



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers

14050 Olympic Dr, Clearlake, CA

Thursday, July 06, 2023

Regular Meeting 6:00 PM

The City Council meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel (https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA) or "Lake County PEG TV Live Stream" at <https://www.youtube.com/user/LakeCountyPegTV/featured> and the public may participate through Zoom at the link listed below. The public can submit comments and questions in writing for City Council consideration by sending them to the Administrative Services Director/City Clerk at mswanson@clearlake.ca.us. To give the City Council adequate time to review your questions and comments, please submit your written comments prior to 4:00 p.m. on the day of the meeting.

AGENDA

MEETING PROCEDURES: *All items on agenda will be open for public comments before final action is taken. Citizens wishing to introduce written material into the record at the public meeting on any item are requested to provide a copy of the written material to the Administrative Services Director/City Clerk prior to the meeting date so that the material may be distributed to the City Council prior to the meeting. Speakers must restrict comments to the item as it appears on the agenda and stay within a three minutes time limit. The Mayor has the discretion of limiting the total discussion time for an item.*

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at mswanson@clearlake.ca.us at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

AGENDA REPORTS

Staff reports for each agenda item are available for review at www.clearlake.ca.us. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at www.clearlake.ca.us.

Zoom Link: <https://clearlakeca.zoom.us/j/87860224577>

One tap mobile:

+16694449171,,87860224577# US

+17193594580,,87860224577# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 719 359 4580 or +1 720 707 2699 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

Webinar ID: 878 6022 4577

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE: *The City Council invites members of the clergy, as well as interested members of the public in the City of Clearlake, to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. This opportunity is voluntary and invocations are to be less than three minutes, offered in a solemn and respectful tone, and directed at the City Council. Invocational speakers who do not abide by these simple rules of respect and brevity shall be given a warning and/or not invited back to provide a subsequent invocation for a reasonable period of time, as determined appropriate by the City. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the City Council's respect for the diversity of religious denominations and faith represented and practiced among the citizens of Clearlake. If a scheduled invitational speaker does not appear at the scheduled meeting, the Mayor will ask that the City Council observe a moment of silence in lieu of the invocation. More information about the City's invocation policy is available upon request by contacting the Administrative Services Director/City Clerk at (707) 994-8201x106 or via email at mswanson@clearlake.ca.us.*

D. ADOPTION OF THE AGENDA *(This is the time for agenda modifications.)*

E. PUBLIC COMMENT: *This is the time for any member of the public to address the City Council on any matter not on the agenda that is within the subject matter jurisdiction of the City. **The Brown Act, with limited exceptions, does not allow the Council or staff to discuss issues brought forth under Public Comment.** The Council cannot take action on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Please note that comments from the public will also be taken on each agenda item. Comments shall be limited to three (3) minutes per person.*

F. CONSENT AGENDA: *All items listed under the Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Council requests otherwise, or if staff has requested a change under Adoption of the Agenda, in which case the item will be removed for separate consideration. Any item so removed will be taken up following the motion to approve the Consent Agenda.*

1. Consideration of Rejection of Proposals for Design Services of the Dam Road Roundabout Project

Recommended Action: Move to reject all proposals for the Dam Road Roundabout Project and authorize staff to resolicit.

2. Warrants

Recommended Action: Receive and file

3. Approve Contract Amendment with Lucy & Company for Public Relations and Communication Services

Recommended Action: Approve Contract Amendment and Authorize the City Manager to Sign.

4. Approve Contribution to Hands Up Lake County for Support of the 1 Team 1 Dream Program in the Amount of \$30,000

Recommended Action: Approve Contribution in the Amount of \$30,000

5. Approval of Additional Leave of Absence Without Pay for Maintenance Worker II Johnny Miskill

Recommended Action: Approve an additional leave of absence without pay for Maintenance Worker II Johnny Miskill for June 8, 2023 through June 18, 2023

6. Consideration of Award of Bid of the City Hall Remodel Project

Recommended Action: Award bid to Adams Commercial General Contracting Inc. in the amount of \$1,281,110 and authorize the City Manager to approve change orders up to 10% of the contract price

7. Authorization of Purchase of Office Furniture from National Business Furniture (NBF) through the GSA Program

Recommended Action: Authorize the City Manager to purchase office furniture from NBF in an amount not to exceed \$75,000

8. Authorization of a Side Letter with the Clearlake Police Officer Association and the Clearlake Middle Management Association

Recommended Action: Approve a Side Letter of Agreement with the Clearlake Police Officers Association and the Clearlake Middle Management Association in response to an audit of City payroll by California Public Employees Retirement System

G. BUSINESS

9. Presentation and Acceptance of the Annual Financial Report and Single Audit Report for Fiscal Year 2021-22; Resolution No. 2023-31

10. Consideration of Lease Agreement for an Excavator for the Department of Public Works

Recommended Action: Approve the lease with Peterson/CAT in the amount of \$208,814.37 and Authorize the City Manager to sign.

11. Consideration of Updates to Management Classification and Benefits Plan and City Salary Schedule

Recommended Action: Approve 3% COLA for Employees Impacted by the Management Benefits Plan

H. CITY MANAGER AND COUNCILMEMBER REPORTS

I. FUTURE AGENDA ITEMS

J. ADJOURNMENT

POSTED: June 30, 2023

BY:



Melissa Swanson, Administrative Services Director/City Clerk



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of rejection of proposals for design services of the Dam Road Roundabout Project

MEETING DATE: July 6, 2023

SUBMITTED BY: Adeline Leyba, Public Works Director

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to Reject all proposals for design services of the Dam Road Roundabout Project and authorize staff to re-bid.

BACKGROUND/DISCUSSION: Staff solicited proposals for design services for the Dam Road Roundabout Project. Two proposals were submitted, with costs being double of what the funding source allowed. Staff reviewed each proposal and after discussion, determined that it was in the City's best interest to reject all bids and resolicit.

OPTIONS:

1. Move to reject all proposals and authorize staff to resolicit.
2. Other direction

FISCAL IMPACT:

☐ None ☒ Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☒ Other: STIP Funds

Comments:

STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Section F, Item 1.

Move to reject all proposals for the Dam Road Roundabout Project and authorize staff to resolicit.

☐ **Attachments:**



Clearlake, CA

Section F, Item 2.

Check Register

Packet: APPKT02194 - 6/15/23 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01085	ACC BUSINESS	06/15/2023	Regular	0.00	608.66	14903
001138	ADVENTIST HEALTH	06/15/2023	Regular	0.00	115.00	14904
002353	ALL IN ONE AUTO	06/15/2023	Regular	0.00	2,120.00	14905
VEN01375	AMERICAN RAMP COMPANY	06/15/2023	Regular	0.00	6,375.00	14906
000101	AMERIGAS	06/15/2023	Regular	0.00	2,764.27	14907
000085	ARAMARK UNIFORM SERVICES	06/15/2023	Regular	0.00	49.31	14908
001397	AT&T CALNET 3	06/15/2023	Regular	0.00	24.29	14909
001397	AT&T CALNET 3	06/15/2023	Regular	0.00	24.30	14910
001397	AT&T CALNET 3	06/15/2023	Regular	0.00	24.29	14911
000068	BOB'S JANITORIAL	06/15/2023	Regular	0.00	498.06	14912
VEN01389	BRIDGES CONSTRUCTION, INC	06/15/2023	Regular	0.00	26,983.39	14913
001864	BUSINESS DESIGN SERVICES -ROBER	06/15/2023	Regular	0.00	1,845.00	14914
000024	CLEARLAKE POLICE ASSOCIATION	06/15/2023	Regular	0.00	1,825.00	14915
000548	COMPUTER LOGISTICS	06/15/2023	Regular	0.00	1,745.00	14916
VEN01126	ECORP CONSULTING, INC	06/15/2023	Regular	0.00	612.50	14917
VEN01254	ESS ENVIRONMENTAL INC.	06/15/2023	Regular	0.00	2,885.00	14918
000120	FED EX	06/15/2023	Regular	0.00	56.03	14919
000241	GALL'S LLC	06/15/2023	Regular	0.00	854.07	14920
VEN01305	HARVEST CLEARLAKE	06/15/2023	Regular	0.00	100.00	14921
000121	HIGHLANDS WATER COMPANY	06/15/2023	Regular	0.00	425.64	14922
000995	INTERNATIONAL CODE COUNCIL.INC	06/15/2023	Regular	0.00	145.00	14923
VEN01317	JACOB WHEELER	06/15/2023	Regular	0.00	400.00	14924
002274	JOHN R BENOIT	06/15/2023	Regular	0.00	5,803.67	14925
000316	LAKE COUNTY SHERIFF'S OFFICE	06/15/2023	Regular	0.00	1,000.00	14926
000158	LAKE COUNTY SPECIAL DISTRICTS	06/15/2023	Regular	0.00	119.84	14927
000158	LAKE COUNTY SPECIAL DISTRICTS	06/15/2023	Regular	0.00	822.52	14928
002280	LAW OFFICES OF P SCOTT BROWNE	06/15/2023	Regular	0.00	1,954.57	14929
002176	MANAGEMENT CONNECTIONS	06/15/2023	Regular	0.00	2,413.61	14930
VEN01329	MCGRATH RENTCORP AND SUBSIDIA	06/15/2023	Regular	0.00	1,124.03	14931
VEN01048	Minnesota Life Insurance	06/15/2023	Regular	0.00	806.00	14932
VEN01307	MONSIDO, INC.	06/15/2023	Regular	0.00	2,660.00	14933
000026	NATIONWIDE RETIREMENT SOLUTIO	06/15/2023	Regular	0.00	1,193.04	14934
000009	OPERATING ENGINEERS LOCAL 3	06/15/2023	Regular	0.00	520.00	14935
001836	PAK N MAIL	06/15/2023	Regular	0.00	273.38	14936
000129	PARAMEX SCREENING	06/15/2023	Regular	0.00	75.00	14937
000208	PEACE OFFICERS RESEARCH ASSOC	06/15/2023	Regular	0.00	152.00	14938
001843	PG&E CFM	06/15/2023	Regular	0.00	980.18	14939
000130	PITNEY BOWES	06/15/2023	Regular	0.00	701.68	14940
000127	PORAC LEGAL DEFENSE FUND	06/15/2023	Regular	0.00	595.35	14941
000402	SHELLEY GRAPHICS	06/15/2023	Regular	0.00	81.56	14942
000506	SIGNS OF RANDY HARE	06/15/2023	Regular	0.00	282.75	14943
VEN01378	STUDIO W ASSOCIATES, INC - STUDI	06/15/2023	Regular	0.00	15,012.50	14944
VEN01238	THE GUMSHOE GROUP	06/15/2023	Regular	0.00	3,370.00	14945
002375	THOMAS DEWALT	06/15/2023	Regular	0.00	200.00	14946
001934	TINA VIRAMONTES	06/15/2023	Regular	0.00	500.00	14947
000099	U.S. CELLULAR	06/15/2023	Regular	0.00	459.37	14948
000708	VALIC LOCKBOX	06/15/2023	Regular	0.00	445.00	14949

Check Register**Vendor Number**

VEN01299

Vendor Name

YOUNG LIFE

Payment Date

06/15/2023

Payment Type

Regular

Packet: APPKT02194-6

Section F, Item 2.

A

Discount Amount

0.00

Payment Amount

100.00

Number

14950

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	66	48	0.00	92,125.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	66	48	0.00	92,125.86

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2023	92,125.86
			<hr/> 92,125.86



Clearlake, CA

Section F, Item 2.

Check Register

Packet: APPKT02221 - 6/29/23 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01085	ACC BUSINESS	06/29/2023	Regular	0.00	1,217.32	14994
000591	ACTION SANITARY	06/29/2023	Regular	0.00	339.30	14995
VEN01341	AIR ENVIRONMENTAL - JOSHUA LEA	06/29/2023	Regular	0.00	1,600.00	14996
000085	ARAMARK UNIFORM SERVICES	06/29/2023	Regular	0.00	49.31	14997
001397	AT&T CALNET 3	06/29/2023	Regular	0.00	47.04	14998
001397	AT&T CALNET 3	06/29/2023	Regular	0.00	201.74	14999
001397	AT&T CALNET 3	06/29/2023	Regular	0.00	606.30	15000
001397	AT&T CALNET 3	06/29/2023	Regular	0.00	446.38	15001
001397	AT&T CALNET 3	06/29/2023	Regular	0.00	24.81	15002
001397	AT&T CALNET 3	06/29/2023	Regular	0.00	24.29	15003
001397	AT&T CALNET 3	06/29/2023	Regular	0.00	55.70	15004
VEN01351	BKF ENGINEERS	06/29/2023	Regular	0.00	38,215.20	15005
000068	BOB'S JANITORIAL	06/29/2023	Regular	0.00	534.86	15006
002162	CALIFORNIA ENGINEERING	06/29/2023	Regular	0.00	2,651.00	15007
VEN01178	CALIFORNIA INTERGOVERNMENTAL	06/29/2023	Regular	0.00	190.28	15008
2404	CALTRONICS	06/29/2023	Regular	0.00	928.41	15009
VEN01393	CHRISTOPHER WILLIAM INGLIS	06/29/2023	Regular	0.00	75.00	15010
000639	COUNTY OF LAKE HEALTH SERVICES	06/29/2023	Regular	0.00	433.00	15011
002083	COUNTY OF LAKE WATER RESOURCE	06/29/2023	Regular	0.00	6,080.00	15012
000160	DEPT OF JUSTICE	06/29/2023	Regular	0.00	189.00	15013
VEN01108	FAWN CHRISTINE WILLIAMS	06/29/2023	Regular	0.00	75.00	15014
000096	GOLDEN STATE WATER COMPANY	06/29/2023	Regular	0.00	30.24	15015
VEN01394	HUNTERS SERVICES INC	06/29/2023	Regular	0.00	285.00	15016
VEN01418	JACK SMALLEY	06/29/2023	Regular	0.00	150.00	15017
VEN01317	JACOB WHEELER	06/29/2023	Regular	0.00	400.00	15018
000158	LAKE COUNTY SPECIAL DISTRICTS	06/29/2023	Regular	0.00	767.82	15019
VEN01079	LAM PRINTING	06/29/2023	Regular	0.00	1,952.93	15020
001995	LANGUAGE TESTING INTERNATIONAL	06/29/2023	Regular	0.00	146.00	15021
VEN01391	LES SCHWAB GROUP HOLDINGS, LLC	06/29/2023	Regular	0.00	1,640.42	15022
002176	MANAGEMENT CONNECTIONS	06/29/2023	Regular	0.00	844.76	15023
000026	NATIONWIDE RETIREMENT SOLUTION	06/29/2023	Regular	0.00	1,060.00	15024
VEN01191	NORTH BAY ANIMAL SERVICES	06/29/2023	Regular	0.00	24,643.81	15025
001392	OFFICE DEPOT	06/29/2023	Regular	0.00	236.79	15026
001843	PG&E CFM	06/29/2023	Regular	0.00	18,505.74	15027
VEN01417	REDWOOD COAST DEVELOPMENTAL	06/29/2023	Regular	0.00	100.00	15028
002031	REDWOOD COAST PETROLEUM & N	06/29/2023	Regular	0.00	675.13	15029
001538	REGIONAL GOVERNMENT SERVICES	06/29/2023	Regular	0.00	1,882.54	15030
002215	ROBERT COKER	06/29/2023	Regular	0.00	75.00	15031
000506	SIGNS OF RANDY HARE	06/29/2023	Regular	0.00	165.50	15032
VEN01372	TALL TREE ENGINEERING, INC	06/29/2023	Regular	0.00	8,108.14	15033
VEN01222	TERRY LEE STEWART	06/29/2023	Regular	0.00	75.00	15034
002375	THOMAS DEWALT	06/29/2023	Regular	0.00	400.00	15035
001540	US BANK CORPORATE PMT. SYSTEM	06/29/2023	Regular	0.00	11,594.47	15036
	Void	06/29/2023	Regular	0.00	0.00	15037
	Void	06/29/2023	Regular	0.00	0.00	15038
	Void	06/29/2023	Regular	0.00	0.00	15039
	Void	06/29/2023	Regular	0.00	0.00	15040
000708	VALIC LOCKBOX	06/29/2023	Regular	0.00	445.00	15041

Check Register

Vendor Number
002264

Vendor Name
WEX BANK

Payment Date
06/29/2023

Payment Type
Regular

Packet: APPKT02221-6
Discount Amount
0.00

Payment Amount
11,744.69

Number
15042

Section F, Item 2.

A

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	116	45	0.00	139,912.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	116	49	0.00	139,912.92

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2023	139,912.92
			<u>139,912.92</u>



Clearlake, CA

Check Register

Packet: APPKT02212 - 6/27/23 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
000625	FIRST AMERICAN TITLE COMPANY	06/27/2023	Regular	0.00	5,000.00	14993

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	5,000.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2023	5,000.00
			5,000.00



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Approve Contract Amendment with Lucy & Company for Public Relations and Communications Services

MEETING DATE: July 6, 2023

SUBMITTED BY: Alan D. Flora, City Manager

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to approve a contract amendment with Lucy and Company.

BACKGROUND/ DISCUSSION:

In May the City contracted with Lucy & Company for public relations and communications services. This was a 60-day agreement for \$12,000 per month. The work has included development of the Clearlake Express, a new newsletter on happenings in the City, and various other messaging support. Staff recommend amending this contract for additional services. The proposed agreement would be an additional three months at \$12,000 per month and then a six-month term at \$10,000 per month. This would include communications and strategy support around key projects underway in the City and those to be undertaken in the near future. Additionally, the City could request a project specific task for services such as media relations or meeting facilitation.

OPTIONS:

1. Approve Contract Amendment for \$96,000 for nine months and allow the City Manager to authorize up to an additional \$50,000 of project specific tasks if needed.
2. Provide Direction to Staff.

