



AMENDED CITY COUNCIL BUDGET WORKSHOP AND REGULAR MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA

Thursday, June 19, 2025

Budget Workshop 5:00 PM

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 will not be allowed to provide verbal comment during the meeting if attending via Zoom. The public can submit comments in writing for City Council consideration by commenting via the Q&A function in the Zoom platform or by sending comments to the Administrative Services Director/City Clerk at mswanson@clearlake.ca.us. To give the City Council adequate time to review your comments, you must submit your written emailed comments prior to 4:00 p.m. on the day of the meeting.

AMENDED 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.*

Pursuant to Senate Bill 1100 and the City Council Norms and Procedures, any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers or the Zoom by the sergeant-at-arms or the City Clerk and may be barred from further attendance before the Council during that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the sergeant-at-arms to remove such offenders from the room.

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:

Join from PC, Mac, iPad, or Android:

<https://clearlakeca.zoom.us/j/89194607538?pwd=i3VYQqrFZB3Plpa3bojqp99bybz0Tf.1>

Passcode:126082

A. ROLL CALL

B. BUSINESS

1. Fiscal Year 2025/26 Budget Workshop

C. PLEDGE OF ALLEGIANCE

D. 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. Invitational 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.*

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

F. PRESENTATIONS

2. Presentation of June's Adoptable Dogs

G. 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.*

H. 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.*

3. Award of Contract for Streetlight Deficiency Analysis

Recommended Action: Authorize City Manager to enter into a contract with Tanko Lighting for the streetlight deficiency analysis in the amount of \$35,000 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

4. Award of Contract for the Senior Center Painting Project

Recommended Action: Authorize City Manager to enter into a contract with Poso Brothers Painting for the Senior Center Project in the amount of \$42,800.00 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

5. Amendment to Professional Services Agreement with Lucy & Company for Public Relations and Communications Services

Recommended Action: Approve Contract Amendment

6. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms

Recommended Action: Continue declaration of emergency

7. Warrants

Recommended Action: Receive and file

8. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for the Boyles Fire

Recommended Action: Continue declaration of emergency

9. Consideration of Resolution No. 2025-25, A Resolution of the City of Clearlake, Approving a Temporary Street Closure for Shakespeare at the Lake

Recommended Action: Adopt resolution

- [10.](#) Consideration of Resolution No. 2025-24, A Resolution of the City of Clearlake, Approving a Temporary Street Closure for the Annual 4th of July Parade on July 5, 2025
Recommended Action: Adopt resolution

- [11.](#) Minutes
Recommended Action: Receive and file

I. PUBLIC HEARING

- [12.](#) Adoption of the City of Clearlake's Budget for Fiscal Year 2025-26
Recommended Action: Adopt Resolution No. 2025-26
- [13.](#) Adoption of Appropriations Limit (Gann Limit) for Fiscal Year 2025-26 and designating the formula to be used for calculation of same
Recommended Action: Adopt Resolution No. 2025-27
- [14.](#) Adoption of the City of Clearlake's Fee Schedule for Fiscal Year 2025-26
Recommended Action: Adopt Resolution No. 2025-28

J. BUSINESS

- [15.](#) Consideration of Authorization of the City manager to Execute a Contract for the Demolition of Structure(s) and Abatement of Properties Located at 15893 33rd Avenue, 16721 Cache Creek Lane, 4800 Old Highway 53, 4782 Yarrington Court, 4030 Hayward Avenue, 14042 Woodland Drive, 3228 3rd Street, 3297 3rd Street, 3152 9th Street, 3426 12th Street, 3307 13th Street, 3188 14th Street, 3059 Eastlake Drive, and 3223 Eastlake Drive, Clearlake, CA, 95422.
Recommended Action: Authorize the City Manager to Execute Contract.
- [16.](#) Consideration of Adoption of a Memorandum of Understanding (MOU) with the Clearlake Municipal Employees Association (CMEA) for July 1, 2025 through June 30, 2026
Recommended Action: Adopt MOU and authorize the City Manager to sign

K. CITY MANAGER AND COUNCILMEMBER REPORTS

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

AMENDED AGENDA POSTED: June 16, 2025

BY:



Melissa Swanson

Melissa Swanson, Administrative Services Director/City Clerk



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Award of Contract for Streetlight Deficiency Analysis

MEETING DATE: June 19, 2025

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 a contract for the

BACKGROUND/DISCUSSION:

In 2024 the City initiated a feasibility report regarding street lighting in the City. The City engaged with Tanko Lighting to analyze our current system and identify various options for a better network of street lighting. This analysis resulted in a report outlining the City's streetlight system options, cost/benefits, assumptions, budgetary pricing, savings, cash flows, and an overall assessment of the potential feasibility of streetlight ownership and maintenance for the remaining utility-owned fixtures.

Tanko has previously provided an initial presentation on their findings and staff had previously requested and received Council direction on future steps to an improved street lighting system. Other tasks resulted in an inventory audit of the streetlight system that listed the locations completed during the data collection phase as well as potential remedies for the City to decide which one best meets its needs. This included a report detailing any discrepancies found between field data and utility billing records.

This next stage in the process is to perform a streetlight deficiency analysis which provides maps of recommendations – for up to a maximum of 300 locations, as well as budgetary material/installation costs based on the defined categories. This will give the City the information needed to make informed decisions about the next steps in acquiring the streetlight inventory.

OPTIONS:

1. Move to approve the contract and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.
2. Other direction

FISCAL IMPACT:

☐ None ☒ \$35,000 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

SUGGESTED MOTIONS:

Authorize City Manager to enter into a contract with Tanko Lighting for the streetlight deficiency analysis in the amount of \$35,000 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

☐ **Attachments:**



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Award of Contract for the Senior Center Painting Project

MEETING DATE: June 19, 2025

SUBMITTED BY: Trystan Hayes, Construction Project Manager

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 contract for the Senior Center Painting Project and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

BACKGROUND/DISCUSSION:

The City solicited proposals for Senior Center Painting Project. This project was solicited to three local Contractors. Improvements include interior painting of walls, beams, and window/door frames at the Senior Center. The City opened bids on May 26, 2025 from the following Contractors:

- | | |
|-----------------------------|-------------|
| 1. Underdog Painting | \$49,285.00 |
| 2. Poso Brothers Painting | \$42,800.00 |
| 3. Fossa's Backhoe Services | \$57,000.00 |

Poso Brothers Painting was the lowest responsible bidder.

OPTIONS:

1. Move to approve the contract and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.
2. Other direction

FISCAL IMPACT:

☐ None ☒ \$42,800 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: CDBG Grant

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:

Authorize City Manager to enter into a contract with Poso Brothers Painting for the Senior Center Project in the amount of \$42,800.00 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

☐ **Attachments:**



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Amendment to Professional Services Agreement with Lucy & Company for Public Relations and Communications Services

MEETING DATE: June 19, 2025

SUBMITTED BY: Alan Flora, City Manager

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Approve contract for continued public relations and communications services.

BACKGROUND/DISCUSSION:

In 2023 the City executed a contract with Lucy & Company to provide public relations and communications services. This work has resulted in several new initiatives including the Clearlake Express newsletter. The contract was extended for an additional year in 2024.

The proposed one-year contract would be \$10,000/month with an additional allowance of \$25,000 for other additional costs such as meeting facilitation, graphic design, travel, printing, etc., to be approved by the City Manager prior to initiation.

OPTIONS:

1. Approve Contract Amendment for up to \$145,000 over one year
2. Provide Direction to Staff.

FISCAL IMPACT:

☐ None ☒ \$145,000 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:**



Cost Proposal: draft 1

City of Clearlake, Communications Consulting
Engagement and Outreach July 1, 2025–June 30, 2026

Proposed Scope of Work and Activities

Clearlake Rising: Progress & Promise serves as the unifying brand message behind the City's community engagement and public outreach efforts. Lucy & Company will continue to lead and expand this initiative by developing a year-round communications program that increases awareness of City achievements and provides residents with clear, accessible information about available services and resources.

They will continue the activities such as Clearlake Express, social media, lobby signs, digital signs, fact sheets, media relations, facilitation, coordination with outside organizations and coordinating with city staff to obtain information and provide materials and services.

To amplify Clearlake's momentum and improve clarity around who provides what, Lucy & Company will integrate trusted service organizations into the City's communication strategy. These partners provide essential services that directly impact public health, safety, education, and quality of life. Through coordinated messaging, shared content distribution, and community-wide campaigns, this program will reinforce civic pride while reducing confusion about the roles of each organization. The meetings will discuss inclusive communications and outreach opportunities, and translate materials, as needed.

The citywide outreach program will:

- Highlight the City's progress through unified storytelling and coordinated messaging
- Clarify which agencies and partners are responsible for specific services
- Increase participation and trust by aligning communication efforts across all providers
- Deliver consistent, themed content throughout the year on key topics such as education, health, public safety, water, waste, and animal services
- Ensure communications are inclusive, bilingual, and accessible across digital and physical platforms

Partnering organizations and their primary service areas include:

- **Woodland Community College** – Higher education, associate degree programs, and adult learning
- **Konocti Unified School District** – K-12 education, school enrollment, graduation, and youth support programs
- **North Bay Animal Services** – Animal control, sheltering, pet licensing, and enforcement
- **Animal Care Support Organizations** – Volunteer-led and nonprofit partners that provide low- and no-cost vaccinations, spay/neuter clinics, microchipping, adoption events, and community education programs not currently offered by the City's primary contractor
- **Clearlake Police Department & Code Enforcement** – Public safety, law enforcement, code compliance
- **Adventist Health & Tribal Health** – Local healthcare access, wellness programs, and community health services
- **Lake County Fire Protection District & CAL FIRE** – Fire protection, emergency medical services, and wildfire prevention
- **Konocti County Water District, Highlands Mutual Water Company, Golden State Water** – Water delivery, infrastructure maintenance, and customer service
- **Clearlake Waste Solutions** – Garbage and recycling collection, large-item pickup, and seasonal disposal services

Organize and lead quarterly planning meetings and consider themes such as:

- **July:** Clearlake Rising annual report mailer

- **August:** back to school including college courses & resources, AA degrees
- **Sept:** police & code focus
- **Oct:** city projects/programs progress & status
- **Dec:** waste management (how to properly dispose of Xmas trees, wrapping paper recycling, etc)
- **Jan:** 2025 in review, 2026 goals and projects, mayor/council group photo + mayor quote
- **Feb.** infrastructure/road projects (road rehab, other city infrastructure, etc.)
- **March:** animal care and control (include all volunteer, non-profit organizations supporting Clearlake animal care and control + North Bay Animal Services)
- **April:** water efficiency reminders (check irrigation systems, landscape watering, consider drip systems, etc.)
- **May:** graduation (Konocti & Woodland)
- **June:** City events, water activities/water safety (check out life jackets at PD for free during summer?) + wildfire safety tips (include info from Lake Co Fire + CalFire, etc.)

Potential message channels:

- City of Clearlake (Clearlake Express, Clearlake digital signs, Clearlake Facebook & IG)
- Clearlake PD social media (either share info or do own post)
- Health & Wellness (Adventist and Tribal Health social media, flyers in lobby, etc)
- Konocti Unified (share, comment and/or create own post) and include info in Superintendent's newsletter
- Woodland Community College (social media, potentially other coms)
- Water agencies (feature in social media, bill inserts): Konocti Water, Highlands Water, Golden State Water
- Waste Solutions (feature in bill insert, billboards on side of trucks)

Ensure information is inclusive for all audiences: post flyers/info in restaurants, coffee shops, etc.

ONGOING CITYWIDE ACTIVITIES

For the project types listed below, Lucy & Company will complete the following activities to continue public relations and community engagement activities for the City of Clearlake. This will include communications, government relations, media relations, public outreach and community engagement activities and assist with project-specific community engagement.

- For **Clearlake Express** e-newsletter, develop 2 e-blasts a month (writing, editing, design, programming, etc.)
- Develop **social media posts** and coordinate posting calendar and other social media activities
- Continue **government relations** public education representatives to share information back and forth, obtain content
- Attend/monitor occasional **city council and planning commission meetings/hearings** and **external briefings and hearings.**
- **Coordinate and engage** business, volunteer, nonprofit, service group stakeholders in city activities, events, and planning.
- **Assist with event ideation**, promotion and development.
- Organize and facilitate **monthly City communications planning** meetings.
- **Media relations:** Develop news releases, statements and story ideas, create media pitch materials, arrange interviews and/or stories with regional media. Also includes developing LTEs and opinion editorials.

PROPOSED BUDGET

Proposed Retainer Fee: \$10,000/month retainer for activities and projects listed above, billed in arrears.
\$120,000

Outside Direct Costs: Estimates do not include graphic design, travel, printing or other outside costs; outside costs can be paid by the City directly or be passed through Lucy & Company with no markup unless

advance payment is necessary. Lucy & Company will receive authorization from City manager for expenses including postage, graphic design, signs, etc.

DRAFT



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms

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:

On February 9, 2024, the Director of Emergency Services/City Manager issued a Proclamation of Local Emergency due to winter storms (attached), which was ratified by the City Council on February 15, 2024.

Pursuant to Section 2-11.6.a.6.a of the Clearlake Municipal Code, the Director is empowered to make and issue rules and regulation on matters reasonably related to the protection of life and property as affected by such emergency; provide, however such rules and regulations must be confirmed at the earliest practical time by the City Council. Thereafter, the emergency declaration must be continued by affirmation of the Council every 30 days.

Staff believe there is still a need to continue the local emergency order and it is in the best interests of the City to have the Council ratify and continue this order until the state of emergency can be lifted.

OPTIONS:

1. Continue to ratify order.

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) Proclamation Declaring a Local Emergency for Winter Storms



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 Fax (707) 995-2653

PROCLAMATION BY THE CITY OF CLEARLAKE DIRECTOR OF EMERGENCY SERVICES DECLARING A LOCAL EMERGENCY FOR WINTER STORMS

WHEREAS, City of Clearlake Municipal Code Section 2-11.6 empowers the Director of Emergency Services (City Manager) to proclaim the existence or threatened existence of a local emergency when the city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, Government Code Section 8550 et seq., including Section 8558(c), authorize the City Manager to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, starting on February 2, 2024 a winter storm resulted in high winds and heavy rain; and

WHEREAS, these conditions have caused a loss of stability to trees and hillsides, including significant damage to property, infrastructure and public safety within the city limits; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to the impacts of the winter storms; and

WHEREAS, the City Manager, as the City's Director of Emergency Services, has the power to declare a local emergency as authorized by Government Code section 8630 and Clearlake Municipal Code section 2-11.6.

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED by the City Manager of the City of Clearlake as follows:

- A. A local emergency exists based on the existence of conditions of disaster or of extreme peril to the safety of persons and property, as detailed in the recitals set forth above.
- B. The area within the City which is endangered and/or imperiled.
- C. During the existence of this local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law and by ordinances, resolutions, and orders of this City, including but not limited to the City of Clearlake Emergency Operations Plan.
- D. The City Council shall review and ratify this proclamation within seven (7) days as required by state law, and if ratified, shall continue to exist until the City Council proclaims the termination of this local emergency. The City Council shall review the need for continuing the local emergency as required by state law until it terminates the local emergency, and shall terminate the local emergency at the earliest possible date that conditions warrant.
- E. That a copy of this proclamation be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State Law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Clearlake; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

DATED: February 9, 2024



Alan D. Flora
Director of Emergency Services



Clearlake, CA

Section H, Item 7.

Check Register

Packet: APPKT03824 - 5/21/25 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						
000591	ACTION SANITARY	05/29/2025	Regular	0.00	180.63	19130
001138	ADVENTIST HEALTH	05/29/2025	Regular	0.00	43.00	19131
VEN01553	ALVAREZ PERFORMANCE LLC-DBA A	05/29/2025	Regular	0.00	3,170.00	19132
VEN01618	CHEYENNE BLUE	05/29/2025	Regular	0.00	400.00	19133
VEN01393	CHRISTOPHER WILLIAM INGLIS	05/29/2025	Regular	0.00	75.00	19134
000077	COUNTY OF LAKE RECORDER	05/29/2025	Regular	0.00	95.00	19135
000098	COUNTY OF LAKE TAX COLLECTOR	05/29/2025	Regular	0.00	1,988.38	19136
002246	DAVIS FABRICATION INC	05/29/2025	Regular	0.00	2,475.00	19137
001212	DEPT OF HOUSING COMM DEVELOP	05/29/2025	Regular	0.00	22.00	19138
000160	DEPT OF JUSTICE	05/29/2025	Regular	0.00	385.00	19139
VEN01627	DEREK E COUNTS II	05/29/2025	Regular	0.00	75.00	19140
000073	EASTLAKE SANITARY LANDFILL	05/29/2025	Regular	0.00	53.42	19141
VEN01108	FAWN CHRISTINE WILLIAMS	05/29/2025	Regular	0.00	75.00	19142
000120	FED EX	05/29/2025	Regular	0.00	103.81	19143
000797	GRANITE CONSTRUCTION	05/29/2025	Regular	0.00	4,845.23	19144
VEN01394	HUNTERS SERVICES INC	05/29/2025	Regular	0.00	285.00	19145
VEN01418	JACK SMALLEY	05/29/2025	Regular	0.00	75.00	19146
000501	KUSTOM SIGNALS INC.	05/29/2025	Regular	0.00	408.93	19147
000108	LAKE COUNTY RECORD BEE	05/29/2025	Regular	0.00	218.92	19148
002187	NORTH COAST OPPORTUNITIES	05/29/2025	Regular	0.00	500.00	19149
001392	OFFICE DEPOT	05/29/2025	Regular	0.00	248.70	19150
000387	PACE SUPPLY CORP	05/29/2025	Regular	0.00	470.82	19151
VEN01625	RAYMOND A. SILVA	05/29/2025	Regular	0.00	75.00	19152
002375	THOMAS DEWALT	05/29/2025	Regular	0.00	2,380.00	19153
VEN01303	ULISES ALCAIA	05/29/2025	Regular	0.00	385.00	19154
002295	VERSATERM PUBLIC SAFETY US, INC.	05/29/2025	Regular	0.00	3,781.71	19155
000085	VESTIS GROUP INC. F/K/A ARAMARK	05/29/2025	Regular	0.00	43.92	19156
002264	WEX BANK	05/27/2025	Bank Draft	0.00	11,672.78	DFT0005066
VEN01464	THE LINCOLN NATIONAL LIFE INSUR	05/27/2025	Bank Draft	0.00	837.70	DFT0005082

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	32	27	0.00	22,859.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	12,510.48
EFT's	0	0	0.00	0.00
	34	29	0.00	35,369.95

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2025	35,369.95
			<hr/> 35,369.95



Clearlake, CA

Section H, Item 7.

