014. Based on California statutory and case law, the Town would also prevail on both remaining causes of action in the lawsuit.

DISCUSSION: Oak Creek Estates has requested the Town to extend the tolling agreement for an additional year. To grant this request, the Dismissal and Tolling Agreement needs to be amended by extending the tolling date to June 1, 2015. In light of this, the attached Seventh Amendment to the Dismissal and Tolling Agreement has been prepared for your consideration.

FINANCIAL IMPACT: There is no financial impact associated with the Amendment to the Dismissal and Tolling Agreement.

Attachments

DISMISSAL AND TOLLING AGREEMENT
BY AND BETWEEN
THE TOWN OF PARADISE
AND
OAK CREEK ESTATES, A GENERAL PARTNERSHIP
(Formerly, Oak Creek Estates, a Limited Partnership)

This Agreement is made and entered into by the Town Council of the Town of Paradise (the "TOWN"), and Oak Creek Estates, a General Partnership, formerly Oak Creek Estates, Limited Partnership, ("OAK CREEK") (collectively, the "PARTIES" and singularly "PARTY").

The purpose of this Agreement is to avoid the continuation of litigation between the TOWN and OAK CREEK by providing for the dismissal of said litigation without prejudice, and to toll all applicable time limitations, as set forth below.

The PARTIES, in consideration of the covenants set forth herein, agree as follows:

1. This Agreement shall be effective November 7, 2003 (the "Effective Date").
2. OAK CREEK alleges that it has claims or causes of action against the TOWN arising from, or otherwise related to, the TOWN's September 3, 1996 conditional approval of OAK CREEK's tentative subdivision map application for the Oak Creek Estates Project, as more fully described in OAK CREEK's Petition and Complaint on file in the civil action entitled *Oak Creek Estates, Limited Partnership v. Town of Paradise et al.*, Butte County Superior Court, Case No. 120072 (the "Lawsuit"). The TOWN alleges that it has defenses to all of OAK CREEK's claims or causes of action alleged in the Lawsuit. In accordance with the California Court of Appeal, Third Appellate District's recent issuance of its Remittitur and Opinion regarding the Lawsuit, the Butte County Superior Court approved and filed the Stipulation and Order On Remittitur, dated September 8, 2003. Pursuant to the Order, OAK CREEK may proceed with prosecuting

its remaining causes of action, and the TOWN may proceed with its remaining defenses thereto, consistent with the appellate court's Opinion and Remittitur.

3. In order to avoid the continuing burden and expense of the Lawsuit, the PARTIES agree that:

(a) Not later than 10 days from the Effective Date, OAK CREEK will file with the Butte County Superior Court, and serve on the TOWN, a dismissal *without prejudice* of the Lawsuit, and this dismissal shall be as to all Defendants and Respondents named therein.

(b) All time limitations and statutes of limitation that may be applicable to the remaining claims and causes of action alleged by OAK CREEK in its said Petition and Complaint, and the defenses thereto alleged by the TOWN, shall be tolled until no later than November 7, 2007, unless extended by the PARTIES in writing, and this tolling agreement shall preserve the *status quo* as of the Effective Date through the date of termination or expiration of this Agreement.

(c) If OAK CREEK transfers and conveys to another party fee title to OAK CREEK's real property that is the subject of the Lawsuit, the parties each agree that notwithstanding the provisions of the preceding subparagraph (b), each party fully waives and releases any and all claims and causes of action that are alleged in the Lawsuit or arise therefrom, and that such waiver and release shall be as against all parties and persons named in the Lawsuit. Each party further agrees that such waiver and release shall be as to any and all rights or benefits that each party may then have, including but not limited to any rights under the tolling provisions in the preceding subparagraph (b), or may have in the future, under the terms of California Civil Code Section 1542, which section provides as follows: "A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor. "Should OAK CREEK repurchase the real property that is the subject of the Lawsuit

within the tolling period set forth in subparagraph (b), above and pursuant to the repurchase conditions set forth in paragraph 7.0 of the agreement between OAK CREEK and Sierra Preservation Partners LLC entitled "Purchase and Sale Agreement" (dated September 10, 2003) and the Option Agreement, Exhibit B to the Purchase and Sale Agreement, this waiver and release, as provided in this subparagraph (c), shall be null, void, and of no effect.

(d) Subject to the preceding subparagraph (c), OAK CREEK may, within the tolling period, either re-file the Lawsuit, or file and prosecute to completion a motion to set aside the dismissal of the Lawsuit, and upon the re-filing of the Lawsuit, or upon any order granting any motion to set aside the dismissal of the Lawsuit, the parties shall have the same rights, claims and defenses in the litigation as exist on the date of this Agreement; provided, however, that this Agreement is made without prejudice to the TOWN's right to object to or to oppose any motion to set aside the dismissal of the Lawsuit, or any similar motion.

(e) Each PARTY waives and releases all claims against the other PARTY as to all costs, interest and attorneys fees that have been incurred in the Lawsuit as of the Effective Date.

4. This Agreement does not constitute and may not be used as evidence of any admission of actual or potential liability, responsibility or error on the part of any PARTY to this Agreement.

5. This Agreement contains the entire understanding and agreement between the PARTIES with respect to matters addressed herein, and no statement, promise, or inducement made by any of the PARTIES or agent of the PARTIES that is not contained in this Agreement shall be valid or binding. This Agreement may not be enlarged, modified, or altered except in writing signed by the PARTIES.

6. Any written notice required under this Agreement shall be sent via certified mail, return receipt requested. Such notice shall be tendered as follows:

As to OAK CREEK:

Robert Buckthal
1881 Paseo Del Cajon
Pleasanton, CA 94566
(925) 846-3156

AND

Steven P. Belzer, Esq.
Law Office of Steven P. Belzer
1201 K Street, Suite 1230
Sacramento, California 95814
(916) 442-6500

As to the TOWN:

Town Manager
Town of Paradise
5555 Skyway
Paradise, CA 95969-4931

AND

Timothy M. Taylor, Esq.
Somach Simmons & Dunn
813 Sixth Street, Third Floor
Sacramento, California 95814
(916) 446-7979

Any PARTY may change its address for notice purposes by sending a notice of address change to the other PARTY pursuant to the provision of notice procedures in this Paragraph 6.

7. This Agreement shall be binding upon and shall operate in favor of the employees, agents, officers, directors, predecessors, successors, parents, subsidiaries, and assigns of each PARTY.

8. Should any provisions of this Agreement be declared or determined by any court of competent jurisdiction to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby.

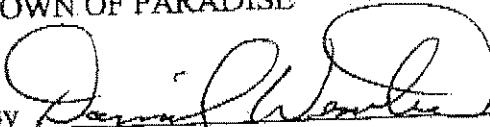
9. The PARTIES represent that those executing this Agreement on their behalf are authorized to bind that PARTY to this Agreement and are acting within the scope of their authority.

10. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

11. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original. Facsimile signatures on this Agreement shall be acceptable.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first written above.

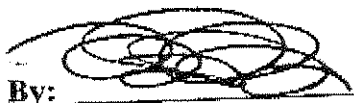
TOWN OF PARADISE

By 
Daniel Wentland, Mayor

Dated: 11/12/03

APPROVED AS TO FORM:


SOMACH, SIMMONS & DUNN
A Professional Corporation

By: 

Dated: November 10, 2003

Timothy M. Taylor, Esq.
Attorneys for Town of Paradise, *et al.*

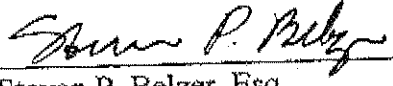
OAK CREEK ESTATES, GENERAL PARTNERSHIP
(Formerly Oak Creek Estates, a Limited Partnership)

By: 
Robert Buckthal, General Partner

Dated: 11-9-03

APPROVED AS TO FORM:

LAW OFFICE OF STEVEN P. BELZER

By:  Dated: 11-10-03
Steven P. Belzer, Esq.
Attorneys for Oak Creek Estates, a General Partnership

SEVENTH AMENDMENT TO DISMISSAL AND TOLLING AGREEMENT

This Seventh Amendment dated _____, 2014 is to the agreement dated November 7, 2003 between the Town of Paradise (the "Town") and Oak Creek Estates, a General Partnership, formerly Oak Creek Estates, Limited Partnership, ("Oak Creek"). A copy of the Agreement is attached as Exhibit "A".

In consideration of the terms and conditions herein, the town and the Oak Creek Estates agree that the Agreement shall be amended as follows;

1. Section 3(b) of the agreement shall be amended to read as follows:

All time limitations and statues of limitation that may be applicable to the remaining claims and causes of action alleged by OAK CREEK in its said Petition and Complaint and the defenses thereto alleged by TOWN, shall be tolled until no later than June 1, 2015 unless extended by the PARTIES in writing, and this tolling agreement shall preserve the *status quo* as of the Effective Date through the date of termination or expiration of this Agreement.

2. Conflicts between the Agreement or the prior Amendments and this Amendment shall be controlled by this Seventh Amendment. All other provisions within the Agreement shall remain in full force and effect.

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

TOWN OF PARADISE

By: _____

By: _____

APPROVED AS TO FORM:

By: _____

**OAK CREEK ESTATES, General
Partnership (Formerly Oak Creek
Estates, a Limited Partnership)**

By: _____

ATTEST:

By: _____



Town of Paradise
Council Agenda Summary
June 10, 2014

AGENDA ITEM No. 3(i)

ORIGINATED BY: Paul T. Derr, Public Works Manager

REVIEWED BY: Lauren Gill, Town Manager

COUNCIL ACTION REQUESTED:

1. Approve agreement between Town of Paradise and Peerless Building Maintenance Company for Town Hall and Police Department janitorial services and authorize the Town Manager to execute the Agreement to cover a four (4) year period from July 1, 2014 to June 30, 2018.
OR
2. Provide alternative direction to staff

BACKGROUND:

On April 24, 2014, a Request for Proposals/Bids was approved to be sent out for advertising for Town of Paradise Contract Janitorial Service. On May 3 and May 10, 2014 advertising was placed in the Paradise Post. On May 20, 2014, two bids were received for this current request. The annual costs for the two bids were less than \$68.00 apart. The low bid from Peerless Building Maintenance Company of \$1,440/month was chosen over the second bidder's quote of \$1,445.60. The contract includes a four-year period of performance for janitorial service for Town Hall and The Police Station. Previously contracts were for a two year period and staff felt that a four year contract was a more appropriate choice. The current two year expires on June 30, 2014. Peerless Building Maintenance has been the low bidder on the previous agreements for the previous 12 years and their work has been applauded by both staff at Town Hall as well as the Police Department. Staff is recommending that the Town Council authorize the Town Manager to execute a new a four-year agreement with Peerless Building Maintenance Company effective from July 1, 2014 to June 30, 2018. A copy of the agreement is attached to this staff report

FINANCIAL IMPACT: This new contract represents an annual savings of \$126.60 to the Town from the previous contract of amount \$1,450.55 per month or \$17,406.60 per year for both facilities. This amount is currently budgeted in the 2014/2015 budget.

Request for Proposals/Bids
Town of Paradise
Contract Janitorial Service

All interested parties are invited to bid for the opportunity to contract for the performance of the janitorial service needs of the Town of Paradise under the following terms and conditions:

1. The contract shall be for a four-year period commencing on July 1, 2014.
2. The locations for the janitorial services are as follows:
 - a) Town Hall, 5555 Skyway, Paradise
 - b) Police Station, 5595 Black Olive Drive, Paradise
3. The types and frequency of services to be performed are set forth in the bid package.
4. All required equipment and Greenseal-approved cleaning products shall be supplied by the selected contractor. Town will reimburse the selected contractor for costs of paper and other products not exceeding \$1,400.00 per year.

The award of contract will be based on lowest responsible bid.

Bid packages are available through the Town of Paradise, Office of the Town Clerk at 5555 Skyway, Paradise, CA. 95969. Bids will be received at Town of Paradise, Office of the Town Clerk, 5555 Skyway, Paradise, CA 95969, until **2:00 PM, (PDST), May 20, 2014**. The envelope enclosing the bid submittal shall be clearly marked "**Janitorial Service**", date and hour for opening of bids.

The Town reserves the right to reject all bids and to waive non-material defects in bids.

Lauren Gill, Town Manager

**Town of Paradise
Work Specifications/Bid Package
Contract Janitorial Service**

All interested parties are invited to bid for the opportunity to contract for the performance of the janitorial service needs of the Town of Paradise under the following terms and conditions:

1. The contract shall be for a four-year period commencing on July 1, 2014.
2. The locations for the janitorial services are as follows:
 - a) Town Hall, 5555 Skyway, Paradise
 - b) Police Station, 5595 Black Olive Drive, Paradise
3. The types and frequency of services to be performed are set forth in the bid package.

General Requirements

1. All required equipment and Greenseal-approved cleaning products shall be supplied by the selected contractor. Town will reimburse the selected contractor for costs of paper and other products not exceeding \$1,400.00 per year.
2. The bid shall specify the monthly cost for the services required described in Exhibit "A".
3. Bidders shall give three commercial references.
4. Bidders shall quote an hourly rate for emergency cleaning call-outs, if required.
5. The selected contractor(s) will enter into an agreement with the Town whereby the contractor will hold the Town harmless from any liabilities which might arise out of the agreement and shall comply of the following insurance provisions.
 - a. General public liability/property damage – \$1,000,000 in aggregate for Automobile, Workers Compensation and fidelity bond as described in Exhibit "B" naming the Town of Paradise as additionally insured.
 - b. Worker's Compensation Insurance in accordance with statutory limits.
6. On a weekly basis, the selected contractor will be required to submit a completed checklist provided by the Town before monthly payment will be processed.
7. Bid amounts
 - a. The selected Contractor will furnish all Greenseal-approved cleaning supplies for the services.

The award of the contract will be based on lowest responsive bid. The Town of Paradise will receive sealed bids at the Town of Paradise, Office of the Town Clerk, 5555 Skyway, Paradise, CA 95969, until **2:00 PM, (PDST), May 20, 2014**. The envelope enclosing the bid submittal shall be clearly marked "**Janitorial Service**", date and hour for opening of bids.

The Town reserves the right to reject all bids and to waive non-material defects in bids.

Lauren Gill, Town Manager

**Town of Paradise
Janitorial Supply Service
Bid Form**

**TOWN HALL
5555 SKYWAY**

Service	Rate
Monthly service cost:	
Bidder furnishes all cleaning supplies	\$
Emergency cleaning callout (per hour)	\$

**TOWN POLICE DEPARTMENT
5595 BLACK OLIVE DRIVE**

Service	Rate
Monthly service cost:	
Bidder furnishes all cleaning supplies	\$
Emergency cleaning callout (per hour)	\$

Total bid price to include janitorial service at both Town Hall and Town Police Facility. The janitorial service contract will not be split between two contractors.

TOTAL BID PRICE \$ _____

Commercial References:

	<u>Name</u>	<u>Address</u>	<u>Phone No.</u>
1)			
2)			
3)			

Submitted by:

Signature

Date

Business Name/Address/Phone Number:

Business Name:

Address:

Telephone Number:

EXHIBIT "A"

1. All required equipment and cleaning supplies (cleaners, disinfectants, wax, etc.) shall be supplied by the contractor.
2. All restroom supplies, (hand towels, toilet tissue, lotion, soap, trash liners, large trash bags, etc.) shall be purchased on an "as needed" basis by the contractor and billed separately to the Town of Paradise and the Paradise Police Department. For any reason and at any time during the contract, the Town of Paradise and/or the Paradise Police Department may choose to purchase these products separately and directly from a vendor of their choice.
3. All contractor employees that enter the facilities must be cleared through a Live Scan fingerprint process at the Paradise Police Department facility.
4. Contractor must pay for Live Scans for all employees that will be entering either premises under the contract.
5. Contractor must be available to meet with a Town representative at a time convenient to said representative to discuss level of service.
6. Contractor will not allow persons unauthorized by the Paradise Police Department through the Live Scan background check process to enter either facility at any time.
7. Contractor will turn off lights that were off when entering the facility and leave lights on that were already on when entering the facility, except as otherwise instructed (Does not apply at Police Department facility)
8. Contractor will check that all outside doors are locked (Does not apply at Police Department facility)
9. Contractor will lock all office doors that were originally locked prior to cleaning (Does not apply at Police Department facility)
10. Contractor will fill out the Checklist and submit each week before payment will be made by Town. An incomplete or incorrect checklist may result in penalties according to the Janitorial Services Contract
11. The location and frequency of services to be performed are as follows:
 - A. Contracted janitorial services to the Town shall be performed at:
 - (1) Town Hall, 5555 Skyway, Paradise, California, 95969
 - (2) Town Police Facility, 5595 Black Olive Drive, Paradise, California, 95969
 - B. Contracted janitorial services required for **Town Hall** are 8 hours per week, split equally between two visits on Wednesday and Friday evenings after 5:30PM. The following items are the minimum requirements for each visit during the time allocated:

1. Empty wastebaskets, change liners if necessary and place for disposal
2. Check for and remove cobwebs
3. Dust all horizontal surfaces from hand height down, including picture frames, ledges, bookshelves, etc.
4. Vacuum carpeted areas
5. Damp wipe and sanitize lunchroom or break room counter tops and tables
6. Dust and/or damp wipe exposed areas of counters and desktops
7. Dust computer screens
8. Clean and sanitize restroom fixtures
9. Refill all paper and soap dispenser in restrooms
10. Clean entrance door glass
11. Clean and treat (if stainless steel) drinking fountains
12. Spot clean doorjamb and around doorknobs and light switches
13. Spot clean carpets

At least one time weekly:

1. Spot clean restroom stall walls and walls around urinals
2. Dust window ledges

At least one time monthly:

1. Spray buff hard surface floors
2. Dust base boards

At least quarterly:

1. Vacuum/dust air vents
2. Dust venetian blinds

Will Call:

1. Clean carpets using a truck mounted hot water extractor
2. Strip and wax all hard surface floors
3. Wash exterior windows inside and out

C. Contracted janitorial services required for Town **Police Department** Facility are 12 hours per week, split equally between three visits weekly on Sunday, Tuesday and Thursday evenings. The following items are the minimum requirements for each visit during the time allocated:

1. Damp mop anti-static tile floor in dispatch center
2. Empty trash receptacles, change liners if needed and place for disposal
3. Dust all horizontal surfaces from hand height down, including picture frames, ledges, bookshelves, etc.

4. Vacuum carpeted areas
5. Damp wipe and sanitize lunchroom or break room counter tops and tables
6. Dust and/or damp wipe exposed areas of counter and desktops
7. Dust computer screens
8. Clean and sanitize restroom fixtures
9. Refill all paper and soap dispensers in restrooms
10. Clean entrance door glass
11. Clean and treat (if stainless steel) drinking fountains
12. Spot clean door jambs and around door knobs and light switches
14. Spot clean carpets
15. Empty exterior ash trays

At least one time weekly:

1. Spot clean restroom stall walls and walls around urinals
2. Dust window ledges

At least one time monthly:

1. Spray and buff hard surface floors
2. Dust base boards
3. Wash exterior ash trays

At least quarterly:

1. Vacuum/dust air vents
2. Dust venetian blinds

Contractor will be asked to give separate price quotes on an "as needed" basis for certain services that may be required by the Town during the year, such as:

1. Clean carpets using a truck mounted hot water extractor
2. Strip and wax all hard surface floors
3. Wash exterior windows inside and out
4. Clean Police Department Holding Cells

EXHIBIT "B"

INSURANCE REQUIREMENTS FOR CONTRACTORS

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

Minimum Scope of Insurance

Coverage shall be at least as broad as

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Janitorial Bond

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- | | | |
|----|--|---|
| 1. | General Liability:

(Including operations products and completed operations, as applicable.) | \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| 2. | Automobile Liability: | \$1,000,000 per accident for bodily injury and property damage. |
| 3. | Employer's Liability: | \$1,000,000 per accident for bodily injury or disease for any employees. |
| 4. | Fidelity Bond | \$10,000 |

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Town of Paradise. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Town guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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

1. The Town, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by or on behalf of the Contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance, or as a separate owner's policy (CG 20 10 11 85).
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Town, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Town.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Acceptability of Insurers

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

Verification of Coverage

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

EXHIBIT "C"
TOWN OF PARADISE CONTRACT FOR JANITORIAL SERVICES
WORK SPECIFICATIONS CHECKLIST

The location, type and frequency of services to be performed are as follows. This completed checklist must be submitted each week before payment will be processed.

TOWN HALL, 5555 SKYWAY (lower and upper floors). **SERVICES REQUIRED TWICE WEEKLY**
(WEDNESDAYS AND FRIDAYS)

	Date	Date
1. Emptied wastebaskets, changed liners, if necessary and placed		
2. Checked for and removed cobwebs		
3. Dusted all horizontal surfaces from hand height down		
4. Damp wiped break room counter tops and tables		
5. Dusted and/damp wiped exposed counters and desktops		
6. Vacuumed carpeted areas		
7. Cleaned and sanitized restroom fixtures		
8. Refilled all paper and soap dispensers in restrooms		
9. Cleaned entrance door glass		
10. Cleaned and treated drinking fountains		
11. Spot cleaned doorjambes and around door knobs and light		
12. Spot cleaned carpets		
13. Dusted Computer Screens		
WEEKLY:		
1. Spot clean restroom stall walls and walls around urinals		
2. Dust window ledges		
MONTHLY:		
1. Spray buff hard surface floors		
2. Dusted baseboards		
QUARTERLY:		
1. Vacuumed/dusted air vents		
2. Dusted venetian blinds		

EXHIBIT "C"
TOWN OF PARADISE CONTRACT FOR JANITORIAL SERVICES
WORK SPECIFICATIONS CHECKLIST

The location, type and frequency of services to be performed are as follows. This completed checklist must be submitted each week before payment will be processed.

**TOWN POLICE DEPARTMENT, 5595 BLACK OLIVE DRIVE HALL, (lower and upper floors).
 SERVICES REQUIRED THREE TIMES WEEKLY (SUNDAYS, TUESDAYS AND THURSDAYS)**

	Date	Date	Date
1. Damp mopped anti-static tile floor in dispatch center			
2. Emptied trash receptacles, changed liner if needed and replace			
3. Dusted all horizontal surfaces			
4. Damp wiped and sanitized break room counter tops and tables			
5. Dusted and/or damp wiped exposed areas of counter and desktops			
6. Dusted computer screens			
7. Cleaned and sanitized restroom fixtures			
8. Refilled all paper and soap dispensers in restrooms			
9. Cleaned entrance door glass			
10. Cleaned and treated drinking fountains			
11. Spot cleaned doorjambes and around door knobs and light			
12. Vacuumed and spot cleaned carpets			
13. Emptied exterior ash trays			
WEEKLY:			
1. Spot cleaned restroom stall walls and walls around urinals			
2. Dusted window ledges			
MONTHLY:			
1. Spray and buff hard surface floors			
2. Dusted baseboards			
QUARTERLY:			
1. Vacuumed/dusted air vents			
2. Dusted venetian blinds			

05/15/2014 THU 13:06 FAX 530 222 6393 Peerless

002/008

**Town of Paradise
Janitorial Supply Service
Bid Form**

**TOWN HALL
5555 SKYWAY**

Service	Rate
Monthly service cost:	
Bidder furnishes all cleaning supplies	\$ 560 ⁰⁰
Emergency cleaning callout (per hour)	\$ 25

**TOWN POLICE DEPARTMENT
5595 BLACK OLIVE DRIVE**

Service	Rate
Monthly service cost:	
Bidder furnishes all cleaning supplies	\$ 880 ⁰⁰
Emergency cleaning callout (per hour)	\$ 25

Total bid price to include janitorial service at both Town Hall and Town Police Facility. The janitorial service contract will not be split between two contractors.

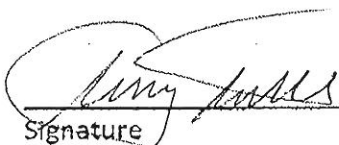
TOTAL BID PRICE

\$ 1440⁰⁰

Commercial References:

Name	Address	Phone No.
1) UNITED HEALTH CARE	2080 E. 20 th ST CHICO, CA 95928	530-879-8072
2) ORTHOPEDIC ASSOC	131 RALLY BLVD CHICO, CA 95928	530-897-4500
3) MILESTONE	282 CONVAIR AVE CHICO, CA 95973	530-433-2700

Submitted by:


Signature

5/16/14
Date

Business Name/Address/Phone Number:

Business Name: PEERLESS Building MAINT. CO.
Address: 4665 MOUNTAIN LAKES BLVD / 13307 CABIN Hollow CT
REDDING, CA 96003 CHICO, CA

Telephone Number: 530-222-6369 Redding
894-2781 Chico

JANITORIAL SERVICE AGREEMENT

This Agreement, made and entered into this 1st Day of July, 2014, by and between the Town of Paradise, hereinafter called "**TOWN**" and PEERLESS BUILDING MAINTENANCE COMPANY hereinafter called "**CONTRACTOR.**"

WITNESSETH:

Whereas, it is necessary for TOWN to contract for janitorial services; and

Whereas, CONTRACTOR has agreed to perform the janitorial services as per Exhibit "A" and "C" for a period beginning July 1, 2014 through June 30, 2018 and to comply with Exhibit "B" insurance requirements

Now, therefore, it hereby is agreed between the TOWN and CONTRACTOR as follows:

1. CONTRACTOR shall perform the janitorial services for the TOWN at the Town Hall and the Town Police Facility for a period commencing July 1, 2014 and ending on June 30, 2018, as set forth in Exhibit "A" and in accordance with this Agreement.
2. CONTRACTOR agrees to comply with the following provisions:
 - a. CONTRACTOR shall perform the janitorial tasks in accordance with frequency shown on Exhibit "A" and "C".
 - b. CONTRACTOR shall supply all equipment required in the performance of the janitorial services shown on Exhibit "A" and "C" at their own expense.
 - c. CONTRACTOR shall be available for emergency cleaning call outs between the hours of 7:30 a.m. to 12:00 p.m. at an hourly cost of \$ **25.00** plus the cost of the necessary materials.
 - d. This Agreement may be terminated without cause by either party after a thirty (30) day written notice. The TOWN shall have the right to terminate this Agreement immediately for cause. Cause shall include any conviction of CONTRACTOR or CONTRACTOR'S employees of a misdemeanor or felony involving dishonesty, illegal substances or moral turpitude. In any event, this agreement will automatically terminate at the end of the Interim Period described as July 1, 2014 through June 30, 2018.
3. TOWN agrees to compensate CONTRACTOR **\$ 1,440.00 PER MONTH** for the janitorial services under this Agreement plus the costs for paper and other products not exceeding \$1,400 per year. All products purchased by the Town of Paradise will be guaranteed by CONTRACTOR to be "Green Seal approved."

4. The parties intend that CONTRACTOR in performing services herein specified shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONTRACTOR shall be free to contract for similar work to be performed for other employers while CONTRACTOR is providing services under this Agreement. CONTRACTOR is not to be considered an agent or employee of TOWN and is not entitled to participate in any of the benefits that TOWN provides for its employees.
5. CONTRACTOR shall indemnify and hold TOWN, its officers, boards thereof, its employees and agents harmless of and free from any and all claims, liability, or costs which might arise out of or relating to Contractor's tortuous conduct under this AGREEMENT. Should TOWN, or any of its officers, boards and commissions, and members thereof, its employees or agents, be named in any suit, or should any claim be made against it or any of them by suit or otherwise, whether the same may be groundless or not, arising out of or relating to this AGREEMENT, CONTRACTOR shall defend TOWN and said officers, boards, and commissions, and members thereof, its employees and agents, and shall indemnify them for attorney's fees, court costs, and any judgment rendered against them of any sums paid out in settlement or otherwise.

In accordance with Exhibit "B" (attached hereto) CONTRACTOR shall procure and maintain for the duration of the contract insurance coverage against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, CONTRACTOR's agents, representatives, employees or subcontractors.

6. CONTRACTOR and his employees that enter Town facilities must be cleared through a Live Scan fingerprint process at the Paradise Police Department facility. CONTRACTOR must pay for Live Scans for all employees that will be entering either premises under the contract. CONTRACTOR will not allow persons unauthorized by the Paradise Police Department through the Live Scan background check process to enter either facility at any time.
7. Neither Party shall assign this Agreement without first obtaining the other party's written consent.
8. This is an integrated Agreement which incorporates the entire agreement between the parties. It shall not be modified by the parties except by a written mutual amendment.

IN WITNESS WHEREOF, the parties herto have herunder affixed their hands and seals the day and year first above written.

TOWN OF PARADISE

Lauren Gill, Town Manager

Owner

Dwight L. Moore, Town Attorney

ATTEST

Joanna Gutierrez, Town Clerk



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: June 10, 2014**

ORIGINATED BY: Paul T. Derr, Public Works Manager

AGENDA ITEM: 3(j)

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Donation of \$500.00 worth of roofing material and equipment to repair roof at Town's Pentz /Pearson property building by Matt Palade, CalFire Fighter and owner of Mathews Roofing.

COUNCIL ACTION REQUESTED: Ratify the acceptance of \$500.00 worth of equipment and roofing material from Matt Palade to the Town of Paradise for the repair of the Town's building located on the corner of Pentz Road and Pearson Road.

BACKGROUND: The Town acquired the property at the corner of Pentz Road and Pearson Road several years ago. The property has been designated as a possible location for a future Fire Station. Although the building is uninhabitable it is currently used for training purposes by the Fire Department Staff. This past year, the rooftop heating and air conditioning unit became too heavy for the roof structure and has started to fall into the building. The HVAC unit is in need of removal and the roof is in need of patching to keep the building dry so that the Fire staff can continue to use the building for training. Matt is donating the materials to repair the hole in the roof, providing equipment for debris haul off and the labor will be provided by him and Fire Staff.

According to Town Resolution #96-17, donations of money shall be offered directly to the Town Council for acceptance, whenever the donor proposes to restrict the use of the money to specific Town services.

FINANCIAL IMPACT: The donation of \$500.00 worth of roofing materials will help secure the building and there will be no funds needed from the Town's General Fund.



**Town of Paradise
Council Agenda Summary
Date: June 10, 2014**

Agenda Item: 3(k)

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

Reviewed by: Lauren Gill, Town Manager

Subject: Financial Audit Service Contract

Council Action Requested:

1. Authorize the Town Manager to enter into a three year agreement for financial audit services with Mann, Urrutia, and Nelson CPA's and Associates, LLP, as approved by the Town Attorney, or

Alternatives:

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

Background:

Moss, Levy and Hartzheim, LLP Certified Public Accountants have completed the last fourteen financial statement audits for the Town of Paradise. The firm has done a commendable job of reviewing the financial transactions and systems involved in allowing the Town to fairly present the financial position of the Town each fiscal year. The firm assigned a new audit manager to the Town's account every few years in order to maintain a new perspective and fresh eye. And because the firm was completely familiar with the Town's funds, accounts and systems and had a very efficient audit plan, they've been able to submit proposals that were at least 30% less expensive than other audit firms in prior proposals.

Discussion:

Staff was able to obtain a list of reputable audit firms from the California Society of Municipal Finance Officers. This year staff used this list to expand its search and mailed a comprehensive request for proposal for auditing services to twenty-five different firms within California. Of the twenty-five, five indicated that they were not interested in submitting a proposal and three actually submitted proposals for service with cost proposals as follows:

	2013/14 Audit	2014-15 Audit	2015-16 Audit
Mann, Urrutia, Nelson & Associates	\$34,200	\$34,200	\$34,200
Moss, Levy and Hartzheim, LLP	\$34,443*	\$35,158*	\$35,874*
	*Fee includes 1 major fund; additional funds are \$3,000 each. The Town typically has 3 major funds.		
R.J. Ricciardi, Inc.	\$42,890*	\$42,890*	\$42,890*
	*Additional fees apply for extraordinary errors, discrepancies or reconciliation issues.		

Conclusion:

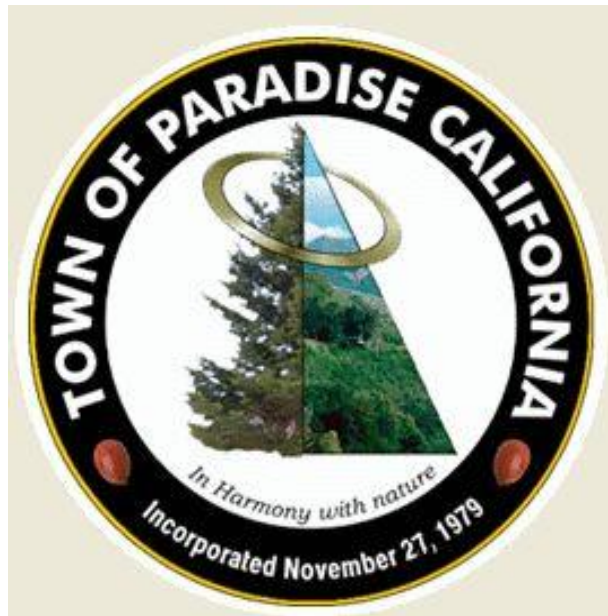
Staff thoroughly reviewed the proposals and interviewed by phone the Engagement Partner of Mann, Urrutia and Nelson. Mann, Urrutia and Nelson submitted an impressive proposal. Their current clients include similarly sized and financially comparable cities including Cities of Dixon, Novato, Pinole, Patterson, Rio Vista, and the Town of Truckee. They fully understand and their staff is fully trained and capable of meeting the Town's expectations for the audit. They are familiar with RDA dissolution issues and the Single Audit Requirements of OMB Circular A-133 for Federal and State grant program monies. Staff confirmed that there are no "hidden" fees in order for them to complete the financial audit for the Town.

Staff is excited to recommend Mann, Urrutia and Nelson to provide these audit services for the next three years. They are both qualified and comparably priced. In addition, it is prudent that the Town seek new auditors every four to six years in order to maintain a fresh perspective and appropriate independence. Financial circumstances have prevented the Town from hiring new auditors until now.

Fiscal Impact Analysis:

The Town will pay \$5,248 more as compared to the current year audit. The full \$34,200 has been included in the 2014/15 budget.

TOWN OF PARADISE
REQUEST FOR PROPOSALS
For
PROFESSIONAL AUDITING SERVICES



Gina S. Will
Director of Finance/Town Treasurer
Town of Paradise
5555 Skyway
Paradise, CA 95969

TOWN OF PARADISE
REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING SERVICES

TABLE OF CONTENTS

Contents

I.	INTRODUCTION	3
A.	General Information.....	3
B.	Term of Engagement.....	1
II.	NATURE OF SERVICES REQUIRED	1
A.	Scope of the Work to be Performed.....	1
B.	Auditing Standards to be Followed.....	1
C.	Working Paper Retention.....	1
D.	Irregularities and Illegal Acts.....	1
III.	DESCRIPTION OF THE GOVERNMENT	1
A.	Background Information	1
B.	Fund Structure.....	1
C.	Magnitude of Finance Operations.....	1
D.	Computer Systems	1
E.	Availability of Prior Reports and Work Papers	1
IV.	TIME REQUIREMENTS	1
A.	Proposal Calendar	1
B.	Date Audit May Commence	1
C.	Date Reports Are Due	1
V.	ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION	1
A.	Finance Department	1
B.	Work Area, Telephone, and Office Equipment	1
C.	Report Preparation	1
VI.	PROPOSAL REQUIREMENTS	1
A.	General Requirements.....	1
B.	Format for Technical Proposal.....	1
C.	Contents of Technical Proposal	1
D.	Contents of Cost Proposal.....	1
VII.	EVALUATION PROCEDURES.....	1
A.	Review of Proposals	1
B.	Evaluation Criteria	1
	Attachment A	1
	Attachment B	1

**TOWN OF PARADISE
REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING SERVICES**

I. INTRODUCTION

A. *General Information*

The Town of Paradise is requesting proposals from qualified certified public accountant firms to audit its financial statements for the three fiscal years beginning with the fiscal year ending June 30, 2014, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years, in addition to performing other financial audits and reviews as specified below. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in *Government Auditing Standards (December 2011 Revision)* issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133 *Audits of State and Local Governments and Non-Profit Organizations*.

There is no expressed or implied obligation for the Town of Paradise to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

To be considered, three (3) copies of the proposal must be received by the Town Clerk at 5555 Skyway, Paradise, CA 95969 by **5:00 P.M. on May 16, 2014**. The outside of the envelope should be marked: “AUDITING SERVICES PROPOSAL” and if possible, please include a CD with a PDF document of the proposal. The Town reserves the right to reject any or all proposals submitted.

During the evaluation process, the Town of Paradise reserves the right, where it may serve the Town’s best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Town of Paradise, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Paradise and the firm selected.

It is anticipated the selection of a firm will be completed by May 30, 2014. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the Town Council at its **June 10, 2014** meeting. The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

B. Term of Engagement

It is the intent of the Town to contract for the services presented herein for a term of three (3) years. The Town of Paradise reserves the right to extend the term of this contract for two (2) additional one-year terms subject to the satisfactory negotiation of terms, including a price acceptable to both the Town and the selected firm.

The proposal package shall present all inclusive audit fees for each year of the contract term.

II. NATURE OF SERVICES REQUIRED

A. Scope of the Work to be Performed

The Town of Paradise desires a Comprehensive Annual Financial Report (CAFR) to be prepared by the independent auditor and be fully compliant for GASB 34 for the fiscal year ended June 30, 2014 and each of the subsequent years, June 30, 2015 and 2016 of the audit firm's contract with the Town.

The selected independent auditor will be required to perform the following tasks.

1. The audit firm will perform an audit of all funds of the Town of Paradise. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States. **The Town's Comprehensive Annual Financial Report (CAFR) will be prepared and word processed by the audit firm.** The CAFR will be in full compliance with GASB 34. The audit firm will render their auditors' report on the basic financial statements which will include both Government-Wide Financial Statements and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of the Town.
2. The audit firm will perform a single audit on the expenditures of federal grants in accordance with OMB Circular A-133 and render the appropriate audit reports on Internal Control over Financial Reporting based upon the audit of the Town's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133. The single audit report will include appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, including reportable conditions and material weaknesses, and follow up on prior audit findings where required.
3. The audit firm shall perform agreed-upon auditing procedures pertaining to the Town's GANN Limit (Appropriations Limit) and render a letter annually to the Town regarding compliance.

4. The audit firm shall issue a separate “management letter” that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the Town Council and the Town Manager.
5. The audit firm shall prepare the Annual State Controller’s Reports for the Town of Paradise and the Annual Street Report.

B. Auditing Standards to be Followed

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accounts;
2. The standards applicable to financial audits contained in *Government Auditing Standards* (2011 Revision), issued by the Comptroller General of the United States;
3. The provisions of the Single Audit Act as amended in 1996; and
4. The provisions of U. S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*.

C. Working Paper Retention

All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years, unless the firm is notified in writing by the Town of Paradise of the need to extend the retention period. The auditor will be required to make working papers available to the Town of Paradise or any government agencies included in the audit of federal grants. In addition, the 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.

D. Irregularities and Illegal Acts

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 following parties: Town Manager; Town Attorney; and the Finance Director.

III. DESCRIPTION OF THE GOVERNMENT

A. Background Information

The Town of Paradise is located in beautiful northern California, in Butte County, approximately 90 miles north of Sacramento. The Town of Paradise is a full service Town with over 26,000 residents. The Town provides a wide range of municipal services, including police and fire protection, community planning, building and safety, street maintenance, revitalization and onsite wastewater monitoring services. The Town is managed under the Council/Town Manager form of government. The annual operating and capital budget total approximately \$18 million with a work force of 50 full-time and 16 part-time employees. The Town's fiscal year begins on July 1 and ends on June 30.

B. Fund Structure

The Town of Paradise uses the following fund types and account groups in its financial reporting:

Fund Type/Account Group	Town
General Fund	1
Enterprise Fund	0
Special Revenue Fund	26
Public Safety/CIP Grants Fund	6
Trust and Agency Fund	9
Debt Service Fund	1
Capital Projects Fund	7
Internal Service Fund	1
Fiduciary Fund	13
General Fixed Assets Account Group	1
General Long-Term Debt Account Group	1

C. Magnitude of Finance Operations

The Finance Department is headed by Gina S. Will, Finance Director/Town Treasurer and consists of three employees. The principal functions performed and the number of employees assigned to each are as follows:

<u>Function</u>	<u>Number of Employees</u>
Accounting	1
Accounts Payable	.5
Accounts Receivable	.5
Payroll	1

D. Computer Systems

The Town's computerized systems are run on a Local Area Network (LAN). The accounting functions are computerized using New World Systems, Logos.NET software. The applications operating on this system are general ledger, accounts payable, accounts receivable, payroll and budget.

E. Availability of Prior Reports and Work Papers

Moss, Levy and Hartzheim, LLP in Culver City, CA conducted the Town's most recent audit. The work papers of the previous audits are the property of the previous auditor and can be reviewed by the successful Proposer. The following financial statements were prepared or audited by Moss, Levy and Hartzheim, LLP.

1. Town of Paradise Comprehensive Annual Financial Report;
2. A Single Audit Report

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to, and including, the date proposals are to be submitted:

<u>Date</u>	<u>Activity</u>
April 11, 2014	Request for Proposal issued
May 16, 2014	Due date for proposals (due by 5:00 p.m.)
May 19 – 23, 2014	Oral Interviews (conducted at Town's discretion)
June 10, 2014	Contract awarded by Town Council

B. Date Audit May Commence

Audit planning, documentation of systems of internal control and compliance and transaction testing should be completed during interim stage. It is expected the Town will close its books and be ready for the final audit by the end of October.

C. Date Reports Are Due

The auditor shall provide all drafts and recommendations for improvements to the Town Manager and the Finance Director within a reasonable time period after the last day of field work. The auditor should be available for any meetings that may be necessary to discuss the draft audit reports. Once all issues of discussion are resolved, the completed CAFR, Single Audit report and other reports shall be delivered to the Finance Director. It is anticipated that this process will be completed and the final products to be delivered by December 15, 2014.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department

The Finance Department staff will be available during the audit to assist the firm by providing information, documentation, and explanations. Shelley Hernandez, Finance Supervisor, will be responsible for acting as the liaison between the audit firm and the accounting personnel.

B. Work Area, Telephone, and Office Equipment

The Town will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to a telephone, a computer with access to the general ledger system, and photocopying and FAX machines.

C. Report Preparation

Report preparation, editing, printing, binding shall be the responsibility of the auditor.

- 1. Comprehensive Annual Financial Report (5)*
- 2. Single Audit Report (3)*

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Gina S. Will
Finance Director/Town Treasurer
5555 Skyway
Paradise, CA 95969
(530) 872-6291 x 119
gwill@townofparadise.com

CONTACT WITH PERSONNEL OF THE TOWN OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposal. Three (3) copies of the Proposal shall be received by the office of the Town Clerk of the Town of Paradise **by 5:00 p.m. on May 16, 2014** for a proposal to be considered. The Proposal should address the items listed in sections C and D below.

The Proposal should be addressed as follows:

**“Auditing Services Proposal”
Town of Paradise
Attn: Town Clerk
5555 Skyway
Paradise, CA 95969**

B. Format for Technical Proposal

1. Title Page showing the request for proposals subject; the firm’s name; the name, address and telephone number of the contact person; and the date of the proposal.
2. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.
3. Signed Transmittal Letter briefly stating the Proposer’s understanding of the work to be done; the commitment to perform the work within the time period; and the name(s) of the person(s) authorized to represent the Proposer, title, address, and telephone number.
4. Detailed Proposal following the order set forth in Section C below.

C. *Contents of Technical Proposal*

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the Town in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should address all points outlined in the request for proposals (excluding any cost information which should only be included in the Sealed Dollar Cost Bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this request for proposals. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

1. *License to Practice in California*

An affirmative statement should be included verifying the firm and all assigned key professional staff are properly licensed to practice in California.

2. *Independence*

The firm should provide an affirmative statement that it is independent of the Town of Paradise as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's *Government Auditing Standards*.

3. *Firm Qualifications and Experience*

To qualify the firm must have experience in audits of local governments as well as experience with preparation of Comprehensive Annual Financial Statements. The Proposer 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 professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. Staff consistency is an important consideration.

The Proposer should provide the range of activities performed by the local office, e.g., audit, accounting, tax service and/or management consulting services.

The Proposer must provide a list of all current municipal clients.

The Proposer is also required to submit a copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements (required by Government Auditing Standards (2011)).

The Proposer shall also 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 Proposer 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. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to this engagement. Include resumes, indicating whether each such person is registered or licensed to practice as a certified public account in California. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past (3) three years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. 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 Town. However, in either case, the Town retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

5. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last three (3) years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also please indicate whether the audit was part of a Comprehensive Annual Financial Report prepared in conformance with the GASB 34 requirements. Information should be provided regarding clients that the firm serves that have received the CSMFO and GFOA awards.

Please provide a list of not less than five client references for whom services similar to those outlined in the RFP are currently being provided. For each reference listed provide the name of the organization, dates for which the service(s) are being provided, type of service(s) being provided and the name, address and telephone number of the responsible person within the reference's organization. The Town reserves the right to contact any or all of the listed references regarding the audit services performed by the Proposer.

6. 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 Section II of this request for proposals. In developing the work plan, reference should be made to such sources of information as Town of Paradise's budget and related materials, organizational charts, manuals, programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation for the engagement;
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- c. Sample size and the extent to which statistical sampling is to be used in this engagement;
- d. Extent of use of EDP software in this engagement;
- e. Type and extent of analytical procedures to be used in this engagement;
- f. Approach to be taken to gain and document an understanding of the Town's internal control structure;
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work; and
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance.

7. Identification Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Town.

NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.

D. Contents of Cost Proposal

1. Total All-Inclusive Maximum Price

The cost proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Town will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The cost proposal should be submitted in the format provided in Attachment A, "AUDIT WORK COST PROPOSAL FORM" and Attachment B, "ESTIMATE OF COST."

2. *Manner of Payment*

Progress payment will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

A. *Review of Proposals*

Town Staff, consisting at a minimum, of the following, will evaluate submitted proposals:

Lauren M. Gill, Town Manager
Gina S. Will, Finance Director/Town Treasurer

B. *Evaluation Criteria*

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in California.
- b. The firm has no conflict of interest with regard to any of the work performed by the firm for the Town.
- c. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
- e. The firm's past experience and performance on comparable government engagements.
- f. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- g. Adequacy of proposed staffing plan for various segments of the engagement.
- h. Thoroughness of approach to conducting the audit of the Town and demonstration of the understanding of the objectives and scope of the audit.
- i. Commitment to timeliness in the conduct of the audit.
- j. Maximum fees to conduct the audit.

Attachment A

AUDIT WORK COST PROPOSAL FORM

Service	2013/2014	2014/2015	2015/2016
Town Audit and Related Reports	\$	\$	\$
GANN Limit Review Report	\$	\$	\$
Single Audit and Related Reports	\$	\$	\$
Total for Fiscal Year (not-to exceed)	\$	\$	\$

Attachment B

ESTIMATE OF COST

Name of Firm: _____

Address: _____

Contact Name: _____

Contact Phone #: _____ Fax #: _____

Contact Email: _____

1. Auditor's Standard Billing Rates

Auditors Standard Hourly Billing Rates			
POSITION	2013/2014	2014/2015	2015/2016
Partner	\$	\$	\$
Manager	\$	\$	\$
Senior Accountant	\$	\$	\$
Staff Accountant	\$	\$	\$
Clerical	\$	\$	\$

PROPOSAL TO PROVIDE AUDIT SERVICES
TOWN OF PARADISE
APRIL 30, 2014



MANN • URRUTIA • NELSON CPAs & ASSOCIATES, LLP

CONTACT: JUSTIN WILLIAMS, CPA, CVA, PARTNER



TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Transmittal Letter	
Certifications	1
Company Profile	2
Peer Review Report	3
The Engagement Team	4 - 9
Engagement Listing of Similar Clients	10
Representative Client References	11
Letter of Recommendation	12
The Audit Process	13 - 15

April 30, 2014

Ms. Gina S. Will
Finance Director/Town Treasurer
Town of Paradise
5555 Skyway
Paradise, CA 95969

Dear Ms. Will:

The partners and staff of Mann, Urrutia, Nelson CPAs are pleased to present our proposal to provide professional services. Our Firm has experienced continuous growth and success as we meet and exceed client expectations. Our overall goal is to provide responsive, innovative services of the highest quality to our clients.

We understand that Town of Paradise requires timely audit services and we are committed to meeting all terms, conditions, and requirements as addressed in the request for proposal. With our experience and expertise, we fully understand the audit requirements, as well as your expectations. It is our understanding the scope of services will be the following:

1. Perform an audit of all funds for the Town of Paradise for the years ending June 30, 2014, 2015 and 2016, with the option to extend services through June 30, 2018.
2. Prepare Comprehensive Annual Financial Report.
3. Render audit report on basic financial statements, which will include both Government-Wide Financial Statements and Fund Financial Statements.
4. Apply limited audit procedures to Management Discussion and Analysis and required supplementary information pertaining to the General Fund and each major fund of the Town.
5. Perform single audit on the expenditures of federal grant and render appropriate audit reports.
6. Perform Agreed Upon Procedures and issue report related to the Town's compliance with GANN Appropriation Limit.
7. Prepare management letter, including any recommendations that were otherwise non-reportable conditions.
8. Prepare the Annual State Controller's Reports for the Town.

The audits will be performed and financial statements will be prepared in accordance with generally accepted accounting principles; generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States and Local Governments and*

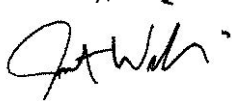
Non-Profit Organizations and the GFOA (Government Finance Officers Association) guidelines for the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program).

We understand we add value to the audit by providing specialized resources and technical proficiency. Our expertise in governmental auditing and accounting combined with our vast access to resources empowers us to solve challenges encountered during the audit. Our highly trained engagement team will maintain a knowledgeable, yet, non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the Town's on-going operations.

As the Engagement Partner listed on this proposal, I am authorized to make representations for and to bind the firm.

I am confident that our proposal addresses your needs and look forward to discussing and reviewing its content with you. We would welcome this opportunity to differentiate our Firm from our competition and further discuss our approach in providing quality service.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Williams", with a stylized flourish at the end.

Justin Williams, CPA, CVA
Partner
jjw@muncpas.com



CERTIFICATIONS

Certification

Mann, Urrutia, Nelson, CPAs and Associates, LLP is a properly licensed, certified public accounting firm in the State of California. All certified public accountants involved in audit engagements of the Firm are licensed to practice in the State of California and have received at least the minimum number of continuing professional education hours required by the State Board of Accountancy and American Institute of Certified Public Accountants.

Independence

Mann, Urrutia, Nelson, CPAs and Associates, LLP is independent of the Town of Paradise as defined by U.S. generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards* (latest edition).





COMPANY PROFILE

Mann, Urrutia, Nelson, CPAs & Associates LLP is a locally established and respected full service accounting and auditing firm offering audit, tax, consulting, litigation support, business valuations, and forensic accounting services. Our commitment to our clients has enabled the firm continued growth and success at developing and maintaining strong professional relationships.

We separate ourselves from our competition by:

- ◇ Extensive Partner involvement on each engagement
- ◇ Manager and/or Partner always on site during fieldwork
- ◇ Consistent and experienced staff
- ◇ Timeliness of communications
- ◇ Proactive approach in addressing complex issues early in the engagement
- ◇ Availability to clients as a specialized resource
- ◇ Professionalism with understanding

Our industry specialization includes governmental, not-for-profit, for-profit, and retirement plans. Our clients range from small organizations to organizations with over \$500 million in assets. We are also voluntary members of the Government Audit Quality Control Center, California Society of Municipal Finance Officers, California Municipal Treasurers Association, and League of California Cities. Membership in these centers provides our firm with additional resources designed to enhance our audit quality and apply best audit practices to our engagements. We have access to the latest developments in accounting, auditing, and the various rules and regulations that affect the different industries.

Our firm consists of 35 well trained professionals; we have ten (10) full time governmental audit staff members, of which five (5) will be dedicated to the Town of Paradise should services be awarded to our firm. We have office locations in Sacramento, Roseville, South Lake Tahoe, and Glendale, California. While the majority of audit engagements are performed out of the Sacramento office, our various office locations allow us to expand our services throughout the State of California. If awarded, work will be performed out of our Sacramento office.

Our firm undergoes a peer review every three years as established by the American Institute of Certified Public Accountants. Our last peer review was completed in May 2013 and resulted in a pass rating (the highest rating possible) on our system of quality control for accounting and auditing. This quality control review included a review of specific government engagements. A copy of this peer review report is included in this proposal for your review.

We believe our unique combination of technical expertise, combined with our philosophy of total client commitment throughout all phases of the engagement provides our clients the highest quality service and products available.

We have NOT had any Field Reviews, Desk Reviews or Disciplinary actions taken against, or pending against, the Firm.





60 South Market Street, Suite 800, San Jose, CA 95113

Phone 408.961.6300 Fax 408.961.6324 Email bpm@bpmcpa.com Web bpmcpa.com

SYSTEM REVIEW REPORT

To the Partners

Mann, Urrutia & Nelson, CPAs and Associates, LLP

and the Peer Review Committee of the CALCPA Peer Review Program

We have reviewed the system of quality control for the accounting and auditing practice of Mann, Urrutia & Nelson, CPAs and Associates LLP (the firm) in effect for the year ended December 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control of the accounting and auditing practice of Mann, Urrutia & Nelson, CPAs and Associates, LLP in effect for the year ended December 31, 2012 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Mann, Urrutia & Nelson, CPAs and Associates, LLP has received a peer review rating of *pass*.

Burr Pilger Mayer, Inc.

San Jose, California
May 8, 2013

ACCOUNTANTS & CONSULTANTS





THE ENGAGEMENT TEAM

The team assigned to perform the audit of the Town of Paradise is composed of highly trained professionals with extensive experience in audit engagements. Our small, efficient working group will maintain a knowledgeable, yet non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the Town's on-going operations. The technical qualifications of Mann, Urrutia, Nelson, CPAs and Associates, LLP personnel selected for this audit ensures service of the highest quality. Engagements at Mann, Urrutia, Nelson, CPAs and Associates, LLP, are conducted under the supervision of an engagement partner and manager, which assures that quality standards are maintained and all client requirements are met.

