



CITY COUNCIL REGULAR MEETING

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

Thursday, March 20, 2025

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/83754235156?pwd=8QLvMuUdJk4mz8zlrXAaB3qR7RcaID.1>

Passcode:994792

Join via audio:

+1 669 444 9171 US

Webinar ID: 837 5423 5156

International numbers available: <https://clearlakeca.zoom.us/j/kelvud8jRP>

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE: *The City Council invites members of the clergy, as well as interested members of the public in the City of Clearlake, to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. This opportunity is voluntary and invocations are to be less than three minutes, offered in a solemn and respectful tone, and directed at the City Council. Invocational speakers who do not abide by these simple rules of respect and brevity shall be given a warning and/or not invited back to provide a subsequent invocation for a reasonable period of time, as determined appropriate by the City. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the City Council's respect for the diversity of religious denominations and faith represented and practiced among the citizens of Clearlake. If a scheduled invocational 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 March's Adoptable Dogs

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.*

2. Minutes of the February 12, 2025 Lake County Vector Control District Board Meeting
Recommended Action: Receive and file
3. Minutes
Recommended Action: Receive and file
4. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms
Recommended Action: Continue declaration of emergency
5. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for the Boyles Fire
Recommended Action: Continue declaration of emergency
6. Warrants
Recommended Action: Receive and file

H. PUBLIC HEARING

7. Discussion and Consideration of Ordinance No. 279-2025, an Amendment to Section 9-4 of the Clearlake Municipal Code Regarding Residential Rental Registration and Inspection
Recommendation: Introduce the Ordinance and Hold a First Reading, Read by Title Only, and Schedule Second Reading and Adoption at a Subsequent Council Meeting.
8. Discussion and Consideration of Amendments to Fees for the Rental Housing Unit Inspection and Registration Program.
Recommendation: Adopt Resolution No. 2025-11

I. BUSINESS

- [9.](#) Discussion and Consideration of Pilot Project with Konocti County Water District Regarding Implementation of the City's Fire Hydrant Inspection & Testing Ordinance (Ord. 275-2024)
Recommended Action: Direction to Staff

J. CITY MANAGER AND COUNCILMEMBER REPORTS

K. FUTURE AGENDA ITEMS

L. CLOSED SESSION

- (10)** Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): Case No. A169438; Koi Nation of Northern California v. City of Clearlake, et al., California Court of Appeal
- (11)** 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
- (12)** Pursuant to Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: City Manager

M. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

N. ADJOURNMENT

POSTED: March 14, 2025

BY:



Melissa Swanson, Administrative Services Director/City Clerk

MINUTES OF PREVIOUS MEETING

February 12, 2025

The monthly meeting of the Board of Trustees of the Lake County Vector Control District was called to order at 1:34 P.M. by President Giambruno.

Board Present: Rob Bostock, Curt Giambruno, Frank Lincoln, Ron Nagy, and George Spurr.

Absent: None.

District Personnel: Jamesina J. Scott, Ph.D., District Manager and Research Director, and Ms. Jacinda Franusich, Office Manager, and Ms. Sandi Courcier, Vector Control Technician II.

Citizen's Input: None.

Agenda Additions and/or Deletions: None.

Approve Minutes of January 8, 2025 Regular Meeting with a Correction to the Check Numbers to Include Checks 23075-23090. Making the Total Expenditures for January 2025 \$103,102.62.

Mr. Spurr moved to approve the Board Minutes of the January 8, 2025 regular meeting with a correction to the check numbers to include checks 23075-23090 making the total expenditures for January 2025 \$103,102.62. Mr. Nagy seconded the motion. Motion carried unanimously.

Presentation "Origins and Evolution: Lake County's Mosquitofish Program Over Time" by Vector Control Technician II Sandi Courcier

Ms. Courcier presented her talk and Power Point presentation to the Board. Originally, Ms. Courcier gave this presentation at the Mosquito and Vector Control Association of California Annual Conference Biocontrol Symposium. The Board enjoyed the presentation and complemented Ms. Courcier on her work.

Research Report

Dr. Scott reported on arbovirus activity. No West Nile virus (WNV) or other arbovirus activity has been detected in Lake County in 2025.

No arboviral activity has been reported for California and the rest of the nation in 2025.

Dr. Scott reported on adult biting fly activity. In January, *Culiseta inornata* and *Culex tarsalis* were collected from the New Jersey Light Trap (NJLT) near Borax Lake and the NJLT in the Reclamation near Upper Lake.

Dr. Scott reported on tick testing. Three *Ixodes pacificus* ticks have been submitted to the Sonoma County Public Health Laboratory for testing for *Borrelia burgdorferi* (the causative agent for Lyme Disease). All the samples were negative.

Dr. Scott reported on Clear Lake gnat, Chironominae, and Tanypodinae surveillance in Clear Lake. The Clear Lake gnat larval count increased from 0.46 larva per dredge in December to 0.71 larvae per dredge in January. Chironominae numbers decreased from 71.21 larvae per dredge in December to 55.29 larvae per dredge in January. Tanypodinae numbers increased from 0.04 larvae per dredge in December to 0.86 larvae per dredge in January.

Operation Report

The rain gauge at the LCVCD office in Lakeport received 0.65 inches of precipitation in January 2025. The cumulative rainfall for this season is 16.25 inches.

On January 1, the level of Clear Lake was at 5.88 feet on the Rumsey Gauge and reached 6.10 feet by January 31.

The lake level is now at 7.66 feet and the treeholes are filled with water. In addition, some low-lying areas and the lake-associated wetlands have flooded and hatched *Aedes increpitus* larvae. The District anticipates making aerial applications in the next month using drones and conventional aircraft.

On January 10-11 Kansas State University master's candidate Chip Markwardt visited the District. Chip specializes in *Culicoides* biting midges behavior and ecology and is conducting research in Bethany McGregor's

Vector Ecology Lab at the United States Department of Agriculture (USDA). The visit was a learning exchange. Chip visited known sources and examined the District's local *Culicoides* biting midges, and in turn taught District staff the collection and identification methods used at Kansas State University and the USDA.

Vector Control Technicians Julian Chavez and Brad Hayes attended a two-day UAS Pilot Training Course given by Drone Aviate in Galt. The course prepared them for the Federal Aviation Administration's (FAA) Part 107 Remote Pilot Certificate Examination, which will allow them to operate drones for mosquito monitoring.

All the certified employees attended the Mosquito and Vector Control Association of California (MVCAC) Annual Conference and Board Meeting on January 26-29 in Oakland, California. Vector Control Technician Sandi Courcier was invited to speak about the District's mosquitofish program in the Biocontrol Symposium at the MVCAC Annual Conference. Ms. Courcier gave an excellent presentation.

Following the MVCAC Conference District Entomologist Jessi Edmiston, and Vector Biologist Michelle Meighan visited the Alameda Mosquito Abatement District. Ms. Courcier also visited the Alameda Mosquito Abatement District with other members of the Mosquitofish and Biocontrol Subcommittee of the MVCAC.

Dr. Scott participated in the MVCAC Sacramento Valley Regional Meeting on January 22.

Dr. Scott attended the California Special District Association's (CSDA) annual Brown Act update webinar in January.

Dr. Scott attended the Employer Risk Management Authority (ERMA) Annual Workshop and Board of Directors Meeting on January 23-24 in Napa, CA.

Dr. Scott continues to meet with the District's Labor Negotiator, Mr. Austris Rungis of Industrial Employers Distributors Association (IEDA). Memorandum of Understanding (MOU) negotiations will begin in the coming months.

Dr. Scott is working with Chip Markwardt on the District’s pre-application letter to the American Mosquito Control Association for evaluating *Culicoides* control technologies to be considered for grant funding for a 1-year project.

Dr. Scott contacted the City of Lakeport regarding the District’s application for a General Plan and Zoning Amendment. The City requires a Biological Resource Assessment for environmental review. Dr. Scott is reviewing the sample Biological Resource Assessment provided by the City. If the District is unable to meet the requirements with the staff, then outside expertise will be utilized to prepare the assessment.

On February 22-23, Dr. Scott and Office Manager Jacinda Franusich will be attending the Vector Control Joint Powers Agency (VCJPA) Annual Workshop and Board of Directors Meeting in Santa Cruz, CA.

Approve Resolution 25-01 Resolution Establishing and Appropriating Over-Realized/Unanticipated Revenue

Mr. Spurr moved to approve Resolution 25-01 Resolution Establishing and Appropriating Over-Realized/Unanticipated Revenue. Mr. Nagy seconded the motion. Motion carried with a roll call vote as follows: 5 in favor (Mr. Bostock, Mr. Giambruno, Mr. Lincoln, Mr. Nagy, and Mr. Spurr), and none opposed.

Approve Checks for the Month of February 2025

Mr. Nagy moved to approve Check Nos. 23091-23133 for the month of February 2025 in the amount of \$70,738.20. Mr. Lincoln seconded the motion. Motion carried unanimously.

Other Business

Office Manager Jacinda Franusich and Dr. Scott reminded the Board that their Annual Statement of Economic Interest-Form 700 needs to be completed and submitted to the Lake County Auditor-Controller’s Office by April 1, 2025.

Announcement of 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 Wednesday, March 12, 2025, in the LCVCD Board Room, 410 Esplanade, Lakeport, CA 95453.

Mr. Spurr moved to adjourn the meeting. Mr. Nagy seconded the motion. There being no other business the meeting was adjourned by President Giambruno at 2:25 P.M.

Respectfully submitted,

Ronald Nagy
Secretary



CITY COUNCIL REGULAR MEETING

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

Thursday, January 16, 2025

Closed Session 5:00 PM

Regular Meeting 6:00 PM

MINUTES

A. 5:00 PM CLOSED SESSION

PRESENT

Mayor Russ Cremer

Vice Mayor Dirk Slooten

Councilmember Tara Downey

Councilmember Jessica Hooten

Councilmember Mary Wilson

- (1) LIABILITY CLAIMS -Claimant: Adams Commercial General Contracting, Inc.; Agency Claimed Against: City of Clearlake (Govt Code §54961)

Motion to deny the claim:

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

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

- (2) Significant exposure to litigation pursuant to § 54956.9(b): (1 Case)
- (3) 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

B. 6:00 PM REGULAR MEETING ROLL CALL

PRESENT

Mayor Russ Cremer

Vice Mayor Dirk Slooten

Councilmember Tara Downey

Councilmember Jessica Hooten

Councilmember Mary Wilson

C. PLEDGE OF ALLEGIANCE

D. INVOCATION/MOMENT OF SILENCE

E. ADOPTION OF THE AGENDA

City Manager Flora asked for Item #22, Council Norms and Procedures Presentation, to be removed from 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

F. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

City Attorney announced that the City Council voted unanimously to deny the liability claim of Adams Commercial General Contracting, Inc.

G. PRESENTATIONS

- 4. Presentation of January's Adoptable Dogs
- 5. Presentation of City Employee Anniversary Milestone Awards
- 6. Proclamation Declaring January 2025 as Human Trafficking Awareness Month
- 7. Presentation of Certificates of Appreciation to Trunk or Treat and Breakfast with Santa Volunteers and Donors

H. PUBLIC COMMENT

Patty Duke spoke regarding code enforcement issues near her property.

Rex Clayter spoke regarding the requirement that he maintain garbage service at his property. He was referred to staff.

Becky Salato spoke regarding upcoming projects of the school district.

Denise Gilmer spoke of the need for better animal control in the city.

Margaret Garcia asked for a copy of the agenda.

I. 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

- 8. Second Reading and Adoption of Various Zoning Ordinance Text Amendments
Recommended Action: Hold second reading of Ordinance 271-2025, read by title only, waive further reading and adopt ordinance

9. Adoption of Development Agreement, DA 2024-01 for an an existing approved Commercial Cannabis Operation located at 14915 and 14935 Olympic Drive, Units C/D/E/F.
Recommended Action: Hold second reading of Ordinance 273-2025, read by title only, waive further reading and adopt
10. Adoption of Development Agreement, DA 2024-02 for an an existing approved Commercial Cannabis Operation located at 14915 and 14935 Olympic Drive, units A/B2.
Recommended Action: Hold second reading of Ordinance 274-2025, read by title only, waive further reading and adopt
11. Consideration of Resolution SA 2025-01 Approving the Submittal of the FY 25-26 ROPS for the period of July 1, 2025 through June 30, 2026
Recommended Action: Adopt Resolution SA 2025-01 Approving the ROPS for FY 25-26 and Submittal to the Lake County Oversight Board for Final Approval
12. Warrants
Recommended Action: Receive and file
13. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for the Boyles Fire
Recommended Action: Continue declaration of emergency
14. Minutes of the November 13, 2024 Lake County Vector Control District Board Meeting
Recommended Action: Receive and file
15. Adoption of Ordinance No. 278-2025, Adjustment to Councilmember Compensation
Recommended Action: Hold second reading of the ordinance, read by title only, waive further reading, and adopt
16. Appointments of Three Planning Commissioners to Fill Terms Ending March 2029
Recommended Action: Review and File

J. BUSINESS

17. Discussion and Consideration of Lake County Special Districts Purchase of Four (4) Tax Defaulted Properties within the City of Clearlake for Sewer System Improvements
Recommended Action: Approve Purchase Agreement and Authorize the City Manager to Sign

Lake County Special District Administrator Boray gave the presentation.

