



CITY COUNCIL REGULAR MEETING

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

Thursday, February 05, 2026

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.

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/88665849473?pwd=LhigJDM5Cc2crqJ2b1272K9tG6Pyrg.1>

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE: *The City Council invites members of the clergy, as well as interested members of the public in the City of Clearlake, to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. This opportunity is voluntary and invocations are to be less than three minutes, offered in a solemn and respectful tone, and directed at the City Council. 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.*

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

E. PRESENTATIONS

1. Presentation of a Proclamation Declaring February 2026 as Black History Month
2. Presentation of the Police Department Employees of the Year and Annual Report

F. 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.

- G. 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. Lake County Vector Control Board Minutes

Recommended Action: Receive and file

4. Minutes

Recommended Action: Receive and file

5. Warrants

Recommended Action: Receive and file

6. Authorization to Execute Lease Agreement for Fleet Copier Replacement and Upgrade

Recommended Action: Authorize the City Manager to sign the lease agreement

7. Adoption of Resolution 2026-04 Approving a State CDBG Program Income–Only Application for the Red Bud Park Improvement Project

Recommended Action: Adopt Resolution 2026-04 Approving a State CDBG Program Income–Only Application for the Red Bud Park Improvement Project

8. Consideration of Approval of a Contract with ECORP Consulting for a Cultural Resources Report for the Airport Redevelopment Project

Recommended Action: Approve contract and authorize the City Manager to sign and to approve up to an additional 10% for currently unforeseen contract amendments

H. BUSINESS

9. Update on the Robin Lane Sewer Spill Emergency

Recommended Action: Verbal update only; no action necessary

10. Discussion and Consideration of Memorandum of Understanding (MOU) between the City of Clearlake and Highlands Water Company

Recommended Action: Approve MOU and Authorize the Mayor to sign

11. Discussion and Consideration of Actions Related to the County of Lake's Proposed Low Value Ordinance

Recommended Action: Direction to Staff

12. Consideration of a Letter of Opposition to the League of California Cities Revenue and Taxation Policy Committee Recommendation to Restructure the Bradley-Burns 1% Local Sales

and Use Tax Allocations

Recommended Action: Approve letter and authorize the Mayor to sign

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

(13) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code § 54956.9(d)(4): (1 case)

(14) LIABILITY CLAIMS –Claimant T.L., by and through Guardian ad Litem Rochelle Saxe ; Agency Claimed Against : City of Clearlake (Govt Code §54961)

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

M. ADJOURNMENT

POSTED: February 2, 2026

BY:



Melissa Swanson, Administrative Services Director/City Clerk

MINUTES OF PREVIOUS MEETING

December 10, 2025

The regular monthly meeting of the Board of Trustees of the Lake County Vector Control District was called to order at 1:33 PM by George Spurr President Pro-Tem.

Board Present: Rob Bostock, Frank Lincoln, Ronald Nagy, and George Spurr.

Absent: Curt Giambruno (excused).

District Personnel: Jessi Edmiston, Entomologist; Ms. Jacinda Franusich, Office Manager; Ms. Julie Manick, Office Manager in Training.

Guests: None.

Citizen's Input: None.

Agenda Additions and/or Deletions: None.

Approve Minutes of October 8, 2025 Regular Meeting with a Correction to the Check Numbers to Include Checks 23679-23713. Making the Total Expenditures for October 2025 \$199,994.91.

Mr. Lincoln moved to approve the Board Minutes of October 8, 2025 regular meeting with a correction to the check numbers to include checks 23679-23713 making the total expenditures for October 2025 \$199,994.91. Mr. Nagy seconded the motion. Motion carried unanimously.

Research Report

Ms. Edmiston reported on arbovirus activity. This year in Lake County, West Nile virus (WNV) activity has been detected in 5 mosquito samples (same as last reported; 4 from Clearlake Oaks, 1 from Lower Lake) and 6 sentinel chickens (3 from each flock).

In California, 27 counties have reported West Nile virus activity. One hundred two cases of WNV human illness have been reported from 21 counties, including nine fatalities. In addition, 154 WNV-positive dead birds have been reported from 21 counties, 2,756 WNV-positive mosquito samples have been reported from 27 counties, 64 WNV-positive sentinel chickens have been reported from 8 counties, and 5 horses from 5 counties have been confirmed with WNV infections.

In the rest of the nation, 1,981 human cases of West Nile virus illness have been reported from forty-six states.

Three human cases of Eastern equine encephalitis virus (EEEV) infections have been reported in residents from three states.

La Crosse encephalitis virus (LAC) 105 human cases have been detected in in 13 states.

Seven states have reported 20 cases of Jamestown Canyon Virus (JCV).

Eleven states have reported 45 human cases of Powassan Virus (POWV).

St. Louis encephalitis virus (SLEV) has been detected in 105 mosquito samples from five California counties this year.

California reported 10 travel associated cases for the Chikungunya Virus (CHIK).

There have been two cases reported in California for travel related Zika Virus (ZIK).

Florida and Wisconsin have reported 2 travel associated cases of the Oropouche Virus (ORO).

Six cases of locally acquired dengue virus (DENV) illness have been reported in residents from one California county.

The US has reported 4,165 dengue cases with 3,129 being locally acquired. Local infections have occurred across 6 jurisdictions including California (6), Northern Mariana Islands (1), US Virgin Islands (47), American Samoa (57), Florida (58), and Puerto Rico (2,960).

Ms. Edmiston reported on adult biting fly activity. Carbon dioxide-baited traps were set in Kelseyville and Middletown during November. Among the mosquito species collected were *Culiseta inornata*, otherwise known as the winter mosquito.

New Jersey light traps were set near Borax Lake and in the Reclamation near Upper Lake. The NJLT near Borax Lake collected 88 female and 24 male biting black gnats, 16 female and 0 male *Culiseta inornata*, 1 female and 3 male *Cx. tarsalis*, and 1 male *Cx. stigmatosoma*. The NJLT in Upper Lake collected 0 female and 8 male *Cx. tarsalis*, 52 female and 4 male *Culiseta inornata*, 0 female and 4 male *Cx. stigmatosoma*, and low numbers of *An. franciscanus* and *Cs. particeps*.

Ms. Edmiston reported on tick testing. One *Ixodes pacificus* (western black-legged tick) has been submitted for *Borrelia burgdorferi* and we are waiting the results.

Ms. Edmiston reported on Clear Lake gnat, Chironominae, and Tanypodinae surveillance in Clear Lake. The number of Clear Lake gnats has decreased significantly in the Upper Lake Arm. In November, the Chironominae numbers were still very high, but decreased from 140.39 larvae per dredge to 94.21 larvae per dredge. Tanypodinae increased since October.

The Large Resting Boxes (LRBs) were sampled four times in October (Lakeport and Upper Lake). Lakeport samples included 1 female and 1 male *Cs. inornata* and Upper Lake samples included 1 female *An. freeborni* and 1 male *Cx. tarsalis*. The LRBs were not sampled in November.

Ms. Edmiston attended the 3rd and final class in the Lake County AgVenture series and successfully graduated from the course.

On November 19th, the team traveled to Yuba City to complete the MVCAC Continuing Education Credits (CEU). At this event, Chip Markwardt presented Managing Culicoides: Considerations for Miniscule Midges.

Chip Markwardt also attended the Entomological Society of America Conference in Portland, where they helped host a workshop about insect identification and education for their alma mater, K-State.

Operation Report

On October 1st, the level of Clear Lake was 3.07 feet on the Rumsey Gauge. The lake level declined that month, reaching 2.75 on October 31st. On November 1st, the level of Clear Lake was 2.75 feet, reaching 2.93 feet on the Rumsey Gauge on November 30th.