We propose the following audit team:

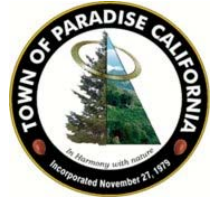
JUSTIN WILLIAMS, CPA, CVA, Engagement Partner
MICHELLE NELSON, CPA, CFE, CVA, Concurring Partner
ERICA PASTOR, CPA, Senior Manager
LILY DVORNIKOV, CPA, Supervisor
MICHAEL BLAIR, Staff Accountant

Our commitment to governmental accounting is further amplified in conjunction with respected organizations. Justin Williams, our proposed engagement Partner, is a presenter for the League of California Cities Municipal Finance Conference, has presented at several CSMFO chapter meetings, and is a member of the California Special Districts Association Audit Committee and Finance Committee. The concurring Partner, Michelle Nelson, frequently reviews submitted financial statements as a member of the GFOA Certificate of Achievement for Excellence in Financial Reporting Program. Senior Manager Erica Pastor is a CalCPA Board member and both Partner Michelle Nelson and Senior Manager Erica Pastor are leading presences on multiple governmental finance committees. Additionally, we frequently host forums for CalCPA Accounting & Auditing Committee, Sacramento Chapter.

All management staff assigned to this audit have extensive experience in the preparation of CAFRs that have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting. Seven of our governmental clients require our Firm to prepare and organize the CAFR as part of their scope of services. Additionally, the concurring Partner, Michelle Nelson, frequently reviews submitted financial statements as a member of the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.

Furthermore, 22 local government and non-profit clients have an A-133 Single Audit requirement. All engagement team members, including audit staff, have current A-133 experience. All staff receive governmental and A-133-specific training throughout the year through external conferences hosted by the CalCPA and internal training provided by our Firm.





In regards to staff turnover, we believe staff continuity on engagements is essential to that engagement being successful. Our Firm's mission statement reads:

"To provide responsive, innovative services of the highest quality to our clients; and to provide a positive, rewarding environment encouraging our employees to fulfill their professional and personal goals."

Our Firm takes great pride in not only selecting high quality staff members, but providing them an environment designed for their success and betterment. With that said, all audit management staff and engagement partners have been with our firm for no less than six years. We believe our history of low staff turnover is an asset we are proud to present to the Town of Paradise.





JUSTIN WILLIAMS, CPA, CVA

Engagement Partner

Justin has been with the firm for seven years and has over 17 years of public and private accounting experience, which includes over 15 years of auditing experience.

INDUSTRY EXPERIENCE:

Governmental
Special districts
Not-for-profit
Privately held businesses
Retirement/ employee benefit plans
School districts

OTHER EXPERTISE:

GASB implementation
Board of Directors training
Federal A-133 grant compliance
Federal and State compliance and financial reporting
Fraud investigations
Internal control implementation
Peer reviews

CURRENT ENGAGEMENT EXPERIENCE:

City of Pinole	City of Gridley
City of Patterson	City of Novato
City of Rio Vista	

DESIGNATIONS:

Certified Public Accountant (CPA)
Certified Valuation Analyst (CVA)

PROFESSIONAL MEMBERSHIPS:

American Institute of Certified Public Accountants
California Society of Certified Public Accountants
California Society of Municipal Finance Officers Budget Awards Program
National Association of Certified Valuation Analysts
Society of California Accountants
CSDA Audit Committee Member
CSDA Finance Committee Member
National Institute of Pension Administrators, Sacramento Chapter

EDUCATION:

Bachelor of Science, Accounting
Western Case Reserve University – Cleveland, Ohio

RECENT TRAINING:

Governmental Accounting & Auditing Conference
GASB 67 & 68: New Pension Standards
The Most Common Frauds in Cities & Counties
Avoiding Problems in Conducting Single Audits
Independence Under New Yellow Book





MICHELLE NELSON, CPA, CFE, CVA

Partner

Michelle founded and continues to manage the Audit practice, having specialized in auditing for 30 years.

INDUSTRY EXPERIENCE:	Governmental Not-for-profit Privately held businesses Retirement/ employee benefit plans Special districts
OTHER EXPERTISE:	Board retreats and trainings Consulting on new accounting and auditing pronouncements Federal and grant compliance Financial reporting Fraud engagements Review and evaluation of internal controls
CURRENT ENGAGEMENT EXPERIENCE:	City of Dixon City of Pinole City of Hollister Town of Truckee City of Marina
DESIGNATIONS:	Certified Public Accountant (CPA) Certified Fraud Examiner (CFE) Certified Valuation Analyst (CVA)
PROFESSIONAL MEMBERSHIPS:	American Institute of Certified Public Accountants California Society of Certified Public Accountants Nevada Society of Certified Public Accountants GFOA Cert. of Achievement for Excellence in Financial Reporting Program CalCPA Governmental Accounting & Auditing Committee, Sacramento Chapter National Association of Certified Valuation Analysts Association of Certified Fraud Examiners
EDUCATION:	Bachelor of Science, Accounting University of Nevada – Reno, Nevada Masters in Taxation Golden Gate University – San Francisco, California
RECENT TRAINING:	Governmental Accounting & Auditing Conference The Most Common Frauds in Cities & Counties Avoiding Problems in Conducting Single Audits Independence Under New Yellow Book Identifying Fraud Red Flags





ERICA PASTOR, CPA

Senior Manager

Erica has been with the firm for over seven years and has over 10 years of public accounting experience. As Senior Manager in our Firm, Erica provides auditing and accounting services to governmental entities and special districts.

INDUSTRY EXPERIENCE:	Governmental Not-for-profit Privately held businesses Retirement/ employee benefit plans Special districts	
OTHER EXPERTISE:	OMB Circular A-133 compliance Accounting services Agreed-upon procedures Audit committee training Financial statement preparation GASB implementation Internal control evaluation Inventory observations Other grants and contracts compliance	
CURRENT ENGAGEMENT EXPERIENCE:	City of Patterson City of Dixon City of Hollister	Town of Truckee City of Novato City of Gridley
DESIGNATIONS:	Certified Public Accountant (CPA)	
PROFESSIONAL MEMBERSHIPS:	American Institute of Certified Public Accountants CalCPA Governmental Accounting & Auditing Committee, Sacramento Chapter Chair and Board Member California Society of Certified Public Accountants	
EDUCATION:	Bachelor of Science, Managerial Economics UC Davis – Davis, California Certificate of Accountancy National University – Sacramento, California	
RECENT TRAINING:	2013 Single Audit Update Governmental Accounting & Auditing Conference The Most Common Fraud in Cities & Counties Avoiding Problems in Conducting Single Audits Independence Under New Yellow Book	





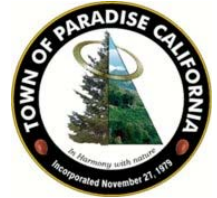
LILY DVORNIKOV, CPA

Supervisor

With six years of public accounting experience behind her, Lily specializes in providing audit services to governmental entities and our firm's retirement industry clients, including 401(k) plans, profit sharing plans, 403(b) plans, and defined benefit plans.

INDUSTRY EXPERIENCE:	Governmental Retirement/ employee benefit plans Not-for-profit Privately held businesses
OTHER EXPERTISE:	Accounting services Financial statement preparation Knowledge and understanding of effective internal controls
CURRENT ENGAGEMENT EXPERIENCE:	City of Novato City of Hollister Town of Truckee City of Patterson San Juan Water District San Joaquin Regional Transit District Retirement Plan
PROFESSIONAL MEMBERSHIPS:	California Society of Certified Public Accountants National Institute of Pension Administrators Western Pension & Benefits Council
EDUCATION:	Bachelor of Science, Accounting California State University – Sacramento
RECENT TRAINING:	Performing Effective & Efficient Single Audits Auditing Non-Profit Organizations & Government Entities Year-end Governmental & Non-profit Training





ENGAGEMENT LISTING OF SIMILAR CLIENTS

Mann, Urrutia, Nelson CPAs has provided audit services for several other governmental entities that are similar to that which is requested by the Town of Paradise. As requested in the RFP, the engagements are ranked on basis of total staff hours, from least to greatest amount of hours.

Clients	Name and Position	Contact Information	Scope of Services
City of Patterson (280 Hours)	Minnie Moreno Finance Director	(209) 895-8046 mmoreno@ci.patterson.ca.us	<ul style="list-style-type: none"> • City audit • West Patterson Financing Authority audit • TDA Funds audit • GANN Limit
City of Pinole (350 Hours)	Richard Loomis Finance Director	(510) 724-9823 rloomis@ci.pinole.ca.us	<ul style="list-style-type: none"> • City audit • Single audit • CAFR* • Component unit
City of Hollister (380 Hours)	Brett Miller Finance Director	(831) 636-4300 brett.miller@hollister.ca.gov	<ul style="list-style-type: none"> • City audit • Single audit • CAFR* • GANN Limit
City of Dixon (380 Hours)	Kate Zawadzki Accounting Manager	(707) 678-7000 kzawadzki@ci.dixon.ca.us	<ul style="list-style-type: none"> • City audit • CAFR* • TDA Funds audit • Single audit • Dixon Public Financing Authority audit • Dixon Solano Water Authority audit • GANN Limit
City of Novato (450 Hours)	Brian Cochran Finance Director	(415) 899-8912 bcochran@novato.org	<ul style="list-style-type: none"> • City audit • Single audit • CAFR** • Component unit • GANN Limit

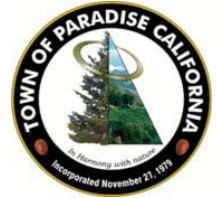
 Engagement Partner Michelle Nelson

 Engagement Partner Justin Williams

* GFOA Certificate of Achievement for Excellence in Financial Reporting received

** City of Novato's CAFR was a first year submittal for GFOA Certificate of Achievement for Excellence in Financial Reporting





REPRESENTATIVE CLIENT REFERENCES

Mann, Urrutia, Nelson CPAs has provided audit services for several other governmental entities that are similar to that which is requested by Town of Paradise. Below are current clients who can attest to our services and work performed on their behalf. While we are currently contracted to complete the audit for the year ending June 30, 2014, the last completed audit for each of our references below is for the year ended June 30, 2013. We welcome the Town of Paradise to contact any of our references listed below.

Clients	Name and Position	Contact Information	Scope of Services
City of Patterson	Minnie Moreno Finance Director	(209) 895-8046 mmoreno@ci.patterson.ca.us	<ul style="list-style-type: none"> • City audit • West Patterson Financing Authority audit • TDA Funds audit • GANN Limit
City of Pinole	Richard Loomis Finance Director	(510) 724-9823 rloomis@ci.pinole.ca.us	<ul style="list-style-type: none"> • City audit • Single audit • CAFR* • Component unit
City of Hollister	Brett Miller Finance Director	(831) 636-4300 brett.miller@hollister.ca.gov	<ul style="list-style-type: none"> • City audit • Single audit • CAFR* • GANN Limit
City of Dixon	Kate Zawadzki Accounting Manager	(707) 678-7000 kzawadzki@ci.dixon.ca.us	<ul style="list-style-type: none"> • City audit • CAFR* • TDA Funds audit • Single audit • Dixon Public Financing Authority audit • Dixon Solano Water Authority audit • GANN Limit
City of Novato	Brian Cochran Finance Director	(415) 899-8912 bcochran@novato.org	<ul style="list-style-type: none"> • City audit • Single audit • CAFR** • Component unit • GANN Limit

* GFOA Certificate of Achievement for Excellence in Financial Reporting received

** City of Novato's CAFR was a first year submittal for GFOA Certificate of Achievement for Excellence in Financial Reporting





CITY OF PINOLE

2131 Pear Street
Pinole, CA 94564

Tel: (510) 724-9000
Fax: (510) 724-9826

Prospective Audit Clients

Re: Professional Reference for
Mann, Urrutia, Nelson CPA's & Associates

To Whom It May Concern:

I am pleased to offer my full and unreserved recommendation for retention of *Mann, Urrutia, Nelson CPA's (MUN)*.

I has been my good fortune to take the lead in the financial management and fiscal reporting of two California cities, during my tenure in local government. During that time, *MUN* was selected through competitive bidding to perform the external auditing and completion of Comprehensive Annual Financial Reports (*CAFR document*) for both Auburn and Pinole. Completion of these tasks included preparation of separate component unit reports for Redevelopment Agencies, and included the review of "full service" municipalities, operating Enterprise Funds for Airport, Transit and Wastewater Treatment activities. Additionally, as deemed appropriate *MUN* was retained under separate contracts for Agreed Upon Procedure Engagements, related to cash handling discrepancies and controls, grant compliance, and redevelopment agency close-out projects.

At all times, *MUN* has completed their contractual obligations on time and within budget. The Principals of this Accounting/Auditing Firm are hands-on and on-site during field work activities, providing supervision and mentoring to their Junior Associates. My personal belief is that *MUN* offers a unique perspective to Government Auditing, in that they take the time to fully understand the individual nuances of similar but distinct reporting entities, and then generate a meaningful client dialog about the accuracy and more importantly the completeness of the financial reporting that they oversee. I believe that *MUN* is especially cost competitive with their peers, due to the time efficiencies generated by their investment in fully computerized workpaper preparation. We routinely, submit our "client prepared" account reconciliations, trial balance information and other financial documentation in electronic format, which is also a beneficial to us as the audit client.

Please do not hesitate to call upon me directly (510-407-3979 or 510-724-9823) for additional information regarding *MUN*.

Sincerely,

Richard H. Loomis, CCMT/CFIP
City of Pinole, California





THE AUDIT PROCESS

Our audit process begins with the assignment of staff to the engagement. Our engagement team has the expertise to provide a level of service desired and deserved by your organization. Our engagements are supervised by the engagement partner and the manager. As high-level involvement is vital to a quality audit, the partner and manager's time will account for approximately 30% of total hours spent on the engagement. Our team's approach is to be efficient yet non-intrusive.

We believe on-going communication throughout the entire audit will ensure that all aspects of the audit are thoroughly addressed. We encourage regular communications throughout the year, not just during fieldwork. As such, we do not anticipate any potential audit problems to arise during our engagement.

Our audit plan for the Town of Paradise can be broken down into four (4) segments:

1. Audit Planning & Preparation (Risk Assessment & Internal Control Review)
2. Fieldwork (interim and year-end)/Substantive Procedures
3. Workpaper Review & Audit Wrap Up
4. Report Preparation

Audit Planning

Our audit planning process includes a risk assessment of the city and review of the control environment. We begin with a pre-planning meeting to ensure that management's expectations and our expectations are communicated prior to commencing the audit. We will confirm our understanding of the engagement deadlines and ensure these are met timely. In addition, we will provide a list and samples of schedules specifically tailored to the Town of Paradise to aid the Town's staff in preparing schedules and providing audit documentation.

Risk Assessment

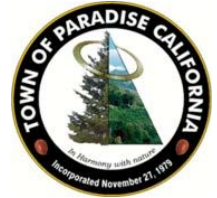
As part of our extensive planning phase, the engagement team will discuss with management and the Town Council issues surrounding the applicable industry, the Town's internal & external environment, significant events, as well as economic, political, and social factors to determine and document areas of risk. Once areas of risk have been identified, the next process will be to review the control environment.

Control Environment

We will document and test the following control processes to evaluate their effectiveness in preparing reliable financial statements:

- ◇ Disbursements
- ◇ Receipts
- ◇ Payroll
- ◇ Financial reporting
- ◇ Journal entry process
- ◇ IT and general computer controls
- ◇ Federal and state programs





Based on our understanding of the Town's risks and control environment, we will design our substantive procedures and communicate our audit approach to management. As part of our review and documentation of the control environment, we may have recommendations for enhancing controls and/or efficiencies. These recommendations will be discussed with management prior to any comments included in a formal management letter.

Substantive Procedures

Substantive audit procedures are designed based on our risk assessment process. Complex and high risk accounts will be identified early in the audit process and these accounts will be assigned to the manager and/or partner for actual testing. Our substantive audit procedures will include the following:

- ◇ Tests of account details
- ◇ Analytical procedures
- ◇ Use of data analysis software
- ◇ Unpredictability tests
- ◇ Review of management's estimates
- ◇ Review of subsequent events and contingencies

Preparation of Audit Report and Review

Audit workpapers are reviewed throughout the audit by the manager and engagement partner. Before we leave your offices, the file will be substantially reviewed and any issues will be discussed and resolved. The financial statements are prepared by the audit manager. All reports are reviewed by the engagement partner and concurring partner.

Upon approval, we will issue drafts of all reports based on a predetermined schedule allowing adequate time for review and distribution of reports.

Task	Completed by
Audit planning and interim fieldwork	August 31, 2014
Year-end fieldwork and audit wrap up	November 15, 2014
Financial statement draft to client	December 1, 2014
Final report to client	December 15, 2014

Technological Advantages

We utilize the latest technology, including virtual servers, smart devices and online libraries to provide us with the most up-to-date information to better serve our clients. First, our online client portal ShareFile gives us the capability of sending and receiving information to and from our clients faster and more securely. As portals are encrypted and use password protection to ensure that data can only be viewed by the appropriate client, we are dedicated to protecting the Town's confidential information.





Furthermore, we streamline our audit process and organize support documents through use of the program CaseWare Working Papers. By effectively reviewing large volumes of data through these programs, we are able to develop a better understanding and gain a broader view of the Town of Paradise. These technologies enable us to increase both the scope of our engagement and the reliability of our audit opinion more efficiently, as a larger amount of information can be processed, analyzed and interpreted in a short time frame.

Hours by Staff Level for Each Segment of the Audit

Position	Audit Planning & Interim Fieldwork	Year-End Fieldwork	Workpaper Review, Report Preparation & Audit Wrap Up	Total
Partner	12	12	5	29
Senior Manager	21	20	8	49
Senior Staff	34	40	10	84
Professional Staff	48	48	8	104
Total	115	120	31	266

Work Paper Retention

Audit programs, workpapers and reports will be retained for a period of seven (7) years after the completion of the audit and made available for inspection by the Town of Paradise, oversight or cognizant agencies, parties designated by the federal or state governments, auditors of entities of which the Town of Paradise is a sub recipient of grant funds or component unit, and additional auditors if requested by them.



MANN • URRUTIA • NELSON CPAs & ASSOCIATES, LLP

WWW.MUNCPAS.COM

Service	2008/09	2009/10	2010/11
Town Audit and Related Reports (includes Town State Controller's Report, Street Report, and Management Letter)	\$ 19,400	\$ 19,880	\$ 20,090
GANN Limit Review Report	500	520	540
Single Audit and Related Reports	<u>4,000</u>	<u>4,100</u>	<u>4,200</u>
Subtotal	\$ 23,900	\$ 24,500	\$ 24,830
Discount – 5%	<u>(1,195)</u>	<u>(1,225)</u>	<u>(1,242)</u>
Total for Fiscal Year (not-to-exceed)	<u>\$ 22,705</u>	<u>\$ 23,275</u>	<u>\$ 23,588</u>



TOWN OF PARADISE
Council Agenda Summary
Date: June 10, 2014

AGENDA NO. 5(a)

ORIGINATED BY: Doug Danz, Onsite Sanitary Official

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Consider Adopting Resolutions Amending Chapter 4, Section 4.16 Graywater Disposal Systems, of the Town of Paradise Manual for the Onsite Treatment of Wastewater and Amending the Town of Paradise 2013/2014 Master Fee Schedule to Include a Cost Recovery Fee for Permitting Said Graywater Systems

COUNCIL ACTION REQUESTED:

- 1) Adopt Resolution No. 14-___; "A Resolution of The Town Council of the Town of Paradise Amending Chapter 4, Section 4.16 Graywater Disposal Systems, of The Town of Paradise Manual for The Onsite Treatment of Wastewater" **AND**
- 2) Adopt Resolution No. 14-___; "A Resolution Amending The Town of Paradise, 2013-14 Master Fee Schedule By Adding a Fee Category to Section 8, Onsite Sanitation, Relating To Graywater System Construction"

BACKGROUND:

Due to recent drought conditions there has been an increase of public interest in the installation of graywater systems in existing buildings and also for new construction. Citizens are interested in using water that would normally get dispersed into underground leachfields for the safe irrigation of landscaping around their homes and buildings. Town staff has reviewed all necessary sections of the Town of Paradise Manual for the Onsite Treatment of Wastewater to allow for the installation of safe and effective use of graywater systems for this purpose.

DISCUSSION:

Properly constructed graywater systems can be a viable alternative to using a diminished supply of drinking water for the irrigation of landscaping. Graywater usage is currently allowed in the Town of Paradise as per the Town of Paradise Manual for the Onsite Treatment of Wastewater, Chapter 4, Section 4.16. However, this section is outdated and needs revision.

The proposed amendments to the manual and explanations for the amendments are summarized below:

- The reference to the correct section of the current California Plumbing Code is outdated and no longer applicable. Adjustments to the correct year and code sections, as well as providing compatibility to the code have been made.
- Graywater systems will not be considered "alternative" systems as previously required. By removing the "alternative" status, graywater systems are not automatically required to be designed by an Engineer or Registered Environmental Health Specialist and are also not required to have a separate annual Operating Permit; thus avoiding unnecessary costs to the owner.
- Septic systems that are working in conjunction with graywater systems will not be allowed a one third size reduction. The principle of size reduction based on graywater being diverted away from a septic system is not viable in Paradise because during the rainy season most graywater systems will not operate correctly. Surface soils will often become overly saturated with rainfall and the graywater will have to be diverted back into the septic system. Therefore septic systems must be sized according to 100% of the wastewater flow and not 70%.
- The current California Plumbing Code (2013 edition) does not require a construction permit for a clothes washer graywater system, but allows local governments to adopt requirements according to unique local characteristics. Because of our topography, high rainfall, multiple creeks, springs and exceptionally high density of onsite systems the Town has need for oversight over all wastewater systems in its boundaries. For this reason it is proposed that permits be obtained for clothes washer systems to assure their proper construction and operation.
- Wording and phrases have been edited for clarity and understanding with basic meanings unchanged.

Currently the construction of graywater systems fall under the issuance of two permits, one by the Onsite Sanitation Division and one by the Building Division. Partly because the construction of a graywater system requires this multi-divisional review, there is currently no specific fee category for graywater system review and installation in the Town's Master Fee Schedule. Permit-specific service fees are normally established for different construction permits in order to minimize permit processing costs, while still recovering the Town's costs associated with processing and issuing these permits. This mechanism passes the lowest permit processing costs to the individual applying for the permit. After carefully evaluating and examining the process by which required permits for graywater system permits would be reviewed, issued and the work inspected, Town staff is recommending that the service fee for graywater system permits be \$97.26 and that the Town's fee schedule be amended accordingly.

Staff has developed the attached resolution documents that, if adopted by the Town Council, would result in amendments to the Town's Onsite Wastewater Manual and the Master Fee Schedule in order to accomplish the objectives outlined in the preceding discussion (deleted and added text are shown as ~~strikeout~~ and **shaded**, respectively).

Town Council

June 10, 2014

FINANCIAL IMPACT:

There will be nominal costs for the public notice relating to the new fee and for the re-printing of those affected pages of the Town of Paradise Master Fee Schedule as well as the publication of the revised Paradise Municipal Code. These costs will be charged to Fund 2030, Building Safety and Wastewater Service.

LIST OF ATTACHMENTS

1. Notice of the June 10, 2014 Town Council public hearing to consider proposed Onsite Manual amendments and a fee schedule amendment.
2. Resolution No. 14-___; “A Resolution of The Town Council of the Town of Paradise Amending Chapter 4, Section 4.16 Graywater Disposal Systems, of The Town of Paradise Manual for The Onsite Treatment of Wastewater”
3. Resolution No. 14-___; “A Resolution Amending The Town of Paradise, 2013-14 Master Fee Schedule By Adding a Fee Category to Section 8, Onsite Sanitation, Relating To Graywater System Construction”

**TOWN OF PARADISE
NOTICE OF PUBLIC HEARING
PARADISE TOWN COUNCIL**

NOTICE IS HEREBY GIVEN by the Paradise Town Council that a public hearing will be held on Tuesday, June 10, 2014, at 6:00 p.m. or as soon thereafter as possible, in the Town Hall Council Chambers , 5555 Skyway, Paradise, California, regarding the following action:

Adoption of a resolution amending the Town of Paradise, 2013/2014 Master Fee Schedule, to include a new construction permit category relating to Town of Paradise Onsite Sanitation and Building Division's review of plans and installation of a graywater system. The amount of the fee would be \$97.26.

The resolution is available for public inspection at the Town of Paradise, Town Hall. If you challenge the resolution, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Town Onsite Sanitary Official at, or prior to, the public hearing. For further information please contact the Town Clerk at (530) 872-6291, x101.

Joanna Gutierrez
Town Clerk

**TOWN OF PARADISE
RESOLUTION NO. 14-_____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
AMENDING CHAPTER 4, SECTION 4.16 GRAYWATER DISPOSAL SYSTEMS,
OF THE TOWN OF PARADISE MANUAL FOR THE ONSITE TREATMENT OF
WASTEWATER**

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WHEREAS, The Town Council of the Town of Paradise adopted Resolution No. 99-37 that readopted the Town of Paradise Manual for the Onsite Treatment of Wastewater; and

WHEREAS, The Town of Paradise Onsite Sanitation Division staff, under direction of Council, has formulated changes and additions to the Manual relative to graywater, and

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Paradise that;

1. The amendments and additions to Chapter 4, Section 4.16, of the Town of Paradise Manual for the Onsite Treatment of Wastewater, attached as Exhibit "A" are approved and adopted.
2. That this resolution shall become effective immediately.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this ____ day of June, 2014 by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Scott Lotter, Mayor

ATTEST:

By: _____
Joanna Gutierrez, CMC, Town Clerk

APPROVED AS TO FORM:

By: _____
Dwight L. Moore, Town Attorney

Exhibit "A"

4.16 GRAYWATER ~~DISPOSAL~~ SYSTEMS

A graywater ~~waste disposal~~ system is a wastewater treatment system capable of dispersing ~~discharging and treating~~ liquid waste from bathtubs, showers, ~~bathroom~~ hand wash basins, ~~and water from~~ clothes washing machines and laundry tubs. Graywater ~~waste disposal~~ systems shall not ~~treat~~ receive liquid waste discharged from toilets, kitchen sinks or dishwashers or receive laundry water from the washing of ~~soiled~~ diapers or similarly soiled or infectious clothing. Graywater ~~waste disposal~~ systems shall ~~be considered "alternative" systems by the Town of Paradise~~ not be required to have a separate Operating Permit but shall be included on the Operating Permit of the sewage disposal system that it operates in conjunction with.

A. General conditions for approval

Installation permits may be issued by the Onsite Sanitary Official for graywater ~~waste~~ systems on sites that meet all the following conditions:

- Sites must be approved for standard system installation or have access to a community or municipal wastewater system.
- Minimum separation distances listed in Figure 4.1 can be met.
- Slopes for the dispersal component ~~does~~ shall not exceed forty-five percent.

B. REQUIREMENTS

- Graywater system ~~System~~ design, ~~and~~ installation and operational standards shall comply with minimum standards for graywater ~~waste~~ systems mandated in Chapter 16 of the 2013 California Plumbing Code, (California Code of Regulations, Title 24, Part 5), unless otherwise required in this regulation. ~~Appendix J of the Uniform Plumbing Code, California Plumbing Code Edition (Title 24, Part 5, California Administrative Code).~~

All gray water systems, including a clothes washer system, require a permit for construction issued by the Town of Paradise Onsite Sanitation Division and must be constructed and operated in accordance with this regulation.

~~A one-third reduction in size of the black waste system shall be allowed when a graywater waste disposal system is installed.~~

C. Operation and maintenance

An operations and maintenance manual shall be provided for all graywater systems. ~~System~~ ~~o~~ Operation and maintenance tasks ~~and requirements~~ shall be conducted as specified ~~on the Operating Permit~~ in the operations and maintenance manual ~~and the designer's operations and maintenance instructions. The~~ for which the system owner shall be responsible ~~for the~~

~~continuous operation and maintenance of the system.~~ Each system will be inspected by the Town or certified evaluator on a regular basis.

The owner/~~purchaser~~ of a graywater ~~disposal~~ system ~~must recognize that he/she~~ assumes the ~~continuous~~ responsibility to preserve the installation of the system as near as practical ~~in~~ to its "as built" state. This responsibility includes maintaining the dispersal area in a manner that minimizes human contact and prohibits the ponding or run-off of graywater. ~~erosion control, fencing out of livestock and the control of burrowing animals.~~

D. Operations and maintenance instructions

As a minimum, the operations and maintenance instructions shall include the following information:

- A statement notifying the homeowner of his/her responsibility for maintaining the system in proper working condition.
- A complete description of the system and components. Include process description for the homeowner and design criteria.
- Instructions on how to properly set and maintain the pump control equipment.
- A procedure for the sampling of graywater from the system. ~~How the Town can sample graywater system effluent.~~
- How to maintain and operate the irrigation or disposal field and when to inspect and flush distribution laterals.
- What to do if the alarm on the pump panel activates.
- A system troubleshooting table listing potential problems and their solutions for the graywater system.
- When to have ~~get~~ the graywater system tank or vault pumped.
- Safety precautions. ~~to be observed~~

**TOWN OF PARADISE
RESOLUTION NO. 14-_____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
AMENDING THE TOWN OF PARADISE 2013-14 MASTER FEE SCHEDULE BY
INCLUDING A NEW FEE CATEGORY TO SECTION 8, ONSITE SANITATION;
GRAYWATER SYSTEM (CONSTRUCTION).**

The Town Council of the Town of Paradise, State of California does hereby **RESOLVE AS FOLLOWS:**

Section 1:

The Town of Paradise 2013-14 MASTER FEE SCHEDULE shall be amended by the addition to SECTION 8, ONSITE SANITATION the following fee; Graywater System (Construction) - \$97.26

Section 2:

This resolution shall take effect sixty (60) days after the date of its passage.

Passed and Adopted by the Town Council of the Town of Paradise, County of Butte, State of California, on this 10th day of June, 2014, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST

Scott Lotter, Mayor

BY: _____

Joanna Gutierrez, CMC, Town Clerk

Approved as to Form:

BY: _____

Dwight L. Moore, Town Attorney



TOWN OF PARADISE
Council Agenda Summary
Date: June 10, 2014

Agenda No. 5(b)

ORIGINATED BY: Craig Baker, Community Development Director

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Public Hearing: Consideration of a Zoning Ordinance that, if adopted, would result in text amendments to the Paradise Municipal Code Regulations Relating to Regulating the Establishment of Fences, Gates and Other Barriers Within Public Rights-of-Way and Private Access Easements.

COUNCIL ACTION REQUESTED: Conduct the duly noticed and scheduled public hearing concerning this agenda item. Upon conclusion of the public hearing adopt either the recommended actions or an alternative action.

RECOMMENDATION: Adopt a **MOTION TO:**

1. Determine that Town Ordinance No. ____ is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15061(b)(3) (general rule exemption) in that there is no possibility that adoption of the ordinance will have a significant effect on the environment; **AND**
2. Waive the first reading of Town Ordinance No. ____ and read by title only (roll call vote); **AND**
3. Introduce Town Ordinance No. ____, "An Ordinance Amending Text Regulations Within Paradise Municipal Code Chapters 17.04 and 17.06 Related to: Definitions; General Site Development Regulations "; **OR**
4. Adopt an alternative directive to town staff.

BACKGROUND:

On March 19, 2014, the Town Council adopted Ordinance No. 539 relating to a 45-day interim urgency ordinance enacting a moratorium on the establishment of fences, gates or barriers within or across private access easements.

On April 8, 2014, the Town Manager submitted a report to the Council concerning the current status of fences, gates and structures within private roadway easements and how they might impact the delivery of emergency police, fire and medical services to residents who use a private roadway easement. The report also outlined various approaches that other jurisdictions use to address the issue. As a result of this analysis, two proposed ordinances were prepared for the Town Council's review. At the conclusion of their discussion, a majority of the Town Council voted to direct the Planning Commission to consider adopting a resolution recommending Town Council adoption of zoning code text amendments to permit the establishment of fences, gates or other barriers within private road easements only if all parties using the easement consent to the establishment of such structures.

On April 22, 2014, the Town Council adopted Ordinance No. 541 extending Ordinance No. 539 for an additional 10 months and 15 days in accordance with Government Code Section 65858 to allow the Planning Commission the opportunity to review and consider adoption of a resolution amending zoning regulations contained in Paradise Municipal Code Title 17 (Zoning Ordinance).

The Planning Commission conducted a noticed public hearing on May 20, 2014 to consider a resolution document and its exhibit "A" to recommend Town Council adoption of the proposed text amendments regarding the establishment of fences, gates or other barriers within private road easements. At the conclusion of the hearing, the Planning Commission took no action regarding adoption of the resolution and therefore made no formal recommendation to the Town Council regarding the proposed text amendments. Although the Planning Commission took no action, a majority of the Town Council may still act upon this agenda item at the conclusion of their public hearing and introduce the proposed ordinance.

DISCUSSION:

Given the fact that many developed residential properties in the Town of Paradise are accessed solely via private road easements, conflicts and disagreements regarding the establishment of fences, gates and other barriers within these easements are not uncommon. The installation of a gate or other barrier across an access easement could interfere with Town public safety services and other first responders in a manner that could delay the delivery of medical, police and fire services. Further, the unregulated or unauthorized establishment of gates and fences within private access easements without the prior consent of all users of the easement could create a barrier to their egress from their respective residences in times of wildland fires.

In consideration of the circumstances outlined above, it is Town staff's position that the unregulated and/or unauthorized installation of gates or other barriers within private access easements presents a plausible and immediate threat to the public health, safety and welfare

of the Town's residents and therefore proposed zoning ordinance text amendments were developed and are being proposed for your consideration. If adopted by the Town Council, the proposed amendments would accomplish the following objectives:

- Establish a new definition of the term "fence" which will be added to Section 17.04.500 [General Definitions] of the Paradise Municipal Code.
- Amend subsection No. 4 of Section 17.06.600 [Yard and Building/Structure Setback Regulations] of the Paradise Municipal Code to remove references to fences within private rights-of-way or access easements.
- Add a new subsection No. 6 of Section 17.06.600 [Yard and Building/Structure Setback Regulations] of the Paradise Municipal Code that prohibits the installation of a fence within a private roadway easement without the written consent of all persons with a legal right to use such an easement.

Town staff has determined, and the Town Attorney has concurred, that the proposed text amendments are minor in nature and that there is no possibility that adoption and implementation of the amendments would result in a direct and significantly adverse effect upon the environment. Therefore, the proposed amendments can be found to be exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15061(b)(3) (General rule exemption).

Staff has developed the attached ordinance document (and its attached exhibit "A") that, if adopted by the Town Council would amend the Town's Zoning Ordinance in order to accomplish the objectives outlined above. If deemed necessary by a majority consensus of Town Council members present, staff will be prepared to make further changes or additions to the text of the attached and proposed resolution prior to introduction of the ordinance.

Lastly, for your convenience and use, town staff has copied and attached other documents related to this agenda item.

FINANCIAL IMPACT: There is no financial impact associated with the first reading and introduction of the ordinance.

Attachments

LIST OF ATTACHMENTS

1. Notice of Public Hearing to be held on June 10, 2014 before the Paradise Town Council, published in the Paradise Post
2. Notice of Exemption signed by the Town Planning Director
3. Excerpt of draft minutes from the May 20, 2014 Planning Commission meeting
4. Ordinance No. ____, "An Ordinance Amending Text Regulations within Paradise Municipal Code Chapters 17.04 and 17.06 Related to: Definitions; General Site Development Regulations"

**TOWN OF PARADISE
NOTICE OF PUBLIC HEARING - PARADISE TOWN COUNCIL**

NOTICE IS HEREBY GIVEN by the Town Council that a public hearing will be held on **Tuesday, June 10, 2014** at 6:00 p.m., or as soon thereafter as possible, in the Town Hall Council Chambers, 5555 Skyway, Paradise, California, regarding the following matter:

- a. Item determined to be exempt from environmental review

PARADISE MUNICIPAL CODE: Consideration of an ordinance that, if adopted would result in text amendments to the Town's zoning regulations contained in Paradise Municipal Code (PMC) Title 17 (Zoning Ordinance). If adopted by the Town Council, the text amendments would include a) adding a new definition for "fence" to PMC section 17.04.500, b) amending PMC subsection 17.06.600(E)(4) by eliminating a reference to private access easements and c) adding a new subsection to PMC section 17.06.600 to regulate the establishment of fences and other barriers within private access easements.

The project file is available for public inspection at the Development Services Department, Town Hall. If you challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Town Clerk at, or prior to, the public hearing. For further information please contact the Development Services Department (planning division), 5555 Skyway, Paradise, CA (530) 872-6291, extension 111.

Joanna Gutierrez, Town Clerk

NOTICE OF EXEMPTION

To: File

From: Town of Paradise, Development Services Department,
Planning Division, 5555 Skyway, Paradise, CA 95969

Project Title: Zoning Code Text Amendment

Project Applicant: Town of Paradise

Project Location: N/A

Project Description: Amendments to the Town zoning code definition of fence and amended regulations regarding fences and other barriers established within private access easements

Approving Public Agency: Town of Paradise

**Person or Agency
Carrying Out Project:** Town of Paradise

Exempt Status:

<input type="checkbox"/>	Ministerial (Section 15268)
<input type="checkbox"/>	Emergency Project (Section 15269)
<input type="checkbox"/>	Categorical Exemption
<input checked="" type="checkbox"/>	General Rule Exemption (Section 15061)

Reason for Exemption: The amendments do not constitute a project under CEQA, no physical activity is planned and there is no possibility of a significant environmental effect.

Contact Person: Craig Baker, Planning Director
(530) 872-6291 x111

Signature: 
Town Planning Director

Date: 6/3/14

EXCERPT OF DRAFT PLANNING COMMISSION MINUTES FROM MAY 20, 2014

5. PUBLIC HEARING

- 5a. PARADISE MUNICIPAL CODE: Planning Commission consideration of a resolution that, if adopted would recommend Town Council adoption of proposed text amendments to the Town's zoning regulations contained in Paradise Municipal Code (PMC) Title 17 (Zoning Ordinance). If adopted by the Town Council, the text amendments would include a) adding a new definition for "fence" to PMC section 17.04.500, b) amending PMC subsection 17.06.600(E)(4) by eliminating a reference to private access easements and c) adding a new subsection to PMC section 17.06.600 to regulate the establishment of fences and other barriers within private access easements.

Community Development Director Baker reviewed the background of the moratorium on the establishment of fences, gates or barriers within or across private access easements. The moratorium was established by urgency Ordinance No. 539, extended by Ordinance No. 540. After accepting a report from the Town Manager regarding the placement of gates within private access easements and the potential effect upon public safety, the Town Council directed the Planning Commission to consider certain amendments to the Paradise Municipal Code. The amendments endorsed by a majority of the Town Council are set forth in Planning Commission Resolution No. 14-03. Director Baker also noted the additional agenda material that was submitted by local attorney Max Barteau.

Chair Zuccolillo opened the public hearing at 6:10 p.m.

1. Max Barteau, stated that he does not think the proposed text amendments achieve the objective, that an urgency ordinance requires language that states the ordinance is for health and safety reasons, that the amendments do not address health and safety, but seek to define all gates as fences and add a layer of consent to an easement, and that he believes staff's proposal will not clarify the issue.
2. Jon Remalia stated that there are many courts cases throughout the State that consider these types of situations based on reasonableness, that what is reasonable for one situation might not be reasonable for another, and that that this ordinance, by requiring consent of all property owners, takes away the reasonable aspect, if one property owner disagrees. He stated that he thinks the ordinance would take away the rights of property owners to go to court, that he believes the road has been historically gated, and the courts should be allowed to decide the matter.
3. Dana Bettis stated easement rights are not broad based, are specific rights, and give no title to a property but a right to use property for ingress and egress. He also stated that he has a problem with the Planning Commission Chairman hearing this

matter, as the chairman has volunteered to be a witness in the Bettis/Ailamar court matter.

Chair Zuccolillo stated that he clarified with the Town Attorney, before this matter was ever heard, that he has no financial conflict of interest.

Dwight Moore, Town Attorney, stated that the Planning Commission is dealing with zoning, and not with easement law. The commission has no control over private easements; there is only control to the extent given, of advising the Council relating to zoning matters. The proposed intent is to clarify what a fence is, that a fence is normally a barrier, that a gate included in a fence, when closed, is a barrier, and serves the same purpose as a fence. It is reasonable to clarify what a definition is within the scope of the zoning ordinance to eliminate arguments and problems about what a person can or can't do with a fence in a private access road. As a general rule when there is a conflict between a zoning ordinance and a private right, a zoning ordinance prevails in court.

Commissioner Wentland asked the attorney about a fence in Town that had to be removed and, if the fence had a gate, would it have to have been removed. Attorney Moore stated that one must look at what a thing does, not what it is called.

Chair Zuccolillo closed the hearing at 6:38 p.m.

Commissioner Clarkson stated that a fence has a different function than a gate and asked why there was no definition included for a gate, and two different objects with two different functions are being included in one definition, that the purpose behind a gate is to allow access and that there is no language about how that would be controlled.

Director Baker stated that the intent is to treat all as barriers whether there are rocks, tree stumps or any barrier that anyone who has interest in the easement has opposition to, including a gate. A gate may have a different function than a fence, except when it is closed or locked. He discussed code enforcement issues, that these disagreements are not uncommon, that the proposed language would clarify disagreements.

Commissioner Wentland stated that he thinks the result will be the opposite, that it will muddy the issue for every gate and fence in town.

Director Baker stated that he believes the ordinance will provide a more effective tool for code enforcement when there is a complaint of this type relating to fences and gates in or along easements.

Commissioner Clarkson asked about anyone who has legal access, if there is access to a code that opens a gate, how would that apply, and Director Baker stated that

what Commissioner Clarkson may be referring to is a matter addressed by the Fire Code.

Commissioner Neumann stated that she believes the task for the Planning Commission is to give a definition to a term that is not currently defined in the municipal code so that it makes staff's job easier, it is not to debate the issue or act as a court of law, but to define a term that unless otherwise defined refers to a dictionary definition.

Commissioner Clarkson stated that, in function, a fence and a gate are two different items, and that has not been handled as such in the ordinance. He stated that the Commission could move forward, but he does not believe it will solve the initial problem that got everybody here in the first place.

Commissioner Neumann stated that she thinks the commission cannot solve the particular issue that got them here and that the best thing they can do is to advise the Town Council as directed.

Commissioner Wentland discussed requesting staff to create a definition that would separate the two items. Director Baker inquired what the Planning Commission's objective would be in defining gate separately, and Commissioner Wentland stated that it would clarify if a person wanted to build a fence or a gate – that one is not the other.

Director Baker stated the approach that Town staff and legal counsel is recommending, and the Town Council has endorsed in concept, is that the term gate be included within the definition of fence.

Commissioner Clarkson stated that easements are created for ingress and egress, for limited access, and that gates seem to be a reasonable utility to provide that limited access. He would like the ordinance to address a gate as a means to address creation of limited access for those that have a right to that access.

Director Baker stated that the ordinance would allow a gate or a fence or a rock wall, whatever would prevent access, if other interested parties have consented to that. The ordinance would provide greater clarity by putting all barriers under one definition.

Chair Zuccolillo reopened the public hearing at 6:58 pm.

1. Town Manager Lauren Gill stated that the term gate was included in the definition of fence so that if a person come to the Town and wants to build a fence, or a gate, or a fence with a gate, it would be understood to be the same thing, and that consent of other interested parties would be required.

Chair Zuccolillo asked what bearing the new definition would have on the previous definition by the Planning Commission that is currently under appeal to the Town Council.

Director Baker stated that would be up to the appellants, and hypothetically, if the proposed text amendments are adopted, one of three things could happen: the appeal could be withdrawn if the appellant thinks the ordinance solved the problem, the Town Council could act on the appeal, or the appeal could be continued again for some reason.

Chair Zuccolillo asked if there was any harm in continuing this until the appeal is resolved, and Director Baker stated that the Town Council's objective is the other way around. This agenda item was put before the Commission to hopefully be, forwarded to the Council and, if approved would become effective as early as August 8, 2014, after which the appeal could be acted upon on by the Town Council on August 12, 2014 if it is not already withdrawn.

2. Jon Remalia stated that if the road is left open for to the public for a period of five years, then the driveway would become a public road, and if one neighbor holds out and there is no chance to go to court, then a private road could become open to the public by law. Other owners are subject to having a driveway become a public road which the owners are required to maintain and if it becomes public then the Town should be required to maintain the road.

Commissioner Neumann stated no, that easements need to be perfected, that the Commission is only debating the issue of a defining a fence for the municipal code, and to add a section that requires that all persons agree so if a person installs a barrier of any sort, and if a tenant, whether dominant or subservient, can come to the town to dispute the barrier and the staff can determine whether or not written permission was received from all interested parties.

Commissioner Wentland asked what happens to subsequent owners and Town Attorney Moore stated that one purchases the property 'as is' with any existing agreements.

3. Max Barteau asked what level of consent would be required and that he thinks a unanimous consent would be overly burdensome, that other contracts provide allowances such as 'such consent shall not be unreasonably withheld', and asked if the Town Council was prepared to use the power of an ordinance to require unanimous consent.

Town Attorney Moore stated that the current ordinance language has never been an issue in the past because as a general rule people usually ask their neighbors for consent, the Bettis/Ailamer situation is an anomaly. He further stated that the Town

can define what a fence is, a gate can be defined the same as a fence, and that what the Town is trying to do is clarify the issue so this does not come up in the future.

Commissioner Clarkson asked if someone has a dominant easement, the burden to maintain a road and the right to improve the road, and if a person chooses to make improvements to make the road more serviceable, would this language hamper that.

Attorney Moore stated that a structure across an easement is not an improvement, such as that of improving pavement or removing vegetation to improve access.

There was further discussion relating to what is easement law and what is zoning law, that although this is the first time this type of issue has come before the Commission, this is not the first time a barrier across an easement has been a code enforcement matter. Attorney Moore stated that zoning law would be upheld in court and that what is being asked is to provide clarity as to what people can and cannot do.

Chairman Zuccolillo closed the public hearing at 6:58 p.m.

...

The MOTION by Neumann to adopt Planning Commission Resolution No. 140-03 to adopt a town ordinance amending the text of current PMC zoning ordinance regulations died for the lack of a second.

There were no further motions made.

TOWN OF PARADISE

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TEXT REGULATIONS WITHIN
PARADISE MUNICIPAL CODE CHAPTERS 17.04 AND 17.06 RELATED TO:
DEFINITIONS; GENERAL SITE DEVELOPMENT REGULATIONS**

The Town Council of the Town of Paradise, State of California does hereby **ORDAIN AS FOLLOWS:**

SECTION 1. The definition of the term “Fence” shall be added to Section 17.04.500 [General Definitions] of the Paradise Municipal Code to read as follows:

Fence. “Fence” means any barrier or structure consisting of any material, including a gate.

SECTION 2. Subsection No. 4 of Section 17.06.600 [Yard and Building/Structure Setback Regulations] of the Paradise Municipal Code shall be amended to read as follows:

4. A non-open or solid fence up to six feet in height above grade may be installed along property lines which do not abut a road or street, or beyond setback lines as required by the zone when the property line abuts a road or street. A non-open or solid fence not exceeding four feet in height above grade may extend into the front yard setback area; and wrought iron and/or chain link fences up to six feet in height above grade may extend into the front yard setback area. No fence shall be installed within public rights-of-way. Exclusive of the front yard setback area, fences to a maximum height of eight feet above grade subject to procurement of town building permit issuance may be installed around recycling processing facilities, a wastewater treatment/disposal utility facility, and/or legally established facilities that provide either scrap and salvage services or general vehicle/equipment storage or vehicle impoundment service.

SECTION 3. A new subsection 6 shall be added to Section 17.06.600 [Yard and Building/Structure Setback Regulations] of the Paradise Municipal Code to read as follows:

6. No fence shall be installed within a private roadway easement unless all persons who have a legal right to use such private roadway easement have, in writing, consented to its installation.

ORDINANCE NO. _____

SECTION 4. This ordinance shall take effect thirty (30) days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this ordinance or a summary thereof shall be published in a newspaper of general circulation published and circulated within the Town of Paradise along with the names of the members of the Town Council of Paradise voting for and against same.

PASSED AND ADOPTED by the Town Council of the Town of Paradise, County of Butte, State of California, on this ____ day of _____, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Scott Lotter, Mayor

ATTEST:

JOANNA GUTIERREZ, CMC, Town Clerk

APPROVED AS TO FORM:

DWIGHT L. MOORE, Town Attorney



TOWN OF PARADISE
Council Agenda Summary
Date: June 10, 2014

AGENDA NO. 5(c)

ORIGINATED BY: Craig Baker, Community Development Director

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Public Hearing: Planning Commission Recommended Town Council Adoption of a Town Initiated and Proposed Town of Paradise 2014-2022 Housing Element Update to the 1994 Paradise General Plan and Certification of its Associated Negative Declaration

COUNCIL ACTION REQUESTED: Conduct the noticed and scheduled public hearing concerning this agenda item. Upon conclusion of the public hearing adopt either the recommended actions or an alternative action.

RECOMMENDATION: Adopt a **MOTION TO:**

1. Concur with the recommended actions adopted by the Planning Commission on June 3, 2014, and embodied within Planning Commission Resolution No. 14-03; **AND**
2. Certify and adopt the proposed Initial Study and Negative Declaration document as it relates to the proposed 2014-2022 Town of Paradise Housing Element 2014 update; **AND**
3. Adopt Town of Paradise Resolution No. 14-____, "A Resolution of the Town Council of the Town of Paradise Adopting an Amendment to the Housing Element (2014-2022 Housing Element) of the 1994 Paradise General Plan"; **OR**
3. Adopt an alternative directive to town staff.

NOTE: Town staff recommends adoption of action nos. 1, 2 and 3 above.

BACKGROUND: On December 13, 2012, the Butte County Association of Governments (BCAG) adopted the Butte County Regional Housing Needs Plan (RHNP): January 1, 2014--June 15, 2022, establishing a housing allocation for the Town of Paradise that needs to be incorporated and appropriately addressed within the Housing Element of the 1994 Paradise General Plan. Existing State housing element law requires the Town of Paradise to amend the housing element of its 1994 Paradise General Plan not only to make it consistent with the RHNP but also to become consistent with changes to State housing element law adopted since the Town adopted its current housing element during 2009.

On March 31, 2014, the Planning Commission conducted a noticed public hearing and upon its conclusion they directed staff to submit a proposed Draft Housing Element update to the State Department of Housing and Community Development (HCD) for review. The Draft Housing Element

was made available for public and HCD review from April 1 through June 10, 2014. HCD provided comments and staff subsequently submitted proposed revisions for HCD to review. HCD issued a letter on May 21 2014 stating that the Housing Element, as revised, addresses the statutory requirements for a Housing Element, if adopted.

On June 3, 2014, the Planning Commission conducted a noticed public hearing to consider adopting a recommendation to the Town Council regarding the Town initiated and proposed Town of Paradise Housing Element 2014 Update to the 1994 Paradise General Plan. Upon conclusion of its public hearing, the Planning Commission concurred with the presentation received from town staff and the Town's consultants, Pacific Municipal Consultants (PMC), and adopted Planning Commission Resolution No. 14-03. A copy of this resolution document is attached with this agenda summary.

DISCUSSION: Also attached with this council agenda summary is a five page staff memorandum dated June 3, 2014 concerning the subject of this public hearing. The contents of this enclosed staff report is detailed and self explicit.

In addition, enclosed for your review and consideration are copies of 1) the proposed final "Town of Paradise 2014-2022 Adoption Draft, June 2014" 2) its related proposed Initial Study and Negative Declaration document dated April, 2014 and 3) the May 21, 2014 letter from State HCD staff.

The adopted Planning Commission resolution recommends Town Council adoption of the proposed Housing Element Update and its associated environmental document that, if adopted, shall establish not only consistency with the BCAG adopted RHNP but also consistency and compliance with current State housing element law by addressing all the necessary text revisions reported by the State HCD. The recommended action includes adoption of a revised/updated housing element to the 1994 Paradise General Plan that provides updated and expanded text discussion of the following topics: a) incorporation of the current housing allocation assigned to the Town of Paradise via the BCAG adopted RHNP, b) existing characteristics of the present mix of housing within the Town, and c) the necessary revised and updated "goals", "objectives", "policies" and "implementation measures or programs" related to the Town's RHNP assigned housing allocation.

Lastly, town staff has prepared and attached with this council agenda summary for your consideration and recommended adoption a Town resolution document and its related exhibit "A". This document aptly reflects all the Town of Paradise Housing Element text revision/update amendment that is recommended by the Planning Commisison (and staff) for adoption. It has been arranged to have a PMC representative in attendance during the public hearing on this agenda item to assist town staff, provide a short presentation and to facilitate Town Council discussion of this matter.

FINANCIAL IMPACT: Adoption of this Paradise General Plan amendment by Town Council resolution will ultimately affect some costs to the town related to future printing of the revised/updated Town of Paradise Housing Element. However, it is estimated that such costs will be minimal (+/- \$50).

Attachments

LIST OF ATTACHMENTS

1. Notice of the public hearing before the Town Council on June 10, 2014 for the Housing Element update
2. Staff memorandum dated June 3, 2014 concerning the Housing Element update process
3. Conditional approval letter from Department of Housing and Community Development Department staff dated May 21, 2014
4. Planning Commission Resolution No. 14-03, adopted June 3, 2014
5. Town of Paradise Resolution No. ____; "A Resolution of the Town Council of the Town of Paradise Adopting an Amendment to the Housing Element (2014-2022 Housing Element) of the 1994 Paradise General Plan: Town of Paradise Housing Element 2014"
6. Final Adoption Draft of the Town of Paradise Updated 2014-2022 Housing Element

**TOWN OF PARADISE
NOTICE OF PUBLIC HEARING – PARADISE TOWN COUNCIL**

NOTICE IS HEREBY GIVEN by the Town Council that a public hearing will be held on **Tuesday, June 10, 2014** at 6:00 p.m., or as soon thereafter as possible, in the Town Hall Council Chambers, 5555 Skyway, Paradise, California, regarding the following matter:

- a. Item for which a Negative Declaration is proposed to be adopted

TOWN OF PARADISE: Proposed Final Updated/Revised General Plan Housing Element: Town initiated amendment to the text of the Housing Element of the 1994 Paradise General Plan. The proposed amendment entails text changes in order to update and revise the Paradise Housing Element to be consistent with the Butte County Regional Housing Needs Plan: January 1, 2014 – June 15, 2022 adopted by the Butte County Association of Governments (BCAG) on December 13, 2012; and changes to State Housing law enacted since 2009.

The environmental document and project file are available for inspection at the Development Services Department located in Town Hall, 5555 Skyway, Paradise, California. If you challenge this project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence to the Development Services Department at, or prior to, the public hearing. Town Hall business hours are Monday through Thursday from 8 am to 5 pm. For further information contact Development Services Department staff at 530-872-6291, extension 111.