Motion made by Vice Mayor Slooten, Seconded by Councilmember Wilson.
Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson
18. Discussion and Consideration of a Community Wildfire Protection Plan for the Lake County Fire Protection District

Recommended Action: Approve the Lake County Fire Protection District's Community Wildfire Protection Plan and Authorize the Mayor to Sign

Autumn Lancaster with Lake County Fire Protection gave the presentation.

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

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

19. 2025 Mayor's Appointments

Recommended Action: By motion, ratify the 2025 Mayor's Appointments

Mayor Cremer announced his appointments for 2025.

Motion made by Councilmember Downey, Seconded by Councilmember Hooten.

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

20. Consideration of Appointing Councilmembers as Representatives to the CalCities Redwood Empire Division, Resolution No. 2025-01: A Resolution of the City Council of the City of Clearlake Appointing Representatives to Represent and Vote on Behalf of the City at the CalCities, Redwood Empire Division Business Meetings and Represent the City and Vote at the Division Legislative Committee Meetings

Recommended Action: Ratify Mayor Cremer's appointment and adopt resolution

City Manager Alan Flora gave the staff report.

Mayor Cremer appointed Mary Wilson as primary representative and Jessica Hooten as alternate representative.

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

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

21. Consideration of Appointments to the Measure V Oversight Committee

Recommended Action: Make appointment(s) and/or direction to staff

City Manager Alan Flora gave the staff report.

Council Member Wilson, Hooten, and Downey gave direction to staff to recruit for applicants to the vacancies.

22. Review of City Council Norms and Procedures

No Recommended Action by Council

This item was postponed.

K. CITY MANAGER AND COUNCILMEMBER REPORTS

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

The meeting was adjourned at 7:42 p.m.



Melissa Swanson, Administrative Services Director/City Clerk



CITY COUNCIL REGULAR MEETING

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

Thursday, February 20, 2025

Closed Session 6:00 PM

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

City Manager Flora asked the Council to remove Item 5. Motion to adopt as amended.

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

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

E. PRESENTATIONS

1. Presentation of February's Adoptable Dogs
2. Swearing in of New and Promoted Police Department Employees
3. Presentation of the Police Department Annual Report
4. Presentation to Tina Viramontes, Departing Recreation and Events Coordinator II

F. PUBLIC COMMENT

Harvey Bateman spoke regarding the need for additional funding for code enforcement.

Joyce Overton thanked Tina Viramontes for her service to Clearlake.

Margaret Garcia thanked the police department for their service. She asked questions of staff regarding the Boyles Fire.

G. CONSENT AGENDA

Motion to adopt Items 6 through 8.

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
7. Minutes of the January 8, 2025 Lake County Vector Control District Board Meeting
Recommended Action: Receive and file
8. Authorization of an Amendment of Contract with California Engineering for Additional Engineering Support for the Airport Environmental Impact Report
Recommended Action: Move to amend the on-call contract with California Engineering Company in the amount of \$ 70,776.60.

H. BUSINESS

9. Authorization of an Amendment of Contract with California Engineering for the CDBG Stormwater Master Plan Project
Recommended Action: Move to amend the on-call contract with California Engineering Company in the amount of \$ 60,574.47.

Director Leyba gave the staff report.

Motion made by Councilmember Downey, Seconded by Councilmember Hooten.

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

10. Receive Update on Fire Hazard Mapping from the Office of the State Fire Marshal
Recommended Action: Receive Update.

City Manager Flora gave the staff report. No action was taken by Council on this item.

11. Hearing to Consider Resolution No. 2025-07, A Resolution of the City Council of the City of Clearlake Resolution of Necessity to Acquire Certain Real Property by Eminent Domain and Finding the Acquisition Exempt from California Environmental Quality Act (12105 San Joaquin Avenue, Clearlake, CA, APN 037-171-100)
Recommended Action: Conduct a Hearing on the Resolution and Adopt Resolution 2025-07

City Attorney Pucci, Construction Project Manager Hayes, and Public Works Director Leyba gave the staff report.

The owners of the property, Andy and Bailey Hulett, spoke against the adoption of the resolution of necessity and submitted a letter from their attorney, Robert R. Riggs, of Katzoff and Riggs, LLP. The letter was added to the agenda staff report and made a part of the record thereof.

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

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

Voting Nay: Councilmember Downey

- I. CITY MANAGER AND COUNCILMEMBER REPORTS**
- J. FUTURE AGENDA ITEMS**
- K. CLOSED SESSION**
- L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION**
- M. ADJOURNMENT**

The meeting was adjourned at 8:05 p.m.



Melissa Swanson, Administrative Services Director/City Clerk

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: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> 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

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: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> 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



Alan D. Flora
Director of Emergency Services



Clearlake, CA

Packet: APPKT03660 - 3/6/25 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						
001506	ADELINE LEYBA	03/06/2025	Regular	0.00	66.39	18626
VEN01590	ANGELA NICHOLSON - NICHOLSON S	03/06/2025	Regular	0.00	2,100.00	18627
000068	BOB'S JANITORIAL	03/06/2025	Regular	0.00	51.11	18628
002162	CALIFORNIA ENGINEERING	03/06/2025	Regular	0.00	14,810.00	18629
2404	CALTRONICS	03/06/2025	Regular	0.00	194.00	18630
000024	CLEARLAKE POLICE ASSOCIATION	03/06/2025	Regular	0.00	2,000.00	18631
000561	COMM DEVELOP DEPT OF HOUSING	03/06/2025	Regular	0.00	22.00	18632
000548	COMPUTER LOGISTICS	03/06/2025	Regular	0.00	1,745.00	18633
000077	COUNTY OF LAKE RECORDER	03/06/2025	Regular	0.00	95.00	18634
000194	DEPARTMENT OF TRANSPORTATION	03/06/2025	Regular	0.00	7,157.54	18635
VEN01386	DOWNEY BRAND LLP	03/06/2025	Regular	0.00	42,582.64	18636
000096	GOLDEN STATE WATER COMPANY	03/06/2025	Regular	0.00	43.66	18637
000096	GOLDEN STATE WATER COMPANY	03/06/2025	Regular	0.00	39.27	18638
000096	GOLDEN STATE WATER COMPANY	03/06/2025	Regular	0.00	361.49	18639
VEN01577	GOVERNMENT FINANCE SERVICES, L	03/06/2025	Regular	0.00	6,225.00	18640
002070	GOVERNMENTJOBS.COM INC	03/06/2025	Regular	0.00	5,491.19	18641
000121	HIGHLANDS WATER COMPANY	03/06/2025	Regular	0.00	105.10	18642
000121	HIGHLANDS WATER COMPANY	03/06/2025	Regular	0.00	180.14	18643
VEN01394	HUNTERS SERVICES INC	03/06/2025	Regular	0.00	80.00	18644
001949	ICE WATER DISTRIBUTORS INC	03/06/2025	Regular	0.00	193.95	18645
002274	JOHN R BENOIT	03/06/2025	Regular	0.00	687.50	18646
000108	LAKE COUNTY RECORD BEE	03/06/2025	Regular	0.00	1,358.39	18647
002280	LAW OFFICES OF P SCOTT BROWNE	03/06/2025	Regular	0.00	2,046.43	18648
VEN01123	LOOMIS	03/06/2025	Regular	0.00	643.90	18649
VEN01437	MYRIA V WOLFE-PRICELESS AUTO GI	03/06/2025	Regular	0.00	385.00	18650
001489	NAPA AUTO PARTS	03/06/2025	Regular	0.00	153.55	18651
001392	OFFICE DEPOT	03/06/2025	Regular	0.00	147.29	18652
000208	PEACE OFFICERS RESEARCH ASSOC	03/06/2025	Regular	0.00	243.00	18653
001843	PG&E CFM	03/06/2025	Regular	0.00	4,654.59	18654
	Void	03/06/2025	Regular	0.00	0.00	18655
002061	PLEXUS GLOBAL LLC	03/06/2025	Regular	0.00	27.75	18656
000127	PORAC LEGAL DEFENSE FUND	03/06/2025	Regular	0.00	650.70	18657
VEN01336	SSA LANDSCAPE ARCHITECTS INC.	03/06/2025	Regular	0.00	25,395.50	18658
001812	SUTTER HEALTH	03/06/2025	Regular	0.00	25.00	18659
000708	VALIC LOCKBOX	03/06/2025	Regular	0.00	470.00	18660
000085	VESTIS GROUP INC. F/K/A ARAMARK	03/06/2025	Regular	0.00	43.92	18661

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	47	35	0.00	120,476.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	47	36	0.00	120,476.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	120,476.00
			<hr/>
			120,476.00



Clearlake, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
000703	ACME RIGGING & SUPPLY	03/13/2025	Regular	0.00	957.76	18662
001506	ADELINE LEYBA	03/13/2025	Regular	0.00	835.70	18663
002353	ALL IN ONE AUTO	03/13/2025	Regular	0.00	3,320.00	18664
000101	AMERIGAS	03/13/2025	Regular	0.00	559.99	18665
000102	AT&T	03/13/2025	Regular	0.00	70.00	18666
001397	AT&T CALNET 3	03/13/2025	Regular	0.00	31.65	18667
001397	AT&T CALNET 3	03/13/2025	Regular	0.00	31.77	18668
001397	AT&T CALNET 3	03/13/2025	Regular	0.00	31.65	18669
001397	AT&T CALNET 3	03/13/2025	Regular	0.00	63.42	18670
VEN01075	B&B INDUSTRIAL SUPPLY INC	03/13/2025	Regular	0.00	407.69	18671
002162	CALIFORNIA ENGINEERING	03/13/2025	Regular	0.00	65,028.09	18672
VEN01608	CALIFORNIA ONLINE PUBLIC SCHOOL	03/13/2025	Regular	0.00	300.00	18673
000902	CALIFORNIA SURVEYING - DRAFTING	03/13/2025	Regular	0.00	326.25	18674
VEN01312	CAPITOL BARRICADE INC.	03/13/2025	Regular	0.00	3,440.31	18675
000561	COMM DEVELOP DEPT OF HOUSING	03/13/2025	Regular	0.00	22.00	18676
000077	COUNTY OF LAKE RECORDER	03/13/2025	Regular	0.00	95.00	18677
000160	DEPT OF JUSTICE	03/13/2025	Regular	0.00	379.00	18678
002308	DOCSVAULT	03/13/2025	Regular	0.00	2,110.00	18679
001199	EUREKA OXYGEN CO	03/13/2025	Regular	0.00	44.52	18680
VEN01108	FAWN CHRISTINE WILLIAMS	03/13/2025	Regular	0.00	146.64	18681
000120	FED EX	03/13/2025	Regular	0.00	172.85	18682
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	42.64	18683
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	48.88	18684
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	247.78	18685
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	100.62	18686
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	93.40	18687
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	283.91	18688
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	125.38	18689
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	143.13	18690
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	41.79	18691
000121	HIGHLANDS WATER COMPANY	03/13/2025	Regular	0.00	439.15	18692
000304	KONOCTI COUNTY WATER DISTRICT	03/13/2025	Regular	0.00	300.00	18693
000108	LAKE COUNTY RECORD BEE	03/13/2025	Regular	0.00	206.08	18694
VEN01392	LANGUAGE LINE SERVICES INC - DBA	03/13/2025	Regular	0.00	43.24	18695
002169	LOS CARNEROS INVESTIGATIVE SVC	03/13/2025	Regular	0.00	800.00	18696
VEN01329	MCGRATH RENTCORP AND SUBSIDIAR	03/13/2025	Regular	0.00	1,124.03	18697
001489	NAPA AUTO PARTS	03/13/2025	Regular	0.00	783.26	18698
000781	NICKI BURRELL	03/13/2025	Regular	0.00	1,477.98	18699
001836	PAK N MAIL	03/13/2025	Regular	0.00	156.60	18700
002242	PARODI INVESTIGATIVE SOLUTIONS	03/13/2025	Regular	0.00	2,000.00	18701
000049	PETTY CASH	03/13/2025	Regular	0.00	50.00	18702
001843	PG&E CFM	03/13/2025	Regular	0.00	1,172.48	18703
001843	PG&E CFM	03/13/2025	Regular	0.00	26.28	18704
001843	PG&E CFM	03/13/2025	Regular	0.00	391.01	18705
001843	PG&E CFM	03/13/2025	Regular	0.00	1,217.86	18706
001843	PG&E CFM	03/13/2025	Regular	0.00	1,600.14	18707
000130	PITNEY BOWES	03/13/2025	Regular	0.00	617.05	18708
002292	TYLER TECHNOLOGIES	03/13/2025	Regular	0.00	1,628.42	18709
000099	US CELLULAR	03/13/2025	Regular	0.00	428.69	18710

Check Register

Vendor Number
000085

Vendor Name
VESTIS GROUP INC. F/K/A ARAMARK

Payment Date
03/13/2025

Payment Type
Regular

Packet: APPKT03668-3
Discount Amount
0.00

Section G, Item 6.