Check Register

Packet: APPKT03881 - 6/11/25 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						
001397	AT&T CALNET 3	06/11/2025	Regular	0.00	31.74	19195
001397	AT&T CALNET 3	06/11/2025	Regular	0.00	31.74	19196
002162	CALIFORNIA ENGINEERING	06/11/2025	Regular	0.00	32,431.74	19197
000024	CLEARLAKE POLICE ASSOCIATION	06/11/2025	Regular	0.00	1,920.00	19198
VEN01353	COLLEGE OF THE SISKIYOU	06/11/2025	Regular	0.00	1,984.00	19199
000548	COMPUTER LOGISTICS	06/11/2025	Regular	0.00	626.51	19200
000125	COUNTY OF LAKE PUBLIC WORKS	06/11/2025	Regular	0.00	105.00	19201
VEN01386	DOWNEY BRAND LLP	06/11/2025	Regular	0.00	90.00	19202
000073	EASTLAKE SANITARY LANDFILL	06/11/2025	Regular	0.00	93.84	19203
VEN01544	EIDE BAILLY LLP	06/11/2025	Regular	0.00	1,435.88	19204
VEN01458	ENDEAVOR PARENT LLC-WILLIAM M	06/11/2025	Regular	0.00	6,250.00	19205
VEN01254	ESS ENVIRONMENTAL INC.	06/11/2025	Regular	0.00	14,656.50	19206
001199	EUREKA OXYGEN CO	06/11/2025	Regular	0.00	48.54	19207
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	112.88	19208
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	242.52	19209
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	297.54	19210
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	64.32	19211
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	192.53	19212
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	254.77	19213
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	342.43	19214
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	218.96	19215
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	46.41	19216
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	56.29	19217
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	109.59	19218
000121	HIGHLANDS WATER COMPANY	06/11/2025	Regular	0.00	491.07	19219
001949	ICE WATER DISTRIBUTORS INC	06/11/2025	Regular	0.00	191.00	19220
001775	JONES & MAYER	06/11/2025	Regular	0.00	23,434.60	19221
VEN01616	JOSEPHINE MUSTAIN	06/11/2025	Regular	0.00	300.00	19222
VEN01089	LAMON CONSTRUCTION	06/11/2025	Regular	0.00	445,368.00	19223
VEN01392	LANGUAGE LINE SERVICES INC - DBA	06/11/2025	Regular	0.00	223.72	19224
VEN01515	LSW ARCHITECTS P.C.	06/11/2025	Regular	0.00	3,325.00	19225
001489	NAPA AUTO PARTS	06/11/2025	Regular	0.00	2,201.81	19226
001843	PG&E CFM	06/11/2025	Regular	0.00	2,593.04	19227
001843	PG&E CFM	06/11/2025	Regular	0.00	1,553.43	19228
001843	PG&E CFM	06/11/2025	Regular	0.00	1,158.12	19229
001843	PG&E CFM	06/11/2025	Regular	0.00	37,234.15	19230
001843	PG&E CFM	06/11/2025	Regular	0.00	81.67	19231
000130	PITNEY BOWES	06/11/2025	Regular	0.00	617.05	19232
002061	PLEXUS GLOBAL LLC	06/11/2025	Regular	0.00	27.75	19233
002031	REDWOOD COAST PETROLEUM & N	06/11/2025	Regular	0.00	707.61	19234
VEN01587	TEAGHLACH LLC-TEAG TACTICAL	06/11/2025	Regular	0.00	946.82	19235
VEN01412	THE EIDAM CORPORATION - LUCY &	06/11/2025	Regular	0.00	10,522.50	19236
000099	US CELLULAR	06/11/2025	Regular	0.00	424.97	19237
000708	VALIC LOCKBOX	06/11/2025	Regular	0.00	470.00	19238

Check Register

Vendor Number

000085

Vendor Name

VESTIS GROUP INC. F/K/A ARAMARK

Payment Date

06/11/2025

Payment Type

Regular

Discount Amount

0.00

Payment Amount

87.84

Number

19239

Packet: APPKT03881-6

Section H, Item 7.

A

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	45	0.00	593,603.88
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
	62	45	0.00	593,603.88

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2025	593,603.88
			<hr/> 593,603.88



Clearlake, CA

Packet: APPKT03882 - 6/12/25 HEALTH INSURANCE PAYMENT AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
000027	OPERATING ENGINEERS PUBLIC EMF	06/12/2025	Regular	0.00	94,560.00	19240

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	94,560.00
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
	2	1	0.00	94,560.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2025	94,560.00
			<u>94,560.00</u>



Clearlake, CA

Check Register

Packet: APPKT03883 - 6/12/25 SUMMER CAMP REFUND AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01585	DEYANIRA LOPEZ	06/12/2025	Regular	0.00	105.00	19241

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	105.00
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	105.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2025	105.00
			105.00



Clearlake, CA

Section H, Item 7.

Check Register

Packet: APPKT03881 - 6/11/25 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						
001397	AT&T CALNET 3	06/11/2025	Regular	0.00	31.74	19195
001397	AT&T CALNET 3	06/11/2025	Regular	0.00	31.74	19196
002162	CALIFORNIA ENGINEERING	06/11/2025	Regular	0.00	32,431.74	19197
000024	CLEARLAKE POLICE ASSOCIATION	06/11/2025	Regular	0.00	1,920.00	19198
VEN01353	COLLEGE OF THE SISKIYOU	06/11/2025	Regular	0.00	1,984.00	19199
000548	COMPUTER LOGISTICS	06/11/2025	Regular	0.00	626.51	19200
000125	COUNTY OF LAKE PUBLIC WORKS	06/11/2025	Regular	0.00	105.00	19201
VEN01386	DOWNEY BRAND LLP	06/11/2025	Regular	0.00	90.00	19202
000073	EASTLAKE SANITARY LANDFILL	06/11/2025	Regular	0.00	93.84	19203
VEN01544	EIDE BAILLY LLP	06/11/2025	Regular	0.00	1,435.88	19204
VEN01458	ENDEAVOR PARENT LLC-WILLIAM M	06/11/2025	Regular	0.00	6,250.00	19205
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VEN01616	JOSEPHINE MUSTAIN	06/11/2025	Regular	0.00	300.00	19222
VEN01089	LAMON CONSTRUCTION	06/11/2025	Regular	0.00	445,368.00	19223
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002031	REDWOOD COAST PETROLEUM & N	06/11/2025	Regular	0.00	707.61	19234
VEN01587	TEAGHLACH LLC-TEAG TACTICAL	06/11/2025	Regular	0.00	946.82	19235
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Check Register

Vendor Number

000085

Vendor Name

VESTIS GROUP INC. F/K/A ARAMARK

Payment Date

06/11/2025

Payment Type

Regular

Discount Amount

0.00

Payment Amount

87.84

Number

19239

Packet: APPKT03881-6

Section H, Item 7.

A

Bank Code AP Summary

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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
	62	45	0.00	593,603.88

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2025	593,603.88
			<hr/> 593,603.88



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for The Boyles Fire

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:

On September 8, 2024, the Director of Emergency Services/City Manager issued a Proclamation of Local Emergency due to the Boyles Fire (attached), which was ratified by the City Council on September 12, 2024.

Pursuant to Section 2-11.6.a.6.a of the Clearlake Municipal Code, the Director is empowered to make and issue rules and regulation on matters reasonably related to the protection of life and property as affected by such emergency; provide, however such rules and regulations must be confirmed at the earliest practical time by the City Council. Thereafter, the emergency declaration must be continued by affirmation of the Council every 60 days.

Staff believes there is still a need to continue the local emergency order and it is in the best interests of the City to have the Council ratify and continue this order until the state of emergency can be lifted.

OPTIONS:

1. Continue to ratify order.

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) Proclamation Declaring a Local Emergency for The Boyles Fire



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 Fax (707) 995-2653

PROCLAMATION BY THE CITY OF CLEARLAKE DIRECTOR OF EMERGENCY SERVICES DECLARING A LOCAL EMERGENCY FOR THE BOYLES FIRE

WHEREAS, City of Clearlake Municipal Code Section 2-11.6 empowers the Director of Emergency Services (City Manager) to proclaim the existence or threatened existence of a local emergency when the city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, Government Code Section 8550 et seq., including Section 8558(c), authorize the City Manager to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, on September 8, 2024 the Boyles Fire was started near Boyles Avenue and 8th Avenue in Clearlake and quickly spread north quickly driven by high winds.; and

WHEREAS, after a fierce fire fight by various partners from throughout the region, and led by CalFire and the Lake County Fire Protection District, approximately 90 acres were scorched, approximately 30 homes were lost, Pacific Gas and Electric infrastructure was damaged, and significant private property damage occurred, of which the full extent is still unknown; and

WHEREAS, dozens of Clearlake families have lost their homes and property; and

WHEREAS, such recovery from such conditions is beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of other political subdivisions to combat and clean up; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future

reimbursement by the state and federal governments will be critical to successfully responding to the impacts of the Boyles Fire; and

WHEREAS, the City Manager, as the City's Director of Emergency Services, has the power to declare a local emergency as authorized by Government Code section 8630 and Clearlake Municipal Code section 2-11.6.

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED by the City Manager of the City of Clearlake as follows:

- A. A local emergency exists based on the existence of conditions of disaster or of extreme peril to the safety of persons and property, as detailed in the recitals set forth above.
- B. The area of the City which is endangered/imperiled within the footprint of the Boyles Fire and beyond.
- C. During the existence of this local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law and by ordinances, resolutions, and orders of this City, including but not limited to the City of Clearlake Emergency Operations Plan.
- D. The City Council shall review and ratify this proclamation within seven (7) days as required by state law, and if ratified, shall continue to exist until the City Council proclaims the termination of this local emergency. The City Council shall review the need for continuing the local emergency as required by state law until it terminates the local emergency, and shall terminate the local emergency at the earliest possible date that conditions warrant.
- E. That a copy of this proclamation be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State Law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Clearlake; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

DATED: September 8, 2024

A handwritten signature in black ink, consisting of a series of loops and a final horizontal stroke.

Alan D. Flora
Director of Emergency Services



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Resolution No. 2025-25, A Resolution of the City of Clearlake, Approving a Temporary Street Closure for Shakespeare at the Lake

MEETING DATE: June 19, 2025

SUBMITTED BY: Daniela Justus – Deputy City Clerk / HR Technician II

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The Lake County Theater Company has submitted a special event application for their theater performance to be held on Friday, August 1st and Saturday, August 2nd, 2025. The applicant is requesting temporary street closure as follows:

a) Lakeshore Drive between Olympic Drive and Austin Road from 7:00PM to 9:45PM.

The application and permitting process includes provisions for the sponsor to assume the responsibility for placement and removal of physical barricades as per California Motor Vehicle Code Section 21103 and requires \$1,000,000 in liability insurance coverage naming the City of Clearlake additional insured, along with other insurance and indemnification provisions.

BACKGROUND/DISCUSSION:

OPTIONS:

1. Move to approve Resolution No. 2025-25 for a temporary road closure
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 Resolution 2025-25 for the temporary road closure

☐ **Attachments:**

1. Resolution 2025-25

RESOLUTION NO. 2025-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
AUTHORIZING TEMPORARY CLOSURE OF A PORTION OF LAKESHORE DRIVE
FOR THE SHAKESPEARE AT THE LAKE PERFORMANCE**

WHEREAS, the Lake County Theater Company has requested permission from the City Council to temporarily close a portion of Lakeshore Drive between Olympic Drive and Austin Road in the City of Clearlake on August 1, 2025 and August 2, 2025, for the purpose of conducting a theater performance.

WHEREAS, the City Council of the City of Clearlake deems such closure necessary for the safety of persons using that portion of Lakeshore Drive for said activities pursuant to Section 21101 of the Vehicle Code; and

NOW, THEREFORE, the City Council of the City of Clearlake hereby authorizes the temporary street closure of:

- a) Lakeshore Drive between Olympic Drive and Austin Road from 7:00PM to 9:45PM.

PASSED AND ADOPTED on June 19, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Mayor, City of Clearlake

ATTEST:

Deputy City Clerk, City of Clearlake



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Resolution No. 2025-24, A Resolution of the City of Clearlake, Approving a Temporary Street Closure for the Annual 4th of July Parade on July 5, 2025

MEETING DATE: June 19, 2025

SUBMITTED BY: Daniela Justus – Deputy City Clerk / HR Technician II

PURPOSE OF REPORT: ☐ By motion, adopt resolution

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The Lakeshore Lions Club has submitted a special event application for the Annual 4th of July Parade and BBQ to be held on Saturday July 5, 2025. The applicant is requesting temporary street closure as follows:

- a) Lakeshore Drive between Olympic Drive and Austin Road from 6:00 am to 10:30 pm for vendor use. Barricades are to remain in place until the conclusion of Fireworks Display at 10:00 pm.
- b) Lakeshore Drive at Golf Street, Emory Avenue, Mullen Avenue, Howard Avenue, Alvita Avenue, and Baylis Avenue from 6:00 am to 12:20pm for parade.
- c) Austin Rd. between Lakeshore Dr. and Uhl Ave. from 6:00am to 12:20pm for parade.

The Parade will start at Redbud Park and end at Austin Park. The BBQ and related activities will be held on Lakeshore Drive near Austin Park and Brass Ring Midway of Fun (Carnival) will be at Austin Resort. The REACH helicopter security will be conducted by Lake County Fire. The Lakeshore Lions Club plans on setting up vendors within the Lakeshore Drive right-of-way area between Olympic Drive and Austin Road with the BBQ and food vendors closer to Austin Road and non-food vendors set up closer to Olympic Drive.

In addition to the daytime events, the city is sponsoring a concert in Austin Park. This will start at approximately 6:30 pm and will run approximately 75 minutes.

The application and permitting process includes provisions for the sponsor to assume the responsibility for placement and removal of physical barricades as per California Motor Vehicle Code Section 21103 and requires \$1,000,000 in liability insurance coverage naming the City of

Clearlake additional insured, along with other insurance and indemnification provisions

BACKGROUND/DISCUSSION:

OPTIONS:

1. Move to approve the Resolution No. 2025-24 for a temporary road closure
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 Resolution 2025-24 for the temporary road closure

☐ **Attachments:**

1. Resolution 2025-24
2. Map of the parade route

RESOLUTION NO. 2025-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
AUTHORIZING TEMPORARY CLOSURE OF A PORTION OF LAKESHORE DRIVE
FOR THE PURPOSE OF CONDUCTING THE ANNUAL 4TH OF JULY PARADE AND
FESTIVITIES**

WHEREAS, the Lakeshore Lions Club has requested permission from the City Council to temporarily close a portion of Lakeshore Drive and Austin Road in the City of Clearlake on July 5, 2025, for the purpose of conducting Annual 4th of July Parade and festivities.