FISCAL IMPACT:

☐ None ☒ \$146,000 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☒ Other: Project Funds

Comments:

STRATEGIC PLAN IMPACT

- ☒ Goal #1: Make Clearlake a Visibly Cleaner City
- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities

- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

☐ **Attachments:**



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Approve Contribution to Hands Up Lake County for Support of the 1 Team 1 Dream Program in the Amount of \$30,000

MEETING DATE: July 6, 2023

SUBMITTED BY: Alan D. Flora, City Manager

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to approve a contribution for the 1 Team 1 Dream Program

BACKGROUND/ DISCUSSION:

In 2020 a group headed by Maryann Schmid & Olga Martin Steele created the 1 Team 1 Dream Program. This is a business competition that provides both training and cash prizes to local entrepreneurs, either to expand their existing business or to initiate a new business start-up. The City of Clearlake was the first agency to commit funds to the effort and has been a major sponsor (\$25,000) for each following year. This year the founders asked if the City could be a part of an increase in contributions in order to increase the cash prizes.

Staff believe this is a well-run program that has helped many Lake County businesses as well as many Clearlake businesses. We believe the City's support should continue and recommend approval of a \$30,000 contribution. More information about the program can be found here <https://1team1dream.net/>

OPTIONS:

1. Approve Contribution in the Amount of \$30,000
2. Provide Direction to Staff.

FISCAL IMPACT:

☐ None ☒ \$30,000 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT

☒ Goal #1: Make Clearlake a Visibly Cleaner City

- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

☐ **Attachments:**



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Approval of Additional Leave of Absence Without Pay for Maintenance Worker II Johnny Miskill

MEETING DATE:

July 6, 2023

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve an additional leave of absence without pay for Maintenance Worker II Johnny Miskill for June 8, 2023 through June 18, 2023.

BACKGROUND/DISCUSSION:

At the May 18, 2023 City Council meeting, your Council approved an unpaid Leave of Absence for Public Works Maintenance Worker II Johnny Miskill due to personal reasons. City of Clearlake Personnel Regulations Section 2-7.18 state that an employee may request a leave of absence without pay for personal reasons, but any leave of absence over thirty days must be approved by the City Council. Any employee who takes an unpaid leave of absence does not receive accruals or benefits during the unpaid leave.

It was discovered that due to a clerical error the leave of absence should have been extended through June 18th. Mr. Miskill has since returned to work and staff is asking Council to approve the extension due to an internal date error.

OPTIONS:

1. Move to approve additional leave of absence for Mr. Miskill through June 18, 2023
2. Other direction

FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT:

☐ Goal #1: Make Clearlake a Visibly Cleaner City

- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to approve a leave of absence for Mr. Miskill through June 18, 2023.

- ☐ **Attachments:** 1)
- 2)



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Award of Bid for the City Hall Remodel Project

MEETING DATE:
July 6, 2023

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to award the bid for the City Hall Remodel Project to the lowest responsible bidder, Adams Commercial General Contracting, Inc., for \$1,281,110 and authorize the City Manager to approve change orders up to 10% of the contract price.

BACKGROUND/DISCUSSION:

The American Rescue Plan Act of 2021 ("ARPA") provided \$350 billion in funding to state and local governments to mitigate the fiscal effects of the COVID-19 emergency. ARPA also established the Coronavirus Local Fiscal Recovery Fund ("CLFRF") for local government allocations and provide flexibility for each government to meet local needs to respond to the COVID-19 public health emergency and to support various activities to decrease the spread of the virus. The funds must be encumbered by December 31, 2024 and spent by December 31, 2026.

As your Council is aware, the City Hall building has been in existence under several different uses, from a Safeway grocery store in the late 70's and early 80's, a clothing store in the late 80's and early 90's, to finally become City Hall in 1996. Since then, there have been little improvements or changes to the office spaces or restrooms, including flooring, shelving, cubicles and furniture.

The City of Clearlake received \$2.87 million in ARPA funding and will use those funds, in part, to fund capital improvements to City Hall to implement COVID-19 mitigation tactics. Highlights of those improvements include updating the public and employee restrooms to touchless fixtures, improved privacy stalls, and shower facilities. Additionally, the police lobby and window area will have more open space and an improved customer service window. The administration lobby area will be remodeled to make the temporary protective countertop sneeze guard

currently in place at the front counter into a permanent fixture. The remodel also includes plans to improve security at the administration front counter with electronic entry points for employees, identical to the system at the police department entrances. Finally, to prevent the spread of COVID-19 or other infectious disease, the remodel plan includes transitioning the administration workplace from open and shared cubicle spaces to individual offices.

The City Hall Remodel Project was released on Wednesday, May 31st and the bids were opened on Tuesday, June 27th. There were six bids submitted via the City’s OpenGov Procurement portal.

Name	Total Bid Price
Adams Commercial General Contracting, Inc.	\$1,281,110
REM Construction, Inc.	\$1,357,719
DMR Builders	\$1,361,112
FRC, Inc.	\$1,548,000
Kirby Constructions Company, Inc.	\$1,560,000
GCCI, Inc.	\$1,615,000

OPTIONS:

1. Move to award the bid for the City Hall Remodel Project to the lowest responsible bidder, Adams Commercial General Contracting, Inc., for \$1,281,110 and authorize the City Manager to approve change orders up to 10% of the contract price.

2. Other direction

FISCAL IMPACT:

☐ None

☒ \$1,281,110

Budgeted Item?

☒ Yes

☐ No

Budget Adjustment Needed?

☐ Yes

☒ No

If yes, amount of appropriation increase:

\$

Affected fund(s):

☐ General Fund

☐ Measure P Fund

☐ Measure V Fund

☒ Other: Designated ARPA Funds

Comments:

STRATEGIC PLAN IMPACT:

☐ Goal #1: Make Clearlake a Visibly Cleaner City

☐ Goal #2: Make Clearlake a Statistically Safer City

☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities

- ☒ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to award the bid for the City Hall Remodel Project to the lowest responsible bidder, Adams Commercial General Contracting, Inc., for \$1,281,110 and authorize the City Manager to approve change orders up to 10% of the contract price.

☐ **Attachments:**



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Authorization of Purchase of Office Furniture from National Business Furniture (NBF) Through the GSA Program

MEETING DATE:

July 6, 2023

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Manager to purchase office furniture from NBF in an amount not to exceed \$75,000.

BACKGROUND/DISCUSSION:

As part of the City Hall Remodel Project, the current cubicle and hanging desk system will be eliminated and removed. Cubicle desks will be replaced with ergonomic chairs and sit/stand desk systems, updated filing cabinet systems, and individual storage shelving. Not only will this improve COVID-19 mitigation efforts but will help improve employee health by providing ergonomically beneficial office furniture.

The City is eligible to purchase the furniture through the GSA Program at a significant discount. As of this report, the final total is being calculated by NBF therefore staff is asking your Council to authorize the purchase in a not to exceed amount of \$75,000. As stated in the prior staff report for the approval of the City Hall Remodel Project, the City of Clearlake will be using American Rescue Plan Act of 2021 ("ARPA") funding for this project.

OPTIONS:

1. Move to authorize the City Manager to purchase office furniture from NBF in an amount not to exceed \$75,000
2. Other direction

FISCAL IMPACT:

☐ None ☒ \$75,000 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☒ Other: ARPA Funds

Comments:

STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to authorize the City Manager to purchase office furniture from NBF in an amount not to exceed \$75,000.

☐ **Attachments:**



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Authorization of a Side Letter with the Clearlake Police Officer Association and the Clearlake Middle Management Association

MEETING DATE:

July 6, 2023

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve a Side Letter of Agreement with the Clearlake Police Officers Association ("CPOA") and the Clearlake Middle Management Association ("MMA") in response to an audit of City payroll by California Public Employees Retirement System ("CalPERS").

BACKGROUND/DISCUSSION:

Earlier this year, City staff was notified that CalPERS would be reviewing Holiday Pay reporting for safety members. The City was one of 40 public agency employers throughout the state audited by CalPERS to determine whether Holiday Pay reported met the CalPERS definition of Holiday Pay, whether that pay was calculated correctly in accordance with the labor agreements and whether the Holiday Pay was calculated in compliance with compensation reporting requirements pursuant to Government Code ("GC") sections 20636 and 7522.34 and Title 2 of the California Code of Regulations ("CCR") sections 571 and 571.1. The review covered July 1, 2019 through June 30, 2022.

Holiday Pay is defined in CCR sections 571 and 571.1 as additional compensation for employees who are normally required to work on an approved holiday because they work in positions that require scheduled staffing without regard to holidays. In short, this special compensation includes payments for special skills, knowledge, abilities, work assignments, workdays or hours, or other work conditions. The special compensation must be outlined in the labor agreement approved by the employer's governing body. In the City's case, Holiday Pay applied to sworn personnel covered by the CPOA and the MMA Memorandum of Understanding ("MOU").

CalPERS completed the audit for all agencies and determined in their findings that 85%, 34 of 40 employers, did not report Holiday Pay in compliance with the GC and CCR. As it pertains to City staff, CalPERS returned with two specific findings:

The Employer incorrectly reported Holiday Pay for three sampled active employees and one sampled retired employee. Specifically, the Employer included additional compensation in their calculation of Holiday

Pay and reported Holiday Pay as a lump sum amount instead of for the periods earned... In addition, the Employer included Peace Officer Standard Training (POST) Certificate Pay, Bilingual Pay, and Longevity Pay when calculating Holiday Pay; however the [MOU] for the [MMA] and [CPOA] did not identify these items of compensation as being included in the hourly rate. As a result, Holiday Pay was not correctly reported.

Prior to the CalPERS audit, staff had discovered the reporting timing error and had corrected the reporting to report Holiday Pay as it was earned, instead of in one lump sum one time per year. Therefore, staff agreed with the first finding and reported to CalPERS that it would be corrected retroactively in the CalPERS system. Correcting this error was simply a matter of timing and no funding corrections were necessary.

However, in the second finding, CalPERS stated the inclusion of several special pays was incorrect because the MOUs did not specifically state the special pays by name. Instead, each MOU states Holiday Pay will be based on a “day’s salary” for the employee. Despite staff’s attempt to dispute the finding and state the intent of the language of the MOUs was to include such special pays as a “day’s salary” for the employee, CalPERS requires the City to correct the language or face possible financial consequences to current members and retirees by retroactively recalculating retirement benefits based on the finding. In this case, due to new legislation, the City would be responsible for repayment to CalPERS and administrative costs of any and all overpayments to retirees, which could be substantial, as determined by CalPERS.

CalPERS has agreed to allow the City to retroactively correct the CPOA and MMA MOUs for that time period to reflect CalPERS language specifying special pays included in Holiday Pay calculation. To that end, staff met with the CPOA and MMA to discuss the audit and the findings and propose the attached Side Letters of Agreement correcting the Holiday Pay language. Both bargaining units understand and agree to the updated language. Attached are the proposed Side Letters of Agreement for Council review.

Holiday Pay was eliminated for both bargaining units effective July 1, 2021 for reasons unrelated to CalPERS and the corrections are only for the time period audited by CalPERS as stated.

OPTIONS:

- 1. Move to approve a Side Letter of Agreement with the Clearlake Police Officers Association and the Clearlake Middle Management Association in response to an audit of City payroll by California Public Employees Retirement System (“CalPERS”)
- 2. Other direction

FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to approve a Side Letter of Agreement with the Clearlake Police Officers Association and the Clearlake Middle Management Association in response to an audit of City payroll by California Public Employees Retirement System (“CalPERS”).

- ☐ **Attachments:** 1) Side Letters of Agreement

**Side Letter of Agreement
Between
The City of Clearlake
And
Clearlake Police Officers Association**

This side letter memorializes an agreement reached between the City of Clearlake (“City”) and the Clearlake Police Officers Association (“POA”) to add language to the July 1, 2019 through June 30, 2021 Memorandum of Understanding (“2019-2021 MOU”) between the parties. All other terms and conditions of the MOU shall remain in full force and effect. The City and POA agree that the existing provision of Section 2-9.0, Paragraph 2, related to shift employees, in the 2019-2021 MOU shall be replaced as follows:

7.2 Holiday Pay

Shift employees in the Police Department shall receive a monthly payment equal to eleven-twelfths (11/12) of eight (8) hours salary in lieu of holiday pay. The calculation for holiday in lieu pay shall include base salary, Peace Officer Standards and Training (POST) Certificate Pay, Bilingual Pay, and Longevity Pay.

Effective July 1, 2021, holiday pay was eliminated.

It is understood that this side letter of agreement is of no force and effect whatsoever until the Clearlake City Council adopts the side letter.

For the City of Clearlake

For the Clearlake Police Officers Association

[Name]
[Title]

[Name]
[Title]

**Side Letter of Agreement
Between
The City of Clearlake
And
Middle Management Association**

This side letter memorializes an agreement reached between the City of Clearlake (“City”) and the Middle Management Association (“Association”) to add language to the July 1, 2019 through June 30, 2021 Memorandum of Understanding (“2019-2021 MOU”) between the parties. All other terms and conditions of the MOU shall remain in full force and effect. The City and Association agree that the existing provision of Section 7.2 in the 2019-2021 MOU shall be replaced as follows:

7.2 Holiday Pay

Shift employees in the Police Department shall receive a monthly payment equal to eleven-twelfths (11/12) of eight (8) hours salary in lieu of holiday pay. The calculation for holiday in lieu pay shall include base salary, Peace Officer Standards and Training (POST) Certificate Pay, Bilingual Pay, and Longevity Pay.

Effective July 1, 2021, holiday pay was eliminated.

It is understood that this side letter of agreement is of no force and effect whatsoever until the Clearlake City Council adopts the side letter.

For the City of Clearlake

For the Middle Management Association

[Name]
[Title]

[Name]
[Title]



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Presentation and Acceptance of the Annual Financial Report and Single Audit Report for Fiscal Year 2021-22; Resolution No. 2023-31

MEETING DATE:
July 6, 2023

SUBMITTED BY: Kathy Wells, Director of Finance

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the Resolution No. 2023-31 to accept the FY 21-22 Audit and Single Audit.

BACKGROUND/DISCUSSION:

Each year the city hires an independent audit firm to complete an audit of the city's books and records. For the fiscal year 2021-22, the city engaged auditing firm, Van Lant & Fankhanel, LLP, to complete the audit. The audit is complete and attached. Also, the City was required to have a Single Audit completed for FY 21-22, as the City's Schedule of Expenditure of Federal Awards was 7.4 million dollars for the year – well above the Single Audit requirement threshold of \$750,000.

It should be noted this audit was delayed for a variety of reasons including changeover of personnel in the Finance Department, and carryover issues from prior fiscal years. It also should be noted that there is one finding of deficiency in internal controls regarding the timeliness of accounting records for.

Staff recommends adopting Resolution No. 2023-31 to accept the Annual Financial Report and Single Audit Report for FY 21-22.

OPTIONS:

1. Move to adopt Resolution No. 2023-31
2. Other direction

FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt Resolution 2023-31 to accept the FY 21-22 Audit and Single Audit.

- ☒ **Attachments:**
 - 1) Resolution 2023-31
 - 2) Audit Conclusion Communication Letter
 - 3) Financial Statements
 - 4) Internal Control Report
 - 5) Single Audit Report

RESOLUTION NO. 2023-31
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE ACCEPTING THE ANNUAL
FINANCIAL REPORT FOR THE FISCAL YEAR 2021-22

WHEREAS, each year the City hires an independent audit firm to complete an audit of the City's books and records; and

WHEREAS, the City's citizens and others rely on the audited financial statements, and other related information published by the City to monitor the City's financial health; and

WHEREAS, the Auditor has prepared an Annual Financial Report and a Single Audit Report, which includes the Basic Financial Statements as defined in Governmental Accounting Standards, as well as Supplemental Information, along with a report on internal controls, Corrective Actions and compliance identifying any significant deficiencies, material weaknesses and/or any other suggestions they feel might be of benefit to the city; and

WHEREAS, the Auditor was engaged to perform agreed upon procedures to verify the City's Gann Limit calculations and has issued a related report thereto; and

WHEREAS, the reports prepared by the Auditor are attached.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake accepts the Annual Financial Report for the Fiscal Year 2021-22, incorporated by reference as Attachments 2-6.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 6th day of July 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____

City Clerk

Mayor

May 31, 2023

City Council
City of Clearlake
Clearlake, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Clearlake (City) for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 22, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year, except for the implementation of GASB Statement No. 87, *Leases*. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of the fair value of investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of investments in determining that it is reasonable in relation to the financial statements as a whole.

Management's estimate of capital assets depreciation is based on historical estimates of each capitalized item's useful life. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that they are reasonable in relation to the financial statements as a whole.

Management's estimates for the net pension liability is based on actuarial information provided by the California Public Employee Retirement System's (CalPERS) actuarial office. We evaluated the key factors and assumptions to develop the liability in determining that the estimated liability are reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of the fair value of investments in Note 2 to the financial statements represents amounts susceptible to market fluctuation.

The disclosure of accumulated depreciation in Note 5 to the financial statements is based on estimated useful lives which could differ from actual useful lives of each capitalized item.

The disclosures for the net pension liability in Note 7 to the financial statements is based on assumptions for discount rates, etc., which could differ from actual experience. The notes disclose the differences in these liabilities if different assumptions are used in estimating these liabilities.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit, other than delays in completing the audit due to the significant general ledger accounting and reconciliations needed.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The following material misstatements detected as a result of audit procedures were corrected by management:

- 1) Adjustments were made to grants receivable at year-end.
- 2) Adjustments were made to accounts payable at year-end.
- 3) Adjustments were made to capital asset balances.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 31, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Findings and Recommendations:

In addition to our audit opinion on the financial statements, we issued our “Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*” dated May 31, 2023, in which we identified a material weakness in internal controls.

Other Matters

We applied certain limited procedures to the required supplementary information, as listed in the City’s financial statements, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (e.g., budgetary schedules, combining statements, individual fund statements), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City of Clearlake and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Van Lant & Fankhaenel, LLP

**Independent Auditor's Report on Internal Control over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

City Council
City of Clearlake
Clearlake, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Clearlake (City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 31, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2022-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Clearlake's Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City of Clearlake's response to the findings identified in our audit and described in the accompanying schedule of findings and responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant & Fankhauser, LLP

May 31, 2023

CITY OF CLEARLAKE
SCHEDULE OF FINDINGS AND RESPONSES
Year Ended June 30, 2022

Section G, Item 9.