Payment Amount
43.92

Number
18711

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	66	50	0.00	94,008.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	66	50	0.00	94,008.01

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	94,008.01
			<hr/>
			94,008.01



City of Clearlake

City Council

STAFF REPORT	
SUBJECT: Discussion and Consideration of Ordinance No. 279-2025, An Amendment to Section 9-4 of the Clearlake Municipal Code Regarding Residential Rental Registration and Inspection	MEETING DATE: March 20, 2025 6:00 p.m.
SUBMITTED BY: Michael Taylor, Associate Planner	
REPORT PURPOSE: <input checked="" type="checkbox"/> Action Item <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Only	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to consider the first reading of Ordinance No. 279-2025 (Attachment A) amending Section 9-4, Rental Housing Unit Registration, Inspections, and Inventory, Chapter IX, Building and Housing, of the Clearlake Municipal Code; Municipal Code Amendments, and corresponding environmental filing, Categorical Exemption, CE 2025-02.

BACKGROUND / DISCUSSION:

Section 9-4, was adopted by City Council on October 25, 2001, and came into effect on November 24, 2001, as Ordinance No. 102-01 (Attachment B). The ordinance mandates that landlords register their rental housing units and comply with required inspections to ensure safe, decent, and sanitary living conditions. Requiring registration and inspections of rental housing units aid in realizing those units that do not meet acceptable living standards and requires landlords to improve their properties offered for rental or lease.

The code's intent is to identify and correct violations of City codes, the California Building and Fire Codes, State Housing Law, and other applicable regulations that apply to rental properties. It aims to address conditions that pose immediate hazards or threats to the safety and welfare of residents and the public. Furthermore, conditions leading to severe dilapidation will be subject to strict enforcement. However, landlords will be given time to comply with code requirements, aiming to ensure all rental housing meets minimum standards set by local and State laws.

By establishing regulations for maintaining, sanitizing, and ensuring the safety of all residential rental properties, including single and multi-unit structures, motels, hotels, and their common areas, this section aims to safeguard public health and welfare. However, the code does not

mandate retrofitting of units built to earlier standards unless required by State or local laws, provided the units are maintained safely.

While the ordinance has been on the books for a number of years, the City stopped administering the program around 2008, probably as a result of staffing reductions with the Great Recession. In 2020 the City Council received a presentation regarding reimplementing of the program. Staff have been looking at various options for several years and finally believe there is a path forward to implement the program, if some ordinance amendments are made.

Through these measures, the code seeks to achieve rental housing that meets the minimum housing and property maintenance standards, contributing to better living conditions for all residents.

Proposed Code Changes

As part of staff’s ongoing efforts to enhance city municipal codes and ensure alignment with current standards, city staff is proposing several revisions for review (see “Attachment C”, for specific text amendments).

1. Inspection Responsibility and Enforcement:
Transition of the responsibility for inspections and enforcement from the Code Department to the Building Department Official. This change aims to streamline processes and improve efficiency in code enforcement.
2. Updates to Code References:
Update references to state building, fire, and residential codes, along with corresponding definitions. These updates ensure our codes are consistent with state regulations.
3. Clarification of Registration and Inspection Requirements:
Update text to clarify registration requirements, inspection protocols, and procedures for reinspection. These revisions aim to provide clear and consistent guidelines for inspections.
4. Online Registration Portal:
Update text to include rental registration through a secure website.
5. Value of Rental Unit Inspections:
Add a discussion section to highlight the value of rental unit inspections. Emphasizes that data collected from these inspections can inform future policy decisions and contribute to better housing standards.

Resolution No. 01-84

Resolution No.01-84 was adopted on November 8, 2001, to amend, at the time, the Clearlake Schedule of Fees establish fees for the rental property inspection program (Attachment D).

Current Rental Property Inspection Program Fees:

Annual Inspection	\$40.00 (site and 1st unit)
	\$15.00 (each additional unit)
Noncompliance re-inspection	\$30.00 (site and 1st unit)
	\$10.00 (each additional unit)

Under subsection 9-4.12 Fees-Adopted by Resolution of the Rental Housing Unit Inspection and Registration section, the City may adopt, and amend, from time to time, by resolution, the fees required to address current costs, future regulations and programs that may be related to the section.

Staff has determined that the adopted program fees are outdated and may no longer cover the costs necessary to effectively implement and administer the program. The operational costs associated with the program should align with current economic conditions. Since the existing fees have not been updated to reflect these changes, an adjustment is necessary. Staff have prepared under resolution proposed modification to adopted fees.

Fiscal Impact

The fiscal impacts associated with updating the existing code fees and implementing changes are not fully known and anticipated costs, which include developing an online registration portal, creating a database, City staffing-related expenses, compliance efforts, and legal assistance, need to be aligned with current economic conditions. Since the current fees were adopted by resolution in 2001 and have not been updated to reflect current costs, this adjustment is necessary. While some variability in costs may be expected in subsequent years, annual operating costs are likely to remain close to the implementation level. This matter is anticipated to be discussed at future meetings and is subject to direction from the City Council.

ENVIRONMENTAL REVIEW (CEQA):

Staff has made the determination pursuant to the California Environmental Quality Act (CEQA) Sections 15060(c)(2), the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment, 15060(c)(3) the activity is not a project as defined in Section 15378, and Section 15061 (b)(3) of the CEQA Guidelines, California Code of Regulations, Title

14, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. Additionally, the proposed text amendment serves to establish general standards and regulations. Individual projects that are subject to the Ordinance would require individual review for conformance with CEQA. Therefore, the proposed amendments are exempt from CEQA.

LEGAL NOTICE & PUBLIC COMMENT:

The public hearing was noticed at least ten (10) days in advance in an electronic publication of the Lake County Record Bee on Saturday, March 8, 2025, in accordance with the City Municipal Code, including posting a copy of the notice on the City's Bulletin Board.

MOTION/OPTIONS:

1. Hold first reading of Ordinance No. 279-2025, read by title only, waive further reading and set second reading for next Council Meeting.
2. Move to continue the item and provide alternate directions to staff.

ATTACHMENTS:

- Attachment A (Ordinance No. 279-2025)
- Attachment B (Ordinance No. 102-01, Adopted October 2001)
- Attachment C (Ordinance No. 102-01 - Redline)
- Attachment D (Resolution No. 01-84)

CITY OF CLEARLAKE

ORDINANCE NO. 279-2025

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
AMENDING SECTION 9-4 OF CHAPTER 9 OF THE
CITY OF CLEARLAKE MUNICIPAL CODE REGARDING
RENTAL HOUSING UNIT REGISTRATION, INSPECTIONS AND INVENTORY**

**THE CITY COUNCIL OF THE CITY OF CLEARLAKE DOES HEREBY ORDAIN
AS FOLLOWS:**

SECTION 1:

WHEREAS, the City of Clearlake has initiated Municipal Code Amendment MCA 2025-02 and corresponding environmental filing, Categorical Exemption, CE 2025-02 to amend Section 9-4 Rental Housing Unit Inspections and Registration; and

WHEREAS, the City Council has determined that Ordinance No. 279-2025 is exempt from environmental review in accordance with Sections 15060(c)(2), 15060(c)(3), and Section 15061 (b)(3) of the CEQA Guidelines, California Code of Regulations, and

WHEREAS, the City of Clearlake City Council has duly called, published in the Lake County Record Bee on March 8, 2025, and the public had the opportunity to submit input, on March 20, 2025, during the Public Hearing required by law concerning the proposed Rental Housing Unit Text Amendments, and;

WHEREAS, the City Council finds that the Rental Housing Unit text amendments are consistent with the City of Clearlake’s General Plan; and

WHEREAS, the amendments to the City of Clearlake Municipal Code set forth herein provide for the “public necessity and convenience and general welfare” and would not be detrimental to the public’s health, safety, and welfare; and

NOW THEREFORE, Clearlake City Council declares as follows:

SECTION 2: The above recitals are true and correct and are hereby incorporated and adopted the findings of the City Council as fully set forth herein.

SECTION 3: The title to Clearlake Municipal Code Section 9-4, is hereby renamed to “Rental Housing Unit Registration, Inspections, and Inventory”.

SECTION 4: Clearlake Municipal Code, Chapter 9, Section 9-4 is hereby amended to read as follows:

9-4 RENTAL HOUSING UNIT REGISTRATION, INSPECTIONS AND INVENTORY.

9-4.1 Purpose and Intent.

a. This Section aims to address substandard rental dwelling and rental housing units, promote compliance with health and safety standards, and enhance the quality of neighborhoods and available housing. It achieves compliance with health, safety, and welfare code violations in rental housing units that pose a threat to occupant safety, structural integrity, and the surrounding neighborhoods, while also enhancing property value, improving landlord tenant relations, and reducing liability risks for landlords.

b. Provides a system of registration, inspection, and regulation for the maintenance, sanitation, occupancy, and safety of single or multi-unit residential structures, apartments and apartment houses, motels, hotels, lodging houses, and rental housing units and any associated common areas. It is not the intent of this section to require mandatory retrofit of existing units built, constructed or installed according to such code requirements in effect at the time the building, structure, or units were built and occupied, constructed or installed, if such units have been maintained in a good and safe manner, unless the retrofitting is otherwise required by State or local law.

c. Detect and remedy code violations of all applicable City codes, ordinances, the California Building Code, California Fire Code, State Housing Law (Health and Safety Code Section [17920.3](#)), and other applicable State laws and regulations and conditions in single or multi-unit residential structures, apartments and apartment houses, motels, hotels, lodging houses, and rental housing units and any common areas that constitute an immediate hazard or present a clear and present threat to human life, limb, health, property, safety, or general welfare of the public or the occupants thereof.

d. Conditions that could result in serious dilapidation or deterioration will be subject to full enforcement proceedings toward the goal of making the units, common areas, and facilities safe for human occupation and use. The goal is to achieve rental housing that meets minimum housing and property maintenance standards as set forth in local and State Law.

e. Furthermore, the registration and inspection of rental units will enable the City to collect, monitor and analyze rental data to inform policy decisions.

9-4.2 Exemptions.

This section shall not apply to any owner-occupied housing unit, jail, hospital, extended-care facility, convalescent home, licensed board and care facility, asylum, sanitarium, orphanage, prison, dormitory that is owned and operated by an educational institution, or other buildings that are licensed by the State in which human beings are housed and/or detained under legal restraint; nor shall it apply to vacation homes used exclusively by the owner and never offered for rent or lease.

9-4.3 Authority and Enforcement.

a. The provisions of this section shall be administered and enforced by the City of Clearlake Community Development Department, or division thereof.

b. Nothing contained in this section shall prevent an owner, tenant, or permit applicant from voluntarily requesting an inspection at any time for the purpose of determining whether the premises or dwelling units comply with this section. A fee for such inspection shall be fixed pursuant to subsection [9-4.13](#).

c. In the performance of their duties, City officials shall, upon presentation of proper credentials, have the right to enter, at reasonable times, any building, structure, premises, or dwelling unit in the City to perform any duty imposed upon them by this section.

d. Nothing in this section shall prohibit an interior inspection of any dwelling unit where an owner or lawful occupant grants entry to the dwelling unit. Entry into any dwelling unit shall be made by the Building Inspector with permission from either an owner or occupant, or upon the issuance of an inspection warrant pursuant to California Code of Civil Procedure Section [1822.50](#) et seq., except in the event of emergency.

e. It shall be considered a public nuisance and unlawful to construct, alter, convert, maintain, permit occupancy, or otherwise use for human occupation, any multi-unit residential building, structure, apartment and apartment house, motel, hotel, lodging house, rental housing unit or similar facility which fails to comply with State and local laws as they relate to housing standards, property maintenance, building and fire codes or local zoning requirements. The remedies available under California Civil Code Section [3491](#) et seq., may be used, to correct a public nuisance in addition to other remedies available by the Clearlake Municipal Code. The inspection shall be at reasonable times during daylight hours, except in the event of an emergency.

9-4.4 Definitions.

Except as otherwise provided in this section, terms and words used in this section are defined as listed in the California Health and Safety Code, Division [13](#), Part [1.5](#), Section 17920 et seq.; and the California Code of Regulations, Title 25 Chapter 1, Article 1 and Article 2, and the applicable articles adopted pursuant thereto, and the following words are defined as follows:

APARTMENT shall mean a rental dwelling unit.

CERTIFICATE OF INSPECTION shall mean a certificate, issued to an owner of a multi-dwelling unit structure, motel, hotel, lodging house, rental housing unit or similar facility, which signifies that at the time of issuance, the residential dwelling structure met the requirements for human occupancy.

CITY shall mean the City of Clearlake, or its authorized agent.

BUILDING INSPECTION shall mean City Official under the control of the City of Clearlake Community Development Department which is designated by the Community Development Department Director or designee to be responsible for the enforcement of the provisions set forth in this section.

DWELLING UNIT shall mean any building or portion thereof, including a manufactured home or mobile home, or portion thereof, which contains living facilities, including provisions for sleeping, eating, cooking and sanitation as required by the California Residential Code for not more than one (1) family, including domestic employees of such family.

MOTEL/HOTEL shall mean a building or buildings each containing one (1) or more

guest rooms or dwelling units or combination thereof, designed, used and intended wholly, or in part, for the accommodation of transients. This term does not include a jail, hospital, extended-care facility, convalescent home, licensed board and care facility, asylum, sanitarium, orphanage, prison, dormitory that is owned and operated by an educational institution, or other buildings in which human beings are housed and detained under legal restraint.

OCCUPANT shall mean any person who occupies a dwelling unit, whether as a tenant or subtenant.

OWNER shall mean that person or entity, including the duly appointed agent of the owner, holding a vested interest in each property and appearing as a legal owner of record on the most current deed recorded in the county recorder's office on the day of the inspection or reinspection.