WHEREAS, the City Council of the City of Clearlake deems such closure necessary for the safety of persons using that portion of Lakeshore Drive for said activities pursuant to Section 21101 of the Vehicle Code; and

NOW, THEREFORE, the City Council of the City of Clearlake hereby authorizes the temporary street closure of:

- a) Lakeshore Drive between Olympic Drive and Austin Road from 6:00am for vendor use. Barricades are to remain in place until conclusion of Fireworks Display at 10:00pm
- b) Lakeshore Drive at Golf Street, Emory Avenue, Mullen Avenue, Howard Avenue, Alvita Avenue, and Baylis Avenue from 6:00 am to 12:20pm for parade
- c) Austin Rd. between Lakeshore Dr. and Uhl Ave. from 6:00am to 12:20pm for parade

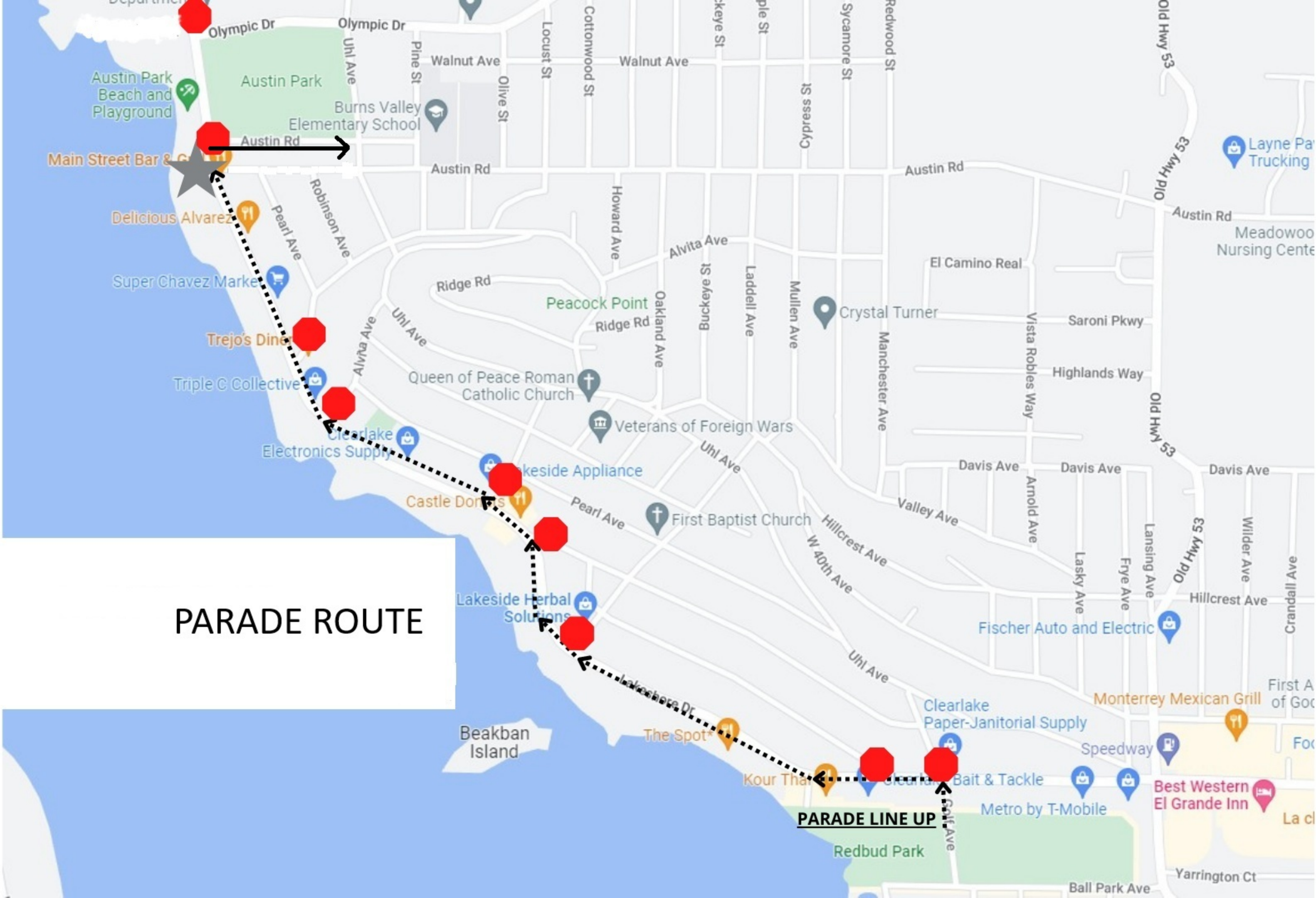
PASSED AND ADOPTED on June 19, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Mayor, City of Clearlake

ATTEST:

Deputy City Clerk, City of Clearlake



PARADE ROUTE

PARADE LINE UP



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA

Thursday, May 01, 2025

Regular Meeting 6:00 PM

MINUTES

A. ROLL CALL

PRESENT

Mayor Russ Cremer
Vice Mayor Dirk Slooten
Councilmember Tara Downey
Councilmember Jessica Hooten
Councilmember Mary Wilson

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE

D. ADOPTION OF THE AGENDA

Motion made by Councilmember Downey, Seconded by Vice Mayor Slooten.
Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

E. PRESENTATIONS

1. Presentation of a Proclamation Declaring May 11 - 17, 2025 as Police Week
2. Presentation of a Proclamation Declaring May 4 - 10, 2025 as Public Service Recognition Week
3. Presentation of a Proclamation Declaring May 12 - May 16, 2025 as Military Appreciation Week
4. Presentation of the Annual Public, Education, and Government Channel Board Report

F. PUBLIC COMMENT

Patty Duke spoke regarding problems she has with her neighbors. She stated she is harassed by them.

Margaret Garcia spoke regarding her support for the street striping project. She stated she agreed with Ms. Duke's complaint.

Stephanie Hummel asked who is responsible for cleaning the dead fish off the beaches. She had questions about speeding in the avenues and the food truck business.

G. CONSENT AGENDA

Motion made by Vice Mayor Slooten, Seconded by Councilmember Wilson.

Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

5. Minutes

Recommended Action: Receive and file

6. Warrants

Recommended Action: Receive and file

H. PUBLIC HEARING

7. Public Hearing to hear and act upon appeals of Orders to Abate for the properties located at 15893 33rd Avenue, 16721 Cache Creek Lane, 4800 Old Highway 53, 4782 Yarrington Court, 4030 Hayward Avenue, 14042 Woodland Drive, 3228 3rd Street, 3297 3rd Street, 3152 9th Street, 3426 12th Street, 3307 13th Street, 3188 14th Street, 3059 Eastlake Drive, and 3223 Eastlake Drive, in accordance with Clearlake Municipal Code 10; Resolution No. 2025-16
Recommended Action: Adopt Resolution denying appeals.

Lieutenant Peterson gave the staff report.

Mayor Cremer opened the public hearing at 7:01 PM.

Margaret Garcia asked questions about the abatement process.

Patty Duke spoke on taking items to the dump.

The City Council closed the public hearing by unanimous voice vote at 7:05pm.

Motion to deny the appeals.

Motion made by Vice Mayor Slooten, Seconded by Councilmember Hooten.

Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

8. Public Hearing to hear and act upon appeals of Orders to Abate for the property located at 6725 Old Highway 53, in accordance with Clearlake Municipal Code 10; Resolution No. 2025-16
Recommended Action: Adopt Resolution denying appeals.

Mayor Cremer recused himself from this item at 7:07 PM due to his established business relationship with the property owner. Vice Mayor Slooten chaired this item.

Lieutenant Peterson gave the staff report.

Vice Mayor Slooten opened the Public Hearing at 7:15 PM.

Property owner Frida Hazelback asked the Council to grant her appeal.

Barbara Christwitz spoke in favor of the appeal and stated her organization, CC4C, is cleaning up that property.

Russ Perdock spoke in favor of the Council granting the appeal.

Margaret Garcia spoke in favor of the Council granting the appeal.

The City Council closed the public hearing at 7:35pm.

Motion to grant the appeal.

Motion by Councilmember Hooten, Seconded by Councilmember Downey.

Voting Yea: Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten,
Councilmember Wilson

Absent: Mayor Cremer

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

- (9) Pursuant to Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE
EVALUATION: Title: City Manager

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

There was no action taken in closed session.

M. ADJOURNMENT

The meeting was adjourned at 8:32 PM.



Melissa Swanson, Administrative Services Director/City Clerk



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA

Thursday, May 15, 2025

Regular Meeting 6:00 PM

MINUTES

A. ROLL CALL

PRESENT

Mayor Russ Cremer
Vice Mayor Dirk Slooten
Councilmember Tara Downey
Councilmember Jessica Hooten
Councilmember Mary Wilson

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE

D. ADOPTION OF THE AGENDA

Motion made by Vice Mayor Slooten, Seconded by Councilmember Wilson.
Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

E. PRESENTATIONS

1. Presentation of May's Adoptable Dogs
2. Presentation of a Proclamation Declaring May 18 - 24, 2025 as Public Works Week
3. Presentation of an Update on Proposition 36 by Chief Hobbs

F. PUBLIC COMMENT

Frank Costner spoke regarding upgrades to the Konocti Water Treatment Plant and invited the Council to tour the upgraded facility.

Steve Maddox spoke regarding enforcement of Redbud Park closing hours. He stated there are individuals causing disturbances there.

Barbara Christwitz spoke regarding grocery cart retrievals. She stated Citizens Caring for Clearlake is unable to continue cleaning up the abandoned carts being left around the town.

Bruce Robinson spoke regarding a fundraiser coming on the weekend to raise funds for animal care.

Joyce Overton stated that City Manager Flora has done a great job during his tenure with the City. She also stated animal control is improving.

Kathy (last name unintelligible) stated that animal control is working hard to serve the community and that everyone should work together to succeed.

Stephanie Hummel spoke regarding wanting to know about items on the consent calendar.

G. CONSENT AGENDA

Motion made by Vice Mayor Slooten, Seconded by Councilmember Hooten.

Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

4. Minutes

Recommended Action: Receive and file

5. Warrants

Recommended Action: Receive and file

6. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms

Recommended Action: Continue declaration of emergency

7. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for the Boyles Fire

Recommended Action: Continue declaration of emergency

8. Adoption of Update to Resolution 2024-15, HOME Application to Increase the Requested Not-to-Exceed Amount to \$10,200,000; Resolution 2025-18

Recommended Action: Adopt resolution

9. Update to City Council Meeting Calendar to Include June 19th as a Regular City Council Meeting Date

Recommended Action: Approve updated meeting calendar

H. PUBLIC HEARING

10. Discussion and Consideration of Ordinance 281-2025, An Ordinance to Designate Fire Hazard Severity Zones in the Local Responsibility Area as Required by State Law

Recommended Action: Hold First Reading of the Ordinance, Read it by Title Only, Waive Further Reading and Set Second Reading and Adoption for the Next Council Meeting.

City Manager Flora gave the staff report.

Mayor Cremer opened the public hearing at 6:55 PM.

Frank Costner asked what can be done about the fire hazards in the Avenues.

Joyce Overton asked the Council to adopt the single designation map as presented.

Stephanie Hummel spoke regarding cleanup of fire hazards in the city. She asked questions of staff.

Bruno Sabatier spoke regarding the need to take grassroots action to have the State reconsider the mapping results.

Margaret Garcia asked questions of staff and stated that the map is unrealistic.

Kathy Barnwell's emailed statement was read aloud.

The Council closed the public hearing at 6:50 unanimous by voice vote.

Motion to adopt the map as issued by the State of California.

Motion made by Vice Mayor Slooten, Seconded by Councilmember Downey.

Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

11. Public Hearing to Consider Closeout of Community Development Block Grant Covid 2/3 Funds for the Senior Community Center Upgrades; Resolution No. 2025-19
Recommended Action: Adopt resolution and authorize the City Manager to finalize the closeout process

City Manager Flora gave the staff report. He stated there was no resolution needed, just Council action to authorize the closeout.

Mayor Cremer opened the public hearing at 7:15PM.

Joyce Overton clarified the number of people served.

The Council voted unanimously to close the public hearing at 7:17 PM.

Motion made by Councilmember Downey, Seconded by Councilmember Wilson.

Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

12. Public Hearing to Consider Adoption of Fees Related to Ordinance No. 280-2025, An Ordinance of the City Council of the City of Clearlake Authorizing Bingo Games for Charitable Purposes Only; Resolution No. 2025-20
Recommended Action: Adopt resolution

Director Swanson gave the staff report.

Mayor Cremer opened the public hearing at 7:22 PM.

Joyce Overton asked clarification on the details of the ordinance and was answered by staff.

Margaret Garcia asked for clarification on the game language and was answered by staff.

The Council voted to close the public hearing at 7:25 PM by unanimous vote.

Motion made by Vice Mayor Slooten, Seconded by Councilmember Hooten.

Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

I. BUSINESS

13. Discussion and Consideration of Letters of Opposition of SB 226 (Cabaldon) Community College Territory Transfers

Recommended Action: Approve Letter(s) and Authorize the Mayor to Sign

Director Swanson gave the staff report.

Council Member Wilson recused herself due to being employed by Yuba College District at 7:30PM. She returned at 7:55 PM after the item was complete.

Motion made by Vice Mayor Slooten, Seconded by Councilmember Hooten.

Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten

Voting Abstaining: Councilmember Wilson

14. Presentation and Discussion Regarding Safe Routes to Schools Plans for Burns Valley and Pomo Elementary Schools

Recommended Action: Receive Presentation

There was no action taken by Council on this item.

J. CITY MANAGER AND COUNCILMEMBER REPORTS

K. FUTURE AGENDA ITEMS

Vice Mayor Slooten asked for and received consensus of the Council to have a presentation by Northern Rural Energy Council and a discussion on a letter to the State Fire Marshall regarding LRA Fire Map.

L. CLOSED SESSION

- (15) Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): Case No. CV-425596: City of Clearlake v. Highlands Mutual Water Company, et al., Lake County Superior Court

- (16) Pursuant to Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: City Manager

M. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

There was no action taken in closed session.

N. ADJOURNMENT

The meeting was adjourned at 8:25 PM.

A handwritten signature in blue ink that reads "Melissa Swanson". The signature is written in a cursive, flowing style. Below the signature is a solid horizontal line.

Melissa Swanson, Administrative Services Director/City Clerk



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Adoption of the City of Clearlake's Budget for Fiscal Year 2025-26

MEETING DATE:
June 19, 2025

SUBMITTED BY: Matt Pressey, Acting Finance Director
Alan D. Flora, City Manager

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The June 19, 2025 City Council meeting will include a Budget Workshop at 5:00 p.m. and a public hearing during the regular meeting for the:

- FY 2025-26 Proposed Budget
- FY 2025-26 Gann/Appropriations Limit
- FY 2025-26 Fee Schedule

If the Council has no significant changes to the budget, all could be adopted on June 19th. Alternatively, the Council can provide other direction to staff, and the Public Hearing can be continued to a date before July 1st to reconsider adoption once the directed changes are made.

BACKGROUND/DISCUSSION:

Further detail on the financial and policy implications of the FY 2025-26 Budget are included within the Proposed Budget and will be explained at the Budget Workshop on June 19th at 5:00 p.m. The proposed Budget can be accessed through the City's website on the Finance Department webpage at <https://www.clearlake.ca.us/175/Finance> or directly through the City's OpenGov Budget portal at <https://stories.opengov.com/clearlake/published/yqsWP9AHug>

OPTIONS:

1. Move to adopt Resolution No. 2025-26
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: All 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 adopt Resolution No. 2025-26, Adopting the City of Clearlake FY 2025-26 Budget

- ☒ **Attachments:**
 - 1) Resolution No. 2025-26
 - 2) Proposed FY 2025-26 Salary Schedule

CITY OF CLEARLAKE

RESOLUTION NO. 2025-26

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
ADOPTING THE CITY OF CLEARLAKE FY 2025-26 BUDGET**

WHEREAS, it is the practice of the city of Clearlake to adopt a budget for the following fiscal year by June 30 of every year; and

WHEREAS, the City Council of the City of Clearlake reviewed the FY 2025-26 Proposed Budget at a Noticed Public Hearing of the City Council meeting on June 19, 2025, received input from the public;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Clearlake that the documents entitled “City of Clearlake FY 2025-26 Proposed Budget” are adopted,

PASSED AND ADOPTED this 19th day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