Dated: May 28, 2014

Joanna Gutierrez, Town Clerk

M E M O R A N D U M

TO: Town Council

FROM: Craig Baker, Community Development Director

SUBJECT: Town of Paradise Housing Element Update Process

DATE: June 3, 2014

POINTS OF CONSIDERATION:

State law requires submittal of an adopted Housing Element update by June 15, 2014. The Town is currently on track to submit an adopted Housing Element update for HCD review on June 11, 2014, prior to the June 15 deadline. Provided this task is accomplished as planned, the Town's next Housing Element update will not be due until June 15, 2022.

BACKGROUND:

State law mandates that each town/city and county update their Housing Element regularly, with specific deadlines being established by the State Department of Housing and Community Development (HCD). The Housing Element is one of seven mandatory elements that comprise a local agency's General Plan according to Section 65302(c) of the California Government Code. The Housing Element is considered to be the primary policy document for a community to guide the development, rehabilitation and preservation of its housing for all economic segments of the local population.

The Town's Development Services Department issued a request for proposals (RFP) to solicit bids to assist the Town in the preparation of the Housing Element update and associated environmental document. In December 2013, Pacific Municipal Consultants (PMC) was selected as the Town's consultant. A representative from PMC will be present during the noticed public hearing to assist in presenting the final Housing Element update.

The State of California considers the availability of housing and the provision of a suitable living environment to be priority issues. State housing law and its policies make local jurisdictions the primary implementers of State housing policy and provide a detailed outline for directing these efforts. Two of the problems which most seriously threaten the attainment of the State's housing goals are the increasing cost of housing and the imbalance between the location of jobs and available housing.

The Housing Element update is considered an update to the Housing Element of the Town's General Plan. It includes analysis of the Town's population, housing and employment characteristics, housing development during the previous Housing Element cycle, characteristics of the housing market and housing needs of special populations. The document

inventories available resources, including financial resources, the Town's available land inventory for residential development and programs available for housing assistance. Existing constraints to housing development and affordability, including governmental and non-governmental constraints are discussed.

The Housing Element update has been prepared in a manner that is consistent with the requirements of the California Government Code and addresses specific needs and issues relevant to the Town. Paradise's Housing Element is required to identify existing and projected housing needs through analysis of population, household, employment and housing stock characteristics, and to establish goals, policies, objectives and programs for the preservation, improvement and development of housing to meet the needs of all economic sectors of the community. The Housing Element also addresses the housing needs of special populations including seniors, the disabled (including those with developmental disabilities), large families, single female heads of households, farm workers and homeless persons.

Regional Housing Needs Assessment

Housing element law requires every jurisdiction to quantify existing and projected housing needs and requires that jurisdictions provide their fair share of regional housing needs. This is accomplished, in part, through the Regional Housing Needs Assessment (RHNA) process. The RHNA defines each city and town's existing and future housing needs allocation in a regional context. A town's share of the RHNA, as determined by their Council of Governments or regional planning agency (which for Paradise is the Butte County Association of Governments, or BCAG), is the projected housing needs allocation that must be addressed in the Housing Element. Each town/city's RHNA is distributed among income categories to enable towns/cities to address the requirement to provide for the housing needs of all income levels.

Inventory of Sites

State housing element law requires every town/city to provide a site inventory and analysis in its Housing Element. The purpose of this inventory is to identify specific sites suitable for residential development that will enable the Town to compare its RHNA new construction need with its residential development capacity. The sites inventory and analysis helps determine if additional governmental actions are needed to provide enough sites with appropriate zoning and development standards to accommodate the amount of new construction identified in the RHNA. The RHNA assessment identified the need for 637 new dwelling units during the planning period.

Legal Requirements

In order for a housing element to be found in compliance with state law it has to meet the detailed and increasingly specific mandates of state planning law and be consistent with the other elements of the General Plan. State law requires that every town/city have a legally compliant General Plan Housing Element. If the Town's Housing Element is found not to be in compliance with the law then the Town's General Plan is not legally adequate and any party could bring a lawsuit against the Town, pursuant to Government Code Section 65755. A lawsuit of this type could result in the courts suspending the Town's authority to issue

almost all development and land use related permits (such as zone changes, use permits, variances and subdivision maps). A legally compliant Housing Element is also a prerequisite to be eligible for a host of state funding programs including CalHOME. If the Town adopts the Housing Element within a 120 day grace period of the June 15, 2014 deadline it will be eligible for the 8-year housing element cycle. Otherwise the cycle would be 4 years.

Public Participation

As part of the work effort to update the Housing Element, planning staff and PMC have completed public outreach efforts to gather information regarding the challenges, opportunities and priorities associated with the provision of housing in Paradise. Public outreach efforts consisted of a stakeholder's workshop and a separate public workshop, both conducted on February 4, 2014 in the Town Council Chambers at Paradise Town Hall.

Housing Element Contents

The information in the final updated Housing Element, contained in the agenda packet with this memorandum, is presented to the Planning Commission for review and consideration. The following chapters are included within the final Housing Element update:

- Introduction: (Chapter 1) This chapter provides an overview of the contents and legal requirements of the Housing Element and describes the element's consistency with the General Plan.
- Housing Needs Assessment (Chapter 2): The Housing Needs Assessment chapter includes an analysis of population and employment trends, the Town's fair share of regional housing needs, household characteristics and the condition of the housing stock.
- Constraints (Chapter 3): The Constraints chapter reviews governmental constraints, including land use controls, fees, and processing requirements, as well as non-governmental constraints, such as construction costs, availability of land and financing, physical environmental conditions, and units at risk of conversion, that may impede the development, preservation and maintenance of housing.
- Resources (Chapter 4): The Resources chapter identifies resources available for the production and maintenance of housing, including an inventory of land suitable for residential development and a discussion of federal, state and local financial resources and programs available to address the Town's housing goals.
- Effectiveness of the Previous Housing Element (Chapter 5): The Effectiveness of the Previous Housing Element chapter evaluates implementation of the 2009-2014 Housing Element in order to determine the effectiveness of the previous Housing Element, the Town's progress in implementing the previous Housing Element, and the appropriateness of the housing goals, objectives and policies.

- Housing Goals, Policies and Programs (Chapter 6): This chapter identifies the Town's housing goals and provides policies and programs to address the Town's housing needs.
- Community Participation (Chapter 7): The Community Participation chapter describes how the Town engaged the public, including Town residents, business people, and interested parties, including housing and special needs advocates.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



May 21, 2014

Mr. Craig Baker
Community Development Department
Town of Paradise
5555 Skyway
Paradise, CA 95969

Dear Mr. Baker:

RE: Paradise's 5th Cycle (2014-2022) Draft Housing Element

Thank you for submitting Paradise's draft housing element update that was received for review on April 3, 2014, along with revisions received on May 7 and 20, 2014. Pursuant to Government Code (GC) Section 65585(b), the Department is reporting results of its review. A telephone conversation on April 22 and a follow up call on May 15, 2014 with the Town and its consultants, Ms. Amy Sinsheimer, Ms. Jennifer Gastelum and Mr. Mike Martin, of PMC, facilitated the review.

The draft element, with revisions, meets the statutory requirements of State housing element law. The element will comply with State housing law (GC, Article 10.6) when revisions are adopted and submitted to the Department, pursuant to GC Section 65585(g).

To remain on an eight year planning cycle, pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) the Town of Paradise must adopt its element within 120 calendar days from the statutory due date of June 15, 2014 for BCAG localities. If adopted after this date, GC Section 65588(e)(4) requires the element be revised every four years until adopting at least two consecutive revisions by the statutory deadline. For more information on housing element adoption requirements, please visit our website at: http://www.hcd.ca.gov/hpd/hrc/plan/he/he_review_adoptionsteps110812.pdf.

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

The Department appreciates the hard work of the Town and its consultants, in preparation of the housing element and looks forward to receiving Paradise's adopted housing element. If you have any questions or need additional technical assistance, please contact Greg Nickless, of our staff, at (916) 274-6244.

Sincerely,



Glen A. Campora
Assistant Deputy Director

**PARADISE PLANNING COMMISSION
RESOLUTION NO. 14-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF PARADISE
RECOMMENDING TOWN COUNCIL ADOPTION OF THE TEXT AMENDMENT TO THE HOUSING
ELEMENT (2014-2022 HOUSING ELEMENT) OF THE 1994 PARADISE GENERAL PLAN (Town of
Paradise Housing Element 2014 Update)**

WHEREAS, on December 13, 2012, the Butte County Association of Governments (BCAG) adopted the Butte County Regional Housing Needs Plan (RHNP): January 1, 2014 – June 15, 2022, establishing a housing allocation for the Town of Paradise that needs to be incorporated and appropriately addressed within the Housing Element of the 1994 Paradise General Plan, and;

WHEREAS, existing State housing element law requires the Town of Paradise to amend the Housing Element of its 1994 Paradise General Plan not only to make it consistent with the RHNP but also to become consistent with changes to State housing element law adopted from 2009 to 2014; and

WHEREAS, it is in the best interests of the Paradise citizenry that the 1994 Paradise General Plan include a Housing Element that is updated to be consistent with the RHNP and that has been determined by the State Department of Housing and Community Development (HCD) to be in compliance with State housing element law; and

WHEREAS, town staff with the assistance of a planning consultant hired by the Town of Paradise has generated a proposed 1994 Paradise General Plan amendment document (Housing Element 2014 Update) that proposes adoption of the 2014-2022 Housing Element as a text amendment to the 2008-2014 Housing Element in order to make it consistent with the RHNP and in compliance with current State housing element law; and

WHEREAS, the proposed 2014-2022 Housing Element has been circulated for review by the public and HCD consistent with the requirements of State housing element law; and

WHEREAS, the Town of Paradise determined that the Housing Element Update was subject to the California Environmental Quality Act (CEQA) and circulated a Notice of Intent to Adopt a Negative Declaration for the Housing Element and an Initial Study for public review; and

WHEREAS, the Paradise Planning Commission has conducted a public hearing, pursuant to California planning and zoning law concerning a proposed amendment to the 2008-2014 Housing Element text of the 1994 Paradise General Plan; and

WHEREAS, such public hearing also included review of potential environmental impacts associated with said amendment to the Paradise General Plan, pursuant to the requirements of the California Environmental Quality Act (CEQA); and

WHEREAS, California Government Code Sections 65353 and 65354 require the Planning

RESOLUTION NO. 14-03

Commission to conduct a public hearing and notify the Town Council in writing of its recommendation; and

WHEREAS, the Planning Commission has considered the analysis and recommendations of town staff; has considered the 2014-2022 Housing Element, as revised in response to recent comments received from the State Department of Housing and Community Development; and has considered comments made at a public hearing conducted by the Planning Commission; and on the basis thereof has determined pursuant to Government Code Section 65358 that a certain amendment to the 1994 Paradise General Plan that would replace the 2008-2014 Housing Element with the 2014-2022 Housing Element in order to attain compliance consistency with the RHNP as well as with current State housing element law is not only in the public interest but also would be internally consistent with the remainder of the Paradise General Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE PARADISE PLANNING COMMISSION AS FOLLOWS:

SECTION 1. The Planning Commission hereby recommends that the Town Council certify and adopt the proposed Initial Study and Negative Declaration document as it relates to the proposed Town of Paradise Housing Element 2014 Update; and


SECTION 2. The Planning Commission further recommends that the Town Council adopt the amendment to the Housing Element (2014-2022 Housing Element) of the 1994 Paradise General Plan known as Town of Paradise Housing Element 2014 Update in order to make the Paradise Housing Element consistent with the RHNP and current State housing element law, which amendment is set forth in Exhibit "A" attached hereto.

PASSED AND ADOPTED by the Planning Commission of the Town of Paradise this 3rd day of June, 2014, by the following vote:

AYES:	James Clarkson, Stephanie Neumann, Daniel Wentland and Michael Zuccolillo, Chair
NOES:	None
ABSENT:	None
ABSTAIN:	None


Planning Commission Chairman

ATTEST: *June 3, 2014*

By: 
Joanna Gutierrez, Town Clerk

TOWN OF PARADISE

RESOLUTION NO. 14-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE ADOPTING AN AMENDMENT TO THE HOUSING ELEMENT (2014-2022 HOUSING ELEMENT) OF THE 1994 PARADISE GENERAL PLAN: TOWN OF PARADISE HOUSING ELEMENT 2014

WHEREAS, on December 13, 2012, the Butte County Association of Governments (BCAG) adopted the Butte County Regional Housing Needs Plan (RHNP): January 1, 2014 – June 15, 2022, establishing a housing allocation for the Town of Paradise that needs to be incorporated and appropriately addressed within the housing element of the 1994 Paradise General Plan, and;

WHEREAS, existing State housing element law requires the Town of Paradise to amend the housing element of its 1994 Paradise General Plan not only to make it consistent with the RHNP but also to become consistent with changes to State housing element law adopted since 2009; and

WHEREAS, it is in the best interests of the Paradise citizenry that the 1994 Paradise General Plan include a housing element that is updated to be consistent with the RHNP and that has been determined by the State Department of Housing and Community Development to be in compliance with State housing element law; and

WHEREAS, town staff with the assistance of a planning consultant hired by the Town of Paradise has generated a proposed 1994 Paradise General Plan amendment document (2014-2022 Housing Element) that proposes an amendment to the 2009 housing element in order to make it consistent with the RHNP and in compliance with current State housing element law; and

WHEREAS, the Paradise Planning Commission and the Paradise Town Council have conducted public hearings, pursuant to California planning and zoning law concerning a proposed amendment to the 2009 housing element text of the 1994 Paradise General Plan; and

WHEREAS, such public hearings also included review of potential environmental impacts associated with said amendment to the Paradise General Plan, pursuant to the requirements of the California Environmental Quality Act (CEQA); and

WHEREAS, Government Code Section 65358 allows a legislative body to amend its General Plan; and

WHEREAS, the action of the Town Council is pursuant to the requirements of Government Code Sections 65090 and 65355; and

RESOLUTION NO. 14-_____

WHEREAS, the Town Council has considered the analysis and recommendations of town staff; has received and considered the recommendation of the Planning Commission via adopted Planning Commission Resolution No. 14-03 in response to recent comments received from the State Department of Housing and Community Development; and has considered comments made at a public hearing conducted by the Town Council; and on the basis thereof has determined pursuant to Government Code Section 65358 that a certain amendment to the text of the 2009 housing element of the 1994 Paradise General Plan in order to attain compliance consistency with the RHNP as well as with current State housing element law is not only in the public interest but also would be internally consistent with the remainder of the Paradise General Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE PARADISE TOWN COUNCIL AS FOLLOWS:

SECTION 1. The Town Council hereby adopts and certifies that the Initial Study and Negative Declaration document as it relates to the proposed Housing Element 2014 update has been completed in compliance with CEQA; and

SECTION 2. The Town Council hereby adopts the amendment to the Housing Element (2014-2022 Housing Element) of the 1994 Paradise General Plan known as Town of Paradise Housing Element 2014 update in order to make the Paradise Housing Element consistent with the RHNP and current State housing element law, which amendment is set forth in Exhibit A” attached hereto.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 10th day of December, 2014, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Scott Lotter, Mayor

ATTEST:

By: _____
Joanna Gutierrez, Town Clerk

APPROVED AS TO FORM:

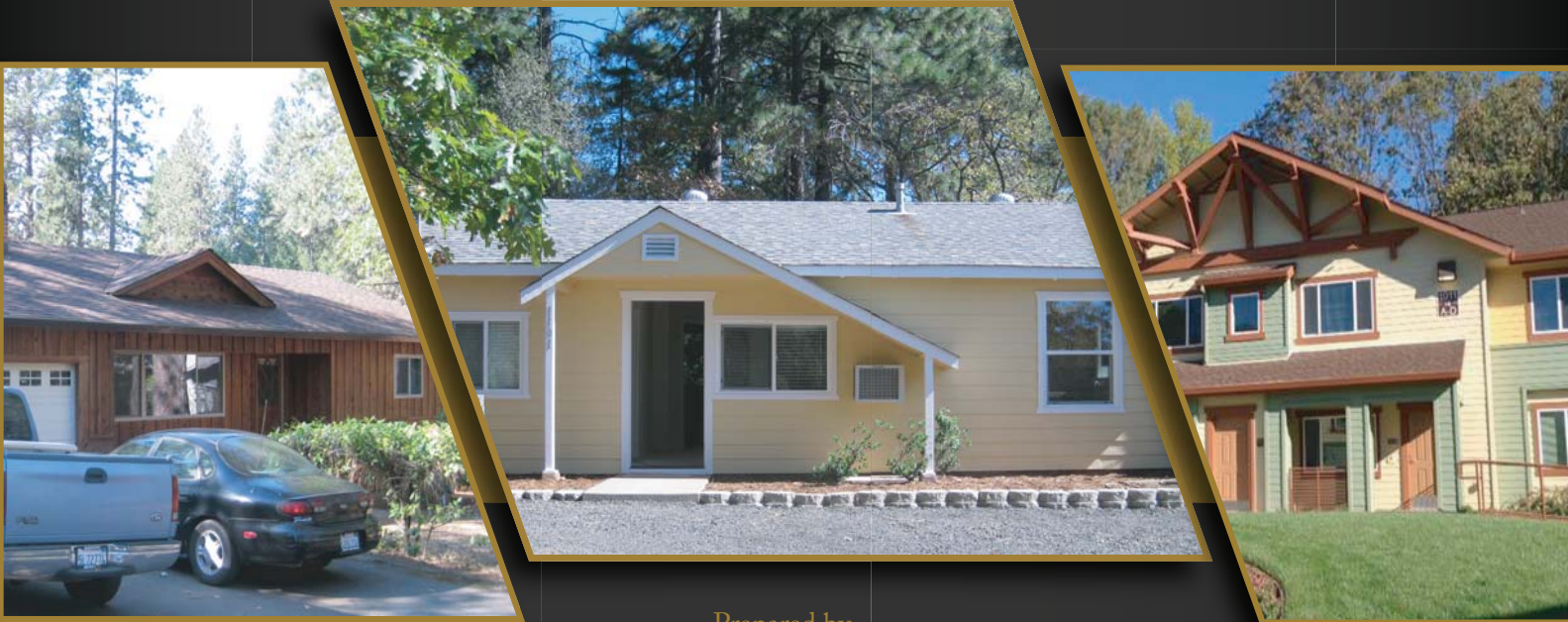
By: _____
Dwight L. Moore, Town Attorney



Town of *Paradise*

2014-2022 HOUSING ELEMENT UPDATE

Adoption Draft, June 2014



Prepared by



140 Independence Circle, Suite C
Chico, CA 95973

CHAPTER 1. INTRODUCTION	1-1
Contents.....	1-1
Relationship to Other Elements.....	1-2
CHAPTER 2. HOUSING NEEDS ASSESSMENT	2-1
Paradise Population Characteristics.....	2-1
Population Growth.....	2-1
Age	2-1
Employment Characteristics.....	2-2
Industry and Occupation	2-2
Travel to Work.....	2-3
Household Characteristics.....	2-4
Tenure	2-4
Household Size.....	2-4
Type of Household.....	2-5
Household Income.....	2-5
Overcrowded Households.....	2-6
Housing Stock Characteristics.....	2-7
Residential Construction Trends.....	2-7
Type of Housing Stock	2-8
Condition of the Housing Stock.....	2-8
Vacancy	2-9
For Sale Housing Market.....	2-10
Rental Housing Costs.....	2-11
Housing Affordability	2-11
Overpayment.....	2-13
Jobs/Housing Balance.....	2-13
Special Housing Needs.....	2-14
Seniors.....	2-14
Senior Housing.....	2-16
Disabled and Developmentally Disabled Persons.....	2-17
Large Family Households	2-21
Extremely Low- Income Households.....	2-22
Single-Parent Households	2-22
Agricultural Workers	2-23
Homeless Persons.....	2-24

Table of Contents

CHAPTER 3. CONSTRAINTS	3-1
Governmental Constraints	3-1
Federal and State	3-1
Local	3-2
Residential Zones.....	3-5
Other Zones that Allow Residential Uses.....	3-5
Combining Zones	3-6
Mobile Homes.....	3-7
Zoning Definitions	3-13
Affordable Housing and Density Bonus.....	3-14
Zoning for a Variety of Housing Types.....	3-15
Infrastructure Constraints	3-25
Water	3-25
Summary	3-26
Wastewater	3-26
Summary	3-28
Traffic and Roads	3-28
Non-Governmental Constraints.....	3-29
Financing Costs and Availability	3-30
Land Costs.....	3-31
Cost of Construction	3-31
Environmental Issues	3-32
At-Risk Housing Units.....	3-32
Units in Paradise	3-32
At-Risk Assessment.....	3-33
Termination Notice Requirements.....	3-36
Active Termination Notices.....	3-37
Resources	3-37
Qualified Entities.....	3-37
Housing Authority of the County of Butte (HACB)	3-37
Town of Paradise	3-38
Opportunities for Energy Conservation.....	3-39

CHAPTER 4. RESOURCES	4-1
Housing Sites Inventory.....	4-1
Regional Housing Needs Allocation	4-1
Available Housing Sites	4-2
Extremely Low, Very Low, and Low Income	4-3
Minimum Densities for Extremely Low, Very Low, and Low Income	4-3
Realistic Unit Yield Assumptions	4-4
Wastewater Treatment	4-5
Available Sites for Extremely Low, Very Low, and Low Income Units	4-5
Local Financial Resources	4-11
Community Development Block Grant	4-11
Housing Rehabilitation Program.....	4-11
Homebuyer Assistance	4-11
Other State and Federal Financial Resources	4-13
Incentives for Affordable housing Development.....	4-15
CHAPTER 5. EFFECTIVENESS OF PREVIOUS HOUSING ELEMENT	5-1
Review of the Previous Housing Element.....	5-1
Appropriateness of Housing Element	5-2
CHAPTER 6. HOUSING GOALS, POLICIES, AND PROGRAMS	6-1
State Housing Goals	6-1
Housing Element Goals, Policies, and Programs.....	6-1
Conclusion	6-15
CHAPTER 7. COMMUNITY PARTICIPATION	7-1
Development of the Draft Housing Element.....	7-1
Workshops and Public Outreach	7-1
Planning Commission and Town Council Hearings.....	7-2

Table of Contents

TABLES

Table 2-1: Paradise Population.....	2-1
Table 2-2: Age Summary – Paradise, County, State (2010).....	2-2
Table 2-3: Employment by Industry (2010)	2-2
Table 2-4: Travel Distance to Work (2010).....	2-3
Table 2-5: Commute Method (2010).....	2-3
Table 2-6: Household Growth	2-4
Table 2-7: Household Tenure	2-4
Table 2-8: Average Household Size.....	2-4
Table 2-9: Household Size by Tenure (2010).....	2-5
Table 2-10: Household Type (2012).....	2-5
Table 2-11: Median and Per Capita Income.....	2-5
Table 2-12: Household Income For All Households and by Tenure (2012)	2-6
Table 2-13: Overcrowded Households (2012).....	2-7
Table 2-14: Age of Housing Stock	2-7
Table 2-15: Housing Units by Type	2-8
Table 2-16: Substandard Housing Indices	2-9
Table 2-17: Housing Conditions Survey.....	2-9
Table 2-18: Vacancy Rates.....	2-9
Table 2-19: Type of Vacancy (2010).....	2-10
Table 2-20: Median Sales Price for Single-Family Homes	2-10
Table 2-21: Median Home Values (1990, 2000, and 2010)	2-11
Table 2-22: Rental Costs (2014).....	2-11
Table 2-23: Median Rent by Bedroom Size (1990, 2000, and 2010).....	2-11
Table 2-24: Housing Affordability	2-12
Table 2-25: Overpayment by Tenure	2-13
Table 2-26: Jobs/Housing Balance	2-14
Table 2-27: Senior Population by Age.....	2-15
Table 2-28: Householder Age by Tenure	2-15
Table 2-29: Seniors in Poverty.....	2-16
Table 2-30: Disabled Persons by Age and Employment Status.....	2-18
Table 2-31: Disabilities by Disability Type	2-18
Table 2-32: Population by Age with Developmental Disability.....	2-19
Table 2-33: Large Households by Tenure (2010).....	2-21
Table 2-34: Household Size by Housing Problems (2000).....	2-22
Table 2-35: Single-Parent Households (2010).....	2-23
Table 2-36: Agricultural Workers, Butte County.....	2-23
Table 3-1: Uses Allowed by Zoning District.....	3-9
Table 3-2: Development Standards by Zoning District.....	3-11

Table 3-3: Parking Requirements by Facility.....	3-17
Table 3-4: Parking Requirements By Zoning District.....	3-19
Table 3-5: Application Processing Times	3-21
Table 3-6: Planning and Build Services Fee Schedule	3-23
Table 3-7: Development Impact and Building Permit Fees	3-25
Table 3-8: Total Processing and Impact Fees for Single-Family and Multi-Family Units in Paradise	3-25
Table 3-9: Average Annual Mortgage Interest Rates 2000–2013 (Q1).....	3-30
Table 3-10: Construction Costs.....	3-32
Table 3-11: Federally Assisted Multi-Family Housing	3-34
Table 3-12: Options Costs Analysis for Unit Preservation	3-35
Table 4-1: Progress Towards Regional Housing Needs Allocation (2014-2022)	4-2
Table 4-2: Summary of Available Housing Sites by Acreage and Unit Yield	4-3
Table 4-3: Historical Densities of Multi-Family Projects.....	4-4
Table 4-4: Lower-Income Sites Summary	4-6
Table 4-5: Moderate-Income Sites Summary.....	4-9
Table 4-6: Above Moderate-Income Sites Summary.....	4-10
Table 4-7: Additional Potential Residential Sites (Commercial Sites with Less Than 15-Unit Yields)	4-10
Table 5-1: Comparison of Objectives and Achievements.....	5-1
Table 5-2: Evaluation of Previous Housing Element Programs	5-3
Table 6-1: Quantified Objectives: Construction, Rehabilitation, and Preservation by Income Level.....	6-16
Table 6-2: Quantified Objectives for Very Low- and Low-Income Units by Program.....	6-16
Table 6-3: Quantified Objectives for Special Needs Units by Program	6-16
FIGURES:	
Figure 4-1: Adequate Residential Sites.....	4-17

Table of Contents

1. INTRODUCTION

Meeting the housing needs of Paradise’s residents as well as the Town’s share of regional housing needs is an important goal for the Town. As the population of the state continues to grow and pressure on resources increases, Paradise is concerned with providing adequate housing opportunities while maintaining a high standard of living for all citizens in the community. Recognizing the importance of providing adequate housing, the State has mandated a housing element in every general plan since 1969. This Housing Element (2014–2022) was created in compliance with state general plan law pertaining to housing elements and was certified by the California Department of Housing and Community Development (HCD) on XXXXX. **[to be filled in after adoption]**

The State of California has declared that “the availability of housing is of vital statewide importance and the early attainment of decent housing and a suitable living environment for every California family is a priority of the highest order.” Broad-based community participation is essential to preparing an implementable and locally meaningful housing policy and action program. The programs included in this document evolved through collaborative workshops with local residents and representatives of agencies that provide housing and other social service assistance to town, county, and regional residents, as well as analysis of local population characteristics, households, housing stock, and economic conditions.

Contents

Consistent with state law, this Housing Element consists of the following major components:

- Housing Needs Assessment [Chapter 2]. The Housing Needs Assessment chapter includes an analysis of population and employment trends, the Town’s fair share of regional housing needs, household characteristics, and the condition of the housing stock.
- Constraints [Chapter 3]. The Constraints chapter reviews governmental constraints, including land use controls, fees, and processing requirements, as well as non-governmental constraints, such as construction costs, availability of land and financing, physical environmental conditions, and units at risk of conversion, that may impede the development, preservation, and maintenance of housing.
- Resources [Chapter 4]. The Resources chapter identifies resources available for the production and maintenance of housing, including an inventory of land suitable for residential development and discussion of federal, state, and local financial resources and programs available to address the Town’s housing goals.
- Effectiveness of the Previous Housing Element [Chapter 5]. The Effectiveness of the Previous Housing Element chapter evaluates implementation of the 2009–2014 Housing Element in order to determine the effectiveness of the previous Housing Element, the Town’s progress in implementing the previous Housing Element, and the appropriateness of the housing goals, objectives, and policies.

1. INTRODUCTION

- Housing Goals, Policies, and Programs [Chapter 6]. This chapter identifies the Town's housing goals and provides policies and programs to address the Town's housing needs.
- Community Participation [Chapter 7]. The Community Participation chapter describes how the Town engaged the public, including town residents, businesspeople, and interested parties, including housing and special needs advocates.

Relationship to Other Elements

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 in the town. All elements of the General Plan have been reviewed for consistency in coordination with this update to the Housing Element. In addition, the Town reviews the General Plan elements for consistency annually in order to prepare the General Plan annual report. Town staff conducts the consistency review which is reviewed by the Planning Commission then the Town Council prior to submitting the annual report to HCD and the Office of Planning and Research (OPR). Some General Plan policies pose some constraints on development of housing but have been deemed necessary to protect the health, safety and welfare of the Town.

General Plan Policies

In accordance with the Government Code and various environmental laws, the General Plan sets forth policies related to safety, open space, conservation, and energy. These policies seek to protect and preserve important values of the community, but tend to conflict with the ability to develop certain land for housing. Such conflicts can be considered a constraint. Some of the General Plan policies that could serve as a constraint to housing development are presented below.

Safety Element: Policy provisions in the General Plan minimize risks to life and property from various natural hazards. Policies SP-10 and SP-11, for example, prohibit structures within a potential floodway, and Policy SP-17 prohibits building on slopes in excess of 30 percent. These policies constrain development, but this constraint is necessary to protect the town's citizens.

Open Space: The General Plan includes a policy that seeks to minimize impacts to scenic areas. Policy OCEP-5 encourages locating new structures outside of scenic view corridors. This policy constrains development in scenic areas, but is consistent with environmental standards throughout California.

Conservation: Several policies provide for the protection and conservation of resources that are important to the community. For instance, Policy OCEP-13 protects large trees of historic and/or cultural significance, and Policies OCEP-15 through OCEP-17 seek to preserve natural habitat areas, fisheries, and deer migration areas. Policy OCEP-21 protects the viewsheds along the Skyway, and Policies OCEP-24 and OCEP-26 both

protect significantly important streams and riparian areas. Policy OCEP-32 protects significantly important agricultural and timber areas. These policies constrain development in numerous areas, but they are consistent with environmental standards throughout California.

Energy: The General Plan includes a policy that seeks to conserve energy. Policy OCEP-39 states that multi-family residential uses should be located near shopping areas, medical offices, and collector streets to promote pedestrian travel and the use of the bus system. This policy constrains development of multi-family units, but it is consistent with good planning practice and environmental standards throughout California.

Due to the passage of Assembly Bill (AB) 162 relating to flood protection in 2007, the Town may be required to amend the Safety and Conservation elements of the General Plan. If amendments are needed, the Housing Element will be amended to be consistent with the Safety and Conservation elements. If any disadvantaged unincorporated communities are identified in the Town's Sphere of Influence due to analysis required to comply with Senate Bill (SB) 244, the Town will amend the Land Use and Housing elements per SB 244 requirements.

1. INTRODUCTION

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2. HOUSING NEEDS ASSESSMENT

To successfully plan for housing needs, the demographic and socioeconomic variables of the community must be assessed. This chapter discusses the components of housing needs, which include population characteristics, household characteristics, employment, and housing stock conditions.

This chapter primarily relies on the HCD Butte County data packet which includes data from the 2000 and 2010 US Census, the three-year and five-year American Community Survey (ACS), the California Department of Finance (DOF), and other sources. Additional sources referenced include the Butte County Association of Governments (BCAG), the US Department of Housing and Urban Development (HUD), various Town documents, and other sources. Unless otherwise specified, the data in this chapter is specific to the Town of Paradise.

PARADISE POPULATION CHARACTERISTICS

Population Growth

The population of Paradise grew relatively slowly between 1990 and 2000. Since 2000, the Town's population decreased by an estimated 345 persons. This, however, is expected to change. Based on population projections prepared by BCAG, which is supported by data prepared by the DOF, the Town is projected to grow again and reach a population of 28,367 by 2020, a growth rate of slightly less than 1 percent per year. Historical and projected population growth from 2000 through 2035 is shown in Table 2-1.

TABLE 2-1: PARADISE POPULATION								
	2000	2010	2012	2013	2015	2020	2030	2035
Population	26,408	26,218	26,027	26,063	27,235	28,367	30,281	32,430
Paradise % Change	–	-0.7%	-0.7%	0.1%	4.5%	4.2%	6.7%	7.0%
Butte County Population	203,171	220,000	220,565	221,485	236,800	257,266	293,285	332,459
Butte County % Change	–	8.3%	0.3%	0.4%	6.9%	8.6%	14.0%	13.4%

Sources: 2000 and 2010 Census; ACS 2010–2012, DOF 2012 (E-5); BCAG Regional Growth Forecasts 2010–2035

Age

Overall age distributions between the primary age categories (child, adult, senior) indicate that the population of Paradise is older when compared to Butte County and the state. The Town of Paradise has a higher median age (50.2) than Butte County (37.2) or the state (35.2). This represents a slight increase in the Town's median age since 2000, when it was 49.7. This is

2. HOUSING NEEDS ASSESSMENT

largely the result of a higher number of seniors (65+ years old). In Paradise, seniors account for 25% of the population, compared to 15% and 11% in the County and the State respectively. Adults age 55 to 64, the largest population group, constitute just over 17 percent of the total population, an increase of nearly 2 percent since 2000. Generally, persons age 25 to 44 are considered to be in the family-forming age group. The 25 to 44 age group accounts for 18.4 percent of the Town's population. Children age 5 to 19 are the third largest cohort, representing just under 20 percent of the population. Table 2-2 compares age distribution between the Town, Butte County, and the state.

TABLE 2-2: AGE SUMMARY – PARADISE, COUNTY, STATE (2010)				
	Children 19 and Under	Adults Between 20 and 64	Senior Over 65	Median Age
Paradise	19%	55%	25%	50.2
Butte County	25%	59%	15%	37.2
California	28%	61%	11%	35.2

Source: US Census 2010 (DP-1 and P12)

EMPLOYMENT CHARACTERISTICS

Industry and Occupation

In 2010, there were 9,455 jobs in Paradise. Paradise's workforce is employed in a broad range of industries, including educational services, retail trade, and construction. Educational, health, and social services, retail trade, and construction are the top three employment industry categories. Table 2-3 summarizes Paradise's jobs by industry.

TABLE 2-3: EMPLOYMENT BY INDUSTRY (2010)		
	Number	Percentage
Educational services/health care/social assistance	3,011	31.8%
Retail trade	1,360	14.4%
Construction	1,129	11.9%
Professional/scientific/management/administrative/waste management	903	9.6%
Arts/entertainment/recreation/accommodation/food services	493	5.2%
Public administration	468	4.9%
Transportation/warehousing/utilities	436	4.6%
Other services	397	4.2%
Manufacturing	365	3.9%
Information	351	3.7%
Wholesale trade	126	1.3%
Agriculture/forestry/fishing/hunting/mining	118	1.2%
Total	9,455	100.0%

Source: 2010–2012 ACS

Travel to Work

Most Paradise residents commute out of Paradise to work, as illustrated in the figure below. Approximately 40.4 percent of residents drove 10 or more miles to work. Most workers in Paradise, 89.6 percent, drive alone to work and 10.1 percent carpool. Less than 1 percent used public transportation. Table 2-4 identifies travel time to work for Paradise residents and Table 2-5 identifies commute methods.

Inflow/Outflow Job Counts in 2010

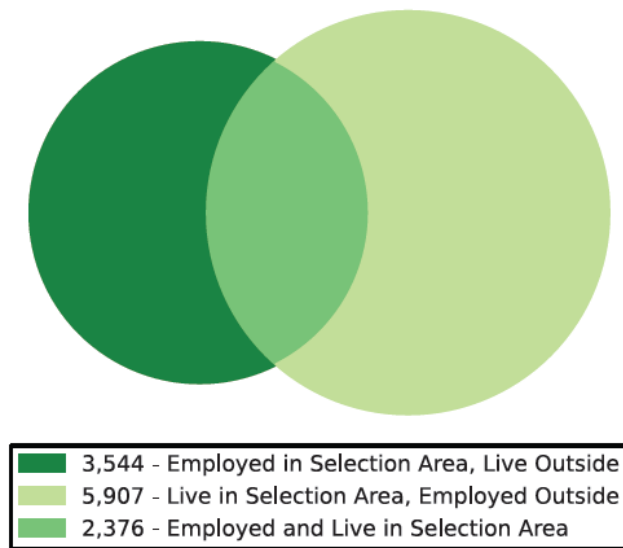


TABLE 2-4: TRAVEL DISTANCE TO WORK (2010)		
	Number	Percentage
Less than 10 miles	3,528	59.6%
10 to 24 miles	1,351	22.8%
25 to 50 miles	370	6.3%
Greater than 50 miles	671	11.3%
Total Primary Jobs	5,920	100.0%

Source: OntheMap 2010

TABLE 2-5: COMMUTE METHOD (2010)		
	Number	Percentage
Drive Alone	8,121	89.6%
Carpooled	917	10.1%
Public Transportation	22	0.2%

Source: 2010–2012 ACS

2. HOUSING NEEDS ASSESSMENT

HOUSEHOLD CHARACTERISTICS

In 2012, there were 12,050 households in Paradise, which is a 3.9 percent increase from 2000. The number of households is predicted to grow between 1 and 2 percent annually to reach 13,789 by 2020. Table 2-6 identifies projected household growth through 2035. Interestingly, while the number of households increased in the Town, the population actually decreased during the same time period. This would indicate a decreasing average household size, as is shown in Table 2-8.

TABLE 2-6: HOUSEHOLD GROWTH					
	2000	2010	2012	2020	2035
Households	11,591	11,893	11,657	13,789	15,764
Percentage Change	–	2.6%	-2.0%	18.3%	14.3%

Source: US Census 2000, 2010; 2010–2012 ACS; BCAG Regional Growth Forecasts 2010–2035

Tenure

Approximately 71.8 percent of households in Paradise are owner occupied and 28.3 percent are renter occupied. The owner rate has stayed steady after a slow decrease from 76.1 percent in 1990 to 71.8 percent in 2010; renter households have increased and leveled out at a commensurate rate. Table 2-7 identifies household tenure.

TABLE 2-7: HOUSEHOLD TENURE						
	1990		2000		2010	
	Number	Percentage	Number	Percentage	Number	Percentage
Owner	8,853	76.1%	8,215	70.6%	8,541	71.8%
Renter	2,780	23.9%	3,376	29.1%	3,341	28.3%

Source: US Census 1990, 2000, 2010 (Table DP04)

Household Size

The average household size in Paradise is approximately 2.19 persons (2012). The average household size has gradually decreased since 1990 to 2010 but appears to be growing again slightly as of 2012. Table 2-8 identifies average household size from 1990 to 2012.

TABLE 2-8: AVERAGE HOUSEHOLD SIZE			
1990	2000	2010	2012
2.36	2.20	2.17	2.19

Source: US Census 1990, 2000, 2010; DOF 2008; 2010–2012 ACS

Renter-occupied households are, on average, smaller than owner-occupied households with average household sizes of 2.17 and 2.22, respectively, in 2012. Owner-occupied household sizes have decreased, while renter households' sizes have increased since 2000. The majority of households in Paradise are one- and two-person households. Table 2-9 identifies household size by tenure.

TABLE 2-9: HOUSEHOLD SIZE BY TENURE (2010)				
	Owner		Renter	
	Number	Percentage	Number	Percentage
1-person household	2,413	30.3%	1,625	41.5%
2-person household	3,485	43.7%	1,105	28.2%
3-person household	1,004	12.6%	567	14.5%
4-person household	626	7.8%	368	9.4%
5-person household	301	3.8%	154	3.9%
6-person household	92	1.0%	68	1.7%
7-person household	54	1.0%	31	0.8%
Average Household Size by Tenure (2012)				
	2000		2012	
Owner Households	2.27		2.22	
Renter Households	2.14		2.17	

Source: US Census 2010; 2010–2012 ACS

Type of Household

In 2010, family households without children made up the largest proportion of households (38.1 percent), followed by single-person households (34.0 percent). One-quarter of the households were families with children, which is similar to household types in 2000. Household characteristics are summarized in Table 2-10.

TABLE 2-10: HOUSEHOLD TYPE (2012)				
Category	2000		2010	
	Number	Percentage	Number	Percentage
Family without children	4,408	38.1%	4,536	38.1%
Family with children	2,853	24.7%	2,510	21.1%
Single person	3,693	31.9%	4,038	34.0%
Non-family multi-person household	613	5.3%	809	6.8%

Source: US Census 2000, 2010

Household Income

From 2000 to 2012, the median household income increased by 16.5 percent to \$37,107 and the per capita income increased by 25.8 percent to \$24,232. Table 2-11 identifies the per capita and median household income.

TABLE 2-11: MEDIAN AND PER CAPITA INCOME			
	2000	2012	Percentage Change
Median Household Income	\$31,846	\$37,107	16.5%
Per Capita Income	\$19,267	\$24,232	25.8%

Source: US Census 2000; 2010–2012 ACS, Table B19013

2. HOUSING NEEDS ASSESSMENT

The largest proportion of households in Paradise (19 percent) earns between \$15,000 and \$24,999 per year. However, 18 percent of households earn between \$50,000 and \$74,000 annually. The incidence of households earning less than \$15,000 per year is higher among renter households (23 percent) than owner households (9 percent). More than half of the households in Paradise earn in excess of \$35,000 per year (54 percent), and 23 percent of households earn more than \$75,000 per year. In 2012, the median income for an owner household (\$47,460) was over 88 percent higher than that of a renter household (\$25,199). Table 2-12 identifies household income by tenure.

TABLE 2-12: HOUSEHOLD INCOME FOR ALL HOUSEHOLDS AND BY TENURE (2012)

	All Households		Owner Households		Renter Households	
	Number	Percentage	Number	Percentage	Number	Percentage
Less than \$14,999	1,538	13%	706	9%	832	23%
\$15,000 to \$24,999	2,223	19%	1,295	16%	928	26%
\$25,000 to \$34,999	1,716	15%	940	12%	776	22%
\$35,000 to \$49,999	1,497	13%	1,209	15%	288	8%
\$50,000 to \$74,999	2,075	18%	818	22%	257	7%
\$75,000 to \$99,999	930	8%	790	10%	140	4%
\$100,000 to \$149,999	1,139	10%	976	12%	163	5%
\$150,000 or more	539	5%	364	4%	175	5%
Median Income	\$37,107		\$47,460		\$25,199	

Source: US Census ACS, 2010–2012

Overcrowded Households

Overcrowding is defined as a situation where there is more than one person per room (e.g., living room, dining room, family room, bedroom, office) in an occupied housing unit. Overcrowding can result from a low supply of affordable and adequate housing. Households that are unable to afford larger housing units may be forced to rent or purchase housing that is too small to meet their needs. In 2012, 204 households (1.7 percent) were living in overcrowded situations. Of these overcrowded households, 20 percent were living in severely overcrowded conditions with more than 1.50 persons per room. The number of overcrowded units has been reduced significantly over the last decade; in 2000, 35 percent were overcrowded. The level of overcrowding remains highest among renter households. Table 2-13 identifies overcrowded households by level of overcrowding and further breaks down overcrowding information between owner and renter households.

TABLE 2-13: OVERCROWDED HOUSEHOLDS (2012)

	All Households		Owner Households		Renter Households	
	Number	Percentage	Number	Percentage	Number	Percentage
Occupied Housing Units	11,700	100%	8,411	71.9%	3,289	28.1%
Occupants per Room						
1.00 Occupants per room or less	11,496	98.3%	8,300	98.7%	3,196	97.2%
Overcrowded – 1.01 to 1.50 occupants per room	163	1.4%	111	1.3%	52	1.6%
Severely Overcrowded – 1.5 or more	41	0.3%	0	0%	41	1.2%
Total Overcrowded	204	1.7%	111	1.3%	93	2.8%

Source: US Census ACS, 2008–2012 (B25014)

HOUSING STOCK CHARACTERISTICS

Residential Construction Trends

The largest proportion of Paradise’s housing stock, 25.6 percent, was constructed between 1970 and 1979 and more than 60 percent was built between 1960 and 1989, as shown in Table 2-14. Approximately 43 percent of the housing stock was constructed prior to 1970. The rate of construction in Paradise has decreased over the last two decades. While the change in the housing market has affected Paradise, one of the main constraints to housing production is the lack of a municipal wastewater system and the high costs associated with constructing “clustered” or “package” wastewater treatment plants for individual and/or collective development projects. Only 6 percent of the Town’s housing stock was constructed after 2000.

TABLE 2-14: AGE OF HOUSING STOCK

	Number	Percentage	Accumulated Percentage
Built 1939 or earlier	645	5.0%	5.0%
Built 1940 to 1949	940	7.2%	12.2%
Built 1950 to 1959	1,692	13.0%	25.3%
Built 1960 to 1969	2,327	17.9%	43.2%
Built 1970 to 1979	3,323	25.6%	68.8%
Built 1980 to 1989	2,370	18.3%	87.0%
Built 1990 to 1999	1,057	8.1%	95.2%
Built 2000 to 2013	629	5.9%	100%
Total	12,983		100%

Source: US Census 2000; DOF 2013, Table E-5

In addition to the data shown in Table 2-14, according to the Department of Finance, between 2010 and 2013 only eight housing units were added to the housing stock. Of these new housing units, five were single-family residences and three were mobile homes.

2. HOUSING NEEDS ASSESSMENT

Type of Housing Stock

Most homes in Paradise are single-family detached homes. Single-family attached homes, such as townhomes and condominiums, account for only 3 percent of the housing stock. Almost one in five residences in Paradise is a mobile home (16 percent), which is much higher than the percentage in the state, as mobile homes account for 4 percent of housing statewide. Duplexes, triplexes, and fourplexes make up 9 percent of the housing stock, and multi-family complexes with five or more units comprise the remaining 3 percent of housing. The composition of the housing stock by housing type is illustrated in Table 2-15.

TABLE 2-15: HOUSING UNITS BY TYPE		
Housing Unit Type	Number	Percentage
Single-Family Detached	9,002	69%
Single-Family Attached	341	3%
Multi-Family – 2–4 Units	1,114	9%
Multi-Family – 5+ Units	386	3%
Mobile Homes	2,141	16%
Total	12,984	100%
Vacancy Rate	1,088	8.4%

Source: DOF 2013, Table E-5

Condition of the Housing Stock

Without physical inspection, it is difficult to gauge the condition of the housing stock. Housing indices, without physical inspection, can generally be used to determine units that are potentially substandard. These substandard housing indices include units lacking complete kitchen facilities, units lacking complete plumbing, and units constructed before 1960 that have not had significant maintenance.

Based on the 2012 American Community Survey, 1.5 percent of all housing units had inadequate plumbing or kitchen facilities. Approximately 25 percent of housing units were built before 1960. Approximately 3,278 housing units in Paradise may be substandard or require significant maintenance. Table 2-16 identifies the number of units in each substandard index.

A field survey to gauge the condition of the Town's housing stock was completed in 1990–1991 and was field verified by Town staff in 2005. The survey accounted for nearly 100 percent of the Town's 1990 housing stock. Survey results are shown in Table 2-17. As shown in the table, over 91 percent of the Town's housing stock was determined to be in sound condition. Mobile homes and manufactured dwellings were in the greatest need of minor repairs (10.6 percent of units surveyed). Based on Town information about the current condition of housing stock, the current need for rehabilitation has not changed significantly since 2005.

TABLE 2-16: SUBSTANDARD HOUSING INDICES

	Number	Percentage
Lacking complete plumbing facilities	200	1.50%
Lacking complete kitchen facilities	361	2.70%
Built prior to 1960	3,278	25%

Source: US Census ACS; 2010–2012 (B25047 and B25051)

TABLE 2-17: HOUSING CONDITIONS SURVEY

Condition	Single-Family Dwellings		Mobile Homes and Manufactured Dwellings		Multi-Family Dwellings		Total by Condition	
	#	%	#	%	#	%	#	%
Sound	7,784	92.5	2,159	87.6	761	95.6	10,704	91.6
Minor	375	4.5	260	10.6	25	3.1	660	5.7
Moderate	151	1.8	30	1.2	8	1.0	189	1.6
Substantial	58	0.7	7	0.3	0	0.0	65	0.6
Dilapidated	51	0.6	8	0.3	2	0.0	61	0.5
Total Units	8,419		2,464		796		11,679	

Source: Connerly and Associates, Inc., 1990; Quad Consultants, 1991; Town of Paradise/Planning Focus, Field Verification, 2005

Vacancy

Vacancy trends in housing are analyzed using a “vacancy rate” that establishes the relationship between housing supply and demand. For example, if the demand for housing is greater than the supply, then the vacancy rate is probably low and the price of housing will most likely increase. According to “Raising the Roof, California Housing Development Projections and Constraints, 1997–2020,” the desirable vacancy rate in a community is considered to be 5 percent. Generally, when the vacancy rate drops below 5 percent, the demand for housing exceeds the supply of housing. Subsequently, prospective buyers and renters may experience an increase in housing costs. The vacancy rate as of 2010 is 8.3 percent, an increase from the prior decade as shown in Table 2-18.

TABLE 2-18: VACANCY RATES

2000	2010
6.3%	8.3%

Source: US Census 2000, 2010 (H5)

There are different types of housing vacancies. Some housing units are vacant while on the market for sale or for rent, and others may be seasonally or recreationally occupied, while others may have been sold or rented but are not yet occupied. Forty-five percent of the vacant units in Paradise in 2010 were available for sale or rent, while 15 percent were for seasonal, recreational, or occasional use. Another 34 percent of units were vacant without being rented or sold. Table 2-18 identifies vacancy rates and Table 2-19 identifies types of vacancies.

2. HOUSING NEEDS ASSESSMENT

TABLE 2-19: TYPE OF VACANCY (2010)

	Number	Percentage
For rent	248	23%
For sale only	235	22%
Rented or sold, not occupied	71	6%
For seasonal, recreational, or occasional use	162	15%
For migrant workers	0	0%
Other vacant	372	34%

Source: US Census 2010 (H5)

For Sale Housing Market

The nationwide housing crisis beginning in 2008 caused a sharp decline in the residential real estate market. The resulting foreclosures and short sales increased available housing inventory and led to a decrease in housing prices. In Paradise, median sales prices for single-family homes decreased from a high of \$290,000 in 2006 to \$145,000 in 2012, as shown in Table 2-20, which represents a 50 percent decrease. In general, median sales prices for single-family homes in Paradise were lower than the rest of Butte County, which is consistent with previous years.

TABLE 2-20: MEDIAN SALES PRICE FOR SINGLE-FAMILY HOMES

	2006	2007	2008	2009	2012	Percentage Change 2006-2012
Paradise	\$290,000	\$254,475	\$216,500	\$180,000	\$145,500	-50%
Butte County	N/A	N/A	\$235,250	\$202,500	\$167,000	N/A

Source: Metrolist Prospector 2009; Paradise Association of Realtors 2009; DQNews 2012

In 2000 the median home value in Paradise was \$112,300, while the median home value in Butte County was higher at \$116,200. In 1990 the median home value in Paradise was higher than Butte County's (\$98,000 and \$94,000, respectively). As shown in Table 2-21, Butte County realized a greater percentage increase in home values from 1990 to 2012 (77.7 percent) than Paradise (48.5 percent). Overall, Paradise's home values have grown by 30 percent since 2000, compared to 44 percent for Butte County as a whole.

TABLE 2-21: MEDIAN HOME VALUES (1990, 2000, AND 2010)

	1990	2000	2012	Percentage Change 1990-2012	Percentage Change 2000-2012
Paradise	\$98,000	\$112,300	\$145,500	48.47%	29.56%
Butte County	\$94,000	\$116,200	\$167,000	77.66%	43.72%

Source: Metrolist Prospecter 2009; Paradise Association of Realtors 2009; DQ News 2013

Rental Housing Costs

Based on a review of rental ads in the Paradise Post and craigslist.org, the median rent in Paradise is \$795 per month. Rents range from a low of \$200 for a studio to a high of \$1,300 for a three-bedroom luxury unit, with the majority of units under \$1,000. The range of rents and median rates by unit size is shown in Table 2-22. Median rental prices from 2000 and 2010 are shown in Table 2-23.

TABLE 2-22: RENTAL COSTS (2014)

Bedroom Type	Units Surveyed	Range	Median Rent (2014)
Studio	3	\$200–\$630	\$540
1 bedroom	13	\$550–\$1,300	\$630
2 bedrooms	11	\$550–1,200	\$875
3 bedrooms	9	\$900–\$1,300	\$1,026
4 bedrooms	0	N/A	N/A
5 bedrooms	0	N/A	N/A

Source: Craigslist, January 15,, 2014; Padmapper, January 15, 2014

TABLE 2-23: MEDIAN RENT BY BEDROOM SIZE (1990, 2000, AND 2010)

Bedroom Type	1990	2000	2010
Studio	\$300	\$410	\$540
1 bedroom	\$375	\$500	\$630
2 bedrooms	\$475	\$650	\$875
3 bedrooms or more	\$600	\$750	\$1,120

Source: US Census 1990, 2000; Craigslist, January 15, 2014; Padmapper, January 15, 2014

Housing Affordability

Income groups are established based on data published annually by the California Department of Housing and Community Development (HCD) on household income for areas in the state. Affordability is calculated assuming a household can pay up to 30 percent of their monthly income toward housing. Table 2-24 identifies the maximum monthly housing costs affordable to households in Paradise by income group. Based on the rental rates in Table 2-22, the median rents in Paradise are not affordable to extremely low- and very low-income households with two to four persons. However, median rents are affordable to low- and moderate-income households, regardless of household size.

2. HOUSING NEEDS ASSESSMENT

Table 2-24 also shows the maximum annual income level for each income group adjusted for household size in Butte County. The maximum annual income data is then used to calculate the maximum affordable housing payments for different households (varying by income level) and their eligibility for federal housing assistance. Maximum rents and sales prices are shown, respectively, that are affordable to very low-, low-, moderate-, and above moderate-income households. Affordability is based on a household spending 30 percent or less of their total household income for shelter and is based on the maximum household income levels established by HCD (Table 2-24). Maximum affordable sales price is based on the following assumptions: 5.625 percent interest rate, 30-year fixed loan, \$20,000 down payment, 1.25 percent property tax, 1 percent closing costs, and homeowners insurance.