In October, the Vector Control technicians completed 19 total service requests. This included 6 yellowjacket requests. Residents submitted 1 service request online. Technicians treated 23 larval sources.

Two service requests for yellowjackets were completed in November and there were no online requests.

Vector Control Technician Sandi Courcier completed the fall round of inspections and treatments in October for the septic tanks that were exposed during the Valley Fire. She inspected 31 septic tanks and treated 27 with Altosid XR briquets.

On October 6th and 7th, interviews were held for the District's Office Manager position. Ms. Jacinda Franusich, the current Office Manager, will be retiring on January 2, 2026.

Ms. Julie Manick was hired as the New Office Manager on October 14th. She began her employment with the District on November 3rd.

During October and November, the Vector Control Technicians worked on a variety of maintenance and equipment projects. These projects consisted of installing the Ultra Low Volume (ULV) spray equipment in the 2025 Toyota Tacoma. Work has begun on the installation of the ULV equipment for the 2022 Toyota Tacoma. Technician Julian Chavez has constructed a tool rack for use at the Todd Road facility along with several other vehicle and facility projects.

Mr. Zach Pehling of PnP CPA's conducted the District's annual on-site financial audit in October. Mr. Pehling expects to present the audit report to the Board in early 2026.

Dr. Scott was out of the office on medical leave during October and November.

With Dr. Scott on medical leave, Office Manager Jacinda Franusich and Office Manager in Training Julie Manick have continued biweekly meetings with Amber Mena from VC3. As well as having meetings with Sierra Humphry, Scott Isbell, and Amber Mena from VC3 regarding the next steps for the email migration and installment of the VOIP system.

Board Consideration of Applying Vector Control Joint Powers Agency (VCJPA) Retrospective Adjustment Refund to Member Contingency Fund

Lake County Vector Control District currently has a refund available for the Pooled Liability and Pooled Workers' Compensation Programs as approved by the VCJPA Board of Directors. Our current refund is \$1,767 for Pooled Liability and \$7,790 for Pooled Worker's Compensation. Dr. Scott recommended to apply the \$1,767 and \$7,790 for the District's Contingency Fund. Mr. Rob Bostock moved to approve applying the \$1,767 and \$7,790 to the District's Contingency Fund. Mr. Ron Nagy seconded the motion. Motion carried unanimously.

Approve Budget Transfers

Ms. Jacinda Franusich presented the Board with a Budget Transfer request. The request consisted of moving \$45,000 from Contingencies account 796.90-91 to Professional/Special Services account 796.23-80. This budget transfer request was a result of VC3 charges that were originally anticipated for the 2024-2025 fiscal year, but were delayed and came out of the 2025-2026 fiscal year. After some discussion,

Mr. Rob Bostick moved to approve the Budget Transfer request of \$45,000. Mr. Frank Lincoln seconded the motion. Motion carried unanimously.

Approve Checks for the Month of November 2025

Mr. Nagy moved to approve Check Nos. 23714 - 23775 for the month of November 2025 in the amount of \$155,481.42. Mr. Lincoln seconded the motion. Motion carried unanimously.

Approve Checks for the Month of December 2025

Mr. Nagy moved to approve Check Nos. 23776 - 23826 for the month of December 2025 in the amount of \$105,309.40. Mr. Lincoln seconded the motion. Motion carried unanimously.

Other Business

No other business was discussed.

Announcement of the Next Regular Board Meeting

The next regular meeting of the Board of Trustees of the Lake County Vector Control District will be at 1:30 P.M. on January 14, 2026 in the LCVCD Board Room, 410 Esplanade, Lakeport, CA 95453.

Mr. Nagy moved to adjourn the meeting. Mr. Bostock seconded the motion. There being no other business the meeting was adjourned by President Pro-Tem Spurr at 2:12 P.M.

Respectfully submitted,

Ronald Nagy
Secretary



Clearlake, CA

Packet: APPKT04264 - 1/27/26 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	01/27/2026	Regular	0.00	180.00	20572
001911	ADAMS ASHBY GROUP INC	01/27/2026	Regular	0.00	20,815.00	20573
002331	AFLAC	01/27/2026	Regular	0.00	183.34	20574
000102	AT&T	01/27/2026	Regular	0.00	250.00	20575
VEN01351	BKF ENGINEERS	01/27/2026	Regular	0.00	17,516.25	20576
000068	BOB'S JANITORIAL	01/27/2026	Regular	0.00	359.94	20577
VEN01393	CHRISTOPHER WILLIAM INGLIS	01/27/2026	Regular	0.00	75.00	20578
000160	DEPT OF JUSTICE	01/27/2026	Regular	0.00	245.00	20579
VEN01627	DEREK E COUNTS II	01/27/2026	Regular	0.00	75.00	20580
000073	EASTLAKE SANITARY LANDFILL	01/27/2026	Regular	0.00	84.50	20581
VEN01108	FAWN CHRISTINE WILLIAMS	01/27/2026	Regular	0.00	75.00	20582
000120	FED EX	01/27/2026	Regular	0.00	78.36	20583
000121	HIGHLANDS WATER COMPANY	01/27/2026	Regular	0.00	450.00	20584
000121	HIGHLANDS WATER COMPANY	01/27/2026	Regular	0.00	421.83	20585
000121	HIGHLANDS WATER COMPANY	01/27/2026	Regular	0.00	450.00	20586
000121	HIGHLANDS WATER COMPANY	01/27/2026	Regular	0.00	328.97	20587
000121	HIGHLANDS WATER COMPANY	01/27/2026	Regular	0.00	450.00	20588
VEN01394	HUNTERS SERVICES INC	01/27/2026	Regular	0.00	285.00	20589
VEN01418	JACK SMALLEY	01/27/2026	Regular	0.00	75.00	20590
000304	KONOCTI COUNTY WATER DISTRICT	01/27/2026	Regular	0.00	195.26	20591
000304	KONOCTI COUNTY WATER DISTRICT	01/27/2026	Regular	0.00	129.58	20592
000304	KONOCTI COUNTY WATER DISTRICT	01/27/2026	Regular	0.00	158.34	20593
000304	KONOCTI COUNTY WATER DISTRICT	01/27/2026	Regular	0.00	450.00	20594
000501	KUSTOM SIGNALS INC.	01/27/2026	Regular	0.00	643.51	20595
VEN01491	MEDEIROS EQUIPMENT LLC	01/27/2026	Regular	0.00	2,250.00	20596
001489	NAPA AUTO PARTS	01/27/2026	Regular	0.00	139.81	20597
000009	OPERATING ENGINEERS LOCAL 3	01/27/2026	Regular	0.00	684.00	20598
000027	OPERATING ENGINEERS PUBLIC EMF	01/27/2026	Regular	0.00	1,182.00	20599
VEN01680	PETRUSHA ENTERPRISES INC ADVAN	01/27/2026	Regular	0.00	432.00	20600
VEN01625	RAYMOND A. SILVA	01/27/2026	Regular	0.00	75.00	20601
001581	SQUAD ROOM EMBLEMS	01/27/2026	Regular	0.00	798.00	20602
VEN01681	STATE OF KANSAS-UNIVERSITY OF K	01/27/2026	Regular	0.00	3,750.00	20603
VEN01681	STATE OF KANSAS-UNIVERSITY OF K	01/27/2026	Regular	0.00	3,750.00	20604
000453	TOTORICA PLUMBING	01/27/2026	Regular	0.00	1,500.00	20605

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	52	34	0.00	58,535.69
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
	52	34	0.00	58,535.69

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2026	58,535.69
			58,535.69



Clearlake, CA

Section G, Item 5.