2022-001 Timeliness of Accounting Records

Condition:

The City's accounting records were not reconciled and ready to be audited until March 2023, approximately 9 months after the end of the fiscal year.

Criteria:

The City's management is responsible for establishing and maintaining effective internal controls over financial reporting to help ensure that appropriate goals and objectives are met. This responsibility includes the selection and application of accounting principles, ensuring that financial information is reliable and properly recorded, and evaluating and monitoring ongoing activities in a timely manner.

Cause of Condition:

Turnover in the Finance Department and delays in completing the year-end financial close process due to COVID-19.

Recommendation:

Therefore, in order to maintain the integrity of the accounting and financial reporting system, and to ensure timely reporting, we recommend that all balance sheet accounts and other selected accounts be analyzed on a monthly, quarterly or other periodic basis as appropriate. We suggest a schedule of accounting functions to be performed monthly, quarterly, etc., be prepared with the provision for signing off by date and initials when the procedure is complete. We understand significant turnover in the finance department along with the onset of the COVID-19 pandemic were contributing factors to the finding described above.

Views of Responsible Officials:

Management concurs with the auditor's recommendations. The City has stabilized staffing in the finance department and is also in the process of bringing on an additional Account Clerk. Due to an increase in grant funded capital projects, the City requires additional support to manage grant reporting requirements and financial resource tracking.

The Finance Department has also established a monthly and quarterly review process that will allow for a seamless year-end close. The FYE 22 audit has been completed in time to start preparing for the FYE 23 audit which will be completed in the standard annual audit cycle.

CITY OF CLEARLAKE

Single Audit Report on Federal Award Programs

June 30, 2022

CITY OF CLEARLAKE
SINGLE AUDIT REPORT ON FEDERAL AWARD PROGRAMS
Year Ended June 30, 2022

Section G, Item 9.

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**Independent Auditor's Report on Internal Control over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

City Council
City of Clearlake
Clearlake, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Clearlake (City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 31, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a deficiency in internal control, described in the accompanying

schedule of findings and questioned costs as item 2022-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Clearlake's Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant & Fankhaed, LLP

May 31, 2023

**Independent Auditor's Report on Compliance for Each Major Federal Program;
Report on Internal Control Over Compliance; and Report on the Schedule
of Expenditures of Federal Awards Required by Uniform Guidance**

City Council
City of Clearlake
Clearlake, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Clearlake's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2022. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of Clearlake, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City of Clearlake and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal

program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, of the City of Clearlake, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated May 31, 2023 which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Van Lant & Fankhauser, LLP

June 28, 2023

CITY OF CLEARLAKE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2022

Section G, Item 9.

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal ALN Number	Program Identification Number	Program Expend- itures	Provided to Sub- Recipients
<u>U.S Department of Housing and Urban Development</u>				
<i>Passed through California Department of Housing and Community Development:</i>				
Community Development Block Grant	14.228	17-CDBG-12019	\$ 303,549	\$ -
Community Development Block Grant	14.228	Program Income	79,424	-
Community Development Block Grant	14.228	20-DRMHP-00021-NTP1	43,061	-
Community Development Block Grant	14.228	17-DRINFRA-17001-1	7,030,157	-
Total Department of Housing and Urban Development			7,456,191	* -
<u>U.S Department of Treasury</u>				
<i>Direct Assistance:</i>				
COVID-19 - Coronavirus State and Local Fiscal Recovery Funds	21.027	N/A	3,652,190	* -
Total Department of Treasury			3,652,190	-
Total Expenditures of Federal Awards			\$ 11,108,381	\$ -

* = Major Program

CITY OF CLEARLAKE
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2022

Section G, Item 9.

1) Reporting Entity

The financial reporting entity, as defined by the Governmental Accounting Standards Board ("GASB") Codification, consists of the primary government, which is the City of Clearlake, California (the "City"), organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the City's financial statements to be misleading or incomplete.

2) Summary of Significant Accounting Policies

Basis of Accounting

Funds received under the various grant programs have been recorded within the special revenue funds of the City. The City utilizes the modified accrual basis of accounting for the special revenue funds. The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in, the preparation of City's basic financial statements.

Schedule of Expenditures of Federal Awards

The accompanying Schedule presents the activity of all federal financial assistance programs of the City. Federal financial assistance received directly from federal agencies, as well as federal financial assistance passed through the State of California Department of Housing and Community Development, are included in the Schedule. The Schedule was prepared from only the accounts of various grant programs and, therefore, does not present the financial position or results of operations of the City.

3) Major Programs

The City had two major programs for the year ended June 30, 2022, consisting of the Coronavirus State and Local Fiscal Recovery Funds and Community Development Block Grant Funds which had total disbursements of \$11,108,381. This amount calculates to 100% of the total disbursements from federal awards.

4) Subrecipient Expenditures

During the fiscal year ended June 30, 2022, there were no payments made to subrecipients.

5) Indirect Cost Rate

The City has not elected to use the 10-percent de minimis indirect rate as allowed under the Uniform Guidance.

CITY OF CLEARLAKE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2022

Section G, Item 9.

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of Auditor’s Report Issued:	Unmodified
Internal Control Over Financial Reporting:	
Material Weakness(es) Identified?	Yes
Significant Deficiencies Identified not Considered to be Material Weaknesses?	None reported
Noncompliance Material to Financial Statements Noted?	No

Federal Awards

Internal Control Over Major Programs:	
Material Weakness(es) Identified?	No
Significant Deficiencies Identified not Considered to be Material Weaknesses?	None reported
Type of Auditor’s Report Issued on Compliance for Major Programs:	Unmodified
Any Audit Findings Disclosed that are Required to be Reported in Accordance With Uniform Guidance?	No

Identification of Major Programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
<u>21.027</u>	<u>Coronavirus State and Local Fiscal Recovery Funds</u>
<u>14.228</u>	<u>Community Development Block Grant Funds</u>

Dollar Threshold used to Distinguish Between Type A And Type B Programs:	\$ <u>750,000</u>
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Auditee Qualified as Low-Risk Auditee?	No
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CITY OF CLEARLAKE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2022

Section G, Item 9.

SECTION II – FINANCIAL STATEMENT FINDINGS

2022-001 Timeliness of Accounting Records

Condition:

The City's accounting records were not reconciled and ready to be audited until March 2023, approximately 9 months after the end of the fiscal year.

Criteria:

The City's management is responsible for establishing and maintaining effective internal controls over financial reporting to help ensure that appropriate goals and objectives are met. This responsibility includes the selection and application of accounting principles, ensuring that financial information is reliable and properly recorded, and evaluating and monitoring ongoing activities in a timely manner.

Cause of Condition:

Turnover in the Finance Department and delays in completing the year-end financial close process due to COVID-19.

Recommendation:

Therefore, in order to maintain the integrity of the accounting and financial reporting system, and to ensure timely reporting, we recommend that all balance sheet accounts and other selected accounts be analyzed on a monthly, quarterly or other periodic basis as appropriate. We suggest a schedule of accounting functions to be performed monthly, quarterly, etc., be prepared with the provision for signing off by date and initials when the procedure is complete. We understand significant turnover in the finance department along with the onset of the COVID-19 pandemic were contributing factors to the finding described above.

Views of Responsible Officials:

The City concurs. Refer to separate Corrective Action Plan for management's response.

CITY OF CLEARLAKE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2022

Section G, Item 9.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings to be reported in accordance with the *Uniform Guidance*.

CITY OF CLEARLAKE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2022

Section G, Item 9.

SECTION II – FINANCIAL STATEMENT FINDINGS

2021-001: Audit Adjustments

Current Status: This finding has not been corrected. See Finding 2022-001 and corrective action plan.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings reported in accordance with the *Uniform Guidance*.

CITY OF CLEARLAKE
Corrective Action Plan
Year Ended June 30, 2022

**CITY OF CLEARLAKE
CORRECTIVE ACTION PLAN
Year Ended June 30, 2022**

Section G, Item 9.

SECTION I – FINANCIAL STATEMENT FINDINGS

2022-001 Audit Adjustments

Management's or Departments Response:

We Concur.

View of Responsible Officials and Planned Corrective Actions:

The City has stabilized staffing in the finance department and is also in the process of bringing on an additional Account Clerk. Due to an increase in grant funded capital projects, the City requires additional support to manage grant reporting requirements and financial resource tracking.

The Finance Department has also established a monthly and quarterly review process that will allow for a seamless year-end close. The FYE 22 audit has been completed in time to start preparing for the FYE 23 audit which will be completed in the standard annual audit cycle.

Name of Responsible Person: Kathy Wells, Finance Director

Implementation Date: June 30, 2023

**CITY OF CLEARLAKE
CORRECTIVE ACTION PLAN
Year Ended June 30, 2022**

Section G, Item 9.

SECTION II – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings to be reported in accordance with the *Uniform Guidance*.

CITY OF CLEARLAKE, CALIFORNIA

ANNUAL FINANCIAL REPORT

Year Ended June 30, 2022

Prepared by
Administrative Services Department

City of Clearlake
Annual Financial Report
Year Ended June 30, 2022

Section G, Item 9.

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City of Clearlake
Annual Financial Report
Year Ended June 30, 2022

Section G, Item 9.

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FINANCIAL SECTION

Independent Auditor's Report

The Honorable City Council
City of Clearlake, California
Clearlake, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Clearlake (City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Clearlake, as of June 30, 2022, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As described in Note 1, to the financial statements, in 2022, the City adopted new accounting guidance, *GASB Statement No. 87, Leases*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic

financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining statements, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements, as listed in the table of contents, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 31, 2023, on our consideration of the City of Clearlake's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.



May 31, 2023

BASIC FINANCIAL STATEMENTS

City of Clearlake
Statement of Net Position
June 30, 2022

Section G, Item 9.

	Governmental Activities
ASSETS	
Cash and Investments	\$ 27,442,181
Receivables:	
Accounts	530,965
Interest	15,184
Taxes	2,232,724
Notes	7,675,302
Grants	5,502,012
Capital Assets:	
Land and Land Improvements	9,592,637
Construction in Progress	10,343,690
Other Capital Assets, Net	19,308,234
Total Assets	<u>82,642,929</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Pension Related Items	<u>1,833,275</u>
LIABILITIES	
Accounts Payable	1,718,093
Accrued Payroll Liabilities	180,100
Deposits	17,304
Noncurrent Liabilities:	
Due Within One Year	1,397,045
Due in More Than One Year	19,036,853
Total Liabilities	<u>22,349,395</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred Pension Related Items	<u>3,214,314</u>
NET POSITION	
Net Investment in Capital Assets	38,038,927
Restricted for:	
PEG	268,488
Housing	8,100,388
Public Safety	562,436
Streets and Highways	15,094,352
Capital Projects	2,487,280
Unrestricted	(5,639,376)
Total Net Position	<u><u>\$ 58,912,495</u></u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Activities
Year Ended June 30, 2022

Section G, Item 9.

					Net (Expense)
					Revenue and
					Change in
					Net Position
		Program Revenues			
		Charges	Operating	Capital	
		for	Grants and	Grants and	
		Services	Contributions	Contributions	
Functions/Programs	Expenses				Governmental
					Activites
Governmental Activities:					
General Government	\$ 1,449,487	\$ 589,265	\$ 91,140	\$ -	\$ (769,082)
Public Safety	5,585,844	349,280	3,845,766	48,388	(1,342,410)
Public Works	5,988,110	624,769	5,000	7,069,081	1,710,740
Housing	410,621	4,674	374,835	4,428,110	4,396,998
Parks and Recreation	1,621,254	119,167	-	-	(1,502,087)
Interest and Fiscal Charges	60,615	-	-	-	(60,615)
Total Governmental Activities	15,115,931	1,687,155	4,316,741	11,545,579	2,433,544
General Revenues:					
Taxes:					
					3,705,500
					2,255,789
					756,107
					456,048
					54,632
					-
					37,555
					71,863
					7,337,494
					9,771,038
					49,505,288
					(363,831)
					\$ 58,912,495

The accompanying notes are an integral part of this statement.

City of Clearlake
Balance Sheet
Governmental Funds
June 30, 2022

	General Fund	Special Revenue Housing Loans	Capital Series B Infrastructure Bonds
ASSETS			
Cash and Investments	\$ 8,338,319	\$ 329,936	\$ 2,469,546
Receivables:			
Accounts	330,467	-	-
Interest	8,688	-	1,994
Taxes	1,439,702	-	-
Grants	1,826,095	43,061	-
Notes	400	6,581,684	-
Due from Other Funds	2,253,891	-	-
Total Assets	\$ 14,197,562	\$ 6,954,681	\$ 2,471,540
LIABILITIES			
Accounts Payable	\$ 305,180	\$ -	\$ -
Accrued Payroll Liabilities	157,250	-	-
Deposits	17,304	-	-
Due to Other Funds	109,560	43,061	-
Total Liabilities	589,294	43,061	-
DEFERRED INFLOWS OF RESOURCES			
Unavailable Revenues - Grants Receivable	1,792	51,591	-
Total Deferred Inflows of Resources	1,792	51,591	-
FUND BALANCES (DEFICITS)			
Nonspendable	400	-	-
Restricted	-	6,860,029	2,471,540
Committed	-	-	-
Unassigned	13,606,076	-	-
Total Fund Balances (Deficits)	13,606,476	6,860,029	2,471,540
Total Liabilities, Deferred Inflows of Resources and Fund Balances (Deficits)	\$ 14,197,562	\$ 6,954,681	\$ 2,471,540

The accompanying notes are an integral part of this statement.

Capital Projects	Capital Projects	Total Nonmajor Governmental Funds	Totals
Roads Measure V	Grants		
\$ 14,688,646	\$ -	\$ 1,437,711	\$ 27,264,158
164,606	-	35,892	530,965
3,935	-	427	15,044
470,215	-	322,807	2,232,724
-	3,077,251	555,605	5,502,012
-	-	1,093,218	7,675,302
-	109,560	-	2,363,451
<u>\$ 15,327,402</u>	<u>\$ 3,186,811</u>	<u>\$ 3,445,660</u>	<u>\$ 45,583,656</u>
\$ 2,937	\$ 1,342,196	\$ 67,780	\$ 1,718,093
4,994	-	17,856	180,100
-	-	-	17,304
174,342	1,839,997	196,491	2,363,451
<u>182,273</u>	<u>3,182,193</u>	<u>282,127</u>	<u>4,278,948</u>
63,800	3,052,342	213,007	3,382,532
<u>63,800</u>	<u>3,052,342</u>	<u>213,007</u>	<u>3,382,532</u>
-	-	-	400
15,081,329	-	3,112,075	27,524,973
-	-	-	-
<u>-</u>	<u>(3,047,724)</u>	<u>(161,549)</u>	<u>10,396,803</u>
15,081,329	(3,047,724)	2,950,526	37,922,176
<u>\$ 15,327,402</u>	<u>\$ 3,186,811</u>	<u>\$ 3,445,660</u>	<u>\$ 45,583,656</u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2022

Fund Balances of Governmental Funds \$ 37,922,176

Amounts reported for Governmental Activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and therefore, are not reported in the funds.

Land and Land Improvements	\$ 9,592,637	
Construction in Progress	10,343,690	
Buildings and Improvements	3,181,722	
Vehicles and Equipment	4,447,095	
Infrastructure	21,743,259	
Less: Accumulated Depreciation	<u>(10,063,842)</u>	39,244,561

In governmental funds, other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds. 3,382,532

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.

Compensated Absences	(227,238)	
Net Pension Liability	(4,227,180)	
Claims Payable	(174,035)	
2022 Installment Sale Agreement	(14,755,000)	
Energy Efficiency Loan Payable	(632,567)	
Lease Payable	(417,878)	

Amounts for deferred inflows and deferred outflows related to the City's Net Pension Liability are not reported in the funds.

Deferred Outflows Related to Pensions	1,833,275	
Deferred Inflows Related to Pensions	(3,214,314)	

Internal service funds are used by management to charge the costs of insurance to individual funds. The assets and liabilities of the internal service funds must be added to the statement of net position.

178,163

Net Position of Governmental Activities \$ 58,912,495

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
Year Ended June 30, 2022

	General Fund	Special Revenue Housing Loans	Capita Series B Infrastructure Bonds
REVENUES			
Taxes and Assessments	\$ 5,805,410	\$ -	\$ -
Fines and Forfeitures	194,172	-	-
Licenses and Permits	12,799	-	-
Use of Money and Property	(86,642)	126,944	2,789
Intergovernmental	3,863,231	-	-
Charges for Services	1,399,361	-	-
Other Revenues	61,448	-	-
Total Revenues	<u>11,249,779</u>	<u>126,944</u>	<u>2,789</u>
EXPENDITURES			
Current:			
General Government	2,083,854	-	-
Public Safety	4,205,366	-	-
Public Works and Streets	427,229	-	-
Housing	371,176	48,561	-
Parks and Recreation	393,821	-	-
Capital Outlay	166,075	-	100,000
Debt Service:			
Cost of Issuance	-	-	-
Principal	304,929	-	-
Interest	60,615	-	-
Total Expenditures	<u>8,013,065</u>	<u>48,561</u>	<u>100,000</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>3,236,714</u>	<u>78,383</u>	<u>(97,211)</u>
OTHER FINANCING SOURCES (USES)			
Issuance of Debt	71,289	-	-
Transfers In	-	1,240,019	-
Transfers Out	(5,033,212)	-	-
Total Other Financing Sources (Uses)	<u>(4,961,923)</u>	<u>1,240,019</u>	<u>-</u>
Net Change in Fund Balances	(1,725,209)	1,318,402	(97,211)
Fund Balances, Beginning	<u>15,331,685</u>	<u>5,541,627</u>	<u>2,568,751</u>
Fund Balances, Ending	<u><u>\$ 13,606,476</u></u>	<u><u>\$ 6,860,029</u></u>	<u><u>\$ 2,471,540</u></u>

The accompanying notes are an integral part of this statement.