TABLE 2-24: HOUSING AFFORDABILITY						
Income Group	HCD Income Limits		Monthly Housing Costs		Maximum Affordable Price	
	Max. Annual Income	Affordable Total Monthly Payment	Utilities ¹	Taxes and Insurance (for homeowners)	Total Mortgage ²	Monthly Rental ³
Extremely Low						
One Person	\$12,350	\$309	\$75	\$31	\$57,818	\$234
Two Person	\$14,100	\$353	\$100	\$41	\$63,735	\$253
Three Person	\$15,850	\$396	\$125	\$51	\$69,653	\$271
Four Person	\$17,600	\$440	\$150	\$61	\$75,571	\$290
Very Low						
One Person	\$20,550	\$514	\$75	\$71	\$85,547	\$439
Two Person	\$23,500	\$588	\$100	\$86	\$91,375	\$488
Three Person	\$26,450	\$661	\$125	\$101	\$100,803	\$536
Four Person	\$29,350	\$734	\$150	\$116	\$110,072	\$584
Low						
One Person	\$32,900	\$823	\$75	\$131	\$121,417	\$748
Two Person	\$37,600	\$940	\$100	\$160	\$136,438	\$840
Three Person	\$42,300	\$1,058	\$125	\$189	\$151,459	\$933
Four Person	\$46,950	\$1,174	\$150	\$218	\$166,320	\$1,024
Moderate						
One Person	\$49,300	\$1,233	\$75	\$256	\$173,830	\$1,158
Two Person	\$56,350	\$1,409	\$100	\$303	\$200,773	\$1,309
Three Person	\$63,400	\$1,585	\$125	\$350	\$223,868	\$1,460
Four Person	\$70,450	\$1,761	\$150	\$397	\$246,963	\$1,611

1. Monthly utility costs are assumed as \$75 per person and \$25 for each additional person.

2. Total affordable mortgage based on an annual 5.632 percent interest rate, 30-year mortgage, and monthly payment equal to 30 percent of income (after utilities, taxes, and insurance), and \$20,000 down payment.

3. Monthly affordable rent based on 30 percent of income less estimated utilities costs.

Overpayment

Overpayment compares the total housing cost for a household to the ability of that household to pay. Overpayment is specifically defined as monthly shelter costs in excess of 30 percent of a household's income. Shelter cost is defined as the monthly owner costs (mortgages, deed of trust, contracts to purchase or similar debts on the property and taxes, insurance on the property, and utilities) or the gross rent (contract rent plus the estimated average monthly cost of utilities).

According to the 2011 American Community Survey, 38 percent of owner households and 68 percent of renter households are overpaying for housing. Lower-income households have much higher overpayment rates than moderate-income and above moderate-income households, including 80 percent of lower-income renters. Extremely low-income households, those earning up to 30 percent of the area median income (AMI), overpay at the highest rate (78 percent). Of the extremely low-income group, renter-occupied households have the highest rate of overpayment, with 95 percent of extremely low-income renter households paying more than 30 percent of their income. Table 2-25 identifies overpayment by income group and tenure, illustrating that those households in the lower income categories are those that overpay the most.

TABLE 2-25: OVERPAYMENT BY TENURE							
Household	Extremely Low	Very Low	Low	Moderate	Above Moderate	Total	Lower Income
Ownership Households	1,010	993	1,514	1,520	2,582	7,619	3,517
Overpaying owner households	616	512	625	830	339	2,922	1,753
Percentage of overpaying owners	61.0%	51.6%	41.3%	54.6%	13.1%	38.4%	49.8%
Renter Households	954	825	626	227	286	2,919	2,406
Overpaying renter households	910	627	387	48	0	1,973	1,925
Percentage of overpaying renters	95.4%	76.1%	61.8%	21.1%	0.0%	67.6%	80.0%
Total Households	1,964	1,818	2,140	1,747	2,868	10,538	5,922
Overpaying households	1,527	1,139	1,012	878	339	4,895	3,678
Percentage of overpaying households	77.7%	62.7%	47.3%	50.3%	11.8%	46.5%	62.1%

Source: US Census ACS 2007–2011, B25106

JOBS/HOUSING BALANCE

The jobs/housing balance is a meaningful way to gain a sense of how many people will commute to work and how far they will have to commute. An unbalanced jobs/housing ratio implies employees will be spending more time on roadways that may be better spent with their families, at work, or recreationally. Further examination of the jobs/housing balance

2. HOUSING NEEDS ASSESSMENT

would identify what future type industries are needed in a city or town, future trends of employment, the future wage indicators, needed future housing to match the projected incomes of new jobs, etc., and be a study in and of itself, beyond the scope of a housing element. The jobs/housing balance is the ratio of jobs in a town compared to the number of housing units in that town. If the jobs/housing ratio is greater than one, the town is likely to import workers. If the ratio is less than one, the town is likely to export workers. However, a better indicator of the jobs/housing balance may be the number of persons who work in their town of residence compared to the number of housing units. A perfect jobs/housing ratio results when the number of employed households working in a town is equal to the number of housing units in that town. However, there is no perfect scenario for a town, and what works in one area may not work in another.

In 2010, Butte County had a jobs/housing ratio of 0.74:1, meaning there are 0.74 employed persons for each housing unit. This ratio is projected to decrease in future years (Table 2-26). A more accurate indication of a jobs/housing balance may be the ratio of persons working in their place of residence compared to the number of housing units. According to the 2010 Census, there were 11,346 employed persons and 13,145 housing units in the Town of Paradise, a ratio of 0.86 employed workers per housing unit, which indicates an imbalance in the jobs/housing ratio. This imbalance is likely due to Paradise's relatively large senior population, many of whom are no longer part of the local workforce. Table 2-4 indicates that approximately 40 percent of residents traveled more than 10 miles to their place of work. Commute distances and the relationship of employed workers to housing (0.86:1) imply a lack of employment opportunities in the Town, as many residents have to commute outside Paradise for employment.

TABLE 2-26: JOBS/HOUSING BALANCE			
	2010	2020	2030
Butte County	0.74	0.78	0.78

Source: BCAG Projections, 2010–2035 (prepared 2011)

SPECIAL HOUSING NEEDS

Household groups with special needs include seniors, mentally and physically disabled persons, large family households, female-headed households, extremely low-income households, agricultural workers, and homeless persons. Households with special housing needs often have greater difficulty in finding decent and affordable housing. As a result, these households may experience a higher prevalence of overpaying, overcrowding, and other housing problems.

Seniors

In this Housing Element, seniors are considered persons age 65 or older. However, some funding programs have lower age limits for persons to be eligible for their senior housing projects. Seniors have special housing needs primarily resulting from physical disabilities and limitations, fixed or limited income, and health care costs. Additionally, senior households

have other needs to preserve their independence including supportive services to maintain their health and safety, in-home support services to perform activities of daily living, conservators to assist with personal care and financial affairs, public administration assistance to manage and resolve estate issues, and networks of care to provide a wide variety of services and daily assistance.

In 2010, 7,183 persons in Paradise (27.4 percent) were 65 years and older. Of the senior population, 2,736 were 65 to 74 (10.5 percent), 2,276 were 75 to 84 (8.7 percent), and 1,480 were 85 or older (5.7 percent). From 2000 to 2010, the 85 years and older age group increased significantly by 27.4 percent and the 75 to 84 age group decreased by 25.1 percent. The overall senior population decreased by 8.3 percent from 2000 to 2010. Table 2-27 identifies the senior population by age group. Senior households overall are estimated to have decreased by approximately 9.6 percent from 2000 to 2010.

TABLE 2-27: SENIOR POPULATION BY AGE					
	2000		2010		Percentage Change
	Number	Percentage	Number	Percentage	
65 to 74 years	2,984	11.3%	2,736	10.5%	-8.3%
75 to 84 years	3,037	11.5%	2,276	8.7%	-25.1%
85 years and over	1,162	4.4%	1,480	5.7%	27.4%

Source: US Census 2010

Most senior households own their home (78.5 percent), while approximately 21.5 percent of senior households rent. It is noted that the incidence of renting increases significantly with age for the senior population; a higher percentage of householders 75 and older rent than do householders in the 65 to 74 age bracket. Additionally, the percentage of seniors that rent has risen since 2000, when only 17 percent were renters. Table 2-28 summarizes senior households by age and tenure.

TABLE 2-28: HOUSEHOLDER AGE BY TENURE				
	Owners		Renters	
	Number	Percentage	Number	Percentage
65–74 years	1,508	34.3%	341	7.8%
75 plus years	1,940	44.2%	603	13.7%
Total	3,448	78.5%	944	21.5%

Source: US Census 2010 (QT-H2)

Table 2-29 summarizes senior households that are at or below poverty level. 901 seniors or approximately eight percent of seniors in Paradise live below the poverty level.

2. HOUSING NEEDS ASSESSMENT

TABLE 2-29: SENIORS IN POVERTY		
Age Group	Number	Percentage of total Seniors below Poverty Level
55 to 64 years	554	62%
65 to 74 years	184	20%
75 years and over	163	18%
Total	901	100%

Source: US Census 2010 (B17001)

Senior Housing

The following residential care facilities in Paradise were identified. Information regarding each facility's capacity is current as of this writing in 2014.

- Atria Paradise Retirement and Assisted Living Facility provides studios and one- and two-bedroom apartments for seniors in need of independent and assisted living facilities. There is also a special residence for seniors with Alzheimer's disease and those in need of hospice and memory care. The facility has 124 beds and is currently serving 101 seniors.
- Autumn Acres Facility is a residential care facility located in Paradise. It currently has a capacity to house 6 seniors and is at 100 percent capacity.
- Beavers Guest Home provides assisted living services to seniors in individual rooms. There are six rooms, all of which are currently occupied.
- Cypress Acres Convalescent Hospital has 50 rooms, and the units are affordable through HUD 232/223(f) financing. The facility provides 24-hour care and medical services.
- Mountain Meadow Lodge provides room and board, care, daily living activities, incontinent care, and hospice in 14 private rooms and one apartment. The facility is currently at full capacity.
- Sunshine House, Sunshine Manor, and Sunshine Cottage are three buildings operated under the same management that provide full assisted living and medical care for seniors. The Sunshine facilities together have a 51-bed capacity and currently have 50 beds occupied.

Other Senior Resources

- The Paradise Ridge Senior Center is a multipurpose center focusing on the recreational, educational, and social needs of ridge area senior residents.
- Paradise Hospice and Home Care provides 24-hour nursing care, emotional support, and respite care in the home for the terminally ill and their families.

- Community Action Agency's Senior Nutrition Project provides noon meals Monday through Friday at the Paradise Senior Center. Anyone over 60 years of age is eligible to participate.
- Paradise Meals on Wheels provides first class service and hot nutritious meals to homebound residents in Paradise and Magalia.
- Butte County Gleaners is a volunteer organization of seniors who distribute food they have collected from markets and farms. Food is available not only to members but to volunteer, charity, and church organizations who will further distribute the food to those in need.

Disabled and Developmentally Disabled Persons

A "disability" includes, but is not limited to, any physical or mental disability as defined in California Government Code Section 12926. 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 a major life activity by making the achievement of major life activities difficult including physical, mental, and social activities and working.

Physical, mental, and/or developmental disabilities often prevent a person from working, restrict a person's mobility, or make caring for oneself 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. The disabled person with a mobility limitation requires housing that is physically accessible. Examples of accessibility in housing include widened doorways and hallways, ramps, bathroom modifications (lowered countertops, grab bars, adjustable shower heads, etc.), and special sensory devices including smoke alarms and flashing lights.

The 2000 Census defined six types of disabilities including sensory, physical, self-care, mental, go-outside-home, and employment.¹ A disability is defined as a mental, physical, or health condition that lasts over six months, and persons may have more than one disability.

¹ This data is not available in later census reports.

2. HOUSING NEEDS ASSESSMENT

According to the 2000 Census, there were 12,519 disabilities in Paradise. However, this is not to say that there were 12,519 disabled persons in the Town, only 12,519 disabilities. Of the disabled persons in the 16 to 64 age bracket, 45 percent were employed and the remaining 55 percent were unemployed. Table 2-30 identifies disabled persons age 16 to 64 by employment status, and Table 2-31 identifies disabilities by type of disability.

TABLE 2-30: DISABLED PERSONS BY AGE AND EMPLOYMENT STATUS	
	Ages 16 to 64
Employed with Disability	423
Unemployed with Disability	1,138
Total	1,561

Source: US Census 2000

TABLE 2-31: DISABILITIES BY DISABILITY TYPE						
Type	Persons Ages 5-64		Persons Ages 65 +		Total	
	Number	Percentage	Number	Percentage	Number	Percentage
Sensory	439	4%	1,145	9%	1,584	13%
Physical	1,601	13%	2,015	16%	3,616	29%
Mental	1,373	11%	873	7%	2,246	18%
Self-care	433	3%	585	5%	1,018	8%
Go-outside-home disability	943	8%	1,126	9%	2,069	17%
Employment	1,986	16%	-	-	1,986	16%
Total Disabilities	6,775	54%	5,744	46%	12,519	100%

Source: US Census 2000

In 2000, 3,045 households had one or more disabled persons. Disabled renter households reported a higher incidence of housing problems, such as overcrowding, overpayment, or lacking full kitchen or plumbing facilities, than disabled owner households. Thirty-three percent of disabled households were in the extremely low- or very low-income brackets, 15 percent in the low-income bracket, and 39 percent in the moderate- or above moderate-income brackets.

Based on 2000 Census data, 26 percent of households in Paradise are disabled. Applying this figure to the Regional Housing Needs Allocation (RHNA), it is anticipated that 322 units of the Town's housing allocation should be accessible for one or more disabled household members.

Senate Bill (SB) 812 requires the Town to include the needs of individuals with a developmental disability within the community in the special housing needs analysis. Developmental disabilities are studied separately from sensory, physical, cognitive, self-care, and independent living limitations because they are often lifelong physical and/or cognitive disabilities which manifested before age 18 in childhood. **Table 2-32** lists the population by age in Paradise which have a developmental disability. In 2013, 405 residents of Paradise had a developmental disability. Of that population group, 20.7 percent were 22 to 31 years of age, the age group with the highest percentage of developmental disabilities in the Town.

TABLE 2-32: POPULATION BY AGE WITH DEVELOPMENTAL DISABILITY		
Age	2013	
	Number	Percent
3 to 5 years	14	3.5%
6 to 9 years	23	5.7%
10 to 13 years	30	7.4%
14 to 17 years	30	7.4%
18 to 21 years	32	7.9%
22 to 31 years	84	20.7%
32 to 41 years	47	11.6%
42 to 51 years	61	15.0%
52 to 61 years	57	14.1%
62 and older	27	6.7%
Total Population	405	100%

Source: California Department of Developmental Services, Quarterly Client Characteristics by County of Residence, 2013.

Many developmentally disabled persons can live and work independently within a conventional housing environment. More severely disabled individuals require a group living environment where supervision is provided. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are provided. Because developmental disabilities exist before adulthood, the first issue in supportive housing for the developmentally disabled is the transition from the person's living situation 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 persons with developmental disabilities and their families through a statewide system of 21 regional centers, four developmental centers, and two community-based facilities.

There are a number of housing types appropriate for people living with a development disability: rent-subsidized homes, licensed and unlicensed single-family homes, inclusionary housing, Section 8 vouchers, special programs for home purchase, HUD housing, and SB 962

2. HOUSING NEEDS ASSESSMENT

homes. The design of housing-accessibility modifications, the proximity to services and transit, and the availability of group living opportunities represent some of the types of considerations that are important in serving this need group. Incorporating “barrier-free” design in all new multifamily housing (as required by California and federal Fair Housing laws) is especially important to provide the widest range of choices for disabled residents. Special consideration should also be given to the affordability of housing, as people with disabilities may be living on a fixed income.

In order to assist in the housing needs for persons with developmental disabilities, the Town will implement programs to coordinate housing activities and outreach with the Far Northern Regional Center (FNRC) and encourage housing providers to designate a portion of new affordable housing developments for persons with disabilities, especially persons with developmental disabilities, and pursue funding sources designated for persons with special needs and disabilities. Program 2-18 is proposed to specifically address the needs of the developmentally disabled.

Resources for the Disabled

The College Hill Guest Home provides full residential care and support for developmentally disabled persons in Paradise. The facility has space for 16 residents and is currently (2014) at full capacity. College Hill receives subsidized state funding for the provision of services through the Far Northern Regional Center.

Golden Oaks Residential Care provides full residential care and support services for the developmentally disabled in Paradise. The facility is currently (2014) serving five residents, with capacity for up to six residents. Golden Oaks receives subsidized state funding for the provision of services through the Far Northern Regional Center.

The FNRC is a fixed point of referral for individuals with developmental disabilities and their families. The FNRC also provides services to infants and toddlers (from birth to 3 years old) who are showing a delay in their development or who are at substantially high risk for a developmental disability. The FNRC coordinates community resources such as education, recreation, health, rehabilitation, and welfare for individuals with developmental disabilities.

Several agencies in and around Paradise provide services for the disabled, including those listed below.

- Butte County Council for the Blind
- Butte County Department of Employment and Social Services
- Butte Home Health Plus
- California State University, Chico, Disability Support Services
- Community Action Agency of Butte County Disability Support Services

- Disabled Student Services, Butte College Do It Leisure
- Handi-Riders of Northern California
- Home Health Care Management, Inc.
- Housing Authority of Butte County
- Independent Living Services of Northern California
- Peg Taylor Center for Adult Day Health Care (Chico)
- Rowell Family Empowerment of Northern California
- California Department of Rehabilitation
- Work Training Center STRIVE
- Paradise Ridge Family Resource Center

The Town's zoning laws, practices, and policies related to disabled households are addressed in Chapter 3, Constraints.

Large Family Households

Large family households are defined as households of five or more persons who are related. Large family households are considered a special needs group because there is a limited supply of adequately sized housing to accommodate their needs. The more persons in a household, the more rooms are needed to accommodate that household. 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 Paradise, 700 households, or 5.9 percent of all households, have five or more persons. Of the large households, 63.9 percent own their home and 36.1 percent rent, as shown in Table 2-33.

TABLE 2-33: LARGE HOUSEHOLDS BY TENURE (2010)			
	Number	Percentage	Percentage of Total Households
Renters	253	36.1%	2.1%
Owners	447	63.9%	3.8%
Total	700	100.0%	5.9%

Source: US Census 2010 (QT-H2)

Large households that rent or own have a disproportionate rate of housing problems; “any housing problem” includes overcrowding, units lacking complete kitchen facilities, and units lacking complete plumbing facilities. A special HUD data collection in 2000 found that 61

2. HOUSING NEEDS ASSESSMENT

percent of large renter households experience some type of housing problem, while 51 percent of large owner households experience some type of housing problem. However, both large renter and owner households are not disproportionately cost burdened. Table 2-34 compares housing problems and cost burdens for large renter and owner households with all other households.

TABLE 2-34: HOUSEHOLD SIZE BY HOUSING PROBLEMS (2000)			
		Large Families	All Other Households
Renters	Percentage with any housing problem	61%	41%
	Percentage cost burdened	37%	49%
Owners	Percentage with any housing problem	51%	37%
	Percentage cost burdened	28%	37%

Source: HUD 2000 (Special Aggregation of US Census Data)

Extremely Low-Income Households

The Town must provide an estimate of the projected extremely low-income housing needs. Per HCD guidelines 50 percent of the Town's very low-income households qualify as extremely low-income. Therefore, the Town is estimating approximately 50 percent of its very low-income regional housing need to be an extremely low-income housing need. In other words, of the 141 very low-income housing needed, the Town is estimating 70 units for extremely low-income households. Most, if not all, extremely low-income households will require rental housing. The extremely low-income households will likely face housing problems such as overpaying, overcrowding, and/or accessibility issues as a result of their limited incomes. Also, many of the extremely low-income households will fall within a special needs category (disabled, seniors, large families or female-headed households) and require supportive housing services.

Single-Parent Households

Single-parent households are households with children under the age of 18 at home and include male- and female-headed households. These households generally have a higher ratio between their income and their living expenses (that is, living expenses take up a larger share of income than is generally the case in two-parent households). Therefore, finding affordable, decent, and safe housing is often more difficult for single-parent households. Additionally, single-parent households have special needs involving access to daycare or childcare, health care, and other supportive services.

While the majority of households in Paradise are either married couples or single-person households, 19 percent of family households are headed by a single male or a single female, and about half of those have children under 18 present. There are 925 male heads of household with no wife present (8 percent) and 1,308 female heads of household with no husband present (11 percent). An additional 17 percent are multi-person, non-family households. Table 2-35 identifies single-parent households by the householder's gender and the presence of children.

TABLE 2-35: SINGLE-PARENT HOUSEHOLDS (2010)		
Category	Number	Percentage
Male householder, no wife present	925	8%
With children under 18 years	295	2%
Female householder, no husband present	1,308	11%
With children under 18 years	719	6%
Non-Family Households	2,017	17%

Source: US Census 2010 (QT-H3)

Agricultural Workers

Agricultural workers earn their primary income through permanent or seasonal agricultural labor. According to the 2007 US Department of Agriculture (USDA) Census of Agriculture, the most recent agricultural census, there were 5,021 farmworkers in Butte County in 2007 (Table 2-36). This represents a 26 percent decrease from the 2002 Census of Agriculture figure of 6,786 farmworkers. To a large extent, this is due to a decrease in total farms from 2,128 in 2002 to 2,048 in 2007, a 4 percent decrease. Most of the farmworkers in Butte County were employed by farms using less than 10 workers. The total number of workers on farms with 10 or more workers decreased by 2,589 between 2002 and 2007. One factor may be the increased mechanization of agriculture, which reduces the number of workers needed for farm operations. Farms that have a greater number of workers may have a greater incentive to mechanize operations.

TABLE 2-36: AGRICULTURAL WORKERS, BUTTE COUNTY		
Description	2002	2007
Total Farms	2,128	2,048
Hired Farm Labor		
Farms	739	671
Workers	6,786	5,021
Farms with 10 Workers or More		
Farms	220	118
Workers	5,838	3,249
Laborers Working 150 Days or More		
Farms	412	354
Workers	1,972	1,439
Farms with 10 or More Laborers Working 150 Days or More		
Farms	54	32
Workers	1,008	586
Laborers Working Fewer Than 150 Days		
Farms	752	534
Workers	4,814	3,582

Source: USDA Census of Agriculture 2002, 2007

Approximately 71.3 percent of farmworkers in Butte County worked fewer than 150 days in a year, or less than about 60 percent of the year. There were 1,439 farmworkers that were known to work more than 150 days. These indicators suggest that

2. HOUSING NEEDS ASSESSMENT

farmworkers need housing that is not exclusively located near work on farms, but can accommodate work at other locations. The 2007 Census of Agriculture did not indicate the number of farmworkers living in Paradise or in the vicinity. The Butte County 5th Cycle Housing Element Data Packet states that 105 persons age 16 and over in Paradise were employed in the agriculture, forestry, fishing, and hunting industry. It is the Town's understanding that the majority of the 105 employees work in the forestry and tree services industry. There are limited jobs in the other sub-industries within the category including agriculture. This count does not likely include seasonal or temporary employees, nor does it include migrant workers who may reside temporarily in Paradise during harvest time. According to the Butte County Office of Education's Migrant Education Program, no migrant students are enrolled in Paradise schools. This corroborates the Town's understanding that no seasonal or migrant farmworkers reside in Paradise.

There is no housing designated specifically for farmworkers in Paradise. However, the Butte County Housing Authority operates a farm labor housing center outside the City of Gridley. The center contains 130 family housing units, which are available to qualified farmworkers who earn a specific amount of their income in "farm labor" as defined by the US Department of Agriculture, Rural Development.

Under California Health and Safety Code Section 17021.5(b), housing for six or fewer farmworkers shall be considered a residential land use and shall not require a conditional use permit, zoning variance, or other zoning ordinance if such actions are not required for a family dwelling of the same type in the same zone. The Paradise Zoning Ordinance does not directly define farmworker housing but does allow "group residential," which meets the state standards, in all residential zones by right. These group residential units serve as low-cost housing for farmworkers. Program HI-19 proposes amendments to the Zoning Ordinance to comply with Section 17021.6 of the Health and Safety Code related to allowing larger employee housing up to 36 beds.

Homeless Persons

Homeless individuals and families have perhaps the most immediate housing need of any group. They also have one of the most difficult sets of housing needs to meet, due both to the diversity and complexity of the factors that lead to homelessness and to community opposition to the siting of facilities that serve homeless clients.

A countywide Homeless Census Survey, including the Town of Paradise, was conducted in January 2013 through a collaborative effort by the Butte Countywide Homeless Continuum of Care's participating agencies. According to the survey results, it is estimated that there were at least 89 homeless persons living in Paradise, about 6 percent of the county total, and is roughly consistent with the number counted in previous years. The majority of the homeless persons were families, including numerous women and children with no father present, with almost a third being children under the age of 18. Of the homeless persons in Paradise, 62 percent were reported to be spending nights with family or friends, while the majority of the remainder (21 percent, or 19 individuals) were without shelter at night, "living on the street." According to staff from

the Paradise Ridge Family Resource Center (PRFRC), the Town of Paradise has a larger incidence of family homelessness, parent(s) with one or more children with them, than the rest of Butte County. The type of homelessness reported in Paradise indicates the need for supportive and transitional housing to provide households with short- to long-term housing options while they stabilize and get back on their feet. The incidence of homelessness does not appear to be seasonal, and it is anticipated that the need for emergency shelter and supportive housing will be fairly static throughout the year.

Homeless Resources

Resources for the homeless in Paradise are relatively limited. There are no established emergency shelters or transitional housing units in Paradise. The Paradise Lutheran Church has accommodations for up to one family at a time, but most people seeking help at the church are referred to the PRFRC.

Paradise Ridge Family Resources Center

The Paradise Ridge Family Resources Center is the primary resource for the homeless in Paradise. It provides confidential and free services to individuals and families and provides services including play for children, therapy, support groups, laundry facilities, and computer labs and parenting classes. The PRFRC's Youth for Change program receives Community Development Block Grant (CDBG) program funds to provide direct services and interventions to income eligible families with the goal of avoiding those catastrophic situations that often result in unemployment, delinquent rent payments, and homelessness. Additional resources for the homeless are addressed in Chapter 4, Resources.

Since the majority of persons identified as homeless in Paradise were living with friends or family and had shelter, the estimate for emergency shelter is half of the total people counted as homeless. It is noted that most of the people identified as homeless do not meet the federal definition of homelessness. There is an additional need for increased motel vouchers and a network of supportive services to assist at-risk households. Per the Butte County Housing Authority, there are currently 271 Section 8 housing vouchers in Paradise and 189 on the waiting list(s).

2. HOUSING NEEDS ASSESSMENT

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3. CONSTRAINTS

New housing development can be constrained by economic forces in the private market as well as regulations and policies imposed by public agencies. These constraints can limit the production of housing and increase its cost, and can also affect the maintenance and/or improvement of existing housing. Governmental and non-governmental constraints that can affect the housing market and stock in Paradise are discussed below. The Housing Plan (Chapter 6) will identify ways, where feasible, to reduce or overcome constraints to the maintenance, improvement, and development of housing for all income levels.

GOVERNMENTAL CONSTRAINTS

Governmental regulations, while intentionally regulating the quality and safety of development in the community, can also unintentionally increase the cost of development and thus the cost of housing. These governmental constraints include land use controls, such as policies, standards, codes, requirements, development fees, processing procedures, and other exactions required of developers.

Land use controls may limit the amount or density of development, thus increasing the cost per unit. They may also require improvements and/or off-site mitigation that increase the cost of development. Processing procedures, including review by multiple agencies and permitting requirements, may delay the approval process and increase the cost of development.

Federal and State

Federal and state programs and agencies play a role in the imposition of non-local governmental constraints. Federal and state requirements are generally beyond the influence of local government and therefore cannot be effectively addressed in this document.

California Environmental Quality Act

The California Environmental Quality Act (CEQA) was developed to protect the quality of the environment and the health and safety of persons from adverse environmental effects. Discretionary projects are required to be reviewed consistent with the requirements of CEQA to determine if there is potential for the project to cause a significant adverse effect on the environment. Depending on the type of project and its potential effects, technical traffic, noise, air quality, biological resources, and geotechnical reports may be needed. If potential adverse effects can be mitigated, a mitigated negative declaration is required. If potentially adverse effects cannot be mitigated, an environmental impact report is required. These documents have mandated content requirements and public review times. Preparation of CEQA documents can be costly and, despite maximum time limits set forth in the Public Resources Code, can extend the processing time of a project by a year or longer.

3. CONSTRAINTS

Prevailing Wage Laws

Public works projects and affordable housing financed through the use of public funds are required to pay prevailing wages, which create a significant cost impact on the construction or rehabilitation of affordable housing units for low- or moderate-income persons and the infrastructure to support such housing. The rehabilitation of certain qualifying affordable housing units for low- or moderate-income persons is exempted from this requirement. Senate Bill (SB) 972 provided exemptions from prevailing wage requirements for the construction or rehabilitation of privately owned residential projects.

Local

Land use controls are minimum standards included in the General Plan and implemented through the Zoning and Subdivision Ordinances. General Plan land use designations are a means of ensuring that the land uses in the community are properly situated in relation to one another and providing adequate space for each type of development. Zoning regulations are designed to implement the intentions of the General Plan land use designations. They also control such features as the height and bulk of buildings, lot area, yard setbacks, population density, and building use. If zoning standards are significantly more rigid than private sector design standards and do not allow sufficient land use flexibility, development costs could increase and housing production may decrease.

Paradise General Plan

The Paradise General Plan provides a range of residential building types and densities in various areas of Paradise. Densities range from a low of 1 unit or less per acre in the Agricultural-Residential designation to 15 units per acre in the Multi-Family designation. Below is a brief description of each General Plan residential land use designation.

Agricultural-Residential (A-R)

This designation applies to existing and planned residential areas characterized by larger parcels and accessory agricultural uses, including the raising of livestock and other forms of agricultural production. It provides for single-family detached homes, limited agricultural uses, churches, and public uses. Residential densities are in the range of 1 or less dwelling unit per gross acre. This designation is mainly applied to areas in the southern portion of town characterized by larger parcels and existing agricultural/residential land uses. The minimum lot area for this designation is 1 acre.

Rural-Residential (R-R)

This designation applies to a substantial portion of existing and planned single-family rural residential areas in the town. It is characterized by moderately large parcels and residential densities that range from 1 to 2 dwelling units per acre. This designation provides for single-family detached homes and secondary residential units as well as accessory rural uses. It may also provide for churches and public uses.

Town-Residential (T-R)

This designation applies to existing residential areas characterized by small (0.5 gross acres or less) parcels and the absence of accessory rural uses, particularly the keeping of livestock. It provides for single-family detached and attached homes, mobile home parks, churches, and public uses. These designated areas may be served by a community sewer system if established. Residential densities are in the range of 1 to 3 dwelling units per gross acre. Mobile home parks with densities no greater than 6 dwelling units per gross acre may also be deemed consistent with this designation.

Multi-Family Residential (M-R)

This designation applies to existing and planned multiple-family residential areas. It provides for single- and multiple-family residential structures, mobile home parks, convalescent homes, residential care facilities, churches, and public uses. Planned multi-family residential areas shall be located in areas near existing or planned commercial uses, community service uses, and along designated arterial or collector streets. Depending on the presence and application of constraints, maximum potential residential densities up to 15 dwelling units per acre are allowed if served by an approved clustered wastewater treatment and disposal system. Mobile home parks with densities no greater than 8 dwelling units per gross acre may also be deemed consistent with this designation.

Neighborhood-Commercial (N-C)

This designation applies to existing and planned neighborhood and locally oriented commercial retail and service uses. This designation is primarily applied to small sites adjacent to residential neighborhoods and along designated arterial or collector streets. Single-family residential structures, accessory dwelling units, convalescent homes, and residential care facilities are permitted uses with Town approval and issuance of a site plan review or by conditional use permit.

Central-Commercial (C-C)

This designation provides for retail and service uses, public uses, professional and administrative office uses, and multiple-family residential uses. This designation is applied only to the central commercial (downtown or core) area of Paradise and is intended to accommodate visitor-oriented as well as locally oriented commercial uses and mixed uses that conform to an

3. CONSTRAINTS

adopted architectural design theme and guidelines. Maximum potential residential densities cannot exceed 15 dwelling units per gross acre if served by an approved clustered wastewater treatment and disposal system.

Town-Commercial (T-C)

This designation provides for a full range of locally and regionally oriented commercial uses, including retail, retail centers, wholesale, storage, hotels and motels, restaurants, service stations, automobile sales and service, light fabrication, professional and administrative offices, churches, and public uses. This classification is applied to existing moderate- to high-intensity commercial uses that are suitable for infill and to areas located at the intersection of designated arterial and/or collector streets. Maximum potential residential densities cannot exceed 10 dwelling units per gross acre.

Community-Service (C-S)

This designation provides for private uses that serve a community purpose or benefit the community. These uses include private hospitals, medical offices, schools, residential care facilities and day care facilities (other than those located in private residences), convalescent homes, emergency shelters and transitional housing, auditoriums and other places of assembly, senior citizen and youth centers, clubs and lodges, private utilities and facilities, and airports. This designation is primarily applied to existing or planned uses of this nature throughout the primary study area. Depending on the presence and application of constraints, maximum potential residential densities cannot exceed 15 dwelling units per gross acre if served by an approved clustered wastewater treatment and disposal system.

Zoning Ordinance

The Zoning Ordinance identifies 10 residential districts (Agricultural Residential, Rural Residential, Town Residential, and Multi-family Residential and their respective subzones) and six other zones (Agricultural, Neighborhood Commercial, Central Business, Community Commercial, Community Facilities, and Community Services) that allow residential development. Some zones have varying zoning treatments, or sub-zones. Table 3-1 summarizes the uses allowed under each zone. Development standards for each district are identified in Table 3-2. Below is a brief description of each zoning district.

Residential Zones

Agricultural Residential (AR) Zones – The Agricultural Residential zone is intended for land areas that are planned or are existing residential areas characterized by larger parcels and accessory agricultural land uses, including raising of livestock and other forms of agricultural production. The Agricultural Residential-1, Agricultural Residential-3, and Agricultural Residential-5 zones are consistent with the Agricultural-Residential (A-R) land use designation of the Paradise General Plan. The Agricultural Residential-3 and Agricultural Residential-5 zones are also consistent with the Open-Space/Agricultural land use designation of the Paradise General Plan.

Rural Residential (RR) Zones – The Rural Residential zone is intended for land areas that are planned or are existing single-family rural residential areas characterized by moderately large parcels and with residential densities that range from 1 to 2 dwelling units per acre. The RR-1, RR-2/3, and RR-1/2 zones are consistent with the Rural-Residential (R-R) land use designation of the Paradise General Plan.

Town Residential (TR) Zones – The Town Residential zone is intended for land areas that are planned or are existing single-family residential areas characterized by small (0.5 gross acres or less) parcels and the absence of accessory rural land uses, particularly the keeping of livestock. The TR-1, TR-1/2, and TR-1/3 zones are consistent with the Town Residential (T-R) land use designation of the Paradise General Plan.

Multiple-Family Residential (M-F) Zones – The Multiple-Family Residential zone is intended for land areas that are planned or existing multiple-family residential areas. Depending on the presence and application of constraints, maximum potential residential densities cannot exceed 15 dwelling units per acre and 8 dwelling units per acre in mobile home parks. The Multiple-Family Residential zone is consistent with the Multi-Family Residential (M-R) land use designation of the Paradise General Plan.

Other Zones that Allow Residential Uses

Agricultural-10 (AG-10) and Agricultural-20 (AG-20) Zone – The Agricultural-10/20 (AG-10, AG-20) zones are intended for land areas planned and deemed suitable to remain in their natural, primarily undeveloped state or to be used for open space and agricultural purposes. Such land areas can also be deemed inappropriate for urban development due to steep slopes, a significant lack of public services, and a substantial desire to retain existing agricultural or open space characteristics. The Agricultural-10 and Agricultural-20 zones are consistent with the Open-Space/Agricultural land use designation of the Paradise General Plan.

3. CONSTRAINTS

Neighborhood-Commercial (N-C) Zone – The Neighborhood-Commercial zone is intended for land areas that are characterized by existing and planned neighborhood and locally oriented commercial retail and service uses. This zone is primarily applied to small sites adjacent to residential neighborhoods and along designated arterial or collector streets. The Neighborhood-Commercial zone is consistent with both the Neighborhood-Commercial (N-C) and the Town-Commercial (T-C) land use designations of the Paradise General Plan.

Central-Business (C-B) Zone – The Central-Business zone is intended for land areas located in the central commercial (downtown or core) area of Paradise and that provide for commercial retail and service uses, public uses, professional and administrative office uses, and multiple-family residential uses. The Central-Business zone is consistent with the Central-Commercial (C-C) land use designation of the Paradise General Plan and is potentially consistent with the Town-Commercial (T-C) Paradise General Plan land use designation.

Community-Facilities (C-F) and Community-Services (C-S) Zones – The Community-Facilities and Community-Services zones are intended for land areas that are planned to or already provide for public and public institutional land uses or private land uses which serve a community purpose or benefit the community. The Community-Facilities zone is consistent with the Public-Institutional (P-I), Community-Service (C-S), and Recreational (R) land use designations of the Paradise General Plan. The Community-Services zone is consistent with the Community-Service (C-S) and Recreational (R) land use designations of the Paradise General Plan. In addition, the Community-Services zone is potentially consistent with the Multi-Family Residential (M-R) land use designation of the Paradise General Plan.

Community-Commercial (C-C) Zone – The Community-Commercial zone is intended for land areas that are planned or are providing a full range of locally and regionally oriented commercial land uses, including retail, retail centers, wholesale, storage, hotels and motels, restaurants, service stations, automobile sales and service, professional and administrative offices, etc. Depending on the presence and application of constraints, maximum potential residential densities shall not exceed 10 dwelling units per acre. The Community-Commercial zone is consistent with the Town-Commercial (T-C) land use designation of the Paradise General Plan and is potentially consistent with the Community-Service (C-S) Paradise General Plan land use designation.

Combining Zones

Planned Development Combining (P-D) Zone – The purpose of the Planned Development Combining zone is to allow the establishment of planned developments with flexibility in the design of development projects; to promote economical and efficient use of the land, an increased level of urban amenities, and preservation of the natural environment; and to provide for phased completion of planned development projects.

Mobile Homes

A mobile home or transportable factory-built housing unit may be used as a dwelling in all zones allowing single-family dwellings when such mobile home meets the following minimum requirements in addition to all other provisions applicable to the site.

1. The mobile home or transportable factory-built housing unit shall be structurally certified per requirements of the National Manufactured Housing Construction and Safety Act of 1974.
2. The mobile home shall be installed on an approved permanent foundation.
3. Roofs shall have a minimum pitch of 3 in 12 and shall be shingled or tiled in a manner sufficient to have the same appearance as a standard dwelling built on the site.
4. Siding material shall be of masonry, wood, stucco, or similar material having the same appearance as a standard dwelling built on the site.

Mobile home parks cannot exceed a maximum density of 2–8 units per acre, pursuant to Section 17.34.300 of the Zoning Ordinance, depending on which zone they are located in.

TABLE 3-1: USES ALLOWED BY ZONING DISTRICT															
Zoning District	Density (units/ac)	Single-Family	Two-Family	Multiple Family	Secondary Dwelling	Mobile Home	Group Residential	Community Care Facility	Community Care Facility, Limited	Day Care one, Large Family	Day Care one, Small Family	Emergency Shelters	Transitional/ Supportive Housing	SROs	Farm Labor Housing/ Employee Housing
Residential Districts															
AR-1	1	X	UP	NO	AP	X	NO	UP	X	NO	X	NO	NO	NO	NO
AR-3	.33	X	UP	NO	AP	X	NO	UP	X	NO	X	NO	NO	NO	NO
AR-5	.2	X	UP	NO	AP	X	NO	UP	X	NO	X	NO	NO	NO	NO
RR-1	1	X	S	NO	AP	X	UP	UP	X	S	X	NO	NO	UP	NO
RR-2/3	1.5	X	S	NO	AP	X	UP	UP	X	S	X	NO	NO	UP	NO
RR-1/2	2	X	S	NO	AP	X	UP	NO	X	S	X	NO	NO	UP	NO
TR-1	1	X	UP	NO	AP	X	UP	NO	X	NO	X	NO	NO	UP	NO
TR-1/2	2	X	X	NO	AP	X	UP	NO	X	NO	X	NO	NO	UP	NO
TR-1/3	3	X	X	NO	AP	X	UP	NO	X	NO	X	NO	NO	UP	NO
M-F	15	X	X	AP	X	X	S	UP	X	AP	X	NO	NO	AP	NO
Other Districts Allowing Residential Uses															
AG-10	.1	X	NO	NO	X	X	NO	NO	X	NO	X	NO	NO	NO	NO
AG-20	.05	X	NO	NO	X	X	NO	NO	X	NO	X	NO	NO	NO	NO
N-C	8-14.52	S	NO	NO	NO	X	NO	UP	NO	UP	NO	NO	NO	NO	NO
C-B	8-14.52	AP	S	S	NO	X	NO	NO	NO	UP	NO	NO	NO	NO	NO
C-C	8-14.52	NO	S	S	NO	X	S	UP	NO	AP	NO	UP	NO	AP	NO
C-F	15	X	NO	NO	X	X	NO	UP	X	AP	NO	AP	NO	NO	NO
C-S	15	X	AP	S	X	X	S	S	X	AP	X	X	NO	AP	NO

Source: Town of Paradise Zoning Ordinance, 2014

NO = NOT ALLOWED X = ALLOWED UP = USE PERMIT
AP = ADMINISTRATIVE PERMIT
S = SITE PLAN REVIEW PERMIT PSC = PERMITTED (STANDARDS AND CONDITIONS)

3. CONSTRAINTS

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TABLE 3-2: DEVELOPMENT STANDARDS BY ZONING DISTRICT									
Zoning District	Min. Site Area (ac)	Min. Site Width (ft)	Front Yard Setback from Centerline (ft)	Side Yard Setback (ft)	Rear Yard Setback (ft)	Max. Height	Off-Street Parking Per Unit	Maximum Building Coverage (%)	Maximum Floor Area Ratio
Residential Districts									
AR-1	1	130	50	10	10	35	2	none	none
AR-3	3	150	50	10	10	35	2–3	none	none
AR-5	5	150	50	10	10	35	2–3	none	none
RR-1	1	130	50	10	10	35	2–3	20	none
RR-2/3	.66	95	50	5	5	35	2–3	20	none
RR-1/2	.5	65	50	5	5	35	2–3	25	none
TR-1	1	65	50	5	5	35	2–3	25	none
TR-1/2	.5	65	50	5	5	35	2–3	25	none
TR-1/3	.33	65	50	5	5	35	2–3	30	none
M-F	.069 - .1	65	50	5	5	35	1.2–1.8	35	0.5 to 1
Other Districts Allowing Residential Uses									
AG-10	10	150	50	10	10	35	2–3	none	
AG-20	20	200	50	10	10	35	2–	none	
N-C	0.1	65	50	5	5	35	1.2–1.8	50	
C-B	.067 - .1	55	40	0	0	35	none	60	0.75 to 1
C-C	0.1	65	50	0	0	35	1.2–1.8	50	0.5 to 1
C-F	0.5 with densities up to 15 units/acre	none	50	10	10	35	1.2–1.8	50	none
C-S	0.5 with densities up to 15 units/ acre	none	50	10	10	35	1.2-1.8	50	none

Source: Town of Paradise Zoning Ordinance, 2013

Program HI-16 is proposed to allow transitional and supportive housing in all zones allowing residential uses in the same way other residential uses are allowed in those zones. Program HI-19 is proposed to allow farm labor/employee housing in compliance with the state Employee Housing Act.

3. CONSTRAINTS

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Zoning Definitions

The Zoning Ordinance classifies the following types of residential uses that may be permitted in a zone:

- Single-family residential – Means use of a site for only 1 dwelling unit and its allowed accessory uses, or for 1 primary dwelling unit and 1 secondary dwelling.
- Two-family residence – Means use of a site for 2 dwelling units, either in the same building or in separate buildings, except when one of the dwelling units is a secondary dwelling.
- Multiple-family residential – Means use of a site for 3 or more dwelling units, in one or more buildings, including units intended for individual ownership together with common areas or facilities.
- Secondary dwelling – Means a dwelling unit containing 750 square feet or less, and which is located on a site in conjunction with a single-family dwelling.
- Mobile Home – Means a transportable factory-built housing unit designed and equipped for use as a dwelling unit with or without a permanent foundation. A mobile home may include two or more sections separately transported and joined together as one integral unit. A mobile home shall not include a recreational vehicle.
- Mobile home park – Means a unified residential development with two or more mobile home spaces, together with internal streets, common areas, and facilities for parking, recreation, laundry, utility, storage, or other services for the residents.
- Group residential – Means residential occupancy of dwelling units or sleeping units by groups of more than six persons not defined as a family. Typical uses include rooming or boarding, dormitories, residence halls, and fraternity and sorority houses.
- Community care facility – Means a facility, place, or building that is maintained and operated to provide nonmedical residential care, adult day care, child day care, intermediate care, congregate living, health care, or home-finding agency services for children, adults, or children and adults, including but not limited to the physically handicapped, mentally impaired, or incompetent persons and does not include drug recovery facilities.
- Community care facility, limited – Means a community care facility that provides service for six or fewer persons, with the residents and operators of the facility being considered a family.
- Day care home, large family – Means a family day care home facility in the provider's own residence that provides family day care for 7 to 14 children, including children under the age of 10 years who reside at the home.

3. CONSTRAINTS

- Day care home, small family – Means a family day care home facility in the provider's own residence that provides family day care for eight or fewer children, including children under the age of 10 years who reside at the home.
- Emergency shelters – Means facilities providing emergency shelter to homeless individuals or others in need of shelter. These accommodations include lodging and may include the following as ancillary uses: meals, laundry facilities, bathing, counseling, and other support services.

Affordable Housing and Density Bonus

Zoning Ordinance Chapter 17.44 includes provisions for affordable housing incentives and residential density bonuses. The purpose of providing a housing density bonus or incentives is to contribute to the economic feasibility of affordable housing in housing developments proposed in the town. When a developer proposes to enter into an agreement pursuant to Government Code Section 65915 to provide at least 20 percent of the total units of a housing development for lower-income households, as defined in California Health and Safety Code Section 50105, the developer is eligible for a housing density bonus or incentives if the housing development consists of five or more units.

Any person requesting a housing density bonus or incentives must apply for a development agreement with the Town. To fully qualify for the density bonus program, the developer must demonstrate a commitment to alternative site design such as clustering the units on a portion of the site and providing an open space buffer from surrounding developments. A housing density bonus or incentives are granted by approval of the development agreement, which specifies the density bonus and/or incentives and any conditions attached to the approval of the bonus and/or incentive.

The developer may specify the housing density bonus or incentives requested; however, the Town may agree to provide a housing density bonus or incentives other than those requested, as long as such housing density bonus or incentives meet the requirement set forth in Government Code Section 65915 and such action is determined to be consistent with the Housing Element of the Paradise General Plan. The Town's density bonus program is not consistent with the density bonus provisions of state law, particularly those that require a density bonus to be provided to developments with 5 percent of housing units for very low-income units and to developments with 10 percent of housing units for low-income units. The requirements to enter into a development agreement and demonstrate alternative site design go beyond the requirements of state law to receive a density bonus. Chapter 6 provides an implementation measure requiring amendment of the Town's density bonus provisions to bring the Zoning Ordinance into compliance with state law, including removal of requirements or restrictions that are more stringent than established by state law.

Zoning for a Variety of Housing Types

Large Family Day Care Homes

Zoning Ordinance Chapter 17.43 includes provisions whereby the Planning Director can grant a day care permit for a large family day care home as an accessory residential use on property zoned for a single-family residence, provided that the use complies with certain standards and criteria.

Secondary Units

The construction of secondary residential dwelling units in Paradise is permitted by right in the M-F, AG-10, AG-20, C-F, and C-S zones without a use permit and is allowed in the AR-1, AR-3, AR-5, RR-1, RR-2/3, RR-1/2, TR-1, TR-1/2, and TR-1/3 zones subject to approval with an administrative permit. Second units are required to be less than 750 square feet and are subject to the same requirements and development standards as any dwelling located on the same parcel in the same zoning district. The Town's Zoning Ordinance is consistent with the requirements of Assembly Bill (AB) 1866.

Farmworker Housing

The AG-10 and AG-20 zones allow single-family dwellings and secondary units. The secondary units provide housing opportunities for farmworkers employed on the premises.

Facilities for Disabled Households

Community care facilities are defined in the Zoning Ordinance as a facility, place, or building that is maintained and operated to provide nonmedical residential care, adult day care, child day care, intermediate care, congregate living, health care, or home-finding agency services for children, adults, or children and adults, including but not limited to the physically handicapped, mentally impaired, or incompetent persons and does not include drug recovery facilities. Community care facilities are allowed in the M-F, AR-1, AR-3, AR-5, RR-1, I-S and RR-2/3 residential zones with the issuance of a use permit. Other zones that allow community care facilities include the N-C, C-C, and C-F zones with the issuance of a use permit, and the C-S zone with a site plan review. The Town has not established any minimum spacing requirements for community care facilities or group residential uses.

Limited community care facilities are defined in the Zoning Ordinance as a community care facility which provides service for six or fewer persons, with the residents and operators of the facility being considered a family. These facilities are allowed in all residential zones by right as well as in other zones that allow residential uses.

3. CONSTRAINTS

The Zoning Ordinance allows day care homes for small families (limited to eight or fewer persons) in all residential zones and in the AG-10, AG-20, and C-S zones. Day care homes for large families (limited to 7 to 14 persons) are allowed in the AR-1, AR-3, AR-5, RR-1, RR-2/3, RR-1/2, TR-1, TR-1/2, and TR-1/3 residential zones subject to a permit and the project meeting certain standards and conditions.

The Zoning Ordinance defines “family” as an individual or two or more persons living together as a single household within a dwelling unit. A dwelling unit is defined as a residential building that provides complete, independent living facilities for one family, including permanent provisions of living, sleeping, eating, cooking, and sanitation. The Town does not distinguish between related and unrelated persons and does not limit the number of persons that may constitute a family.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in regard to the development of accessible housing. Improvements, such as a wheelchair ramp or grab bars, to make a residence accessible to disabled persons are ministerial and typically require a building permit. Building permit applications for minor improvements can typically be issued over the counter. Paradise Municipal Code Title 15, Buildings and Construction, identifies improvements that do not require a building permit. No accessibility improvements are exempt from building permit requirements. Program HI-17 is included in Chapter 6 advocating that the Town amend Title 15 of the Municipal Code to identify specific listed improvements which are exempt from building permit requirements, amend the Zoning Ordinance to allow reasonable accommodations in zoning and land use, and create a handout identifying accessibility improvements that can be permitted over the counter.

Disabled Parking Standards. The Zoning Ordinance establishes parking standards for each type of facility in a zone in accordance with the regulations of Section 1129B of Title 24, California Code of Regulations. Table 3-3 provides those parking requirements. Parking standards for housing for disabled persons are the same as all for residential development and do not pose a constraint on development of housing for disabled persons. Chapter 6 of the Housing Element provides an implementation program to establish a reduced parking requirement for affordable housing projects, including senior and disabled facilities. The implementation program will result in a revision to the Zoning Ordinance to bring it into consistency with state law to ease constraints to development of housing for disabled persons.

TABLE 3-3: PARKING REQUIREMENTS BY FACILITY

Facility	Parking Requirement
Community care facility	2 per dwelling, plus 1 per 4 persons cared for at capacity, plus 1 per employee at maximum shift
Day care home (large family)	1 per 4 persons cared for, plus 1 per employee at maximum shift
Day care home (small family)	2 per facility, plus 1 per 4 persons cared for at maximum use level
Convalescent service	1 per 2.5 beds plus 1 per employee during maximum employee shift
Secondary dwelling	1 per dwelling
Single-family, two-family	2 per dwelling
Group residential	0.5 per sleeping unit
Multiple-family dwelling	Less than 700 square feet – 1.2 per unit; 700 to 1,200 square feet – 1.5 per unit; more than 1,200 square feet – 1.8 per unit

Source: Town of Paradise Zoning Ordinance (17.38.1000)

Facilities for Homeless and Households at Risk of Homelessness

Facilities and housing for homeless persons and those at risk of homelessness fall into three categories: emergency shelter, supportive housing, and transitional housing.

Supportive and Transitional Housing

"Supportive housing" means housing with no limit on length of stay, that is occupied by the target population, and that is linked to on- or off-site 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 (Health and Safety Code Section 50675.14).

"Transitional housing" and "transitional housing development" mean 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 (Health and Safety Code Section 50675.2).

State law requires the consideration of both supportive and transitional housing as residential uses that must only be subject to the same restrictions that apply to similar housing types in the same zone. The Paradise Zoning Ordinance does not identify zones that will allow the development of supportive or transitional housing. Implementation Program HI-16 in Chapter 6 proposes to establish both supportive and transitional housing uses in the residential districts and to establish a permit process that is only subject to those restrictions which apply to other residential uses of the same type in the same zoning district. The implementation program will result in a revision to the Zoning Ordinance to bring it into consistency with state law.

3. CONSTRAINTS

Emergency Shelters

Every local agency must identify a zone or zones where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. The identified zone or zones must include sufficient capacity to accommodate the need for emergency shelter as identified in the housing element, except that all local governments must identify a zone or zones to accommodate at least one year-round shelter. Adequate sites/zones can include existing facilities that can be converted to accommodate the need for emergency shelters.

The Paradise Zoning Ordinance includes provisions for emergency shelters in the following zones: C-C (with a conditional use permit), C-F (with administrative approval), and C-S (permitted by right). Paradise amended the Zoning Ordinance in 2010 to allow emergency shelters in the C-S zone by right to be consistent with state law. Emergency shelters are compatible with the range of uses allowed in the C-S zone and sites in this zone are generally proximate to services. Sites designated C-S have adequate capacity to accommodate the Town's emergency shelter needs (see Appendix A for a list of vacant sites designated C-S); therefore, the C-S zone is considered the appropriate zone for ministerial approval of emergency shelters.

Housing Opportunities for Extremely Low-Income Households

Extremely low-income households can be housed in affordable housing developments with deep subsidies, such as Section 8 or Section 232. Other housing opportunities for extremely low-income households include housing with shared facilities, such as living or dining areas, with private sleeping areas and are often referred to as single-room occupancies (SROs). This type of development allows rents to be much lower than those associated with typical apartment complexes. The Town's Group Residential use allows for facilities such as SROs and is permitted in the M-F, C-C, and C-S zones with a site plan review and in the R-R and T-R zones with a conditional use permit. As discussed in Chapter 4, there are vacant sites in Paradise with these land use designations that accommodate group residential uses.