Check Register

Packet: APPKT04251 - 1/22/26 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01085	ACC BUSINESS	01/22/2026	Regular	0.00	616.78	20530
VEN01085	ACC BUSINESS	01/22/2026	Regular	0.00	616.78	20531
001897	AIRMEDCARE NETWORK	01/22/2026	Regular	0.00	4,585.00	20532
VEN01590	ANGELA NICHOLSON - NICHOLSON S	01/22/2026	Regular	0.00	2,525.00	20533
001397	AT&T CALNET 3	01/22/2026	Regular	0.00	31.88	20534
001397	AT&T CALNET 3	01/22/2026	Regular	0.00	63.76	20535
001413	CALIFORNIA BUILDING STANDARDS	01/22/2026	Regular	0.00	592.20	20536
002162	CALIFORNIA ENGINEERING	01/22/2026	Regular	0.00	5,047.90	20537
000024	CLEARLAKE POLICE ASSOCIATION	01/22/2026	Regular	0.00	2,000.00	20538
000548	COMPUTER LOGISTICS	01/22/2026	Regular	0.00	1,870.00	20539
000548	COMPUTER LOGISTICS	01/22/2026	Regular	0.00	195.00	20540
000548	COMPUTER LOGISTICS	01/22/2026	Regular	0.00	1,800.00	20541
002392	DE LAGE LANDEN PUBLIC FINANCE	01/22/2026	Regular	0.00	1,462.90	20542
VEN01486	DECKARD TECHNOLOGIES INC.	01/22/2026	Regular	0.00	3,308.00	20543
000237	DEPT OF CONSERVATION	01/22/2026	Regular	0.00	1,942.11	20544
000160	DEPT OF JUSTICE	01/22/2026	Regular	0.00	315.00	20545
000073	EASTLAKE SANITARY LANDFILL	01/22/2026	Regular	0.00	127.87	20546
000096	GOLDEN STATE WATER COMPANY	01/22/2026	Regular	0.00	367.27	20547
000096	GOLDEN STATE WATER COMPANY	01/22/2026	Regular	0.00	50.18	20548
000797	GRANITE CONSTRUCTION	01/22/2026	Regular	0.00	3,644.95	20549
000121	HIGHLANDS WATER COMPANY	01/22/2026	Regular	0.00	450.00	20550
000121	HIGHLANDS WATER COMPANY	01/22/2026	Regular	0.00	399.66	20551
000121	HIGHLANDS WATER COMPANY	01/22/2026	Regular	0.00	96.45	20552
000121	HIGHLANDS WATER COMPANY	01/22/2026	Regular	0.00	450.00	20553
000304	KONOCTI COUNTY WATER DISTRICT	01/22/2026	Regular	0.00	225.20	20554
000304	KONOCTI COUNTY WATER DISTRICT	01/22/2026	Regular	0.00	158.90	20555
000108	LAKE COUNTY RECORD BEE	01/22/2026	Regular	0.00	544.80	20556
001467	LEAGUE OF CALIFORNIA CITIES	01/22/2026	Regular	0.00	8,237.00	20557
002085	MAZZEI CHEVROLET CHRYSLER JEEP	01/22/2026	Regular	0.00	1,025.04	20558
000793	MEDIACOM	01/22/2026	Regular	0.00	371.44	20559
001489	NAPA AUTO PARTS	01/22/2026	Regular	0.00	340.77	20560
VEN01304	NATHAN WILLIAMS	01/22/2026	Regular	0.00	860.00	20561
VEN01680	PETRUSHA ENTERPRISES INC ADVAN	01/22/2026	Regular	0.00	480.00	20562
VEN01680	PETRUSHA ENTERPRISES INC ADVAN	01/22/2026	Regular	0.00	643.20	20563
VEN01679	PRECISION EXCAVATING AND GRADI	01/22/2026	Regular	0.00	31,540.00	20564
001298	QUACKENBUSH MRRCF	01/22/2026	Regular	0.00	69.16	20565
002031	REDWOOD COAST PETROLEUM & N	01/22/2026	Regular	0.00	292.13	20566
VEN01255	REDWOOD EMPIRE MUNICIPAL INSL	01/22/2026	Regular	0.00	195.20	20567
VEN01310	TIM BIASOTTI - BARBEQUE BY BIASO	01/22/2026	Regular	0.00	4,241.25	20568
VEN01303	ULISES ALCALA	01/22/2026	Regular	0.00	860.00	20569
000708	VALIC LOCKBOX	01/22/2026	Regular	0.00	470.00	20570

Check Register

Vendor Number
000085

Vendor Name
VESTIS GROUP INC

Payment Date
01/22/2026

Payment Type
Regular

Packet: APPKT04251-1
Discount Amount
0.00

Section G, Item 5.

Payment Amount
65.89

Number
20571

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	42	0.00	83,178.67
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
	51	42	0.00	83,178.67

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2026	83,178.67
			<hr/> 83,178.67



Clearlake, CA

Section G, Item 5.

Check Register

Packet: APPKT04239 - 1/14/26 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	01/14/2026	Regular	0.00	180.00	20482
VEN01531	ALL- AMERICAN CONSTRUCTION INC	01/14/2026	Regular	0.00	334,288.24	20483
VEN01553	ALVAREZ PERFORMANCE LLC-DBA A	01/14/2026	Regular	0.00	2,390.00	20484
VEN01674	AMERICAN SAFETY COUNCIL, INC.	01/14/2026	Regular	0.00	2,488.90	20485
000101	AMERIGAS	01/14/2026	Regular	0.00	5,613.05	20486
000101	AMERIGAS	01/14/2026	Regular	0.00	1,898.08	20487
001397	AT&T CALNET 3	01/14/2026	Regular	0.00	31.88	20488
001397	AT&T CALNET 3	01/14/2026	Regular	0.00	31.88	20489
VEN01084	AT&T MOBILITY	01/14/2026	Regular	0.00	416.40	20490
VEN01178	CALIFORNIA INTERGOVERNMENTAL	01/14/2026	Regular	0.00	13,471.55	20491
000902	CALIFORNIA SURVEYING - DRAFTING	01/14/2026	Regular	0.00	326.25	20492
VEN01312	CAPITOL BARRICADE INC.	01/14/2026	Regular	0.00	1,623.10	20493
VEN01662	CHELSEA DAWSON	01/14/2026	Regular	0.00	100.00	20494
001424	CLEARLAKE WASTE SOLUTIONS	01/14/2026	Regular	0.00	21,082.40	20495
002291	CRAFCO INC	01/14/2026	Regular	0.00	3,048.19	20496
000160	DEPT OF JUSTICE	01/14/2026	Regular	0.00	260.00	20497
001619	DIV. OF THE STATE ARCHITECT	01/14/2026	Regular	0.00	97.20	20498
001619	DIV. OF THE STATE ARCHITECT	01/14/2026	Regular	0.00	64.80	20499
VEN01386	DOWNEY BRAND LLP	01/14/2026	Regular	0.00	166.95	20500
000073	EASTLAKE SANITARY LANDFILL	01/14/2026	Regular	0.00	37.80	20501
000120	FED EX	01/14/2026	Regular	0.00	275.22	20502
VEN01468	GEI CONSULTANTS INC	01/14/2026	Regular	0.00	6,437.50	20503
VEN01658	GERARD FOWLER-UNDERDOG PAINT	01/14/2026	Regular	0.00	2,699.00	20504
001554	HINDERLITER DELLAMAS & ASSOC.	01/14/2026	Regular	0.00	166.31	20505
002274	JOHN R BENOIT	01/14/2026	Regular	0.00	812.50	20506
001775	JONES & MAYER	01/14/2026	Regular	0.00	11,372.00	20507
VEN01392	LANGUAGE LINE SERVICES INC - DBA	01/14/2026	Regular	0.00	63.92	20508
VEN01545	LARKYN E FEILER	01/14/2026	Regular	0.00	10,360.72	20509
002280	LAW OFFICES OF P SCOTT BROWNE	01/14/2026	Regular	0.00	2,046.43	20510
2403	LIEBERT CASSIDY WHITMORE	01/14/2026	Regular	0.00	900.00	20511
001489	NAPA AUTO PARTS	01/14/2026	Regular	0.00	151.35	20512
001392	OFFICE DEPOT	01/14/2026	Regular	0.00	379.87	20513
000027	OPERATING ENGINEERS PUBLIC EMF	01/14/2026	Regular	0.00	1,238.00	20514
001483	PETERSON CAT	01/14/2026	Regular	0.00	520.03	20515
001843	PG&E CFM	01/14/2026	Regular	0.00	585.83	20516
001843	PG&E CFM	01/14/2026	Regular	0.00	1,003.68	20517
001843	PG&E CFM	01/14/2026	Regular	0.00	790.34	20518
001843	PG&E CFM	01/14/2026	Regular	0.00	2,299.76	20519
000711	PURCHASE POWER	01/14/2026	Regular	0.00	65.87	20520
002031	REDWOOD COAST PETROLEUM & N	01/14/2026	Regular	0.00	1,635.88	20521
VEN01370	S. GEORGE GOSLING - DBA TABLETO	01/14/2026	Regular	0.00	750.00	20522
VEN01336	SSA LANDSCAPE ARCHITECTS INC.	01/14/2026	Regular	0.00	880.00	20523
VEN01587	TEAGHLACH LLC-TEAG TACTICAL	01/14/2026	Regular	0.00	314.06	20524
VEN01598	THE BRIEFING ROOM LLC	01/14/2026	Regular	0.00	754.49	20525
000099	US CELLULAR	01/14/2026	Regular	0.00	579.24	20526
000085	VESTIS GROUP INC	01/14/2026	Regular	0.00	65.89	20527
VEN01252	VIRGIL ELLIS	01/14/2026	Regular	0.00	425.00	20528