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<u>I Projects</u>	<u>Capital Projects</u>	<u>Total Nonmajor Governmental Funds</u>	<u>Totals</u>
<u>Roads Measure V</u>	<u>Grants</u>		
\$ 2,692,597	\$ -	\$ 2,098,179	\$ 10,596,186
-	-	-	194,172
-	-	-	12,799
3,991	-	759	47,841
164,606	4,174,072	580,932	8,782,841
-	-	402,133	1,801,494
-	61,189	4,150	126,787
<u>2,861,194</u>	<u>4,235,261</u>	<u>3,086,153</u>	<u>21,562,120</u>
-	-	-	2,083,854
-	-	1,695,838	5,901,204
639,563	-	554,462	1,621,254
-	-	192,643	612,380
-	-	16,800	410,621
142,451	15,613,309	164,948	16,186,783
135,189	-	-	135,189
-	-	-	304,929
-	-	-	60,615
<u>917,203</u>	<u>15,613,309</u>	<u>2,624,691</u>	<u>27,316,829</u>
<u>1,943,991</u>	<u>(11,378,048)</u>	<u>461,462</u>	<u>3,315,097</u>
14,755,000	-	-	14,826,289
-	8,251,661	-	9,491,680
<u>(2,632,887)</u>	<u>-</u>	<u>(1,825,581)</u>	<u>(9,491,680)</u>
<u>12,122,113</u>	<u>8,251,661</u>	<u>(1,825,581)</u>	<u>-</u>
14,066,104	(3,126,387)	(1,364,119)	9,071,580
<u>1,015,225</u>	<u>78,663</u>	<u>4,314,645</u>	<u>28,850,596</u>
<u>\$ 15,081,329</u>	<u>\$ (3,047,724)</u>	<u>\$ 2,950,526</u>	<u>\$ 37,922,176</u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
Year Ended June 30, 2022

Net Change in Fund Balances - Total Governmental Funds \$ 9,071,580

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental funds report capital outlay as an expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense.

Capital Expenditures	11,967,657
Depreciation Expense	(1,200,364)
Loss on Disposal	(152,520)

Certain receivables are offset by unavailable revenue in the governmental funds because they are not available to pay for current period expenditures. This amount represents the amount by which prior year unavaible revenue exceeded current year unavailable revenue.

3,324,849

The issuance of long-term debt (e.g., loans, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities

Net Pension Liability	3,610,482
Claims Payable	64,167
Compensated Absences	106,576
Energy Efficiency Loan	46,238
Payments on Leases	258,691
Debt Issuance	(14,826,289)

Amounts for deferred inflows and deferred outflows related to the City's net pension and total OPEB liabilities are not reported in the funds. This is the net change in deferred inflows and outflows related to the net pension and total OPEB liabilities.

Deferred Outflows Related to Pensions	(147,725)
Deferred Inflows Related to Pensions	(2,399,842)

Internal service funds are used by management to charge the costs of insurance to individual funds. The net revenue (expense) of the internal service is reported with governmental activities.

47,538

Change in Net Position of Governmental Activities	\$ 9,771,038
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The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Net Position
Proprietary Fund
June 30, 2022

Section G, Item 9.

	Governmental Activities - Internal Service Fund
	<hr/>
ASSETS	
Current:	
Cash and Investments	\$ 178,023
Interest Receivable	<hr/> 140
	<hr/>
Total Current Assets	178,163
	<hr/>
LIABILITIES	
Current:	
Accounts Payable	<hr/> -
	<hr/>
Total Current Liabilities	-
	<hr/>
NET POSITION	
Unrestricted	<hr/> 178,163
	<hr/>
Total Net Position	\$ 178,163
	<hr/> <hr/>

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Fund
Year Ended June 30, 2022

	Governmental Activities - Internal Service Fund
OPERATING REVENUES	
Charges for Services	\$ 49,369
Total Operating Revenues	49,369
OPERATING EXPENSES	
Insurance	2,042
Total Operating Expenses	2,042
Operating Income (Loss)	47,327
NON-OPERATING REVENUES (EXPENSES)	
Investment Earnings	211
Total Non-Operating Revenues (Expenses)	211
Income (Loss) Before Contributions and Transfers	47,538
Transfers In	-
Change in Net Position	47,538
Total Net Position, Beginning of Year	130,625
Total Net Position, End of Year	\$ 178,163

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Cash Flows
Proprietary Fund
Year Ended June 30, 2022

	Governmental Activities - Internal Service Fund
Cash Flows from Operating Activities	
Cash Received from User Funds	\$ 49,369
Cash Paid to Suppliers for Goods and Services	<u>(2,042)</u>
Net Cash Provided (Used) By Operating Activities	<u>47,327</u>
Cash Flows from Non-Capital Financing Activities	
Cash Received from (Paid to) Other Funds	<u>-</u>
Net Cash Provided (Used) by Non-capital Financing Activities	<u>-</u>
Cash Flows from Investing Activities	
Interest Received on Investments	<u>78</u>
Net Cash Provided (Used) by Investing Activities	<u>78</u>
Net Increase (Decrease) In Cash and Cash Equivalents	47,405
Cash and Cash Equivalents, Beginning of Year	<u>130,618</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 178,023</u></u>
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities	
Operating Income (Loss)	\$ 47,327
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
(Increase) Decrease In Accounts Receivable	-
Increase (Decrease) In Accounts Payable	<u>-</u>
Net Cash Provided (Used) By Operating Activities	<u><u>\$ 47,327</u></u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2022

	LAFCO Custodial Fund	Successor Agency Private-purpose Trust Fund
ASSETS		
Cash and Investments	\$ 232,524	\$ 528,574
Restricted Cash and Investments	-	47
Interest Receivable	196	-
Deposits	-	10,000
Land Held for Resale	-	2,083,877
	<hr/>	<hr/>
Total Assets	232,720	2,622,498
	<hr/>	<hr/>
LIABILITIES		
Accounts Payable	7,667	-
Accrued Payroll Liabilities	-	1,026
Due to Other Agencies	-	-
Interest Payable	-	96,628
Long-Term Debt, Due within One Year	-	575,000
Long-Term Debt, Due in more Than One Year	-	10,126,994
	<hr/>	<hr/>
Total Liabilities	7,667	10,799,648
	<hr/>	<hr/>
NET POSITION		
Held in Trust for:		
Successor Agency	-	(8,177,150)
Other Organizations	225,053	
	<hr/>	<hr/>
Total Net Position	\$ 225,053	\$ (8,177,150)
	<hr/>	<hr/>

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
Year Ended June 30, 2022

	LAFCO Custodial Fund	Successor Agency Private-purpose Trust Fund
ADDITIONS		
Investment Income	\$ 255	\$ -
Taxes, Assessments, and Contributions	134,612	949,524
Other Income	-	10,000
	<u>134,867</u>	<u>959,524</u>
Total Additions	<u>134,867</u>	<u>959,524</u>
DEDUCTIONS		
Administrative Costs	107,775	309,481
Interest Expense	-	408,624
	<u>107,775</u>	<u>718,105</u>
Total Deductions	<u>107,775</u>	<u>718,105</u>
Change in Net Position	27,092	241,419
Net Position - Beginning of Year	<u>197,961</u>	<u>(8,418,569)</u>
Net Position - End of Year	<u><u>\$ 225,053</u></u>	<u><u>\$ (8,177,150)</u></u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Clearlake, California (the City) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A) Reporting Entity

The City of Clearlake is a municipal corporation governed by an elected five-member City Council. The accompanying financial statements present the government and its component units, entities for which the City is considered to be financially accountable.

Blended Component Units – The Clearlake Public Financing Authority is a separate legal entity created for the purpose of improving the economic conditions of the City, making public improvements and providing financing for these purposes. This entity is governed by the City Council of the City of Clearlake, and is therefore reported as if it was part of the City. The Authority is reported as part of the City's special revenue, capital projects and debt service funds. The component unit redevelopment agency was dissolved effective February 1, 2012 and all residual asset and liabilities are reported in the Successor Agency private purpose fiduciary funds.

B) Basis of Accounting and Measurement Focus

The basic financial statements of the City are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the financial statements

Government-Wide Financial Statements

Government-wide financial statements display information about the reporting government as a whole, except for its fiduciary activities. Eliminations have been made in the Statement of Activities so that certain allocated expenses are recorded only once (by the function to which they were allocated). However, general government expenses have not been allocated as indirect expenses to the various functions of the City.

Government-wide financial statements are presented using the economic resources measurement focus and accrual basis of accounting. Under the economic resources measurement focus, all (both current and long-term) economic resources and obligations of the reporting government are reported in the government-wide financial statements. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33.

Program revenues include charges for services and payments made by parties outside the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as an expense. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as an other financing source. Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expense.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Interfund services provided and used are not eliminated in the process of consolidation.

Fund Financial Statements

The underlying accounting system of the City is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about the major funds individually and nonmajor funds in the aggregate for all funds.

Governmental Funds

In the fund financial statements, governmental funds are presented using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. *Measurable* means that the amounts can be estimated, or otherwise determined. *Available* means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period.

The City uses an availability period of 60 days. Sales taxes, property taxes, franchise taxes, gas taxes, motor vehicle in lieu, transient occupancy taxes, grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues in the current fiscal period to the extent normally collected within the availability period. Other revenue items are considered to be measurable and available when cash is received by the government.

Revenue recognition is subject to the *measurable* and *availability* criteria for the governmental funds in the fund financial statements. Exchange transactions are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). *Locally imposed derived tax revenues* are recognized as revenues in the period in which the underlying exchange transaction upon which they are based takes place. *Imposed nonexchange transactions* are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. *Government-mandated and voluntary nonexchange transactions* are recognized as revenues when all applicable eligibility requirements have been met.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

In the fund financial statements, governmental funds are presented using the *current financial resources measurement focus*. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance (net current assets) is considered to be a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, that they should not be considered “available spendable resources,” since they do not represent the net current assets.

Recognition of governmental fund type revenues represented by non-current receivables are deferred until they become current receivables. Non-current portions of long-term receivables are offset by nonspendable fund balance.

Due to the nature of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by noncurrent liabilities. Since they do not affect current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as *other financing sources* rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

Proprietary Funds

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the City’s enterprise fund and internal service funds are charges to customers for services provided. Operating expenses for the City’s enterprise fund and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The City’s internal service funds are presented in the proprietary funds financial statements. Because the principal users of the internal services are the City’s governmental activities, the financial statements of the internal service fund are consolidated in the governmental activities column when presented in the government-wide financial statements. To the extent possible, the cost of these services is reported in the appropriate functional activity (general government, public protection, development, etc.).

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are combined in a fund, expenses are considered to be paid first from restricted resources, and then from unrestricted resources.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C) Fund Classifications

The City reports the following major governmental funds:

The *General Fund* is the City's primary operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

The *Housing Loans Fund* accounts for revolving loan funds used for activities pertaining to multi-family, first-time homebuyer, rehabilitation and other affordable housing loan and grant programs.

The *Series B Infrastructure Bond Proceeds Fund* accounts for Series B proceeds used to complete various road and infrastructure projects consistent with the original bond issuance.

The *Roads Measure V Fund* accounts for and reports financial resources related to the 1% transaction and use tax for improving and maintaining roads within the City. The tax sunsets in 20 years and an Oversight Committee has been established to review prior year expenditures.

The *Grants Fund* accounts for and reports financial resources for the majority of all capital projects conducted by the City of Clearlake. The projects are funded by grant revenue deposited in Fund 240 or transfers from other funds within the City budget.

Additionally, the City reports the following fund types:

The *Internal Service Fund* accounts for the accumulation of resources for unemployment insurance.

The *Private-purpose Trust Fund* accounts for the balances and transactions of the Successor Agency to the Clearlake Redevelopment Agency.

The *Custodial Fund* accounts for monies held for the Lake County Local Agency Formation Commission (LAFCO).

D) Cash and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported in the accompanying financial statements at fair value, except for certain certificates of deposit and investment contracts that are reported at cost because they are not transferable and they have terms that are not affected by changes in market interest rates. Changes in fair value that occur during a fiscal year are recognized as *investment income* reported for that fiscal year. *Investment income* includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation, maturity, or sale of investments.

The City pools cash and investments of all funds, except for assets held by fiscal agents. Each fund's share in this pool is displayed in the accompanying financial statements as *cash and investments*. Investment income earned by the pooled investments is allocated to the various funds based on each fund's average cash and investment balance.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

For purposes of the statement of cash flows, cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash or so near their maturity that they present insignificant risk of changes in value because of changes in interest rates, and have an original maturity date of 3 months or less. Cash equivalents represent the proprietary funds' share in the cash and investment pool of the City.

E) Due from Other Governments

The amounts recorded as due from other governments, include sales taxes, property taxes, and grant revenues, collected or provided by Federal, State, County and City governments and remain unremitted to the City as of June 30, 2022.

F) Fund Balance

The City implemented GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions as of June 30, 2011. Fund balances in governmental funds are reported in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The City considers restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable Fund Balance - Amounts that cannot be spent either because they are in nonspendable form or are required to be maintained intact.

Restricted Fund Balance - Amounts that are constrained to specific purposes by state or federal laws, or externally imposed conditions by grantors or creditors.

Committed Fund Balance - Amounts that may be specified by the City Council by ordinance to formally commit part of the City's fund balances or future revenues for a specific purpose(s) or program. To change or repeal any such commitment will require an additional formal City Council action utilizing the same type of action that was originally used.

Assigned Fund Balance - Amounts that are constrained by the City Council's intent to use specified financial resources for specific purposes, but are neither restricted nor committed. The City's fund balance policy delegates the authority to assign amounts to be used for specific purposes to the City Manager, or his designee.

Unassigned Fund Balance - These are either residual positive net resources of fund balance in excess of what can properly be classified in one of the other four categories, or negative balances.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

G) Fund Equity

In the government-wide financial statements, net position is classified in the following categories:

Net investment in capital assets describes the portion of net position which is represented by the current net book value of the City's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulation, laws, or other restrictions which the City cannot unilaterally alter.

Unrestricted describes the portion of net position which is not restricted to use.

H) Property Tax Calendar

Property taxes attach as an enforceable lien on property as of January 1, each year. Taxes are levied on July 1, and are payable in two installments no later than December 10, and April 10, of each year. Lake County bills and collects the property taxes and remits them to the City in installments during the year. Under the provisions of NCGA Interpretation 3, property tax revenue is recognized in the fiscal year for which the taxes have been levied, provided it is collected within 60 days of the end of the fiscal year.

The County is permitted by State law (Proposition 13) to levy taxes at 1% of full market value (at time of purchase) and can increase the property tax rate no more than 2% per year. Property Valuations are established by the Lake County Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under the provision of Article XIII-A of the State Constitution (Proposition 13, adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. From this base assessment, subsequent annual increases in valuation are limited to a maximum of two percent. However, an increase to full value is allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal.

I) Compensated Absences

In accordance with GASB Statement No 16, a liability is recorded for unused balances only to the extent that it is probable that the unused balances will result in termination payments. This is estimated by including in the liability the unused balances of employees currently entitled to receive termination payment, as well as those who are expected to become eligible to receive termination benefits as a result of continuing their employment with the City. Upon separation, 100% of accrued vacation leave (up to a maximum of 400 hours) and accrued comp time is paid and, depending on longevity, sick leave is paid out up to 50% of the accrued amount. Other amounts of unused sick leave are excluded from the liability since their payment is contingent solely upon the occurrence of a future event (illness) which is outside the control of the City and the employee.

J) Capital Assets

Capital assets are recorded at cost where historical records are available and at an estimated historical cost where no historical records exist. Contributed capital assets received prior to the implementation of GASB 72 are valued at their estimated fair market value at the date of the contribution. Contributed capital assets received subsequent to the implementation of GASB 72 are recorded at acquisition value as of the date received. The City capitalizes assets with an original cost greater than \$5,000 and with a useful lifespan longer than three years.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Capital assets include public domain (infrastructure) assets consisting of certain improvements including roads, streets, sidewalks, medians and storm drains. Depreciation has been provided using the straight line method over the estimated useful life of the asset in the government-wide financial statements. No depreciation is recorded in the year of acquisition or in the year of disposition.

The following schedule summarizes capital asset useful lives:

Building and improvements	5 - 50 years
Roadway improvements	50 years
Sidewalks, curbs, and gutters	50 years
Storm drain pipes/structures	50 years
Traffic signal devices	5 - 40 years
Landscaping	30 years
Signage	25 years
Leasehold improvements	5 years
Machinery and equipment	3 - 5 years
Vehicles	3 years

K) Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

L) Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expense) until then. The City reports deferred outflows of resources related to pension liabilities.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has certain items, which arise only under the modified accrual basis of accounting, which qualifies for reporting in this category. Accordingly, the item, *unavailable revenue*, is reported in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes, special assessments, grant receivables, and other miscellaneous receivables. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In addition, the City reports deferred inflows as a result of the City's implementation of GASB Statement No. 68, Accounting and Financial Reporting for Pensions, which qualify for reporting in this category.

M) Net Position Flow Assumption

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g. restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the statement of net position, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

N) Implementation of Governmental Accounting Standards Board (GASB) Pronouncements

The Governmental Accounting Standards Board has issued the following Statements, which may affect the City's financial reporting requirements in the future:

GASB 96 – Subscription-Based Information Technology Arrangements: The primary objectives of this statement is to recognize a right-to-use subscription asset and a corresponding subscription liability for subscriptions that meet the criteria as defined in the statement. The requirements of this statement are effective for fiscal years beginning after June 15, 2022.

O) Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of Clearlake's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

P) Leases

Lessee: The City is a lessee for noncancellable leases of equipment. The City recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the government-wide financial statements and the proprietary funds. The City recognizes lease liabilities with an initial, individual value of \$5,000 or more.

At the commencement of a lease, the City initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the City determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The City uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the City is reasonably certain to exercise.