PERSON shall mean an individual, partnership, limited partnership, corporation, association, or public entity or corporation.

PREMISES shall mean and include all buildings located on continuous parcels of land under common ownership.

REASONABLE TIMES shall mean 8:00 a.m. to 6:00 p.m., Monday through Friday unless another time is mutually agreed upon.

RENTAL DWELLING UNIT shall mean a dwelling unit in a multi-unit residential building or structure including motels, hotels, rooming and boarding houses and similar living accommodations, which unit is held out for or is rented, leased, subleased, or otherwise permitted to be occupied by other than the owner on a rental basis for one (1) or more days in any given calendar year.

RENTAL HOUSING UNIT shall mean any residential dwelling in a single structure, or in a group of attached or detached structures containing one (1) or more such dwelling units on the same parcel of land under common ownership that (a) contains one (1) or more rooms with a single kitchen designated for living and sleeping purposes as an independent housekeeping unit, and (b) is occupied or intended to be occupied on a rental basis for one (1) or more days in any given calendar year.

9-4.4 Registration Requirements.

- a. *Registration Requirement and Time.* The owner of every building or structure

containing one (1) or more rental dwelling units or rental housing units shall register and pay an annual registration fee and initial inspection fee for each unit for such building or structure, and each rental dwelling unit and housing unit therein, with the City of Clearlake Community Development Department pursuant to the following:

1. Within sixty (60) days of the effective date of this section;

Editor's Note: See subsection [9-4.17](#), for effective date of section.

2. Within thirty (30) days of the date of issuance of a certificate of occupancy for a new construction; or,
3. Prior to the first day that the unit or units are first offered for rent.

b. *Application Form.* Registration shall be accomplished by filing with the Community Development Department a completed application form as provided by the Community Development Department. Some information may be required to be completed on a secure website and registration is only complete when all necessary details and applicable fees or penalties are paid.

9-4.6 Inspection.

a. *Initial Inspection.* Following the registration of each rental unit a Building Inspector shall inspect each rental dwelling unit, or in the case of multi-units, inspect a percentage of the units as determined by the Community Development Department. If the Building Inspector determines that the unit is in compliance, the Building Inspector shall issue an inspection certificate.

b. *Inspection of Converted Units.* Any dwelling unit, converted from owner-occupied to a rental unit, is required to be inspected prior to being occupied by a renter.

c. *Annual Inspection.* Following the initial inspection, all rental units shall be subject to an annual inspection at the City's discretion. Prior to the expiration of each inspection certificate, the owner shall remit an inspection fee to the City and shall allow a Building Inspector to inspect each rental dwelling unit to determine whether the units comply with all applicable City codes, ordinances, the Uniform Building Code, the Uniform Fire Code, State Housing Law (Health and Safety Code Section [17920.3](#)), and other applicable State laws and regulations. If the officer

determines that the unit is in compliance, the officer shall issue an inspection certificate providing all fees have been paid. In addition, the property will be removed from the annual inspection list and placed on a biannual inspection list. If during the two (2) year period a founded complaint is received, the property will be placed on the annual inspection list. If any unit is found to be in violation, an order to correct the violation shall be issued pursuant to subsection [9-4.8](#) of the Clearlake Municipal Code. Any newly constructed rental unit/units shall be placed on the biannual inspection list upon issuance of a certificate of occupancy by the Building Inspector. If a founded complaint is received during the two (2) year period the Building Inspector may require subsequent annual inspections.

d. *Notice of Inspection.* At least ten (10) calendar days prior to any routine inspection or reinspection, the Community Development Department, or division thereof, shall mail, by first class postage prepaid, a notice setting forth the following:

1. The address or other identification of the property to be inspected;
2. The date of the inspection;
3. A range of time, not to exceed four (4) hours, during which time the inspection will be made;
4. All inspections will be scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday, inclusive, or at such other time as the owner, agent or occupant may consent.

9-4.7 Inspection Certificate.

a. *Inspection Certificate.* No person or entity shall permit to be occupied a rental dwelling unit, or operate a hotel, motel, rental housing unit, apartment or similar facility, without possessing an unexpired, unrevoked, unsuspended, valid inspection certificate for each rental unit, which has been issued pursuant to this section and paying all applicable fees as adopted pursuant to subsection [9-4.13](#).

b. *Inspection Certificate; Form.* The inspection certificate shall contain the following:

1. The date of issuance;
2. The lawful use of the property;

3. The address of the property;
4. The property owner's name, address and telephone number;
5. The duly authorized owner's agent, if any, and his/her/its name, address and telephone number;
6. The expiration date;
7. The signature of the issuing officer;
8. The amount of the fee paid;
9. Any other pertinent information.

9-4.8 Notice of Correction and Reinspection.

If inspection reveals a violation of housing standards, property maintenance, building and fire codes or local zoning requirements, the property owner shall be provided with a written notice describing the correction, its location, a demand for its correction and a date due for correcting the violation. Thereafter, the Building Inspector shall reinspect the building, structure, units or premises to ascertain that the violation has been corrected. No inspection certificate shall be issued until all violations are corrected. A reinspection fee will be charged as provided pursuant to subsection [9-4.13](#) of this section.

If an owner fails to correct the violations discovered during any inspection, there may be an imposition of a penalty. The time to correct the violation shall not exceed thirty (30) days from service of the notice of correction and those cases which constitute an immediate danger to health or safety, the time allowed for correction shall not exceed fourteen (14) days from notice of correction. If the violation is not corrected the application filed to obtain an inspection certificate shall lapse, and the owner shall be subject to the administrative penalty's ordinance. Further, failure to correct conditions that pose an immediate threat to human limb, life, health and safety may result in condemnation of the building, structure, premises, or dwelling unit, as provided for by law, or the application of other remedies as provided in the Municipal Code.

Editor's Note: For administrative penalties, see Section [1-9](#).

The owner shall be notified of the date and time of any reinspection and shall be

responsible for making the unit available for reinspection by the City. The owner shall be notified of the date and time of the reinspection and shall be requested to receive the occupant's permission to enter the unit for reinspection by the City. If the occupant denies access to the unit to the Building Inspector, then a warrant, as provided for by the California Code of Civil Procedure Section [1822.50](#) et seq., may be obtained by the Building Inspector. If a violation results in the need to obtain a building permit, a reinspection fee shall not be assessed.

9-4.9 Rental Unit Database

A rental inventory database will be created and maintained providing rental information for City internal use and reporting.

9-4.10 Notice of Appeal.

The recipient of a notice of correction may appeal the notice by filing a written notice of appeal as stipulated by Section [1-9](#) of the Clearlake Municipal Code.

9-4.11 Violation and Penalty.

Any person who violates the provisions of this section is subject to general penalties as set forth in Section [1-5](#) of the Clearlake Municipal Code and/or administrative penalties as set forth in Section [1-9](#) of the Clearlake Municipal Code.

9-4.12 Enforcement Alternatives.

The City may enforce this section pursuant to the Clearlake Municipal Code, this chapter, Section [1-8](#) (codified as adopted) of the Clearlake Municipal Code.

9-4.13 Fees—Adopted by Resolution.

The City Council may adopt, and amend, from time to time, by resolution, a schedule of fees required under this section.

9-4.14 Business License.

Any person or persons offering a dwelling unit or units for rent must obtain a business license, pursuant to the Municipal Code.

9-4.15 Refuse Disposal.

The owner of each rental unit will provide either a refuse receptacle for each unit or

a dumpster provided by a franchised refuse handler to be used for multiple units and weekly trash removal by a franchised refuse handler. A solid gated fence, six (6') feet in height and built to City standards, will enclose dumpsters.

9-4.16 Severability.

If any section, subsection, clause, sentence, word or phrase of this title is for any reason held to be invalid and/or unconstitutional by a court of competent jurisdiction, such decision shall not affect the remaining portions of the title. The City Council declares that it would have passed and adopted this section and each of the provisions thereof irrespective of the fact that any one (1) or more such provisions be declared invalid and/or unconstitutional.

9-4.17 Effective Date.

This section shall take effect on the 5th day of April 2025 and before the expiration of fifteen (15) calendar days after its passage it shall be published at least once in a newspaper of general circulation in the City of Clearlake.

SECTION 5: The City Council declares that, should any provision, section, subsection, sentence, paragraph, clause, phrase, or word of this Ordinance, or the Code section hereby adopted, be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by any reason of any preemptive legislation, the remaining provisions, sections, subsections, sentences, paragraphs, clauses, phrases or words of this Ordinance and Code section hereby adopted shall remain in full force and effect.

SECTION 6: The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause a summary of the same to be published once in the official newspaper within 15 days after its adoption. This Ordinance shall become effective 30 days from its adoption.

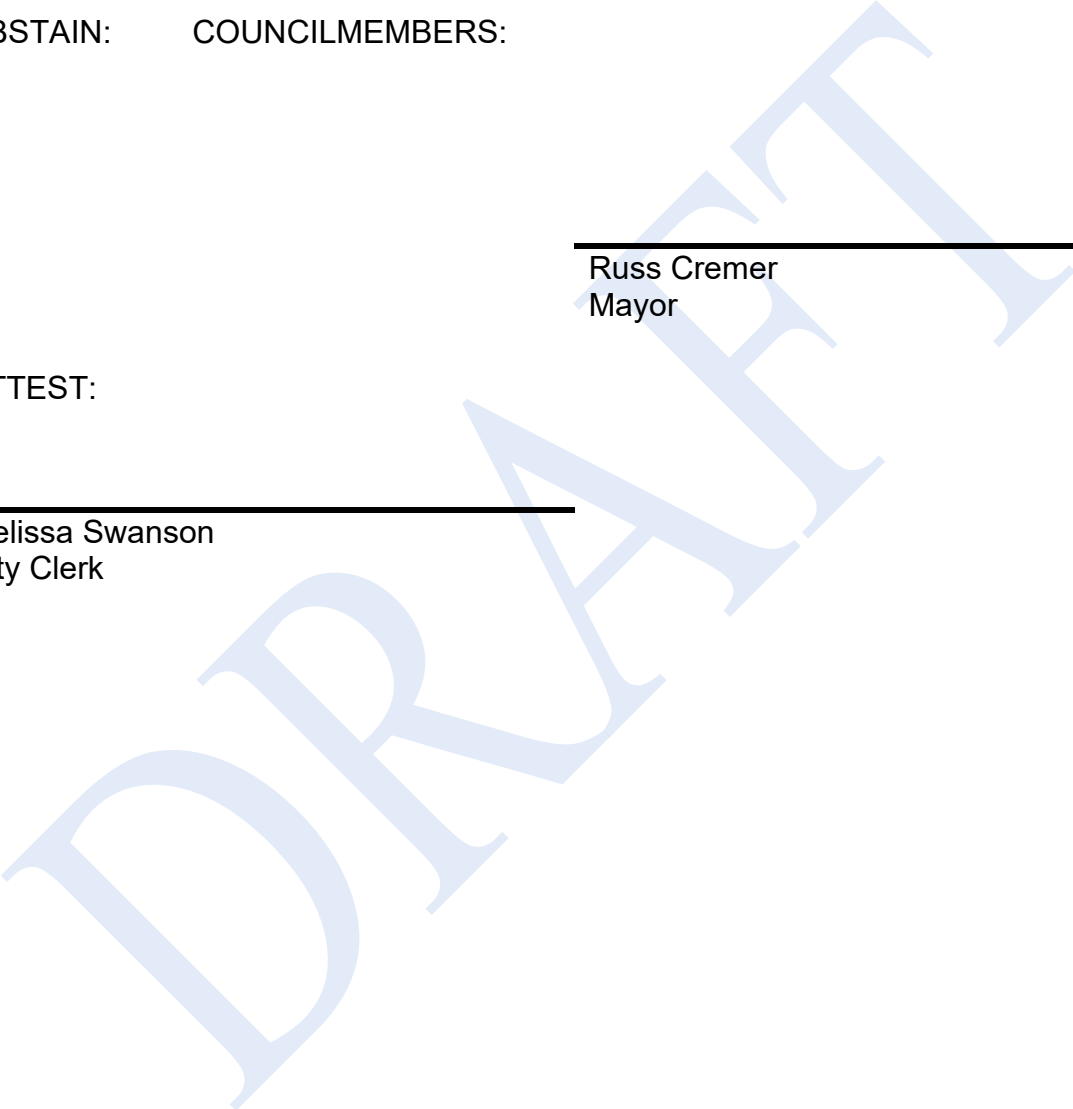
Introduced and read at a regular meeting of the City Council of the City of Clearlake on the 20th day of March 2025 and adopted at a regular meeting therefore held on the ##th day of Month 2025.

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Russ Cremer
Mayor

ATTEST:

Melissa Swanson
City Clerk



CITY OF CLEARLAKE

ORDINANCE NO. ORD-102-01

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
AMENDING CHAPTER IX, "BUILDING AND HOUSING" ADDING
PROVISIONS FOR RENTAL HOUSING UNIT INSPECTIONS**

**THE CITY COUNCIL OF THE CITY OF CLEARLAKE HEREBY ORDAINS AS
FOLLOWS:**

Sections:

- 9-4.1 Purpose and intent.**
- 9-4.2 Exempt**
- 9-4.3 Authority and enforcement**
- 9-4.4 Definitions**
- 9-4.5 Registration Requirements**
- 9-4.6 Inspection**
- 9-4.7 Inspection Certificate**
- 9-4.8 Order to Correct Violation and Re-inspection**
- 9-4.9 Notice of Appeal**
- 9-4.10 Violation - Penalty**
- 9-4.11 Enforcement alternatives**
- 9-4.12 Fees - Adopted by Resolution**
- 9-4.13 Business Licenses**
- 9-4.14 Refuse Disposal**
- 9-4.15 Severability**
- 9-4.16 Effective date**

9-4.1 Purpose and Intent

There are many dilapidated dwelling units throughout the City, many of which are clearly anything but decent, safe, and sanitary. This ordinance will force those landlords that are currently unwilling to improve their own housing stock to do just that. This ordinance covers all dwelling units offered for rent or lease.