City Clerk

Mayor, City of Clearlake

Proposed FY 2025-26 Salary Schedule				MONTHLY (Payroll Base)						ANNUAL						FY 24-25	HOURLY (Payroll Input)					
Position	UNIT	RANGE	FY24-25	A Step	B Step	C Step	D Step	E Step	F Step	A Step	B Step	C Step	D Step	E Step	F Step	FY 24-25	A Step	B Step	C Step	D Step	E Step	F Step
Office Worker	CMEA	11	2,452.85	2,526.44	2,652.76	2,785.40	2,924.66	3,070.90		30,317.23	31,833.09	33,424.74	35,095.98	36,850.78		14.1510	14.575579	15.304358	16.069576	16.873055	17.716708	
Office Assistant I	CMEA	13	2,575.50	2,652.77	2,785.40	2,924.67	3,070.91	3,224.45		31,833.18	33,424.84	35,096.08	36,850.88	38,693.43		14.8586	15.304385	16.069604	16.873084	17.716738	18.602575	
Office Assistant II	CMEA	18	2,910.48	2,997.79	3,147.68	3,305.07	3,470.32	3,643.84		35,973.53	37,772.21	39,660.82	41,643.86	43,726.05		16.7912	17.294943	18.159690	19.067675	20.021059	21.022112	
Maintenance Worker I	CMEA	21	3,130.54	3,224.46	3,385.68	3,554.96	3,732.71	3,919.35		38,693.47	40,628.15	42,659.56	44,792.53	47,032.16		18.0608	18.602618	19.532749	20.509386	21.534855	22.611598	
Parks Maintenance Worker I	CMEA	21	3,130.54	3,224.46	3,385.68	3,554.96	3,732.71	3,919.35		38,693.47	40,628.15	42,659.56	44,792.53	47,032.16		18.0608	18.602618	19.532749	20.509386	21.534855	22.611598	
Facilities Maintenance Worker II	CMEA	21	3,130.54	3,224.46	3,385.68	3,554.96	3,732.71	3,919.35		38,693.47	40,628.15	42,659.56	44,792.53	47,032.16		18.0608	18.602618	19.532749	20.509386	21.534855	22.611598	
Office Assistant/Secretary	CMEA	24	3,369.23	3,470.31	3,643.82	3,826.01	4,017.31	4,218.18		41,643.68	43,725.87	45,912.16	48,207.77	50,618.16		19.4379	20.021027	21.022078	22.073182	23.176841	24.335683	
Account Clerk I	CMEA	26	3,537.69	3,643.82	3,826.01	4,017.31	4,218.18	4,429.09		43,725.85	45,912.14	48,207.75	50,618.14	53,149.04		20.4098	21.022067	22.073171	23.176829	24.335671	25.552454	
Code Enforcement Technician	CMEA	26	3,537.69	3,643.82	3,826.01	4,017.31	4,218.18	4,429.09		43,725.85	45,912.14	48,207.75	50,618.14	53,149.04		20.4098	21.022067	22.073171	23.176829	24.335671	25.552454	
Grants Technician	CMEA	26	3,537.69	3,643.82	3,826.01	4,017.31	4,218.18	4,429.09		43,725.85	45,912.14	48,207.75	50,618.14	53,149.04		20.4098	21.022067	22.073171	23.176829	24.335671	25.552454	
Planner, Technician	CMEA	26	3,537.69	3,643.82	3,826.01	4,017.31	4,218.18	4,429.09		43,725.85	45,912.14	48,207.75	50,618.14	53,149.04		20.4098	21.022067	22.073171	23.176829	24.335671	25.552454	
Secretary/Permit Technician	CMEA	26	3,537.69	3,643.82	3,826.01	4,017.31	4,218.18	4,429.09		43,725.85	45,912.14	48,207.75	50,618.14	53,149.04		20.4098	21.022067	22.073171	23.176829	24.335671	25.552454	
Dispatcher Aide	CMEA	26	3,537.69	3,643.82	3,826.01	4,017.31	4,218.18	4,429.09		43,725.85	45,912.14	48,207.75	50,618.14	53,149.04		20.4098	21.022067	22.073171	23.176829	24.335671	25.552454	
Maintenance Worker II	CMEA	29	3,805.18	3,919.34	4,115.30	4,321.07	4,537.12	4,763.98		47,032.02	49,383.63	51,852.81	54,445.45	57,167.72		21.9530	22.611555	23.742133	24.929239	26.175701	27.484486	
Parks Maintenance Worker II	CMEA	29	3,805.18	3,919.34	4,115.30	4,321.07	4,537.12	4,763.98		47,032.02	49,383.63	51,852.81	54,445.45	57,167.72		21.9530	22.611555	23.742133	24.929239	26.175701	27.484486	
Support Services Technician I	CMEA	29	3,805.18	3,919.34	4,115.30	4,321.07	4,537.12	4,763.98		47,032.02	49,383.63	51,852.81	54,445.45	57,167.72		21.9530	22.611555	23.742133	24.929239	26.175701	27.484486	
Community Development Specialist	CMEA	29	3,805.18	3,919.34	4,115.30	4,321.07	4,537.12	4,763.98		47,032.02	49,383.63	51,852.81	54,445.45	57,167.72		21.9530	22.611555	23.742133	24.929239	26.175701	27.484486	
Parks Foreman	CMEA	31	3,995.44	4,115.30	4,321.07	4,537.12	4,763.98	5,002.18		49,383.64	51,852.82	54,445.46	57,167.73	60,026.12		23.0506	23.742132	24.929239	26.175701	27.484486	28.858710	
Account Clerk II	CMEA	32	4,095.33	4,218.19	4,429.10	4,650.55	4,883.08	5,127.24		50,618.28	53,149.19	55,806.65	58,596.98	61,526.83		23.6269	24.335710	25.552496	26.830120	28.171626	29.580208	
Building Inspector I	CMEA	32	4,095.33	4,218.19	4,429.10	4,650.55	4,883.08	5,127.24		50,618.28	53,149.19	55,806.65	58,596.98	61,526.83		23.6269	24.335710	25.552496	26.830120	28.171626	29.580208	
Fire Prevention Equipment Operator	CMEA	32	4,095.33	4,218.19	4,429.10	4,650.55	4,883.08	5,127.24		50,618.28	53,149.19	55,806.65	58,596.98	61,526.83		23.6269	24.335710	25.552496	26.830120	28.171626	29.580208	
Maintenance Worker, Senior	CMEA	32	4,095.33	4,218.19	4,429.10	4,650.55	4,883.08	5,127.24		50,618.28	53,149.19	55,806.65	58,596.98	61,526.83		23.6269	24.335710	25.552496	26.830120	28.171626	29.580208	
Dep City Clerk/ HR Tech I	CMEA	34	4,300.10	4,429.10	4,650.56	4,883.09	5,127.24	5,383.60		53,149.24	55,806.70	58,597.03	61,526.88	64,603.23		24.8082	25.552492	26.830117	28.171623	29.580204	31.059214	
Maintenance Worker, Lead	CMEA	34	4,300.10	4,429.10	4,650.56	4,883.09	5,127.24	5,383.60		53,149.24	55,806.70	58,597.03	61,526.88	64,603.23		24.8082	25.552492	26.830117	28.171623	29.580204	31.059214	
Management Analyst I	CMEA	34	4,300.10	4,429.10	4,650.56	4,883.09	5,127.24	5,383.60		53,149.24	55,806.70	58,597.03	61,526.88	64,603.23		24.8082	25.552492	26.830117	28.171623	29.580204	31.059214	
Planner I, Assistant	CMEA	34	4,300.10	4,429.10	4,650.56	4,883.09	5,127.24	5,383.60		53,149.24	55,806.70	58,597.03	61,526.88	64,603.23		24.8082	25.552492	26.830117	28.171623	29.580204	31.059214	
Building Inspector II	CMEA	36	4,515.10	4,650.55	4,883.08	5,127.23	5,383.60	5,652.78		55,806.64	58,596.97	61,526.82	64,603.16	67,833.31		26.0486	26.830097	28.171602	29.580182	31.059191	32.612151	
Senior Account Clerk	CMEA	37	4,627.98	4,766.82	5,005.16	5,255.42	5,518.19	5,794.10		57,201.83	60,061.92	63,065.02	66,218.27	69,529.19		26.6999	27.500857	28.875900	30.319695	31.835679	33.427463	
Recreation/Event Coordinator I	CMEA	37	4,627.98	4,766.82	5,005.16	5,255.42	5,518.19	5,794.10		57,201.83	60,061.92	63,065.02	66,218.27	69,529.19		26.6999	27.500857	28.875900	30.319695	31.835679	33.427463	
Associate Planner	CMEA	39	4,856.48	5,002.17	5,252.28	5,514.90	5,790.64	6,080.17		60,026.09	63,027.40	66,178.77	69,487.71	72,962.09		28.0182	28.858704	30.301639	31.816721	33.407557	35.077935	
Engineering Technician	CMEA	45	5,621.99	5,790.65	6,080.18	6,384.19	6,703.40	7,038.57		69,487.80	72,962.19	76,610.30	80,440.81	84,462.85		32.4346	33.407607	35.077987	36.831887	38.673481	40.607155	
Dep City Clerk/ HR Tech II	CMEA	45	5,621.99	5,790.65	6,080.18	6,384.19	6,703.40	7,038.57		67,463.91	72,962.19	76,610.30	80,440.81	84,462.85		32.4346	33.407607	35.077987	36.831887	38.673481	40.607155	
Recreation/Event Coordinator II	CMEA	45	5,621.99	5,790.65	6,080.18	6,384.19	6,703.40	7,038.57		69,487.80	72,962.19	76,610.30	80,440.81	84,462.85		32.4346	33.407607	35.077987	36.831887	38.673481	40.607155	
Code Enforcement Officer I	CPA	28	3,893.17	4,009.97	4,210.46	4,420.99	4,642.04	4,874.14		48,119.58	50,525.56	53,051.84	55,704.43	58,489.65		22.4606	23.134438	24.291159	25.505717	26.781003	28.120053	
Animal Control Officer	CPA	30	4,087.83	4,210.46	4,420.99	4,642.04	4,874.14	5,117.85		50,525.58	53,051.86	55,704.45	58,489.67	61,414.16		23.5837	24.291160	25.505717	26.781003	28.120054	29.526056	
Support Services Tech	CPA	30	4,087.83	4,210.46	4,420.99	4,642.04	4,874.14	5,117.85		50,525.58	53,051.86	55,704.45	58,489.67	61,414.16		23.5837	24.291160	25.505717	26.781003	28.120054	29.526056	
Community Service Officer	CPA	30	4,087.83	4,210.46	4,420.99	4,642.04	4,874.14	5,117.85		50,525.58	53,051.86	55,704.45	58,489.67	61,414.16		23.5837	24.291160	25.505717	26.781003	28.120054	29.526056	
Police Trainee (P/T)		30	4,087.83	4,210.46	4,420.99	4,642.04	4,874.14	5,117.85		50,525.58	53,051.86	55,704.45	58,489.67	61,414.16		23.5837	24.291160	25.505717	26.781003	28.120054	29.526056	
Police Dispatcher	CPA	31	4,187.53	4,313.16	4,528.81	4,755.25	4,993.02	5,242.67		51,757.87	54,345.76	57,063.05	59,916.21	62,912.02		24.1588	24.883599	26.127779	27.434168	28.805876	30.246170	
Code Enforcement Officer, Senior	CPA	32	4,292.22	4,420.99	4,642.04	4,874.14	5,117.84	5,373.74		53,051.84	55,704.43	58,489.65	61,414.14	64,484.84		24.4768	25.211116	26.471672	27.795256	29.185019	30.644270	
Police Officer	CPA	42	5,615.04	5,783.49	6,072.67	6,376.30	6,695.11	7,029.87	7,381.36	69,401.89	72,871.99	76,515.59	80,341.37	84,358.44	88,576.36	32.3945	33.366309	35.034625	36.786356	38.625674	40.556957	42.584805
Construction/Project Manager	MGT	60	7,538.72	7,764.88	8,153.13	8,560.78	8,988.82	9,438.26		93,178.58	97,837.51	102,729.38	107,865.85	113,259.15		43.4927	44.797437	47.037309	49.389174	51.858633	54.451564	
Public Works Superintendent	MGT	60	7,538.72	7,764.88	8,153.13	8,560.78	8,988.82	9,438.26		93,178.58	97,837.51	102,729.38	107,865.85	113,259.15		43.4927	44.797437	47.037309	49.389174	51.858633	54.451564	
Senior Planner	MGT	60	7,538.72	7,764.88	8,153.13	8,560.78	8,988.82	9,438.26		93,178.58	97,837.51	102,729.38	107,865.85	113,259.15		43.4927	44.797437	47.037309	49.389174	51.858633	54.451564	
City Engineer	MGT	65	8,514.18	8,769.61	9,208.09	9,668.49	10,151.91	10,659.														



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Adoption of Appropriations Limit (Gann Limit) for Fiscal Year 2025-26 and designating the formula to be used for calculation of same, Resolution No. 2025-27

MEETING DATE:
June 19, 2025

SUBMITTED BY: Matt Pressey, Acting Finance Director

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Annual adoption of appropriations limit as required by state law.

BACKGROUND/DISCUSSION:

It is necessary for the City Council to approve the attached Resolution Adopting an Appropriations Limit for each fiscal year, in compliance with Proposition 4 (Gann Limit). The City is well under the calculated appropriations limit and has the capacity to significantly increase the size of the budget, should that become necessary, or possible, at some future time.

The resolution, appropriations limit calculation (Schedule A), and reference material from the Department of Finance are attached here.

OPTIONS:

1. Move to adopt Resolution No. 2025-27
2. Other direction

FISCAL IMPACT:

☐ None ☒ \$0 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: All 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 adopt Resolution No. 2025-27.

- ☒ **Attachments:**
- 1) Resolution No. 2025-27
 - 2) Gann Limit Schedule, with supporting reference material

**CITY OF CLEARLAKE
RESOLUTION NO. 2025-27**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
ADOPTING THE APPROPRIATIONS LIMIT FOR FY 2025-26 AND
DESIGNATING THE FORMULA TO BE USED FOR CALCULATION OF SAME**

WHEREAS, Article XIII B of the State Constitution requires that each Public Agency, including the City of Clearlake, adopt an appropriation limit for each fiscal year (FY); and

WHEREAS, pursuant to a 1990 amendment to the laws governing appropriation limits, authorizing and requiring public agencies to select a formula each fiscal year for the calculation of said limit; and

WHEREAS, allowable formulas for the calculation of said limit are:

- a. City population increase and the January 1, California per capita income index as provided by the California Department of Finance; or
- b. County population increase and the January 1, California per capita income index as provided by the California Department of Finance; or
- c. City population increase and increase in non-residential assessed valuation; or
- d. County population increase and increase in non-residential assessed valuation.

WHEREAS, the City of Clearlake has been unable to perform fiscal analysis of calculation formula c and d, as set forth herein, as the appropriate breakdown of assessed valuation figures are not available to the City at this time.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake that the formula will be selected as follows:

Section 1. Formula for Calculating: The FY 2025-26 Appropriation Limit for the City of Clearlake shall be calculated using the percent change in population of the City of Clearlake from January 1, 2024 to January 1, 2025 (1.00%) and the FY 2025-26 California per capita income price index as provided by the California Department of Finance in May, 2025 (6.44%).

Section 2. Appropriation Limit: The FY 2025-26 Appropriation Limit is hereby set at \$11,598,340, as calculated on attached Schedule A.

Section 3. Selection of Option for Calculation: The City Council of the City of Clearlake hereby reserves the right to amend its selection of the FY 2025-26 calculation formula, subsequent to future availability of the necessary information and financial analysis of calculation formula “c” and “d” as set forth herein.

PASSED AND ADOPTED on this 19th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake

SCHEDULE A

City of Clearlake

APPROPRIATIONS LIMIT CALCULATION

CALCULATION OF FY 2025-26 APPROPRIATIONS LIMIT:

FY 2024-25 APPROPRIATIONS LIMIT	10,788,712
Change in City of Clearlake Population (1/1/24 TO 1/1/25)	1.0000
Change in California Per Capita Personal Income	6.4400
Combined Population/Income Factor	1.0750

PROPOSED APPROPRIATIONS LIMIT FOR FY 2025-26:	
(Prior Year Appropriations Limit multiplied by Combined Population/Income Factor)	11,598,340

CALCULATION OF APPROPRIATIONS SUBJECT TO LIMIT:

PROPOSED FY 2024-25 PROCEEDS OF TAXES	
GENERAL FUND TAXES	5,248,000
MEASURE P TAXES	1,260,000
MEASURE V TAXES	2,520,000
TOTAL CITY OF CLEARLAKE APPROPRIATIONS SUBJECT TO LIMIT	9,028,000

COMPARISON OF FY APPROPRIATIONS LIMIT & APPROPRIATIONS SUBJECT TO LIMIT	
PROPOSED APPROPRIATIONS LIMIT FOR FY 2025-26	11,598,340
LESS: FY 2025-26 APPROPRIATIONS SUBJECT TO LIMIT	9,880,232
REMAINING APPROPRIATIONS CAPACITY	1,718,108

May 2025

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code Section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2025, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2025-26. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2025-26 appropriations limit. Attachment B provides the city and unincorporated county population percentage change along with the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code Section 2228 provides additional information regarding the appropriations limit. Article XIII B, Section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2025.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE STEPHENSHAW
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

May 2025

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2025-26 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2025-26	6.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2025-26 appropriation limit.

2025-26:

Per Capita Cost of Living Change = 6.44 percent
Population Change = 0.28 percent

Per Capita Cost of Living converted to a ratio: $\frac{6.44 + 100}{100} = 1.0644$

Population converted to a ratio: $\frac{0.28 + 100}{100} = 1.0028$

Calculation of factor for FY 2025-26: $1.0644 \times 1.0028 = 1.0674$

State/County/City	1/1/2024	1/1/2025	Change
Lake	67,393	67,254	-0.2
Clearlake	16,367	16,533	1.0
Lakeport	5,069	5,026	-0.8
Balance of County	45,957	45,695	-0.6



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Adoption of the resolution approving the Fiscal Year 2025-26 Fee Schedule; Resolution No. 2025-28

MEETING DATE: June 19, 2025

SUBMITTED BY: Matt Pressey, Acting Finance 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 review and consider adopting by resolution the FY 2025-26 Fee Schedule by Public Hearing.

BACKGROUND/DISCUSSION:

The City reviews and asks Council to approve updates to the fee schedule annually. This fee schedule includes the addition of fire mitigation fees adopted in 2024 on behalf of the Lake County Fire Protection District. The Council approved an annual CPI adjustment to the fee based on the Engineering Record Building Index, which is 2.9% from June 2024 to June 2025.

FISCAL IMPACT:

☒ None ☐ Amount Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☐ Yes ☒ No

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:

Section I, Item 14.