The City monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability. Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

2) CASH AND INVESTMENTS

Cash and investments are classified in the accompanying financial statements as follows:

Statement of Net Position:	
Cash and Investments	\$ 27,442,181
Statement of Fiduciary Net Position:	
Cash and Investments	761,098
Cash and Investments with Fiscal Agents	47
Total Cash and Investments	<u>\$ 28,203,326</u>

Cash and Investments consist of the following:

Cash on Hand	\$ 640
Deposits with Financial Institutions	20,086,464
Investments	8,116,222
Total Cash and Investments	<u>\$ 28,203,326</u>

Investments Authorized by the City's Investment Policy

The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, if more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy.

Authorized Investment Type	Authorized by Investment Policy	Maximum Maturity*	Maximum Percentage of Portfolio*	Maximum Investment In One Issuer*
Local Agency Bonds	No	5 years	None	None
U.S. Treasury Obligations	Yes	2 years	None	None
U.S. Agency Securities	Yes	5 years	None	None
Banker's Acceptances	Yes	180 days	40%	30%
Commercial Paper	Yes	270 days	15%	10%
Negotiable Certificates of Deposit	Yes	2 years	30%	None
Repurchase Agreements	Yes	1 year	None	None
Reverse Repurchase Agreements	No	92 days	20% of base value	None
Medium Term Notes	No	5 years	30%	None
Mutual Funds	No	N/A	20%	10%
Money Market Mutual Funds	Yes	N/A	20%	10%
Mortgage Pass-through Securities	No	5 years	20%	None
County Pooled Investment Funds	No	N/A	None	None
Local Agency Investment Fund (LAIF)	Yes	N/A	None	None
Supranationals	Yes	5 years	30%	None
JPA Pools (other investment pools)	No	N/A	None	None

*Based on state law requirements or investment policy requirements, whichever is more restrictive.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

2) CASH AND INVESTMENTS – Continued

Investments Authorized by Debt Agreements

Investments of debt proceeds held by bond trustee are governed by provisions of the debt agreements, rather than the general provision of the California Government Code or the City's investment policy. The table below identifies the investment types that are authorized for investments held by bond trustee. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment In One Issuer</u>
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Medium Term Notes	5 years	30%	5%
Money Market Mutual Funds	N/A	20%	10%
Repurchase Agreements	270 days	30%	None
Investment Contracts	30 years	None	None
Local Agency Investment Fund (LAIF)	N/A	50 million	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rate. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the City's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investment by maturity:

<u>Investment Type</u>	<u>Remaining Maturity (in Months)</u>			<u>Total</u>
	<u>12 Months or Less</u>	<u>1 to 2 Years</u>	<u>2 to 5 Years</u>	
Local Agency Investment Fund	\$ 8,116,175	\$ -	\$ -	\$ 8,116,175
Held by Bond Trustee:				
Money Market Mutual Funds	47	-	-	47
Total Pooled Investments	<u>\$ 8,116,222</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,116,222</u>

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

2) CASH AND INVESTMENTS – Continued

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization.

The Local Agency Investment Fund is not required to be rated. Money Market Mutual funds held by bond trustees are rated AAA.

Concentration of Credit Risk

The investment policy of the City contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. As of June 30, 2022, there were no investments in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represent 5% or more of total City investments.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local government units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2022, no deposits with financial institutions in excess of federal depository insurance limits were held in uncollateralized accounts.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities.

Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF). As of June 30, 2022, none of the City's investments were held by the broker-dealer (counterparty) that was used by the City to purchase the securities.

For investments identified herein as held by bond trustee, the bond trustee selects the investments under terms of the applicable trust agreement, acquires the investment, and holds the investment on behalf of the reporting government.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

2) CASH AND INVESTMENTS – Continued

Fair Value

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Local Agency Investment Fund and money market mutual funds are not subject to the fair value hierarchy; therefore, the City has no investments that are subject to recurring fair value measurements.

Investment in State Investment Pool

The City is a voluntary participant in the LAIF that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

3) INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund receivables and payables at June 30, 2022 are as follows:

Due To (Receivable)	Due From (Payable)	Amount
General Fund	Housing Loans	\$ 43,061
	Roads Measure V	174,342
	Grants	1,839,997
	Non-major Governmental Funds	196,491
Grants Capital Projects Fund	General Fund	109,560
Total		<u>\$ 2,363,451</u>

The amounts due from other funds will be paid when grants are reimbursed in the following fiscal year.

Transfers consisted of the following at June 30, 2022:

TRANSFERS OUT	TRANSFERS IN		
	HOME RLF	Grants	Total
General Fund	\$ -	\$ 5,033,212	\$ 5,033,212
Roads Measure V	-	2,632,887	2,632,887
Non-Major Funds	1,240,019	585,562	1,825,581
Total	<u>\$ 1,240,019</u>	<u>\$ 8,251,661</u>	<u>\$ 9,491,680</u>

Transfers were made to the Grants Capital Projects Fund from the General Fund, Roads Measure V Fund and the non-major governmental funds to pay for various capital projects. In addition, the non-major CDBG Code Enforcement Fund transferred \$1,240,019 of loans receivable to the Housing Loans Special Revenue Fund.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

4) LOANS AND NOTES RECEIVABLE

Through the City's various housing rehabilitation funds, first-time home buyer's funds, and business/economic development loan funds, the City has loaned funds to qualifying individuals and businesses. Interest rates vary depending on the terms of the loan. Interest is accrued on the loans that bear interest. The balance of the loans receivable includes the accrued interest earned and deferred until future periods and an allowance for doubtful accounts of \$7,725,758.

Loans and notes receivable for the year ended June 30, 2022, consisted of the following:

Fund	Beginning Balance	Additions	Deletions	Ending Balance
Housing Loans Special Revenue Fund	\$ 6,792,482	\$ 80,000	\$ 290,798	\$ 6,581,684
Nonmajor Governmental Funds	1,093,218	-	-	1,093,218
Total	\$ 7,885,700	\$ 80,000	\$ 290,798	\$ 7,674,902

5) CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2022 is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Nondepreciable Capital Assets				
Land and Land Improvements	\$ 7,723,971	\$ 1,994,818	\$ 126,152	\$ 9,592,637
Construction in Progress	1,000,452	9,369,606	26,368	10,343,690
Total Capital Assets Not Depreciated	8,724,423	11,364,424	152,520	19,936,327
Depreciable Capital Assets				
Buildings and Improvements	3,061,387	120,335	-	3,181,722
Equipment	1,884,038	-	-	1,884,038
Vehicles	1,718,996	-	-	1,718,996
Infrastructure	21,331,650	411,609	-	21,743,259
Right-to-use Leased Vehicles	772,772	71,289	-	844,061
Total Depreciable Capital Assets	28,768,843	603,233	-	29,372,076
Less Accumulated Depreciation:				
Buildings and Improvements	1,744,128	109,038	-	1,853,166
Equipment	918,095	147,408	-	1,065,503
Vehicles	1,207,810	96,609	-	1,304,419
Infrastructure	4,658,252	681,583	-	5,339,835
Right-to-use Leased Vehicles	335,193	165,726	-	500,919
Total Accumulated Depreciation	8,863,478	1,200,364	-	10,063,842
Net Depreciable Capital Assets	19,905,365	(597,131)	-	19,308,234
Total Capital Assets, Net	\$ 28,629,788	\$ 10,767,293	\$ 152,520	\$ 39,244,561

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

5) CAPITAL ASSETS - Continued

Depreciation expense was charged in the following function of the Statement of Activities:

General Government	\$ 115,371
Public Safety	216,098
Public Works and Streets	<u>868,895</u>
Total Depreciation Expense	<u>\$ 1,200,364</u>

6) LONG-TERM LIABILITIES

The following is a summary of long-term liabilities, all of which are funded by the General Fund, for the year ended June 30, 2022:

Governmental Activities:	Beginning Balance	Additions*	Reductions	Ending Balance	Due Within One Year
Compensated Absences	\$ 333,814	\$ -	\$ 106,576	\$ 227,238	\$ 65,000
Net Pension Liability	7,837,662	-	3,610,482	4,227,180	-
Claims Payable	238,202	8,723	72,890	174,035	-
Loans from direct borrowings:					
2022 Installment Sale Agreement	-	14,755,000	-	14,755,000	1,050,436
Energy Efficiency Loan	678,805	-	46,238	632,567	47,590
Lease Payable	153,870	522,699	258,691	417,878	234,019
Total	<u>\$ 9,242,353</u>	<u>\$ 15,286,422</u>	<u>\$ 4,094,877</u>	<u>\$ 20,433,898</u>	<u>\$ 1,397,045</u>

*Additions to Lease Payable includes a prior period adjustment of \$451,410 due to the implementation of GASB 87. See Note 12 for more information.

Compensated absences and the net pension liability are typically liquidated by the General Fund.

Energy Efficiency Lease Agreement (direct borrowing)

In April 2017, the City entered into a lease-purchase agreement for the acquisition and installation of certain energy conservation equipment including lighting and solar with an aggregate principal borrowing of \$808,519. The proceeds are to be used to pay for the energy efficiency and conservation improvements as specified in the agreement. The payments bear interest at 3.50% and are due and payable annually on November 15th and each year, maturing on November 15, 2032. The General Fund will generally be responsible for making the debt service payments annually.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

6) LONG-TERM LIABILITIES – Continued

The annual debt service requirements for the lease agreement as of June 30, 2022 are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2023	\$ 47,590	\$ 22,649	\$ 70,239
2024	48,209	20,917	69,126
2025	50,360	19,141	69,501
2026	53,233	18,278	71,511
2027	56,478	15,306	71,784
2028	59,962	13,214	73,176
2029	63,696	10,992	74,688
2030	67,690	8,631	76,321
2031	71,865	6,123	77,988
2032	75,070	3,461	78,531
2033	38,414	701	39,115
Totals	\$ 632,567	\$ 139,413	\$ 771,980

Leases Payable (direct borrowing)

The City, at various occasions, enters into lease agreements that qualify as lease liabilities for accounting purposes and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date. The amount of the leased assets recognized, net of accumulated amortization is \$450,582. The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2022, were as follows:

Fiscal Year Ending June 30,	Governmental Activities
2023	\$ 276,896
2024	131,101
2025	45,009
2026	17,569
2027	3,432
Totals	\$ 474,007
Less: Interest	(56,129)
Present Value	\$ 417,878

2022 Installment Sale Agreement (direct borrowing)

In June 2022, the City of Clearlake Public Financing Authority issued \$14,755,000 in an installment sale agreement for the financing of certain improvements of the City's roads and related infrastructure. The City is required to make semi-annual principal and interest payments (3.2% per annum) on December 1 and June 1 of each fiscal year, commencing on December 1, 2022. The installment payments are secured by lease payments from the City of Clearlake to the City of Clearlake Public Financing Authority. The lease payments are secured by Measure V Sales tax override funds. The following represents the future lease payments on installment sale agreement:

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

6) LONG-TERM LIABILITIES – Continued

Fiscal Year Ending June 30,	Principal	Interest	Total
2023	\$ 1,050,436	\$ 437,384	\$ 1,487,820
2024	1,057,668	430,152	1,487,820
2025	1,091,784	396,036	1,487,820
2026	1,127,000	360,819	1,487,819
2027	1,163,353	324,467	1,487,820
2028	1,200,878	286,942	1,487,820
2029	1,239,613	248,206	1,487,819
2030	1,279,598	208,221	1,487,819
2031	1,320,873	166,946	1,487,819
2032	1,363,479	124,340	1,487,819
2033	1,407,460	80,360	1,487,820
2034	1,452,858	34,961	1,487,819
Totals	\$ 14,755,000	\$ 3,098,834	\$ 17,853,834

Fiduciary Fund Long-term Debt

The following is a summary of the Successor Agency Private-purpose Trust Fund long-term debt:

Tax Allocation Bonds:	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Series 2017	\$ 11,525,000	\$ -	\$ 560,000	\$ 10,965,000	\$ 575,000
Bond Discount	(281,792)	-	(18,786)	(263,006)	(18,786)
Total	\$ 11,243,208	\$ -	\$ 541,214	\$ 10,701,994	\$ 556,214

In December 2017, the Clearlake Successor Agency sold \$13,275,000 in 2017 Taxable Tax Allocation Refunding Bonds to refund the previously outstanding 2006A and 2006B Series bonds, at a discount of \$338,150. Interest on the 2017 Bonds is payable on April 1 and October 1 of each year. Principal payments are made on October 1 of each year, with the final payment due on October 1, 2036. Interest rates range from 1.75% to 4%. Future debt service requirements are as follows:

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

6) LONG-TERM LIABILITIES – Continued

Fiscal Year Ending June 30,	Principal	Interest	Total
2023	\$ 575,000	\$ 378,966	\$ 953,966
2024	600,000	363,544	963,544
2025	610,000	347,281	957,281
2026	630,000	329,444	959,444
2027	645,000	309,916	954,916
2028	665,000	289,031	954,031
2029	690,000	265,288	955,288
2030	715,000	238,944	953,944
2031	745,000	211,569	956,569
2032	770,000	183,163	953,163
2033	800,000	153,725	953,725
2034	830,000	123,163	953,163
2035	865,000	90,300	955,300
2036	895,000	55,100	950,100
2037	930,000	18,600	948,600
Totals	<u>\$ 10,965,000</u>	<u>\$ 3,358,034</u>	<u>\$ 14,323,034</u>

7) PENSION PLAN

General Information about the Defined Benefit Pension Plan

Plan Description – All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a safety risk pool (police and fire) and a miscellaneous risk pool (all others.) Plan assets may be used to pay benefits for any employer rate plan of the safety and miscellaneous pools. Accordingly, rate plans within the safety or miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous or safety risk pools. The City of Clearlake sponsors 2 rate plans (both are miscellaneous.) Benefit provisions under the Plan are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided – The Plan is a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes, and membership information is listed in the June 30, 2020 Annual Actuarial Valuation Report. Details of the benefits provided can be obtained in Appendix B of the June 30, 2020 actuarial valuation report. This report is a publicly available valuation report that can be obtained at CalPERS' website under Forms and Publications.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

7) PENSION PLAN – Continued

The Plan's provisions and benefits in effect at June 30, 2022, are summarized as follows:

	Miscellaneous	Miscellaneous PEPRA
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	2%	2%
Required employee contribution rates	7%	6.75%
Required employer contribution rates	10.34% + \$161,420	7.59% + \$3,929

	Safety Police	Safety Police PEPRA
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	3% @ 50	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	50 - 57
Monthly benefits, as a % of eligible compensation	3%	2% to 2.7%
Required employee contribution rates	9%	12%
Required employer contribution rates	22.48% + \$396,388	13.13% + \$5,740

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Beginning in fiscal year 2016, CalPERS collects employer contributions for the Plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability and side fund. The dollar amounts are billed on a monthly basis. The City's required contribution for the unfunded liability was \$567,477 in fiscal year 2022. The City's contributions to the Plan for the year ended June 30, 2022 were \$1,070,992.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

7) PENSION PLAN – Continued

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2022, the City reported a net pension liability for its proportionate shares of the net pension liability of the Plan of \$4,227,180. The City's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2021, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability as of June 30, 2020, and 2021 was as follows:

Proportion - June 30, 2020	0.07203%
Proportion - June 30, 2021	0.07816%
Change - Increase (Decrease)	0.00613%

For the year ended June 30, 2022, the City recognized pension expense of \$108,076. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 1,070,992	\$ -
Differences between actual and expected experience	658,349	-
Changes in assumptions	-	-
Change in employer's proportion	34,276	123,930
Differences between employer's contributions and employer's proportionate share of contributions	69,658	272,276
Net differences between projected and actual earnings on plan investments	-	2,818,108
Total	<u>\$ 1,833,275</u>	<u>\$ 3,214,314</u>

\$1,070,992 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ending June 30,	Amount
2023	\$ (628,632)
2024	(506,007)
2025	(640,784)
2026	(776,608)
2027	-
Thereafter	-

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

7) PENSION PLAN – Continued

Actuarial Assumptions – The total pension liabilities in the June 30, 2020 actuarial valuations were determined using the following actuarial assumptions:

Valuation date	June 30, 2020
Measurement date	June 30, 2021
Actuarial cost method	entry-age normal
Actuarial assumptions:	
Discount rate	7.15%
Inflation	2.50%
Projected salary increase	(1)
Investment rate of return	7.15%
Mortality	(2)

(1) Depending on age, service and type of employment

(2) Derived using CalPERS' Membership Data for all Funds.

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Long-term Expected Rate of Return - The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows.

Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund.

The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The expected real rates of return by asset class are as follows:

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (1)	Real Return Years 11+ (2)
Global Equity	50%	4.80%	5.98%
Global Fixed Income	28%	1.00%	2.62%
Inflation Assets	-	0.77%	1.81%
Private Equity	8%	6.30%	7.23%
Real Assets	13%	3.75%	4.93%
Liquidity	1%	-	-0.92%

(1) An expected inflation of 2.0% used for this period.

(2) An expected inflation of 2.92% used for this period.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

7) PENSION PLAN – Continued

Discount Rate – The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Subsequent Events - On July 12, 2021, CalPERS reported a preliminary 21.3% net return on investments for fiscal year 2020-21. Based on the thresholds specified in CalPERS Funding Risk Mitigation policy, the excess return of 14.3% prescribes a reduction in investment volatility that corresponds to a reduction in the discount rate used for funding purposes of 0.20%, from 7.00% to 6.80%. Since CalPERS was in the final stages of the four-year Asset Liability Management (ALM) cycle, the board elected to defer any changes to the asset allocation until the ALM process concluded, and the board could make its final decision on the asset allocation in November 2021.

On November 17, 2021, the board adopted a new strategic asset allocation. The new asset allocation along with the new capital market assumptions, economic assumptions and administrative expense assumption support a discount rate of 6.90% (net of investment expense but without a reduction for administrative expense) for financial reporting purposes. This includes a reduction in the price inflation assumption from 2.50% to 2.30% as recommended in the November 2021 CalPERS Experience Study and Review of Actuarial Assumptions.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City’s proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease		6.15%
Net Pension Liability	\$	8,361,523
Current Discount Rate		7.15%
Net Pension Liability	\$	4,227,180
1% Increase		8.15%
Net Pension Liability	\$	824,256

Pension Plan Fiduciary Net Position – Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plan

At June 30, 2022, the City reported no payables to the pension plan, for outstanding contributions required for the year ended June 30, 2022.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

8) SUMMARY DISCLOSURE OF SELF-INSURANCE CONTINGENCIES

The City of Clearlake ("City") is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City obtains insurance coverage. The City maintains self-insurance programs for workers' compensation, general and auto liability. Claims are processed by an independent third-party claims administrator.