This ordinance provides a system of regulation for the maintenance, sanitation, occupancy, and safety of single or multi-unit residential structures, apartments and apartment houses, motels, hotels, lodging houses, and rental housing units and any common areas associated therewith, in the city for the public health, safety and general welfare. In accordance with the provisions of the Uniform Housing Code, it is not the intent of this ordinance to require mandatory retrofit of existing units built, constructed or installed according to such code requirements in effect at the time the building, structure, or units were built and occupied, constructed or installed, if such units have been

maintained in a good and safe manner, unless the retrofitting is otherwise required by state or local law.

The intent of this ordinance is also to detect, and remedy, code violations of all applicable city codes, ordinances, the Uniform Building Code, the Uniform Fire Code, State Housing Law (Health and Safety Code Section 17920.3), and other applicable state laws and regulations and conditions in single or multi-unit residential structures, apartments and apartment houses, motels, hotels, lodging houses, and rental housing units and any common areas that constitute an immediate hazard or present a clear and present threat to human life, limb, health, property, safety, or general welfare of the public or the occupants thereof.

Furthermore, conditions that could result in serious dilapidation or deterioration will be subject to full enforcement proceedings. However, a reasonable period of time will be permitted for compliance with code violations toward the goal of making the units, common areas, and facilities safe for human occupation and use. The goal is to achieve rental housing that meets minimum housing and property maintenance standards as set forth in local and State law.

9-4.2 Exempt. This ordinance shall not apply to any owner-occupied housing unit, jail, hospital, extended care facility, convalescent home, licensed board and care facility; asylum, sanitarium, orphanage, prison, dormitory that is owned and operated by an educational institution or other buildings that are licensed by the State in which human beings are housed and/or detained under legal restraint, nor shall it apply to vacation homes used exclusively by the owner and never offered for rent or lease.

9-4.3 Authority and enforcement. The provisions of this ordinance shall be administered and enforced by the City of Clearlake Community Development Department, or division thereof.

Nothing contained in this ordinance shall prevent an owner, tenant, or permit applicant from voluntarily requesting an inspection at any time for the purpose of determining whether the premises or dwelling units comply with this ordinance. A fee for such inspection shall be fixed pursuant to Section 9-4.12.

In the performance of their duties, officers shall, upon presentation of proper credentials, have the right to enter, at reasonable times, any building, structure, premises, or dwelling unit in the city to perform any duty imposed upon them by this ordinance.

Nothing in this ordinance shall prohibit an interior inspection of any dwelling unit where an owner or lawful occupant grants entry to the dwelling unit. Entry into any dwelling unit shall be made by the enforcement officer with permission from either an owner or

occupant, or upon the issuance of an inspection warrant pursuant to California Code of Civil Procedure Section 1822.50 et. seq., except in the event of emergency.

It shall be considered a public nuisance and unlawful to construct, alter, convert, maintain, permit occupancy, or otherwise use for human occupation, any multi-unit residential building, structure, apartment and apartment house, motel, hotel, lodging house, rental housing unit or similar facility which fails to comply with state and local laws as they relate to housing standards, property maintenance, building and fire codes or local zoning requirements. The remedies available under California Civil Code Section 3491 et seq., may be used, to correct a public nuisance in addition to other remedies available by the Clearlake Municipal Code. The inspection shall be at reasonable times during daylight hours, except in the event of emergency.

9-4.4 Definitions. Except as otherwise provided in this ordinance, terms and words used in this ordinance are defined as listed in the California Health and Safety Code, Division 13, Part 1.5, Section 17920 et seq.; and the California Code of Regulations, Title 25 Chapter 1, Article 1 and Article 2, and the applicable articles adopted pursuant thereto, and the following words are defined as follows:

- a. **"Apartment"** means a rental dwelling unit.
- b. **"Certificate of inspection"** means a certificate, issued to an owner of a multi-dwelling unit structure, motel, hotel, lodging house, rental housing unit or similar facility which signifies that at the time of issuance, the residential dwelling structure met the requirements for human occupancy.
- c. **"City"** means the City of Clearlake, or its authorized agent.
- d. **"Code Enforcement"** means a division operated and under the control of the City of Clearlake Community Development which is designated by the Community Development Department Director to be responsible for the enforcement of the provisions set forth in this ordinance.
- e. **"Dwelling unit"** means any building or portion thereof, including a manufactured home or portion thereof, which contains living facilities, including provisions for sleeping, eating, cooking and sanitation as required by the Uniform Building Code for not more than one family, including domestic employees of such family.
- f. **"Motel/hotel"** means a building or buildings each containing one or more guest rooms or dwelling units or combination thereof, designed, used and intended wholly, or in part, for the accommodation of transients. This term does not include a jail, hospital, extended care facility, convalescent home, licensed board and care facility; asylum, sanitarium, orphanage, prison, dormitory that is owned and operated by an educational institution or other buildings in which human beings are housed and detained under legal restraint.

- g. **“Occupant”** means any person who occupies a dwelling unit, whether as a tenant or subtenant.
- h. **“Owner”** means that person or entity, including the duly appointed agent of the owner, holding a vested interest in a given property and appearing as a legal owner of record on the most current deed recorded in the county recorder’s office on the day of the inspection or re-inspection.
- i. **“Person”** means an individual, partnership, limited partnership, corporation, association, or public entity or corporation.
- j. **“Premises”** include all buildings located on continuous parcels of land under common ownership.
- k. **“Reasonable times”** means 8:00 A.M. to 6:00 P.M., Monday through Friday unless another time is mutually agreed upon.
- l. **“Rental dwelling unit”** means a dwelling unit in a multi-unit residential building or structure including motels, hotels, rooming and boarding houses and similar living accommodations, which unit is held out for or is rented, leased, subleased, or otherwise permitted to be occupied by other than the owner on a rental basis for one or more days in any given calendar year.
- m. **“Rental housing unit”** means any residential dwelling in a single structure, or in a group of attached or detached structures containing one or more such dwelling units on the same parcel of land under common ownership that (a) contains one or more rooms with a single kitchen designated for living and sleeping purposes as an independent housekeeping unit, and (b) is occupied or intended to be occupied on a rental basis for one or more days in any given calendar year.

9-4.5 Registration of rental units.

- a. **Registration requirement and time.** The owner of every building or structure containing one or more rental dwelling or rental housing unit shall register such building or structure, and each rental dwelling unit therein, with the City of Clearlake Community Development Department pursuant to the following:
 1. Within 90 days of the effective date of this ordinance; or
 2. Within 30 days of the date of issuance of a certificate of occupancy for a new construction; or;
 3. Prior to the first day that the unit or units are first offered for rent
- b. **Application Form.** Registration shall be accomplished by filing with the Community Development Department a completed application form as provided by the Community Development Department.

9-4.6 Inspection

- a. **Initial Inspection.** Following the registration of each rental unit an officer shall inspect each rental dwelling unit or in the case of multi-units inspect a percentage of the units as determined by City enforcement officer. If the officer determines that the unit is in compliance, the officer shall issue an inspection certificate.
- b. **Inspection of converted units.** Any dwelling unit, converted from owner occupied to a rental unit, is required to be inspected prior to being occupied by a renter.
- c. **Annual Inspection.** Following the initial inspection, all rental units shall be subject to an annual inspection at the City's discretion. Prior to the expiration of each inspection certificate, the owner shall remit an inspection fee to the City and shall allow an officer to inspect each rental dwelling unit to determine whether the units comply with all applicable city codes, ordinances, the Uniform Building Code, the Uniform Fire Code, State Housing Law (Health and Safety Code Section 17920.3), and other applicable state laws and regulations. If the officer determines that the unit is in compliance, the officer shall issue an inspection certificate providing all fees have been paid. In addition the property will be removed from the annual inspection list and placed on a triennial inspection list. If during the three year period a founded complaint is received the property will be placed on the annual inspection list. If any unit is found to be in violation an order to correct the violation shall be issued pursuant to section 9-4.8 of the Clearlake Municipal Code. Any newly constructed rental unit/units shall be placed on the triennial inspection list upon issuance of a Certificate of Occupancy by the Building Inspector. If a founded complaint is received during the three (3) year period, the Code Enforcement Officer may require subsequent annual inspections.
- d. **Notice of inspection.** At least ten calendar days prior to any routine inspection or re-inspection, the Community Development Department, or division thereof, shall mail, by first class postage prepaid, a notice setting forth the following:
 1. The address or other identification of the property to be inspected;
 2. The date of the inspection;
 3. A range of time, not to exceed four hours, during which time the inspection will be made;
 4. All inspections will be scheduled between eight a.m. and five p.m., Monday through Friday, inclusive, or at such other time as the owner, agent or occupant may consent.

9-4.7 Inspection Certificate.

- a. **Inspection Certificate.** No person or entity shall permit to be occupied a rental dwelling unit, or operate a hotel, motel, rental housing unit, apartment or similar facility, without possessing an unexpired, unrevoked, unsuspended, valid inspection certificate, for each rental unit, which has been issued pursuant to this ordinance and paying all applicable fees as adopted pursuant to Section 9-4.12.
- b. **Inspection Certificate, Form.** The inspection certificate shall contain the following:
1. The date of issuance;
 2. The lawful use of the property;
 3. The address of the property;
 4. The property owner's name, address and telephone number;
 5. The duly authorized owner's agent, if any, and his/her/its name, address and telephone number;
 6. The expiration date;
 7. The signature of the issuing officer;
 8. The amount of the fee paid;
 9. Any other pertinent information.

9-4.8 Order to Correct Violation and Re-inspection. If inspection reveals a violation of housing standards, property maintenance, building and fire codes or local zoning requirements, the property owner shall be provided with a written notice describing the violation, its location, a demand for its correction and a reasonable time for correcting the violation. Thereafter, the enforcing officer shall re-inspect the building, structure, units or premises to ascertain that the violation has been corrected. No inspection certificate shall be issued until all violations are corrected. A re-inspection fee will be charged as provided for pursuant to Section 9-4.12 of this ordinance.

If an owner fails to correct the violations discovered during any inspection within a reasonable period of time, there may be an imposition of a penalty. The reasonable period of time for purposes of this section shall be the time reasonably necessary to correct the violation as determined by the Enforcement Officer, which time generally shall not exceed thirty days from service of the Notice of Violation. Except in those cases, which constitute an immediate danger to health or safety, the reasonable period of time for the proposed abatement shall be the time reasonably necessary to correct the violation, as determined by the Enforcement Officer. The time generally allowed for abatement shall

not exceed thirty (30) days from service of the Notice of Violation. If the violation is not abated the application filed to obtain an inspection certificate shall lapse, and the owner shall be subject to the administrative penalties ordinance. Further, failure to correct conditions that pose an immediate threat to human limb, life, health and safety, may result in condemnation of the building, structure, premises, or dwelling unit, as provided for by law, or the application of other remedies as provided in the Municipal Code.

The owner shall be notified of the date and time of any re-inspection and shall be responsible for making the unit available for re-inspection by the City. The owner shall be notified of the date and time of the re-inspection and shall be requested to receive the occupant's permission to enter the unit for re-inspection by the City. If the occupant denies access to the unit to the enforcing officer, then a warrant, as provided for by the California Code of Civil Procedure Section 1822.50 et seq., may be obtained by the enforcing officer. If a violation results in the need to obtain a building permit, a re-inspection fee shall not be assessed.

9-4.9-Notice of Appeal. The recipient of a notice to Correct a Violation may appeal the notice by filing a written Notice of Appeal as stipulated by Section 1-9 of the Clearlake Municipal Code.

9-4.10-Violation / Penalty. Any person who violates the provisions of this ordinance is subject to general penalties as set forth in section 1-5 of the Clearlake Municipal Code and/or Administrative Penalties as set forth in section 1-9 of the Clearlake Municipal Code.

9-4.11 Enforcement alternatives. The city may enforce this ordinance pursuant to section 1-8 of the Clearlake Municipal Code.

9-4.12 Fees --- Adopted by Resolution. The City Council may adopt, and amend, from time to time, by resolution, a schedule of fees required under this ordinance.

9-4.13 Business License. Any person or persons offering a dwelling unit or units for rent must obtain a business License, pursuant to the Municipal Code.

9-4.14 Refuse Disposal. The owner of each rental unit will provide either a refuse receptacle for each unit or a dumpster provided by a franchised refuse handler to be used for multiple units and weekly trash removal by a franchised refuse handler. A solid gated fence, six feet in height and built to City standards, will enclose dumpsters.

9-4.15 Severability. If any section, subsection, clause, sentence, work or phrase of this title is for any reason held to be invalid and/or unconstitutional by a court of competent jurisdiction, such decision shall not affect the remaining portions of the title. The City Council declares that it would have passed and adopted this

ordinance and each of the provisions thereof irrespective of the fact that any one or more such provisions be declared invalid and/or unconstitutional.