Move to adopt the resolution adopting the City of Clearlake Fee Schedule

- ☒ **Attachments:**
- 1) Resolution No. 2025-28
 - 2) Fee schedule

CITY OF CLEARLAKE

RESOLUTION NO. 2025-28

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
ADOPTING THE CITY OF CLEARLAKE FEE SCHEDULE FOR FY 2025-26**

WHEREAS, the City Council reviews and updates the fee schedules as needed, on an annual basis; and

WHEREAS, the City of Clearlake wishes to be an economically stable city while still maintaining a business friendly relationship with the community; and

WHEREAS, the fee schedule has been thoroughly reviewed by staff and is requesting minor changes to the fee schedule to provide better clarification to the users of the fee schedule with no changes to the fee amounts; and

WHEREAS, the City Council desires to approve the FY 2025-26 Fee Schedule to ensure fiscal stability for the City of Clearlake.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Clearlake that the document entitled “FY 2024-25 Fee Schedule” is adopted,

PASSED AND ADOPTED this 19th day of June, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

City Clerk

Mayor, City of Clearlake

CITY OF CLEARLAKE
FEE SCHEDULE
Effective July 1, 2025



TABLE OF CONTENTS

	Page
Administrative Fees	2
Business License Fees	3
Building Fees	4
Engineering Fees	5
Planning Fees	6
Animal Control Fees	7
Code Enforcement Fees	9
Police Fees	10
Special Event Fees	11
Senior Community Center Fees	12
Youth Center Fees	13
Fire Impact Fees	14

Administrative & Miscellaneous Fees

Description	Fee
Technology Recovery Cost Applied to All Applications	2%
Publications & Maps	
Budget	\$ 20.00
Design & Construction Standards	\$ 12.00
Drainage Master Plan Study	\$ 18.00
General Plan Policies	\$ 30.00
General Plan Technical Background	\$ 12.00
General Plan Housing Element	\$ 24.00
General Plan Land Use Map	\$ 18.00
Lakeshore Drive Design Guidelines	\$ 12.00
Parks Master Plan	\$ 12.00
Redevelopment Plan	\$ 18.00
Redevelopment Five Year Implementation Plan	\$ 12.00
Sphere of Influence Study	\$ 12.00
Zoning Chapter XVIII	\$ 36.00
Zoning Map	\$ 1.20
Site Development Assessment & Business Attraction Strategy	\$ 14.40
Subdivision Ordinance	\$ 12.00
Copy Fees (per page)	
Public Record General 8 1/2 x 11 Copy	\$ 0.20
8 1/2 x 14 Copy (Legal Size)	\$ 0.20
11 x 17 Copy	\$ 0.25
Parcel Maps	\$ 4.00
Topographical Maps	\$ 7.00
Copies of City Council/Planning Commission Meetings	
Meeting Recordings	Per CD \$ 5.00
Planning Commission Agenda Cover Sheet Mailing	Per year \$ 50.00
Planning Commission Agenda Packets (in advance of meeting)	Per Meeting \$ 25.00
Electronic Records	CPO - 50%
<i>Deposit to be determined by the City Manager on a case-by-case basis</i>	
Other Fees	
Return Check Fee	\$ 35.00
Credit Card Chargeback Fee	\$ 30.00
Credit/Debit Card Fee	3%
Credit/Debit Card Fee (Collected through Citation Processing Center)	3.5%
Civil Subpoenas	\$275 deposit at time of service
<i>The service of civil subpoenas, depositions, and attendance in civil court proceedings of employees will be governed pursuant to Government Code Section 68096.1, 68097, 68097.1, 68097.2, 68907.5, 68907.6, 68907.7, 68907.9, and 68907.10, all inclusive</i>	
	<i>Per Government Code</i>

Business License Fees

Licensing Period: October 1st through September 30th

General Business License Annual Fees

	Fee
Business License Annual Fee	\$ 90.00
<i>+\$10 for each additional employee</i>	
<i>10% fee per total business license cost will be added per each month delinquent</i>	
<i>\$4 State Fee will be added to each application</i>	

Secondary Business License

	\$ 45.00
<i>+ \$10 per employee</i>	
<i>Secondary Business license shall be one half of the general business license fee if you have more than one business in the City limits (i.e., general license \$90.00 plus \$45.00 for second business, plus \$10 per employee)</i>	

Special Category Business License Annual Fees

a) Beauty Shops	\$ 90.00
<i>+ \$10 for each booth</i>	
b) Real Estate Broker	\$ 90
<i>+ \$10.00 for each agent and/or employee who was paid a commission for salary during the previous licensing year</i>	

c) Flea Market/Farmers Market	\$ 90.00
<i>+ \$5.00 for each permanent space</i>	

Special Event Business License	\$ 79 per day
---------------------------------------	----------------------

Quarterly Business License	\$25 per quarter
<i>(applicants requiring more than one quarter must submit for Annual Business License)</i>	

Short Term & Vacation Rental Application	\$125 per year
Link to Required Registration form:: clearlakeca.portal.opengov.com	

Business Listing Fee	\$ 10.00
<i>(one time fee for new listings)</i>	

Business Licenses go to: [Applying for a Business License | Clearlake, CA - Official Website](#)

Taxicabs & For-Hire Vehicles

Operator's Permit	\$ 125.00
Driver Permit	\$ 75.00
Vehicle Permit	\$ 25.00

Building Permit Applications

	Fee
Failure to obtain any required permits before work begins	2 x Permit fee

Building Permits - City staff will calculate cost using the most recent issue of the 'Building Valuation Data' (BVD) fee table published by the International Code Council (ICC).

Other Permits - CBC	Calculated Per BVD Fee Table, as noted
Building Plan Check	Calculated Per BVD Fee Table, as noted
Building Plan Check Amendments	Calculated Per BVD Fee Table, as noted
Residential Electrical/Mechanical Service Upgrade/Repair	\$ 150.00
Residential Plumbing	\$ 150.00
Residential Plumbing with Trenching	\$ 150.00
Commercial Electrical Service Upgrade	\$ 175.00
Electrical Vehicle Charging Port	\$ 125.00
Generator	\$ 200.00
Residential Demo	\$ 150.00
Comercial Demo	\$ 200.00
Residential Roof Mounted Solar	\$ 400.00
Comercial Roof Mounted Solar	\$ 500.00
Retrofit Foundation	\$ 150.00
Reissuance of Certificate of Occupancy	\$ 100.00
Plan Revision Review	\$ 100.00
Reinspection Fee	\$ 100.00

California Building Standards Commission

State Mandated Fee added to Applications - Building Standards Administration Special Revolving Fund Based on Permit Valuation.

Permit Valuation:	
\$1 - 25,000	\$ 1.00
\$25,001 - 50,000	\$ 2.00
\$50,001 - 75,000	\$ 3.00
\$75,001 - 100,000	\$ 4.00
Every \$25,000 or fraction thereof above \$100,000	Add \$1.00

Seismic Fees

- i. *Group R occupancies, as defined in the current Uniform Building Code, one to three stories in height, except hotels and motels, shall be assessed at the rate of ten dollars (\$10.00) per one hundred thousand dollars (\$100,000.00), with appropriate fractions thereof.* Per Calculation
- ii. *All other buildings shall be assessed at the rate of twenty - one dollars (\$21.00) per one hundred thousand dollars (\$100,000.00) with appropriate fractions thereof.* Per Calculation
- iii. *The fee shall be the amount assessed under paragraph 1. or 2., depending on building type, or fifty cents (\$0.50), whichever is the higher.* Per Calculation

Note:
 433A Manufactured/Mobil Home or Commercial Coach Recoding Fees, CA HCD
 Transportable Sections (s) Fee – Per HCD Fee Schedule/Requirement; Recording Fee(s) – Per County of Lake Fee Schedule

Mobile Home Park Fees

	Fee
Mobile Home Park Annual Inspection Fee	\$ 40.00
per site including the 1st unit, plus	\$ 15.00
Non-compliance re-inspection	\$ 30.00
per site including the 1st unit, plus	\$ 10.00
	<i>for each additional unit on site</i>
Mobile Home Park Annual Permit to Operate Fees	\$ 1.00

All fees for 'Mobile Home Parks Annual Permit to Operate' and related fees shall be as set forth in the current Mobile Home Parks Act, Title 25, Section 1008, et seq. The CA Department of Housing and Community Development (HCD) calculates annual fees. The City of Clearlake collects payment on behalf of HCD.

Engineering Fees

Grading Permits - California Building Code Fee Schedule

As Calculated by City Staff

Grading Permits - City staff will calculate cost based on the grading plan, and review if required, as noted on the Grading Application.

Encroachment Permits

Driveway Adjacent to Paved Street	\$ 170.00
Driveway Adjacent to Unpaved Street	\$ 125.00
Trenching - Paved Streets	\$250 + \$1.00/LF
Trenching - Unpaved Streets	\$200 + \$0.50/LF
Other Plan Check and Inspections	<i>4.5% of engineer's Estimate (\$200 minimum)</i>
Minimum Fee	\$ 200.00
Engineer's Estimate	As Calculated by City Staff
<i>Calculation based on type of work requested in encroachment permit</i>	
Heavy Load Permits for Overweight, Over-Width, Over-Length and Over-Height	\$ 75.00
Re-Inspection	\$ 55.00
Failure to obtain any required permits before work begins	2 x Permit fee

Development Fees

Plan Check Fee	4.5 % of Engineer Estimate up to \$200k
	3.5% of Engineer Estimate between above \$200k and \$500K
	2.5% of Enginner Estimate between above \$500 and \$1 Million
	2% of Engineer Estimate above \$1 Million
Development Inspection	2 % of Engineer Estimate up to \$200k
	1.5% of Engineer Estimate between above \$200k and \$500K
	1% of Enginner Estimate between above \$500 and \$1 Million
	.5% of Engineer Estimate above \$1 Million

Planning Fees

Marijuana Dispensary Annual Renewals

	Fee	Deposit
LiveScan	\$ 10 + DOJ Fee	
Renewal Processing	\$ 250.00	

Zoning Clearance/Zoning Permit

Sign Permit	\$ 102.00
Sign Face Copy Change	\$ 54.00
Single Family Residence	\$ 125.00
Second Residential Unit	\$ 125.00
Multifamily Residence <4 units	\$ 250.00
5 to 14 units	\$ 816.00
Multifamily Residence >15 units	\$ 4,000.00
Commercial <5,000 SF	\$ 555.00
5001 to 9999 SF	\$ 840.00
>10,000 SF	\$ 4,000.00
Temporary Use Permit Outdoor Annual	\$ 125.00
Display Permit	\$ 800.00
Accessory Structures less than 120 SQFT	125.00

Lot Line Adjustment	\$ 500.00
Lot Merger	\$ 800.00
PM/Sub. Map Checking	\$ 150/per lot

	Fee	Deposit
Conditional Use Permits	\$ 2,200.00	
Administrative Use Permits	\$ 2,200.00	
Temporary Use Permit	\$ 125.00	
Categorical Exemption (CE) from CEQA	\$ 150.00	
Environmental Impact Report	<i>(deposit required, applicant will be responsible for actual cost)</i>	
		\$ 5,000.00
Initial Study Fee	\$ 1,500.00	
Street name change fee	\$ 400.00	
Tree Replacement Fee	\$ 600.00	per tree
Variance	\$ 500.00	
Minor Subdivision (Four or Fewer Lots)		
Initial Study	\$ 1,500.00	
Tentative Map Processing	\$ 2,450.00	
Total Fee:	\$ 3,950.00	
Improvement Plan Processing and Inspections	\$ 4,000.00	
Parcel Map Processing	\$ 1,000.00	
Subdivision Construction Agreement	\$ 570.00	
Acceptance of Easements and Improvements	\$ 450.00	
Appeals		
Appeal of Staff Decision	\$ 880.00	
Appeal of Planning Commission Decision	\$ 880.00	
Extension of Approval	\$ 345.00	
Abandonment of Easement	\$ 715.00	
Major Subdivision	\$ 6,000.00	
Zone Amendment	\$ 2,400.00	
General Plan Amendment	\$ 6,000.00	
Certificate of Compliance	\$ 1,200.00	
Annexation	\$ 6,000.00	
Development Agreement	\$ 6,000.00	
Special Requests or Studies	\$ 6,000.00	
Technology fee - 2% of total fees charged	(applies to all applications)	2%
Legal Services	CPO-50%	
General Plan Maintenance Fee (applies to all applications)		\$ 25.00

County of Lake Clerks Processing Fee – for all documents filed with the County **Per Current County Fee Schedule**
<https://www.lakecountyca.gov/185/Fees>

California Department of Fish & Wildlife CEQA Fees (i.e. ND, MND, EIR, CPR) **Per Current CA Dept of Fish & Wildlife Filing Fees**
<https://wildlife.ca.gov/Conservation/Environmental-Review/CEQA/Fees>

County of Lake Assessor & Recorder's Office (for all documents to be recorded) Per County Fee Schedule.

Animal Control Fees

Adoption Fees

	Fee
Dog Adoption	\$ 90.00
Cat Adoption	\$ 70.00
Barn Cat Adoption	No Fee
Rabbit Adoption	\$ 10.00
Small Animal Adoption	\$ 10.00
Large Bird Adoption	\$ 25.00
Small Bird Adoption	\$ 36.00
Cat Carrier	\$ 5.00

Dog License Fees

License Issued with Proof of Current Rabies Vaccination

With Proof of Spay & Neuter*	\$ 20.00
Specialized Animals - AKC, UKC, or Others as listed in Clearlake Municipal Code 7-10.3*	\$ 25.00
Service Animals (Excludes therapy animals)	No Fee
Late Fee (Unaltered)	\$ 25.00
Late Fee (Altered)	\$ 21.00
Tag Replacement	\$ 6.00
Engravable Collar	\$ 20.00

Deceased Animal Disposal

Disposal Cat	\$ 42.00
Disposal Small Animal	\$ 26.00
Disposal Dog < 50 pounds	\$ 42.00
Group Cremation Dog	\$ 54.00
Group Cremation Cat	\$ 48.00
Group Cremation 75-99 pounds	\$ 54.00
Group Cremation 100+ pounds	\$ 75.00
Private Cremation 0-2 pounds	\$ 140.00
Private Cremation 3-49 pounds	\$ 140.00
Private Cremation 50-99 pounds	\$ 175.00
Private Cremation 100+ pounds	\$ 260.00
Private Cremation Paw Print	\$ 84.00

Euthanasia Fees (at vets)

Cats	Actual Cost
Dogs	Actual Cost

Field Services

ACO Transport Animal to Vet	\$ 75.00
ACO Transport to Vet After Hours	\$ 175.00
ACO Field Euthanasia	\$ 106.00
ACO Service Fee	\$ 75.00

Kennel Permits (Annual Fee)

Prior to issuance of Kennel Permit - Use Permits, Zoning Verification and Neighbor Acknowledgements may be required.

	Fee
5 - 7 Dogs	\$ 90.00
8 - 16 Dogs	\$ 150.00
16 + Dogs	\$ 225.00

Impound/Redemption Fees

Altered Animal	Doesn't include boarding	\$ 45.00
Unaltered Animal	Doesn't include boarding	\$ 45.00
Repeat Impound Unaltered Additional Fee		\$ 30.00
- 2nd Offense		\$ 50.00
- 3rd Offense		\$ 100.00
Board (Per Day)		\$ 20.00
Quarantine Board (per day)		\$ 32.00
Veterinarian		Actual Cost
Livestock		Actual Cost

Surrender Fees

Owner Surrender Dog Altered	\$ 46.00
Owner Surrender Dog Unaltered	\$ 69.00
Owner Surrender Cat Altered	\$ 46.00
Owner Surrender Cat Unaltered	\$ 69.00
Owner Surrender Small Animal Altered	\$ 46.00
Owner Surrender Small Animal Unaltered	\$ 69.00
Owner Surrender for Litter (per animal)	\$ 19.00

Vicious Dog Hearing fee	\$ 150.00
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Medical

Microchip Dog	\$ 20.00
Microchip Cat	\$ 10.00
Other Medical @ Vet Clinic	Actual Cost

Code Enforcement Fees

Abandoned Vehicle Abatement	Fee
Voluntary Compliance (Gone Upon Arrival)	\$ 75.00
Voluntary Compliance (Removed by City)	\$ 125.00
Property Owner Requested Vehicle Abatement - Passenger Vehicle	\$ 250.00
Property Owner Requested Vehicle Abatement - Other (RV, Boat, Trailer, etc...)	Actual Cost
Code Enforcement Hearing Fee	\$ 200.00
Cultivation Permit Application Fee	\$ 250.00
Following Admin Cite for No Permit w/Code Enf Approval	\$ 500.00
Boarding Permit (Non-refundable upon application)	
Commercial Building Boarding Permit	\$ 150.00
Commercial Building Boarding Permit Renewal/Extension	\$ 150.00
Re-Inspection Fee	\$ 50.00
Red Tagged Building Entry Permit	\$ 25.00
Vacant Commercial Buildings	
Registration	\$100 + 12.50 per month until July 1st
Annual Renewal	\$250 Renewal + \$200 per month Monitoring Fee
Response Fee (per day)	\$ 50.00