Parking Requirements

Chapter 17.38 of the Zoning Ordinance establishes parking standards for type of use, which have been interpreted as to how they apply to each zone in Table 3-4. The Town's parking requirements for single-family homes are two parking spaces per unit. Secondary units require one parking space. The parking requirements for multi-family residential units vary based on the size of the unit. For instance, units that are less than 700 square feet require 1.2 spaces per unit, while units of 700–1,200 square feet require 1.5 spaces, and units of 1,200 square feet or more require 1.8 spaces.

TABLE 3-4: PARKING REQUIREMENTS BY ZONING DISTRICT	
Zoning District	Off-Street Parking per Unit
Residential Districts	
AR-1	2-3
AR-3	2-3
AR-5 RR-1 RR-2/3 RR-1/2 TR-	2-3
1	2-3
TR-1/2 TR-1/3 M-F	2-3
	2-3
	2-3
	2-3
	2-3
	1.2-1.8
Other Districts Allowing Residential Uses	
AG-10 AG-20 N-C	2-3
C-B	2-3
C-C	1.2-1.8
C-F	1.2-1.8
C-S	1.2-1.8
	1.2-1.8
	1.2-1.8

The Zoning Ordinance allows the Planning Director to authorize an adjustment in the total parking requirement for mixed-use developments that can demonstrate lower than typical parking demand. There is not a reduction allowance in the Zoning Ordinance specifically for affordable housing projects, including for seniors and the disabled. Chapter 6 of the Housing Element provides an implementation program (see Program HG-3) to establish a reduced parking requirement for affordable housing projects, including senior and disabled facilities. The implementation program will result in a revision to the Zoning Ordinance to bring it into consistency with state law.

Subdivision Ordinance

The Subdivision Ordinance regulates the subdivision of land and real property in the town for the purposes of sale, lease, or financing in all instances except those which are exempt under the provisions of the Subdivision Map Act of the State of California as set forth in Title 7 of the Government Code. The ordinance provides for regulation and control of design and improvement of subdivisions to control growth, protect public health and safety, conserve resources, and require on- and off-site improvements to be installed in proper condition.

3. CONSTRAINTS

Annexations

The Butte County Local Agency Formation Commission (LAFCo) regulates the boundary changes proposed by public agencies or individuals. LAFCo does not have the power to initiate boundary changes on its own, except for proposals involving the dissolution or consolidation of special districts and the merging of subsidiary districts. Their authority includes both sphere of influence (SOI) amendments and annexations.

LAFCo's efforts are directed toward seeing that services are provided efficiently and economically while ensuring that agricultural and open-space lands are protected. LAFCo must conduct service reviews to evaluate the provision of municipal services with respect to nine areas: (1) infrastructure needs or deficiencies; (2) growth and population projections for the affected area; (3) financing constraints and opportunities; (4) cost avoidance opportunities; (5) opportunities for rate restructuring; (6) opportunities for shared facilities; (7) government structure options, including advantages and disadvantages for consolidation or reorganization of service providers; (8) evaluation of management efficiencies; and (9) local accountability and governance.

While LAFCo serves an important role in local land use planning and the provision of services, SOI and annexation approvals are considered a governmental constraint to housing development because of the lengthy time period and service review requirements.

Permit Approval Process

The review and approval of a use permit involves the filing of a complete application, staff review and report writing for Community Development Director (Director) review, and determination on the application. If the Director determines that the use permit application is controversial or deals with major policy questions, the application may be referred to the Planning Commission for public hearing and action. Notice for the public hearing shall be in accordance with Section 17.45.700 of the Town Code. Decisions of the Community Development Director may be appealed to the Planning Commission or City Council.

Use permits may be granted based on both of the following findings:

1. The proposed land use is consistent with the provisions of this title as well as the goals and policies of the Paradise general plan.
2. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare.

Building Codes

Building codes regulate the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, wiring, plumbing, height, area, use, and maintenance of all buildings and/or structures in the town. In December 2013, the Town adopted a new building code—the 2013 California Building Standard Code (Title 24, Part 2),

with local amendments in response to specific climatic, geographical, and topographical conditions. The California Building Standard Code (CBSC) is based on the 2012 International Building Code (IBC). The CBSC, as published by the California Building Standards Commission, is applied statewide. The building code includes provisions to reasonably accommodate disabled people in accordance with ADA requirements.

Compliance is verified by the Town first through the plan check process for new construction, remodeling, and rehabilitation projects. The plan check process ensures that the plan and specifications are designed according to code. The second step is scheduled inspections during construction to ensure that the structure is built to the plan specifications. Inspections are also conducted in response to public complaints or an inspector's observation that construction is occurring without proper permits. Local enforcement of these codes does not add significantly to the cost of housing in Paradise and maintains an acceptable standard of health and safety for all inhabitants.

Processing Times

The residential development process has various stages, each of which requires some form of Town review. Initial processing of a development application depends on the type of project proposed (e.g., planned development, subdivision, single-family unit) as well as whether additional requirements will need to be met (e.g., rezoning of land, environmental review). Therefore, processing review times can vary depending on many different factors. Processing times for development review in Paradise vary based on the size of the project and the extent of review required. The review period can range from 1 to 4 months, depending on the development type, with a maximum estimated wait time of 2 months for a single-family project. For a straightforward permit, such as a single-family home on appropriately zoned land, average estimated time is approximately 1 month. For a multi-family development, the maximum estimated time is approximately 4 months. Table 3-5 summarizes the approval requirements and estimated permit processing times of these typical housing types.

TABLE 3-5: APPLICATION PROCESSING TIMES		
	Single-Family Unit	Multi-Family
List Typical Approval Requirements	Sanitation Land Use Review Site Plan Construction Documents Fire Protection Documents	Sanitation Land Use Review Land Use Entitlement Design Review Construction Documents Fire Protection Documents Engineered On/Off-Site Improvement Plans
Total Est. Time	Maximum 2 months	Maximum 4 months

3. CONSTRAINTS

Governmental Fees

Although governmental fees do contribute to the total cost of housing development, the extent to which these costs are passed on to the consumer depends on the 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.

Government Code Section 66020 requires that planning and permit processing fees do not exceed the reasonable cost of providing the service, unless approved by the voters; agencies collecting fees must provide project applicants with a statement of amounts and purposes of all fees at the time of fee imposition or project approval. Table 3-6 presents the 2013 permit processing, planning/zoning, and building fees for the Town of Paradise.

TABLE 3-6: PLANNING AND BUILD SERVICES FEE SCHEDULE

Description of Service	Fee
Permits and Variances	
Use Permit Class A	\$741.68
Use Permit Class B	\$1,334.09
Use Permit Class C	\$2,134.54
Administrative Permit Major	\$693.72
Administrative Permit Minor	\$297.23
Administrative Permit Modification Major	\$320.18
Administrative Permit Modification Minor	\$148.61
Administrative Variance Noise Ordinance	\$149.28
Major Variance Permit Class	\$1,387.45
Minor Variance Permit Class	\$1,089.84
Mello-Roos District Creation Application Fee	\$991.50
Design and Site Plan Review	
Design Review Application – Façade	\$237.24
Design Review Application – Architecture	\$379.59
Development Agreement	\$16/acre
Development Agreement per acre fee	\$19.84
Development Impact Fee Adjustment/Waiver/In-Lieu Credit Application	\$178.98
Site Plan Review Class A	\$692.23
Site Plan Review Class B	\$1,067.27
Site Plan Review Class C	\$1,654.27
Preliminary Development Review Major w/Meeting	\$941.22
Preliminary Development Review Minor w/o Meeting	\$544.92
Environmental Review	
EIR Requirement Appeal	\$960.54
EIR Study Review	\$712.08
CEQA Analysis/Document [Projects w/o Land Use Entitlement]	\$640.36
Plans, and Plan Amendments	
General Plan Amendment & Rezoning	\$3,095.08
General Plan Amendment (text only)	\$1,494.18
General Plan Interpretation (Commission)	\$445.84
Maps and Boundaries	
Tentative Map 20 Lots or More	\$2,934.99
Tentative Map 5 to 19 Lots	\$2,721.53
Minor Map Modification Review	\$396.30
Major Map Modification Review	\$960.54
Parcel Map	\$2,175.58
Landscape Plan	\$269.47

3. CONSTRAINTS

TABLE 3-6: PLANNING AND BUILD SERVICES FEE SCHEDULE

Description of Service	Fee
Administrative Zoning Interpretation	\$248.62
Modification to Planned Development Minor	\$198.15
Modification to Planned Development Major	\$533.63
Annexation Application	\$2,347.99
Annexation Fee Developed Land (Commercial, Industrial and Multi-Family) [per square foot of developed area]	\$2.88
Annexation Fee Developed Land (Residential) [per dwelling plus	\$13.00/acre
Annexation Fee Vacant Land (per acre)	\$365.00
Appeal Review	\$99.08
Code Compliance Enforcement (per hour)	\$101.95
Commission Zoning Interpretation	\$365.08

Source: Town of Paradise, 2013/2014 Master Fee Schedule

Government Code Section 66000 et seq. (Mitigation Fee Act) sets forth procedural requirements for adopting and collecting capital facilities fees and exactions, and requires they be supported by a report establishing the relationship between the amount of any capital facilities fee and the use for which it is collected. Government fees in Paradise include charges from the Town, Paradise Unified School District, Paradise Irrigation District, and Paradise Parks and Recreation District. Table 3-7 shows the development impact fees. The Town of Paradise adopted these fees in accordance with the nexus requirements of the Government Code, which requires that any city or county that establishes, imposes, or increases a fee as a condition of development approval do all of the following: (1) identify the purpose of the fee; (2) identify the use to which the fee is to be put; (3) determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed; and (4) determine how there is a reasonable relationship between the need for the public facility and the type of development project upon which the fee is imposed. These fees were established by Resolutions 01-04, 09-06, and 08-60, which include findings and facts regarding the purpose and relationship between the fee and public facility needs. These fees are not excessive compared to other fees collected in other communities in California.

TABLE 3-7: DEVELOPMENT IMPACT AND BUILDING PERMIT FEES

Type	Single-Family (per sq ft)	Multi-Family (per sq ft)	Residential Addition (per sq ft)
Streets and Thoroughfares	\$.50	\$.36	\$.25
Traffic Control Facilities	\$.04	\$.02	\$.02
Law Enforcement Facilities	\$.07	\$.03	\$.07
Fire Facilities	\$.04	\$.03	\$.04
Storm Drainage Facilities	\$.60	\$.60	\$.60
Unified School District	\$2.63	\$2.63	\$2.63
Approximate Total Fees*	\$7,760	\$2,752.50	-
*Assumes a 2,000 sq ft home and a 750 sq ft apartment unit Source: Town of Paradise, Proposed Development Impact Fees			

Source: Town of Paradise, Proposed Development Impact Fees, 2013.

Table 3-8 identifies the typical development fees for single-family and multi-family housing levied by the Town. The fees for a single-family unit make up about 3.5 percent of the total construction costs. For a multi-family unit (assumed to be 3,700 square feet constructed at a cost of \$140 per square foot), fees constitute approximately 1.7 percent of total construction costs. These fees are a very small portion of development costs and do not represent a significant financial constraint to new housing development.

TABLE 3-8: TOTAL PROCESSING AND IMPACT FEES FOR SINGLE-FAMILY AND MULTI-FAMILY UNITS IN PARADISE

Housing Type	Planning Fees	DIF	Total Fees (per unit)	Approximate Cost per Unit	Estimated Proportion of Fees to Development Costs per Unit
Single-Family Unit	\$1,600	\$7,760	\$9,360	\$255,000	3.5%
Multi-Family Unit	\$5,900	\$2,752.50	\$8,653	\$513,000	1.7%

Source: Town of Paradise Master Fee Schedule 2013, Development Impact Fees Resolution NO. 01-04; CHIP multi-family development estimate; Building-Cost.net 2013; PMC 2013

INFRASTRUCTURE CONSTRAINTS

Water

Water is provided by two water purveyors, the Paradise Irrigation District and the Del Oro Water Company. The Paradise Irrigation District is the major supplier of water in town with approximately 9,800 municipal and residential/commercial customers. The Del Oro Water Company serves approximately 140 acres in the southeast corner of Paradise on both sides of Pentz Road.

3. CONSTRAINTS

The Paradise Irrigation District (PID) is an independent special district governed by a five-member Board of Directors elected by the voters of the district. The district is a nonprofit agency that operates for the sole benefit of the lands and people within its boundaries. PID was originally formed in 1916 under the laws of the California Water Code for the purpose of providing agricultural water to approximately 1,000 ridge residents. Today PID delivers water to residential/commercial customers in an 11,250-acre area. The primary source of water supply is surface water from rainfall stored in two reservoirs, Paradise Reservoir and Magalia Reservoir, with a total capacity of 19,500 acre-feet. The district has approximately 6,000 acre-feet of additional water rights that are not being utilized due to a lack of storage. The water system includes 169 miles of transmission and distribution pipelines and a 22.8 treatment plant with a design capacity of 22.8 million gallons per day, constructed in 1994. Water is transported to the town through a single transmission line. Distribution lines, booster pumps, and surface-level tank reservoirs serve various pressure zones throughout the town. PID is expected to supply 24,703 acre-feet a year by 2035.

The Del Oro Water Company was established in 1963 to meet the water needs of the Paradise Pines area in Magalia. Del Oro currently serves Paradise Pines, Magalia, and Lime Saddle, which are unincorporated areas adjacent to Paradise. Paradise Pines is an unincorporated rural residential community located immediately north of Paradise with 11,810 customers. Magalia is an unincorporated area of approximately 400 acres located between Paradise Pines and the Town of Paradise with approximately 680 customers. Lime Saddle is an area of approximately 2,750 acres that extends south from the Town of Paradise to Lake Oroville with approximately 897 customers.

Summary

PID and Del Oro provide potable water to the Town of Paradise, including unincorporated communities immediately outside the town limits. These water purveyors have adequate infrastructure systems and water supplies to meet the town's service demand, including General Plan growth projects and the 2014-2022 RHNA. Water is not considered a constraint to housing development.

Wastewater

The Town of Paradise is the largest unsewered incorporated community in California. Wastewater treatment facilities in the town consist of privately owned septic tanks and soil absorption disposal systems known as leach fields, together with several engineered subsurface disposal systems serving commercial and institutional facilities. In anticipation of an eventual need for centralized wastewater management facilities, portions of a future sanitary sewer system have been constructed along the Skyway. However, there are no existing connections to the system. Businesses and residences in the vicinity of the future sewer system continue to rely on septic tank/leach field systems for wastewater treatment and disposal. The typical residential septic system installation in Paradise consists of two-chambered septic tanks, measuring approximately 1,000 gallons in volume, connected to about 150 feet of leach field piping. In the septic tank, heavy solids settle and decompose, leading to the formation of a sludge

blanket that must be periodically removed. Grease and other floatables are trapped in a scum layer that forms behind the baffles. In a properly designed, well-maintained septic tank, 40 to 70 percent of the total soluble solids (TSS) and 25 to 60 percent of the biological oxygen demand (BOD) are removed. However, septic tank effluent still contains large quantities of pathogenic microorganisms and nutrients. Effluent from the septic tank enters the leach field where physical, chemical, and biological processes in the soil provide further treatment and disposal of the wastewater.

Paradise formed a wastewater design assessment district to finance the preliminary steps to construct a wastewater collection, treatment, and disposal facility, including the environmental impact reports, feasibility studies, engineering plans, cost estimates, legal expenses, and acquisition of easements and rights-of-way. In 1992, Paradise formed the Town of Paradise Onsite Wastewater Management Zone. The purpose of the formation of the zone was to identify, permit, inspect, monitor, and regulate repairs and new construction of on-site wastewater systems which are required for new development. This was accomplished for the protection of public health and the environment. The zone currently permits and regulates over 11,000 various wastewater systems. The system varies in complexity from standard septic tanks and absorption fields to small biological wastewater treatment systems.

A typical on-site septic system can only accommodate densities at up to 10 units per acre and even this is a high intensity requiring ideal soil and site conditions. In order to facilitate the development of higher-density residential uses, the Town has also taken steps to provide alternatives to on-site wastewater treatment and to encourage high-density residential developments using alternative wastewater treatment systems. The Town is researching the development of the Town of Paradise Community Wastewater Collection System to accommodate development in the Downtown Revitalization Master Plan area and commercial corridors along Skyway, Clark Rd, and Pearson Rd. The Town has submitted a grant application to conduct a study regarding sending sewage to the nearby City of Chico for treatment.

The Downtown Revitalization Master Plan area includes sites designated M-F, C-S, C-B, N-C, and C-C. The M-F and C-S designations allow up to 15 units per acre when served by a clustered wastewater treatment system. The C-B designation allows 15 dwelling units per acre and the N-C and C-C designations allow 10 dwelling units per acre. The Town continues to research alternative methods of on-site septic and off-site treatment to accommodate increased densities. The Paradise Community Village project will be served by an on-site wastewater treatment system, which will allow the project to develop with densities of 11.9 to 13.0 dwelling units per acre.

In addition, the Town has begun to implement clustered treatment systems, which can increase the efficiency and efficacy of sewers. Paradise Community Village, the first development to utilize the clustered systems, recently completed installation.

3. CONSTRAINTS

Further, the Town recently amended the Municipal Code to allow privately owned wastewater treatment facilities to be placed and maintained off-site, which will aid in the development of small lots that would normally not be able to accommodate wastewater disposal on their own property as well as facilitate projects developing at near maximum densities.

Summary

The wastewater infrastructure in the Town of Paradise and throughout the unincorporated areas immediately adjacent to Paradise has relied mostly on septic and leach field systems in past years. This situation is a viable alternative for new development at lower densities, but not for development at densities of 10 units per acre or higher. Development in Paradise is constrained by the lack of a community sanitary collection and treatment system. The Town allows a clustered wastewater treatment system that combines several discharges, treats the waste in one biological treatment plant to a high quality level, and discharges to subsurface land disposal. The clustered system is an alternative design that is accepted by the Town and serves as a means to allow development to move forward without the impacts that are associated with the septic leach line systems that currently serve most of Paradise. This alternative can be feasible for a larger project or a consortium of property owners, but is a constraint to small individual projects due to the relatively high cost. Chapter 6 includes an implementation measure requiring the Town to continue to pursue alternative wastewater treatment systems and to provide processes to facilitate use of these systems as they are constructed. Furthermore, the Town is continuing to pursue of the Town of Paradise Community Wastewater Collection System. This system, when completed, will allow for the treatment of wastewater for commercial projects (existing and new) in Paradise's downtown area. While this system is not meant to provide wastewater treatment facilities for homes, it will reduce the amount of commercial wastewater being processed through a septic system and therefore allow for more commercial development in the town. This in turn may bring about the construction of additional housing as new jobs are created.

Traffic and Roads

Regional access to the Town of Paradise is provided via the Skyway and State Route (SR) 191, known as Clark Road within the town limits. The Skyway connects from SR 99 just south of Chico to Paradise in a southeasterly direction. SR 191 connects from SR 70 just north of Oroville to Paradise in a northerly direction.

The street classification system in Paradise consists of arterials, collectors, and local streets. The system consists of three major north-south streets (Skyway, Clark Road, and Pentz Road) and four east-west arterial streets (Wagstaff Road, Bille Road, Elliott Road, and Pearson Road). Other arterial streets include Sawmill Road, Nunneley Road, and Libby Road. A network of collector and local streets feeds into these arterials.

As individual development projects are proposed in Paradise, they are reviewed for their potential to result in project-level traffic impacts or contribution to cumulative adverse traffic conditions. Individual development projects are conditioned to provide traffic improvements

to reduce significant impacts, unless the Town determines that there are considerations, such as social, economic, or other benefits from a project, that override the project's contribution to adverse traffic impacts.

NON-GOVERNMENTAL CONSTRAINTS

Non-governmental constraints are those that are generated by the economic and social environment 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 localized and have little influence on the housing need in the jurisdiction or market area. Non-governmental constraints to affordable housing consist of three major factors: land costs, cost of construction, and availability of financing.

The availability of financing is affected by factors that the local government cannot control, including capital levels of banks and investors, the creditworthiness of borrowers, and the willingness of investors to supply capital for real estate. Regional demand for housing has a direct impact on the cost of land. The local government can either limit or provide an adequate supply of entitled land for development in order to meet the regional demand. Construction costs are affected by a variety of factors, including the national demand for materials and commodities, and the supply of local construction labor. The state of the housing market, including land costs, cost of construction, and availability of financing, can affect the potential to develop housing projects.

Mortgage Lending

The mortgage lending market enjoyed a boom from 2000 through 2006. During this period, refinancing hit its highest point since the 1990s, and new loan products such as interest-only, adjustable rate, negative amortization, 40-year fixed, 50-year fixed, and subprime mortgages were created and offered to borrowers as an alternative to the traditional 30-year fixed prime rate mortgages.

Following the boom in the mortgage lending markets, a financial crisis began in 2007. Its proximate cause was the end of the U.S. housing boom, which revealed serious deficiencies in securitized mortgage products that were offered leading up to 2006, particularly subprime mortgages with adjustable interest rates. Mortgage markets, which were deeply affected by the financial crisis, have been showing slow signs of recovery since 2010. However, banks remain cautious about providing new mortgage loans and have tightened terms considerably, essentially closing the private market to borrowers with weaker credit histories.

Although the housing market has recovered in certain areas of California since the 2008 housing crisis, the market remains fairly sluggish in Butte County. Persons with short credit history, lower incomes or self-employment incomes, or those with other unusual circumstances have had trouble qualifying for a loan or were charged higher interest rates.

3. CONSTRAINTS

Financing Costs and Availability

One of the most significant factors related to the provision of adequate housing for all segments of the population is the availability of financing. The average annual mortgage interest rates for the years 2000 through the first quarter of 2013 can be found in Table 3-9. In 2000, interest rates for a 30-year fixed rate mortgage were just over 8 percent. The rates fell by over 1 percent in 2001 and by another 0.5 percent in 2002. In 2003, rates declined to 5.83 percent and held under 6 percent for the following two years. In 2006 as home prices peaked, interest rates climbed by 0.5 percent to 6.41 percent and held over 6 percent for the next two years. Beginning in 2008, interest rates had already dropped significantly and have continued to drop. As of December 2013, the annual average had reached 3.98 percent.

TABLE 3-9: AVERAGE ANNUAL MORTGAGE INTEREST RATES 2000-2013 (Q1)	
2000	8.05
2001	6.97
2002	6.54
2003	5.83
2004	5.84
2005	5.87
2006	6.41
2007	6.34
2008	6.03
2009	5.04
2010	4.69
2011	4.45
2012	3.66
2013	3.98

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

Generally speaking, households can afford to spend 30 percent of their monthly income on housing. This figure assumes that the household does not have an already high debt-to-income ratio or other high monthly expenses. A household earning the median annual income of approximately \$40,702 in Paradise could theoretically afford a monthly housing payment of \$1,015. With a 10 percent down payment, a median income household could purchase a home valued at approximately \$230,000 at a 5 percent interest rate. As interest rates increase, affordability is significantly eroded.

Assistance is available through a Town-sponsored Down Payment Assistance program to eligible and qualified buyers.

Land Costs

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-1960s, raw land has cost significantly more in California than in the rest of the United States. As with housing costs, land prices declined significantly during the recent recession but are beginning to rise again. In March 2013, the cost of land in Paradise varied widely depending on the lot's location and whether it had any infrastructure improvements. Available land ranged from slightly under 0.5 acres to approximately 30 acres, and prices varied from approximately \$10,000 to \$300,000 per acre (from a survey of listed land for sale on landwatch.com conducted January 2014).

Measures to reduce land costs, which are traditionally available to local governments, include the use of Community Development Block Grant (CDBG) funds and the use of government-owned surplus lands for housing projects. These measures generally benefit the construction of assisted, low-income housing. The Town of Paradise utilizes CDBG funding. Most of the funding to date has been utilized for commercial revitalization programs in the project area established under the Redevelopment Agency (now defunct).

Cost of Construction

Construction costs can vary widely depending on the type of development. Multiple-family residential housing generally costs less per unit to construct than single-family housing.

Labor and materials costs also have a direct impact on housing costs and are the main component of housing costs. Residential construction costs vary greatly depending on the quality of materials used and the size of the home being constructed. Construction costs include both hard costs, such as labor and materials, and soft costs, such as architectural and engineering services, development fees, and insurance. Rising costs of labor and materials have contributed to non-governmental constraints on housing development and improvements. These costs were a substantial part of the increased housing costs during the 1990s through 2005. Builders passed those increases along to the homebuyer or renter. As the value of homes has turned downward over the past few years, construction costs have also begun to come back down.

According to an Internet source of construction cost data (www.building-cost.net) provided by the Craftsman Book Company, a wood-framed single-story four-cornered home in Paradise is estimated to cost approximately \$115 per square foot as of January 2014. This cost estimate is based on a 2,200-square-foot house of good quality construction including a two-car garage and forced heating and air conditioning. The total construction costs are estimated at \$254,625, excluding land costs and additional off-site infrastructure improvement costs required by the Town of Paradise. Table 3-10 summarizes projected construction costs.

3. CONSTRAINTS

TABLE 3-10: CONSTRUCTION COSTS

Item Name	Material	Labor	Equipment	Total
Direct Job Costs (e.g., foundation, plumbing, materials)	\$109,086	\$96,894	\$3,903	\$209,883
Indirect Job Costs (e.g., insurance, plans and specifications)	\$12,316	\$1,005	–	\$13,321
Contractor Markup	31,421	–	–	31,421
Total Cost	\$152,823	\$97,899	\$3,903	\$254,625

Source: Building-Cost.net, accessed February 2014

Environmental Issues

The geographical nature of the Paradise ridge is characterized as having steeper sloped canyons east and west of the town and smaller canyons to the south, limiting residential densities and entirely precluding development in some areas. These areas are generally designated for low-intensity uses, as they are not suitable for intense uses such as higher-density residential developments. Grading requirements and engineering techniques to develop on steeper slopes increase the cost of housing. Soil suitability for septic systems affects the minimum parcel size as well as septic system installation and monitoring requirements, all of which affect the cost of housing.

AT-RISK HOUSING UNITS

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

Units in Paradise

In the Town of Paradise, 98 affordable housing units are currently subsidized. These units are funded under the following federal programs:

- Project-Based Section 8: Section 8 is a rent subsidy program in which tenants pay no more than 30 percent of their income for rent, with the US Department of Housing and Urban Development (HUD) paying the difference up to the contract rent amount. Project-based Section 8 contracts have terms of up to 20 years, except for those financed by the California Housing Finance Agency, which have terms of 30 years.

- Section 515: The USDA Rural Development (RD)–administered direct mortgage program provides loans for rental housing in rural communities. Loans have terms of up to 50 years with an interest rate of 1 percent. By 2010, over 70 percent of California’s 515 portfolio—an estimated 280 projects—will be eligible to prepay, although there are some limitations on the ability of owners to prepay and to sell the properties.
- Section 232/223(f): Section 232 insures lenders against the loss on mortgage defaults. Section 232 insures mortgages that cover the construction and rehabilitation of nursing homes and assisted living facilities for people who need long-term care or medical attention. The program allows for long-term, fixed rate financing (up to 40 years) for new and rehabilitated properties and (up to 35 years) for existing properties without rehabilitation that can be financed with Government National Mortgage Association Mortgage Backed Securities.

At-Risk Assessment

Each property is assigned a level of risk of conversion. There are three levels of risk: at risk, lower risk, and low risk. Properties are at risk when they are within 5 years of the end date of the most valuable subsidy or rent restriction. Properties are at lower risk of conversion when their most valuable subsidy or rent restriction is scheduled to terminate within 6 to 10 years of the current date. Properties are low risk when their subsidies and/or rent restrictions will expire more than 10 years in the future. If a property is owned by a nonprofit organization, the database assumes that the risk of conversion to market rate is one level lower than it otherwise would be. While this is not always accurate, on average it has been found that the risk of conversion is lower when a property is owned by a nonprofit whose mission is typically to maintain the affordability of apartments for lower-income households. The federally and state-assisted multi-family housing developments in Paradise are presented in Table 3-11 along with their current expiration date and risk level.

3. CONSTRAINTS

TABLE 3-11: FEDERALLY ASSISTED MULTI-FAMILY HOUSING					
Name	Address	Program	Units	Affordability Exp. Date	Risk Assessment
Paradise Gardens III	1040 Buschmann Road	USDA Rural Development Multifamily Housing Rental (Section 515); Section 8 Project-based HAP Senior Housing (515/8 NC)	48	12/21/2015	High Risk
Cypress Acres Convalescent	1633 Cypress Lane	232/223(f) Nursing home	50	3/1/2031	Low Risk
Paradise Community Village	1001 Village Parkway	LIHTC	36	2041	Low Risk
Total			134		

Source: HUD; USDA; California Housing Partnership Corporation

As shown in the table, the Paradise Gardens III multi-family project, which has a Section 515 contract for low- to moderate-income units, has its restrictive clause set to expire in late 2015. With a profit-motivated owner, this project is considered to be at high risk of converting to market-rate housing within 10 years of the beginning of the Housing Element planning period (through June 15, 2024).

To maintain the existing affordable housing stock, the Town can either preserve the existing assisted units or facilitate the development of new units. Depending on the circumstances of at-risk projects, different options may be used to preserve or replace the units. Preservation options typically include (1) transfer of project to nonprofit ownership; (2) provision of rental assistance to tenants using non-federal funding sources; and (3) purchase of affordability covenants. In terms of replacement, the most direct option is the development of new assisted multi-family housing units. These options are described below.

Transfer of Ownership

Transferring ownership of an at-risk project to a nonprofit housing provider is generally one of the least costly ways to ensure that at-risk units remain affordable for the long term. By transferring property ownership to a nonprofit organization, low-income restrictions can be secured indefinitely and the project would become potentially eligible for a greater range of governmental assistance.

The current market value of the projects was estimated using information from multi-family sales listings in Butte County. The average cost to purchase a multi-family development was

\$85,500 per unit. There are 48 units at risk of converting to market rate in the current planning cycle. If these were purchased, the estimated cost of their acquisition would be \$4,104,000.

Rental Assistance

Rental subsidies using non-federal (state, local, or other) funding sources can be used to maintain affordability of the 48 at-risk affordable units. These rent subsidies can be structured to mirror the federal Housing Choice Voucher (Section 8) program. Under Section 8, HUD pays the difference between what tenants can pay (defined as 30 percent of household income) and what HUD estimates as the fair market rent on the unit. In Butte County, the 2013 fair market rent is determined to be \$532 for a studio, \$666 for a one-bedroom unit, and \$878 for a two-bedroom unit.

The feasibility of this alternative is highly dependent on the availability of other funding sources necessary to make rent subsidies available and the willingness of property owners to accept rental vouchers if they can be provided. As indicated in Table 3-12, the total cost of subsidizing the rents for all 48 at-risk units is estimated at \$10,896 per month or \$130,750 annually.

TABLE 3-12: OPTIONS COSTS ANALYSIS FOR UNIT PRESERVATION							
Unit Size	Total Units	Fair Market Rent¹	Household Size	Very Low Income (50% AMI)	Affordable Cost without Utilities	Monthly per Unit Subsidy	Total Monthly Subsidy
1 bedroom	48	\$666	1	\$20,100	\$439	\$227	\$10,896

Notes:

1. Fair market rent is determined by HUD for different jurisdictions/areas across the United States on an annual basis.

Affordable cost = 30% of household monthly income minus estimated utility allowance of \$75 for a studio, \$100 for a one-bedroom unit, and \$150 for a two-bedroom unit.

Purchase of Affordability Covenants

Another option to preserve the affordability of at-risk projects is to provide an incentive package to the owners to maintain the projects as affordable housing. Incentives could include writing down the interest rate on the remaining loan balance and/or supplementing the Section 8 subsidy received to market levels. The feasibility of this option depends on whether the complex is too highly leveraged. By providing lump sum financial incentives or ongoing subsidies in the form of rents or reduced mortgage interest rates to the owner, the Town can ensure that some or all of the units remain affordable.

Construction of Replacement Units

The construction of new affordable housing units is a means of replacing the at-risk units should they be converted to market-rate units. The cost of developing housing depends on a variety of factors, including density, size of the units (i.e., square footage and number of bedrooms), location, land costs, and type of construction. Based on examples of construction projects by the

3. CONSTRAINTS

Community Housing Improvement Program (CHIP) from 2012, an assumed average construction cost per unit in the Paradise area is \$513,298. It would cost approximately \$24 million to construct 48 new assisted units.

Cost Comparisons

The above analysis attempts to estimate the cost of preserving the at-risk units under various options. The cost of acquiring the at-risk project and transferring ownership to nonprofit organizations is the second highest of the three quantified options (\$4.1 million). In comparison, the annual costs of providing rental subsidies required to preserve the 48 assisted units are relatively low, and would cost \$1.31 million over 10 year or \$2.62 million over 20 years. Of course, 10 years is not a truly long-term analysis. The option of constructing 48 replacement units has by far the highest cost based on data from CHIP (\$24 million) and is constrained by a variety of factors, including the growing scarcity of land, rising land costs, and potential community opposition. The best option to preserve the at-risk units for the next two decades appears to be subsidizing the units.

Termination Notice Requirements

State law (Government Code Section 65863.10) requires notice by owners who want to terminate their rental restrictions (Section 8 and federally assisted mortgages), whose restrictions expire (tax credit projects), or who want to sell an assisted property. The law applies to projects with low-income rental restrictions, including (1) all types of project-based Section 8 developments; (2) projects with mortgages financed through the Section 221(d)(3) BMIR, Section 236, Section 202 programs or Section 515; and (3) projects that have received an allocation of tax credits under Section 42.

Two notices are required: one at 12 months prior to termination or expiration of the restrictions, and a second notice at 6 months. The purpose of these notices is to inform tenants, local governments, local housing authorities, and the California Department of Housing and Community Development (HCD) of the owner's intention to terminate restrictions.

California law also contains an "option to make an offer to purchase" (Government Code Section 65863.11). The purpose of this provision is to provide buyers willing to preserve an assisted project with an opportunity to try to purchase the development from the seller. An owner who chooses to terminate rental restrictions or whose restrictions are expiring is required to provide a notice to potential qualified buyers. An owner with an assisted project also must provide notice if selling the project would result in discontinuance of the use restrictions.

A notice must be sent to all qualified entities who register with HCD on its website or who contact the owner directly. This notice must be sent 12 months prior to sale or termination by registered or certified mail, as well as posted in the project.

Active Termination Notices

At the time of this writing, no notices have been filed with HCD by private owners of assisted multi-family housing units indicating they are considering termination of rental restrictions or conversion of restricted units to market-rate units.

Resources

Housing element law states that the analysis shall also identify public and private nonprofit corporations known to the local government which have legal and managerial capacity, and interest in acquiring and managing assisted housing developments. The next section contains a representative list of public and private sector organizations with a registered interest and documented managerial capacity with HCD's First Right of Referral Program. Program HI-14 proposes efforts the Town will make to maintain affordability of existing assisted units.

Qualified Entities

HCD maintains a list of qualified entities who are interested in purchasing government-subsidized multi-family housing projects. The current list of qualified entities for Butte County includes:

- Sandidge and Associates,
- Christian Church Homes of Northern California, Inc.
- Community Housing Improvement Program, Inc.
- Housing Authority of the County of Butte
- Northern Valley Catholic Social Service
- ROEM Development Corporation

Housing Authority of the County of Butte (HACB)

The HACB is located in Chico and is a nonprofit public agency that assists low- and moderate-income residents of Butte County to secure and maintain high quality affordable housing. Subsidized housing is provided to families, seniors, and disabled individuals whose income is between 50 and 80 percent of median area income. The HACB's funding source is various programs provided by HUD and the USDA Rural Development. Open market housing is available to all applicants at affordable rents.

The HACB administers the Housing Choice Voucher program, which is the federal government's major program for assisting very low-income families, the elderly, and the disabled to rent decent, safe, and sanitary housing in the open market. Since the rental assistance is provided on behalf of the family or individual, participants are able to find and lease privately owned housing, including single-family homes, townhouses, and apartments. The participant is free to

3. CONSTRAINTS

choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects. A rental subsidy is paid to the landlord directly by the HACB on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

As of January 2014, 271 families in the Town of Paradise were receiving Section 8 rental assistance, with 189 families on the waiting list.

The HACB also administers the Family Self-Sufficiency (FSS) Program for Section 8 voucher holders. The FSS Program is a HUD program that encourages low-income families receiving Section 8 housing assistance to obtain employment that will lead them to economic independence and self-sufficiency. All families or individuals receiving Section 8 housing assistance are eligible to participate in the FSS Program. None of these other programs are available in the Town of Paradise. The HACB administers other programs in Butte County such as public housing projects and farm labor housing. The agency also owns several properties, including a 12-unit apartment building in Paradise.

Town of Paradise

The Town of Paradise offers a deferred loan to eligible first-time home buyers through the Town's First-Time Homebuyer Program (described in Program HI-2). The loan provides a bridge between what borrowers can afford and the amount needed to purchase a home. The loan is secured by a note and a deed of trust on the home. It does not require monthly payments. Repayment of the loan is required when the home is sold, the family stops using it as their principal residence, or title is transferred out of the names of the original borrowers. At the time the loan is repaid, the Town collects its original loan amount, plus interest or a share of the homeowner's equity.

The Paradise Business and Housing Services Division offers housing rehabilitation programs to town residents through the Owner-Occupied Housing Rehabilitation Program. These programs are funded through HCD in the form of HOME Investment Partnerships Programs and/or the Community Development Block Grant. The purpose of these programs is to maintain the existing housing stock to supply decent housing for low- and very low-income families by providing low-interest or deferred loans to eligible residents.

Funding Sources

Finally, housing element law states that the analysis shall identify and consider the use of all federal, state, and local financing and subsidy programs which can be used to preserve assisted housing developments for lower-income households. The following funding sources are available in Paradise for this purpose as replacement housing becomes necessary:

- Community Development Block Grant (CDBG). The Town of Paradise is an entitlement jurisdiction and receives an annual award of CDBG funds through HUD. These funds can be utilized for the replacement of substandard housing, rehabilitation of lower-income owner-occupied and renter-occupied housing units, and other programs that assist households

with incomes at or below 80 percent of area median income. The funds can also be used to offset infrastructure costs in support of affordable housing development. Policy HP-6 and Program HI-2 demonstrates efforts the Town will take to use CDBG funds for affordable housing efforts.

- **CalHome.** This is a state program designed to help enable low- and very low-income households to become homeowners. CalHome provides grants to local public agencies and nonprofit developers to assist individual households through deferred-payment loans. Direct, forgivable loans assist development projects involving multiple-ownership units, including single-family subdivisions. Loans can be provided to a first-time homebuyer for down payment assistance, home rehabilitation, including manufactured homes not on permanent foundations, acquisition and rehabilitation, homebuyer counseling, self-help mortgage assistance programs, or technical assistance for self-help homeownership. All funds to individual homeowners are in the form of loans.
- **Low-Income Housing Tax Credits.** Credits can be used to fund the hard and soft costs (excluding land costs) of the acquisition, rehabilitation, or new construction of rental housing. Projects not receiving other federal subsidy receive a federal credit of 9 percent per year for 10 years and a state credit of 30 percent over 4 years (high cost areas and qualified census tracts get increased federal credits). Projects with a federal subsidy receive a 4 percent federal credit each year for 10 years and a 13 percent state credit over 4 years.
- **HOME Program.** HOME funds are also obtained through a competitive application process to HCD. Funds may be used for rehabilitation, acquisition, and/or new construction of affordable housing. At least 90 percent of the households assisted must be at or below 60 percent of area median income. HOME funds are available on an annual basis to the Town during a competitive application process for up to \$800,000.
- **Low-Income Housing Preservation and Residential Homeownership Act (LIHPRHA).** The act requires that all eligible HUD Section 236 and Section 221(d) projects at risk of conversion to market-rate rental housing through the mortgage prepayment option be subject to LIHPRHA incentives. The incentives to owners include HUD subsidies that guarantee owners an 8 percent annual return on equity. Owners must file a Plan of Action to obtain incentives or offer the project for sale to nonprofit organizations, tenants, or public bodies for a 12-month period followed by an additional 3-month sale to other purchasers. Only then are owners eligible to prepay the subsidized mortgages.
- **Preservation Interim Repositioning Program (PIRP).** PIRP is a short-term loan program designed to preserve housing at risk of conversion to market rates. Only nonprofits dedicated to the provision of affordable housing may apply. Local matching funds, together with PIRP funds, may not exceed 20 percent of total costs.

Opportunities for Energy Conservation

Energy-related costs could directly impact the affordability of housing in Paradise. Title 24 of the California Administrative Code sets forth mandatory energy standards for new development and requires the adoption of an “energy budget.” Subsequently, the housing industry must meet these standards and the Town is responsible for enforcing the energy conservation regulations.

3. CONSTRAINTS

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 was 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.

The utility company serving Paradise, Pacific Gas and Electric Company (PG&E), offers various programs to promote the efficient use of energy and assist lower-income customers.

PG&E provides electricity and natural gas to consumers in Paradise as well as a variety of energy conservation services for residents. In addition, PG&E offers energy assistance programs for special needs and lower-income households to help households conserve energy and control utility costs. These programs include the California Alternate Rates for Energy (CARE), the Relief for Energy Assistance through Community Help (REACH), Family Electric Rate Assistance (FERA), and the Energy Partners Program.

The CARE program provides a 20 percent monthly discount on natural gas and electric rates to households with qualified incomes, certain nonprofit organizations, homeless shelters, hospices, and other qualified nonprofit group living facilities. CARE offers assistance to single-family households, sub-metered tenants, and agricultural employee and migrant farmworker housing.

The REACH program provides one-time energy assistance to customers who have no other way to pay their energy bill. The intent of REACH is to assist low-income households, particularly the elderly, disabled, sick, working poor, and the unemployed, that experience hardships and are unable to pay for their necessary energy needs. Individuals who experience an uncontrollable or unforeseen hardship can receive credits to pay their energy bills.

The FERA program provides utility assistance to households with three or more members that are low or middle income. This program allows these households to be billed at Tier 2 rates for Tier 3 power usage.

The Energy Partners Program provides free weatherization measures and energy-efficient appliances to low-income households.

In addition, the California Department of Community Services and Development funds the Home Energy Assistance Program (HEAP). HEAP provides financial assistance to eligible low-income persons to offset the costs of heating and/or cooling their housing unit.

Additionally, the Town of Paradise offers a reduced flat fee (\$131.40), fast-tracked, plan review process for residential solar projects.

4. RESOURCES

This chapter discusses resources available for the accommodation and development of the Town’s housing needs. One of the most important resources is adequate land to accommodate future housing. Other resources include financial assistance programs for the development and maintenance of housing, supportive services provided to special needs populations, and incentives provided by the Town to encourage the development of housing affordable to all income levels.

HOUSING SITES INVENTORY

Regional Housing Needs Allocation

A Regional Housing Needs Plan (RHNP) is mandated by the State of California (Government Code Section 65584) for regions to address housing issues and needs based on future growth projections for the area. The RHNP is developed by the Butte County Association of Governments and allocates a “fair share” of regional housing needs to the Cities of Biggs, Chico, Gridley, and Oroville and the Town of Paradise. The RHNP not only addresses the immediate needs of each jurisdiction, it also ensures that needs for the entire region are fairly distributed to all communities. A major goal of the RHNP is to ensure that every community provides an opportunity for a mix of affordable housing to all economic segments of its population.

BCAG’s current RHNP schedule is from 2014 through 2022. Pursuant to the provisions of the RHNP and to adequately provide affordable housing for all income groups, specifically very low- and low-income groups, the Town of Paradise will need to plan to accommodate 637 new units from 2014 through 2022. The Town will need to identify sites to accommodate 241 new extremely low-, very low-, and low-income units, 93 moderate-income units, and 303 above moderate-income units through 2022.

The Town identified adequate sites in its 2007–2014 Housing Element. There is no unaccommodated need from the previous cycle that needs to be addressed in this Housing Element.

Table 4-1 identifies the Town’s allocation from the current 2014–2022 cycle and the number of housing units constructed since January 1, 2014, when the cycle began. As shown in Table 4-1, there have been three above moderate-income housing units constructed in 2014, which results in a remaining allocation of 300 above moderate-income units for a total remaining RHNA of 634 units.

4. RESOURCES

TABLE 4-1: PROGRESS TOWARDS REGIONAL HOUSING NEEDS ALLOCATION (2014-2022)

	Extremely Low	Very Low	Low	Moderate	Above Moderate	Totals
2014–2022 Allocation	70	71	100	93	303	637
Housing Units Constructed or Permitted	0			0	3	0
Remaining RHNA	241			93	300	634
Sites Inventory	814			334	829	1,977
Surplus RHNA	573			241	529	1,343

Source: BCAG 2013; Town of Paradise, 2014

Note: Assumes 50 percent of the very low-income households are extremely low-income households.

Available Housing Sites

Approximately 596 acres of land were identified that are both suitable for residential development and constitute realistic sites for residential development. Available sites could yield approximately 1,977 housing units (see Table 4-2). There is adequate capacity on appropriately zoned and designated sites to accommodate Paradise’s 2014–2022 Regional Housing Needs Allocation (RHNA).

Sites considered appropriate for residential development include those designated in the General Plan for residential use and zoned to allow residential development. There are two primary types of sites:

1. Residential Only – These sites allow solely residential uses and include sites zoned Rural Residential (RR-1, R-1/2, R-2/3), Town Residential (TR-1/3, TR-1/2, TR-1), and Multiple-Family Residential (M-F). There is adequate capacity on these sites to accommodate the all of the Town’s lower income housing needs.
2. Multiple Uses Allowed – These sites allow a range of uses, including residential uses. Sites zoned Central Business (C-B), Community Commercial (C-C), and Community Services (C-S) are included in this category. The C-B, C-C, and C-S sites are anticipated to accommodate a range of affordability levels and will provide developers with flexibility in determining a range of uses, densities, and unit types.

A number of assumptions, varying by zoning district, were made to determine the realistic unit yield anticipated for individual parcels. Appendix A includes an inventory of each site by assessor’s parcel number, acreage, General Plan land use designation, zoning, realistic unit yield, affordability by income group, and notes regarding the status of each site in terms of vacancy and proposed development. An analysis of the adequacy of the Town’s sites to accommodate extremely low-, very low-, low-, moderate-, and above moderate-income units is provided below.

TABLE 4-2: SUMMARY OF AVAILABLE HOUSING SITES BY ACREAGE AND UNIT YIELD			
Zoning	Number of parcels	Acreage	Realistic Unit Yield
Above Moderate (AM) Income Units			
RR-1/2	67	50.93	67
RR-2/3	51	102.52	120
RR-1	55	149.86	131
TR-1	8	26.37	24
C-B	4	2.27	16
Above Moderate C-S	5	18.07	198
C-C	42	36.53	273
AM Subtotals	232	399.45	840
Moderate Income Units			
M-F	5	12.66	76
TR-1/3	52	20.75	55
TR-1/2	64	62.92	203
Moderate Subtotals	122	102.18	342
Lower Income Units			
M-F	39	60.21	696
Lower C-S (including C- S/P-D)	4	53.23	118
Lower Subtotals	43	113.44	814
Total	396	596.32	1,977

Source: Town of Paradise and PMC 2014

Extremely Low, Very Low, and Low Income

Government Code Section 65583.2(c)(3) requires a jurisdiction to either (1) provide an analysis demonstrating how adopted densities accommodate the need for lower-income households or (2) use default densities deemed appropriate for metropolitan, suburban, and rural areas. Paradise is considered a suburban area, and the default density for lower-income housing needs is 20 dwelling units per acre (du/ac) for suburban areas. However, Paradise is a fairly unique jurisdiction in that it does not have a municipal wastewater system and most residences are on individual septic systems or require the construction of a clustered or packaged wastewater treatment plant. For these reasons, development in Paradise often occurs more slowly and at lower densities than would be typical for other comparable communities.

Minimum Densities for Extremely Low, Very Low, and Low Income

In order to address the unique characteristics and achievable densities in Paradise, densities appropriate for extremely low-, very low-, and low-income units are lower than 20 du/ac in order to accommodate wastewater treatment needs. Historically, maximum allowed densities were typically 10 du/ac or less. In the last 10 years, the Town amended its Zoning Ordinance to

4. RESOURCES

accommodate increased densities of up to 15 du/ac for projects using alternative wastewater treatment methods in order to encourage the development of lower-income housing.

Paradise Community Village was the first affordable project proposed with higher densities using alternative wastewater treatment. The densities of this project are appropriate for future affordable development projects (see Table 4-3). Local affordable housing developers and operators, including the Community Housing Improvement Program (CHIP) and the Butte County Housing Authority, have been consulted to determine appropriate densities for lower-income units. The biggest constraint to increased densities for multifamily projects in Paradise is the cost of providing wastewater treatment. Due to Paradise's unique situation as the only moderate-large size incorporated town in California that does not have a public sewer system, it is not appropriate to compare densities of affordable housing in other jurisdictions. Based on the densities approved for the Paradise Community Village and discussions with affordable housing developers, it is feasible to provide very low- and low-income units with densities ranging from 12.37 dwelling units per acre to 15.0 du/ac. Discussions also indicated that projects do not become any more financially feasible with densities above 15 du/ac as high as 20 du/ac. Based on one additional moderate-income project, low- and moderate-income units can be feasibly provided with densities ranging from 5.8 du/ac to 15 du/ac. Both the Paradise Community Village and Paradise Apartments project developed at more than 80 percent of maximum allowed density.

TABLE 4-3: HISTORICAL DENSITIES OF MULTI-FAMILY PROJECTS

Year Built	Project Name	Number of Income Restricted Units	Density (units/acre)
2013	Paradise Community Village Phase I	36 deed-restricted units for 9 very low-, 26 low- and 1 moderate-income households.	14.30
2010	Paradise Apartments	24 units for low- and moderate-income households	12.37
2009	054-171-132 (No project name)	7 units for moderate-income households	5.38

Realistic Unit Yield Assumptions

For the analysis of density and unit yield, it was assumed that M-F and C-S zoning districts (including all sites in Table 4-4 except the Paradise Community Village site with units based on the approved project) would develop at 15 du/ac and 80 percent unit yield to accommodate infrastructure, right-of-way, setbacks, habitat, avoidance of natural resources, and other common site constraints. In order to not overstate development potential, the total number of units was rounded down for each parcel, so a remainder of 0.01 to 0.99 units was reduced to 0. For example, if there were three parcels that each could accommodate 4.65 units, only four units were counted for each parcel.

The Town's development standards will accommodate development at the maximum density of 14.52 to 15 du/ac in the M-F, C-S, and C-B districts. The Town allows a floor area ratio (FAR) of 0.5 to 1 in the M-F and C-C districts and 0.75 to 1 in the C-B district. No maximum floor area ratio is established for the C-F and C-S districts. The maximum building height in the M-F, C-B, and C-S districts is 35 feet, which will accommodate three stories. Allowing off-site private wastewater treatment systems assists developers in achieving maximum densities on small sites.

Wastewater Treatment

Currently, the Town is researching a clustered wastewater treatment system to serve the Downtown Revitalization Master Plan area, which generally extends from Elliot Road in the north to Pearson Road in the south and from parcels abutting the Skyway to the west to the Paradise Memorial Trail to the east and includes vacant sites zoned C-B and M-F. Alternatively, the Town is currently preparing a grant application to conduct a study to construct a sewer line to send sewage from approximately 1,200 of the parcels in the town to the nearby City of Chico for treatment.

Individual development projects are also encouraged to use alternative forms of wastewater treatment in order to accommodate higher densities and affordability to lower-income households. The Paradise Community Village development constructed its own clustered treatment system to serve the 78 units that will be developed there when Phase II is complete. Multi-family sites 1 through 18 and C-B sites 19 through 23 and 56 are located within the service area of the Town of Paradise Community Wastewater Collection System. These sites are shown on Figure 4-1 and identified in Table 4-3, Table 4-4, and Appendix A.

Program HI-1 in Chapter 6 requires the Town to identify alternative wastewater treatment approaches and seek funding for alternative wastewater treatment systems. The Town has adopted procedures for alternative wastewater treatment systems in order to facilitate development. The system at Paradise Community Village was developed after these procedures were adopted. Alternative treatment may involve clustered off-site systems, the use of materials that provide increased absorption and storage to reduce the land area needed for septic disposal, and on-site systems that treat the effluent to a higher level to reduce the land area needed for effluent disposal. Use of these alternative methods allows development at 15 dwelling units per acre. Continuing to implement Program HI-1 will encourage development at higher densities through encouraging and accommodating off-site treatment and alternative on-site treatment.

Available Sites for Extremely Low, Very Low, and Low Income Units

Development of extremely low-, very low-, and low-income units is anticipated to occur primarily in the M-F and C-S zones, as these zones accommodate densities of up to 15 du/ac and have established these densities to work in conjunction with clustered and alternative wastewater treatment systems. The allowable FARs and height restrictions will allow developers to achieve the 15 du/ac densities while providing for clustered or other alternative on- or off-site wastewater treatment.

4. RESOURCES

The Town has 113.44 acres of available sites that allow densities up to 15 dwelling units per acre (see Appendix A and Table 4-4). Based on the review of available parcels, 113.44 acres of M-F and C-S sites were identified to accommodate extremely low-, very low-, and low-income development (see Table 4-4 and Figure 4-1). As shown in Table 4-4, there are 60.21 acres of vacant and underdeveloped M-F sites appropriate for lower-income housing. These M-F sites have a realistic yield of 698 units. Combined, the M-F and lower-income component of the undeveloped parcel in Paradise Community Village (Site 43) could accommodate 740 lower-income units, which exceeds the Town's allocated lower-income housing needs.

Of the M-F sites, eight sites have the capacity for 50 or more units with implementation of the lot consolidation program identified in Chapter 6. These sites (Sites A, B, 23, 27, D, F, 41, and 42) can accommodate the Town's full allocation of very low- and low-income units. To provide additional capacity and flexibility, four M-F sites and Site 43 (Sites 24, 25, 26, 43, and C) that can accommodate multi-family projects of 24 to 49 units are included in the inventory of sites for lower-income units.

Additionally, there are 6.41 vacant acres of parcels zoned C-S that could realistically provide up to 76 units of very low- and low-income housing.