The City is a member of the Public Agency Risk Sharing Authority of California- PARSAC ("Authority"), a joint powers authority, which provides joint protection programs for public entities covering automobile, general liability, errors and omission losses, workers' compensation, and property claims. Under the program, the City has a \$50,000 retention limit similar to a deductible with the Authority being responsible for losses above that amount up to \$1 million. The Authority has additional coverage of \$49 million in excess of its \$1 million retention limit through affiliated risk management authorities.

Liabilities of the City are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Estimated recoveries, for example from salvage or subrogation, are another component of the claims liability estimate.

The Authority covers workers' compensation claims up to its self-insurance limit of \$500,000. The Local Agency Workers Compensation Excess Pool provides excess coverage to statutory limits. The City pays an annual premium to the Authority and may share in any surplus revenues or may be required to pay additional assessments based upon the Authority's operating results. Financial statements of the Public Agency Risk Sharing Authority of California (PARSAC) may be obtained from its administrative office located at 1525 Response Road, Suite One, Sacramento, California, 95815; www.parsac.org or by calling (916) 927-7727.

Included in the accrued claims liability is an estimated liability for claims filed, as calculated by the City's third-party claims administrator, but not paid, in the amount of \$174,035 for workers' compensation.

Fiscal Year	Claims Payable Beginning of Year	Additions	Deletions	Claims Payable End of Year
6/30/22	\$ 238,202	\$ 8,723	\$ 72,890	\$ 174,035
6/30/21	118,316	119,886	-	238,202

During the past three fiscal years none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability covered from coverage in the prior year.

9) COMMITMENTS AND CONTINGENCIES

The City has received State and Federal funds that are subject to review and audit by the grantor agencies. Such audits could generate expenditure disallowances under terms of the grants; however, it is believed that any such reimbursements will not be significant.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2022

Section G, Item 9.

10) FUND BALANCE

	General Fund	Housing Loans	Series B Infrastructure Bonds	Roads Measure V	Grants	Non-major Governmental Funds	Total
Nonspendable:							
Notes Receivable	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
Restricted for:							
Capital Projects	-	-	2,471,540	-	-	15,740	2,487,280
Housing	-	6,860,029	-	-	-	1,716,538	8,576,567
Public Works/Street Projects	-	-	-	15,081,329	-	429,417	15,510,746
Public Safety	-	-	-	-	-	637,792	637,792
PEG	-	-	-	-	-	312,588	312,588
Unassigned	13,606,076	-	-	-	(3,047,724)	(161,549)	10,396,803
Total Fund Balances	<u>\$ 13,606,476</u>	<u>\$ 6,860,029</u>	<u>\$ 2,471,540</u>	<u>\$ 15,081,329</u>	<u>\$ (3,047,724)</u>	<u>\$ 2,950,526</u>	<u>\$ 37,922,176</u>

11) ACCUMULATED FUND DEFICITS

At June 30, 2022, the following funds had deficit fund balances:

Non-major Funds	
HCD Planning Grants Fund	\$ (153,472)
Recycle Fund	(8,077)

These deficits will be eliminated through the collection of unavailable revenues and future revenues.

12) RESTATEMENT OF NET POSITION

The City implemented *GASB 87, Leases* in the current fiscal year which resulted in adjustment to the beginning statement of net position of \$13,831 which was the net result of recording the right-to-use assets along with the related lease payable. In addition, an adjustment was made to remove \$350,000 in capital assets that should have been removed in prior years. This results in a net restatement of net position of \$363,831.

REQUIRED SUPPLEMENTARY INFORMATION

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - General Fund
Year Ended June 30, 2022

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Taxes and Assessments	\$ 5,631,572	\$ 5,701,919	\$ 5,805,410	\$ 103,491
Fines and Forfeitures	80,500	80,500	194,172	113,672
Licenses and Permits	34,500	34,500	12,799	(21,701)
Use of Money and Property	4,000	4,000	(86,642)	(90,642)
Intergovernmental	131,850	4,150,583	3,863,231	(287,352)
Charges for Services	1,138,033	1,336,870	1,399,361	62,491
Other Revenues	19,100	19,100	61,448	42,348
Total Revenues	7,039,555	11,327,472	11,249,779	(77,693)
EXPENDITURES				
Current:				
General Government	2,008,258	2,190,389	2,083,854	106,535
Public Safety	4,784,286	4,935,487	4,205,366	730,121
Public Works and Streets	355,401	504,238	427,229	77,009
Housing	382,468	538,016	371,176	166,840
Parks and Recreation	329,895	364,534	393,821	(29,287)
Capital Outlay	32,500	39,229	166,075	(126,846)
Debt Service:				
Principal	76,000	76,000	304,929	(228,929)
Interest	-	-	60,615	(60,615)
Total Expenditures	7,968,808	8,647,893	8,013,065	634,828
Excess (Deficiency) of Revenues over Expenditures	(929,253)	2,679,579	3,236,714	557,135
OTHER FINANCING SOURCES (USES)				
Issuance of Debt	-	-	71,289	71,289
Transfers In	329,253	329,253	-	(329,253)
Transfers Out	-	-	(5,033,212)	(5,033,212)
Total Other Financing Sources (Uses)	329,253	329,253	(4,961,923)	(5,362,465)
Net Change in Fund Balances	(600,000)	3,008,832	(1,725,209)	(4,805,330)
Fund Balance, Beginning of Year	15,331,685	15,331,685	15,331,685	-
Fund Balance, End of Year	\$ 14,731,685	\$ 18,340,517	\$ 13,606,476	\$ (4,805,330)

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Housing Loans Special Revenue Fund
Year Ended June 30, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Use of Money and Property	\$ 2,500	\$ 2,500	\$ 126,944	\$ 124,444
Charges for Services	60,000	60,000	-	(60,000)
Total Revenues	62,500	62,500	126,944	64,444
EXPENDITURES				
Current:				
General Government	-	-	-	-
Housing	136,500	194,399	48,561	145,838
Capital Outlay	-	-	-	-
Total Expenditures	136,500	194,399	48,561	145,838
Excess (Deficiency) of Revenues over Expenditures	(74,000)	(131,899)	78,383	210,282
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	1,240,019	1,240,019
Transfers Out	(5,000)	(5,000)	-	5,000
Total Other Financing Sources (Uses)	(5,000)	(5,000)	1,240,019	1,245,019
Net Change in Fund Balances	(79,000)	(136,899)	1,318,402	1,455,301
Fund Balance, Beginning of Year	5,541,627	5,541,627	5,541,627	-
Fund Balance, End of Year	\$ 5,462,627	\$ 5,404,728	\$ 6,860,029	\$ 1,455,301

City of Clearlake
Required Supplementary Information
Year Ended June 30, 2022

Section G, Item 9.

Schedule of the City's Proportionate Share of the Net Pension Liability
Last 10 Years*

<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of Net Pension Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a % of Payroll</u>	<u>Plan Fiduciary Net Position as a % of the Total Pension Liability</u>
2021	0.07816%	\$ 4,227,180	\$ 3,908,004	108.17%	86.32%
2020	0.07203%	7,837,662	3,854,560	203.33%	73.75%
2019	0.07236%	7,415,006	3,309,939	224.02%	73.89%
2018	0.07327%	7,060,885	2,896,358	243.78%	73.66%
2017	0.07339%	7,277,873	3,013,215	241.53%	70.88%
2016	0.07556%	6,538,364	2,561,821	255.22%	70.81%
2015	0.07978%	5,476,171	2,427,382	225.60%	74.68%
2014	0.08254%	5,135,962	2,170,611	236.61%	75.69%

Notes to the Schedule of the City's Proportionate Share of the Net Pension Liability

Benefit Changes: None

Changes in Assumptions: In 2017, the accounting discount rate changed from 7.65% to 7.15%.

*Fiscal year 2015 was the first year of implementation; therefore, 10 years of information are not yet available.

City of Clearlake
Required Supplementary Information
Year Ended June 30, 2022

Section G, Item 9.

Schedule of Plan Contributions
Last 10 Years*

Fiscal Year	Contractually Required Contributions	Contributions in Relation to the Actuarially Determined Contributions	Contribution Deficiency/ (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
2022	\$ 1,070,992	\$ (1,070,992)	\$ -	\$ 3,908,004	27.41%
2021	1,071,532	(1,071,532)	-	3,854,560	27.80%
2020	1,197,351	(1,197,351)	-	3,309,939	36.17%
2019	841,961	(841,961)	-	2,896,358	29.07%
2018	1,375,377	(1,375,377)	-	3,013,215	45.64%
2017	181,051	(181,051)	-	2,561,821	7.07%
2016	659,326	(659,326)	-	2,427,382	27.16%
2015	673,740	(673,740)	-	2,170,611	31.04%

Notes to the Schedule of Plan Contributions

Valuation Date: 6/30/2013, 6/30/2014, 6/30/2015, 6/30/2016, 6/30/2017, 6/30/2018, 6/30/2019, 6/30/2020

*Fiscal year 2015 was the first year of implementation, therefore, not all 10 years of information are available.

City of Clearlake
Notes to Required Supplementary Information
Year Ended June 30, 2022

Section G, Item 9.

1. Budgetary Control and Accounting

The City Council approves each year's budget submitted by the City Manager and Assistant City Manager prior to the beginning of the new fiscal year. Public hearings are conducted prior to its adoption by the Council. All supplemental appropriations, where required during the period, are also approved by the Council. Intradepartmental budget transfers are approved by the City Manager. In most cases, expenditures may not exceed appropriations at the departmental level within the general fund and at the fund level for other funds. At fiscal year-end, all operating budget appropriations lapse.

Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

SUPPLEMENTARY INFORMATION

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Series B Infrastructure Bonds Capital Projects Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ 2,789	\$ 2,789
Total Revenues	-	2,789	2,789
EXPENDITURES			
Capital Outlay	1,000,000	100,000	900,000
Total Expenditures	1,000,000	100,000	900,000
Excess (Deficiency) of Revenues over Expenditures	(1,000,000)	(97,211)	902,789
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	(37,200)	-	37,200
Total Other Financing Sources (Uses)	(37,200)	-	37,200
Net Change in Fund Balances	(1,037,200)	(97,211)	939,989
Fund Balance, Beginning of Year	2,568,751	2,568,751	-
Fund Balance, End of Year	<u>\$ 1,531,551</u>	<u>\$ 2,471,540</u>	<u>\$ 939,989</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Roads Measure V Capital Project Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes and Assessments	\$ 2,492,527	\$ 2,692,597	\$ 200,070
Use of Money and Property	500	3,991	3,491
Intergovernmental	-	164,606	164,606
	<u>2,493,027</u>	<u>2,861,194</u>	<u>368,167</u>
Total Revenues			
EXPENDITURES			
Current:			
Public Works and Streets	763,148	639,563	123,585
Capital Outlay	180,000	142,451	37,549
Debt Service:			
Cost of Issuance	-	135,189	(135,189)
	<u>943,148</u>	<u>917,203</u>	<u>25,945</u>
Total Expenditures			
Excess (Deficiency) of Revenues over Expenditures	<u>1,549,879</u>	<u>1,943,991</u>	<u>394,112</u>
OTHER FINANCING SOURCES (USES)			
Issuance of Debt	-	14,755,000	14,755,000
Transfers In	-	-	-
Transfers Out	(3,336,430)	(2,632,887)	703,543
	<u>(3,336,430)</u>	<u>12,122,113</u>	<u>15,458,543</u>
Total Other Financing Sources (Uses)			
Net Change in Fund Balances	(1,786,551)	14,066,104	15,852,655
Fund Balance, Beginning of Year	<u>1,015,225</u>	<u>1,015,225</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ (771,326)</u>	<u>\$ 15,081,329</u>	<u>\$ 15,852,655</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Grants Capital Project Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 11,325,288	\$ 4,174,072	\$ (7,151,216)
Other Revenues	48,940	61,189	12,249
	<u>11,374,228</u>	<u>4,235,261</u>	<u>(7,138,967)</u>
EXPENDITURES			
Current:			
General Government	-	-	-
Public Works and Streets	-	-	-
Capital Outlay	38,718,388	15,613,309	23,105,079
	<u>38,718,388</u>	<u>15,613,309</u>	<u>23,105,079</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(27,344,160)</u>	<u>(11,378,048)</u>	<u>15,966,112</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	21,146,431	8,251,661	(12,894,770)
Transfers Out	(35,891)	-	35,891
	<u>21,110,540</u>	<u>8,251,661</u>	<u>(12,858,879)</u>
Net Change in Fund Balances	(6,233,620)	(3,126,387)	3,107,233
Fund Balance, Beginning of Year	78,663	78,663	-
Fund Balance, End of Year	<u>\$ (6,154,957)</u>	<u>\$ (3,047,724)</u>	<u>\$ 3,107,233</u>

NON-MAJOR GOVERNMENTAL FUNDS

City of Clearlake
Combining Balance Sheet
Non-major Governmental Funds
June 30, 2022

Section G, Item 9.

	Special Revenue				
	Police Measure P	Low and Moderate Income Housing	Park Development	PEG	Police Grants
ASSETS					
Cash and Investments	\$ 338,720	\$ 144,866	\$ 3,955	\$ 279,061	\$ 28,098
Receivables:					
Accounts	-	2,571	-	33,321	-
Taxes	233,434	-	-	-	-
Interest	-	120	-	226	-
Grants	-	-	-	-	-
Notes Receivable	-	1,093,218	-	-	-
Due from Other Funds	-	-	-	-	-
Total Assets	\$ 572,154	\$ 1,240,775	\$ 3,955	\$ 312,608	\$ 28,098
LIABILITIES					
Accounts Payable	\$ 7,919	\$ -	\$ -	\$ 20	\$ 7,453
Accrued Payroll Liabilities	12,700	416	-	-	-
Due to Other Funds	-	-	-	-	-
Total Liabilities	20,619	416	-	20	7,453
DEFERRED INFLOWS OF RESOURCES					
Unavailable Revenues - Receivables	-	-	-	-	-
Total Deferred Inflows of Resources	-	-	-	-	-
FUND BALANCE (DEFICITS)					
Restricted	551,535	1,240,359	3,955	312,588	20,645
Unassigned	-	-	-	-	-
Total Fund Balances	551,535	1,240,359	3,955	312,588	20,645
Total Liabilities, Deferred Inflows of Resources and Fund Balances (Deficits)	\$ 572,154	\$ 1,240,775	\$ 3,955	\$ 312,608	\$ 28,098

Special Revenue					
Police ABC	Police Asset Seizure	Gas Tax	Traffic Impact	CDBG Code Enforcement	HCD Planning Grants
\$ 14	\$ 65,546	\$ 2,434	\$ 416,394	\$ 142,895	\$ -
-	-	-	-	-	-
-	-	89,373	-	-	-
-	52	17	-	-	-
-	-	-	-	342,598	213,007
-	-	-	-	-	-
-	-	-	-	-	-
<u>\$ 14</u>	<u>\$ 65,598</u>	<u>\$ 91,824</u>	<u>\$ 416,394</u>	<u>\$ 485,493</u>	<u>\$ 213,007</u>
\$ -	\$ -	\$ 45,380	\$ -	\$ 7,008	\$ -
-	-	2,434	-	2,306	-
-	-	34,942	-	-	153,472
-	-	82,756	-	9,314	153,472
-	-	-	-	-	213,007
-	-	-	-	-	213,007
14	65,598	9,068	416,394	476,179	-
-	-	-	-	-	(153,472)
14	65,598	9,068	416,394	476,179	(153,472)
<u>\$ 14</u>	<u>\$ 65,598</u>	<u>\$ 91,824</u>	<u>\$ 416,394</u>	<u>\$ 485,493</u>	<u>\$ 213,007</u>

City of Clearlake
Combining Balance Sheet
Non-major Governmental Funds - Continued
June 30, 2022

	Special Revenue	Capital Projects	Total Non-major Governmental Funds
	Recycle Fund	Series A Infrastructure Bonds	
ASSETS			
Cash and Investments	\$ -	\$ 15,728	\$ 1,437,711
Receivables:			
Accounts	-	-	35,892
Taxes	-	-	322,807
Interest	-	12	427
Grants	-	-	555,605
Notes Receivable	-	-	1,093,218
Due from Other Funds	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Assets	<u>\$ -</u>	<u>\$ 15,740</u>	<u>\$ 3,445,660</u>
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ 67,780
Accrued Payroll Liabilities	-	-	17,856
Due to Other Funds	8,077	-	196,491
	<u>8,077</u>	<u>-</u>	<u>196,491</u>
Total Liabilities	<u>8,077</u>	<u>-</u>	<u>282,127</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable Revenues - Receivables	-	-	213,007
	<u>-</u>	<u>-</u>	<u>213,007</u>
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>213,007</u>
FUND BALANCE (DEFICITS)			
Restricted	-	15,740	3,112,075
Unassigned	(8,077)	-	(161,549)
	<u>(8,077)</u>	<u>15,740</u>	<u>2,950,526</u>
Total Fund Balances	<u>(8,077)</u>	<u>15,740</u>	<u>2,950,526</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances (Deficits)	<u>\$ -</u>	<u>\$ 15,740</u>	<u>\$ 3,445,660</u>

City of Clearlake
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds
Year Ended June 30, 2022