Check Register

Vendor Number
000138

Vendor Name
ZUMAR INDUSTRIES

Payment Date
01/14/2026

Payment Type
Regular

Discount Amount
0.00

Payment Amount
278.78

Number
20529

Packet: APPKT04239-1

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Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	48	0.00	435,468.34
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
	67	48	0.00	435,468.34

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2026	435,468.34
			<u>435,468.34</u>



Clearlake, CA

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Check Register

Packet: APPKT04232 - 1/7/25 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						
001911	ADAMS ASHBY GROUP INC	01/07/2026	Regular	0.00	54,446.00	20413
001138	ADVENTIST HEALTH	01/07/2026	Regular	0.00	487.62	20414
001423	ALLIANT INSURANCE SERVICES INC	01/07/2026	Regular	0.00	396.00	20415
001423	ALLIANT INSURANCE SERVICES INC	01/07/2026	Regular	0.00	395.00	20416
002389	ASCAP ACCOUNT SERVICES	01/07/2026	Regular	0.00	458.00	20417
001397	AT&T CALNET 3	01/07/2026	Regular	0.00	62.21	20418
001397	AT&T CALNET 3	01/07/2026	Regular	0.00	65.74	20419
001397	AT&T CALNET 3	01/07/2026	Regular	0.00	32.40	20420
001397	AT&T CALNET 3	01/07/2026	Regular	0.00	31.88	20421
001397	AT&T CALNET 3	01/07/2026	Regular	0.00	225.70	20422
001397	AT&T CALNET 3	01/07/2026	Regular	0.00	332.23	20423
001397	AT&T CALNET 3	01/07/2026	Regular	0.00	633.30	20424
001397	AT&T CALNET 3	01/07/2026	Regular	0.00	153.18	20425
VEN01351	BKF ENGINEERS	01/07/2026	Regular	0.00	2,153.75	20426
000068	BOB'S JANITORIAL	01/07/2026	Regular	0.00	165.30	20427
002162	CALIFORNIA ENGINEERING	01/07/2026	Regular	0.00	2,002.60	20428
VEN01393	CHRISTOPHER WILLIAM INGLIS	01/07/2026	Regular	0.00	75.00	20429
000024	CLEARLAKE POLICE ASSOCIATION	01/07/2026	Regular	0.00	1,920.00	20430
000548	COMPUTER LOGISTICS	01/07/2026	Regular	0.00	3,865.00	20431
VEN01581	CRACKERJACK CLEANING LLC	01/07/2026	Regular	0.00	3,035.00	20432
000774	DEEP VALLEY SECURITY	01/07/2026	Regular	0.00	34.95	20433
000774	DEEP VALLEY SECURITY	01/07/2026	Regular	0.00	104.85	20434
VEN01627	DEREK E COUNTS II	01/07/2026	Regular	0.00	75.00	20435
000073	EASTLAKE SANITARY LANDFILL	01/07/2026	Regular	0.00	42.25	20436
VEN01126	ECORP CONSULTING INC	01/07/2026	Regular	0.00	900.00	20437
VEN01544	EIDE BAILLY LLP	01/07/2026	Regular	0.00	935.00	20438
001199	EUREKA OXYGEN CO	01/07/2026	Regular	0.00	140.39	20439
VEN01108	FAWN CHRISTINE WILLIAMS	01/07/2026	Regular	0.00	75.00	20440
2404	FLEXTG LLC	01/07/2026	Regular	0.00	428.93	20441
	Void	01/07/2026	Regular	0.00	0.00	20442
002337	GLADWELL GOVERNMENTAL SERVIC	01/07/2026	Regular	0.00	450.00	20443
VEN01577	GOVERNMENT FINANCE SERVICES, L	01/07/2026	Regular	0.00	5,850.00	20444
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	44.17	20445
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	233.81	20446
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	188.79	20447
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	57.43	20448
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	130.45	20449
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	113.69	20450
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	117.61	20451
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	129.76	20452
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	406.46	20453
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	97.88	20454
000121	HIGHLANDS WATER COMPANY	01/07/2026	Regular	0.00	307.15	20455
VEN01394	HUNTERS SERVICES INC	01/07/2026	Regular	0.00	285.00	20456
001949	ICE WATER DISTRIBUTORS INC	01/07/2026	Regular	0.00	105.10	20457
001949	ICE WATER DISTRIBUTORS INC	01/07/2026	Regular	0.00	72.70	20458
VEN01418	JACK SMALLEY	01/07/2026	Regular	0.00	75.00	20459
VEN01666	KORI PIERSON	01/07/2026	Regular	0.00	300.00	20460
000108	LAKE COUNTY RECORD BEE	01/07/2026	Regular	0.00	232.48	20461
000158	LAKE COUNTY SPECIAL DISTRICTS	01/07/2026	Regular	0.00	127.20	20462
VEN01123	LOOMIS	01/07/2026	Regular	0.00	658.70	20463
VEN01515	LSW ARCHITECTS P.C.	01/07/2026	Regular	0.00	525.00	20464
VEN01329	MCGRATH RENTCORP AND SUBSIDIA	01/07/2026	Regular	0.00	2,565.32	20465
000793	MEDIACOM	01/07/2026	Regular	0.00	650.00	20466