In summary, the Town has 113.44 acres of land that will accommodate 814 lower-income units. These sites will accommodate all of the Town's extremely low-, very low-, and low-income housing needs. Six of these sites (Sites A, B, C, D, E, and F) are composed of multiple smaller parcels adjacent to one another.

Chapter 6 includes programs to encourage lot consolidation, provide incentives for small and infill lot development, and identify methods and procedures for alternative wastewater treatment. Chapter 6 also includes programs that encourage development of extremely low-income units.

TABLE 4-4: LOWER-INCOME SITES SUMMARY

Site #	APN	Zoning	General Plan	Acreage	Site Description	Realistic Unit Capacity
A	1	052-150-054-000	M-F	M-R	0.99	Underdeveloped/redevelopment potential – Sites 1–18 (collectively, Site A) are underdeveloped with multiple structures, which include 22 mobile homes. These sites are located adjacent to one another in the Downtown Revitalization Master Plan area and will be served by the Downtown Clustered Wastewater
	2	052-123-001-000	M-F	M-R	0.43	
	3	052-160-013-000	M-F	M-R	2.49	
	4	052-160-010-000	M-F	M-R	0.19	
	5	052-160-014-000	M-F	M-R	0.22	
	6	052-160-003-000	M-F	M-R	0.21	
	7	052-160-004-000	M-F	M-R	0.21	
	8	052-160-011-000	M-F	M-R	0.51	
	9	052-143-009-000	M-F	M-R	0.02	

TABLE 4-4: LOWER-INCOME SITES SUMMARY

Site #		APN	Zoning	General Plan	Acreage	Site Description	Realistic Unit Capacity
	10	052-160-015-000	M-F	M-R	3.25	Treatment System. These sites are suitable for a lot consolidation program and redevelopment. Their downtown location is proximate to services and would be appropriate for a higher-density, infill redevelopment project. These sites could be developed as a single 10.92-acre project of 131 units (at 80 percent of maximum density). Since there are 22 mobile homes on the site, the total net very low/low-income unit yield is estimated at 109 (131 less 22).	
	11	052-160-002-000	M-F	M-R	0.21		
	12	052-160-016-000	M-F	M-R	0.26		
	13	052-143-006-000	M-F	M-R	0.20		
	14	052-143-005-000	M-F	M-R	0.17		
	15	052-143-004-000	M-F	M-R	0.23		
	16	052-143-003-000	M-F	M-R	0.41		
	17	052-143-010-000	M-F	M-R	0.71		
	18	052-143-002-000	M-F	M-R	0.21		
		Site A Capacity			10.92		109
B	19	053-080-006-000	M-F	M-R	1.92	Vacant. Sites 19 through 22 (collectively, Site B) are located adjacent to one another and can be developed as a unit. These sites are suitable for a lot consolidation program.	
	20	053-080-005-000	M-F	M-R	1.84		
	21	053-080-003-000			1.34		
	22	053-080-002-000	M-F	M-R	1.84		
			Site B Capacity				
23		054-080-005-000	M-F	M-R	5.26	Vacant	63
24		050-051-024-000	M-F	M-R	2.06	Underdeveloped; structure with assessed value less than \$15,000.	24
25		052-012-032-000	M-F	M-R	3.05	Vacant	36
26		053-040-057-000	M-F	M-R	4.09	Underdeveloped; structure with assessed value less than \$15,000.	49
27		050-040-131-000	M-F	M-R	4.60	Approved for a 26-unit senior housing project. Initially proposed as an affordable project, site was sold and is now available for sale again. Site has potential to be developed at a higher density with affordable units.	55

4. RESOURCES

TABLE 4-4: LOWER-INCOME SITES SUMMARY

Site #		APN	Zoning	General Plan	Acreage	Site Description	Realistic Unit Capacity
C	28	050-070-015-000	M-F	M-R	1.00	Sites 28 and 30 vacant; Sites 29 and 31 underdeveloped with improvements valued less than \$15,000. Sites could be consolidated with potential capacity for 47 units. Site C29 would require reciprocal access agreement with parcel between Sites EE and 29. The current use of that area of the parcel is a driveway, so it could be shared with Sites 29 through 31.	47
	29	050-070-083-000	M-F	M-R	2.15		
	30	050-070-060-000	M-F	M-R	0.41		
	31	050-070-061-000	M-F	M-R	0.37		
		Site C Capacity			3.93		
D	32	054-080-063-000	M-F	M-R	2.62	Site 32 is vacant and Site 33 is underdeveloped with single-family home and second unit with total combined living area of less than 2,392 square feet. Sites 32 and 33 could be consolidated to accommodate 50 lower-income units.	50
	33	054-080-062-000	M-F	M-R	1.62		
					4.24		
		Site D Capacity					
E	34	050-140-151-000	C-S	C-S	3.41	Sites 34 through 36 (collectively, Site E) are located adjacent to one another and can be developed as a 6.41-acre unit. These sites are suitable for a lot consolidation program.	76
	35	050-140-053-000	C-S	C-S	1.00		
	36	050-140-050-000	C-S	C-S	2.00		
					6.41		
		Site E Capacity					
F	37	050-081-010-000	M-F	M-R	1.60	These parcels have a total of eight dwelling units. These sites have the potential to be consolidated and developed as a single project and could accommodate 56 multi-family units.	56
	38	050-081-008-000	M-F	M-R	1.60		
	39	050-081-043-000	M-F	M-R	1.01		
	40	050-081-024-000	M-F	M-R	0.49		
					4.70		
		Site F Capacity					
41		052-160-006-000	M-F	M-R	6.19	Underdeveloped; site has two dwelling units that total 1,400 square feet.	74

TABLE 4-4: LOWER-INCOME SITES SUMMARY

Site #	APN	Zoning	General Plan	Acreage	Site Description	Realistic Unit Capacity
42	053-040-033-000	M-F	M-R	4.23	Underdeveloped; structure with assessed value less than \$17,000.	50
43	054-380-002-000	C-S	CS-PD	46.82	Paradise Community Village – 78 very low- and low-income multi-family units approved. 36 have been built. 42 additional units are approved but not yet built.	42
Totals				113.44		814

Source: Town of Paradise 2014

Moderate Income

Moderate-income units are anticipated to be accommodated by the TR-1/3, TR-1/2, and M-F zones, based on historical development trends. Development capacity for the T-R zones was calculated assuming three dwelling units per acre for the TR-1/3 zone and two dwelling units per acre for the TR-1/2 zone. In most cases, the residential lots are already subdivided and would yield a single unit. Several of the lots can be split to allow two to four units. For lots that were calculated to yield less than one unit, the lot was assumed to allow a single unit, as the Town has provisions to allow development of nonconforming lots. A few sites for moderate-income units could produce more units, including the approved Mountain Terrace Project site.

As shown in Table 4-5, there is adequate capacity to accommodate the Town's fair share of moderate-income units with 96.33 acres that will accommodate 334 units. It is anticipated that most moderate-income units would be developed in the TR-1/3, TR-1/2, and M-F zoning districts. The Town's 2014–2022 allocation for moderate-income units is 93 and can be accommodated by the available sites summarized in Table 4-5.

TABLE 4-5: MODERATE-INCOME SITES SUMMARY

	Total Acreage	Realistic Unit Yield
M-F	12.66	76
TR-1/3	20.75	55
TR-1/2	62.92	203
Total	96.33	334

Source: Town of Paradise, 2014

4. RESOURCES

Above Moderate Income

Above moderate-income units are anticipated to be accommodated primarily by the RR-1, RR-1/2, RR-2/3, and TR-1 zoning districts. Larger lots that would yield 10 or more units were assumed to develop at 90 percent of capacity to provide for right-of-way, open space, and other requirements. Additional development capacity for above moderate-income units exists within the AR-1, AR-3, and AR-10 zoning districts. Development assumptions were similar to the assumptions described in the Moderate Income discussion for the TR-1/3 and TR-1/2 lots. Most lots would yield a single unit, or two to four units with a parcel split. However, several of the sites were larger and would yield 10 or more units. Due to the large parcel sizes, it is anticipated that these sites would achieve the full allowed density or close to it, as the sites can accommodate a variety of constraints. However, these parcels were assumed to develop at 90 percent of capacity to accommodate public roads, open space, and other requirements. As shown in Table 4-6, approximately 343 acres of land are zoned solely for single-family units in the RR-1, RR-1/2, RR-2/3, and TR-1 zoning districts, which are appropriate for development of above moderate-income units, with a realistic yield of 342 housing units. There is adequate capacity to accommodate the allocation from the 2014–2022 cycle for above moderate-income units.

TABLE 4-6: ABOVE MODERATE-INCOME SITES SUMMARY		
	Total Acreage	Realistic Unit Yield
RR-1	149.86	131
RR-1/2	50.93	67
RR-2/3	102.52	120
TR-1	26.37	24
Total	329.68	342

Source: Town of Paradise, 2014

Additional Residential Capacity

There is additional development potential for 487 moderate- or above moderate-income units in areas zoned C-B, C-C, and C-S, as shown in Table 4-7. For the purposes of the land inventory analysis, these units have been conservatively included as above moderate-income units. Development was calculated as described under the Very Low and Low Income discussion.

TABLE 4-7: ADDITIONAL POTENTIAL RESIDENTIAL SITES (COMMERCIAL SITES WITH LESS THAN 15-UNIT YIELDS)		
Acreage		Units
C-B	2.27	163
C-C	36.53	273
C-S	18.07	198
Total	56.87	487

Source: Town of Paradise, 2014

LOCAL FINANCIAL RESOURCES

Community Development Block Grant

Since 1994, the Town of Paradise has received an annual allocation of Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development (HUD). The primary objective for the funding is to develop viable urban communities, principally for low- and moderate-income persons. Eligible CDBG activities include housing assistance programs; public improvement projects, such as parks and infrastructure; land acquisition; business assistance programs that promote economic development; programs that support community organizations that work directly with low- and moderate-income residents; and planning and administration. The Town will receive \$173,625 in CDBG funds for the 2014/2015 fiscal year.

Housing Rehabilitation Program

The Town provides a housing rehabilitation program operated by the Business and Housing Services Division. Loans are available to lower-income Paradise households and cover moderate or substantial rehabilitation to single-family residences for residents who own and live in their home. Funding for the housing rehabilitation program is provided through CDBG, CalHome, and HOME funds that the Town receives. From 2007 to 2014, the Town issued 20 single-family rehabilitation loans. No loans were made for multi-family housing rehabilitation.

Homebuyer Assistance

The Town of Paradise offers a deferred loan to eligible first-time homebuyers. The loan provides a bridge between what borrowers can afford on their own and the amount needed to purchase a home. The loan is secured by a note and a deed of trust on the home. It does not require monthly payments. Repayment of the loan is required when the home is sold, the family stops using it as their principal residence, or title is transferred out of the names of the original borrowers. At the time the loan is repaid, the Town collects its original loan amount, plus interest or a share of the homeowner's equity.

From 2007 through 2014, the Town issued 20 first-time homebuyer loans to eligible residents. The Town's First-Time Homebuyer Program is funded through CalHome and HOME.

Section 8 Housing Choice Voucher Program

The Section 8 Housing Choice Voucher Program provides monthly rental assistance payments to private landlords on behalf of low-income families who have been determined eligible by the Housing Authority. The program's objective is to assist low-income families by providing rental assistance so that families may lease safe, decent, and sanitary housing units in the private rental market. The program is designed to allow families to move without the loss of housing assistance. Moves are permissible as long as the family notifies the Housing Authority ahead of time, terminates its existing lease within the lease provisions, and finds acceptable alternate housing.

4. RESOURCES

The Housing Authority of the County of Butte operates the countywide Section 8 Housing Choice Voucher Program for the county and its incorporated cities. As of January 2014, 271 families in Paradise receive Section 8 Vouchers, with 189 households on the waiting list.

Additionally, the Housing Authority of the County of Butte owns a 12-unit apartment complex in Paradise (Kathy Apartments, located 1561 Kay Court). The units do not fall under any subsidy and are not considered affordable housing, as they are open market units.

Community Action Agency of Butte County

The Community Action Agency (CAA) of Butte County operates a transitional housing program for homeless families with children known as the Esplanade House. The Esplanade House is a transitional housing program designed to provide shelter and essential services for homeless families. The facility houses up to 60 families who live in apartments. The facility was completed in 2004 through the combined efforts of the CAA, the City of Chico, the Esplanade House Children's Fund, the State of California, the Federal Home Loan Bank, and many private donations.

The program offers comprehensive case management and supportive services to families with children. The program provides clients with the necessary tools to become self-sufficient so the risk of future homelessness is greatly reduced. The Esplanade House is located in Chico. There are no transitional housing programs or emergency shelters for the homeless in Paradise.

Help-4-People

Help-4-People is a nonprofit agency in Paradise. Help-4-People is supported by fraternal and civic service organizations, ministerial associations, churches, businesses, and individual volunteers. Help-4-People offers aid to transients and the homeless in the form of food distribution every Tuesday and Thursday and agency referrals when needed.

Catalyst Women's Shelter

The Catalyst Women's Shelter provides emergency and transitional housing predominantly for abused women and their children. Services are also available for abused men.

Other State and Federal Financial Resources

Program Name	Description	Eligible Activities
Federal Programs		
Community Development Block Grant (CDBG)	Grants available to the Town on a competitive basis for a variety of housing and community development activities. Town competes for funds through the State's allocation process.	<ul style="list-style-type: none"> - Acquisition - Rehabilitation - Homebuyer Assistance - Economic Development - Homeless Assistance - Public Services
Housing Choice Voucher Program	Assistance program that provides direct funding for rental subsidies for very low-income families.	<ul style="list-style-type: none"> - Rental Assistance
Section 202	Grants to private nonprofit developers of supportive housing for very low-income seniors.	<ul style="list-style-type: none"> - New Construction
Housing Rehabilitation Program	Provides financial assistance to low-income homeowners for health and safety improvements.	<ul style="list-style-type: none"> - Rehabilitation
State Programs		
Affordable Housing Partnership Program (AHPP)	Provides lower interest rate CHFA loans to homebuyers who receive local secondary financing.	<ul style="list-style-type: none"> - Homebuyer Assistance
Home Investment Partnership Program (HOME)	Provides grants to local governments and nonprofit agencies, through the State of California, for many homeowner and renter needs.	<ul style="list-style-type: none"> - Homebuyer Assistance - Rehabilitation - New Construction - Rental Assistance
Building Equity and Growth in Neighborhoods (BEGIN)	A State-funded program administered by HCD that provides low- and moderate-income households up to \$30,000 for a down payment.	<ul style="list-style-type: none"> - Homebuyer Assistance
CalHome	Grants awarded to jurisdictions for owner-occupied housing rehabilitation and first-time homebuyer assistance.	<ul style="list-style-type: none"> - Homebuyer Assistance - Rehabilitation
Single Family Housing Bond Program (Mortgage Revenue Bonds)	Bonds issued to local lenders and developers so that below market interest rate loans can be issued to first-time homebuyers.	<ul style="list-style-type: none"> - Homebuyer Assistance
Low Income Housing Tax Credits	A 4% annual tax credit that helps owners of rental units	<ul style="list-style-type: none"> - New Construction

4. RESOURCES

Program Name	Description	Eligible Activities
	develop affordable housing.	
HUD Emergency Shelter Grants (administered through the State)	Competitive grants to help local governments and nonprofits to finance emergency shelters, transitional housing, and other supportive services.	<ul style="list-style-type: none"> - New Construction - Rehabilitation - Homeless Assistance - Public Services
Local Programs		
Rehabilitation Revolving Loan Account	The Town has a revolving loan account that can be used to fund housing-related projects.	<ul style="list-style-type: none"> - Rehabilitation - Accessibility
Private Resources/Financing Programs		
California Community Reinvestment Corporation (CCRC)	Nonprofit mortgage banking consortium designed to provide long-term debt financing for affordable multi-family rental housing. Nonprofit and for-profit developers contact member banks.	<ul style="list-style-type: none"> - New Construction - Rehabilitation - Acquisition
Federal National Mortgage Association (Fannie Mae)	- Fixed-rate mortgages issued by private mortgage insurers.	- Homebuyer Assistance
	- Mortgages that fund the purchase and rehabilitation of a home.	<ul style="list-style-type: none"> - Homebuyer Assistance - Rehabilitation
	- Low down-payment mortgages for single-family homes in underserved low-income and minority cities.	- Homebuyer Assistance
Freddie Mac Home Works	Provides first and second mortgages that include rehabilitation loan. County provides gap financing for rehabilitation component. Households earning up to 80 percent Median Family Income (MFI) qualify.	- Homebuyer Assistance
Affordable Housing Program (Federal Home Loan Bank)	Loans (and some grants) to public agencies and private entities for a wide variety of housing projects and programs. Participation is by FHLB participating lenders.	<ul style="list-style-type: none"> - New Construction - Homebuyer Assistance - Rehabilitation - Housing Supportive Services

INCENTIVES FOR AFFORDABLE HOUSING DEVELOPMENT

In addition to the affordable housing resources listed above, the Town offers incentives to promote the development of housing affordable to very low- and low-income households through its Affordable Housing Incentives/Residential Density Bonus Ordinance, which is contained in Chapter 17.44 of the Paradise Municipal Code. As specified in Chapter 17.44, when a developer proposes to enter into an agreement pursuant to Government Code Section 65915 to provide at least 10 percent of the total units of a housing development for lower-income households, as defined in California Health and Safety Code Section 50105, the developer is eligible for a housing density bonus or incentives if the housing development consists of five or more units.

Any person requesting a housing density bonus or incentives must apply for a development agreement with the Town. To fully qualify for the density bonus program, the developer must demonstrate a commitment to alternative site design such as clustering the units on a portion of the site and providing an open space buffer from surrounding developments. A housing density bonus or incentives are granted by approval of the development agreement, which specifies the density bonus and/or incentives and any conditions attached to the approval of the bonus and/or incentive.

The developer may specify the housing density bonus or incentives requested; however, the Town may agree to provide a housing density bonus or incentives other than those requested, as long as such housing density bonus or incentives meet the requirement set forth in California Government Code Section 65915 et seq. and such action is determined to be consistent with the Housing Element of the Paradise General Plan. Program HI-4 is proposed to amend the Town's density bonus ordinance to comply with California Government Code Section 65915 et seq.

FIGURE 4-1: ADEQUATE RESIDENTIAL SITES

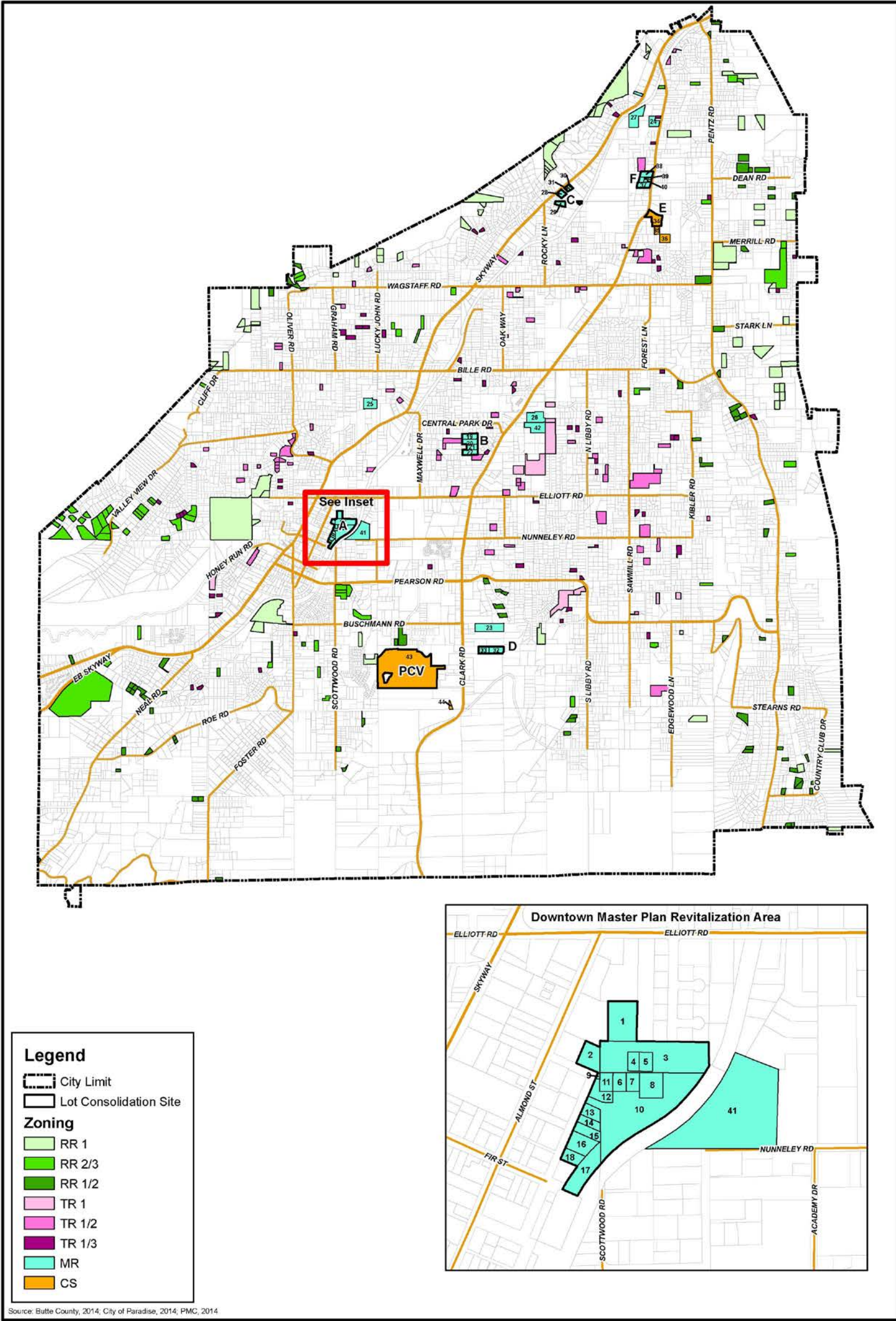


Figure 1
Adequate Sites Inventory
PMC

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5. EFFECTIVENESS OF PREVIOUS HOUSING ELEMENT

Accomplishments under the 2009–2014 Housing Element are evaluated in this chapter in order to determine the effectiveness of the previous Housing Element, the Town’s progress in implementing the 2009–2014 Housing Element, and the appropriateness of the housing goals, objectives, and policies. This evaluation is conducted pursuant to Government Code Section 65588.

REVIEW OF THE PREVIOUS HOUSING ELEMENT

The 2009–2014 Housing Element program strategy focused on the accomplishment of policies and the implementation of programs to encourage the production of new housing, including affordable and special needs housing, to encourage the rehabilitation of existing housing, and to provide housing opportunities for seniors, disabled persons, and large families through provision of appropriate programs and removal of constraints to development of units appropriate for these populations.

The 2009–2014 Housing Element identified quantified objectives for the construction and rehabilitation of housing units. These objectives are compared to achievements in Table 5-1. As shown in Table 5-1, the Town did not meet any of the new construction objectives, although the majority of newly constructed units in the town during the planning period were for lower-income households. One of the primary difficulties in developing affordable housing in Paradise is procuring adequate funding support to make the units affordable and to meet septic/wastewater treatment requirements. However, the Town has revised its Municipal Code to allow exceptions to development standards for privately owned wastewater treatment facilities or to allow them to be placed and maintained off-site, which will aid in the development of small lots that would normally not be able to accommodate wastewater disposal on the property as well as facilitate projects developing at near maximum densities. This will assist in the development of affordable housing, as well as market-rate housing.

TABLE 5-1: COMPARISON OF OBJECTIVES AND ACHIEVEMENTS		
Unit Type	2009–2014 Objectives	Achievements
New Construction		
Extremely Low	2	–
Very Low Income	40	36
Low Income	40	
Moderate Income	80	3
Above Moderate Income	250	5
Rehabilitation		
Extremely Low Income	5	20
Very Low Income	25	
Low Income	25	
Moderate Income	80	N/A
Above Moderate Income	350	N/A

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

Table 5-2 identifies implementation measures provided in the 2009–2014 Housing Element, describes the results of each program, and recommends whether each policy or implementation program should be kept, modified, or removed in this update.

As described in Table 5-2, the Town had varied results with the programs in the 2009–2014 Housing Element and took steps to reduce constraints to the provision of housing, particularly affordable and special needs housing, and approved the development of a number of affordable units, as well as to bring the Town’s Zoning Ordinance into compliance with state housing law.

Appropriateness of Housing Element

The 2009–2014 Housing Element includes policies and programs that have been implemented, as well as several outdated measures that do not reflect current housing needs. As discussed in Table 5-2, the majority of policies and programs continue to be appropriate and will either be kept in the Housing Element and revised to address identified housing needs, constraints, or other concerns or maintained without significant revision. Some policies and programs are redundant and will be revised to be more concise. The Housing Plan will also be revised to provide clearly stated goals and to associate policies and programs with the most relevant goals. Quantified objectives will be provided for each program. See Chapter 6 for the goals, policies, and programs of this Housing Element.

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>HI-1 Reduce Infrastructure Constraints to Development:</p> <p>Continue to reduce infrastructure constraints to new development, particularly those constraints associated with wastewater disposal. The General Plan authorizes an ongoing identification of infrastructure and service limitations including those related to sanitary waste disposal which inhibit housing development.</p> <p><u>Downtown Clustered Wastewater Treatment System</u></p> <ul style="list-style-type: none"> The Town will continue to implement the Downtown Clustered Wastewater Treatment System, which has been allocated its full funding amount of \$7,150,000 through Redevelopment Agency Funds. The Town will review other funding sources and, if funding sources are available that will significantly expedite the system, the Town will make every effort to secure those funds. The Town will make all efforts to have the system completed and available in 2012. Progress on the system will be identified in the Annual Housing Report (see HI-10) and actions will be identified to cure any delays. <p><u>Other Alternative Wastewater Systems</u></p> <ul style="list-style-type: none"> The Town will identify programs and resources to address short-term and long-term needs while continuing to investigate potential state/federal funding sources. Programs evaluated each year will be identified in the Annual Housing Report (see HI-10). Based on this evaluation, the Town will prepare a brochure or handout identifying acceptable alternative wastewater treatment systems. (March 2011) Develop procedures, such as the review and approval process, to facilitate the planning and development of clustered and alternative wastewater treatment systems. The procedures will identify alternative wastewater treatment systems appropriate for use in the Town and will 	<p><u>Status:</u> The Town is in ongoing discussions with the City of Chico for the conveyance of wastewater from commercial areas in Paradise including the downtown to the Chico sewer system and treatment plant. The City of Chico reviewed the feasibility of additional tie-ins as part of its 2012 Sanitary Sewer Master Plan Update.</p> <p>The Town's Onsite Manual for the Disposal of Wastewater was revised in 2011 to clarify development standards that will promote the development of new housing opportunities.</p> <p>Phase I of the Paradise Community Village project is complete. The development is served by a clustered wastewater treatment system.</p> <p><u>Effectiveness:</u> While not all objectives were met for this program, the Town did succeed in revisions to the Onsite Manual, which will help to promote housing opportunities, and a clustered treatment system has been installed at Paradise Community Village. Additionally, inroads were made on the potential for developing area-specific wastewater treatment. However, as the lack of a town-wide</p>	<p>Modify to reflect current conditions and remove anything addressed by the revisions to the Town's Onsite Manual for the Disposal of Wastewater and continue</p>

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>prioritize systems that optimize development potential of sites (e.g., systems with reduced land area requirements). (March 2011)</p> <ul style="list-style-type: none"> The Town will analyze other areas of Town with significant high density residential development potential and determine areas where clustered wastewater treatment systems may be feasible. (2010–2011) The Town will seek funding through available infrastructure, water quality, and wastewater treatment programs to fund the research and development of additional alternative wastewater treatment systems. Potential funding sources for wastewater treatment or infrastructure serving affordable housing include the Small Community Wastewater Grant Program, Infrastructure State Revolving Loan Fund, and Infill Infrastructure Grant Program. Recognizing that available funding sources will change from time to time, the Town will regularly check state grant programs offered by the Department of Health and Human Services, State Water Resources Control Board, Infrastructure and Economic Development Bank, and Department of Housing and Community Development and will aggressively seek funding for alternative wastewater treatment when grant funds are available. (ongoing) As clustered wastewater treatment systems are developed, the Town will prepare an application process, including fee structure and pamphlet explaining the process, to facilitate development of projects that can use of the systems. (ongoing) <p>Expected Results: None quantified</p>	<p>wastewater treatment facility may constrain future development, this program will be continued.</p>	

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>HI-2 Affordable Housing Resources</p> <p>Promote affordable housing through working with and assisting developers who are interested in producing affordable housing, through providing staff support, identifying available resources, supporting funding applications, and providing funding when available. The Town will take the following actions: Coordinate a housing stakeholders group that includes affordable housing developers, that will meet semi-annually to identify potential housing projects, including affordable new construction, special needs housing, and first time homebuyer assistance, and prioritize potential funding efforts.</p> <ul style="list-style-type: none"> Annually encourage nonprofit sponsors to make application to state and federal agencies for affordable senior citizen and/or disabled rental housing. Develop an approach to seek funding for affordable housing rehabilitation and new construction that ensures that a variety of populations are addressed (e.g., once one project is funded, support a different type of project in the next funding round). The approach should maximize the Town's available funding resources, prioritize projects that will be very competitive in the funding process, support new construction for a variety of affordable housing needs, and be based on the interest of developers in providing specific housing types. Prepare a brochure identifying affordable housing resources and incentives and provide the brochure to development applicants interested in affordable and/or multifamily housing <p>Consider allocating CDBG funds, when available and appropriate, to assist with preparation of HOME applications, and other applicable state and federal program applications in support of affordable housing projects.</p> <p>Annually seek funding from CalHOME and other programs to augment the Town's funding sources. If multiple projects request funding assistance, projects providing at least 25 percent of the units for extremely low or very</p>	<p><u>Status:</u> A Development Impact Fee deferral program has been implemented for development applications, including those building affordable and/or multi-family housing.</p> <p>The stakeholder group has not been formed.</p> <p>Phase I of the Paradise Community Village project providing 36 deed-restricted affordable apartment units was completed in 2013.</p> <p>On June 14, 2013, the Town of Paradise was awarded a \$1.7 million CalHOME grant for mortgage assistance to first-time, low-income homebuyers.</p> <p><u>Effectiveness:</u> While not all of the affordable units identified as an expected result were developed, the Town has been fairly effective in completing the objectives of this program. The Town assisted in the production of 36 housing units. However, as affordable housing is an ongoing need, this program will be continued.</p>	<p>Modify to include content of Program HI-13 and continue</p>

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
low income households will receive priority for funding assistance. Expected Results: 80 affordable family units; 25 senior or disabled units		
<p>HI-3 Affordable Housing Incentives</p> <p>Provide incentives through project processing and development regulations to promote extremely low, very low, and low income and special needs housing. These incentives will include:</p> <ul style="list-style-type: none"> Expedited processing and approvals for such projects, without jeopardizing environmental quality, or the integrity of the overall goals, objectives, and policies of the General Plan. Reduction in development standards, such as parking, setbacks, floor area ratios, and lot coverage requirements. Additional incentives will be identified for development of small lots with extremely low, very low, and low income housing and for development of Single Room Occupancy (SRO) projects. Continue to require only the minimum design standards for housing construction, provide engineered specifications, and a residential construction guide to interested builders and property owners. Identify cost-saving and innovative development approaches that may assist developers in providing affordable housing and developing projects at or near maximum densities. Support funding applications in conjunction with HI-2. <p>The incentives will be described in the brochure prepared under HI-2</p> <p>Expected Results: 80 affordable family units; 25 senior or disabled units (in conjunction with HI-2)</p>	<p><u>Status:</u> Affordable housing incentive regulations are in place, promoting density bonuses for housing projects that include affordable housing units.</p> <p><u>Effectiveness:</u> As discussed in the previous program review, 36 affordable housing units were constructed in 2013.</p> <p>The Town did adopt new regulations regarding affordable housing incentives. New affordable housing incentives include Municipal Code amendments adopted in December 2013 that allow privately owned wastewater treatment facilities to be placed and maintained off-site, which will aid in the development of small lots that would normally not be able to accommodate wastewater disposal on their own property as well as facilitate projects developing at near maximum densities. Additionally, up to a 20 percent reduction in parking standards is allowed if approved by the Planning Commission.</p> <p>This program is considered to be important for the production of</p>	Continue

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
	affordable housing and as such will be continued.	
<p>HI-4 Density Bonus</p> <p>Implement the density bonus requirements of state law by amending the Town's Zoning Ordinance to be consistent with Government Code Sections 65915 and 65917. The ordinance will also identify incentives for affordable housing development.</p> <p>Develop a Density Bonus brochure that describes how the density bonus program is implemented (e.g., increase in density provided for specific affordability levels), including examples of incentives that an affordable housing project can request, and provides several examples of development projects with various levels of affordability, the associated density bonus, and the resultant project.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> Density bonuses are currently allowed for multi-family projects utilizing clustered wastewater treatment.</p> <p>Ordinance amendments have not been completed nor a brochure developed.</p> <p><u>Effectiveness:</u> This program has been partially effective and will be continued.</p>	Modify to call for revisions to the existing density bonus ordinance (Chapter 17.44 of Municipal Code) to comply with Government Code Sections 65915 and 65917 and continue
<p>HI-5 Publicly Owned Lands Inventory</p> <p>Develop and maintain an inventory of publicly owned land within the Town and its sphere of influence and analyze that land for potential housing sites. If appropriate sites are identified, the Town may approach developers and funding agencies to facilitate development of the sites with assisted housing.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> No new public lands have been acquired that resulted in new housing opportunities since an inventory was compiled in 2009. Phase I of Paradise Community Village, a partnership with CHIP affordable housing, was completed in 2013, resulting in 36 affordable housing units.</p> <p><u>Effectiveness:</u> The Town continues to maintain the publicly owned lands inventory.</p>	Continue

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>HI-6 Housing Authority</p> <p>Support the Housing Authority's continued implementation of the conventional Public Housing Rental Program and the Section 8 existing program, which provides rent subsidies directly to participants' landlords, and will support that agency's attempts to secure additional funding for expanded programs.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> Ongoing directive; ongoing implementation.</p> <p><u>Effectiveness:</u> The Town's Housing Supervisor sits on the board as a public member and therefore is kept current with the Housing Authority's needs.</p> <p>Town staff responds to all housing complaints filed by the Housing Authority, if and when any complaints are filed.</p> <p>This is an effective program and will be continued.</p>	<p>Modify to clarify language and update name of program to Housing Choice Voucher program and continue</p>
<p>HI-7 Small Lot Consolidation and Development</p> <p>Encourage consolidation of small multi-family parcels as well as small, commercially-designated parcels appropriate for residential use.</p> <ul style="list-style-type: none"> Require Sites A, B, C, D, and E (see Figure 4-1) be planned as a single unit. Provide incentives to encourage owners of small, contiguous parcels appropriate for affordable housing, including those parcels in Sites A, B, C, D, and E, to consolidate lots Inform owners of parcels in Sites A, B, C, D, and E of available incentives for lot consolidation and encourage owners to take advantage of such incentives. Assist affordable housing developers with the purchase and consolidation of small, contiguous parcels, through providing staff assistance and financial assistance, when available through CDBG, HOME, Redevelopment, or other appropriate funds. 	<p><u>Status:</u> The Town continues to look for opportunities to implement this program. No applications for development have been submitted on Sites A, B, C, D, or E during the planning period. Therefore, opportunities for small lot consolidation have not been present up to this point. The owners of parcels in Sites A, B, C, D and E have not been informed of lot consolidation opportunities and incentives and the Zoning Ordinance has not been revised with incentives.</p> <p><u>Effectiveness:</u> Because this is an ongoing directive of the Town, this is considered to be an effective</p>	<p>Continue</p>

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>Expected Results: None quantified. Program will encourage and accommodate development of small lots with affordable housing.</p>	program.	
<p>HI-8 Promote Second Units</p> <p>Encourage development of affordable second units through:</p> <ul style="list-style-type: none"> Preparing a Second Units Handbook that provides prototypes preferred by the Town for second units that can be approved with minimal planning and building review. Prototypes should be provided for accessible second units, as well as two-story second units. The Handbook will identify incentives for development of affordable second units, including expedited processing, and explain affordability and monitoring requirements. Publicizing the Town's Second Unit Program through handouts available at Town Hall and on the Town's website. <p>Expected Results: None quantified</p>	<p><u>Status:</u> Second units are permitted by right in residential zones with an administrative permit acted upon by staff as opposed to site plan review permits, which previously required a public hearing. Reduction of 200-foot stream setbacks to 100 feet for sewage disposal promotes second unit density previously unavailable. Handbook/handouts are being developed.</p> <p><u>Effectiveness:</u> While some actions have been taken to encourage the development of second units, the handbook and handouts have not been developed at this time. As such, this program will be continued.</p>	Continue
<p>HI-9 Address Discrimination</p> <p>The Town's Housing and Business Services Division will provide filing information and direct residents with discrimination complaints to the California Department of Fair Employment and Housing and/or the U.S. Department of Housing and Urban Development. Fair housing/non-discrimination requirements will be posted at Town Hall and other public facilities. A log of all complaints will be kept and total complaints will be reported in the Annual Report (HI-10).</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> Implementation is ongoing. Fair housing/nondiscrimination requirements are posted at Paradise Town Hall. No fair housing complaints were filed with the Town during the previous Housing Element planning period.</p> <p><u>Effectiveness:</u> This program has been effective in providing filing information. This program is considered to be necessary and will</p>	Continue

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
	be continued.	
<p>HI-10 Annual Report</p> <p>Provide an Annual Report to the Town Council and Planning Commission which describes 1) implementation of Housing Element programs to date, 2) the amount and type of housing activity as related to the Housing Element's goals, policies, and programs, and 3) an updated summary of the Town's housing needs. The Annual Report will address the requirements of Government Code 65400. Submit this report to the Department of Housing and Community Development within 30 days after review by the Town Council.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> Implemented and ongoing.</p> <p><u>Effectiveness:</u> This is an effective program and will be continued.</p>	Continue
<p>HI-11 Housing Rehabilitation and Improvement</p> <p>Continue to provide housing rehabilitation and repair opportunities for extremely low income, very low income, low income, elderly, disabled, and special needs households through:</p> <ul style="list-style-type: none"> Continue to aggressively seeking housing rehabilitation funds through CalHOME, HOME and other state and federal funding sources. Continue operating the CDBG and HOME revolving loan fund to fund housing rehabilitation for very low and low income households. Support the applications for County HOME and CDBG funds of local non-profit and service providers that provide housing rehabilitation and repair programs. Conduct an updated housing conditions survey to identify areas targeted for rehabilitation and use Community Development Block Grant (CDBG) funds for housing rehabilitation projects in target areas. Update the brochure, when and if programs change (e.g., increased funding amounts, changes to services provided, etc.) that summarizes 	<p><u>Status:</u> The Town has continued to aggressively promote and provide housing rehabilitation through CalHOME and HOME funds. A housing condition survey has not been conducted.</p> <p>The Town secured approx \$1.8 million in rehabilitation funds for the planning period.</p> <p>Twenty housing units were rehabilitated with those funds during that period.</p> <p>Updates have been made to the application forms (part of brochure packet) to accommodate changes in the use of HOME funds for rehabilitation (HOME funds can now be used for acquisition with</p>	Continue

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>housing rehabilitation and housing repair programs available to lower income, elderly, disabled, and other special needs households.</p> <ul style="list-style-type: none"> Continue to advertise availability of housing rehabilitation and repair programs through distribution of brochure at Town Hall, on the Town's website, and in conjunction with housing code enforcement activities. <p>Expected Results: 5 to 10 housing rehabilitations per year</p>	<p>rehabilitation as well as distributed as "no equity grants" in addition to loans).</p> <p><u>Effectiveness:</u> The Town has been somewhat effective in meeting the program objectives. However, the goal of 5 to 10 rehabilitated units per year was not met, nor was a housing condition survey conducted. This program will be continued, as it is considered essential.</p>	
<p>HI-12 Condominium and Mobile Home Conversions</p> <p>Revise Chapter 16.10 of the Municipal Code to address both condominium and mobile home park conversion. The revisions shall require: 1) analysis of rental rates, vacancy rates, and recent growth or decline in the number of multi-family dwellings to determine whether there are adequate housing opportunities for households that may be relocated as the result of a conversion, 2) preparation and implementation of a relocation plan, and 3) relocation assistance to occupants in the event that a mobile home park or apartment complex is converted from rental to another type of housing or use.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> The Town is currently in the process of revising this chapter of the Zoning Ordinance to implement these program requirements.</p> <p><u>Effectiveness:</u> The revisions outlined in the program have not yet been accomplished. This program will be continued.</p>	Continue

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>HI- 13 Down Payment Assistance</p> <p>Pursue various housing program grants to fund down payment assistance to lower income first time home buyers. Continue to fund down payment assistance programs with RDA, CDBG, HOME, and CalHOME funds, when feasible and appropriate.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> On June 14, 2013, the Town of Paradise was awarded a \$1.7 million CalHOME grant for mortgage assistance to first-time low-income homebuyers. Twenty first-time homebuyer loans have been funded during the planning period.</p> <p><u>Effectiveness:</u> This program has been effective in acquiring new funding for down payment assistance and will be continued.</p>	Combine into Program HI-2 and delete.
<p>HI-14 Enforce Housing Codes</p> <p>Provide a safe and decent living environment through enforcement of housing codes, including the following actions:</p> <ul style="list-style-type: none"> Inspect housing upon receiving complaints regarding health and safety problems, and require compliance with applicable codes. Enforce compliance with the applicable Town adopted housing and building codes to ensure existing residential structures remain in habitable condition. <p>Expected Results: None quantified</p>	<p><u>Status:</u> Procedures are in place through the building division for the thorough investigation of housing complaints and the prompt abatement of resulting violations.</p> <p>The Building Official has record of 22 special inspections for building safety complaints during the planning period. Any deficiencies noted in those inspections have been brought into compliance.</p> <p>The Code Enforcement Office has record of 12 building complaints during the period, which are in various states of completion. Most cases are closed, some had no violation found, and a few are still undergoing active enforcement action.</p>	Continue

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
	<u>Effectiveness:</u> This is an effective program and will be continued.	
<p>HI-15 Conversion of At-Risk Units</p> <p>Reduce the potential conversion of affordable housing to market-rate through the following actions:</p> <ul style="list-style-type: none"> Revise the Zoning Ordinance to require a one year notice to residents, the Town, Butte County Housing Authority, and Community Housing Improvement Program (CHIP) of all proposed conversions of assisted affordable (extremely low, very low, low, and/or moderate income) housing units. Following revision of the Zoning Ordinance, provide the owner of each assisted affordable housing complex in the town with the noticing requirements. Continue to maintain communication with the Butte County Housing Authority and local non- profit housing organizations to monitor the potential conversion of assisted housing units to market-rate housing. <p>Expected Results: Preservation of at-risk units</p>	<p><u>Status:</u> The Town is notified as a party on title to assisted affordable housing units. Coordination with the Butte County Housing Authority is ongoing.</p> <p><u>Effectiveness:</u> The Zoning Ordinance was not revised to include the noticing requirements of this program. However, the Town would provide this notice if units become at risk. The Paradise Gardens III project has been identified as at risk of conversion in 2015. The Town will work to prevent conversion of the 48 assisted units in this project.</p>	Modify to include the number of units at risk during the planning period and continue
<p>HI-16 Removal of Constraints</p> <p>Continue to assess and update the Zoning Ordinance, Municipal Code, and Town procedures to remove constraints and address changes in state law, particularly regarding housing for special needs groups, including seniors, the disabled (consistent with requirements of SB 520), large families, farmworkers, and homeless.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> The Town allows for the application of planned developments to accommodate smaller lot sizes while providing open space for constrained areas as well as clustered wastewater treatment facilities for the development. Reductions in sewage disposal setbacks also reduce constraints to development. Deferral of frontage improvements (through covenants) for projects also helps encourage the development of special needs housing.</p>	Include as a policy and delete as a program

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
	<u>Effectiveness:</u> This program has been effective but is more appropriate as a policy with programs included to remove constraints and comply with state law as needed.	
<p>HI-17 Reduce Standards for Senior and Disabled Housing</p> <p>Revise the Zoning Ordinance to provide reduced standards for senior and disabled housing, including:</p> <ul style="list-style-type: none"> • Reduce the number of required parking spaces for mobile home parks and senior citizen housing projects. • Allow disabled persons to potentially locate parking within setback areas subject to administrative Town review. • Allow reduced parking standards for housing developments associated with seniors and/or persons with disabilities via an administrative Town staff review and approval process. <p>Expected Results: 25 disabled or senior housing units</p>	<p><u>Status:</u> The Municipal Code was revised in April 2010 to allow handicapped and/or disabled parking space facilities to be located within a yard setback area subject to the issuance of an administrative permit or Town Engineer review. No revision to the parking standards for reduction in spaces for mobile homes or senior units was completed.</p> <p><u>Effectiveness:</u> The Town was somewhat effective in completing the objectives of this program, which was partially implemented. However, parking requirements are still considered an impediment. This program will be modified and continued.</p>	Modify to remove the portions of the program that have been implemented and continue

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>HI-18 Emergency Shelters and Transitional/Supportive Housing</p> <p>Revise the Zoning Code to allow emergency shelters, transitional housing, and supportive housing consistent with the requirements of state law (Government Code Section 65583(a)(4,5). Emergency shelters will be allowed by right in the Community Services (C-S) zoning district. Language identifying transitional housing and supportive housing as permitted uses and subject to the same standards as other residential dwellings of the same type will be included in the Zoning Ordinance. The Zoning Code can include objective criteria, such as hours of operation, for approval of the shelter but may not include a discretionary review process. The C-S district has multiple available sites with capacity to meet the Town's homeless needs.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> The Zoning Ordinance was revised in October 2010 to include emergency shelters as a land use allowed by right in the Community Services zoning district.</p> <p><u>Effectiveness:</u> While the Zoning Ordinance was revised to include emergency shelters in the C-S zoning district, amendments were not completed regarding transitional and supportive housing.</p>	<p>Modify to require that transitional and supportive housing is allowed in all zones allowing residential in the same way other residential uses are allowed per state law and continue</p>
<p>HI-19 Housing for Persons with Disabilities</p> <p>Ensure that new housing for persons with disabilities and home improvements intended to provide accessibility for projects for persons with disabilities are reasonably accommodated.</p> <ul style="list-style-type: none"> Amend Title 15, Buildings and Construction, of the Paradise Municipal Code to identify certain home improvements that provide accessibility for disabled persons as exempt from building permit requirements. Prepare an information brochure designed to help the community understand local zoning regulations, building standards, and programs available to reasonably accommodate persons with disabilities. The brochure will identify which accessibility improvements are exempt from building permit requirements and which accessibility improvements may be permitted over the counter. <p>Implementation Schedule: Prepare brochure by May 2010</p>	<p><u>Status:</u> The Housing Rehabilitation Program administered through the Business and Housing Services Division includes projects involving improvements necessary to ensure accessibility for disabled persons.</p> <p><u>Effectiveness:</u> While projects for the improvement of buildings to assist disabled persons have been completed during the planning period, Title 15 has not been amended nor has an informational brochure been completed. As such, this program will be continued.</p>	<p>Modify to clarify how this program implements state requirements for a reasonable accommodation procedure or ordinance and continue</p>

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>HI-20 Special Needs Housing</p> <p>Provide incentives, such as a density bonus, expedited processing, relaxation of development standards, etc., to encourage development of housing for persons with special needs. Incentives will be identified in the brochure developed to promote affordable housing (HI-2) and will be codified where appropriate.</p> <p>Expected Results: None quantified</p>	<p><u>Status:</u> Development Impact Fee deferral program has been implemented for development applications, including those building affordable and/or multi-family housing.</p> <p><u>Effectiveness:</u> While the implementation of the deferral program will assist in the development of special needs housing, no brochure has been developed. Additionally, the Town recognizes that incentives to promote special needs housing is an ongoing necessity. As such, this program will be continued.</p>	<p>Modify to remove portions of the program that were implemented and to address requirements of SB 812 for the developmentally disabled and continue</p>

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

TABLE 5-2: EVALUATION OF PREVIOUS HOUSING ELEMENT PROGRAMS

Program	Status of Program Implementation	Continue/Delete/Modify
<p>HI-21 Energy Conservation and Efficiency</p> <p>Promote energy efficiency and conservation in residential development through:</p> <ul style="list-style-type: none"> Accommodating green building standards, including alternative design and building approaches, into the Municipal Code. Reviewing the Town's land use regulations and subdivision ordinances and, where appropriate, amend to include provisions which promote and/or require energy conservation measures as a factor in project approval. Support inclusion of weatherization activities including, but not limited to, weatherization, siding, dual pane windows, in the Housing Rehabilitation program. Support the SaveUEnergy program (formerly Weatherization Program) operated by Community Action Agency services, which provides free energy audits and energy-saving services to low income households and for a small fee to non-low income households, through advertising availability of this program through the Town's Housing Rehabilitation Program brochure. <p>Expected Results: None quantified</p>	<p><u>Status:</u> In 2010, the Town adopted design standards including energy efficiency recommendations for development considerations such as solar access, water conservation, and landscaping, as well as the adoption of the state green building standards. In 2013, the Town adopted the 2013 California Building Code including Title 24 energy standards. Additionally, the Town charges only a minimal permit fee for solar panels and water heaters in order to reduce the cost of retrofitting an existing dwelling to provide for a more energy efficient unit.</p> <p><u>Effectiveness:</u> Adoption of the Town's design standards and the 2013 CBC assist in the production of more energy efficient housing. The SaveUEnergy program has not been included in the rehabilitation brochure. This program will be continued.</p>	Continue

5. EFFECTIVENESS OF THE PREVIOUS HOUSING ELEMENT

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6. HOUSING GOALS, POLICIES, AND PROGRAMS

This chapter describes housing goals, policies, and programs for the Town of Paradise. 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 that implements the policy and moves the community toward the achievement of its goals. Programs are a part of the Town's eight-year action plan and constitute the Town'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 California 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.
- Improvement of housing conditions for special needs groups.

Housing Element Goals, Policies, and Programs

The Town of Paradise Housing Element is consistent with and addresses the state goals listed above. The goals of this Housing Element serve at the local level to enhance and build upon State of California goals for providing safe, decent, and affordable housing available for all Town residents. These goals encompass new construction, conservation of existing stock, affordability, and provision of adequate housing for all persons.

- HG-1 Encourage and facilitate the production of all housing types, from affordable workforce housing to executive homes, to meet the Town's share of regional housing needs consistent with the overall goals, objectives, and policies of the Paradise General Plan.
- HG-2 Improve and preserve safe, decent housing and neighborhoods for all Paradise residents.
- HG-3 Reasonably accommodate housing designed for persons with special housing needs.
- HG-4 Encourage energy-efficient resources in new residential development as well as in the existing housing stock.

Goals, policies, and implementation measures from the 2009–2014 Housing Element have been incorporated herein or updated, otherwise modified, or deleted as deemed appropriate.

6. HOUSING GOALS, POLICIES, AND PROGRAMS

For each implementation measure, the party responsible for implementation, funding source, timing of implementation, and quantified results (where appropriate) are identified. Housing goals are denoted by “HG”, housing policies are denoted by “HP”, and housing implementation measures are denoted by “HI”. Where programs require Planning Commission and/or Town Council approval, such as amendments to the Municipal Code or Zoning Ordinance, the Planning Commission and/or Town Council are also entities responsible for implementation.

HG-1 ENCOURAGE AND FACILITATE THE PRODUCTION OF ALL HOUSING TYPES, FROM AFFORDABLE WORKFORCE HOUSING TO EXECUTIVE HOMES, TO MEET THE TOWN’S SHARE OF REGIONAL HOUSING NEEDS CONSISTENT WITH THE OVERALL GOALS, OBJECTIVES, AND POLICIES OF THE PARADISE GENERAL PLAN.

HP-1 The Town will encourage a full range of housing types, including both lower- and higher-density housing, at rents and sales prices suitable for a range of household incomes, including extremely low, very low, low, and moderate.

HP-2 The General Plan will identify lands most suitable for multi-family development and safeguard this type of use on these sites.

HP-3 The Town will maintain a sufficient inventory of appropriately zoned land to accommodate the timely development of new housing. The inventory will be prepared and maintained by the Community Development Department.

HP-4 The Town will promote balanced and orderly residential growth so as to minimize or avoid unnecessary development costs that add to the cost of housing.

HP-5 New residential development will be directed to areas of the community where essential public facilities and services are available or can be provided at a reasonable cost.

HP-6 The Town will encourage the production and availability of new affordable housing through a variety of measures including the density bonus program and second unit development, providing incentives such as expedited processing, relaxed zoning restrictions where appropriate, support for funding applications, and Community Development Block Grant (CDBG) funds when available.

HP-7 The Town will promote development of infill housing, residential, and mixed uses in the Central Commercial area, through continuing to allow appropriate residential uses in commercial zones and continuing to provide flexibility in development standards for mixed-use projects.

HP-8 The Town will encourage providers to give priority to the very low- and low-income housing developments pursuant to Government Code Section 65589.7. The Town will also provide a copy of the 2014–2022 Housing Element to local water providers upon its adoption. Should a public sewer system, such as an off-site clustered system or alternative wastewater

6. HOUSING GOALS, POLICIES, AND PROGRAMS

treatment system, be developed and made available, the Town will provide its operator with a copy of the Housing Element and encourage the operator to give priority to very low- and low-income housing developments pursuant to Government Code Section 65589.7.

HP-9 The Town will pursue county, state, and federal programs and funding sources that provide housing opportunities for low- and moderate-income households.

HP-10 In accordance with applicable federal and state laws, the Town will promote equal housing opportunities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, or color.

HP-11 The Planning Commission and Town Council will annually review progress in implementing the Housing Element including the progress in achieving its objectives and meeting its share of regional housing needs.

HI-1 Reduce infrastructure constraints to development

Continue to reduce infrastructure constraints to new development, particularly those constraints associated with wastewater disposal. The General Plan authorizes an ongoing identification of infrastructure and service limitations including those related to sanitary waste disposal which inhibit housing development.