	Special Revenue				
	Police Measure P	Low and Moderate Income Housing	Park Development	PEG	Police Grants
REVENUES					
Taxes and Assessments	\$ 1,422,666	\$ -	\$ -	\$ -	\$ -
Use of Money and Property	-	169	-	320	-
Intergovernmental Revenues	-	-	-	86,886	109,923
Charges for Services	-	4,520	-	-	-
Other Revenues	-	3,850	-	-	-
Total Revenues	<u>1,422,666</u>	<u>8,539</u>	<u>-</u>	<u>87,206</u>	<u>109,923</u>
EXPENDITURES					
Current:					
General Government	-	-	-	-	-
Public Safety	1,247,308	-	-	-	65,000
Public Works and Streets	-	-	-	-	-
Housing	-	39,171	-	-	-
Parks and Recreation	-	-	-	16,800	-
Capital Outlay	9,452	-	-	26,306	24,278
Total Expenditures	<u>1,256,760</u>	<u>39,171</u>	<u>-</u>	<u>43,106</u>	<u>89,278</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>165,906</u>	<u>(30,632)</u>	<u>-</u>	<u>44,100</u>	<u>20,645</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	165,906	(30,632)	-	44,100	20,645
Fund Balances, Beginning of Year	<u>385,629</u>	<u>1,270,991</u>	<u>3,955</u>	<u>268,488</u>	<u>-</u>
Fund Balances, End of Year	<u>\$ 551,535</u>	<u>\$ 1,240,359</u>	<u>\$ 3,955</u>	<u>\$ 312,588</u>	<u>\$ 20,645</u>

Special Revenue					
Police ABC	Police Asset Seizure	Gas Tax	Traffic Impact	CDBG Code Enforcement	HCD Planning Grants
\$ -	\$ -	\$ 675,513	\$ -	\$ -	\$ -
-	72	3	-	-	-
-	4,288	-	-	374,835	-
-	-	-	397,613	-	-
-	-	-	-	300	-
-	4,360	675,516	397,613	375,135	-
-	-	-	-	-	-
-	636	-	-	382,894	-
-	-	554,462	-	-	-
-	-	-	-	-	153,472
-	-	-	-	-	-
-	-	104,912	-	-	-
-	636	659,374	-	382,894	153,472
-	3,724	16,142	397,613	(7,759)	(153,472)
-	-	-	-	-	-
-	-	-	-	(1,240,019)	-
-	-	-	-	(1,240,019)	-
-	3,724	16,142	397,613	(1,247,778)	(153,472)
14	61,874	(7,074)	18,781	1,723,957	-
\$ 14	\$ 65,598	\$ 9,068	\$ 416,394	\$ 476,179	\$ (153,472)

City of Clearlake
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds - Continued
Year Ended June 30, 2022

	Special Revenue	Capital Projects	Total Non-major Governmental Funds
	Recycle Fund	Series A Infrastructure Bonds	
REVENUES			
Taxes and Assessments	\$ -	\$ -	\$ 2,098,179
Use of Money and Property	-	195	759
Intergovernmental Revenues	5,000	-	580,932
Charges for Services	-	-	402,133
Other Revenues	-	-	4,150
	<u>5,000</u>	<u>195</u>	<u>3,086,153</u>
Total Revenues			
EXPENDITURES			
Current:			
General Government	-	-	-
Public Safety	-	-	1,695,838
Public Works and Streets	-	-	554,462
Housing	-	-	192,643
Parks and Recreation	-	-	16,800
Capital Outlay	-	-	164,948
	<u>-</u>	<u>-</u>	<u>2,624,691</u>
Total Expenditures			
Excess (Deficiency) of Revenues Over Expenditures	<u>5,000</u>	<u>195</u>	<u>461,462</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	(585,562)	(1,825,581)
	<u>-</u>	<u>(585,562)</u>	<u>(1,825,581)</u>
Total Other Financing Sources (Uses)			
Net Change in Fund Balances	5,000	(585,367)	(1,364,119)
Fund Balances, Beginning of Year	<u>(13,077)</u>	<u>601,107</u>	<u>4,314,645</u>
Fund Balances, End of Year	<u>\$ (8,077)</u>	<u>\$ 15,740</u>	<u>\$ 2,950,526</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Police Measure P Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes and Assessments	\$ 1,258,614	\$ 1,422,666	\$ 164,052
Use of Money and Property	50	-	(50)
	<u>1,258,664</u>	<u>1,422,666</u>	<u>164,002</u>
Total Revenues	<u>1,258,664</u>	<u>1,422,666</u>	<u>164,002</u>
EXPENDITURES			
Current:			
Public Safety	1,258,664	1,247,308	11,356
Capital Outlay	-	9,452	(9,452)
	<u>1,258,664</u>	<u>1,256,760</u>	<u>1,904</u>
Total Expenditures	<u>1,258,664</u>	<u>1,256,760</u>	<u>1,904</u>
Excess (Deficiency) of Revenues over Expenditures	<u>-</u>	<u>165,906</u>	<u>165,906</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	-	165,906	165,906
Fund Balance, Beginning of Year	<u>385,629</u>	<u>385,629</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 385,629</u></u>	<u><u>\$ 551,535</u></u>	<u><u>\$ 165,906</u></u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Low and Moderate Income Housing Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ 200	\$ 169	\$ (31)
Charges for Services	35,082	4,520	(30,562)
Other Revenues	-	3,850	3,850
	<u>35,282</u>	<u>8,539</u>	<u>(26,743)</u>
EXPENDITURES			
Current:			
General Government	-	-	-
Public Works and Streets	-	-	-
Housing	35,282	39,171	(3,889)
Capital Outlay	-	-	-
	<u>35,282</u>	<u>39,171</u>	<u>(3,889)</u>
Excess (Deficiency) of Revenues over Expenditures	<u>-</u>	<u>(30,632)</u>	<u>(30,632)</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	-	(30,632)	(30,632)
Fund Balance, Beginning of Year	<u>1,270,991</u>	<u>1,270,991</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 1,270,991</u></u>	<u><u>\$ 1,240,359</u></u>	<u><u>\$ (30,632)</u></u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - PEG Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ 320	\$ 320
Intergovernmental Revenues	83,500	86,886	3,386
Charges for Services	-	-	-
Other Revenues	7,250	-	(7,250)
	<u>90,750</u>	<u>87,206</u>	<u>(3,544)</u>
Total Revenues			
EXPENDITURES			
Current:			
General Government	-	-	-
Public Safety	-	-	-
Parks and Recreation	33,200	16,800	16,400
Capital Outlay	64,938	26,306	38,632
	<u>98,138</u>	<u>43,106</u>	<u>55,032</u>
Total Expenditures			
Excess (Deficiency) of Revenues Over Expenditures	<u>(7,388)</u>	<u>44,100</u>	<u>51,488</u>
OTHER FINANCING SOURCES (USES)			
Transfers Out	<u>(8,000)</u>	-	<u>8,000</u>
Total Other Financing Sources (Uses)	<u>(8,000)</u>	-	<u>8,000</u>
Net Change in Fund Balances	(15,388)	44,100	59,488
Fund Balance, Beginning of Year	<u>268,488</u>	<u>268,488</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ 253,100</u>	<u>\$ 312,588</u>	<u>\$ 59,488</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Police Grants Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ -	\$ -
Intergovernmental Revenues	100,000	109,923	9,923
Total Revenues	100,000	109,923	9,923
EXPENDITURES			
Current:			
Public Safety	100,000	65,000	35,000
Capital Outlay	-	24,278	(24,278)
Total Expenditures	100,000	89,278	10,722
Excess (Deficiency) of Revenues Over Expenditures	-	20,645	20,645
OTHER FINANCING SOURCES (USES)			
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	-	20,645	20,645
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ -	\$ 20,645	\$ 20,645

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Police Asset Seizure Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ 72	\$ 72
Intergovernmental Revenue	-	4,288	4,288
	<u>-</u>	<u>4,288</u>	<u>4,288</u>
Total Revenues	<u>-</u>	<u>4,360</u>	<u>4,360</u>
EXPENDITURES			
Current:			
Public Safety	35,000	636	34,364
Capital Outlay	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>35,000</u>	<u>636</u>	<u>34,364</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(35,000)</u>	<u>3,724</u>	<u>38,724</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(35,000)	3,724	38,724
Fund Balance, Beginning of Year	61,874	61,874	-
	<u>61,874</u>	<u>61,874</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ 26,874</u>	<u>\$ 65,598</u>	<u>\$ 38,724</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Gas Tax Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes and Assessments	\$ 657,297	\$ 675,513	\$ 18,216
Use of Money and Property	1,500	3	(1,497)
Total Revenues	<u>658,797</u>	<u>675,516</u>	<u>16,719</u>
EXPENDITURES			
Current:			
Public Works and Streets	636,797	554,462	82,335
Capital Outlay	<u>104,650</u>	<u>104,912</u>	<u>262</u>
Total Expenditures	<u>741,447</u>	<u>659,374</u>	<u>82,073</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(82,650)</u>	<u>16,142</u>	<u>98,792</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(82,650)	16,142	98,792
Fund Balance, Beginning of Year	<u>(7,074)</u>	<u>(7,074)</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ (89,724)</u></u>	<u><u>\$ 9,068</u></u>	<u><u>\$ 98,792</u></u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Traffic Impact Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Charges for Services	\$ -	\$ 397,613	\$ 397,613
Total Revenues	-	397,613	397,613
EXPENDITURES			
Current:			
Public Works and Streets	-	-	-
Capital Outlay	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	397,613	397,613
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	-	397,613	397,613
Fund Balance, Beginning of Year	18,781	18,781	-
Fund Balance, End of Year	\$ 18,781	\$ 416,394	\$ 397,613

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - CDBG Code Enforcement Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ 374,835	\$ 374,835
Other Revenues	413,621	300	(413,321)
	<u>413,621</u>	<u>375,135</u>	<u>(38,486)</u>
Total Revenues	<u>413,621</u>	<u>375,135</u>	<u>(38,486)</u>
EXPENDITURES			
Current:			
General Government	-	-	-
Public Safety	413,621	382,894	30,727
Capital Outlay	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>413,621</u>	<u>382,894</u>	<u>30,727</u>
Excess (Deficiency) of Revenues over Expenditures	<u>-</u>	<u>(7,759)</u>	<u>(7,759)</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	(1,240,019)	(1,240,019)
	<u>-</u>	<u>(1,240,019)</u>	<u>(1,240,019)</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>(1,240,019)</u>	<u>(1,240,019)</u>
Net Change in Fund Balances	-	(1,247,778)	(1,247,778)
Fund Balance, Beginning of Year	1,723,957	1,723,957	-
Fund Balance, End of Year	<u>\$ 1,723,957</u>	<u>\$ 476,179</u>	<u>\$ (1,247,778)</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - HCD Planning Grants Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ -	\$ -
Charges for Services	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES			
Current:			
General Government	-	-	-
Housing	-	153,472	153,472
	<u>-</u>	<u>153,472</u>	<u>153,472</u>
Total Expenditures	<u>-</u>	<u>153,472</u>	<u>(153,472)</u>
Excess (Deficiency) of Revenues over Expenditures	<u>-</u>	<u>(153,472)</u>	<u>(153,472)</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	(50,282)	-	50,282
	<u>(50,282)</u>	<u>-</u>	<u>50,282</u>
Total Other Financing Sources (Uses)	<u>(50,282)</u>	<u>-</u>	<u>50,282</u>
Net Change in Fund Balances	(50,282)	(153,472)	(103,190)
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	<u>\$ (50,282)</u>	<u>\$ (153,472)</u>	<u>\$ (103,190)</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Recycle Special Revenue Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes and Assessments	\$ -	\$ -	\$ -
Use of Money and Property	-	-	-
Intergovernmental Revenues	5,000	5,000	-
Total Revenues	5,000	5,000	-
EXPENDITURES			
Current:			
General Government	5,000	-	5,000
Capital Outlay	-	-	-
Total Expenditures	5,000	-	5,000
Excess (Deficiency) of Revenues over Expenditures	-	5,000	5,000
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	(3,924)	-	3,924
Total Other Financing Sources (Uses)	(3,924)	-	3,924
Net Change in Fund Balances	(3,924)	5,000	8,924
Fund Balance, Beginning of Year	(13,077)	(13,077)	-
Fund Balance, End of Year	<u>\$ (17,001)</u>	<u>\$ (8,077)</u>	<u>\$ 8,924</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Series A Infrastructure Bonds Capital Projects Fund
Year Ended June 30, 2022

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ 195	\$ 195
Total Revenues	-	195	195
EXPENDITURES			
Current:			
General Government	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	195	195
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	(3,370,616)	(585,562)	2,785,054
Total Other Financing Sources (Uses)	(3,370,616)	(585,562)	2,785,054
Net Change in Fund Balances	(3,370,616)	(585,367)	2,785,249
Fund Balance, Beginning of Year	601,107	601,107	-
Fund Balance, End of Year	<u>\$ (2,769,509)</u>	<u>\$ 15,740</u>	<u>\$ 2,785,249</u>

**INDEPENDENT ACCOUNTANT'S REPORT ON AGREED-UPON PROCEDURES
APPLIED TO APPROPRIATIONS LIMIT WORKSHEETS**

City Council
City of Clearlake
Clearlake, California

We have performed procedures enumerated below to be the accompanying Appropriations Limit worksheet of the City of Clearlake, for the year ended June 30, 2022. These procedures, which were agreed to by the City of Clearlake and the League of California Cities (as presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII B of the California Constitution*), were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The City's management is responsible for the Appropriations Limit worksheet. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned documents to those that were selected by a recorded vote of the City Council.

Finding: The factor adopted by City Council Resolution No. 2021-32 for the California Per Capita Personal Income index does not agree with the factor used in the calculation for the limit for FY 2021-22. The California Personal Income Index factor adopted was 5.73% and the change in population was (-.11%), however, the factor used in the calculation was 0.47%. The effect of this difference resulted in a GANN Limit adopted that is \$452,200 less than allowable under Article XIII B of the California Constitution.

2. For the accompanying Appropriations Limit worksheet, we added last year's limit to total adjustments and agreed the resulting amount to this year's limit.

Finding: No exceptions were noted as a result of our procedures.

3. We agreed the current year information presented in the accompanying Appropriations Limit worksheet to the other documents referenced in #1 above.

Finding: The factor used by the City for the per capita personal income index does not agree with the Price and Population Information report from the California Department of Finance.

4. We agreed the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet to the prior year appropriations limit adopted by the City Council during the prior year.

Finding: No exceptions were noted as a result of our procedures.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriations limit for the base year, as defined by the League publication entitled *Article XIII B of the California Constitution*.

This report is intended solely for the use of the City Council and management of the City of Clearlake and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Van Lant & Fankhauser, LLP

May 31, 2023

CITY OF CLEARLAKE
APPROPRIATIONS LIMIT COMPUTATION
2021-2022

	<u>2021 - 2022</u>
Change in Per Capita Personal Income	5.73%
Population Change	
County Population Growth	-0.11%
A. Change in Per Capita Personal Income Converted to a Ratio	1.0573
B. Population Growth Converted to a Ratio	0.9989
Calculation of Growth Factor (A x B)	1.00470
2020 - 2021 Appropriations Limit	<u>\$ 8,790,841</u>
2021 - 2022 Appropriations Limit (\$8,790,841 x 1.0047)	<u>\$ 8,832,158</u>



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Authorization for Lease of an Excavator

MEETING DATE: July 6, 2023

SUBMITTED BY: Adeline Leyba, Public Works Director

PURPOSE OF REPORT: ☐ Information only ☒ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve the purchase of a Caterpillar 309 Excavator in the amount of \$208,814.37.

BACKGROUND/DISCUSSION:

The City is need of an excavator to perform various tasks. The Public Works Department performs a wide variety of work including ditching, excavating, and roadside maintenance. The excavator will allow for staff to be more efficient in the performance of maintenance and emergency repair work as well as vegetation management for fire risk reduction. The requested excavator purchase is based upon a Sourcewell cooperative agreement, which are competitively bid on a nationwide basis. This would be a direct purchase from Peterson/CAT.

The cost for the excavator and necessary attachments is \$208,814.37. Council has previously approved an allocation for equipment.

OPTIONS:

1. Move to approve the purchase of the equipment in the amount of \$208,814.37 through the Cooperative Purchase Agreement consistent with piggyback bidding requirements.
2. Other direction

FISCAL IMPACT:

☐ None ☒ \$208,814.37 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☒ Measure V Fund ☒ Other: 200-3040-800-681

Comments:

STRATEGIC PLAN IMPACT:

- ☒ Goal #1: Make Clearlake a Visibly Cleaner City
- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake

- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to approve the purchase with Peterson/CAT in the amount of \$208,814.37.

☐ **Attachments:**



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Updates to Management Classification and Benefits Plan and City Salary Schedule	MEETING DATE: July 6, 2023
SUBMITTED BY: Kathy Wells, Finance Director	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to consider changes to the Management Classification and Benefits Plan.

BACKGROUND/ DISCUSSION:

An updated Management Employees Classification and Benefit Plan was adopted by the Council in 2018. According to Section 6-2.1 Salary Adjustments of the Management/Confidential Employees Classification and Benefit Plan (MBP), *"Management Employees shall receive a salary adjustment each July 1st. The salary adjustment shall take into consideration the March to March U.S. All Urban Cities Consumer Price Index, equity adjustments based on the labor market, and the financial condition of the City."* The Consumer Price Index (CPI) March to March increases which were adopted by the Council were 1.9% in 2019, 1.5% in 2020, and 2.6% in 2021. In March 2022 the CPI was 8.5%, with the Council approving a 6% adjustment to address historical compaction related to other units.

As you are aware inflation over the past two years has been well above "normal". This has resulted in the CPI from March 2022 to March 2023 being 5%. The Council may consider it a stretch to provide a 5% COLA to management when the other bargaining groups were provided a 3% COLA starting July 1st, even though that is consistent with the Management Benefit Plan. It should be noted that over the past five years, prior to Fiscal Year 22-23 the CPI provided to management had fallen behind the COLA provided to all other units, which resulted in increasing compaction of salaries over time. Last year Council voted to approve a 6% COLA to bring management to a level increase over time matching the City's other bargaining units. Staff recommends Council consider a 3% increase, consistent with other agreements for this year.