Police Fees

	Fee
DUI Cost Recovery	\$ 425.00
Police Reports	\$ 10.00
Criminal Offender Registration	
Initial Registration	\$ 50.00
Change of Address	\$ 30.00
Photographs	
CD/Audio-Video	\$ 10.00
4 x 5 8.5x11 color copy	\$ 10.00
5 x 7	\$ 15.00
8 x 10	\$ 20.00
Citation Sign-Off	\$ 15.00
CPD Parking/Mech/Reg Cites	No Charge
Deer Tag Sign-Off	\$ 15.00
Release of Vehicle	\$ 100.00
22651(h) & (p), DUI and 23109 VC	\$ 150.00
Citizen Clearance Letter	\$ 10.00
Repossession Fee	\$ 15.00
Booking Fee	(Arrestee) Actual Cost
V.I.N. Verification	
At Police Department	\$ 10.00
Other	\$ 20.00
False Alarm	
1st - 2nd	\$ -
3rd - 4th	\$ 100.00
5th - 6th	\$ 200.00
7th - 8th	\$ 400.00
9th - 10th	\$ 800.00
11th +	\$ 1,000.00
Fingerprinting (Rolled)	\$ 10.00
LiveScan	\$10 + DOJ Fee
Secondhand Dealer Permit (New + Renewal)	\$50 + DOJ Fee
Plus LiveScan fee	\$10 + DOJ Fee
Sidewalk Wendor/Itinerant Vendor	\$ 45.00
Plus Livescan fee	\$10 + DOJ Fee

Parking Citation Fines

		Fee
21113(A) VC	Parking, School Grounds	\$ 50.00
21210 VC	Bicycle Parking, Sidewalk	\$ 50.00
21211(A)-(B) VC	Obstructing Bikeway, Path or Trail	\$ 50.00
22500(A) VC	Parked in Intersection	\$ 50.00
22500(B) VC	Parked in Crosswalk	\$ 50.00
22500(C) VC	Parked in Safety Zone	\$ 50.00
22500(E) VC	Parked Blocking Driveway	\$ 50.00
22500(F) VC	Parked on Sidewalk	\$ 50.00
22500(H) VC	Double Parked	\$ 50.00
22500(I) VC	Parked in Bus Zone	\$ 250.00
22500(K) VC	Parked on Bridge	\$ 50.00
22500(L) VC	Parked in Wheelchair Access	\$ 250.00
22500.1 VC	Fire Lane	\$ 70.00
22502(A) VC	Right Wheel to Curb	\$ 50.00
22504(A) VC	Parking Unincorporated Area	\$ 50.00
22505(B) VC	Posted No Parking, State Highway	\$ 70.00
22507.8(A)-(C)	Parking in Handicap Space	\$ 275.00
22514 VC	Parked by Fire Hydrant	\$ 50.00
22515 VC	Unattended Vehicle	\$ 40.00
22516 VC	Parked w Person Locked in Vehicle	\$ 145.00
22517 VC	Open Door on Traffic Side When Unsafe	\$ 145.00
22522 VC	Parked by Sidewalk Ramp	\$ 275.00
22523(A) VC	Abandoned Vehicle, Highway	\$ 350.00
22523(B) VC	Abandoned Vehicle, Public-Private Property	\$ 350.00
22526 VC	Anti-Gridlock	\$ 70.00
4461(A)-(D) VC	Misuse Disabled Person Placard/Plate	\$ 275.00
4000(A)(1) VC	Unregistered Vehicle/Expired Registration	\$ 85.00
5204(A) VC	Expired/Improper Tabs Displayed	\$ 85.00
9850 VC	Numbering of Undocumented Vessels	\$ 85.00
8-6.3 CMC	Parked Over 72 hours	\$ 145.00
10-6.13 CMC	Abandonment Prohibited	\$ 350.00
10-6.14 CMC	Failure to Abate	\$ 350.00
	All Other Parking Codes Not Listed (VC and CMC)	\$ 50.00
	All Mechanical Violations	\$ 50.00
	Mechanical Violations w Proof of Correction	\$ 10.00
40203.5 VC	15 Days After Mailing of Notification of Violation	50% of Violation Not to Exceed \$150
40203.5 VC	DMV Hold	\$ 10.00
40220 VC	Low Income Payment Plan Fee	\$ 5.00
40220 VC	Standard Payment Plan Fee	\$ 25.00

Other Fees

Returned Check Fee	\$ 35.00
Credit Card Chargeback	\$ 30.00

Special Events

RESERVATION DEPOSIT: *Non-refundable deposit for reservations made up to twelve (12) months in advance is \$25.00.
Reservation deposit will be applied toward facility rental fee.*

Austin Park

	Daily	Deposit
Non-profit	\$ 45.00	\$ 100.00
All Others Under 50 Attendees	\$ 80.00	\$ 500.00
All Others Over 50 Attendees	\$ 130.00	\$ 1,000.00
Covered Bench Area at Playground (3 tables for 4 hours)	\$ 50.00	\$ 100.00
Bandshell	\$ 500.00	\$ 500.00
Dog Park - 4 hours	\$ 100.00	\$ 150.00

** These fees are adjustable by the City Manager based on past performance.

Large Events

	Deposit
200-300 People or 2-3 day event	\$ 500.00
300-500 People or 3-5 day event	\$ 1,000.00

Electrical/Trash

Electricity	\$ 25.00
Additional Trash Cans (per can)	\$ 25.00

Senior/Community Center

		Standard Rate	Non-Profit Rate
Building w/o Kitchen (4042 sq ft)	4 hours	\$ 235.00	\$ 131.00
Each Additional Hour		\$ 59.00	\$ 32.00
Cleaning Deposit		\$ 300.00	\$ 300.00
Multi-purpose Room (2964 sq ft)	4 hours	\$ 179.00	\$ 95.00
Each Additional Hour		\$ 44.00	\$ 23.00
Auxiliary Room (1078 sq ft)	4 hours	\$ 70.00	\$ 40.00
Each Additional Hour		\$ 30.00	\$ 19.00
Cleaning Deposit		\$ 100.00	\$ 100.00
Kitchen Only (1078 sq ft)	4 hours	\$ 75.00	\$ 45.00
Each Additional Hour		\$ 40.00	\$ 22.00
Cleaning Deposit		\$ 300.00	\$ 300.00
Classroom (320 sq ft)	4 hours	\$ 25.00	\$ 15.00
Each Additional Hour		\$ 5.00	\$ 3.00
Cleaning Deposit		\$ 100.00	\$ 100.00

Sq ft are approximations

Alcohol Use Additional Deposit	\$ 200.00	\$ 200.00
Returned Check Fee	\$ 35.00	\$ 35.00

Youth Center

			Standard Rate	Non-Profit Rate
Room	4 hours		\$ 65.00	\$ 50.00
	Each Additional Hour		\$ 25.00	\$ 25.00
	Cleaning Deposit		\$ 300.00	\$ 300.00
Kitchen	4 hours		\$ 75.00	\$ 50.00
	Each Additional Hour		\$ 30.00	\$ 30.00
	Cleaning Deposit		\$ 300.00	\$ 300.00
Room and Kitchen	4 hours		\$ 130.00	\$ 90.00
	Each Additional Hour		\$ 40.00	\$ 40.00
	Cleaning Deposit		\$ 600.00	\$ 600.00
Lost Key Fee			\$ 25.00	\$ 25.00
Lock Out Fee			\$ 25.00	\$ 25.00
Returned Check Fee			\$ 35.00	\$ 35.00

Fire Mitigation Fees

This fee is collected by the City on behalf of the Lake County Fire Protection District. The initial fee was adopted in 2024 and is adjusted annually based on CPI. (Based on the Engineering News Record Building Cost Index (20-cities average) June to June, which in 2025 was 2.9%)

	Residential	Nonresidential	High Impact Surcharge
FY 25-26 Base Fee per sq. ft.	\$1.94	\$2.43	\$0.49
Administrative Surcharge	\$0.03	\$0.04	\$0.01



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Award of contract to Case Excavating Inc. in the amount of \$113,200.00 for demolition of structure(s) and abatement of properties located at 15893 33rd Avenue, 16721 Cache Creek Lane, 4800 Old Highway 53, 4782 Yarrington Court, 4030 Hayward Avenue, 14042 Woodland Drive, 3228 3rd Street, 3297 3rd Street, 3152 9th Street, 3307 13th Street, 3188 14th Street, 3059 Eastlake Drive, and 3223 Eastlake Drive, Clearlake, CA 95422.

MEETING DATE:
June 19, 2025

SUBMITTED BY: Lieutenant Ryan Peterson

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 execute a contract with Case Excavating Inc. and in the amount of \$113,200.00 for the demolition and abatement of properties located at 15893 33rd Avenue, 16721 Cache Creek Lane, 4800 Old Highway 53, 4782 Yarrington Court, 4030 Hayward Avenue, 14042 Woodland Drive, 3228 3rd Street, 3297 3rd Street, 3152 9th Street, 3307 13th Street, 3188 14th Street, 3059 Eastlake Drive, and 3223 Eastlake Drive, Clearlake, CA 95422.

BACKGROUND/DISCUSSION:

The purpose of this hearing is to authorize the City Manager to execute a contract with Case Excavating Inc. for the demolition and abatement of real properties, as referenced above.

All properties were deemed to be health and safety hazards, as well as public nuisances by a Code Enforcement Officer. A Notice of Violation was issued to each property owner.

Ample and sufficient time was given to each property owner to voluntarily abate the hazards and nuisances.

The property owners failed to abate the hazards and nuisances. An Order to Abate was then issued to the property owner of each property.

The property owners failed to comply with the Order to Abate and a Notice of Intention to Abate was issued.

The properties currently remain in a condition that presents health and safety hazards to their surrounding community, as well as being public nuisances.

On May 1, 2025, an Appeal Hearing was held during the regularly scheduled City Council meeting. During that meeting, no appeals were granted. The City Council moved to Adopt Resolution No. 2025-16: Resolution of the City Council of the City of Clearlake, denying appeal(s) of Orders to Abate, in accordance with Chapter 10 of the Clearlake Municipal Code.

The City has advertised for bids for the demolition of structure(s) and abatement of properties. On June 16, 2025 the City opened the bids, at which time staff determined the bid winner.

On June 18, 2025, Code Enforcement Supervisor Lee Lambert reviewed each property to determine He advised property #10, located at 3426 12th Street, has since sold to a new owner, who is currently abating the nuisances. Since the new owner is actively abating the nuisances to bring the property into compliance, this property has been removed from the list.

Properties under consideration:

#	Address	APN	Owner
1	15893 33rd Avenue, Clearlake, CA 95422	041-156-360	William Harris III
2	16721 Cache Creek Lane, Clearlake, CA 95422	012-037-070	Eduardo Cesar Bobadilla
3	4800 Old Highway 53, Clearlake, CA 95422	040-330-520	Erva C Denham
4	4782 Yarrington Court, Clearlake, CA 95422	040-330-280	Helen Palacios
5	4030 Hayward Avenue, Clearlake, CA 95422	040-211-170	Earl Vogt
6	14042 Woodland Drive, Clearlake, CA 95422	039-062-210	Jamal Burton
7	3228 3 rd Street, Clearlake, CA 95422	038-295-030	Erika Vargas Alvarez
8	3297 3 rd Street, Clearlake, CA 95422	038-294-280	Mildred Y. & Leon T. Pendarvis
9	3152 9 th Street, Clearlake, CA 95422	038-153-160	Mary A. & Constantin T. Mavroudis
10	3426 12th Street, Clearlake, CA 95422	038-223-280	Jerry A. & Alice M. Lewis
11	3307 13 th Street, Clearlake, CA 95422	038-204-350	Larry & Alice Evelyn Brasher & Leilano Jo Brasher Jt
12	3188 14 th Street, Clearlake, CA 95422	038-142-190	Bonny M. Colton
13	3059 Eastlake Drive, Clearlake, CA 95422	038-185-690	Brad G. Taylor
14	3223 Eastlake Drive, Clearlake, CA 95422	039-601-120	Remy Robert Daniels & Denea Lee Daniels

OPTIONS:

1. Move to authorize the City Manager to execute a contract with Case Excavating Inc. and in the amount of \$113,200.00 for the demolition and abatement of real properties as described above.
2. Move to deny the authorization for the City Manager to execute a contract with Case Excavating Inc. and in the amount of \$113,200.00 for the demolition and abatement of real properties as described above.

FISCAL IMPACT:

☒ None ☐ FY Amount Budgeted by City Council 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: Calrecycle Grant Funded

Comments: This project is funded by the Calrecycle Grant, which was awarded in 2024.

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 execute a contract with Case Excavating Inc. and in the amount of \$113,200.00 for the demolition and abatement of real properties as described above.

☐ **Attachments:**



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Adoption of a Memorandum of Understanding (MOU) with the Clearlake Municipal Employees Association (CMEA) for July 1, 2025 through June 30, 2026

MEETING DATE:

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 the Memorandum of Understanding (MOU) between the City of Clearlake and the Clearlake Municipal Employees Association (MEA) for the period of July 1, 2025 through June 30, 2026 and authorize the City Manager to sign.

BACKGROUND/DISCUSSION:

The Clearlake Municipal Employees Association represents employees in City Hall administration offices and public works. The City negotiations team and the MEA have reached a tentative agreement for an MOU covering the period of July 1, 2025 through June 30, 2026. The current MOU expires June 30, 2025.

This report summarizes the tentative agreement negotiated in good faith with MEA representatives in accordance with the Meyers-Milias-Brown Act regarding salaries, benefits and other terms and conditions of employment. The City negotiation team believes this agreement acknowledges the critical role the City's MEA employees play in Clearlake's success while balancing financial responsibility and sustainability within budget constraints.

Highlights of the tentative agreement are as follows:

- Term: A one-year agreement effective July 1, 2025 through June 30, 2026.
- Cost-of-Living Adjustment (COLA): A 3% COLA effective the first day of the pay period commencing on or after July 1st, 2025.
- Increase from \$300 to \$400 annual boot allowance for public works employees.

A redlined version of the MOU is attached to this staff report.

OPTIONS:

1. Move to approve the MEA MOU and authorize the City Manager to sign.
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: If approved, the FY 2025-26 Budget reflects the salary increases requested by the bargaining units.

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 Memorandum of Understanding (MOU) between the City of Clearlake and the Clearlake Municipal Employees Association (MEA) for the period of July 1, 2025 through June 30, 2026 and authorize the City Manager to sign.

☒ **Attachments:** 1) Redlined Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF CLEARLAKE
AND THE
CLEARLAKE MUNICIPAL EMPLOYEES ASSOCIATION

July 1, ~~2022~~2025 through June 30, ~~2025~~2026

TABLE OF CONTENTS

Section J, Item 16.

ARTICLE I GENERAL PROVISIONS

Section 1.0 Preamble.....	1
Section 2.0 Purpose.....	1
Section 3.0 Recognition.....	1
Section 4.0 Employee Rights and Responsibilities.....	1
Section 5.0 Management Rights and Responsibilities.....	2

ARTICLE II WAGES AND BENEFITS

Section 1.0 Prior Negotiations and Agreements.....	3
Section 2.0 Retirement Plan and Contribution.....	3
Section 3.0 Salary Adjustment and Longevity Pay.....	3
Section 4.0 State Disability Insurance.....	4
Section 5.0 Deferred Compensation.....	4
Section 6.0 Health Care Benefits.....	5
Section 7.0 Non-Economic Negotiations.....	6
Section 8.0 Sick Leave.....	6
8.1 Sick Leave:.....	6
8.2 Sick Leave Accrual.....	6
8.3 Temporary Disability-Integrated Pay.....	6
8.4 Illness While on Vacation.....	6
8.5 Holidays While on Sick Leave.....	6
8.6 Sick Leave for Care of Dependents.....	6
8.7 Sick Leave Forfeited.....	7
8.8 Medical/Dental Appointments.....	7
Section 9.0 Sick Leave Incentive.....	7
Section 10.0 Overtime/Compensatory Time.....	7
10.1 Overtime.....	7
10.2 Compensatory Time in Lieu.....	7
10.3 Scheduled Overtime - Weekend Park Duty	8
Section 11.0 Work Week Period and Day.....	8
11.1 Work Week.....	8
11.2 Day.....	8
Section 12.0 Flexible Working Hours.....	8
Section 13.0 Call Back.....	8
Section 14.0 Stand By.....	9
Section 15.0 Bereavement Leave.....	9
Section 16.0 Jury Duty.....	9
Section 17.0 Vacation Leave.....	9
Section 18.0 Holidays.....	12
Section 19.0 Uniform Regulations.....	12
Section 20.0 Personal Property Reimbursement.....	13
Section 21.0 Probationary Period.....	13
Section 22.0 Special Duty Assignment.....	13
Section 23.0 Tuition and Books.....	14
Section 24.0 Stress Reduction and Wellness Program.....	14
Section 25.0 Part-Time Permanent Employee Benefit Option.....	15

ARTICLE III PRE-DISCIPLINE AND GRIEVANCES

Section 1.0 Discipline.....	15
1.1 Written Notice.....	15

1.2	Employee Review.....	15
1.3	Employee Response.....	16
1.4	Appeal	16
1.5	City Council.....	16
1.6	Notice	16
1.7	Hearing.....	16
1.8	Findings and Recommendation.....	17
1.9	Temporary Leave With Pay.....	17
Section 2.0	Grievance Procedure.....	17
2.1	Informal Grievance Procedure.....	18
2.2	Formal Grievance Procedure.....	18
2.3	Appeal to City Manager	18
2.4	Appeal to City Council.....	19
Section 3.0	Extension of Time Limitations.....	19
3.1	General Provisions.....	19
ARTICLE IV <u>TERM</u>		
Section 1.0	Term of Agreement.....	19
Section 2.0	Agreement Renewal.....	20
ARTICLE V <u>IMPLEMENTATION</u>		
Section 1.0	Severability.....	20
Section 2.0	Ratification and Implementation.....	20
EXHIBIT A.....		22

ARTICLE I: GENERAL PROVISIONS

Section 1.0 Preamble

This Memorandum of Understanding (hereinafter referred to as MOU or Agreement, interchangeably) has been prepared pursuant to California Government Code Sections 3500 et seq., the City of Clearlake Personnel System (Ordinance No. 10), the City of Clearlake Personnel System Rules and Regulations Resolution (No. 81-40), and the City of Clearlake Employer-Employee Organization Relations Resolution (No. 83-40), which are hereby incorporated by reference. This Agreement has been made and executed by the Clearlake Municipal Employee Association affiliated with Operating Engineers Local No. 3 (hereinafter referred to as "Association") and the Employee Relations Officer of the City of Clearlake (hereinafter referred to as "City") and satisfies the City's duty to meet and confer with the Association.