- The Town will identify programs and resources to address short- and long-term needs while continuing to investigate potential state/federal funding sources. Programs evaluated each year will be identified in the Annual Housing Report (see HI-10). Based on this evaluation, the Town will update the Onsite Manual for the Disposal of Wastewater if needed.
- The Town will analyze other areas of town with significant high-density residential development potential and determine areas where clustered wastewater treatment systems may be feasible. (2015–2016)
- The Town will seek funding through available infrastructure, water quality, and wastewater treatment programs to fund the research and development of additional alternative wastewater treatment systems. Potential funding sources for wastewater treatment or infrastructure serving affordable housing include the Small Community Wastewater Grant Program, Infrastructure State Revolving Loan Fund, and Infill Infrastructure Grant Program. Recognizing that available funding sources will change from time to time, the Town will regularly check state grant programs offered by the Department of Health and Human Services, State Water Resources Control Board, Infrastructure and Economic Development Bank, and Department of Housing and Community Development and will aggressively seek funding for alternative wastewater treatment when grant funds are available. (annually and ongoing)

Responsible Party: Community Development Departments

Funding Source: General Fund

6. HOUSING GOALS, POLICIES, AND PROGRAMS

Implementation Schedule: Ongoing – timing for specific actions indicated in parentheses

Expected Results: None quantified

HI-2 Affordable Housing Resources

Continue to promote affordable housing by working with and assisting developers who are interested in producing affordable housing and by providing staff support, identifying available resources, supporting funding applications, and providing funding when available. The Town will take the following actions:

- Coordinate a housing stakeholders group that includes affordable housing developers, which will meet annually to identify potential housing projects, including affordable new construction, special needs housing, and first-time homebuyer assistance, and prioritize potential funding efforts.
- Annually encourage nonprofit sponsors to make application to state and federal agencies for affordable senior citizen and/or disabled rental housing.
- Continue to seek funding for affordable housing rehabilitation and new construction that ensures that a variety of populations are addressed (e.g., once one project is funded, support a different type of project in the next funding round). The approach should maximize the Town's available funding resources, prioritize projects that will be very competitive in the funding process, support new construction for a variety of affordable housing needs, and be based on the interest of developers in providing specific housing types.
- Continue to pursue various housing program grants to fund down payment assistance to lower-income households, including extremely low-income first-time homebuyers. Continue to fund down payment assistance programs with CDBG, HOME, and CalHOME funds, when feasible and appropriate.
- Prepare a brochure identifying affordable housing resources and incentives and provide the brochure to development applicants interested in affordable and/or multi-family housing.
- Consider allocating CDBG funds, when available and appropriate, to assist with preparation of HOME applications and other applicable state and federal program applications in support of affordable housing projects.
- Annually seek funding from CalHOME and other programs to augment the Town's funding sources. If multiple projects request funding assistance, projects providing at least 25 percent of the units for extremely low- or very low-income households will receive priority for funding assistance.

Responsible Party: Housing Services staff

Funding Source: Restricted grant funds; CDBG; CalHOME, HOME

6. HOUSING GOALS, POLICIES, AND PROGRAMS

Implementation Schedule: Stakeholders group formed by December 2015; funding approach and strategy established by March 2016; annual funding applications; pursue down payment assistance funding starting in 2014 and ongoing throughout planning period.

Expected Results: 25 affordable family units; 15 senior or disabled units

HI-3 Affordable Housing Incentives

Provide incentives through project processing and development regulations to promote extremely low-, very low-, and low-income and special needs housing. These incentives will include:

- Expedited processing and approvals for such projects, without jeopardizing environmental quality or the integrity of the overall goals, objectives, and policies of the General Plan.
- Additional reduction in development standards, such as setbacks, floor area ratios, and lot coverage requirements. Additional incentives will be identified for development of small lots with extremely low-, very low-, and low-income housing and for development of single-room occupancy (SRO) projects.
- Continue to require only the minimum design standards for housing construction, and provide engineered specifications and a residential construction guide to interested builders and property owners.
- Identify cost-saving and innovative development approaches that may assist developers in providing affordable housing and developing projects at or near maximum densities.
- Support funding applications in conjunction with HI-2.
- The incentives will be described in the brochure prepared under HI-2.

Responsible Party: Housing Services and Community Development Department

Funding Source: General Fund; CDBG

Implementation Schedule: Additional incentives identified by December 2014; brochure prepared by March 2015

Expected Results: 25 affordable family units; 15 senior or disabled units (in conjunction with HI-2)

6. HOUSING GOALS, POLICIES, AND PROGRAMS

HI-4 Density Bonus

Revise the density bonus ordinance (Chapter 17.44) to be consistent with Government Code Sections 65915 and 65917. The ordinance will also identify incentives for affordable housing development.

Develop a density bonus brochure that describes how the density bonus program is implemented (e.g., increase in density provided for specific affordability levels), including examples of incentives that an affordable housing project can request, and provides several examples of development projects with various levels of affordability, the associated density bonus, and the resultant project.

Responsible Party: Community Development Department

Funding Source: General Fund

Implementation Schedule: Chapter 17.44 revised by February 2016

Expected Results: None quantified

HI-5 Publicly Owned Lands Inventory

Continue to maintain an inventory of publicly owned land in the town and its sphere of influence for potential housing sites.

Responsible Party: Community Development Department

Funding Source: General Fund

Implementation Schedule: 2014; updated biannually

Expected Results: None quantified

HI-6 Housing Authority

Support the Housing Authority's continued implementation of the conventional Public Housing Rental Program and the Housing Choice Voucher program, which provides rent subsidies directly to participants' landlords, and support that agency's attempts to secure additional funding for expanded programs.

Responsible Party: Community Development Department; Housing Services staff

Funding Source: General Fund

Implementation Schedule: 2014 and ongoing

Expected Results: None quantified

HI-7 Small Lot Consolidation and Development

Continue to encourage consolidation of small multi-family parcels as well as small, commercially designated parcels appropriate for residential use.

- Encourage parcels aggregated to make up Sites A, B, C, D, and E (see Figure 4-1) to be planned as single sites that can produce at least 24 units per site.
- Provide incentives to encourage owners of small, contiguous parcels appropriate for affordable housing, including those parcels in Sites A, B, C, D, and E, to consolidate lots.
- Inform owners of parcels in Sites A, B, C, D, and E of available incentives for lot consolidation and encourage owners to take advantage of such incentives.
- Assist affordable housing developers with the purchase and consolidation of small, contiguous parcels by providing staff assistance and financial assistance, when available through CDBG, HOME, or other appropriate funds.

Responsible Party: Community Development Department

Funding Source: General Fund

Implementation Schedule: Zoning Ordinance revised and small lot owners contacted by December 31, 2015.

Expected Results: None quantified

HI-8 Promote Second Units

Continue to encourage development of affordable second units by:

- Preparing a Second Units Handbook that provides prototypes preferred by the Town for second units that can be approved with minimal planning and building review. Prototypes should be provided for accessible second units, as well as two-story second units. The handbook will identify incentives for development of affordable second units, including expedited processing, and explain affordability and monitoring requirements.
- Publicizing the Town's Second Unit Program through handouts available at Town Hall and on the Town's website.

Responsible Party: Housing Services staff

Funding Source: General Fund

Implementation Schedule: Handouts made available at Town Hall and website by December 2014; handbook developed by December 2015

Expected Results: None quantified

6. HOUSING GOALS, POLICIES, AND PROGRAMS

HI-9 Address Discrimination

The Town's Housing and Business Services Division will continue to provide filing information and direct residents with discrimination complaints to the California Department of Fair Employment and Housing and/or the US Department of Housing and Urban Development. Fair housing/nondiscrimination requirements will continue to be posted at Town Hall and other public facilities. A log of all complaints will be kept and total complaints will be reported in the Annual Report (HI-10).

Responsible Party: Housing Services staff

Funding Source: General Fund

Implementation Schedule: Handouts made available at Town Hall and website by December 2014

Expected Results: None quantified

HI-10 Annual Report

Provide an Annual Report to the Town Council and Planning Commission that describes (1) implementation of Housing Element programs to date, (2) the amount and type of housing activity as related to the Housing Element's goals, policies, and programs, and (3) an updated summary of the Town's housing needs. The Annual Report will address the requirements of Government Code Section 65400. Submit this report to the California Department of Housing and Community Development within 30 days after review by the Town Council.

Responsible Party: Planning Division

Funding Source: General Fund

Implementation Schedule: Winter/Spring 2015; annually thereafter. Annual reports are due April 1st every year.

Expected Results: None quantified

HG-2 IMPROVE AND PRESERVE SAFE, DECENT HOUSING AND NEIGHBORHOODS FOR ALL PARADISE RESIDENTS.

HP-12 The Town will encourage the maintenance and improvement of its residential areas.

HP-13 The Town will design and implement housing programs that maximize access to the market, such as housing rehabilitation, including replacement housing, and down payment assistance for first-time homebuyers.

HP-14 The Town will support and encourage public and private efforts to provide ongoing home

6. HOUSING GOALS, POLICIES, AND PROGRAMS

improvement and neighborhood rehabilitation programs.

HP-15 New housing and rehabilitated housing will be constructed in accordance with design standards and Town-adopted Building Code requirements that will ensure the safety and integrity of each housing unit.

HP-16 The Town will continue to provide a revolving loan fund for housing rehabilitation and down payment assistance programs.

HP-17 The Town will support the continuance and expansion of the Housing Authority's rental assistance program.

HP-18 The Town will regulate conversion of housing stock that, by its nature, is affordable to residents of modest means, such as apartments and mobile homes, to either market-rate, for-sale, or nonresidential uses, by requiring such conversions to provide a housing relocation plan and replacement assistance to residents who would be displaced by the conversion and by requiring that the Town make a finding of clear public benefit.

HP-19 Provided staffing and funding are available, the Town will monitor the quality of the local housing stock.

HP-20 The Town will encourage safe and decent housing through demolition of dilapidated units that cannot be cost-effectively improved to code standard.

HI-11 Housing Rehabilitation and Improvement

Continue to provide housing rehabilitation and repair opportunities for extremely low-income, very low-income, low-income, elderly, disabled, developmentally disabled, and special needs households through:

- Continue to aggressively seek housing rehabilitation funds through CalHOME, HOME, and other state and federal funding sources.
- Continue operating the CDBG and HOME revolving loan fund to fund housing rehabilitation for very low- and low-income households.
- Support the applications for County HOME and CDBG funds of local nonprofit and service providers that provide housing rehabilitation and repair programs.
- Conduct an updated housing conditions survey to identify areas targeted for rehabilitation and use CDBG funds for housing rehabilitation projects in target areas.
- Update the brochure, when and if programs change (e.g., increased funding amounts, changes to services provided), that summarizes housing rehabilitation and housing repair programs available to lower-income, elderly, disabled, developmentally disabled, and other special needs households.

6. HOUSING GOALS, POLICIES, AND PROGRAMS

- Continue to advertise the availability of housing rehabilitation and repair programs through the distribution of a brochure at Town Hall, on the Town's website, and in conjunction with housing code enforcement activities.

Responsible Party: Housing Services staff

Funding Source: Community Development Block Grant; CalHOME

Implementation Schedule: Housing rehabilitation program ongoing; complete housing conditions survey by June 2017; update brochure annually

Expected Results: 2 to 5 housing rehabilitations per year

HI-12 Condominium and Mobile Home Conversions

Revise Chapter 16.10 of the Municipal Code to address both condominium and mobile home park conversion. The revisions will require (1) analysis of rental rates, vacancy rates, and recent growth or decline in the number of multi-family dwellings to determine whether there are adequate housing opportunities for households that may be relocated as the result of a conversion, (2) preparation and implementation of a relocation plan, and (3) relocation assistance to occupants in the event that a mobile home park or apartment complex is converted from rental to another type of housing or use.

Responsible Party: Planning Division

Funding Source: General Fund

Implementation Schedule: Amend code by June 2015

Expected Results: None quantified

HI-13 Enforce Housing Codes

Provide a safe and decent living environment through enforcement of housing codes, including the following actions:

- Inspect housing upon receiving complaints regarding health and safety problems, and require compliance with applicable codes.
- Enforce compliance with the applicable Town-adopted housing and building codes to ensure existing residential structures remain in habitable condition.

Responsible Party: Code Enforcement Division

Funding Source: General Fund

Implementation Schedule: Ongoing

Expected Results: None quantified

HI-14 Conversion of At-Risk Units

Reduce the potential conversion of the 48 assisted affordable housing units at risk during the current planning period to market rate through the following actions:

- Revise the Zoning Ordinance to require a one-year notice to residents, the Town, the Housing Authority of the County of Butte, and the Community Housing Improvement Program (CHIP) of all proposed conversions of assisted affordable (extremely low, very low, low, and/or moderate income) housing units. Following revision of the Zoning Ordinance, provide the owner of each assisted affordable housing complex in the town with the noticing requirements.
- Continue to maintain communication with the Housing Authority of the County of Butte and local nonprofit housing organizations to monitor the potential conversion of assisted housing units to market-rate housing.
- If conversion of units is likely, work with the Housing Authority of the County of Butte and other organizations as appropriate to seek funding to subsidize the at-risk units in a way that mirrors the HUD Housing Choice Voucher (Section 8) program. Funding sources may include state or local funding sources.

Responsible Party: Planning Division

Funding Source: General Fund; CDBG; HOME

Implementation Schedule: Revision of Zoning Ordinance by June 2015; ongoing communication with the Housing Authority of the County of Butte and local nonprofits

Expected Results: Preservation of at-risk units

HG-3 REASONABLY ACCOMMODATE HOUSING DESIGNED FOR PERSONS WITH SPECIAL HOUSING NEEDS.

HP-21 The Town will continue to encourage the development and expansion of housing opportunities for the elderly and the disabled through techniques such as smaller unit sizes, a reduction in parking space requirements, common dining facilities, and fewer but adequate amenities.

HP-22 The Town will encourage development of suitable sites with rest homes and care facilities for the elderly and the disabled and developmentally disabled and will encourage senior citizen housing in the Central Commercial area of Paradise.

HP-23 The Town will facilitate housing opportunities for the homeless by accommodating transitional and supportive housing and allowing emergency, transitional, and supportive housing consistent with state law.

HP-24 The Town will encourage development housing types and programs for senior citizens,

6. HOUSING GOALS, POLICIES, AND PROGRAMS

the disabled, developmentally disabled, large families, and other groups identified as having special housing needs.

HP-25 The Town will continue to require the first floors of multi-family developments to accommodate access and use by the elderly and the disabled.

HP-26 The Town will continue to assess the Zoning Ordinance, Municipal Code, and Town procedures for constraints and address changes in state law, particularly regarding housing for special needs groups, including seniors, the disabled, developmentally disabled, large families, farmworkers, and the homeless.

HI-15 Reduce Standards for Senior and Disabled Housing

Revise the Zoning Ordinance to provide reduced standards for senior and disabled housing, including:

- Reduce the number of required parking spaces for mobile home parks and senior citizen housing projects.
- Allow reduced parking standards for housing developments associated with seniors and/or persons with disabilities via an administrative Town staff review and approval process.

Responsible Party: Planning Division

Funding Source: General Fund

Implementation Schedule: Amend code by December 2014

Expected Results: 15 disabled or senior housing units

HI-16 Transitional/Supportive Housing

Revise the Zoning Ordinance to allow transitional housing and supportive housing consistent with the requirements of state law (Government Code Section 65583(a)(4,5)). The Zoning Ordinance will be revised to allow transitional and supportive housing in all zoning districts in the town in the same way other residential uses are allowed in each zoning district, as required by state law. Language identifying transitional housing and supportive housing as permitted uses and subject to the same standards as other residential dwellings of the same type will be included in the Zoning Ordinance.

Responsible Party: Planning Division

Funding Source: General Fund

Implementation Schedule: Amend Zoning Ordinance by August 2015

Expected Results: None quantified

HI-17 Housing for Persons with Disabilities

Continue to ensure that new housing for persons with disabilities and home improvements intended to provide accessibility for projects for persons with disabilities are reasonably accommodated.

- Amend Title 15, Buildings and Construction, of the Paradise Municipal Code to identify certain home improvements that provide accessibility for disabled persons as exempt from building permit requirements.
- Provide exceptions in zoning and land use for housing for persons with disabilities. This procedure will be a ministerial process, with a minimal or no processing fee, subject to approval by the Community Development Director or designee applying the 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 Town.
 - The requested accommodation would not require a fundamental alteration in the nature of the Town's land use and zoning program.
- Prepare an information brochure designed to help the community understand local zoning regulations, building standards, and programs available to reasonably accommodate persons with disabilities. The brochure will identify which accessibility improvements are exempt from building permit requirements and which accessibility improvements may be permitted over the counter. The brochure will be made available in the following locations:
 - Community Development Department counter
 - Town of Paradise website
 - Paradise Senior Center
 - Rehabilitation Program through the Town's Business & Housing Dept
 - Butte County Adult Services
 - Butte County Community Action Agency
 - Feather River Hospital Home Care Services

Responsible Party: Planning Division; Planning Commission

6. HOUSING GOALS, POLICIES, AND PROGRAMS

Funding Source: General Fund

Implementation Schedule: Amend Title 15 and Zoning Ordinance by May 2015; prepare brochure by August 2015

Expected Results: None quantified

HI-18 Special Needs Housing

Provide incentives, such as a density bonus, expedited processing, relaxation of development standards, etc., to encourage development of housing for persons with special needs. Incentives will be identified in the brochure developed to promote affordable housing (HI-2) and will be codified where appropriate. In addition, the Town will work with the Far Northern Regional Center to implement an outreach program that informs families in Paradise on housing and services specifically available for persons with developmental disabilities. The program could include the development of an informational brochure, including information on services on the Town's website, and providing housing-related training for individuals/families through workshops.

Responsible Party: Planning Division

Funding Source: General Fund

Funding: General Fund; Federal Housing Opportunities for Persons with AIDS, California Child Care Facilities Finance Program, and other state and federal programs designated specifically for special needs groups for efforts to address needs of those with developmental disabilities

Implementation Schedule: Development of outreach program within one year of adopting the Housing Element; prepare brochure by February 2015

Expected Results: None quantified

HI-19 Farm Labor Housing

To comply with the state's Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6), the Town will amend the Zoning Ordinance to treat employee and farm labor housing that serves six or fewer persons as a single-family structure and permitted in the same manner as other single-family structures of the same type in the same zone (Section 17021.5). The Zoning Ordinance will also be amended to treat employee and farm labor housing consisting of no more than 12 units or 36 beds as an agricultural use and permitted in the same manner as other agricultural uses in the same zone (Section 17021.6) in zones where agricultural uses are permitted.

Responsible Party: Planning Division

Funding Source: General Fund

Implementation Schedule: Amend Zoning Ordinance by July 2015

Expected Results: None quantified

HG-4 ENCOURAGE ENERGY-EFFICIENT RESOURCES IN NEW RESIDENTIAL DEVELOPMENT AS WELL AS IN THE EXISTING HOUSING STOCK.

HP-27 The Town will encourage energy efficiency and energy conservation in residential development to ensure sustainable practices and to reduce long-term housing costs.

HI-20 Energy Conservation and Efficiency

Promote energy efficiency and conservation in residential development by:

- Continuing to incorporate green building standards, including alternative design and building approaches, into the Municipal Code.
- Continuing to review the Town's land use regulations and subdivision ordinances and, where appropriate, amend to include provisions that promote and/or require energy conservation measures as a factor in project approval.
- Continuing to support inclusion of weatherization activities including, but not limited to, weatherization, siding, and dual-pane windows in the Housing Rehabilitation program.
- Continuing to support the SaveUEnergy program operated by Community Action Agency services, which provides free energy audits and energy-saving services to low-income households and for a small fee to non-low-income households, by advertising the availability of this program in the Town's Housing Rehabilitation Program brochure.

Responsible Party: Community Development Department

Funding Source: General Fund

Implementation Schedule: Every two years beginning in 2015, review and revise codes as necessary

Expected Results: None quantified

Conclusion

The foregoing programs are considered appropriate and desirable to ensure that the Town's housing needs through 2022, as identified in Chapters 1 through 5, are met in a timely and cost-effective manner. The programs designate implementation schedules and expected results, including quantified objectives where applicable. Table 6-1 shows an estimate of quantified objectives by income category for the number of units to be constructed, rehabilitated, and conserved over the planning period. Tables 6-2 and 6-3 identify the quantified objectives for

6. HOUSING GOALS, POLICIES, AND PROGRAMS

individual programs. To achieve these objectives, the community will require developer and nonprofit participation and funding from the CDBG, HOME, and CalHOME programs as well as from other sources.

TABLE 6-1: QUANTIFIED OBJECTIVES: CONSTRUCTION, REHABILITATION, AND PRESERVATION BY INCOME LEVEL

Income Levels	Construction	Rehabilitation	Preservation
Extremely Low	2	5	–
Very Low	40	25	48
Low	40	25	
Moderate	80	0	–
Above Moderate	250	0	–
Total	412	55	48*

**This number represent the number of units at-risk during the planning period at the Paradise Gardens III project.*

TABLE 6-2: QUANTIFIED OBJECTIVES FOR VERY LOW- AND LOW-INCOME UNITS BY PROGRAM

Program	Construction	Rehabilitation	Preservation
HI-2: Affordable Housing Resources	20	–	–
HI-3: Affordable Housing Incentives*	20	–	–
HI-11: Housing Rehabilitation and Improvement	–	16–40	–
Total	40	16–40	–

**In Conjunction With HI-2*

TABLE 6-3: QUANTIFIED OBJECTIVES FOR SPECIAL NEEDS UNITS BY PROGRAM

Program	Seniors/Disabled
HI-2 and HI-3: Affordable Housing Resources and Incentives	15
Total	15

7. COMMUNITY PARTICIPATION

Community participation was solicited and encouraged throughout the Housing Element process. Community participation efforts are described below for the development of the draft Housing Element and the adoption of the final Housing Element.

DEVELOPMENT OF THE DRAFT HOUSING ELEMENT

In order to engage the community in the Housing Element update process, a public stakeholder workshop, a public workshop, two Planning Commission meetings, and one Town Council meetings were held. The public, including residents, businesspeople, housing advocates, service agencies, and other organizations addressing housing and special needs, were encouraged to participate in the process. Key stakeholders, agencies, and organizations were contacted individually for input to ensure that the Housing Element accurately reflects a broad spectrum of the community and prioritizes needs appropriately.

Workshops and Public Outreach

Public participation not only is a required portion of the update process but is also crucial for understanding the community's goals and preferences. The Town encouraged residents to get involved for the following reasons:

1. Assist in creating a new and updated Housing Element
2. Identify housing concerns and suggest solutions
3. Help decide where and how new housing will occur
4. Inform the staff and consultants what housing types are preferred in Paradise
5. Participation is key to understanding and achieving community goals
6. The plan is more likely to be implemented with broad community support

In order to encourage residents, businesspeople, and other stakeholders to participate, the Town used multiple outreach outlets, including:

- Public notices posted at Town Hall and press release to the local newspaper
- Invitations extended via phone calls or in-person meetings to local organizations, including:

Stakeholders contacted are included in Appendix B.

7. COMMUNITY PARTICIPATION

Stakeholders Workshop

A stakeholders workshop was held on February 4, 2014, to receive input from stakeholders such as housing advocates, local builders, and business owners regarding the Housing Element update process and its requirements and, more particularly, to identify local housing priorities and preferences.

The workshop included a presentation describing the Housing Element update process, Housing Element content requirements, and key findings regarding housing in Paradise. The workshop was attended by representatives from the Paradise Ridge Homeless Task Force, SHOR VOL Homeless Task Force, Feather River Hospital, Butte Baby Steps, North Valley Catholic Social Service (NVCSS), Community Legal Information Center (CLIC), Paradise CDGB Housing Services, as well as members of the public. Comments concerning homeless shelters, transitional and supportive housing, senior housing, funding for affordable and emergency housing, and the Town's land use designations regarding emergency shelters were discussed during the workshop. Also discussed was the Town's lack of a community wastewater system and how this constrains housing construction.

Public Workshop

A public workshop was also held on February 4, 2014. This workshop was attended by members of the public, as well as housing advocates. This workshop included a presentation describing the Housing Element update process, Housing Element content requirements, and key findings regarding housing in Paradise. Issues raised during the meeting included affordable housing and the limited number of funding possibilities as well as the inequality of banking restitution for areas outside of major cities.

Planning Commission and Town Council Hearings

A Planning Commission hearing to provide input on the Public Review Draft Housing Element and receive input from the public was held on March 31, 2014. The meeting was noticed on the City's website, at Town Hall, and in the Paradise Post. The meeting was attended by the Planning Commission, town staff members and members of the public. No comments were made by the public during the meeting regarding the Housing Element. The Planning Commission gave unanimous approval for the Housing Element to be submitted to HCD for their 60-day review. An electronic version of the draft is available to view and download on the Town's website. Hardcopies of the draft Housing Element can be reviewed at Town Hall and the Town Library.

Following HCD review of the public review draft Housing Element, the Housing Element was revised to address HCD's comments. The Housing Element was reviewed by the Planning Commission on June 3, 2014 during a noticed public hearing. Following Planning Commission review, the Town Council adopted the Housing Element on June 10, 2014. **[SECTION TO BE REVISED IF NEEDED FOLLOWING ADOPTION HEARINGS]**

APPENDIX A – SITES INVENTORY LIST

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
No Number	052-100-002-000	RR	RR 1	40.08	1	34	AM	Vacant
No Number	050-030-010-000	AR	RR 1	1.42	1	1	AM	Vacant
No Number	052-250-117-000	RR	RR 1	11.79	1	10	AM	Vacant
No Number	050-230-060-000	RR	RR 1	9.10	1	7	AM	Vacant
No Number	052-310-032-000	RR	RR 1	6.15	1	5	AM	Vacant
No Number	051-040-024-000	RR	RR 1	5.93	1	5	AM	Vacant
No Number	050-060-087-000	RR	RR 1	5.48	1	5	AM	Vacant
No Number	051-072-012-000	RR	RR 1	4.13	1	4	AM	Vacant
No Number	050-052-062-000	RR	RR 1	3.60	1	3	AM	Vacant
No Number	050-100-151-000	RR	RR 1	3.40	1	3	AM	Vacant
No Number	053-240-007-000	RR	RR 1	3.00	1	2	AM	Vacant
No Number	054-080-036-000	RR	RR 1	2.72	1	2	AM	Vacant
No Number	050-230-082-000	RR	RR 1	2.61	1	2	AM	Vacant
No Number	052-260-010-000	RR	RR 1	2.58	1	2	AM	Vacant
No Number	050-220-007-000	RR	RR 1	2.55	1	2	AM	Vacant
No Number	055-202-021-000	RR	RR 1	2.44	1	2	AM	Vacant
No Number	050-380-020-000	RR	RR 1	2.29	1	2	AM	Vacant
No Number	052-290-047-000	RR	RR 1	2.22	1	2	AM	Vacant
No Number	051-060-032-000	RR	RR 1	2.18	1	2	AM	Vacant
No Number	050-110-007-000	RR	RR 1	2.00	1	1	AM	Vacant
No Number	050-250-041-000	RR	RR 1	2.00	1	1	AM	Vacant
No Number	050-250-012-000	RR	RR 1	2.00	1	1	AM	Vacant
No Number	050-110-025-000	RR	RR 1	1.91	1	1	AM	Vacant
No Number	051-104-053-000	RR	RR 1	1.65	1	1	AM	Vacant
No Number	055-280-013-000	RR	RR 1	1.42	1	1	AM	Vacant
No Number	050-220-120-000	RR	RR 1	1.32	1	1	AM	Vacant
No Number	055-420-009-000	RR	RR 1	1.18	1	1	AM	Vacant
No Number	050-220-012-000	RR	RR 1	1.17	1	1	AM	Vacant
No Number	055-290-069-000	RR	RR 1	1.16	1	1	AM	Vacant
No Number	052-290-037-000	RR	RR 1	1.14	1	1	AM	Vacant
No Number	052-310-029-000	RR	RR 1	1.13	1	1	AM	Vacant
No Number	051-072-085-000	RR	RR 1	1.10	1	1	AM	Vacant
No Number	050-370-024-000	RR	RR 1	1.09	1	1	AM	Vacant
No Number	051-060-038-000	RR	RR 1	1.08	1	1	AM	Vacant
No Number	051-050-097-000	RR	RR 1	1.04	1	1	AM	Vacant
No Number	051-110-009-000	RR	RR 1	1.03	1	1	AM	Vacant
No Number	053-240-064-000	RR	RR 1	1.01	1	1	AM	Vacant
No Number	051-120-046-000	RR	RR 1	1.00	1	1	AM	Vacant
No Number	053-240-063-000	RR	RR 1	1.00	1	1	AM	Vacant
No Number	051-072-083-000	RR	RR 1	0.97	1	1	AM	Vacant
No Number	051-110-013-000	RR	RR 1	0.95	1	1	AM	Vacant
No Number	050-070-071-000	RR	RR 1	0.90	1	1	AM	Vacant
No Number	052-130-001-000	RR	RR 1	0.76	1	1	AM	Vacant
No Number	050-240-083-000	RR	RR 1	0.74	1	1	AM	Vacant
No Number	051-060-039-000	RR	RR 1	0.70	1	1	AM	Vacant
No Number	051-072-079-000	RR	RR 1	0.69	1	1	AM	Vacant
No Number	050-011-028-000	RR	RR 1	0.67	1	1	AM	Vacant
No Number	051-104-165-000	RR	RR 1	0.59	1	1	AM	Vacant
No Number	051-104-157-000	RR	RR 1	0.53	1	1	AM	Vacant
No Number	051-050-028-000	RR	RR 1	0.52	1	1	AM	Vacant
No Number	050-011-030-000	RR	RR 1	0.41	1	1	AM	Vacant
No Number	050-070-070-000	RR	RR 1	0.40	1	1	AM	Vacant
No Number	050-070-068-000	RR	RR 1	0.34	1	1	AM	Vacant

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
No Number	050-070-069-000	RR	RR 1	0.30	1	1	AM	Vacant
No Number	054-172-032-000	RR	RR 1	0.29	1	1	AM	Vacant
Subtotal RR1				149.86		131		
No Number	050-171-019-000	RR	RR 1/2	2.86	2	1	AM	Vacant
No Number	054-090-072-000	RR	RR 1/2	2.86	2	1	AM	Vacant
No Number	050-430-015-000	RR	RR 1/2	2.49	2	1	AM	Vacant
No Number	055-261-081-000	RR	RR 1/2	1.76	2	1	AM	Vacant
No Number	051-050-123-000	RR	RR 1/2	1.69	2	1	AM	Vacant
No Number	050-430-014-000	RR	RR 1/2	1.64	2	1	AM	Vacant
No Number	050-120-073-000	RR	RR 1/2	1.64	2	1	AM	Vacant
No Number	050-250-091-000	RR	RR 1/2	1.35	2	1	AM	Vacant
No Number	051-250-146-000	RR	RR 1/2	1.30	2	1	AM	Vacant
No Number	054-240-130-000	RR	RR 1/2	1.09	2	1	AM	Vacant
No Number	053-180-053-000	RR	RR 1/2	1.07	2	1	AM	Vacant
No Number	055-470-005-000	RR	RR 1/2	1.05	2	1	AM	Vacant
No Number	054-070-024-000	RR	RR 1/2	0.95	2	1	AM	Vacant
No Number	053-272-096-000	RR	RR 1/2	0.92	2	1	AM	Vacant
No Number	055-470-004-000	RR	RR 1/2	0.83	2	1	AM	Vacant
No Number	053-140-093-000	RR	RR 1/2	0.82	2	1	AM	Vacant
No Number	053-272-058-000	RR	RR 1/2	0.81	2	1	AM	Vacant
No Number	051-250-141-000	RR	RR 1/2	0.81	2	1	AM	Vacant
No Number	051-250-137-000	RR	RR 1/2	0.80	2	1	AM	Vacant
No Number	054-070-029-000	RR	RR 1/2	0.79	2	1	AM	Vacant
No Number	055-211-078-000	RR	RR 1/2	0.74	2	1	AM	Vacant
No Number	055-261-087-000	RR	RR 1/2	0.72	2	1	AM	Vacant
No Number	066-460-006-000	RR	RR 1/2	0.72	2	1	AM	Vacant
No Number	054-070-037-000	RR	RR 1/2	0.69	2	1	AM	Vacant
No Number	055-020-047-000	RR	RR 1/2	0.69	2	1	AM	Vacant
No Number	051-050-109-000	RR	RR 1/2	0.69	2	1	AM	Vacant
No Number	055-330-002-000	RR	RR 1/2	0.69	2	1	AM	Vacant
No Number	055-070-039-000	RR	RR 1/2	0.64	2	1	AM	Vacant
No Number	052-271-057-000	RR	RR 1/2	0.64	2	1	AM	Vacant
No Number	055-020-028-000	RR	RR 1/2	0.64	2	1	AM	Vacant
No Number	051-230-006-000	RR	RR 1/2	0.64	2	1	AM	Vacant
No Number	053-170-041-000	RR	RR 1/2	0.61	2	1	AM	Vacant
No Number	055-211-058-000	RR	RR 1/2	0.59	2	1	AM	Vacant
No Number	055-440-143-000	RR	RR 1/2	0.58	2	1	AM	Vacant
No Number	053-250-077-000	RR	RR 1/2	0.57	2	1	AM	Vacant
No Number	055-261-088-000	RR	RR 1/2	0.57	2	1	AM	Vacant
No Number	055-112-082-000	RR	RR 1/2	0.56	2	1	AM	Vacant
No Number	051-250-149-000	RR	RR 1/2	0.55	2	1	AM	Vacant
No Number	055-440-038-000	RR	RR 1/2	0.54	2	1	AM	Vacant
No Number	055-400-034-000	RR	RR 1/2	0.53	2	1	AM	Vacant
No Number	055-211-077-000	RR	RR 1/2	0.52	2	1	AM	Vacant
No Number	055-270-079-000	RR	RR 1/2	0.50	2	1	AM	Vacant
No Number	055-160-008-000	RR	RR 1/2	0.50	2	1	AM	Vacant
No Number	054-090-050-000	RR	RR 1/2	0.48	2	1	AM	Vacant
No Number	054-230-075-000	RR	RR 1/2	0.48	2	1	AM	Vacant
No Number	050-120-133-000	RR	RR 1/2	0.45	2	1	AM	Vacant
No Number	050-120-160-000	RR	RR 1/2	0.45	2	1	AM	Vacant
No Number	051-250-082-000	RR	RR 1/2	0.45	2	1	AM	Vacant
No Number	050-120-085-000	RR	RR 1/2	0.45	2	1	AM	Vacant
No Number	055-330-014-000	RR	RR 1/2	0.43	2	1	AM	Vacant

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
No Number	050-120-148-000	RR	RR 1/2	0.42	2	1	AM	Vacant
No Number	053-240-075-000	RR	RR 1/2	0.42	2	1	AM	Vacant
No Number	054-070-014-000	RR	RR 1/2	0.42	2	1	AM	Vacant
No Number	055-440-138-000	RR	RR 1/2	0.42	2	1	AM	Vacant
No Number	055-270-016-000	RR	RR 1/2	0.41	2	1	AM	Vacant
No Number	054-230-134-000	RR	RR 1/2	0.40	2	1	AM	Vacant
No Number	054-070-012-000	RR	RR 1/2	0.38	2	1	AM	Vacant
No Number	055-440-126-000	RR	RR 1/2	0.38	2	1	AM	Vacant
No Number	052-360-008-000	RR	RR 1/2	0.38	2	1	AM	Vacant
No Number	050-090-014-000	RR	RR 1/2	0.36	2	1	AM	Vacant
No Number	053-180-047-000	RR	RR 1/2	0.34	2	1	AM	Vacant
No Number	055-140-053-000	RR	RR 1/2	0.33	2	1	AM	Vacant
No Number	054-220-021-000	RR	RR 1/2	0.32	2	1	AM	Vacant
No Number	055-060-032-000	RR	RR 1/2	0.30	2	1	AM	Vacant
No Number	055-020-070-000	RR	RR 1/2	0.28	2	1	AM	Vacant
No Number	055-020-091-000	RR	RR 1/2	0.27	2	1	AM	Vacant
No Number	055-090-040-000	RR	RR 1/2	0.26	2	1	AM	Vacant
Subtotal RR 1/2				50.93		67		
No Number	051-240-012-000	RR	RR 2/3	38.71	1.5	42	AM	Approved for 42 single family lots
No Number	050-230-085-000	RR	RR 2/3	11.14	1.5	15	AM	Vacant
No Number	051-460-039-000	RR	RR 2/3	3.18	1.5	4	AM	Vacant
No Number	051-460-032-000	RR	RR 2/3	3.00	1.5	4	AM	Vacant
No Number	051-460-061-000	RR	RR 2/3	2.04	1.5	2	AM	Vacant
No Number	052-244-049-000	RR	RR 2/3	2.02	1.5	2	AM	Vacant
No Number	051-460-046-000	RR	RR 2/3	1.97	1.5	2	AM	Vacant
No Number	051-330-060-000	RR	RR 2/3	1.87	1.5	2	AM	Vacant
No Number	053-260-021-000	RR	RR 2/3	1.58	1.5	2	AM	Vacant
No Number	051-330-065-000	RR	RR 2/3	1.57	1.5	2	AM	Vacant
No Number	051-190-082-000	RR	RR 2/3	1.51	1.5	2	AM	Vacant
No Number	050-100-150-000	RR	RR 2/3	1.46	1.5	2	AM	Vacant
No Number	052-244-001-000	RR	RR 2/3	1.34	1.5	1	AM	Vacant
No Number	051-460-045-000	RR	RR 2/3	1.33	1.5	1	AM	Vacant
No Number	052-244-041-000	RR	RR 2/3	1.23	1.5	1	AM	Vacant
No Number	053-140-047-000	RR	RR 2/3	1.21	1.5	1	AM	Vacant
No Number	052-244-026-000	RR	RR 2/3	1.20	1.5	1	AM	Vacant
No Number	051-460-011-000	RR	RR 2/3	1.14	1.5	1	AM	Vacant
No Number	051-050-121-000	RR	RR 2/3	1.09	1.5	1	AM	Vacant
No Number	052-260-088-000	RR	RR 2/3	1.03	1.5	1	AM	Vacant
No Number	054-191-016-000	RR	RR 2/3	1.02	1.5	1	AM	Vacant
No Number	051-220-063-000	RR	RR 2/3	0.98	1.5	1	AM	Vacant
No Number	052-340-045-000	RR	RR 2/3	0.98	1.5	1	AM	Vacant
No Number	051-161-004-000	RR	RR 2/3	0.93	1.5	1	AM	Vacant
No Number	050-140-026-000	RR	RR 2/3	0.92	1.5	1	AM	Vacant
No Number	051-050-107-000	RR	RR 2/3	0.92	1.5	1	AM	Vacant
No Number	051-152-036-000	RR	RR 2/3	0.91	1.5	1	AM	Vacant
No Number	051-240-026-000	RR	RR 2/3	0.89	1.5	1	AM	Vacant
No Number	051-460-060-000	RR	RR 2/3	0.88	1.5	1	AM	Vacant
No Number	054-165-013-000	RR	RR 2/3	0.84	1.5	1	AM	Vacant
No Number	050-230-084-000	RR	RR 2/3	0.84	1.5	1	AM	Vacant
No Number	054-171-082-000	RR	RR 2/3	0.81	1.5	1	AM	Vacant
No Number	052-350-013-000	RR	RR 2/3	0.79	1.5	1	AM	Vacant
No Number	051-151-058-000	RR	RR 2/3	0.79	1.5	1	AM	Vacant

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
No Number	051-190-107-000	RR	RR 2/3	0.74	1.5	1	AM	Vacant
No Number	051-460-035-000	RR	RR 2/3	0.69	1.5	1	AM	Vacant
No Number	052-350-018-000	RR	RR 2/3	0.69	1.5	1	AM	Vacant
No Number	054-210-086-000	RR	RR 2/3	0.68	1.5	1	AM	Vacant
No Number	051-460-019-000	RR	RR 2/3	0.67	1.5	1	AM	Vacant
No Number	051-460-037-000	RR	RR 2/3	0.67	1.5	1	AM	Vacant
No Number	051-460-027-000	RR	RR 2/3	0.67	1.5	1	AM	Vacant
No Number	052-244-015-000	RR	RR 2/3	0.64	1.5	1	AM	Vacant
No Number	051-460-028-000	RR	RR 2/3	0.64	1.5	1	AM	Vacant
No Number	051-163-029-000	RR	RR 2/3	0.63	1.5	1	AM	Vacant
No Number	051-460-050-000	RR	RR 2/3	0.63	1.5	1	AM	Vacant
No Number	051-190-101-000	RR	RR 2/3	0.62	1.5	1	AM	Vacant
No Number	051-180-098-000	RR	RR 2/3	0.56	1.5	1	AM	Vacant
No Number	051-152-023-000	RR	RR 2/3	0.52	1.5	1	AM	Vacant
No Number	051-190-078-000	RR	RR 2/3	0.52	1.5	1	AM	Vacant
No Number	050-040-011-000	RR	RR 2/3	0.45	1.5	1	AM	Vacant
No Number	051-190-067-000	RR	RR 2/3	0.38	1.5	1	AM	Vacant
Subtotal RR 2/3				102.52		120		
No Number	053-104-046-000	TR	TR 1	7.81	1	7	AM	Vacant
No Number	053-162-016-000	TR	TR 1	7.40	1	7	AM	Vacant
No Number	054-151-068-000	TR	TR 1	5.60	1	5	AM	Vacant
No Number	053-103-019-000	TR	TR 1	2.07	1	1	AM	Vacant
No Number	053-150-187-000	TR	TR 1	1.03	1	1	AM	Vacant
No Number	053-162-009-000	TR	TR 1	0.93	1	1	AM	Vacant
No Number	054-163-018-000	TR	TR 1	0.82	1	1	AM	Vacant
No Number	054-163-004-000	TR	TR 1	0.71	1	1	AM	Vacant
Subtotal TR 1				26.37		24		
No Number	052-141-031-000	TC	CB	0.43	14.52	3	AM	Vacant
No Number	052-201-033-000	TC	CB	1.25	14.52	9	AM	Vacant
No Number	052-194-004-000	TC	CB	0.29	14.52	2	AM	Vacant
No Number	052-121-039-000	TC	CB	0.30	14.52	2	AM	Vacant
Subtotal CB				2.27		16		
No Number	053-030-052-000	TC	CC	1.08	14.52	8	AM	Vacant - Sites 30-31 could be
No Number	053-030-051-000	TC	CC	2.59	14.52	20	AM	consolidated and developed as a single 3.66-acre project of 29 units.
No Number	053-101-025-000	TC	CC	0.79	14.52	6	AM	Vacant - Sites 36-38 could be consolidated and developed as a single 2.70-acre project of 21 units.
No Number	053-101-026-000	TC	CC	0.69	14.52	5	AM	
No Number	053-101-022-000	TC	CC	0.70	14.52	5	AM	
No Number	053-101-027-000	TC	CC	0.51	14.52	4	AM	
No Number	053-150-195-000	TC	CC	3.54	14.52	28	AM	Vacant
No Number	052-211-036-000	TC	CC	2.19	14.52	17	AM	Vacant
No Number	054-080-061-000	TC	CC	2.30	14.52	18	AM	Vacant
No Number	053-022-020-000	TC	CC	0.44	14.52	3	AM	Vacant
No Number	053-022-021-000	TC	CC	0.53	14.52	4	AM	Vacant
No Number	052-213-025-000	TC	CC	0.48	14.52	3	AM	Vacant
No Number	052-213-021-000	TC	CC	0.64	14.52	5	AM	Vacant
No Number	066-460-022-000	TC	CC	1.04	14.52	8	AM	Vacant
No Number	050-013-038-000	TC	CC	0.36	14.52	2	AM	Vacant
No Number	050-012-002-000	TC	CC	0.30	14.52	2	AM	Vacant
No Number	050-040-068-000	TC	CC	0.56	14.52	4	AM	Vacant
No Number	050-060-093-000	TC	CC	0.51	14.52	4	AM	Vacant
No Number	051-132-120-000	TC	CC	0.45	14.52	3	AM	Vacant
No Number	051-142-010-000	TC	CC	1.32	14.52	10	AM	Vacant

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
No Number	050-400-013-000	TC	CC	0.56	14.52	4	AM	Vacant
No Number	051-153-014-000	TC	CC	0.60	14.52	4	AM	Vacant
No Number	051-163-003-000	TC	CC	0.92	14.52	7	AM	Vacant
No Number	051-164-061-000	TC	CC	0.83	14.52	6	AM	Vacant
No Number	051-164-019-000	TC	CC	0.34	14.52	2	AM	Vacant
No Number	053-011-112-000	TC	CC	0.50	14.52	4	AM	Vacant
No Number	053-022-019-000	TC	CC	1.51	14.52	12	AM	Vacant
No Number	053-011-029-000	TC	CC	0.28	14.52	2	AM	Vacant
No Number	052-060-029-000	TC	CC	0.27	14.52	2	AM	Vacant
No Number	053-080-013-000	TC	CC	0.28	14.52	2	AM	Vacant
No Number	053-103-028-000	TC	CC	0.61	14.52	4	AM	Vacant
No Number	054-330-019-000	TC	CC	1.47	14.52	11	AM	Vacant
No Number	052-212-014-000	TC	CC	0.34	14.52	2	AM	Vacant
No Number	052-213-023-000	TC	CC	0.30	14.52	2	AM	Vacant
No Number	052-182-086-000	TC	CC	0.57	14.52	4	AM	Vacant
No Number	054-050-102-000	TC	CC	1.45	14.52	11	AM	Vacant
No Number	054-080-064-000	TC	CC	0.78	14.52	6	AM	Vacant
No Number	052-260-142-000	TC	CC	0.40	14.52	3	AM	Vacant
No Number	051-230-047-000	TC	CC	0.37	14.52	2	AM	Vacant
No Number	051-230-055-000	TC	CC	0.64	14.52	5	AM	Vacant
No Number	051-230-054-000	TC	CC	0.67	14.52	5	AM	Vacant
No Number	054-120-060-000	TC	CC	1.82	14.52	14	AM	Vacant
Subtotal CC				36.53		273		
No Number	054-110-039-000	PD	CS	6.00	15	66	AM	
No Number	054-110-007-000	PD	CS	10.40	15	114	AM	
No Number	053-290-029-000	CS	CS	0.60	15	7	AM	Vacant
No Number	053-111-030-000	CS	CS	0.57	15	6	AM	Vacant
No Number	054-110-028-000	CS	CS	0.50	15	5	AM	Site has existing minor improvements associated with Lava Creek Golf Course.
Subtotal CS				18.07		198		
No Number	054-060-103-000	PD	MF	4.35	15	60	M	Approved Mountain Terrace project. Project is anticipated to provide market rate units.
No Number	054-060-102-000	PD	MF	2.04	15			
No Number	054-060-101-000	PD	MF	4.91	15			
No Number	054-171-054-000	MR	MF	0.84	15	10	M	Vacant
No Number	050-040-004-000	MR	MF	0.52	15	6	M	Vacant
Subtotal MF				12.66		76		
No Number	053-180-075-000	TR	TR 1/2	8.56	2	16	M	Vacant
No Number	050-172-023-000	TR	TR 1/2	4.14	2	7	M	Vacant
No Number	054-201-049-000	TR	TR 1/2	3.83	2	7	M	Vacant
No Number	053-230-019-000	TR	TR 1/2	2.86	2	5	M	Vacant
No Number	053-330-048-000	TR	TR 1/2	2.53	2	4	M	Vacant
No Number	052-033-024-000	TR	TR 1/2	2.42	2	4	M	Vacant
No Number	050-081-021-000	TR	TR 1/2	2.31	2	4	M	Vacant
No Number	053-070-016-000	TR	TR 1/2	2.02	2	3	M	Vacant
No Number	052-182-002-000	TR	TR 1/2	1.63	2	3	M	Vacant
No Number	053-110-101-000	TR	TR 1/2	1.56	2	2	M	Vacant
No Number	053-101-001-000	TR	TR 1/2	1.34	2	2	M	Vacant
No Number	054-290-026-000	TR	TR 1/2	1.07	2	2	M	Vacant
No Number	053-131-048-000	TR	TR 1/2	1.05	2	1	M	Vacant
No Number	051-132-038-000	TR	TR 1/2	1.03	2	1	M	Vacant
No Number	053-170-179-000	TR	TR 1/2	1.03	2	1	M	Vacant
No Number	054-131-037-000	TR	TR 1/2	0.98	2	1	M	Vacant

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
No Number	054-131-099-000	TR	TR 1/2	0.98	2	1	M	Vacant
No Number	053-104-034-000	TR	TR 1/2	0.95	2	1	M	Vacant
No Number	053-104-018-000	TR	TR 1/2	0.95	2	1	M	Vacant
No Number	051-145-062-000	TR	TR 1/2	0.87	2	1	M	Vacant
No Number	053-050-028-000	TR	TR 1/2	0.83	2	1	M	Vacant
No Number	053-180-151-000	TR	TR 1/2	0.82	2	1	M	Vacant
No Number	053-161-052-000	TR	TR 1/2	0.76	2	1	M	Vacant
No Number	051-146-019-000	TR	TR 1/2	0.75	2	1	M	Vacant
No Number	052-070-114-000	TR	TR 1/2	0.74	2	1	M	Vacant
No Number	053-200-061-000	TR	TR 1/2	0.68	2	1	M	Vacant
No Number	052-080-014-000	TR	TR 1/2	0.67	2	1	M	Vacant
No Number	052-033-022-000	TR	TR 1/2	0.63	2	1	M	Vacant
No Number	053-021-007-000	TR	TR 1/2	0.61	2	1	M	Vacant
No Number	052-070-102-000	TR	TR 1/2	0.57	2	1	M	Vacant
No Number	051-071-091-000	TR	TR 1/2	0.55	2	1	M	Vacant
No Number	051-071-090-000	TR	TR 1/2	0.55	2	1	M	Vacant
No Number	053-110-087-000	TR	TR 1/2	0.54	2	1	M	Vacant
No Number	053-162-025-000	TR	TR 1/2	0.53	2	1	M	Vacant
No Number	054-010-103-000	TR	TR 1/2	0.52	2	1	M	Vacant
No Number	050-190-071-000	TR	TR 1/2	0.50	2	1	M	Vacant
No Number	053-021-063-000	TR	TR 1/2	0.50	2	1	M	Vacant
No Number	052-300-004-000	TR	TR 1/2	0.48	2	1	M	Vacant
No Number	052-310-005-000	TR	TR 1/2	0.48	2	1	M	Vacant
No Number	051-071-056-000	TR	TR 1/2	0.46	2	1	M	Vacant
No Number	050-190-069-000	TR	TR 1/2	0.46	2	1	M	Vacant
No Number	050-013-067-000	TR	TR 1/2	0.45	2	1	M	Vacant
No Number	051-120-067-000	TR	TR 1/2	0.44	2	1	M	Vacant
No Number	051-180-075-000	TR	TR 1/2	0.43	2	1	M	Vacant
No Number	051-145-064-000	TR	TR 1/2	0.42	2	1	M	Vacant
No Number	053-011-106-000	TR	TR 1/2	0.41	2	1	M	Vacant
No Number	053-070-051-000	TR	TR 1/2	0.41	2	1	M	Vacant
No Number	052-050-012-000	TR	TR 1/2	0.39	2	1	M	Vacant
No Number	053-104-040-000	TR	TR 1/2	0.39	2	1	M	Vacant
No Number	052-011-062-000	TR	TR 1/2	0.38	2	1	M	Vacant
No Number	051-050-069-000	TR	TR 1/2	0.37	2	1	M	Vacant
No Number	053-070-043-000	TR	TR 1/2	0.37	2	1	M	Vacant
No Number	052-310-006-000	TR	TR 1/2	0.34	2	1	M	Vacant
No Number	050-390-015-000	TR	TR 1/2	0.34	2	1	M	Vacant
No Number	052-300-008-000	TR	TR 1/2	0.34	2	1	M	Vacant
No Number	053-104-039-000	TR	TR 1/2	0.33	2	1	M	Vacant
No Number	052-310-008-000	TR	TR 1/2	0.33	2	1	M	Vacant
No Number	052-310-007-000	TR	TR 1/2	0.32	2	1	M	Vacant
No Number	053-230-113-000	TR	TR 1/2	0.31	2	1	M	Vacant
No Number	051-172-060-000	TR	TR 1/2	0.30	2	1	M	Vacant
No Number	054-162-021-000	TR	TR 1/2	0.29	2	1	M	Vacant
No Number	052-033-021-000	TR	TR 1/2	0.29	2	1	M	Vacant
No Number	050-350-035-000	TR	TR 1/2	0.27	2	1	M	Vacant
No Number	053-210-069-000	TR	TR 1/2	0.26	2	1	M	Vacant
Subtotal TR 1/2				62.92		203		
No Number	051-093-014-000	TR	TR 1/3	0.82	3	2	M	Vacant
No Number	051-093-047-000	TR	TR 1/3	0.80	3	2	M	Vacant
No Number	054-010-113-000	TR	TR 1/3	0.70	3	2	M	Vacant
No Number	050-150-109-000	TR	TR 1/3	0.61	3	1	M	Vacant