OPTIONS:

1. Provide Direction to Staff.

FISCAL IMPACT:

☐ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT

- ☒ Goal #1: Make Clearlake a Visibly Cleaner City
- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

☒ **Attachments:**

1. Management Benefit Plan
2. CPI Press Release

CHAPTER 6
MANAGEMENT EMPLOYEES
CLASSIFICATION AND BENEFIT PLAN
SECTION 6

CHAPTER 6..... 2

SECTION 6.1 CLASSIFICATION PLAN..... 2

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CHAPTER 6

MANAGEMENT EMPLOYEES
CLASSIFICATION AND BENEFIT PLAN

SECTION 6

SECTION 6.1 CLASSIFICATION PLAN

Section 6-1.1 Classification Plan, Management: The following Classifications are considered “Management” employees:

- CITY MANAGER
- ASSISTANT CITY MANAGER
- ADMINISTRATIVE SERVICES DIRECTOR/CITY CLERK
- CHIEF OF POLICE
- COMMUNITY DEVELOPMENT DIRECTOR
- CITY ENGINEER
- DIRECTOR OF PUBLIC WORKS
- PUBLIC WORKS SUPERINTENDENT
- DIRECTOR OF FINANCE
- POLICE CAPTAIN
- POLICE LIEUTENANT
- SENIOR PLANNER
- PUBLIC WORKS CONSTRUCTION PROJECT MANAGER

SECTION 6-2 BENEFIT PLAN

Section 6-2.1 Salary Adjustments:

Management Employees shall receive a salary adjustment each July 1st. The salary adjustment shall take into consideration the March to March U.S. All Urban Cities Consumer Price Index, equity adjustments based on the labor market, and the financial condition of the City. (Res 28-2007)

Section 6-2.2 Longevity Pay:

The City will provide a longevity payment to all sworn and non-sworn unit employees based on the following schedule:

Completion of Years of Service	% of Salary Longevity Payment
5	1.0%
6	2.0%
7	3.0%
8	4.0%

9	5.0%
10	6.0%
11	7.0%
12	8.0%
13	9.0%
14	10.%
15	11%

(Res 97-04 and 2009-50)

Section 6-2.3 Medical/Dental/Vision and Life Insurance: The City will provide one hundred (100%) of the monthly premium for the employee and dependents including a \$50,000 life insurance policy for each - employee and \$100,000 Line of Duty benefit for each safety employee.. (Res 2017-45)

Section 6-2.4 Retirement Contribution: All employees shall pay 100% of the employee’s share of the Public Employees Retirement System (Res 2017-45).

The City shall maintain a deferred compensation plan of the City’s choice for employee’s voluntary participation in said plan.
(Res 86-108, Res 93-79)

Section 6-2.5 Executive Leave Account: The City shall establish an executive leave account for management employees.

- a) All management employees shall be entitled to executive leave of 80 hours per fiscal year with full pay.
- b) Executive leave does not accumulate and is not earned vacation time or benefit.
- c) Executive leave shall be credited to management employees on the first full pay period commencing after July 1st of each year.
- d) Executive leave accruals not used by June 30th each year are lost.
- e) In the event of any conflict or inconsistency between the provisions of this Plan and any employee contract, the provisions of the employee contract shall control.

Unused executive leave may be paid out up to forty (40) hours per calendar year (Res 2017-45).

Section 6-2.6 Sick Leave: Each employee shall accrue sick leave at the rate of eight hours per month which shall be placed in a sick leave account for each employee. (Res 86-108)

Section 6-2.7 Unused Sick Leave Conversion: The City will modify its contract with the Public Employees Retirement System (PERS) to allow management employees to convert unused sick leave to service credit upon retirement (Res 2009-50).

Section 6-2.8 Sick Leave Incentive:

- (a) Management employees who have an accrued sick leave account balance on June 30th of not less than 192 hours of sick leave shall be eligible to receive benefits during the subsequent fiscal year under the Annual Sick Leave Incentive Program.

On July 1st of each year the unused portion of sick leave accrued during the previous fiscal year which is in excess of eight (8) days, but not to exceed thirty (32) hours, shall be placed in the Annual Sick Leave Incentive Program. Eligible employee may elect to:

1. receive pay-off of that portion of unused sick leave which has been placed in the Annual Sick Leave Incentive Program up to the maximum of thirty (32) hours; or
2. convert said unused sick leave which has been placed in the Annual Sick Leave Incentive Program to vacation leave up to the maximum of thirty (32) hours; or
3. return said unused sick leave which has been placed in the Annual Sick Leave Incentive Program said unused leave to the employee's sick leave account.

- (b) Employees who have:

- 1) completed 20 years of service with the City of Clearlake; and
- 2) have a minimum balance of 1,000 hours of accrued unused sick leave; and
- 3) who separate from employment for any reason except termination for cause shall upon separation from employment with the City receive sick leave pay-off of one-hundred (100%) percent of the accrued unused sick leave balance that is in excess of 1,000 hours up to a maximum of 500 hours of sick leave pay-off.

At the City's sole discretion, sick leave pay-off may be paid to the employee spread over a period of up to three (3) fiscal years. Whenever sick leave payment is not paid in full at the time of separation, sick leave payment shall not be subject to interest and payments shall be dispersed to the employee at a minimum rate of one-third (1/3) of the total amount of sick leave pay due the employee with the first payment to be made upon separation from employment with the City and each subsequent payment to be made on the anniversary date of separation. (Res 86-108, Res 93-79, Res 02-40)

Section 6-2.9 Vacation: Effective January 1, 1997, each employee covered under this benefit plan shall earn vacation leave with pay as follows:

<u>Years of Service</u>	<u>Vacation Hours Per Year</u>
0 - 2 yrs.	96
2 - 3	100
4	104
5	108
6	112
7	116
8	120
9	124
10	128
11	132
12	136
13	140
14	144
15	148
16	152
17	156
18	160
19	164
20	168

An employee may accumulate unused vacation leave up to a maximum of twice the number of days due annually. Under extraordinary circumstances and when the best interest of the City so requires, the City Manager may permit a temporary accumulation of vacation leave in excess of the maximum accrued. (Res 86-108, Res 93-79, Res 97-04)

Section 6-2.10 Holidays: The following holidays shall be observed:

New Years Day ---- January 1st
Martin Luther King's Birthday -- Third Monday in January
Washington's Birthday -- Third Monday in February
Memorial Day -- Last Monday in May
Independence Day -- July 4th
Labor Day -- 1st Monday in September
Veteran's Day -- November 11th
Thanksgiving Day - 4th Thursday in November
Day after Thanksgiving Day
Christmas Eve
Christmas Day
New Years Eve

(Res 86-108)

Section 6-2.11 Bereavement Leave: An employee shall receive five (5) days bereavement leave due to death of his or her parent, step-parent, mother-in-law, father-in-law, spouse,

child, step child, adopted child, grandchild, grandparent, sister, brother, sister-in-law, brother-in-law, or the death of any person residing in the immediate household of the employee at the time of death. (Res 86-108)

Section 6-2.12 Mileage Reimbursement:

- a) Effective immediately, except for the Chief of Police, Police Captain and Police Lieutenant, management employees shall receive \$200 per month vehicle allowance unless otherwise provided for under the terms and conditions of an employment contract.
- b) The Chief of Police shall have personal use of a City vehicle.
- c) The Police Captain and Police Lieutenant shall have use of a city vehicle during the course of conducting business or events which arise as a result of city employment. The Police Captain and Police Lieutenant may have the privilege of a city vehicle while traveling to and from work of the Clearlake Police Department subject to approval by the City Manager.
- d) The Public Works Director and Public Works Superintendent shall have the use of a City vehicle during the course of conducting business or events which arise as a result of City employment. The vehicle may be used while traveling to and from work subject to approval of the City Manager. (Res 2009-44)

Benefits provided pursuant to provisions of this section shall be subject to applicable State and Federal taxes. (Res 86-108, Res 00-96, Res 02-40)

Section 6-2.13 Legal Representation: The City will provide legal defense of its public employees pursuant to requirements set forth in Part 7 of the California Government Code commencing with Section 995. (Res 86-108, Res 02-40)

Section 6-2.14 Disability Plan: City shall provide a disability indemnity plan either through State Disability and/or a private plan. The type of plan shall be at the sole discretion of the City, however, benefits provided under said plan shall not be less than the benefits provided under the State Disability Plan. (Res 86-108, Res 02-40)

Section 6-2.15 Tuition and Books: The City will reimburse management employees up to \$600 per year for the cost of educational classes and books to encourage higher education, subject to the approval of the City Manager (Res 2009-50).

Section 6-2.16 Disciplinary Action: Disciplinary action of management employee shall be subject to the disciplinary procedures set forth in the Personnel Rules of the City of Clearlake unless otherwise provided for under the terms and conditions of an “at-will” employment contract.
(Res 02-40)

Section 6-2.17 Incentives – Certificate Incentive: Police Lieutenants who possess a POST Advanced Certificate shall be paid in an amount equal to two and one-half (2.5%) percent of base pay.

Section 6-2.18 Conflicts: In the event that any of the provisions of this agreement conflict with those contained within a personal employment contract, the terms of the contract shall take precedent. (Res 02-40)

(Res 86-108) November 17, 1986
 (Res 87-04) January 5, 1987
 (Res 87-75) September 8, 1987
 (Res 93-79) September 14, 1993
 (Res 97-04) January 9, 1997
 (Res 99-34) July 22, 1999
 (Res 99-60) November 18, 1999
 (Res 02-40) June 27, 2002
 (Res 28-2007) June 28, 2007
 (Res 2009-44) September 24, 2009
 (Res 2009-50) October 22, 2009
 (Res 2017-45) July 13, 2017
 (Res 2019-14) March 28, 2019
 (Res 2020-56) November 5, 2020
 (Res 2022-16) April 7, 2022
 (Res 2023-04) January 5, 2023

Codified and updated through January 5, 2023.

Economic News Release

CPI

PRINT:

Consumer Price Index News Release

Transmission of material in this release is embargoed until
8:30 a.m. (ET) Wednesday, April 12, 2023 USDL-23-0674

Technical information: (202) 691-7000 * cpi_info@bls.gov * www.bls.gov/cpi
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CONSUMER PRICE INDEX - MARCH 2023

The Consumer Price Index for All Urban Consumers (CPI-U) rose 0.1 percent in March on a seasonally adjusted basis, after increasing 0.4 percent in February, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 5.0 percent before seasonal adjustment.

The index for shelter was by far the largest contributor to the monthly all items increase. This more than offset a decline in the energy index, which decreased 3.5 percent over the month as all major energy component indexes declined. The food index was unchanged in March with the food at home index falling 0.3 percent.

The index for all items less food and energy rose 0.4 percent in March, after rising 0.5 percent in February. Indexes which increased in March include shelter, motor vehicle insurance, airline fares, household furnishings and operations, and new vehicles. The index for medical care and the index for used cars and trucks were among those that decreased over the month.

The all items index increased 5.0 percent for the 12 months ending March; this was the smallest 12-month increase since the period ending May 2021. The all items less food and energy index rose 5.6 percent over the last 12 months. The energy index decreased 6.4 percent for the 12 months ending March, and the food index increased 8.5 percent over the last year.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Mar. 2023
	Sep. 2022	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	
All items	0.4	0.5	0.2	0.1	0.5	0.4	0.1	5.0
Food	0.8	0.7	0.6	0.4	0.5	0.4	0.0	8.5
Food at home	0.7	0.5	0.6	0.5	0.4	0.3	-0.3	8.4
Food away from home(1)	0.9	0.9	0.5	0.4	0.6	0.6	0.6	8.8
Energy	-1.7	1.7	-1.4	-3.1	2.0	-0.6	-3.5	-6.4
Energy commodities	-4.1	3.7	-2.1	-7.2	1.9	0.5	-4.6	-17.0
Gasoline (all types)	-4.2	3.4	-2.3	-7.0	2.4	1.0	-4.6	-17.4
Fuel oil(1)	-2.7	19.8	1.7	-16.6	-1.2	-7.9	-4.0	-14.2
Energy services	1.2	-0.7	-0.6	1.9	2.1	-1.7	-2.3	9.2
Electricity	0.8	0.5	0.5	1.3	0.5	0.5	-0.7	10.2
Utility (piped) gas service	2.2	-3.7	-3.4	3.5	6.7	-8.0	-7.1	5.5
All items less food and energy	0.6	0.3	0.3	0.4	0.4	0.5	0.4	5.6
Commodities less food and energy commodities	0.0	-0.1	-0.2	-0.1	0.1	0.0	0.2	1.5
New vehicles	0.7	0.6	0.5	0.6	0.2	0.2	0.4	6.1
Used cars and trucks	-1.1	-1.7	-2.0	-2.0	-1.9	-2.8	-0.9	-11.2
Apparel	0.0	-0.2	0.1	0.2	0.8	0.8	0.3	3.3
Medical care commodities(1)	-0.1	0.0	0.2	0.1	1.1	0.1	0.6	3.6
Services less energy services	0.8	0.5	0.5	0.6	0.5	0.6	0.4	7.1
Shelter	0.7	0.7	0.6	0.8	0.7	0.8	0.6	8.2
Transportation services	1.9	0.6	0.3	0.6	0.9	1.1	1.4	13.9
Medical care services	0.8	-0.4	-0.5	0.3	-0.7	-0.7	-0.5	1.0
Footnotes								
(1) Not seasonally adjusted.								

Food

The food index was unchanged in March. The food at home index fell 0.3 percent over the month, the first decline in that index since September 2020. Three of the six major grocery store food group indexes

decreased over the month. The index for meats, poultry, fish, and eggs decreased 1.4 percent in March as the index for eggs fell 10.9 percent. The fruits and vegetables index declined 1.3 percent over the month, and the dairy and related products index decreased 0.1 percent.

In contrast, the index for other food at home rose 0.4 percent in March, following a 0.3-percent increase the previous month. The cereals and bakery products index increased 0.6 percent over the month, and the nonalcoholic beverages index rose 0.2 percent.

The food away from home index rose 0.6 percent in March, as it did in the previous 2 months. The index for full service meals increased 0.7 percent over the month and the index for limited service meals increased 0.5 percent.

The food at home index rose 8.4 percent over the last 12 months. The index for cereals and bakery products rose 13.6 percent over the 12 months ending in March. The remaining major grocery store food groups posted increases ranging from 2.5 percent (fruits and vegetables) to 11.3 percent (nonalcoholic beverages).

The index for food away from home rose 8.8 percent over the last year. The index for full service meals rose 8.0 percent over the last 12 months, and the index for limited service meals rose 7.9 percent over the same period.

Energy

The energy index fell 3.5 percent in March after decreasing 0.6 percent in February. The gasoline index decreased 4.6 percent in March, following a 1.0-percent increase in the previous month. (Before seasonal adjustment, gasoline prices rose 1.0 percent in March.) The natural gas index decreased 7.1 percent over the month, following an 8.0-percent decline in February. The index for electricity decreased 0.7 percent in March, the largest decline in that index since January 2021.

The energy index fell 6.4 percent over the past 12 months. The gasoline index decreased 17.4 percent over the last 12 months, while the fuel oil index fell 14.2 percent over the span. In contrast, the index for electricity rose 10.2 percent over the last year, and the index for natural gas increased 5.5 percent over the same period.

All items less food and energy

The index for all items less food and energy rose 0.4 percent in March after rising 0.5 percent in February. The shelter index increased 0.6 percent over the month after rising 0.8 percent in February. The index for rent and the index for owners' equivalent rent both rose 0.5 percent in March following larger increases in the previous month. The index for lodging away from home increased 2.7 percent in March.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, March 2023

[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Feb. 2023	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Mar. 2022	Feb. 2023	Mar. 2023	Mar. 2022- Mar. 2023	Feb. 2023- Mar. 2023	Dec. 2022- Jan. 2023	Jan. 2023- Feb. 2023	Feb. 2023- Mar. 2023
All items	100.000	287.504	300.840	301.836	5.0	0.3	0.5	0.4	0.1
Food	13.507	295.728	320.569	320.863	8.5	0.1	0.5	0.4	0.0
Food at home	8.708	278.612	302.483	301.918	8.4	-0.2	0.4	0.3	-0.3
Cereals and bakery products	1.168	311.606	350.772	353.866	13.6	0.9	1.0	0.3	0.6
Meats, poultry, fish, and eggs	1.830	305.116	321.803	318.306	4.3	-1.1	0.7	-0.1	-1.4
Dairy and related products	0.810	245.258	272.271	271.384	10.7	-0.3	0.0	0.1	-0.1
Fruits and vegetables	1.501	337.503	351.249	345.814	2.5	-1.5	-0.5	0.2	-1.3
Nonalcoholic beverages and beverage materials	1.053	194.342	215.925	216.329	11.3	0.2	0.4	1.0	0.2
Other food at home	2.347	241.804	266.612	268.567	11.1	0.7	0.7	0.3	0.4
Food away from home⁽¹⁾	4.798	321.689	347.869	349.944	8.8	0.6	0.6	0.6	0.6

Footnotes

(1) Not seasonally adjusted.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1996=100 base.

Expenditure category	Relative importance Feb. 2023	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Mar. 2022	Feb. 2023	Mar. 2023	Mar. 2022- Mar. 2023	Feb. 2023- Mar. 2023	Dec. 2022- Jan. 2023	Jan. 2023- Feb. 2023	Feb. 2023- Mar. 2023
Energy	6.995	298.246	281.673	279.084	-6.4	-0.9	2.0	-0.6	-3.5
Energy commodities	3.578	375.027	309.280	311.160	-17.0	0.6	1.9	0.5	-4.6
Fuel oil(1)	0.135	469.743	419.629	403.040	-14.2	-4.0	-1.2	-7.9	-4.0
Motor fuel	3.379	368.440	302.153	304.575	-17.3	0.8	2.3	0.9	-4.7
Gasoline (all types)	3.283	366.499	299.774	302.673	-17.4	1.0	2.4	1.0	-4.6
Energy services	3.417	237.825	266.353	259.647	9.2	-2.5	2.1	-1.7	-2.3
Electricity	2.568	240.558	266.887	265.033	10.2	-0.7	0.5	0.5	-0.7
Utility (piped) gas service	0.849	225.679	258.976	238.182	5.5	-8.0	6.7	-8.0	-7.1