Check Register

Packet: APPKT04232

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001489	NAPA AUTO PARTS	01/07/2026	Regular	0.00	74.72	20467
VEN01191	NORTH BAY ANIMAL SERVICES	01/07/2026	Regular	0.00	31,250.00	20468
001392	OFFICE DEPOT	01/07/2026	Regular	0.00	429.09	20469
002270	OPENGOV, INC	01/07/2026	Regular	0.00	26,207.97	20470
001843	PG&E CFM	01/07/2026	Regular	0.00	4,943.01	20471
	Void	01/07/2026	Regular	0.00	0.00	20472
002061	PLEXUS GLOBAL LLC	01/07/2026	Regular	0.00	12.25	20473
VEN01625	RAYMOND A. SILVA	01/07/2026	Regular	0.00	75.00	20474
VEN01255	REDWOOD EMPIRE MUNICIPAL INSL	01/07/2026	Regular	0.00	195.20	20475
VEN01226	SPEAKWRITE LLC	01/07/2026	Regular	0.00	231.27	20476
VEN01336	SSA LANDSCAPE ARCHITECTS INC.	01/07/2026	Regular	0.00	1,363.75	20477
VEN01412	THE EIDAM CORPORATION - LUCY &	01/07/2026	Regular	0.00	10,704.50	20478
000708	VALIC LOCKBOX	01/07/2026	Regular	0.00	470.00	20479
000085	VESTIS GROUP INC	01/07/2026	Regular	0.00	131.78	20480
000375	VULCAN MATERIALS CO	01/07/2026	Regular	0.00	4,196.77	20481

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	67	0.00	167,681.29
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	87	69	0.00	167,681.29

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2026	167,681.29
			<u>167,681.29</u>



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Authorization to Amend Lease Agreement for Fleet Copier Replacement and Upgrade

MEETING DATE:
February 5, 2026

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's current document imaging fleet, specifically the two HP 877z devices, has reached the end of its reliable service life, resulting in frequent downtime and staff disruption. Staff recommends transitioning to a more robust fleet consisting of two **Konica Minolta C451i** units and one **HP E47528f**. This upgrade not only improves operational efficiency but also provides immediate monthly budgetary savings.

BACKGROUND/DISCUSSION:

Since 2021, the City has had an existing contract with Caltronics for document imaging. The current HP 877z units have become a bottleneck requiring frequent service calls and downtime, which has impacted departmental productivity significantly. The vendor has acknowledged the disruption caused by the equipment and has made an offer to the City to upgrade equipment and reduce costs.

The proposal offers two flexible paths toward full ownership of the equipment. Both options represent a significant reduction from our current monthly spend.

Feature	Option 1 (Recommended)	Option 2
Lease Term	60 Months	48 Months
Monthly Cost	\$1,855	\$2,089
Monthly Savings	\$400	\$167
End of Term	Full Ownership	Full Ownership

By switching to the 60-month plan, the City is saving \$400 every month compared to the current spend. Additionally, this plan will eliminate overages and locks in a higher volume (11,000 B&W/11,500 Color Copies) so the budget stays flat and predictable. Finally, unlike a standard "fair market value" lease

where machines are returned at the end of the lease period, the City will own the machines of the term.

Additional Incentives & Savings

Beyond the monthly lease reduction, the following "Extra Value" items have been negotiated:

- **\$2,500 Rebate:** Provided as a credit for the disruption caused by previous equipment failures.
- **Early Lease Buyout:** The vendor will cover all remaining payments on the current lease and handle the removal of old devices.
- **Fee Waivers:** The \$395 installation and networking fees are waived.
- **Minimal Startup Cost:** Only a one-time \$150 documentation fee is required to initiate the contract.

OPTIONS:

1. Approve Option 1 as recommended.
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: Approval would result in a cost reduction.

STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Economic Development
- ☐ Goal #2: Public Facilities and Infrastructure
- ☐ Goal #3: Celebrate Clearlake
- ☐ Goal #4: Clean
- ☒ Goal #5: Fiscal Sustainability
- ☐ Goal #6: Safe

SUGGESTED MOTIONS:

Move to authorize the City Manager to sign updated lease agreement under Option 1.

☒ **Attachments:** 1) Proposal



COST ANALYSIS

PREPARED FOR

City of Clearlake

January 12, 2026

Existing Situation

(2) HP HEW-E877z (48 Month Lease)	\$2,079.37 /mo.
HP E47528f	
15,000 Black pages per month	Included
9,544 average Black pages per month	Included
7,500 Color pages per month	
3,217 Color overages per month @ .055	\$176.94 /mo.
Existing Monthly Cost:	\$2,256.31

Proposed Solution

(2) Konica Minolta C451i (60 Month Lease)	\$1,855.00 /mo.
HP E47528f	
11,000 Black pages per month	Included
11,500 Color pages per month	Included
New Monthly Cost:	\$1,855.00

Monthly Savings:

\$401.31

Additional Benefits:

New Machine

Locally Owned and Operated Service Provider

Faster Copy, Print and Scan Speeds

More Robust Document Feeder for Scanning and Copying

Improved Color Quality

Accurate Allowances and Lower Overage Rates

Consistent Budgeting and Easier Invoice Processing



**INVESTMENT PROFILE
PREPARED FOR
City of Clearlake
January 12, 2026**

(2) Konica Minolta C451i

45 Pages per Minute BW & Color Printing & Copying
140 Pages per Minute BW & Color Scanning (Simplex)
280 Pages per Minute BW & Color Scanning (Duplex)
Scan-to: Email, Folder, USB
10.1" Internet-Ready Operation Panel
Mobile Printing from Smart Phones and Tablets
Adobe Postscript
2,500-Sheet Large Capacity Tray: up to 8.5 x 11"
(2) 550-Sheet Paper Drawers: up to 12x18"
220-Sheet Single Pass Document Feeder
100-Sheet Bypass Tray

HP E47528

29 PPM B&W & Color Printing and Copying
31/49 PPM B&W & Color Scanning
Scan-to: Email, Folder, USB
4.3" Internet-Ready Operation Panel
50-Sheet Multipurpose Input Tray
250-Sheet Input Tray
150-Sheet Output Bin
Automatic Two-Sided Printing

Lease Options*

48 Months: \$2,089.00 | 60 Months: \$1,855.00

*Zero payments down required to initiate lease, **customer owns equipment at the end of the term.**

*Upon acceptance of delivery of the new machine, Caltronics will assume all responsibility for the remaining payments and return of the existing (2) HP E877z and HP E47528F.

*Lease payment includes Service and Supply Agreement.

Service and Supply Agreement

*Agreement includes 11,000 Black and 11,500 Color pages per month and all parts, labor and toner as well as unlimited service calls and training.

*Black overages will be billed monthly in arrears at .0083 per page.

*Color overages will be billed monthly in arrears at .052 per page.

Tax Not Included In Above Figures

*Installation & Networking: ~~\$395.00~~ **WAIVED (Caltronics New Year Promotion)***

Proposed Terms Valid Until: 1/30/2026

CITY OF CLEARLAKE

City Council



STAFF REPORT

SUBJECT: Adoption of Resolution 2026-04 Approving a State CDBG Program Income–Only Application for the Red Bud Park Improvement Project

MEETING DATE: February 5, 2026

SUBMITTED BY: Adeline Leyba, Director of Public Works

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 Resolution 2026-04 authorizing the submission of a State CDBG Program Income–Only application to the California Department of Housing and Community Development (HCD) for improvements to Redbud Park and authorizing the City Manager to execute all related application and grant documents required by HCD.

BACKGROUND/DISCUSSION:

The City of Clearlake has accumulated eligible Community Development Block Grant (CDBG) Program Income (PI) as a result of previously completed CDBG-funded activities. HCD allows jurisdictions to apply for the use of locally generated Program Income through a Program Income–only application process to fund eligible CDBG activities.