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
No Number	051-161-028-000	TR	TR 1/3	0.61	3	1	M	Vacant
No Number	053-250-117-000	TR	TR 1/3	0.52	3	1	M	Vacant
No Number	053-170-197-000	TR	TR 1/3	0.51	3	1	M	Vacant
No Number	053-170-198-000	TR	TR 1/3	0.51	3	1	M	Vacant
No Number	051-083-077-000	TR	TR 1/3	0.49	3	1	M	Vacant
No Number	054-141-072-000	TR	TR 1/3	0.49	3	1	M	Vacant
No Number	054-171-113-000	TR	TR 1/3	0.47	3	1	M	Vacant
No Number	053-162-089-000	TR	TR 1/3	0.45	3	1	M	Vacant
No Number	053-023-003-000	TR	TR 1/3	0.45	3	1	M	Vacant
No Number	053-162-086-000	TR	TR 1/3	0.44	3	1	M	Vacant
No Number	053-011-096-000	TR	TR 1/3	0.43	3	1	M	Vacant
No Number	051-370-010-000	TR	TR 1/3	0.42	3	1	M	Vacant
No Number	054-040-115-000	TR	TR 1/3	0.41	3	1	M	Vacant
No Number	052-050-027-000	TR	TR 1/3	0.40	3	1	M	Vacant
No Number	051-310-005-000	TR	TR 1/3	0.39	3	1	M	Vacant
No Number	053-011-048-000	TR	TR 1/3	0.38	3	1	M	Vacant
No Number	053-150-133-000	TR	TR 1/3	0.38	3	1	M	Vacant
No Number	051-103-017-000	TR	TR 1/3	0.38	3	1	M	Vacant
No Number	051-320-017-000	TR	TR 1/3	0.38	3	1	M	Vacant
No Number	051-320-018-000	TR	TR 1/3	0.38	3	1	M	Vacant
No Number	052-310-011-000	TR	TR 1/3	0.37	3	1	M	Vacant
No Number	051-083-075-000	TR	TR 1/3	0.37	3	1	M	Vacant
No Number	050-082-079-000	TR	TR 1/3	0.36	3	1	M	Vacant
No Number	052-182-069-000	TR	TR 1/3	0.36	3	1	M	Vacant
No Number	050-300-013-000	TR	TR 1/3	0.35	3	1	M	Vacant
No Number	050-330-078-000	TR	TR 1/3	0.35	3	1	M	Vacant
No Number	051-320-016-000	TR	TR 1/3	0.35	3	1	M	Vacant
No Number	052-310-013-000	TR	TR 1/3	0.34	3	1	M	Vacant
No Number	051-164-037-000	TR	TR 1/3	0.33	3	1	M	Vacant
No Number	050-370-010-000	TR	TR 1/3	0.33	3	1	M	Vacant
No Number	053-320-050-000	TR	TR 1/3	0.33	3	1	M	Vacant
No Number	052-360-012-000	TR	TR 1/3	0.33	3	1	M	Vacant
No Number	053-050-019-000	TR	TR 1/3	0.33	3	1	M	Vacant
No Number	051-300-010-000	TR	TR 1/3	0.33	3	1	M	Vacant
No Number	053-050-020-000	TR	TR 1/3	0.33	3	1	M	Vacant
No Number	052-110-038-000	TR	TR 1/3	0.32	3	1	M	Vacant
No Number	050-230-027-000	TR	TR 1/3	0.31	3	1	M	Vacant
No Number	053-132-084-000	TR	TR 1/3	0.31	3	1	M	Vacant
No Number	051-310-010-000	TR	TR 1/3	0.31	3	1	M	Vacant
No Number	054-141-062-000	TR	TR 1/3	0.31	3	1	M	Vacant
No Number	051-103-020-000	TR	TR 1/3	0.31	3	1	M	Vacant
No Number	050-051-025-000	TR	TR 1/3	0.29	3	1	M	Vacant
No Number	052-320-009-000	TR	TR 1/3	0.29	3	1	M	Vacant
No Number	053-070-009-000	TR	TR 1/3	0.28	3	1	M	Vacant
No Number	054-142-090-000	TR	TR 1/3	0.27	3	1	M	Vacant
No Number	050-051-042-000	TR	TR 1/3	0.26	3	1	M	Vacant
No Number	050-380-019-000	TR	TR 1/3	0.26	3	1	M	Vacant
No Number	054-151-065-000	TR	TR 1/3	0.25	3	1	M	Vacant
Subtotal TR 1/3				20.75		55		
1	052-150-054-000	MR	MF	0.99	15			Underdeveloped/ Redevelopment potential – Sites 1-18 (collectively, Site A) are underdeveloped with multiple structures, which include 22 mobile
2	052-123-001-000	MR	MF	0.43	15			
3	052-160-013-000	MR	MF	2.49	15			

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
4	052-160-010-000	MR	MF	0.19	15			homes. These sites are located adjacent one another in the Downtown Revitalization Master Plan area and will be served by the Downtown Clustered Wastewater Treatment System. These sites are suitable for a lot consolidation program and redevelopment. Their downtown location is proximate to services and would be appropriate for a higher density, infill redevelopment project. These sites could be developed as a single 10.92-acre project of 131 units. Since there are 22 mobile homes on the site, the total net very low/low income unit yield is estimated at 109 (131 less 22).
5	052-160-014-000	MR	MF	0.22	15			
6	052-160-003-000	MR	MF	0.21	15			
7	052-160-004-000	MR	MF	0.21	15			
8	052-160-011-000	MR	MF	0.51	15			
9	052-143-009-000	MR	MF	0.02	15			
10	052-160-015-000	MR	MF	3.25	15			
11	052-160-002-000	MR	MF	0.21	15			
12	052-160-016-000	MR	MF	0.26	15			
13	052-143-006-000	MR	MF	0.20	15			
14	052-143-005-000	MR	MF	0.17	15			
15	052-143-004-000	MR	MF	0.23	15			
16	052-143-003-000	MR	MF	0.41	15			
17	052-143-010-000	MR	MF	0.71	15			
18	052-143-002-000	MR	MF	0.21	15			
				10.92		109		
19	053-080-006-000	MR	MF	1.92	15			Vacant. Sites 19 through 22 (collectively, Site B) are located adjacent one another and can be developed as a unit. These sites are suitable for a lot consolidation program.
20	053-080-005-000	MR	MF	1.84	15			
21	053-080-003-000	MR	MF	1.34	15			
22	053-080-002-000	MR	MF	1.84	15			
				6.94		83		
23	054-080-005-000	MR	MF	5.26	15	63		Vacant
24	050-051-024-000	MR	MF	2.06	15	24		Underdeveloped; structure with assessed value less than \$15,000
25	052-012-032-000	MR	MF	3.05	15	36		Vacant
26	053-040-057-000	MR	MF	4.09	15	49		Underdeveloped; structure with assessed
27	050-040-131-000	MR	MF	4.60	15	55		Approved for a 26-unit senior housing project. Initially proposed as affordable project, site was sold and is now available for sale again. Site has potential to be developed at a higher density with affordable units.
28	050-070-015-000	MR	MF	1.00	15			Sites 28 and 30 vacant; Sites 29 and 31 underdevelopd with improvements valued less than \$15,000. Sites could be consolidated with potential capacity for 49 units. Site C29 would require reciprocal access agreement with parcel between Sites EE and 29. The current use of that area of the parcel is a driveway, so it could be shared with Sites 29 through 31.
29	050-070-083-000	MR	MF	2.15	15			
30	050-070-060-000	MR	MF	0.41	15			
31	050-070-061-000	MR	MF	0.37	15			
				3.93		47		
32	054-080-063-000	MR	MF	2.62	15			Site 32 is vacant and Site 33 is underdeveloped with single family home and second unit with total combined

Map ID Number	APN	Land Use	Zoning	Acreage	Max Allowed Density (du/acre)	Units	Income Category	Notes
33	054-080-062-000	MR	MF	1.62	15			living area of less than 2,392 s.f. Sites 32 and 33 could be consolidated to accommodate 50 lower income units.
				4.24		50		
34		CS	CS	3.41	15			Sites 34 through 36 (collectively, Site C) are located adjacent one another and can be developed as a 6.41-acre unit. These sites are suitable for a lot consolidation program.
35		CS	CS	1.00	15			
36		CS	CS	2.00	15			
				6.41		76		
37	050-081-010-000	MR	MF	1.60	15			These parcels have a total of eight dwelling units. These sites have the potential to be consolidated and developed as a single project and could accommodate 56 multi-family units.
38	050-081-008-000	MR	MF	1.60	15			
39	050-081-043-000	MR	MF	1.01	15			
40	050-081-024-000	MR	MF	0.49	15			
				4.70		56		
41	052-160-006-000	MR	MF	6.19	15	74		Underdeveloped; site has two dwelling units that total 1,400 square feet.
42	053-040-033-000	MR	MF	4.23	15	50		Underdeveloped; structure with assessed value less than \$17,000
43	054-380-002	CS-PD	CS	46.82	15	42		Paradise Community Village – 78 very low and low income multifamily units approved. 36 have been built. 42 additional units are approved but not yet built.
Above-Moderate Income Totals				386.55		829		
Moderate Income Totals				96.33		334		
Lower Income Totals				113.44		814		
Grand Totals				596.32		1977		

APPENDIX B - STAKEHOLDERS

SHOR *SOJOURNER'S HOUSE ON THE RIDGE*

PO BOX 892

PARADISE, CA 95967

PARADISE RIDGE SENIOR CENTER

877 NUNNELEY RD

PARADISE, CA 95969

SALVATION ARMY SERVICE CENTER

5796 CLARK RD, STE 14

PARADISE, CA 95969

PARADISE RIDGE FAMILY RESOURCE CENTER

6249 SKYWAY

PARADISE, CA 95969

JIM HARDING

500 BAY TREE DR

PARADISE, CA 95969

LARRY WRIGHT

1831 APPLE VIEW WAY

PARADISE, CA 95969

DAVE ANDERSON

5584 LITTLE GRAND CANYON DR

PARADISE, CA 95969

BUTTE COUNTY HOUSING AUTHORITY

2039 FOREST AVE

CHICO, CA 95928

COMMUNITY LEGAL INFORMATION CENTER

25 MAIN ST, STE 102

CHICO, CA 95929

PUSD *PARADISE UNIFIED SCHOOL DIST.*

6696 CLARK RD

PARADISE, CA 95969

BUTTE COUNTY PUBLIC HEALTH DEPT

202 MIRA LOMA DR

OROVILLE, CA 95965

FEATHER RIVER HOSPITAL ADMINISTRATION

5974 PENTZ RD

PARADISE, CA 95969

ALZHEIMERS ASSOCIATION

2105 FOREST AVE, STE 130

CHICO, CA 95928

BUTTE COUNTY ADULT SERVICES

78 TABLE MOUNTAIN BLVD

OROVILLE, CA 95965

DREW SYPHERD

PO BOX 1186

PARADISE, CA 95967

JIM RICKARDS

6670 TWIN OAKS DR

PARADISE, CA 95969

CHIP *CHICO HOUSING IMPROVEMENT PROGRAM*

1001 WILLOW ST

CHICO, CA 95928

PARADISE RIDGE CHAMBER OF COMMERCE

5550 SKYWAY

PARADISE, CA 95969

PARADISE BOARD OF REALTORS

6178 CENTER ST

PARADISE, CA 95969

PRPD *PARADISE REC. + PARK DIST.*

6626 SKYWAY

PARADISE, CA 95969

PID PARADISE IRRIGATION DIST.

6332 CLARK RD

PARADISE, CA 95969

MOORETOWN RANCHERIA

1 ALVERDA DR

OROVILLE, CA 95966

MECHOOPDA INDIAN TRIBE

125 MISSION RANCH BLVD

CHICO, CA 95926

GREENVILLE RANCHERIA

1405 MONTGOMERY RD

RED BLUFF, CA 96080

BERRY CREEK RANCHERIA

5 TYME WAY

OROVILLE, CA 95966

ENTERPRISE RANCHERIA

2133 MONTE VISTA AVE

OROVILLE, CA 95966

LEGAL SERVICES OF NORTHERN CALIFORNIA

PO BOX 3728

CHICO, CA 95927

Prepared by



140 Independence Circle, Suite C
Chico, CA 95973



**Town of Paradise
Council Agenda Summary
Date: June 10, 2014**

Agenda Item: 7a

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

Subject: Town 2014/15 Operating and Capital Preliminary Budget

Council Action Requested:

1. Consider the preliminary budget report and provide direction to staff for finalizing the 2014/15 Operating and Capital Budget; or,

Alternatives:

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

Background:

This past year, during open and public Town Council meetings, the Council has received monthly budget status updates. A comprehensive mid-year budget report was presented and approved by Town Council on February 11, 2014. The consistent message presented throughout each of these updates has been that there is not sufficient revenue, nor the short term potential for growth, to appropriately fund and maintain services currently provided by the Town of Paradise.

Some of the actions taken to reduce costs in the last five years include:

- 44% reduction of workforce
- tiered and reduced employee benefits
- over \$907,000 in savings through employee concessions

In addition to these draconian cuts, the Town has deferred critically needed replacement of equipment and vehicles, reduced employee training even for public safety divisions, deferred maintenance and capital projects on facilities, and provided no contribution to the GASB 45 unfunded liability. While the Town has maintained a balanced General Fund budget the last two fiscal years, a structural deficit of about \$450,000 remains and is not sustainable.

The preliminary 2014/15 Operating and Capital Budget was built very much like the 2013/14 budget wherein many critically needed expenditures were cut in order to balance the budget. The Finance Committee consisting of the Mayor, the Vice Mayor, the Town Manager and the Finance Director attended each department budget meeting and can speak to the extent of cuts needed to balance the budget. If revenue trends do not change and no additional revenue source is identified in 2014/15, the 2015/16 budget will have to contain more personnel cuts and a reduction in services. As there

are only about 10 non safety full time equivalent positions funded in the General Fund, it is inevitable that at least some of these cuts would have to come from public safety divisions.

Discussion:

Fund 1010 – General Fund

The preliminary 2014/15 general fund budget is balanced but many critically needed purchases have been sacrificed to achieve this. A lease purchase option will be utilized to finance purchases of computers, a computer software upgrade and a couple other essential purchases that cannot be postponed any longer. The fund will start and end the fiscal year with an ending fund balance/reserve of about 17.7%. Overall revenues are budgeted to increase about 3% and expenditures about 5%.

Revenues

1. *Property Taxes and Motor Vehicle in Lieu*

After discussions with the County Assessor, a conservative 2.33% growth factor was applied to property tax and motor vehicle in lieu estimates for 2014/15. The Assessor received a historically low 0.454% CPI growth factor to apply to 72% of properties (Prop 13 properties). Many of the remaining 28% of properties have experienced robust growth, some as high as 10 – 15% which thankfully allows the Town to estimate a more reasonable average growth factor.

2. *Sales Tax*

As 2013/14 sales taxes are exceeding pre-recession limits, a more conservative 1.6% growth factor has been applied to 2014/15 sales tax estimates. While the Town is aware of a few business developments, the timing and eventual start of retail sales is too uncertain to further increase estimates.

3. *Franchise Fees and Transient Occupancy Taxes (TOT)*

Franchise fees have been budgeted with a 2% growth. The same 2% growth expected for the current 2013/14 fiscal year. TOT declined about 7% in 2013/14. The decrease is partly because one hotel in Town continues to struggle to make timely quarterly payments. A 2% TOT decrease is estimated for the 2014/15 budget.

4. *Department Service Fees*

Department service fees which makes up about 3% of the budget consists of fees for special services provided by departments as well as administrative citation receipts. These revenues are estimated to increase about 5% for 2014/15.

5. *Transfers In*

A \$25,000 increase in the Pension Obligation Bond as well as an average 5% increase to central service allocated expenses (fleet, HR, IT, payroll and insurance) translates to increased transfers back into the General Fund of about 5% for 2014/15.

Expenditures

Administration

Town administration consisting of Town Council, Town Clerk, Town Manager, Human Resources, Finance, Legal, Information Technology and Fleet Management has been decreased to its bare minimum. Even with the added expenses of the 2014 election, it will use about 18.3% of the general fund resources when the historic average is about 18.4%.

Fire

The CAL FIRE personnel contract continues to provide savings to the Town for a comparably high level of service. For the second year, the Town is asking CAL FIRE to provide \$200,000 worth of savings over and above the contract amount. Some of the savings will be achieved because personnel are budgeted to be paid at the top level of their pay range while some of the newer employees are actually paid at a lower level of their pay range. As all positions of the personnel contract are now filled, some of the savings will have to be achieved through not back filling and staffing at lower levels at non fire critical times of year. For the 6th year no fire engines are budgeted to be replaced even though first out engines are 6, 12 and 13 years old and reserve engines are over 20 years old.

Police

The Police Department will continue to have 4 frozen officer positions, 2 frozen sergeant positions and 2 frozen dispatch positions. The department has some vacancies and a pending retirement that will create some savings in the first part of the budgeted fiscal year. It has been difficult for the Town to recruit and hire new officers as there is a high demand for qualified officers throughout California. At times Police Operations will use two person staffing during the day due to staffing shortages and to manage overtime costs. The tiering of benefits for new hires has provided some needed financial savings for the Town, but is making it more difficult to attract experienced officers. In addition to the personnel challenges, the department is sacrificing the purchase of new police vehicles (average age 9.7 years) and training.

Development Services

Nearly all development service employees have been eliminated from the general fund and have been shifted to special revenue funds that utilize their services. A careful analysis was completed of the revenues generated and the expenditures created by these divisions. A thoughtful shift in expenditures was completed in order to better match the revenues generated with the expenditures used. These divisions are budgeted to use 2.8% of general fund resources when the historic average is 4.5%.

Fund 2030 – Building Safety and Waste Management

The Town appears to have found a financially stable equilibrium between requested services and level of staffing. This coupled with a healthy growth in building projects in

2013/14 will leave the fund with an ending fund balance/reserve of about \$180,000. As conservative estimates are included for the 2014/15 budget, a small part of this fund balance is estimated to be used during the 2014/15 fiscal year. Management will continue to monitor this fund and the related activities to determine at which point additional staffing will be recommended.

Fund 2070 – Animal Control

The Animal Control Sustainability Team led by Councilman Rawlings met at length during 2013/14 to help stabilize and create a plan for future sustainability of the Animal Control Fund. Measure N which was originally meant to supplement the general fund contributions toward animal shelter activities and animal control functions, is not sufficient to fund complete operations. Because of its financial limitations, the Town has had to prioritize basic police and fire functions over animal control functions in the distribution of its limited resources. The Animal Control Fund has only been balanced through the use of animal control donations and will use about \$17,000 worth of donations in 2014/15 to balance. At this rate of use, all animal control donations will be used in about 3 years.

PASH is generously partnering with the Town to help sustain the services. PASH will contribute about \$11,000 to fund certain shelter expenditures during 2014/15. They will also provide support to staff in providing comfort to the animals and assisting customers of the shelter during 2014/15. In return, the Town has agreed to increase public shelter hours and will maintain a schedule of Tuesday – Saturday, 11:00 – 3:30.

It is hoped that these increased hours will also allow Town staff to proactively license more dogs in Town. Only an average of 1,000 dogs per year is licensed, when it is estimated that there are at least 4,200 dogs in Town. If an additional 2,000 dogs were licensed each year, the Town would collect about \$35,000 more in fees. This could help in sustainability and the Town's ultimate goal of hiring a supervisor for the shelter. The Sustainability Team will continue its discussions with the local veterinary offices to work out a system for more convenient and automatic licensing processes for citizens.

Fund 2120 – Gas Tax/Streets

The roughly \$1 million received through gas taxes for street and road maintenance, is a fraction of what is truly needed to appropriately maintain the over 100 miles of roads within Town limits. Current estimates indicate that the Town would need about \$24 million to bring the roads up to a maintainable level.

The fund was able to acquire a healthy fund balance/reserve recently when the then Town Engineer and Associate Engineer left the Town. State revised revenue estimates for 2013/14 will allow the fund's ending fund balance/reserve to increase by about \$9,000 to about \$400,000. \$150,000 of that reserve will be used during 2014/15 to leverage some grant monies and to complete more street maintenance projects. The current Town Engineer and Public Works Manager are partnering well to stretch these limited resources to their maximum.

Fund 5900 – Transit

Butte County Association of Governments estimates of apportionments for 2014/15 indicates that the Town will have to use about \$45,000 of its transit reserves in order to meet its obligation to B Line for the year. The 2013/14 fiscal year was conservatively budgeted with the use of reserves as well. The revised estimates for 2013/14 indicate that about \$50,000 will actually be added to reserves. As the use of reserves seems to be the ongoing trend for Paradise, BCAG is reviewing their formula of how appropriations can be most fairly split among the local Butte County jurisdictions so that no one agency is unduly burdened. Because of Paradise's particular demographics, Paradise has a larger than average demand for paratransit services which drives up the Town's contribution requirements.

It is important that the Town carefully monitor the use of these reserve funds. If the trend is real, the Town must have appropriate reserves to fund future B Line obligations. About \$400,000 of the reserve is budgeted to be used this 2014/15 year to leverage the Skyway Safety Project construction. Reserves are also used for vital cash flow purposes.

Conclusion:

The 2014/15 budget is approaching completion. The 2014/15 Preliminary Operating and Capital Budget will be provided to Town Council and will be available to the public on June 10, 2014. Following is the Budget Timeline being followed:

2014/15 Budget Adoption Timeline

April 16, 2014	Preliminary Budget Packages to Departments
April 25, 2014	Initial Budget Discussions with Finance Committee (Mayor, Vice Mayor, Town Manager & Finance Director)
April 16 – April 30, 2014	Departments Work on Proposed 2014-15 Budgets
April 30, 2014 – Deadline	Department Budgets Due to Town Manager & Finance Director for Review
May 5 – May 16, 2014	Finance Committee has Budget Meetings with each Department
May 19 – May 30, 2014	Final Adjustments and Meetings as Needed

2014/15 Preliminary Operating and Capital Budget
June 10, 2014

June 2 – June 9, 2014	Final Edits and Compilation of Budget
June 10, 2014	2014-15 Preliminary Budget Presented to Town Council for Review
June 24, 2014	Final Budget Review Session with Town Council & 2014-15 Budget Adopted by Town Council



**Town of Paradise
Council Agenda Summary
Date: June 10, 2014**

Agenda Item: 7(b)

Originated by: Colette Curtis, Administrative Analyst
Reviewed by: Lauren Gill, Town Manager
Subject: Animal Control Update and Fee Reduction

Council Action Requested:

- 1) Hear an update from the Animal Control Sustainability Team on progress to date.
- 2) Waive the reading of the entire proposed Ordinance No. _____, and approve reading by title only: and introduce Ordinance No. _____, an ordinance amending section 6.08.020 to eliminate the late fee applied to first-time applications for dog licenses and reduce the license fee for dogs between 4 months and 1 year.

Background:

For the last several years, the Paradise Animal Control and Animal Shelter (AC/AS) has struggled financially. In large part, this is due to a financial decision to operate the Animal Shelter/Animal Control operations as a self-sustaining enterprise fund, existing solely within the confines of Measure N, passed by the voters in _____. At that time, the proceeds from Measure N was to supplement the General Fund for shelter/animal control operations.

The Town's General Fund as hit hard by the recession and continues to struggle towards a healthy status. Cutting public safety in a community vulnerable to fire and crime is never a popular or wise choice. The decision to make the AC/AS a stand-alone fund makes financial sense and is a prudent goal to work towards for the betterment of the Town and our shelter services. The Town of Paradise Animal Shelter and Animal control services include:

1. Animal Shelter – Adoptions, Licensing and Lost and found Animals
2. Animal Control – Bite Investigations, cruelty investigations, noise complaints, stray dogs, injured animals, rabies control and enforcement of State and local ordinances.
3. Wildland interface – Respond to calls relating to deer, skunks, snakes, bats, raccoons, etc.

In early 2013, a team was created with the goal of achieving long term sustainability of the Shelter and Animal Control. The multi-departmental team consists of Councilman Rawlings, Town Manager Gill, Lt. Billington, Finance Director Will, IT Manager Marquis, HR Manager Peters, Animal Control Officer Robbins, and Administrative Analyst Curtis.

The team identified several key areas of focus to achieve this goal:

1. Increase shelter hours
2. Increase Rabies vaccinations and dog licensing compliance
3. Achieve a sustainable level of staffing to support service needs
4. Improve internet connectivity and website design
5. Address budget shortfalls
6. Make necessary improvements to the Shelter grounds

The following table shows progress made in these areas to date:

<u>Focus Area</u>	<u>Progress Made</u>
Vaccination and Dog License	<ol style="list-style-type: none"> 1. A successful low-cost rabies clinic was held at the Shelter in January 2013 which resulted in approximately 50 animals vaccinated against rabies and approximately 30 dogs licensed. The Town will continue to hold vaccination clinics on a quarterly basis. 2. Councilman Rawlings, Manager Gill and Lt. Billington personally visited each veterinarian in Town to receive feedback on current practices and also to discuss current vaccination and licensing issues. With the vets input, staff has created a process in which vets, as a convenience to their customers, would license dogs in their offices at the time of vaccination. 3. A proposed amendment to the Municipal Code would reduce the fee for puppies to be licensed and eliminate the late fee for first time licenses, streamlining the process for citizens to license their dogs.
Staffing Level	One full time Animal Control Officer and one part time Animal Control Officer have been hired and trained. The Town's goal is to have an on-site supervisor at the shelter to relieve animal control duties from our police department.
Internet Connectivity	<ol style="list-style-type: none"> 1. Internet connectivity has been stabilized to allow for a more efficient working environment at the Shelter. 2. The Town website has been redesigned to allow easier access for the public to Animal Control and Shelter information.
Budget Shortfall	<ol style="list-style-type: none"> 1. Paradise Animal Shelter Helpers (PASH) has agreed to donate funds that will allow the Animal Shelter to be open two additional days per week (Tues. – Sat). 2. Increased dog licensing will help fill the gap between revenues and expenditures, but will still not balance the budget.

Physical Shelter Improvement	<ol style="list-style-type: none"> 1. Soothing music provided free by Animal Rescue mp3 has reduced barking and improved the quality of life for the shelter animals. 2. Paradise Rotary volunteered time and materials to clean up the Shelter grounds and a Grand Re-Opening event was held in April.
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Discussion:

According to Paradise Municipal Code 6.08.010, residents are required to license their dogs with the Town of Paradise. In an effort to simplify the process of licensing, increase the license rate and help residents comply with the law, staff asks Council to authorize two changes to the current dog licensing procedure.

First, Staff proposes Council authorize the elimination of the late fee associated with first-time applications for dog licenses. Currently, if a dog owner applies for a license for their dog after the dog is 5 months old or has been in Paradise for more than 30 days they will be assessed a late fee in addition to the license fee to obtain the dog license to be in compliance with the law. The late fee acts as a deterrent and results in less licenses being issued. By waiving the late fee for first time applicants, dog owners trying to be in compliance with the law will be able to do so without being penalized. The late fee will still apply to licenses being renewed.

Second, Staff proposes Council authorize a reduced-fee "Puppy License" that would apply to dogs aged 4 months to 1 year and would carry the same fee as an altered dog license (\$17.41). Puppies under 6 months are unable to be spayed or neutered due to their young age, however they are still required by law to be vaccinated and licensed. The fee for an unaltered dog is higher, which acts as a deterrent for puppy owners to license their dogs before they are spayed or neutered. Once a dog reaches 1 year of age, they would be required to obtain a regular dog license, with separate fees for altered/unaltered status.

Recommendation:

It is recommended Council considers amending section 6.08.020 to simplify the licensing process, increase the licensing rate and help residents comply with the law.

Alternatives:

Refer this item back to staff with alternate direction.

Fiscal Impact Analysis:

In the short term, revenue collected may be slightly lower as we will no longer collect late fees for first-time dog license applicants and will receive a lower fee for puppies to be licensed. However, in the mid to long term, we believe the proposed changes will result in an increase in dogs licensed in Paradise and therefore an increase in revenue through renewals year over year.

**TOWN OF PARADISE
ORDINANCE NO. ____**

**AN ORDINANCE AMENDING REGULATIONS WITHIN PARADISE MUNICIPAL
CODE SECTION 6.08.020 RELATING TO
DOG LICENSING FEES**

The Town Council of the Town of Paradise, State of California does hereby **ORDAIN AS FOLLOWS:**

SECTION 1. Section 6.08.020 of the Paradise Municipal Code shall be amended to read:
6.08.020 Dog Licenses - Fees.

Pursuant to the provisions of Government Code Section 38792, the following license period and fee requirement shall apply:

- A. The license period shall be year around based on the rabies vaccination expiration date.
- B. A dog may be licensed for a period not to exceed three years.
- C. Fees for licenses required by this chapter shall be fixed and determined by council resolution. Any owner failing to ~~obtain~~ **renew** a dog license shall be subject to an additional late fee as prescribed by council resolution. The license fee for a dog certified to be spayed or neutered shall be fifty percent of the fee for an unaltered dog.
- D. A puppy license shall be available for all dogs aged 4 months to 1 year. The license period for the puppy license shall be one year. The fee for a puppy license shall be the same as for an altered dog.**

SECTION 2. This ordinance shall take effect thirty (30) days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this ordinance or a summary thereof shall be published in a newspaper of general circulation published and circulated within the Town of Paradise along with the names of the members of the Town Council of Paradise voting for and against same.

PASSED AND ADOPTED by the Town Council of the Town of Paradise, County of Butte, State of California, on this ____ day of ____, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Scott Lotter, Mayor

**TOWN OF PARADISE
ORDINANCE NO. _____**

JOANNA GUTIERREZ, CMC, Town Clerk

DWIGHT L. MOORE, Town Attorney



TOWN OF PARADISE
Council Agenda Summary
Date: June 10, 2014

AGENDA NO. 7(c)

ORIGINATED BY: Joanna Gutierrez, Town Clerk

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: 2014 General Municipal Election & Ballot Measure

COUNCIL ACTION REQUESTED:

Adopt the following resolutions relating to the holding of the November 4, 2014 General Municipal Election:

1. Adopt Resolution No. 14-___, A Resolution Calling and Giving Notice for the Holding of a General Municipal Election for the Election of Two Council Members and For Submission to the Voters a Question Relating to Approval of Ordinance No. 540, An Ordinance of the Town Council of the Town of Paradise Adding Chapter 3.22 to the Paradise Municipal Code Regarding a Transactions and Use Tax to be Administered by the State Board of Equalization.
2. Adopt Resolution No. 14-___, A Resolution Requesting the Butte County Board of Supervisors to Consolidate a General Municipal Election.
3. Adopt Resolution No. 14-___, A Resolution Adopting Regulations for Candidate Statements.
4. Adopt Resolution No. 14-___, A Resolution Setting Priorities for Filing Written Arguments and Rebuttals and directing the Town Attorney to Prepare An Impartial Analysis.

DISCUSSION:

Pursuant to the provisions of Paradise Municipal Code Section 2.44.010, the Town of Paradise General Municipal Election is to be held in Paradise in consolidation with the General Statewide Election that is conducted by the Butte County Elections department. The elections are conducted pursuant to the provisions of the California Elections Code.

The next general election is scheduled for November 4, 2014. The Town Council needs to call and give notice for the holding of a general municipal election and request the Board of Supervisors to approve consolidation of the Town's election in order to elect two (2) Council Members for full four-year terms ending November, 2014, and to submit to the voters a ballot measure (a question) relating to approval of Ordinance No. 540, An Ordinance of the Town

Council of the Town of Paradise Adding Chapter 3.22 to the Paradise Municipal Code Regarding a Transactions and Use Tax to be Administered by the State Board of Equalization. Voter approval of the ballot measure would result in a temporary local sales tax increase of one-half percent (0.50%) from April 1, 2015 until March 31, 2021, an estimated \$850,000 annual increase to general fund revenue.

Regarding candidate statements, the Town Council requires a \$450 deposit from each candidate who desires to have a statement of qualifications to appear in the sample ballot. The Butte County elections department will bill the Town the actual costs for the statement and the candidates are refunded or billed accordingly.

The final resolution allows the Town Council to authorize a member or members of the legislative body to file a single written argument in favor of the Town ballot measure as specified in the Elections Code and directs the Town Attorney to prepare an impartial analysis.

FINANCIAL IMPACT: An estimate amount \$25,000 is budgeted based on costs of prior elections and includes an estimate for the ballot measure in an amount ranging from \$5,000 to \$8,000.00.

RESOLUTION NO. 14-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE CALLING AND GIVING NOTICE FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 4, 2014, AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES FOR THE ELECTION OF TWO TOWN COUNCIL MEMBERS; AND, FOR SUBMISSION TO THE VOTERS A QUESTION RELATING TO APPROVAL OF ORDINANCE NO. 540, AN ORDINANCE ADDING CHAPTER 3.22 TO THE PARADISE MUNICIPAL CODE REGARDING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION

WHEREAS, under the provisions of the laws relating to General Law cities in the State of California, a General Municipal Election shall be held on Tuesday, November 4, 2014, for the election of two (2) Town Council Members to four-year terms of office ending November, 2018; and,

WHEREAS, the Town Council has agreed to submit to the voters a question relating to approval of Ordinance No. 540, An Ordinance Adding Chapter 3.22 to the Paradise Municipal Code Regarding a Transactions and Use Tax to be Administered by the State Board of Equalization.

NOW, THEREFORE, the Town Council of the Town of Paradise, California, does declare, determine, resolve and order as follows:

SECTION 1: That, pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the Town of Paradise, California, on Tuesday, November 4, 2014, a General Municipal Election for the purpose of electing two (2) members of the Town Council for the full term of four (4) years, ending November, 2018.

SECTION 2: That pursuant to the requirements of the laws of the State of California relating to General Law Cities, the Town Council does order submitted to the voters at the General Municipal Election the following question:

Shall Ordinance No. 540, which temporarily increases retail sales tax by one-half percent (0.50%) for six years, be approved to provide public services, including police protection, fire suppression, street maintenance, animal control and other services for the residents of the Town of Paradise.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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SECTION 3: That the text of the ordinance submitted to the voters is attached as Exhibit A;

SECTION 4: That the Town Council adopts the provisions of Elections Code 9285(a) relating to rebuttal arguments on the measure.

SECTION 5: That the ballots to be used at the election shall be in the form and content as required by law.

SECTION 6: That the Town Clerk and County Clerk are authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

Town of Paradise
Resolution No. 14-__

SECTION 7: That in the event two (2) or more persons receive an equal and the highest number of votes necessary to be elected, the Town Clerk shall summon the candidates who have received the tie votes to appear at her office at a time to be designated by her and shall at that time and place determine the tie by lot. The recommended procedure for determining by lot a tie is attached hereto and marked Exhibit "B".

SECTION 8: That the polls for the election shall be open at seven o'clock (7:00) a.m. of the day of the election and shall remain open continuously from that time until eight o'clock (8:00) p.m. of the same day when the polls shall be closed, pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code of the State of California.

SECTION 9: That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 10: That notice of the time and place of holding the election is given and the Town Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 10: That the Town Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 10th day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

SCOTT LOTTER, Mayor

ATTEST:

JOANNA GUTIERREZ, CMC, Town Clerk

APPROVED AS TO FORM:

DWIGHT L. MOORE, Town Attorney

**TOWN OF PARADISE
ORDINANCE NO. 540**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
ADDING CHAPTER 3.22 TO THE PARADISE MUNICIPAL CODE
REGARDING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED
BY THE STATE BOARD OF EQUALIZATION**

The People of the Town of Paradise, State of California do **ordain as follows**:

SECTION 1: Chapter 3.22 is hereby added to the Paradise Municipal Code to read as follows:

**CHAPTER 3.22
Temporary Transactions and Use Tax**

Sections:

3.22.010	Title
3.22.020	Operative Date
3.22.030	Purpose
3.22.040	Contract with State
3.22.050	Transaction Tax Rate
3.22.060	Place of Sale
3.22.070	Use Tax Rate
3.22.080	Adoption of Provisions of State Law
3.22.090	Limitations on Adoption of State Law and Collection of Use Taxes
3.22.100	Permit Not Required
3.22.110	Exemptions and Exclusions
3.22.120	Amendments
3.22.130	Enjoining Collection Prohibited

3.22.010 Title

This ordinance shall be known as the Temporary Transactions and Use Tax Ordinance. The Town of Paradise hereinafter shall be called "Town." This ordinance shall be applicable in the incorporated territory of the Town.

3.22.020 Operative Date

"Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

3.22.030 Purpose

This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the Town to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California 322 insofar as those provisions are not

inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefor that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

3.22.040 Contract with State

Prior to the operative date, the Town shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the Town shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such case the operative date shall be the first day of the first calendar quarter following the execution of such contract.

3.22.050 Transactions Rate Tax

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the Town at the rate of one-half of one percent (0.50%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory for six (6) years from the operative date of this ordinance.

3.22.060 Place of Sale

For the purposes of this ordinance, all retail sales are consumed at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his, her or its agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State of California or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

3.22.070 Use Tax Rate

An excise tax is hereby imposed on the storage, use or other consumption in the Town of tangible personal property purchased from any retailer for six (6) years after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one-half of one percent (0.50%) of the sales price of the property.

3.22.080 Adoption of Provisions of State Law

Except as otherwise provided in this ordinance and except insofar as they are consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

3.22.090 Limitations on Adoption of State Law and Collection of Use Taxes

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this Town shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, or the Constitution of the State of California;
2. The result of that substitution would require action to be taken by or against this Town or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this ordinance.
3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
 - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
 - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the provision of that code.
4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "Town" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

3.22.100 Permit not Required

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

3.22.110 Exemptions and Exclusions

A. There shall be excluded from the measure of the transactions tax and the use tax in the amount of any sales tax or use tax imposed by the State of California or by any Town, Town and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.
2. Sales of property to be used outside the Town which is shipped to a point outside the Town, pursuant to the contract of sale, by delivery to such point by the retailer or his, her or its agent, or by delivery by the

retailer to a carrier for shipment to a consignee at such point. For the purpose of this paragraph, delivery to a point outside the Town shall be satisfied.

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Chapter 2 of Division 3.5 (commencing with Section 9840) if the Vehicle Code by registration to an out-of-Town address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-Town and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of the ordinance.

5. For the purposes of subsections (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract of lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this Town of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and taxation Code of the State of California.

3. If the purchase is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subsections (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the

contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the Town shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the Town or participates within the Town in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the Town or through any representative, agent, canvasser, solicitor, subsidiary, or person in the Town under the authority of the retailer.

7. "A retailer engaged in business in the Town" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Chapter 2 of Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the Town.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

3.22.120 Amendments

All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not consistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

3.22.130 Enjoining Collection Forbidden

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the Town, or against any officer of the State or the Town, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected."

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase, portion of the application thereof to any person or circumstance of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision of such ordinance and shall not affect the validity of the remaining portions thereof.

SECTION 3. CEQA COMPLIANCE. The Town Council finds and determines that the enactment of this Ordinance is not a "project" as that term is used in the California Environmental Quality Act ("CEQA;" Cal. Pub. Resources Code Section 21000 et seq.) or the State CEQA Guidelines (Cal.Code of Regs., Title 14, Section 15000 et seq.). Therefore, no environmental assessment is required or necessary.

SECTION 4. EFFECTIVE DATE. This ordinance relates to the levying and collecting of the Town transactions and use taxes and shall take effect immediately upon its approval by the voters of the Town.

SECTION 5. TERMINATION DATE. The tax levied by this ordinance shall continue at the rate of 0.50% from April 1, 2015 until March 31, 2021. The authority to levy the tax imposed by this ordinance shall expire six (6) years from the operative date of this ordinance.

SECTION 6. DECLARATION. The proceeds of the taxes imposed by this ordinance may be used for any lawful purpose of the Town, as authorized by ordinance, resolution or action of the Town Council. These taxes are not special taxes within the meaning of Section 1(d) of Article XIII C of the California Constitution, but are general taxes imposed for general government purposes.

SECTION 7. EXECUTION. The Mayor and Town Clerk are authorized to subscribe this ordinance where indicated below to evidence its approval by the voters of the Town.

PASSED AND ADOPTED by the Town Council of the Town of Paradise, County of Butte, State of California, on this 13th day of May, 2014 by the following vote:

AYES:	Steve “Woody” Culleton, Jody Jones, John J. Rawlings and Scott Lotter, Mayor
NOES:	Greg Bolin
ABSENT:	None
NOT VOTING:	None

Scott Lotter, Mayor

ATTEST:

By: _____
Joanna Gutierrez, Town Clerk

APPROVED AS TO FORM:

By: _____
Dwight L. Moore, Town Attorney

I hereby certify that this ordinance was APPROVED by the voters of the Town of Paradise, State of California, at a regular election on November __, 2014 and by the Town Council of the Town of Paradise at a regular meeting of the Council held on _____, 2014.

Scott Lotter, Mayor

Attest: _____
Joanna Gutierrez, Town Clerk

EXHIBIT "B"

RESOLUTION NO. 14-__

**RECOMMENDED PROCEDURE FOR DETERMINING BY LOT A
TIE AMONG CANDIDATES AT THE NOVEMBER 4, 2014, ELECTION
PURSUANT TO ELECTIONS CODE SECTION 15651**

The Town Clerk or her designees shall type the name of each candidate who had tied for office on a separate, but identical, piece of paper which shall be folded and deposited into a container and mixed so that one would not know which candidate's name appeared on which piece of paper. The Town Clerk or her designees shall draw from the container as many pieces of paper as there are seats on the Council to be filled by the candidates who have tied. The name(s) appearing upon the piece(s) of paper drawn shall be the name(s) of the person(s) who shall be deemed to be elected.

RESOLUTION NO. 14-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF BUTTE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 4, 2014, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE FOR THE ELECTION OF TWO (2) TOWN COUNCIL MEMBERS; AND, FOR SUBMISSION TO THE VOTERS A QUESTION RELATING TO APPROVAL OF ORDINANCE NO. 540, AN ORDINANCE ADDING CHAPTER 3.22 TO THE PARADISE MUNICIPAL CODE REGARDING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION

WHEREAS, the Town Council of the Town of Paradise called a General Municipal Election to be held on November 4, 2014, for the purpose of the election of two (2) Members of the Town Council for four-year terms of office ending November, 2018; and;

WHEREAS, the Town Council has agreed to submit to the voters a question relating to approval of Ordinance No. 540, An Ordinance Adding Chapter 3.22 to the Paradise Municipal Code Regarding a Transactions and Use Tax to Be Administered by the State Board of Equalization; and,

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date; that within the Town, the precincts, polling places and election officials of the two elections be the same; that the Election Department of the County of Butte canvass the returns of the General Municipal Election; and, that the election be held in all respects as if there were only one election.

NOW, THEREFORE, the Town Council of the Town of Paradise does resolve, declare, determine and order as follows:

SECTION 1. That, pursuant to the requirements of section 10403 of the Elections Code, the Board of Supervisors of the County of Butte is hereby requested to consent and agree to the consolidation of a General Municipal Election with the statewide General Election on Tuesday, November 4, 2014 for the purpose of electing two (2) members of the Town Council for the full term of four (4) years, ending November, 2018.

SECTION 2. That, pursuant to the requirements of the laws of the State of California relating to General Law Cities, the Town Council does order submitted to the voters at the General Municipal Election the following measure.

Shall Ordinance No. 540, which temporarily increases retail sales tax by one-half percent (0.50%) for six years, be approved to provide public services, including police protection, fire suppression, street maintenance, animal control and other services for the residents of the Town of Paradise.	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	---

SECTION 3. That the text of the ordinance submitted to the voters is attached as Exhibit A.

SECTION 4. That the Butte County Board of Supervisors is requested to issue instructions to the Butte County Election Department to take any and all steps necessary for the holding of the consolidated election.

Town of Paradise
RESOLUTION NO. 14-__

SECTION 5. That the Butte County Election Department is authorized to canvass the returns of the General Municipal Election and that the elections shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

SECTION 6. That the Town of Paradise recognizes that additional costs will be incurred by Butte County by reason of this consolidation and agrees to reimburse the County for such additional costs and to pay the costs associated with the current methodology used by the Butte County Election Department for cost recovery for Consolidated Elections.

SECTION 7. That the Town Clerk is hereby directed to file a certified copy of this resolution with the Butte County Board of Supervisors and the Butte County Election Department of the County of Butte.

SECTION 8. That the Town Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 10th day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

SCOTT LOTTER, Mayor

Attest:

Joanna Gutierrez, CMC, Town Clerk

Approved as to Form:

Dwight L. Moore, Town Attorney

**TOWN OF PARADISE
ORDINANCE NO. 540**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
ADDING CHAPTER 3.22 TO THE PARADISE MUNICIPAL CODE
REGARDING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED
BY THE STATE BOARD OF EQUALIZATION**

The People of the Town of Paradise, State of California do **ordain as follows**:

SECTION 1: Chapter 3.22 is hereby added to the Paradise Municipal Code to read as follows:

**CHAPTER 3.22
Temporary Transactions and Use Tax**

Sections:

3.22.010	Title
3.22.020	Operative Date
3.22.030	Purpose
3.22.040	Contract with State
3.22.050	Transaction Tax Rate
3.22.060	Place of Sale
3.22.070	Use Tax Rate
3.22.080	Adoption of Provisions of State Law
3.22.090	Limitations on Adoption of State Law and Collection of Use Taxes
3.22.100	Permit Not Required
3.22.110	Exemptions and Exclusions
3.22.120	Amendments
3.22.130	Enjoining Collection Prohibited

3.22.010 Title

This ordinance shall be known as the Temporary Transactions and Use Tax Ordinance. The Town of Paradise hereinafter shall be called "Town." This ordinance shall be applicable in the incorporated territory of the Town.

3.22.020 Operative Date

"Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

3.22.030 Purpose

This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the Town to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California, 332 insofar as those provisions are not

inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefor that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

3.22.040 Contract with State

Prior to the operative date, the Town shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the Town shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such case the operative date shall be the first day of the first calendar quarter following the execution of such contract.

3.22.050 Transactions Rate Tax

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the Town at the rate of one-half of one percent (0.50%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory for six (6) years from the operative date of this ordinance.

3.22.060 Place of Sale

For the purposes of this ordinance, all retail sales are consumed at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his, her or its agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State of California or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

3.22.070 Use Tax Rate

An excise tax is hereby imposed on the storage, use or other consumption in the Town of tangible personal property purchased from any retailer for six (6) years after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one-half of one percent (0.50%) of the sales price of the property.

3.22.080 Adoption of Provisions of State Law

Except as otherwise provided in this ordinance and except insofar as they are consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

3.22.090 Limitations on Adoption of State Law and Collection of Use Taxes

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this Town shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, or the Constitution of the State of California;
2. The result of that substitution would require action to be taken by or against this Town or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this ordinance.
3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
 - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
 - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the provision of that code.
4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "Town" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

3.22.100 Permit not Required

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

3.22.110 Exemptions and Exclusions

A. There shall be excluded from the measure of the transactions tax and the use tax in the amount of any sales tax or use tax imposed by the State of California or by any Town, Town and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.
2. Sales of property to be used outside the Town which is shipped to a point outside the Town, pursuant to the contract of sale, by delivery to such point by the retailer or his, her or its agent, or by delivery by the

retailer to a carrier for shipment to a consignee at such point. For the purpose of this paragraph, delivery to a point outside the Town shall be satisfied.

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Chapter 2 of Division 3.5 (commencing with Section 9840) if the Vehicle Code by registration to an out-of-Town address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-Town and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of the ordinance.

5. For the purposes of subsections (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract of lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this Town of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and taxation Code of the State of California.

3. If the purchase is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subsections (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the

contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the Town shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the Town or participates within the Town in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the Town or through any representative, agent, canvasser, solicitor, subsidiary, or person in the Town under the authority of the retailer.

7. "A retailer engaged in business in the Town" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Chapter 2 of Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the Town.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

3.22.120 Amendments

All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not consistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

3.22.130 Enjoining Collection Forbidden

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the Town, or against any officer of the State or the Town, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected."

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase, portion of the application thereof to any person or circumstance of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision of such ordinance and shall not affect the validity of the remaining portions thereof.

SECTION 3. CEQA COMPLIANCE. The Town Council finds and determines that the enactment of this Ordinance is not a "project" as that term is used in the California Environmental Quality Act ("CEQA;" Cal. Pub. Resources Code Section 21000 et seq.) or the State CEQA Guidelines (Cal.Code of Regs., Title 14, Section 15000 et seq.). Therefore, no environmental assessment is required or necessary.

SECTION 4. EFFECTIVE DATE. This ordinance relates to the levying and collecting of the Town transactions and use taxes and shall take effect immediately upon its approval by the voters of the Town.

SECTION 5. TERMINATION DATE. The tax levied by this ordinance shall continue at the rate of 0.50% from April 1, 2015 until March 31, 2021. The authority to levy the tax imposed by this ordinance shall expire six (6) years from the operative date of this ordinance.

SECTION 6. DECLARATION. The proceeds of the taxes imposed by this ordinance may be used for any lawful purpose of the Town, as authorized by ordinance, resolution or action of the Town Council. These taxes are not special taxes within the meaning of Section 1(d) of Article XIII C of the California Constitution, but are general taxes imposed for general government purposes.

SECTION 7. EXECUTION. The Mayor and Town Clerk are authorized to subscribe this ordinance where indicated below to evidence its approval by the voters of the Town.

PASSED AND ADOPTED by the Town Council of the Town of Paradise, County of Butte, State of California, on this 13th day of May, 2014 by the following vote:

AYES:	Steve “Woody” Culleton, Jody Jones, John J. Rawlings and Scott Lotter, Mayor
NOES:	Greg Bolin
ABSENT:	None
NOT VOTING:	None

Scott Lotter, Mayor

ATTEST:

By: _____
Joanna Gutierrez, Town Clerk

APPROVED AS TO FORM:

By: _____
Dwight L. Moore, Town Attorney

I hereby certify that this ordinance was APPROVED by the voters of the Town of Paradise, State of California, at a regular election on November __, 2014 and by the Town Council of the Town of Paradise at a regular meeting of the Council held on _____, 2014.

Scott Lotter, Mayor

Attest: _____
Joanna Gutierrez, Town Clerk

RESOLUTION NO. 14-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE,
CALIFORNIA, AMENDING & REPLACING RESOLUTION NO. 12-19 AND ADOPTING
REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO
CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT A GENERAL OR
SPECIAL MUNICIPAL ELECTION**

WHEREAS, Section 13307(c) of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement;

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

SECTION 1: That pursuant to Section 13307(a) of the Elections Code of the State of California, each candidate for elective office to be voted for at any General or Special Election to be held in the Town of Paradise, may prepare a candidate's statement of qualifications on an appropriate form provided by the Town Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than two hundred (200) words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the Town Clerk at the time candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2: No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 3: An Agreement between the candidate and the Town of Paradise, a copy of which is attached hereto marked Exhibit "A", shall be executed which requires each candidate to pay a four hundred fifty dollars (\$450) deposit to be applied toward the candidate's pro rata share of charges for printing and handling of the candidates' statements. Any deficit shall be paid to the Town by the candidate within thirty (30) days after presentation of a bill from the Town and the Town will refund any surplus deposited within thirty (30) days after the Town's determination of said surplus.

SECTION 4: That the Town Clerk shall provide each candidate or the candidate's representative a copy of this Resolution with attached Exhibit "A" at the time nomination petitions are issued.

SECTION 5: That the Town Clerk is authorized to execute the Agreement at the time the candidate's statement is filed.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 10th day of June, 2014 by the following vote:

Town of Paradise
RESOLUTION NO. 14-__

AYES:

NOES:

ABSENT:

NOT VOTING:

SCOTT LOTTER, Mayor

ATTEST:

JOANNA GUTIERREZ, CMC, Town Clerk

APPROVED AS TO FORM:

DWIGHT L. MOORE, Town Attorney

AGREEMENT

THIS AGREEMENT is made and entered into by and among the candidate whose name is signed below and the Town of Paradise, a municipal corporation.

1. The undersigned candidate hereby agrees to pay to the Town of Paradise his or her pro rata share of the costs incurred by the Town of Paradise in the printing, handling, insertion and mailing of candidates' statements to voters.

2. It is understood and agreed that each candidate's statement shall not exceed two hundred (200) words in length. It is understood and agreed that each candidate's pro rata share of said costs shall be determined by the Paradise Town Clerk by totaling all such costs and dividing said costs by the number of candidates' statements printed without regard to the actual length of each such statement.

3. Each candidate shall pay to the Town of Paradise a four hundred fifty dollars (\$450) deposit to be applied toward the candidate's share of such charges. The deposit shall be paid and this Agreement shall be executed at the time of filing the candidate's statement. If the deposit is not made or this Agreement not executed, the Town Clerk shall not accept the candidate's statement.

4. The candidate agrees to pay any deficit relating to such charges within thirty (30) days after presentation of a bill from the Town of Paradise for such charges. The Town shall refund any surplus of the amount within thirty (30) days after the Town's determination of such surplus.

5. In the event of litigation to enforce the terms of this Agreement, the prevailing party shall be entitled to recover from the other its reasonable attorneys' fees.

DATED:

TOWN OF PARADISE

(Signature of Candidate)

BY: _____
Joanna Gutierrez, Town Clerk

(Printed Name of Candidate)

**TOWN OF PARADISE
RESOLUTION NO. 14-__**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE, CALIFORNIA
SETTING PRIORITIES FOR FILING WRITTEN ARGUMENTS AND DIRECTING THE TOWN
ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS**

WHEREAS, the Town Council of the Town of Paradise has called for a General Municipal Election to be held on November 4, 2014, at which the Town Council has agreed to submit to the voters a measure relating to approval of Ordinance No. 540, An Ordinance Adding Chapter 3.22 to the Paradise Municipal Code Regarding a Transactions and Use Tax to Be Administered by the State Board of Equalization.

NOW, THEREFORE, the Town Council of the Town of Paradise does resolve, declare, determine and order as follows:

SECTION 1. That the Town Council authorizes:

_____, Council Member,
_____, Council Member,
_____, Council Member,
_____, Council Member,
_____, Council Member,

to file a single written ballot argument in favor of the Town measure as specified above in accordance with Article 4, Chapter 3, Division 9 of the Elections Code of the State of California and to change the ballot argument until and including the date fixed by the Town Clerk after which no ballot arguments for or against the measure may be submitted.

SECTION 2. That the Town Council adopts the provisions of Elections Code 9285(a) relating to rebuttal arguments on the measure. Rebuttal arguments shall comply with the provisions of Elections Code Section 9285(a).

SECTION 3. That the Town Council directs the Town Clerk to transmit a copy of the measure to the Town Attorney. The Town Attorney shall prepare an impartial analysis of the measure showing the effect of the measure on the existing law and the operation of the measure. The impartial analysis shall be filed by the date set by the Town Clerk for the filing of primary arguments for or against the measure.

SECTION 4. That the Town Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 10th day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Town of Paradise
RESOLUTION NO. 14-__

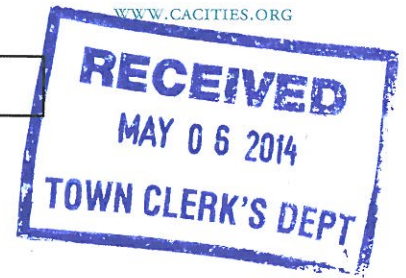
Attest:

Joanna Gutierrez, CMC, Town Clerk

SCOTT LOTTER, Mayor
Approved as to Form:

Dwight L. Moore, Town Attorney

Council Action Advised by July 31, 2014



May 1, 2014

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 3 - 5, Los Angeles

The League's 2014 Annual Conference is scheduled for September 3 - 5 in Los Angeles. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 5, at the Los Angeles Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 15, 2014. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

-over-

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Los Angeles Convention Center, will be open at the following times: Wednesday, September 3, 9:00 a.m. – 5:30 p.m.; Thursday, September 4, 7:00 a.m. – 4:00 p.m.; and Friday, September 5, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

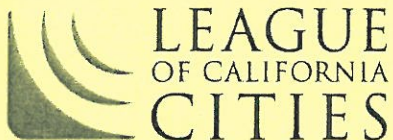
Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, August 15. If you have questions, please call Karen Durham at (916) 658-8262.

Attachments:

- 2014 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures 2014 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2014 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, August 15, 2014. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail: _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, August 15, 2014

League of California Cities
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Sacramento, CA 95814

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