9-4.16 Effective. This ordinance shall take effect on the 24th day of November, 2001 and before the expiration of fifteen (15) calendar days after its passage it shall be published at least once in a newspaper of general circulation in the City of Clearlake.

INTRODUCED by the City Council of the City of Clearlake, County of Lake, State of California on the 11th day of October, 2001 and **PASSED AND ADOPTED** on this 25th day of October, 2001 by the following vote:

AYES: Mayor Malley, Vice Mayor Sanchez, Council Members Bennett, McMurray and Mingori

NOES: None

ABSENT OR NOT VOTING: None



Robert C. Malley, Mayor

ATTEST:


Sharon L. Goode, City Clerk

9-4 RENTAL HOUSING UNIT **REGISTRATION, INSPECTIONS AND INVENTORY-REGISTRATION.**

9-4.1 Purpose and Intent.

- a. This Section aims to address substandard rental dwelling and rental housing units, promote compliance with health and safety standards, and enhance the quality of neighborhoods and available housing. It achieves compliance with health, safety, and welfare code violations in rental housing units that pose a threat to occupant safety, structural integrity, and the surrounding neighborhoods, while also enhancing property value, improving landlord-tenant relations, and reducing liability risks for landlords. ~~There are many dilapidated dwelling units throughout the City, many of which are clearly anything but decent, safe and sanitary. This section will force those landlords that are currently unwilling to improve their own housing stock to do just that. This section covers all dwelling units offered for rent or lease.~~
- b. ~~This section provides~~ Provides a system of registration, inspection, and regulation for the maintenance, sanitation, occupancy, and safety of single or multi-unit residential structures, apartments and apartment houses, motels, hotels, lodging houses, and rental housing units and any ~~common associated common areas associated therewith, in the City for the public health, safety and general welfare. In accordance with the provisions of the Uniform Housing Code, it areas.~~ It is not the intent of this section to require mandatory retrofit of existing units built, constructed or installed according to such code requirements in effect at the time the building, structure, or units were built and occupied, constructed or installed, if such units have been maintained in a good and safe manner, unless the retrofitting is otherwise required by State or local law.
- c. ~~The intent of this section is also to detect~~ Detect, and remedy, code violations of all applicable City codes, ordinances, the ~~Uniform Building Code~~ California Building Code, the ~~Uniform Fire Code~~ California Fire Code, State Housing Law (Health and Safety Code Section [17920.3](#)), and other ~~application applicable~~ State laws and regulations and conditions in single or multi-unit residential structures, apartments and apartment houses, motels, hotels, lodging houses, and rental housing units and any common areas that constitute an immediate hazard or present a clear and present threat to human life, limb, health, property, safety, or general welfare of the public or the occupants thereof.

d. ~~Furthermore, conditions~~ Conditions that could result in serious dilapidation or deterioration will be subject to full enforcement proceedings toward the goal of making the units, common areas, and facilities safe for human occupation and use. ~~However, a reasonable period of time will be permitted for compliance with code requirements toward the goal of making the units, common areas, and facilities safe for human occupation and use.~~ The goal is to achieve rental housing that meets minimum housing and property maintenance standards as set forth in local and State Law. (Ord. #102-01)

~~d.e. Furthermore, the registration and inspection of rental units will enable the City to collect, monitor and analyze rental data to inform policy decisions. with registration and inspection fees, pursuant to this section, funding the creation and maintenance of the rental inventory.~~

9-4.2 Exemptions.

This section shall not apply to any owner-occupied housing unit, jail, hospital, extended-care facility, convalescent home, licensed board and care facility, asylum, sanitarium, orphanage, prison, dormitory that is owned and operated by an educational institution, or other buildings that are licensed by the State in which human beings are housed and/or detained under legal restraint; nor shall it apply to vacation homes used exclusively by the owner and never offered for rent or lease. (Ord. #102-01)

9-4.3 Authority and Enforcement.

- a. The provisions of this section shall be administered and enforced by the City of Clearlake Community Development Department, or division thereof.
- b. Nothing contained in this section shall prevent an owner, tenant, or permit applicant from voluntarily requesting an inspection at any time for the purpose of determining whether the premises or dwelling units comply with this section. A fee for such inspection shall be fixed pursuant to subsection ~~9-4.129-4.13~~.
- c. In the performance of their duties, ~~officers~~ City officials shall, upon presentation of ~~property proper~~ credentials, have the right to enter, at reasonable times, any building, structure, premises, or dwelling unit in the City to perform any duty imposed upon them by this section.
- d. Nothing in this section shall prohibit an interior inspection of any dwelling unit where an owner or lawful occupant grants entry to the dwelling unit. Entry into any dwelling unit shall be made by

the ~~Enforcement Officer~~ **Building Inspector** with permission from either an owner or occupant, or upon the issuance of an inspection warrant pursuant to California Code of Civil Procedure Section [1822.50](#) et seq., except in the event of emergency.

e. It shall be considered a public nuisance and unlawful to construct, alter, convert, maintain, permit occupancy, or otherwise use for human occupation, any multi-unit residential building, structure, apartment and apartment house, motel, hotel, lodging house, rental housing unit or similar facility which fails to comply with State and local laws as they relate to housing standards, property maintenance, building and fire codes or local zoning requirements. The remedies available under California Civil Code Section [3491](#) et seq., may be used, to correct a public nuisance in addition to other remedies available by the Clearlake Municipal Code. The inspection shall be at reasonable times during daylight hours, except in the event of emergency. (Ord. #102-01)

9-4.4 Definitions.

Except as otherwise provided in this section, terms and words used in this section are defined as listed in the California Health and Safety Code, Division [13](#), Part [1.5](#), Section 17920 et seq.; and the California Code of Regulations, Title 25 Chapter 1, Article 1 and Article 2, and the applicable articles adopted pursuant thereto, and the following words are defined as follows:

APARTMENT shall mean a rental dwelling unit.

CERTIFICATE OF INSPECTION shall mean a certificate, issued to an owner of a multi-dwelling unit structure, motel, hotel, lodging house, rental housing unit or similar facility, which signifies that at the time of issuance, the residential dwelling structure met the requirements for human occupancy.

CITY shall mean the City of Clearlake, or its authorized agent.

~~CODE ENFORCEMENT BUILDING INSPECTOR/ION~~ shall mean ~~City official a division operated and~~ under the control of the City of Clearlake Community Development Department, which is designated by the Community Development Department Director ~~or designee~~ to be responsible for the enforcement of the provisions set forth in this section.

DWELLING UNIT shall mean any building or portion thereof, including a manufactured home ~~or mobile home~~, or portion thereof, which contains living facilities, including provisions for sleeping,

eating, cooking and sanitation as required by the ~~Uniform Building Code~~ California Residential Code for not more than one (1) family, including domestic employees of such family.

MOTEL/HOTEL shall mean a building or buildings each containing one (1) or more guest rooms or dwelling units or combination thereof, designed, used and intended wholly, or in part, for the accommodation of transients. This term does not include a jail, hospital, extended-care facility, convalescent home, licensed board and care facility, asylum, sanitarium, orphanage, prison, dormitory that is owned and operated by an educational institution, or other buildings in which human beings are housed and detained under legal restraint.

OCCUPANT shall mean any person who occupies a dwelling unit, whether as a tenant or subtenant.

OWNER shall mean that person or entity, including the duly appointed agent of the owner, holding a vested interest in a given property and appearing as a legal owner of record on the most current deed recorded in the county recorder's office on the day of the inspection or reinspection.

PERSON shall mean an individual, partnership, limited partnership, corporation, association, or public entity or corporation.

PREMISES shall mean and include all buildings located on continuous parcels of land under common ownership.

REASONABLE TIMES shall mean 8:00 a.m. to 6:00 p.m., Monday through Friday unless another time is mutually agreed upon.

RENTAL DWELLING UNIT shall mean a dwelling unit in a multi-unit residential building or structure including motels, hotels, rooming and boarding houses and similar living accommodations, which unit is held out for or is rented, leased, subleased, or otherwise permitted to be occupied by other than the owner on a rental basis for one (1) or more days in any given calendar year.

RENTAL HOUSING UNIT shall mean any residential dwelling in a single structure, or in a group of attached or detached structures containing one (1) or more such dwelling units on the same parcel of land under common ownership that (a) contains one (1) or more rooms with a single kitchen designated for living and sleeping purposes as an independent housekeeping unit, and (b) is occupied or intended to be occupied on a rental basis for one (1) or more days in any given

calendar year. (Ord. #102-01)

9-4.5 Registration Requirements.

a. *Registration Requirement and Time.* The owner of every building or structure containing one (1) or more rental dwelling units or rental housing units shall register and pay an annual registration fee and initial inspection fee for each unit for such building or structure, and each rental dwelling unit and housing unit therein, with the City of Clearlake Community Development Department pursuant to the following:

1. Within ~~ninety-sixty~~ (9060) days of the effective date of this section;

Editor's Note: See subsection [9-4.169-4.17](#), for effective date of section.

2. Within thirty (30) days of the date of issuance of a certificate of occupancy for a new construction; or,
3. Prior to the first day that the unit or units are first offered for rent.

b. *Application Form.* Registration shall be accomplished by filing with the Community Development Department a completed application form as provided by the Community Development Department. ~~Some information may be required to be completed on a secure website. Forms may include a secure website for submitting required information,~~ and registration is only complete when all necessary details and applicable fees or penalties are paid. (Ord. #102-01)

9-4.6 Inspection.

a. *Initial Inspection.* Following the registration of each rental unit, ~~an officer~~ ~~Building Inspector~~ ~~the Building Inspector~~ shall inspect each rental dwelling unit, or in the case of multi-units, inspect a percentage of the units as determined by the ~~City Enforcement Officer~~ ~~Chief Building Inspector~~ ~~Community Development Department~~. If the ~~Building Inspector~~ ~~officer~~ determines that the unit is in compliance, the ~~officer~~ ~~Building Inspector~~ shall issue an inspection certificate.

a. *Inspection of Converted Units.* Any dwelling unit, converted from ~~owner~~ ~~owner~~-occupied to a rental unit, is required to be inspected prior to being occupied by a renter.

b. *Annual Inspection.* Following the initial inspection, all rental units shall be subject to an annual

inspection at the City's discretion. Prior to the expiration of each inspection certificate, the owner shall remit an inspection fee to the City and shall allow a ~~Building Inspector~~~~an officer~~ to inspect each rental dwelling unit to determine whether the units comply with all applicable City codes, ordinances, the Uniform Building Code, the Uniform Fire Code, State Housing Law (Health and Safety Code Section [17920.3](#)), and other applicable State laws and regulations. If the officer determines that the unit is in compliance, the officer shall issue an inspection certificate providing all fees have been paid. In ~~addition~~~~addition~~, the property will be removed from the annual inspection list and placed on a ~~triennial~~~~biannual~~ inspection list. If during the ~~three-two~~ (23) year period a founded complaint is received, the property will be placed on the annual inspection list. If any unit is found to be in violation, an order to correct the violation shall be issued pursuant to subsection [9-4.8](#) of the Clearlake Municipal Code. Any newly constructed rental unit/units shall be placed on the ~~triennial~~~~biannual~~ inspection list upon issuance of a certificate of occupancy by the Building Inspector. If a founded complaint is received during the ~~three-two~~ (23) year period the ~~Code Enforcement Officer~~~~Building Inspector~~ may require subsequent annual inspections.

c. *Notice of Inspection.* At least ten (10) calendar days prior to any routine inspection or reinspection, the Community Development Department, or division thereof, shall mail, by first class postage prepaid, a notice setting forth the following:

1. The address or other identification of the property to be inspected;
2. The date of the inspection;
3. A range of time, not to exceed four (4) hours, during which time the inspection will be made;
4. All inspections will be scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday, inclusive, or at such other time as the owner, agent or occupant may consent. (Ord. #102-01)

9-4.7 Inspection Certificate.

a. *Inspection Certificate.* No person or entity shall permit to be occupied a rental dwelling unit, or operate a hotel, motel, rental housing unit, apartment or similar facility, without possessing an unexpired, unrevoked, unsuspended, valid inspection certificate for each rental unit, which has been issued pursuant to this section and paying all applicable fees as adopted pursuant to subsection [9-4.129-4.13](#).

- a.
- b. *Inspection Certificate; Form.* The inspection certificate shall contain the following:
1. The date of issuance;
 2. The lawful use of the property;
 3. The address of the property;
 4. The property owner's name, address and telephone number;
 5. The duly authorized owner's agent, if any, and his/her/its name, address and telephone number;
 6. The expiration date;
 7. The signature of the issuing officer;
 8. The amount of the fee paid;
 9. Any other pertinent information. (Ord. #102-01)

9-4.8 ~~Order to Correct Violation~~ Notice of Correction and Reinspection.

If inspection reveals a violation of housing standards, property maintenance, building and fire codes or local zoning requirements, the property owner shall be provided with a written notice describing the ~~violation~~ correction, its location, a demand for its correction and a ~~reasonable time for date due for~~ correcting the violation. Thereafter, the ~~Enforcing Officer~~ Building Inspector shall reinspect the building, structure, units or premises to ascertain that the violation has been corrected. No inspection certificate shall be issued until all violations are corrected. A reinspection fee will be charged as provided for pursuant to subsection ~~9-4.12~~ 9-4.13 of this section.