The City proposes to use available Program Income funds to complete improvements at Red Bud Park, a public park facility that serves residents throughout Clearlake, including low- and moderate-income households. The proposed activity qualifies under Matrix Code 03F – Parks, Recreational Facilities, an eligible CDBG public facilities activity.

Red Bud Park is a heavily utilized neighborhood park that provides recreational opportunities and open space for surrounding residential areas. Planned improvements are intended to enhance safety, accessibility, and usability of the park while extending the useful life of the facility. The proposed improvements will primarily benefit low- and moderate-income residents, consistent with CDBG National Objective requirements.

PROGRAM INCOME APPLICATION

The proposed Program Income–only application will request authorization to use CDBG Program Income funds for the Red Bud Park Improvement Project. No new CDBG allocation funds are being requested as part of this action.

The application will include:

- A description of the proposed park improvements
- A project budget funded entirely with Program Income
- Documentation demonstrating compliance with CDBG national objectives
- Required public hearing and citizen participation documentation

Approval of this item will allow staff to proceed with submitting the Program Income application to HCD and completing all required environmental review and compliance activities prior to construction in accordance with NEPA and CDBG regulations.

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

☒ **Attachments:** 1. Resolution No. 2026-04

Resolution of the Governing Body

RESOLUTION NO. 2026-04

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the City Council of the **City** of Clearlake as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$500,000.00 for the following CDBG activities, pursuant to the and 2024 CDBG NOFA:

List activities and amounts

Activity (e.g. Public Services, Infrastructure, etc.)	Dollar Amount Being Requested for the Activity
Red Bud Park	\$ 500,000.00
	\$
	\$
	\$
	\$

SECTION 2:

The **City Council** hereby approves the use of Program Income in an amount not to exceed \$500,000.00 for the CDBG activities described in Section 1.

SECTION 3:

The **City Council** acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The **City Council** hereby authorizes and directs the City Manager or designee*, to execute and deliver all applications and act on the **City's** behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the Mayor or designee*, is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement), any recordable or nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the City Manager or designee*, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the **City** of City of Clearlake held on Click or tap to enter a date. by the following vote:

AYES: Enter # of votes or names
NOES: Enter # of votes or names

ABSENT: Enter # absentees or names
ABSTAIN: Enter # of abstains or names

Enter Name and Title.
Choose an item.

STATE OF CALIFORNIA
Choose an item. of Enter City or County Name.

I, Melissa Swanson, **City** Clerk of the **City** of Clearlake, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 5th day of February, 2026 and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Melissa Swanson, **City** Clerk of the **City** of Clearlake, State of California

By: Melissa Swanson, City Clerk



January 29, 2026
(P26-016.04)

Alan Flora
City of Clearlake
14050 Olympic Drive
Clearlake, CA 95422
Email: aflora@clearlake.ca.us

Subject: *New Task Order to Provide Cultural Resources Support Services for the Airport Commercial Center Project, City of Clearlake County, California*

Greetings:

ECORP Consulting, Inc. is pleased to provide this proposal for cultural resources support services for the Airport Commercial Center Project in the City of Clearlake in Lake County, California. The Scope of Work and Cost Estimate below provide the technical approach and costs proposed by ECORP for this effort. Important costing assumptions follow.

SCOPE OF WORK

The City of Clearlake proposes to construct a commercial center between Old Highway 53 and realigned Highway 53 within the Former Pearce Airport property. The Project area is approximately 51 acres. The City has established consultation procedures that provide the Koi Nation, Elem Indian Colony of Pomo Indians of the Sulphur Bank Rancheria, and Middletown Rancheria of Pomo Indians an opportunity to comment on the project and be involved in the cultural studies associated with the Project. ECORP recommends reaching out to the tribes early in the planning process and continue interacting in good faith with the tribes throughout the Project.

Task 1 – Project Meetings/Tribal Coordination

Prior to beginning the project, ECORP will coordinate meetings between each of the three tribes and the City to discuss project details. ECORP will coordinate one meeting per tribe. This task includes ECORP's attendance at three 1-hour meetings between each of the respective tribes and the City.

ECORP will coordinate with the City and each of the tribes to be present during all fieldwork activities. Upon the results of the fieldwork, ECORP will coordinate meetings between the tribes and City to discuss the results. ECORP assumes all three tribes will request a meeting, therefore, this task includes three 1-hour meetings. This Task includes two one-hour meetings between each of the three tribes and the City, for a total of six meetings. The results of these meetings will be documented and provided to the City. An estimate for the cost of tribal participation is provided.

ECORP will also coordinate up to three project meetings with the City. These meetings will provide updates about the project and during these meetings ECORP will provide recommendations for next steps throughout the project.

Task 2 – Cultural Resources Inventory Letter Report

ECORP will conduct a cultural resources inventory of the Project Area. The cultural resources inventory will be conducted under the direct supervision of a Registered Professional Archaeologist who meets the Secretary of the Interior's Professional Qualifications Standards for prehistoric and historic archaeology. This study will be conducted pursuant to compliance with the California Environmental Quality Act (CEQA) and Section 106 of the National Historic Preservation Act.

The scope of work for the cultural resources inventory includes a records search of the California Historical Resources Information System (CHRIS) and literature review for the Project Area. ECORP will request a records search of the CHRIS from the Northwest Information Center (NWIC) located at California State University-Sonoma. The CHRIS records search will identify the locations and extent of previous surveys conducted within 0.5 mile of the Project Area and will determine if there are any known cultural resources (i.e., pre-contact [prehistoric] or historic archaeological sites or historic-period features) located within or near the Project Area. In addition, the records search will identify resources listed on or determined eligible for listing on the National Register of Historic Places (NRHP) and/or the California Register of Historical Resources (CRHR) located within or near the Project Area. This scope and cost includes 2 days for ECORP to review agency records, county registers, and pertinent museum and library archives to ensure that all applicable information is obtained.

ECORP will also request a search of the Sacred Lands File from the NAHC. The Sacred Lands File search will identify any known sensitive or sacred Native American resources located within or near the Project Area. It should be noted that the Sacred Lands File search and tribal participation in this study will not constitute consultation in compliance with Senate Bill (SB) 18, Assembly Bill (AB) 52, or Section 106 of the National Historic Preservation Act (NHPA). SB 18, AB 52, and Section 106 consultation are separate processes from cultural resources technical studies and are not included in this scope of work.

ECORP will complete an intensive field survey of the Project Area using pedestrian transect intervals spaced 10 to 15 meters apart, where possible. An ECORP archaeologist will closely examine the Project Area for surface evidence of cultural materials, including pre-contact and historic-period (i.e., over 50 years of age) cultural deposits and features. ECORP assumes up to three resources will be recorded within the Project Area as a result of the field survey and will be documented and mapped in detail in accordance with the standards of the California Office of Historic Preservation (OHP). Tribal representatives will be afforded the opportunity to be present in the field survey, and an estimated cost associated with their participation has been included in the budget.

ECORP will prepare a cultural resources inventory letter report that documents the methods and results of the CHRIS records search, Sacred Lands File search, and field survey. The report will describe any cultural resources within the Project Area in detail. The report will also present recommendations for further work, if needed. All correspondence with the NAHC will be provided as an attachment to the report. If cultural resources are identified inside the Project Area as part of the inventory, the report will provide brief descriptions only and ECORP will provide a contract amendment proposal to record, map, and evaluate their significance under state and federal law. ECORP will afford participating tribal representatives an opportunity to review the draft report and provide comments.