The parties have met and conferred in good faith regarding the terms and conditions of employment for members of the Association, and having reached agreement as herein set forth, agree to submit this MOU to the City Council with the joint recommendation that the City Council adopt its terms and conditions and take such action as may be necessary to implement its provisions.

Section 2.0 Purpose

It is the purpose of this MOU to promote and provide for continuity of operation and employment through harmonious relations, cooperation and understanding between the management of the City and the employees covered by the provisions of this Agreement, and to set forth the understanding reached between the parties as a result of good faith negotiations on the matters set forth herein.

Section 3.0 Recognition

The City acknowledges the Association as the Exclusively Recognized Employee Organization representing the permanent employees occupying job classification set forth in Exhibit A.

The Association acknowledges that job classification(s) designated confidential shall be restricted from participating in representation of the Association.

Section 4.0 Employee Rights and Responsibilities

Association members shall be free to participate in Association activities without interference, intimidation or discrimination in accord with State and City rules and regulations. Association rights and responsibilities include:

- 4.1 The right to represent its members before the City Council with regard to wages, hours and working conditions.
- 4.2 The right of reasonable notice of any proposed ordinance, resolution, regulation or rule relating to wages, hours and working conditions.
- 4.3 The right to reasonable time off without loss of compensation or benefits when meeting and conferring with management representatives on matters relating to wages, hours and working conditions.
- 4.4 The right of reasonable use of City facilities for Association activities, provided that appropriate advance arrangements are made and applicable costs to the public are borne by the Association.
- 4.5 The right of reasonable access to employees and applicable documents for the purpose of processing grievances and appeals. Such access shall not interfere with the normal operations of the City or with safety and security requirements of the Police Department.
- 4.6 The right to maintain a bulletin board in an area readily accessible to Association members.
- 4.7 The right to have payroll deductions made for payment of Association dues, subject to written request of each individual Association member.
- 4.8 The right to recommend changes to the Personnel System and Personnel Rules and meet and confer on changes thereof.

Section 5.0 Management Rights and Responsibilities

The City shall reserve and retain the sole and exclusive right, whether exercised or not, to administer, manage and operate its municipal services and the work force employed to perform those services. Management rights and responsibilities include:

- 5.1 The right to determine the organization of the City government and the purpose and mission of its constituent parts.
- 5.2 The right to set standards of service and levels of staffing for both routine services and emergency operations.
- 5.3 The right to determine the type and kind of goods and services to be made, purchased and contracted for.
- 5.4 The right to determine the methods of financing municipal services.

- 5.5 The right to administer the Personnel System in accordance with Ordinance No. 10, the Personnel Rules and Regulations, the Employer-Employee Organization Relations Resolution and this MOU.
- 5.6 The right to assign work and direct employees.
- 5.7 The right to establish and implement rules, regulations, policies and procedures related to efficiency, productivity, performance, personal appearance, codes of conduct and safety and to require compliance therewith.

ARTICLE II: WAGES AND BENEFITS

Section 1.0 Prior Negotiations and Agreements

The Personnel System Rules and Regulations, as amended by Resolution No. 82-60 are hereby incorporated by reference.

Section 2.0 Retirement Plan and Contribution

- 2.1 “Classic” (Employed by the City or other eligible public agency prior to January 1, 2013 as defined by CalPERS) non-sworn unit employees shall be provided the benefit of the Miscellaneous Members 2%@55 retirement formula.
- 2.2 “Classic” non-sworn employees represented under this MOU shall pay 100% of the employee’s share of the Public Employees Retirement System (PERS) contribution for Safety Members, which is currently 7%.
- 2.3 “PEPRA” (Employed by the City or other eligible public agency on or after January 1, 2013, as defined by CalPERS) non-sworn unit employees shall be provided the benefit of the Miscellaneous Members 2%@62 retirement formula.
- 2.4 “PEPRA” non-sworn employees represented under this MOU shall pay 100% of the employee’s share of the Public Employees Retirement System (PERS) contribution for Safety Members, which is currently 6.25%.

Section 3.0 Salary Adjustment and Longevity Pay

3.1.1 Effective July 1, ~~2022~~2025, all unit members will receive a four percent (~~4~~3)% cost of living adjustment (COLA) increase.

~~3.1.2 Effective July 1, 2023, all unit members will receive a three percent (3%) cost of living adjustment (COLA) increase.~~

~~3.1.3 Effective July 1, 2024, all unit members will receive a three percent (3%) cost of living adjustment (COLA) increase.~~

3.2 The City will provide a longevity payment to all 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	10.0%

3.3 Merit Increases:

All Merit Increases and Status Changes affecting employee pay shall be effective the first day of the pay period following the anniversary date or date of change of status.

3.4 Payment of Comp Time Upon Promotion and/or Change of Bargaining Unit:

Employees who have accrued compensation time and who are promoted to a new bargaining unit shall receive a cash-out of all accrued compensation time prior to the effective date of the promotion/bargaining unit change. This amount would be paid in the next pay period following the promotion date.

3.3 Working Group:

City and bargaining unit agree to meet and confer during the term of this agreement to discuss a restructure of the maintenance worker classifications with the intent to improve market equity and recruitability for these classifications.

Section 4.0 State Disability Insurance

4.1 The City agrees to pay 100% of employee contribution for State Disability Insurance.

Section 5.0 Deferred Compensation Plan

5.1 The City agrees to maintain the availability of a deferred compensation plan for voluntary employee participation and contribution.

Section 6.0 Health Care Benefits

- 6.1 The City shall provide a Medical/Dental/Vision Plan for unit employees and their dependents. The medical plan shall be offered by Operating Engineers Local No. 3 with individuals paying the associate membership fee.

The City shall pay eighty percent (80%) of the insurance premium cost and the employee shall pay the remaining twenty percent (20%) of the insurance premium cost.

- 6.2 Alternative Health Insurance Plan: The Parties agree to work mutually toward seeking health and benefit plans which are acceptable to both Parties.

If an Alternative Health Insurance Plan is identified by either party during the term of this agreement, the City and Association agree to re-open negotiations for the sole purpose of re-negotiating the City and employee levels of contribution and implementation of the plan.

- 6.3 Waiver of Participation: Effective July 1, 2022, all new employees hired on or after this date who elect to waive participation in the City's health insurance plan due to participation in a spouse's insurance program or private health insurance program shall, upon written request to waive said participation and proof of alternative health insurance coverage, receive from the City a two hundred dollar (\$200) flat rate payment towards unit employee's health insurance plan, regardless of family size or alternate coverage cost.

Current unit members waiving participation and receiving in-lieu pay shall continue to receive in-lieu pay for the duration of this agreement at the equivalent of 50% of the City's contribution towards employee's health care plan at the rate effective June 30, 2022.

Should the IRS (or other state or federal agency) adopt rulings or regulations that place the City at great risk of penalty for offering the stipend for opting out of medical insurance, the City reserves the right to delete the Waiver of Participation in-lieu payments.

- 6.4 The City shall provide a \$50,000 Life Insurance Policy for each employee, with the option for each unit employee to purchase additional voluntary life insurance benefits through the plan.
- 6.5 If the City is mandated to contribute toward employee's health insurance program by state or federal action, this section shall be considered invalid and subject to Section 1.0 in Article V (Severability).

Section 7.0 Non-Economic Negotiations

The Union or the City may reopen the contract each year in September for the purpose of bargaining up to one non-economic proposal each.

Section 8.0 Sick Leave

- 8.1 Sick Leave: Sick leave with pay may only be granted by the appointing authority for valid illness, injury, or scheduled appointment for medical or dental care unless otherwise provided by this Agreement. The department head may require evidence in the form of a physician's verification during the time for which sick leave was requested.
- 8.2 Sick Leave Accrual: Every full time regular employee and probationary employee shall earn sick leave at the rate of eight (8) hours per month, or major fraction thereof. Permanent part time employees shall earn sick leave at a ratio of their hours to full time position.
- 8.3 Temporary Disability-Integrated Pay: An employee who is entitled to temporary disability indemnity under State Labor Code may elect to take that number of hours or portions of hours of his/her accumulated sick leave, or his/her accumulated vacation, as when added to the disability indemnity will result in a payment to the employee of his/her full salary. When accumulated sick leave or vacation or both are exhausted, the employee is still entitled to receive disability indemnity.
- 8.4 Illness While on Vacation: An employee who becomes ill while on vacation may have such period of illness charged to his/her accumulated sick leave instead of to vacation, provided that:
 - a. Immediately upon return to duty, the employee submits to the appointing authority a written request for sick leave and a written statement is signed by the employee's physician stating the nature and dates of the illness.
 - b. The appointing authority recommends and the Personnel Officer approves such granting of such sick leave.
- 8.5 Holidays While on Sick Leave: Observed holidays during sick leave shall not be counted as sick leave, except for employees receiving holiday pay.
- 8.6 Sick Leave for Care of Dependents: A regular employee may use a maximum of forty-eight (48) hours of sick leave per year for the care of a spouse, child or parent. In recognition of unique and extended family relationships, an employee may request in writing, and the City Manager may approve at his sole discretion, use of sick leave for an exception not listed.

- 8.7 Sick Leave Forfeited: An employee leaving municipal service shall forfeit all sick leave benefits. Sick leave may be used only through the final day of actual work performed and not during a period of terminal employment.
- 8.8 Medical/Dental Appointments: Employees may utilize sick leave for medical or dental appointments.

Section 9.0 Sick Leave Incentive

- 9.1 A sick leave account shall be established for every employee at the commencement of employment. Effective January of each year, each regular unit employee shall receive incentive pay in the following manner:
- a. The first sixty-four (64) hours of unused sick leave shall automatically be placed in the employee's sick leave account.
 - b. The remaining accrued and unused sick leave from the preceding calendar year shall be paid by January 15th of each year at the employee's regular base rate of pay.
 - c. The employee shall have an option of converting a maximum of sixteen (16) hours of the unused balance to vacation leave or placing all unused sick leave into the employee's sick leave account

Section 10.0 Overtime/Compensatory Time

- 10.1 Overtime: Overtime is that time worked in excess of forty hours in one week as defined in Section 11.1. Overtime shall be calculated at one and one-half (1-1/2) times the employee's base rate of pay.
- 10.2 Compensatory Time in Lieu: Compensatory time may be accrued at the rate of one and one-half (1-1/2) times the number of overtime hours in lieu of overtime pay. A maximum of up to eighty (80) hours of compensatory time may be accumulated. Compensatory time off shall be at the employee's convenience, subject to the approval of the department head and/or the City Manager.

During the month of June of each year, unit employees may, upon recommendation of the Department Head and approval of the City Manager, request pay-off of up to 80 hours of their accumulated compensatory leave balance. Requests shall be submitted in writing to the Department Head no earlier than June 1st and no later than June 26th of each year. Approved pay off shall be issued no later than June 30th of each year.

- 10.3 Scheduled Overtime – Weekend Park Duty: A Public Works employee who has completed a continuous period of duty and who is assigned and scheduled to perform Park Duty on a Saturday or Sunday shall receive a minimum of four (4) hours of overtime compensation for each Saturday and each Sunday worked. Approval of overtime compensation shall be made by the supervisor of the employee. Employees are expected to work the full scheduled time unless released by their supervisor.

Section 11.0 Work Week Period and Day

- 11.1 Work Week: The work week shall exclude all un-schedule leaves of absence(s) in calculating hours worked. For the purposes of this section, “un-scheduled” shall be defined as less than 24 hours notice. The work week shall begin at 12:01 A.M. Sunday and end at 12:00 P.M. Saturday.
- 11.2 Day: For the purposes of administering benefits such as vacation accrual, holiday leave, mental health leave, etc. a "day" shall be equivalent to an employee’s scheduled workday, either eight (8), nine (9) or ten (10) hour period. Unless extended by mutual accord of both parties, this provision shall expire effective June 30, 2022 or on the effective date of a successor MOU, whichever occurs last.

Section 12.0 Flexible Working Hours

- 12.1 Recognizing the unique requirements of the employees of the City, flexible work hours may be arranged by mutual agreement between individual employees and their respective department heads. Such hours shall allow the employee to work the standard number of hours within each work week.
- 12.2 Such employee working the flexible hours may be reassigned to the normal work schedule, by the department head, by giving at least two weeks written notice or by mutual agreement.
- 12.3 It is further agreed that flexible scheduling must not adversely affect the efficient operations of the department.

Section 13.0 Call Back

Any duty required of a Public Works employee by the City after the employee has completed a continuous period of duty and who must be called back to perform such additional duty shall receive a minimum of two (2) hours of overtime compensation, except that employees who are on standby and are called back to work will receive a minimum of two (2) hours for the first call back and a minimum of one (1) hour of overtime compensation for each additional call back occurring during a standby shift. Approval of overtime compensation shall be made by the supervisor of the employee. Employees are expected to work the full call back time unless released by their supervisor.

Section 14.0 Stand By

Employees specifically assigned and authorized by the department head (or designee) to remain available at all times to receive and to respond for calls for service are eligible for Stand By pay. Stand By shall be assigned on a biweekly basis. While on Stand By, an employee must either wear a City-supplied cell phone or be available by their personal phone at all times, must refrain from the use of alcohol and/or illegal and/or controlled substances, and must remain within forty-five minutes of the City. Stand by shall be compensated at straight time for two hours pay for each Saturday, Sunday and holiday and three hours for the period of Monday through Friday.

Section 15.0 Bereavement Leave

An employee shall receive forty (40) hours bereavement leave due to the 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.

An employee shall receive twenty-four (24) hours of bereavement leave for the death of his or her aunt, uncle, niece, nephew, first cousin, aunt-in-law, uncle-in-law, great-grandfather, great-grandmother, great-granddaughter, or great-grandson at the time of death.

Section 16.0 Jury Duty

- 16.1 Every employee who is called or required to serve as a trial juror shall be entitled to be absent from duties with the City during the period of such service or while being present in court. No deductions shall be made from the salary of an employee while on jury duty if he/she has waived or remitted to the City the fee for jury duty. If the employee has not waived or remitted the jury fee, he/she shall be paid only for the time actually worked in his/her position. An employee accepted for jury duty shall immediately notify his/her department head in writing whether or not he/she waives or remits the jury fee to the City.
- 16.2 No deductions shall be made from the salary of an employee who has been subpoenaed as a witness as a result of having observed an event or occurrence while on City duty if he/she has submitted the witness fee. The same procedures are to apply as in the above paragraph.

Section 17.0 Vacation Leave

- 17.1 Full time regular and probationary employees shall earn vacation leave with pay, as follows:

Upon Completion of
Years of Service Vacation Hours Per Year

0	80 hours
1	88 hours
2	92 hours
3	96 hours
4	100 hours
5	104 hours
6	108 hours
7	112 hours
8	116 hours
9	120 hours
10	124 hours
11	128 hours
12	132 hours
13	136 hours
14	140 hours
15	144 hours
16	148 hours
17	152 hours
18	156 hours
19	160 hours

Vacation leave shall be earned and accrued on a pro-rated monthly basis based upon the above annual schedule.

- 17.2 An employee may accumulate unused vacation leave up to a maximum of twice the number of hours 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. Except for the above exception, annual vacation leave shall not accrue nor accumulate in excess of the following amounts:

Years of Service	Per Year Vacation Hours	Maximum per Accrued
0	80 hours	160 hours
1	88 hours	176 hours
2	92 hours	184 hours
3	96 hours	192 hours
4	100 hours	200 hours
5	104 hours	208 hours

6	108 hours	216 hours
7	112 hours	224 hours
8	116 hours	232 hours
9	120 hours	240 hours
10	124 hours	248 hours
11	128 hours	256 hours
12	132 hours	264 hours
13	136 hours	272 hours
14	140 hours	280 hours
15	144 hours	288 hours
16	148 hours	296 hours
17	152 hours	304 hours
18	156 hours	312 hours
19	160 hours	320 hours

17.3 An employee who is eligible for vacation time shall be paid for such accumulated vacation time on the effective date of termination. It shall not be necessary to carry such employee on the payroll for the vacation period and the vacancy thus created may be filled at any time after the effective date of termination. When separation is caused by death of the employee, payment shall be made to the employee's designated beneficiary.