If an owner fails to correct the violations discovered during any inspection ~~within a reasonable period of time~~, there may be an imposition of a penalty. The ~~reasonable period of time for purposes of this section shall be the time reasonably necessary to~~ time to correct the violation ~~as determined by the Enforcement Officer, which time generally~~ shall not exceed thirty (30) days from service of the notice of ~~violation~~ correction. ~~Except in and~~ those cases which constitute an

immediate danger to health or safety, the ~~reasonable period of time for the proposed abatement shall be the time reasonably necessary to correct the violation, as determined by the Enforcement Officer. The time generally~~ allowed for ~~abatement correction~~ shall not exceed ~~thirty-fourteen~~ (1430) days from ~~service of the~~ notice of ~~violation correction~~. If the violation is not ~~abated corrected~~ the application filed to obtain an inspection certificate shall lapse, and the owner shall be subject to the administrative penalties ordinance. Further, failure to correct conditions that pose an immediate threat to human limb, life, health and safety may result in condemnation of the building, structure, premises, or dwelling unit, as provided for by law, or the application of other remedies as provided in the Municipal Code.

Editor's Note: For administrative penalties, see Section [1-9](#).

The owner shall be notified of the date and time of any reinspection and shall be responsible for making the unit available for reinspection by the City. The owner shall be notified of the date and time of the reinspection and shall be requested to receive the occupant's permission to enter the unit for reinspection by the City. If the occupant denies access to the unit to the ~~Enforcing Officer~~ **Building Inspector**, then a warrant, as provided for by the California Code of Civil Procedure Section [1822.50](#) et seq., may be obtained by the ~~Enforcing Officer~~ **Building Inspector**. If a violation results in the need to obtain a building permit, a reinspection fee shall not be assessed. (Ord. #102-01)

9-4.9 Rental Unit Database

A rental inventory database will be created and maintained providing rental information for City internal use and reporting.

9-4.910 Notice of Appeal.

The recipient of a notice ~~to correct a violation of~~ correction may appeal the notice by filing a written notice of appeal as stipulated by Section [1-9](#) of the Clearlake Municipal Code. (Ord. #102-01)

9-4.1011 Violation and Penalty.

Any person who violates the provisions of this section is subject to general penalties as set forth in Section [1-5](#) of the Clearlake Municipal Code and/or administrative penalties as set forth in Section [1-9](#) of the Clearlake Municipal Code. (Ord. #102-01)

9-4.1112 Enforcement Alternatives.

The City may enforce this section pursuant to the Clearlake Municipal Code, this chapter, Section [1-8](#) (codified as adopted) of the Clearlake Municipal Code. (Ord. #102-01)

9-4.1213 Fees—Adopted by Resolution.

The City Council may adopt, and amend, from time to time, by resolution, a schedule of fees required under this section. (Ord. #102-01)

9-4.1314 Business License.

Any person or persons offering a dwelling unit or units for rent must obtain a business license, pursuant to the Municipal Code. (Ord. #102-01)

9-4.1415 Refuse Disposal.

The owner of each rental unit will provide either a refuse receptacle for each unit or a dumpster provided by a franchised refuse handler to be used for multiple units and weekly trash removal by a franchised refuse handler. A solid gated fence, six (6') feet in height and built to City standards, will enclose dumpsters. (Ord. #102-01)

9-4.1516 Severability.

If any section, subsection, clause, sentence, word or phrase of this title is for any reason held to be invalid and/or unconstitutional by a court of competent jurisdiction, such decision shall not affect the remaining portions of the title. The City Council declares that it would have passed and adopted this section and each of the provisions thereof irrespective of the fact that any one (1) or more such provisions be declared invalid and/or unconstitutional. (Ord. #102-01)

9-4.1617 Effective Date.

This section shall take effect on the 24th day of November, 2001 and before the expiration of fifteen (15) calendar days after its passage it shall be published at least once in a newspaper of general circulation in the City of Clearlake. (Ord. #102-01)

The Clearlake Municipal Code is current through Ordinance 269-2024, passed April 4, 2024.

Disclaimer: The City Clerk’s Office has the official version of the Clearlake Municipal Code. Users should contact the City Clerk’s Office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.clearlake.ca.us](http://www.clearlake.ca.us)

[Hosted by General Code.](#)

CITY OF CLEARLAKE

RESOLUTION NO. 01-84

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
AMENDING THE CLEARLAKE SCHEDULE OF FEE TO REVISE APPEAL
FEES ESTABLISHING FEES FOR THE RENTAL PROPERTY INSPECTION
PROGRAM**

WHEREAS, the City Council adopted by Resolution, the Clearlake Schedule of Fees;
and

WHEREAS, from time to time it is necessary and appropriate for the City Council to
consider revisions to said schedule of fees to reflect current operations of the City including
current costs, new regulations, and new policies and programs; and

WHEREAS, on October 25, 2001, the City Council adopted Ordinance No. 102-01
establishing a Rental Property Inspection Program; and

WHEREAS, said Ordinance provides for fees to be established by Resolution of the City
Council.

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

Section 1. The Schedule of Fees for the City of Clearlake is hereby amended to add the
following Rental property Inspection Program fees:

Annual Inspection	\$40.00 per site including the 1st unit, plus \$15.00 for each additional unit on the site
Non compliance re-inspection	\$30.00 per site including the 1 st unit, plus \$10.00 for each additional unit on site.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of
Lake, State of California on this 8th day of November, 2001 by the following vote:

AYES: Vice Mayor Sanchez, Council Members Bennett, McMurray and Mingori

NOES: None

ABSENTOR NOT VOTING: Mayor Malley (Absent)

ATTEST:

Sharon L. Goode
Sharon L. Goode, City Clerk

Arsenio P. Sanchez, Jr., Vice Mayor



CITY OF CLEARLAKE

City Council

STAFF REPORT	
SUBJECT: Discussion and Consideration of Amending Fees for the Rental Housing Unit Inspections and Registration Program.	MEETING DATE: March 20, 2025 6:00 p.m.
SUBMITTED BY: Michael Taylor, Associate Planner	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to review and consider adopting by resolution a fee amendment for the Rental Housing Unit Inspection and Registration Program.

BACKGROUND/DISCUSSION:

Resolution No. 01-84

Resolution No.01-84 was adopted on November 8, 2001, to amend, at the time, the Clearlake Schedule of Fees establishing Program fees (Attachment 1).

Current Program Fees:

Annual Inspection	\$40.00 (site and 1st unit) \$15.00 (each additional unit)
Noncompliance re-inspection	\$30.00 (site and 1st unit) \$10.00 (each additional unit)

Staff has determined that the adopted program fees are outdated and may no longer cover the costs necessary to effectively implement and administer the program. The costs associated with the program, such as tracking software, staff time, and legal assistance, should align with current economic conditions. Since the existing fees have not been updated to reflect these changes, an adjustment is necessary.

Through analysis, staff revealed that the current per-unit fees cover only approximately 18% of the projected costs, assuming current operating expenses. This was determined by comparing the number of suspected rental units to the current fee per unit and subtracting the total costs required to implement and administer the program (Attachment 2).

Proposed Program Fees:

Annual Registration	\$105 (per site/parcel)
Annual Inspection	\$135 (1-4 units) \$300 (over 4 units)
Re-inspection	\$135 (minimum) Up to actual time @ \$50/hour

Municipal Code Section 9-4 allows the City Council to periodically amend these fees by resolution to reflect current program costs.

FISCAL IMPACT:

None \$500,000 (approx.) Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No
 Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments: The approximate fiscal impact is estimated based on registration of all units in the City and inspection of 1/3 of units per year.

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 Housing
- 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. 2025-11 amending the City of Clearlake Rental Housing Unit Inspections and Registration schedule of fees.

- Attachments:**
- 1) Resolution No. 01-84
 - 2) Resolution No. 2025-11

CITY OF CLEARLAKE

RESOLUTION NO. 2025-11

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
AMENDING FEES FOR THE RENTAL HOUSING UNIT
INSPECTIONS AND REGISTRATION PROGRAM**

WHEREAS, on October 25, 2001, the City Council adopted Ordinance No. 102-01, codifying a Rental Housing Unit Inspection and Registration Program; and

WHEREAS, on November 8, 2001, the City Council adopted Resolution No. 01-84, establishing a schedule of fees for the Rental Housing Unit Inspection and Registration Program; and

WHEREAS, on March 20, 2025 the City Council adopted an ordinance amending the Rental Housing Unit Inspection and Registration Program; and

WHEREAS, the City Council may adopt, and amend, from time to time, by resolution, a schedule of fees required under the Rental Property Inspection Program ordinance; and

WHEREAS, the City conducted a fee study and determined that the current schedule of fees will only cover approximately 18-percent of the operating cost and that the implementation and administration of the program and the fee and cost recovery level is necessary and in the public interest to encourage inspections and registration; and

WHEREAS, the City will evaluate costs of the program over the course of Fiscal Year 2024-25 and FY 2025-26 and propose modifications to the fee as necessary; and

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

Section 1. The Rental Housing Unit Inspections and Registration Program fees for the City of Clearlake ar hereby amended as follows:

Registration	\$105.00 per unit
Annual Inspection	\$135.00 (1-4 units)
	\$300.00 (over 4 units)
Notice of Correction/Reinspection	\$135.00 minimum/Up to Actual time @ \$50/hr.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California on this 20th day of March 2025 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST: _____
City Clerk

Mayor



STAFF REPORT	
SUBJECT: Discussion and Consideration of Pilot Project with Konocti County Water District Regarding Implementation of the City’s Fire Hydrant Inspection & Testing Ordinance (Ord. 275-2024)	MEETING DATE: Mar. 20, 2025
SUBMITTED BY: Alan D. Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

Consideration of a pilot project with Konocti County Water District (KCWD) regarding fire hydrant inspection and testing.

BACKGROUND/ DISCUSSION:

In 2024 the City Council adopted an ordinance that required the City’s three water providers follow established standards of the Natation Fire Protection Association (NFPA) for the inspection, testing, maintenance, and marking of fire hydrants in the City.

The City, as an authority having jurisdiction, can require the tests and inspections be completed and reported to the City and Fire District. This is a critical step in understanding the capability of the water systems in responding to emergencies and informing the districts and City in planning for growth and needed infrastructure upgrades. This ordinance is a critical step in ensuring community resilience and protecting public health and safety.

The proposed ordinance requires all hydrants to be inspected and operated each year, with flow testing of each hydrant required by July 1, 2025 and then every five years, in accordance with NFPA standards.

Two of the water districts have reached out to City staff to discuss the challenges they have identified with implementation of the requirements of the ordinance. After hearing these concerns, staff would like Council support to proceed with a pilot project with KCWD that should result in the ultimate goal of the City, which is to have accurate and reliable information on the status of fire hydrants in the City. There is mutual agreement that we can achieve this by working together. If the pilot project is successful, we may return to the Council with some recommended amendments to the ordinance. The ordinance would remain in effect during the pilot project.

OPTIONS:

- 1. Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments: N/A

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. **Ordinance 275-2024**
- 2. **NFPA 291 - Recommended Practice for Water Flow Testing and Marking of Hydrants**

Ordinance No. 275-2024

AN ORDINANCE OF THE CITY OF CLEARLAKE, CALIFORNIA, ADDING CHAPTER 13-3 TO THE CLEARLAKE MUNICIPAL CODE, ESTABLISHING FIRE HYDRANT INSPECTION AND TESTING REQUIREMENTS

WHEREAS, the City of Clearlake is responsible for providing for the health, safety and welfare of its residents, visitors, animals, wildlife, and water supply; and

WHEREAS, under Cal. Const. art. XI, §7, cities may make and enforce within their limits all local, police, sanitary and other ordinances not in conflict with general laws; and

WHEREAS, the City Council of the City of Clearlake finds that substantial evidence supports a determination that local climatic, geological and topographical conditions are present in Clearlake which necessitate local regulations to ensure proper flow from fire hydrants in the City, in that:

1. Wildfire is a severe threat to our way of life and has greatly impacted our community, through small fires as well as the Sulphur Fire in 2017, the Cache Fire in 2021 and the Boyles Fire in 2024.
2. The City is not responsible for providing water service to the community and instead relies on three separate water companies, Highlands Mutual Water Company, Golden State Water Company and Konociti County Water District. Each company/district uses different standards and processes for maintaining their systems and infrastructure.
3. Fire response has been impacted by lack of available fire hydrants and lack of adequate fire flow in some areas; past experience shows that adequate water flow to buildings is critical to protecting property and human life.
4. Information provided by companies/districts on fire flow has been dated, incomplete or difficult to obtain.
5. It is in the community’s interest to have clear, accurate and up to date information on the adequacy of fire flows and infrastructure readiness throughout the City in hopes of avoiding future wildfire disasters and other emergencies. It is also in the community’s interest to provide for public safety and protection of property.
6. The Safety Element of the Clearlake General Plan lists fire hazards as a key safety theme; Goal SA-1 seeks to provide “a community protected from injury, loss of life and property damage resulting from...fire;” Objective SA 1.3 aims to “reduce the risk of damage and destruction from wild land fires;” and Program SA1.3.3.3 “...recognizes that portions of the City are located in a Very High Fire Hazard Severity Zone....” and

WHEREAS, the City, pursuant to the provisions of the California Environmental Quality Act (“CEQA”) (Cal. Pub. Res. Code §§21000 and following) and State CEQA Guidelines (14 CCR §§15000 and following) has determined that this ordinance is not a project under CEQA pursuant to Title 14, Section 15378 (b)(5) of the California Code of Regulations;

NOW, THEREFORE, the City Council of the City of Clearlake, California does hereby ordain as follows:

SECTION 1. The above recitals are true and hereby incorporated into this ordinance.