Task 2 Deliverables:

- ◆ *Cultural resources inventory letter report*

Task 2 Schedule:

- ◆ *ECORP will submit the deliverable to the Client within 90 calendar days of the receipt of a notice to proceed and all required data needs. This schedule may be affected and/or delayed by third parties, including the California Historical Resources Information System, or if the data needs specified below are not provided at the time of contract execution. ECORP will strive to provide the deliverable sooner than anticipated, but reserves the right to use the entire timeframe specified herein, subject to the stated assumptions.*

Task 2 Data Needs:

In order to submit a deliverable under the schedule provided above, ECORP will require receipt of the following information:

- ◆ *Boundary files: the client (or its Agent) will provide an AutoCAD file(s) or ESRI shapefile(s) of the project footprint/impact areas as closed polyline or polygon features. ECORP requests that the AutoCAD or ESRI GIS file(s) be provided in a defined and clearly stated coordinate system, with project footprint/impact areas clearly designated on either single layer, or on multiple layers, with clear direction given to what layers constitute the project footprint and or impact areas.*
- ◆ *Project description: the client (or its Agent) will provide a written description of the project, including a description of the depths of disturbance and type of activity being proposed, to the level of detail known at the time of contract execution.*

Task 3 – Historic-era Structure Evaluation (Optional Task)

Based on preliminary research, ECORP has identified two historic-era structures associated with the Piercer Airport and Old Highway 53, which meet the age threshold to be a cultural resource (50 years). Pursuant to compliance with CEQA, and Section 106, if authorized, ECORP will document and evaluate these resources for eligibility for the National Register of Historic Places (NRHP) and California Register of Historical Resources (CRHR). Any other archaeological resources encountered during the survey may require a change order to properly record and evaluate the resources.

Task 4 – Sub-surface Testing

ECORP will complete approximately 20 shovel test units (STP) throughout the Project Area to determine if sub-surface archaeological components are present, as well as their depth and spatial extent. The testing will be Before initiating testing, in accordance with CDC 4216.2, ECORP will contact USA North to mark the locations of any buried utility lines or to provide clearance for buried utilities. ECORP will mark the proposed testing locations with white pin flags and/or white spray paint before calling in the ticket.

Once utility clearance has been received, ECORP will carry out subsurface testing. The methods to be employed will be shovel tests. The final number, location, and depth of each will be determined by the principal investigator in real time, based on observed subsurface deposits, with the goal of only excavating to the extent necessary to inform project design. Each excavation location will be mapped with a submeter GPS receiver. The STPs will be 30 cm by 30 cm and extend until sterile soil is reached or 80 cm in depth. Recovered artifacts will be recorded and returned to the corresponding STP. The results of testing will be added to inventory letter report. If additional testing is required, ECORP will submit a scope and cost to cover the additional work. ECORP will invite a representative from each of the three tribes to observe the testing and the estimated cost for their participation is included.

Task 5 – AB 52 Tribal Consultation Assistance

The tribal coordination tasks listed above are part of an agreement with the City and the Tribes and do not constitute AB52 consultation. ECORP will assist the CEQA lead agency in consulting with California Native American tribes under Assembly Bill 52 (AB 52). At the direction and discretion of the lead agency, ECORP may use this budget to assist in drafting consultation letters, coordinate tribal meetings, maintain the AB 52 administrative record, author CEQA sections, and provide technical support to the agency in determining whether or not Tribal Cultural Resources will be significantly impacted by the project. It is assumed that these meetings will be reduced considering the above tasks.

This cost estimate is provided on a time and materials, “best efforts” basis as requested by the lead agency for any number of individual projects. If the consultation requests from the tribes or services requested from the lead agency will require more effort that will exceed the budget provided herein, then a contract change order would be required to complete the scope and AB 52 consultation.

Task 999 – Technical Assistance/Client Requests

During the course of the project, as needed, ECORP will attend project meetings or conference calls with the client and project planning team and/or lead agencies, provide general technical support, prepare project status reports and updated schedules, and maintain appropriate communication with the client, team members, and subconsultants. This is an as-needed task, billed as time and materials. If the number or type of requests for out-of-scope assistance exceeds what can be accommodated by

this budget, based on a best-efforts basis, then a contract amendment would be needed in order to respond.

COST ESTIMATE

The cost will be billed on a TIME AND MATERIALS basis. The cost estimates to complete the work are presented in the following table. ECORP reserves the right to flex the budget between and among line items and comparable staff to reflect the actual distribution of effort required.

Table 1 – Cost Estimate

Activity/Task(s)	Cost (\$)
Task 001 – Project Meetings/Tribal Coordination	\$8,500
Tribal Participation	\$2,000
Task 002 – Cultural Resources Inventory Letter Report	\$18,600
Tribal Participation	\$4,700
Task 003 – Historic-era Structure Evaluation (Optional Task)	\$9,200
Task 004 – Sub-surface Testing	\$30,600
Tribal Participation	\$14,000
Task 005 – AB 52 Tribal Coordination Assistance	\$2,500
Task 999 – Technical Assistance/Client Requests	\$2,000
TOTAL COST ESTIMATE (INCLUDING TRIBAL PARTICIPATION & OPTIONAL TASK)	\$92,100

Costing Assumptions

- ◆ The cost proposal is presented on a Time-and-Materials basis.
- ◆ Cost and schedule estimates are based on our best judgment of the requirements known at the time of the proposal and can be influenced favorably or adversely by Client needs and other circumstances, including agency or other delays. ECORP will perform the services and accomplish the objectives within the presented costs and schedule. However, if the scope of work or schedule changes, ECORP will offer separate proposals for any out-of-scope work.
- ◆ ECORP Consulting, Inc. assumes that, by receipt of notice to proceed, full access to the property will be provided by the Client, including keys to locked gates and advance notice to existing property tenants of our right of entry.
- ◆ ECORP Consulting, Inc. shall not be held responsible for work delays or cancellations caused by strikes, accidents, acts of God, delays imposed by the Client, or other delays beyond the control of ECORP Consulting, Inc.
- ◆ If the client elects to combine Tasks 2 and 4, ECORP estimates a cost savings of approximately \$2,000.

- ◆ *A rate sheet from each of the three tribes (Koi Nation, Elem Indian Colony and Middletown) has not been provided, therefore, the costs associated with tribal participation have been estimated to the best of ECORP's ability. If tribal participation is more than what is budgeted, a cost amendment may needed.*
- ◆ *The letter report specified in this scope and cost meets the requirements of CEQA, if the involvement of a federal agency is required, this letter report may need to be expanded to fulfill federal requirements.*
- ◆ *The fee for records search information at the California Historical Resources Information Center has been estimated herein; however, the actual cost of the information will not be known until after the Information Center provides the information. Client agrees to pay the full fee from the Information Center in accordance with the Rate Schedule.*
- ◆ *In compliance with the terms of agreement between ECORP and the California Office of Historic Preservation, one unbound copy of the final report will be submitted to the appropriate confidential OHP Information Center within 60 days of completion, where it will be archived and remain confidential (accessible only by qualified archaeologists; note that this is required, regardless of project status, and does not affect project approval).*
- ◆ *It is assumed that ECORP Consulting, Inc. can use and rely on the data and information contained in the project related documents provided by the Client. ECORP Consulting, Inc. will not perform a technical review of these documents, and will not be responsible for the content or accuracy of these studies.*
- ◆ *Change orders will be issued and signed by the Client and ECORP Consulting, Inc. before starting additional work not provided for in the original proposal. If the Client's authorized representative is not available for a signature, the additional out-of-scope work will not commence until the change order is signed.*
- ◆ *This cost is valid for a period of 90 days from the date of this proposal. Beyond 90 days, ECORP Consulting, Inc. reserves the right to reevaluate the cost.*
- ◆ *Color copies, equipment, and other direct expenses are reimbursed with a 14% administrative handling charge (excluding mileage). These charges are included in the cost estimate, above.*
- ◆ *Subcontractor expenses (if any) are reimbursed with a 12% administrative handling charge. These charges are included in the cost estimate above.*
- ◆ *Mileage is reimbursed at the current IRS rate. These charges are included in the cost estimate above.*

Thank you for the opportunity to submit this proposal. If you have any questions regarding this proposal, please call me at (916) 782-9100.