17.4 Pay for Vacation Time

Upon request of the Department Head with approval of the City Manager, an employee may be paid the straight time hourly equivalent of his/her salary in lieu of vacation time off. Such payment shall be for no more than 80 hours in any one fiscal year for non-management employees and for no more than 80 hours in any one fiscal year for management employees.

17.5 Bi-Lingual Pay

Based on the City and community need and the language proficiency of the employee, the City Manager may approve bilingual pay for Municipal Employees' Association classifications. Approval will only be given where the employee's bilingual skill is regularly used in the course of business.

Bilingual pay shall be 2.5% of base salary for speaking and/or 2.5% of base salary for writing based upon successful passing of testing through Language Testing International and the American Council on the Teaching of Foreign Languages and proficiency of an Intermediate Mid or higher test result. Employee validations are valid for two years from the date of testing.

If an employee is off work for over 30 consecutive calendar days, the employee will not receive the bilingual differential for the remainder of the leave.

Section 18.0 Holidays

18.1 The following holidays shall be observed:

New Year's Day - January 1
 Martin Luther King Day - Third Monday in January
 Washington's Birthday - Third Monday in February
 Memorial Day - Last Monday in May
Juneteenth – June 19th
 Independence Day - July 4th
 Labor Day - First Monday in September
 Veterans' Day - November 11th
 Thanksgiving Day - Fourth Thursday in November
 Day after Thanksgiving Day
 Christmas Eve
 Christmas Day - December 25th
 New Year's Eve

18.2 If the designated holiday falls on a Saturday, the preceding Friday shall be observed.
 If the designated holiday falls on a Sunday, the following Monday shall be observed.

18.3 If a holiday observance falls on a day in which an employee is mandated to work, the employee shall be paid time and one-half for all hours worked on the observed holiday.

Section 19.0 Uniform Regulations

19.1 The City agrees to provide maintenance worker permanent positions four long-sleeved logoed high-visibility shirts, four short-sleeved logoed high-visibility shirts and high quality rain gear, consisting of one hooded, high-visibility rain jacket and one pair of high-visibility rain trousers. The high-visibility shirts shall be provided for maintenance worker positions at hiring and two times per year: approximately April 1st and October 1st. Shirts damaged during the course of work may be replaced by the City with the authorization of the Public Works Director.

Reimbursement shall be paid in the amount of purchase or in an amount not to exceed ~~\$300~~400, whichever is the lesser amount, upon presentation by the employee of a receipt for the purchase of such safety footwear for use at work and as may be required for his or her classification. At a minimum, safety footwear shall be steel-toed, leather, six-inch boots.

19.2 Jean Voucher Program –A yearly Jean Voucher program will be established to allow five (5) vouchers to be used each fiscal year for jean/work pant purchase at Dusty D's Workwear (or another vendor if one is established and agreed upon by both parties).

Each voucher is not to exceed \$50 in value and is to be used for the purchase of jeans/work pants only in the colors of dark blue or black.

Section 20.0 Personal Property Reimbursement

20.1 The City shall reimburse Public Works employees for the repair or replacement cost of personal property damaged or destroyed during the performance of his or her duty. The maximum reimbursable amount shall not exceed the cost for items.

The City shall provide for the repair of or replacement of the following items as personal property:

Eyeglasses (prescription)	
Frames	Full Cost
Lenses	Full Cost
Wrist Watch	\$25.00

Section 21.0 Probationary Period

Probationary period shall be twelve (12) months for new employees and twelve (12) months for promotional employees. Employees who do not successfully pass promotional probationary period shall be returned to the position previously held by the employee. If the position previously held by the employee has been filled, the City may initiate lay-off procedures in order to return the employee to the position which was previously held by said employee.

Section 22.0 Special Duty Assignment

Employees of the Public Works Department shall receive a five percent (5%) premium pay while assigned and performing in a lead position.

Those employees in the classification of Senior Maintenance Worker with Class A driver’s licenses shall receive a twenty-five dollar (\$25) premium pay per pay period on the employee’s regular pay day, for obtaining and maintaining their Class A Commercial driver’s license. This premium pay shall not be included in the employee’s pay rate when computing annual vacation pay outs. When an employee is receiving the premium pay, he/she can be directed to perform Class A driver’s license duties. Employee is not eligible for the premium pay if he/she is on unpaid leave from City employment.

Those employees in the classifications of Senior Maintenance Worker with Class A driver’s licenses shall have the cost of the Medical Examinations that are required to maintain their Class A Commercial driver’s license reimbursed by the City upon presenting a voucher from the examining physician in an amount up to \$200. Reimbursements shall not exceed one per renewal period.

Those employees in the classifications of Senior Maintenance Worker with Class A driver's licenses shall have the cost of the driver license renewal and Department of Motor Vehicle examination fees, above and beyond those fees required for non-commercial Class C licenses, required to maintain their Class A Commercial driver's license reimbursed by the City upon successfully completing the required examination and being issued the renewal license, which will then be presented to Administrative Services as proof of maintaining the Class A driver's license. Proof of issuance and renewal of the Class A Commercial driver's license shall be the employee's responsibility and premium pay will not be applied retroactively. Eligibility for City-paid Class A Commercial driver's license courses and premium pay, including reimbursements, shall be based on the needs of the department and at the discretion of the department head.

Senior Maintenance Workers with a Class A Driver's license agree to adhere to the Department of Transportation Policy and Procedures Manual for FMCSA Safety Sensitive Drivers hereby adopted by reference. Senior Maintenance Workers provide consent for the City to conduct limited queries from the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about the employee exists in the Clearinghouse per federal regulations.

Section 23.0 Tuition and Books

The City will reimburse those classifications represented by the Association up to \$600 per year for the cost of educational classes and books to encourage higher education subject to the approval of the Department Head.

Section 24.0 Stress Reduction and Wellness Program

- 24.1 Wellness Stipend – A \$200 per year wellness stipend will be provided to all classifications within the bargaining unit. This is a reimbursement for costs relating to wellness, up to \$200 maximum per fiscal year. Examples are, but not limited to, Fitbit exercise watch, yoga class, meditation class, smoking cessation, weight loss classes, gym membership, etc.
- 24.2 Outpatient care for treatment by a psychiatrist, psychologist, or certified social worker. The City will reimburse unit employees fifty percent (50%) of the covered charges up to a maximum of \$60 charge, therefore paying up to \$30 per visit, with an overall maximum of twelve (12) visits per fiscal year.

Section 25.0 Part-Time Permanent Employee Benefits

- 25.1 Part-time permanent employees who receive pro-rated benefits based upon their scheduled hours pursuant to the Personnel Rules and Regulations of the City of

Clearlake may elect to decline the following benefits and apply the equivalent City contribution towards their contribution towards the monthly health insurance premium:

- . Deferred Compensation
- . Deferred Compensation In-Lieu of Retirees Medical
- . Life Insurance
- . State Disability Insurance

ARTICLE III: PRE-DISCIPLINE AND GRIEVANCES

Section 1.0 Discipline

Prior to the suspension, demotion, pay reduction or discharge for disciplinary purposes of any regular employee pursuant to provisions of the Personnel Ordinance and Rules, the following procedures shall be complied with:

1.1 Written Notice

Written notice of the proposed disciplinary action shall be given to the employee. Such notice shall include a statement of the reason(s) for the proposed disciplinary action, the charge(s) being considered, the time periods which the employee may respond, and shall be signed by the appointing authority.

1.2 Employee Review

The employee shall be given an opportunity to review the documents or materials upon which the proposed disciplinary action is based, and he/she shall be supplied with a copy of documents or material.

1.3 Employee Response

Within seven (7) calendar days after the employee has had the review opportunity provided above, he/she shall have the right to respond orally or in writing or both, at the employee's option, to the appointing authority concerning the proposed action. The City Manager may at his/her discretion extend such time period to facilitate fair administration of the disciplinary process. The failure of the employee to respond shall constitute the employee's waiver of the opportunity to respond. Notwithstanding the above, a reasonable request for additional time within which to respond shall not be denied.

1.4 Appeal

If the employee does not agree with the decision reached by the appointing authority, the employee may request a hearing before the Personnel Officer within seven (7) calendar days.

Within ten (10) calendar days of receipt of a written request for hearing, the Personnel Officer will schedule a date to hear the appeal of the appointing authority's decision. The failure of the employee to appeal shall constitute the employee's waiver of the opportunity to appeal and the appointing authority decision will become final

If the employee does not agree with the decision reached by the Personnel Officer, the employee may request a hearing before the City Council within seven (7) calendar days.

1.5 City Council

Appeals shall be in writing and filed with the City Manager who shall, within seven (7) days of the receipt of the appeal, inform each member of the City Council and other such persons named or affected by the appeal or the filing of the appeal. The appeal shall be a written statement, addressed to the City council. At least two weeks prior to the hearing date the appellant will submit statement of defense.

1.6 Notice

Upon the filing of an appeal, the City Manager shall set a date for a hearing on the appeal by mutual agreement not to exceed forty-five (45) days from the date of filing. The City Manager shall notify all named or effected parties of the date, time, and place of hearing at such place as the City Council shall preside.

1.7 Hearing

The appellant shall appear personally unless physically unable to do so, before the City Council at the time and place of the hearing(s). He/she may select and may at the hearing produce on his/her behalf relevant oral or documentary evidence. Cross-examination of witnesses shall be permitted. The conduct and decorum of the hearing shall be under the control of the City Council by its Mayor, unless a Hearing Officer has been appointed by the Council with due regard to the rights and privileges of the parties appearing before it. Hearings need not be conducted according to technical rules relating to evidence and witnesses. Hearings shall be closed unless the appellant, in writing, requests open hearing. The appellant has a right to be represented during these proceedings.

1.8 Findings and Recommendation

The City Council shall, after the conclusion of the hearing, certify its findings and recommendations in writing to the appellant at its next regular meeting to the person from whose action the appeal was taken and to the City Manager. The City Manager shall review the findings and recommendations of the City council with the person from whose action the appeal was made with a view toward implementing the recommendations of the City Council. The actions taken by the City Council shall be considered binding on the City.

Any member of the City Council may submit a minority or supplemental finding and recommendation. In case of suspension, discharge or demotion, the appointing authority shall reinstate any employee to his/her former status if finding is made by the City Council that the action taken was unwarranted and/or in error.

1.9 Temporary Leave with Pay

Notwithstanding the provisions of this section, upon the recommendation of appointing authority, the City Manager may approve the temporary assignment of an employee to a status of leave with pay pending an investigation(s) or hearing(s) as may be required to determine if disciplinary action is to be taken. Throughout the above procedure, the employee may be represented.

Section 2.0 Grievance Procedure

Matters subject to grievance procedure:

A grievance shall be a claim, filed by an employee on his/her own behalf, or by the Association on the employee's behalf, contending that the City has violated or misapplied its obligation expressed and/or written in this agreement. A grievance at the informal stage (supervisor) must be brought forward to the supervisor within fourteen (14) days of the grievable action or event.

The following matters are specifically excluded from consideration under the grievance and appeal procedure:

- A. Determination of contents of job classification.
- B. Determination of the procedures and standards for employment.
- C. Items subject to the meet and confer process.
- D. Matters subject to disciplinary proceedings
- E. The procedures set for therein shall not apply in matters where other methods of dispute resolution have specifically been provided for in State or Federal Law,

such as, but not limited to, appeal of Workers' Compensation claims; unemployment insurance claims; or claims of employment discrimination based upon race, religious creed, sex, color, physical disability, age, medical condition, national origin, political affiliation or marital status for which a remedy is provided by the California Fair Employment and Practices Act or Title VII.

F. Probationary employees rejected during probation shall have no right to appeal or grieve under this MOU.

G. Items filed more than fourteen (14) calendar days following the event giving rise to the grievance or first knowledge of the grievance.

2.1 Informal Grievance Procedure

Every effort shall be made to resolve a grievance through discussion between the grievant and the immediate supervisor. If, after such discussion, the grievant believes that the grievance has not been satisfactorily resolved, he or she shall have the right to discuss the matter with the department head.

2.2 Formal Grievance Procedure

If the grievant is not in agreement with the decision rendered in the informal grievance procedure, he or she shall have the right to present a formal grievance, in writing, to the department head. If such formal grievance has not been submitted within ten (10) regular work days from the date of receiving the informal decision, the informal decision shall be considered as final.

When discussing the formal grievance with the department head, the grievant shall have the right to appear with a representative who may also participate in the discussion.

The department head receiving the grievance shall review it, render a decision and comments in writing and return them to the grievant within ten (10) regular work days after receiving the formal grievance. If the grievant does not agree with the decision reached, the grievant may appeal in writing to the City Council within ten (10) regular work days. Failure of the employee to take further action within ten (10) regular work days after receipt of the decision of the department head will constitute withdrawal of the grievance.

2.3 Appeal to City Manager

Upon receipt of an appeal the City Manager or designated representative shall discuss the grievance with the employee, the representative, if any, and other appropriate persons. The City Manager may designate a fact-finding committee, an individual not

in the normal line of the employee's supervision, or the City Attorney to render advice concerning the appeal. Within fifteen (15) regular working days, the City Manager shall render a formal decision in writing to the employee.

2.4 Appeal to City Council

If the grievant does not agree with the decision reached, the grievant may appeal in writing to the City Council within ten (10) regular workdays. Upon receipt of an appeal, the City Council shall conduct a hearing on the grievance with the grievant, the representative, if any, and other appropriate persons. The City Council shall designate a fact-finding committee, an individual not in the normal line of the grievant's supervision, or the City Attorney to render written advice concerning the appeal. By the next regular Council meeting, the Council shall render a formal decision in writing to the grievant. The decision of the City Council shall be considered final and binding on the City.

Section 3.0 Extension of Time Limitations

Any or all of the time limitations mentioned above with reference to filing and response may be extended by mutual agreement between the employee and the City Manager and/or department head and/or supervisor.

3.1 General Provisions

The employee and the representative shall be entitled to use a reasonable amount of work time as determined by the department head on conferring about or presenting the appeal.

Failure of an employee to file an appeal within the specified time for any but the first step of the procedure shall constitute an abandonment of the grievance. If the department head fails to render a decision within the specified time limits, then the grievance automatically goes to the next level in the procedure.

Consideration of a grievance shall be conducted on as informal basis as feasible and shall not require legal procedures. Consideration of the substance rather than the form of the grievance and reaching an appropriate solution on the actual facts are the objectives.

ARTICLE IV: TERM

Section 1.0 Term of Agreement

The term of this agreement shall be for a period of three years commencing July 1, 2022 and terminating on June 30, 2025.

Section 2.0 Agreement Renewal

All employee rights, benefits, privileges and other terms and conditions of employment in effect through the duration of the previous MOU and not expressly contradicted by this MOU are hereby incorporated in this MOU.

In March of 2025 the City and Association agree to open negotiations covering the contents of the agreement to become effective July 1, 2025.

In the absence of an executed agreement for the period commencing July 1, 2025, the provisions of this agreement shall remain in effect.

ARTICLE V: IMPLEMENTATION

Section 1.0 Severability

If any article or section of this Memorandum of Understanding should be found invalid, unlawful, or unenforceable by reason of any existing or subsequent enacted legislation or judicial authority, all other articles and sections of the Memorandum of Understanding shall remain in full force for the duration of this Memorandum. In the event of invalidation of any article or section the City and Association agree to meet within thirty (30) days for the purpose of renegotiating said article or section.

Section 2.0 Ratification and Implementation

- 2.1 The City and Association acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by a simple majority vote of those employees voting who are in classifications represented by the Association set forth in this agreement and adopted in the form of a resolution by the City Council.
- 2.2 This agreement constitutes a mutual recommendation by the parties hereto, the City Council, that one or more ordinance and/or resolutions be adopted accepting its provisions and effecting the changes enumerated herein relating to wages, hours, fringe benefits and other terms and conditions of employment for the unit employees represented by the Association.
- 2.3 Subject to the foregoing, this Memorandum of Understanding is hereby agreed to be recommended for approval by the authorized representative of the City and Association.

Dated: _____

CITY OF CLEARLAKE

Alan D. Flora, City Manager

**CLEARLAKE MUNICIPAL
EMPLOYEES ASSOCIATION**

Tina Viramontes, President

Carl Carr, OE3 Representative

EXHIBIT A

ACCOUNT CLERK I/II

ASSISTANT PLANNER

ASSOCIATE PLANNER

CODE ENFORCEMENT TECHNICIAN

DISPATCHER AIDE

ENGINEERING TECHNICIAN

DEPUTY CITY CLERK/HUMAN RESOURCES TECHNICIAN

RECREATION & EVENT COORDINATOR

FACILITIES MAINTENANCE WORKER I

FACILITIES MAINTENANCE WORKER II

GRANTS TECHNICIAN

KENNEL TECHNICIAN

LEAD MAINTENANCE WORKER

MAINTENANCE WORKER I

MAINTENANCE WORKER II

MAINTENANCE WORKER III

OFFICE ASSISTANT

OFFICE WORKER

SECRETARY/PERMIT TECHNICIAN

SENIOR ACCOUNT CLERK

SENIOR BUILDING INSPECTOR

SENIOR MAINTENANCE WORKER