Sincerely,

ECORP Consulting, Inc.



Christa Westphal, M.A., RPA

Senior Archaeologist/Northern California Cultural Resources Assistant Group Manager

Attachment: Fee Schedule

SCHEDULE FOR PROFESSIONAL SERVICES

ECORP Consulting, Inc. – 2026 Rates¹

Principal V	\$450
Principal IV	\$370
Principal III.....	\$315
Principal II.....	\$270
Principal I.....	\$250
Professional XI.....	\$270
Professional X.....	\$245
Professional IX.....	\$225
Professional VIII	\$210
Professional VII	\$195
Professional VI	\$185
Professional V	\$175
Professional IV	\$160
Professional III.....	\$145
Professional II.....	\$135
Professional I.....	\$125
Technician IV	\$120
Technician III	\$115
Technician II	\$105
Technician I	\$95
Project Admin III.....	\$135
Project Admin II.....	\$115
Project Admin I.....	\$105

¹Technical and Professional classifications include biologists, regulatory permitting specialists, archaeologists, architectural historians, paleontologists, air quality/greenhouse gas specialists, noise specialists, planners, CEQA/NEPA specialists, GIS Specialists, UAS pilots, and other technical professionals.

Expense Reimbursement/Other:

1. Computer, facsimile, and telephone are included in the billing rates, and there is no additional charge.
2. Reproduction, equipment and other direct expenses are reimbursed at cost plus a 14% administrative handling charge (excluding mileage).
3. The hourly rates for Subconsultants will be billed at the hourly rate indicated, plus a 12% administrative handling charge.
4. Mileage will be billed at the current IRS rate, adjusted annually.
5. Per Diem, depending upon location, may be charged where overnight stays are required.
6. Expert Witness Testimony, including Depositions, is billed at time and a half.
7. Non-standard invoicing will be billed at the hourly rates for support personnel.
8. Hourly rates will escalate at a rate of 3% per annum.



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Approval of a Contract with ECORP Consulting for a Cultural Resources Report for the Airport Redevelopment Project

MEETING DATE:
February 5, 2026

SUBMITTED BY: Alan D. Flora, City 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 consider approval of a professional services agreement with ECORP Consulting for a cultural resources report for the Airport Redevelopment Project.

BACKGROUND/DISCUSSION:

Nearly two years ago the City initiated an environmental review process for the Airport Redevelopment Project. Preparation of the draft environmental impact report is complete pending the cultural and tribal resources sections. The long-time cultural resources consultant used on City projects was under agreement for the work and performed the field analysis, but has failed to provide a draft report and has even refused to communicate with the City for months.

In order to complete the environmental review, the City must engage a new consultant and is recommending ECORP for this work based on their experience and current knowledge of this and other City projects.

OPTIONS:

1. Approve Contract with ECORP Consulting for a Cultural Resources Report for the Airport Redevelopment Project and authorize the City Manager approve up to an additional 10% for currently unforeseen contract amendments.
2. Other direction

FISCAL IMPACT:

☐ None ☐ \$92,100 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 (Fund 240)

Comments:

STRATEGIC PLAN IMPACT:

- ☒ Goal #1: Economic Development
- ☒ Goal #2: Public Facilities and Infrastructure
- ☐ Goal #3: Celebrate Clearlake
- ☐ Goal #4: Clean
- ☐ Goal #5: Fiscal Sustainability
- ☐ Goal #6: Safe

- ☒ **Attachments:** 1) ECORP Proposal



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Discussion and Consideration of Memorandum of Understanding (MOU) between the City of Clearlake and Highlands Water Company

MEETING DATE:
February 5, 2026

SUBMITTED BY: Alan D. Flora, City 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 consider approval of an agreement with Highlands Water Company.

BACKGROUND/DISCUSSION:

Over the past few years several sources of conflict arose between the City and Highlands Water Company, which is one of three water districts providing water service within the City limits. In early 2025, the City and Highlands agreed to have monthly meetings with two HWC Board representatives, two City Council representatives, and professional staff from each entity.

The meetings have been productive and have addressed a variety of topics over the past year. One item of discussion was creating an agreement between the two entities that would provide a framework for cooperation. Several versions were discussed and the attached version is the result.

While the agreement is technically non-binding, it does reflect a renewed spirit of cooperation and shared purpose.

OPTIONS:

1. Move to Approve MOU with Highlands Water Company and Authorize the Mayor 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:

STRATEGIC PLAN IMPACT:

- ☒ Goal #1: Economic Development
- ☒ Goal #2: Public Facilities and Infrastructure
- ☐ Goal #3: Celebrate Clearlake
- ☐ Goal #4: Clean
- ☐ Goal #5: Fiscal Sustainability
- ☒ Goal #6: Safe

SUGGESTED MOTIONS:

Move to Approve MOU with Highlands Water Company and Authorize the Mayor to sign

- ☒ **Attachments:** 1) Draft MOU

MEMORANDUM OF UNDERSTANDING

Between the City of Clearlake and Highlands Water Company

(also known as Highlands Mutual Water Company)

1. Purpose

This Memorandum of Understanding ("MOU") establishes a cooperative, non-binding framework for communication, coordination, and voluntary information sharing between the City of Clearlake ("City") and Highlands Water Company ("Highlands") (collectively, the "Parties"). The intent of this MOU is to support planning awareness, public safety, and long-term community well-being through transparent dialogue and mutual respect.

2. Areas of Collaboration and Information Sharing

Subject to applicable laws and at each Party's discretion, the Parties may engage in open communication and share general, non-binding information related to:

- Water system planning, capacity considerations, and infrastructure awareness;
- Public safety, emergency preparedness, and response coordination;
- Proposed development or growth considerations that may affect water service demand or community infrastructure;
- Long-term community development initiatives where coordination may support public health, safety, or orderly growth.

Information shared under this MOU is for **informational and planning purposes only** and does not obligate either Party to take action, approve projects, provide service, or commit resources.

3. Confidentiality and Use of Information

- Information shared pursuant to this MOU shall be used in good faith solely for coordination and planning purposes.
- Each Party shall protect confidential or proprietary information from unauthorized disclosure in accordance with applicable laws.
- Confidential or proprietary information will only be shared if mutually agreed upon in writing and shall remain subject to public records, open meeting, and disclosure laws.
- Nothing in this MOU limits either Party's legal obligations under state or federal law.

4. Good Faith and Non-Misuse

The Parties agree to engage constructively and in good faith. Information shared under this MOU shall not be knowingly used to misrepresent, undermine, or improperly disadvantage the other Party.

5. Independence of the Parties

Each Party retains its separate legal identity, authority, and decision-making responsibilities. Nothing in this MOU creates a partnership, joint venture, agency relationship, or delegation of authority, nor authorizes either Party to bind the other.

6. Non-Binding Agreement

This MOU reflects the Parties' intent to collaborate and communicate in good faith. It is **non-binding** and does not create enforceable legal obligations or limit either Party's statutory authority or discretion.

7. Signatures

City of Clearlake

BY: _____

Name/ Title: _____

Date: _____

Highlands Water Company

BY: _____

Name/ Title: _____

Date: _____