SECTION 2. Chapter 13-3 is hereby added to the Clearlake Municipal Code, to read as follows:

13-3 FIRE HYDRANT INSPECTION, TESTING, AND MAINTENANCE.

13-3.1 Purpose.

It is the intent and purpose of the City Council, in enacting this ordinance to ensure compliance with established standards and protocols in inspection, testing, maintenance, and marking of fire hydrants throughout the City.

13-3.2 Definitions.

Authority Having Jurisdiction (AHJ).

An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

Fire Flow.

The flow rate of a water supply, measured at 20 pounds per square inch (1.4 bar) residual pressure, that is available for firefighting.

National Fire Protection Association (NFPA).

A non-profit organization that sets standards and codes for fire, electrical and building safety.

Hydrant Definitions.

- a. **Dry Barrel Hydrant (Frostproof Hydrant).**
A type of hydrant with the main control valve below the frost line between the footpiece and the barrel.
- b. **Fire Hydrant.**
A valved connection on a water supply system having one or more outlets and that is used to supply hose and fire department pumpers with water.
- c. **Flow Hydrant.**
The hydrant that is used for the flow and flow measurement of water during a flow test.
- d. **Flush Hydrant (Below Ground Hydrant).**
A type of hydrant that is installed below the ground level that is intended for use in congested urban areas or aircraft movement areas.
- e. **Private Fire Hydrant.**
A valved connection on a water supply system having one or more outlets that is used to supply hose and fire department pumpers with water on private property.
- f. **Public Hydrant.**
A valved connection on a water supply system having one or more outlets that is used to supply hose and fire department pumpers with water.
- g. **Residual Hydrant.**
The hydrant that is used for measuring static and residual pressures during a flow test.
- h. **Wet Barrel Hydrant.**
A type of hydrant that is intended for use where there is no danger of freezing weather and where each outlet is provided with a valve and an outlet.

Rated Capacity.

The flow available from a hydrant at the designated residual pressure (rated pressure), either measured or calculated.

Residual Pressure.

The pressure that exists in the distribution system, measured at the residual hydrant at the time the flow readings are taken at the flow hydrants.

Static Pressure.

The pressure that exists at a given point under normal distribution system conditions measured at the residual hydrant with no hydrants flowing.

13-3.3 Inspection, Testing, and Maintenance Required.

Inspection, testing, and maintenance of fire hydrants, public and private, throughout the City is hereby required. National Fire Protection Association (“NFPA”) 291, Recommended Practice for Water Flow Testing and Marking of Hydrants, as then in effect, shall be the standard for conducting hydrant inspection, testing and reporting.

13-3.4 Annual Inspection and Testing Required.

a. Prior to July 1, 2025, each water district/company providing service in the City of Clearlake shall perform an initial inspection and flow test on each hydrant in the City through which they deliver water to the City in compliance with the NFPA 291 standard, using one of the licensed professionals listed in 13-3.4, below.

b. No later than July 1, 2025, each water district/company providing service in the City of Clearlake shall submit a report of the inspection and testing required in subparagraph a. to the Lake County Fire Protection District and City of Clearlake. The report shall be in a format approved by the City of Clearlake and contain information regarding the timing, location, findings and corrective actions taken for each inspection and flow test as provided in NFPA 291.

c. After the initial inspection and flow test, and prior to July 1 of the year, each water district/company providing service in the City of Clearlake shall perform the maintenance required by this Chapter annually and the flow testing as provided by NFPA 291 every five (5) years.

13-3.4 Maintenance, Testing, and Recordkeeping Required.

Each water district/company providing service in the City of Clearlake shall perform maintenance and testing, and maintain records in a form and format acceptable to the City of Clearlake, for each hydrant through which they deliver water in the City as set out below.

- a. Annual Maintenance shall be conducted by a certified Water Distribution Operator or person with equal or greater qualifications, and shall include at least the following:
 - 1. Ensure hydrant is visible and accessible
 - 2. Remove caps and inspect threads, gaskets and cap chains.

3. Clean and lubricate threads
 4. Check condition of pentagon operating nut.
 5. Locate and exercise the underground control valve (key valve, road box or foot valve)
 6. Clean and paint hydrant per NFPA 291 standard
 7. Immediate correction of any deficiency noted.
- b. Five Year Maintenance shall include at least the following:
1. Perform annual maintenance as outlined above using a certified Water Distribution Operator or person with equal or greater qualifications.
 2. Perform flow testing in accordance with NFPA 291, Recommended Practices for Fire Flow Testing and Marking of Hydrants. Flow testing must be completed by one of the following licensed professionals:
 - i. C-16 – Fire Protection Contractor
 - ii. C-36 – Plumbing Contractor
 - iii. C-34- Pipeline Contractor
 - iv. California State Fire Marshal – License A, Type
 - v. California Registered Civil Engineer
 3. Immediately correct any deficiencies noted.
- c. Record Keeping
1. Records in a form and format acceptable to the City of Clearlake shall be maintained for all maintenance and testing performed on, and all corrective actions taken on, public fire hydrants. Copies of such records for the previous calendar year shall be delivered to the Fire District and City annually, no later than July 1.
 2. Records in a form and format acceptable to the City of Clearlake shall be maintained by the property owner for all maintenance and testing of private fire hydrants. Copies of such records for the previous calendar year shall be delivered to the Fire District and City annually, no later than July 1.

13-3.5 Compliance With Requirements for Water Discharged During Inspections and Flow Testing.

Flow testing constitutes a planned event and shall comply with all applicable discharge requirements set by any jurisdictional agency, including the City and the Regional Water Quality Control Board. Public drinking water contains disinfecting chemicals that may be harmful to certain aquatic species. Best Management Practices shall be employed to ensure compliance with all discharges to the City storm drainage systems or to natural drainage courses.

13-3.6 Damage to City or Private Property and Public Safety.

The owner of all fire hydrants subject to the inspection and testing requirements of this ordinance shall assume sole liability for all actions taken to comply, including causing damage to public or private property, or causing a violation of downstream permit conditions or receiving water limitations.

In addition, the discharge of large quantities of water can cause temporary local flooding and present traffic hazards. The fire hydrant owner shall employ proper traffic control measures to protect vehicles, pedestrians and other users of all public and private property impacted by inspection and testing operations.

13-3.7 Violation; Penalty.

Violation of this Chapter is a public nuisance and misdemeanor. Whenever an act is made unlawful by this Chapter, or the doing of an act is required by this Chapter, the violation shall be punished by a fine not exceeding one thousand dollars (\$1000) or imprisonment for a term not exceeding six (6) months, or by both such fine and imprisonment; provided, nevertheless, that any such aforesaid violation or offense may be deemed an infraction as defined by Section 19C of the California Penal Code and charged as such in the discretion and at the election of the City prosecuting attorney, in which event the punishment therefor shall not be imprisonment, but a fine not to exceed the amounts specified by Government Code Section 36900 as then in effect.

SECTION 3. **ENVIRONMENTAL DETERMINATION.** The proposed ordinance has been reviewed for compliance with CEQA, the CEQA Guidelines, and the City’s environmental procedures. Because the proposed ordinance is an administrative activity which will not result in direct or indirect physical changes to the environment, it has been found to be not a project under Section 15378 (b)(5) of the CEQA Guidelines.

SECTION 4. **INCONSISTENCIES.** Any provision of the Clearlake Municipal Code or appendices thereto inconsistent with the provisions of this ordinance, to the extent of such inconsistencies and/or further, is hereby repealed or modified to the extent necessary to affect the provisions of this ordinance.

SECTION 5. **SEVERABILITY.** If any provision or clause of this ordinance or the application thereof to any person or circumstances is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other provisions or clauses or applications of this ordinance which can be implemented without the invalid provision, clause or application; and to this end, the provisions of this ordinance are declared to be severable.

SECTION 6. **EFFECTIVE DATE.** This ordinance shall be in full force and effect commencing thirty (30) days after its final adoption and a summary hereof shall be published once within fifteen (15) days in _____, a newspaper of general circulation printed and published in the County of Lake and circulated in the City of Clearlake and hereby designated for that purpose by the City Council.

SECTION 7. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in the manner and form provided by law in _____, a newspaper of general circulation printed and published in the City of Clearlake, State of California, which said newspaper is hereby designated for that purpose.

Introduced at a regular meeting of the City Council on the ___ day of ____, 2024, by the following roll call vote:

MOTION:

AYES:

NOES:

ABSENT

ABSTAINED

Passed and Adopted this day of December, 2024 by the following vote:

AYES:
NOES:
ABSENT OR NOT VOTING: None

David Claffey
Mayor, City of Clearlake

ATTEST:

Melissa Swanson
City Clerk, City of Clearlake

APPROVED AS TO FORM:

Dean J. Pucci, City Attorney

Administration

[1.1*](#) Scope.

The scope of this document is water flow testing and marking of hydrants.

[1.2*](#) Purpose.

This document provides recommended practices to test and determine the available water supply for fire protection systems and fire flow purposes and the marking of hydrants.

1.2.1

Water flow testing, water supply analysis, and hydrant classification for marking purposes should be performed by knowledgeable and trained personnel.

[1.3*](#) Application.

The application of this document is the flow testing and marking of both public and private fire hydrants.

1.4 Units.

Metric units of measurement in this recommended practice are in accordance with the modernized metric system known as the International System of Units (SI). Two units (liter and bar), outside of but recognized by SI, are commonly used in international fire protection. These units are listed in [Table 1.4](#) with conversion factors.

Table 1.4 SI Units and Conversion Factors

Unit Name	Unit Symbol	Conversion Factor
Liter	L	1 gal = 3.785 L
Liter per minute per square meter	(L/min)/m ²	1 gpm ft ² = (40.746 L/min)/m ²
Cubic decimeter	dm ³	1 gal = 3.785 dm ³
Pascal	Pa	1 psi = 6894.757 Pa
Bar	bar	1 psi = 0.0689 bar
Bar	bar	1 bar = 10 ⁵ Pa

Note: For additional conversions and information, see ASTM SI 10, *IEEE/ASTM SI 10 American National Standard for Metric Practice*, 2016.

1.4.1

If a value for measurement as given in this recommended practice is followed by an equivalent value in other units, the first value stated is to be regarded as the recommendation. A given equivalent value might be approximate.

Referenced Publications

2.1 General.

The documents or portions thereof listed in this chapter are referenced within this recommended practice and should be considered part of the recommendations of this document.

2.2 NFPA Publications.

NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, 2023 edition.

2.3 Other Publications.

2.3.1 ASTM Publications.

ASTM International, 100 Barr Harbor Drive, P.O. Box C700, West Conshohocken, PA 19428-2959.

ASTM SI 10, *IEEE/ASTM SI 10 American National Standard for Metric Practice*, 2016.

2.3.2 AWWA Publications.

American Water Works Association, 6666 West Quincy Avenue, Denver, CO 80235.

ANSI/AWWA G200, *Standard for Distribution Systems Operation and Management*, 2015.

2.3.3 Other Publications.

Merriam-Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2020.

2.4 References for Extracts in Recommendations Sections.

NFPA 1, *Fire Code*, 2024 edition.

NFPA 24, *Standard for the Installation of Private Fire Service Mains and Their Appurtenances*, 2025 edition.

NFPA 1140, *Standard for Wildland Fire Protection*, 2022 edition.

Definitions

3.1 General.

3.1.1

The definitions contained in this chapter apply to the terms used in this recommended practice.

3.1.2

Where terms are not defined in this chapter or within another chapter, they should be defined using their ordinarily accepted meanings within the context in which they are used.

3.1.3

Merriam-Webster’s Collegiate Dictionary, 11th edition, is the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Authority Having Jurisdiction (AHJ).

An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.2* Listed.

Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

3.2.3 Should.

Indicates a recommendation or that which is advised but not required.

3.3 General Definitions.

3.3.1 Fire Flow.

The flow rate of a water supply, measured at 20 psi (1.4 bar) residual pressure, that is available for firefighting. [1, 2024]

3.3.2 Rated Capacity.

The flow available from a hydrant at the designated residual pressure (rated pressure), either measured or calculated.

3.3.3 Residual Pressure.

The pressure that exists in the distribution system, measured at the residual hydrant at the time the flow readings are taken at the flow hydrants.

3.3.4 Static Pressure.

The pressure that exists at a given point under normal distribution system conditions measured at the residual hydrant with no hydrants flowing.

3.4 Hydrant Definitions.

3.4.1* Dry Barrel Hydrant (Frostproof Hydrant).

A type of hydrant with the main control valve below the frost line between the footpiece and the barrel. [24, 2025]

3.4.2 Fire Hydrant.

A valved connection on a water supply system having one or more outlets and that is used to supply hose and fire department pumpers with water. [1140, 2022]

3.4.3 Flow Hydrant.

The hydrant that is used for the flow and flow measurement of water during a flow test. [24, 2025]

3.4.4 Flush Hydrant (Below Ground Hydrant).

A type of hydrant that is installed below the ground level that is intended for use in congested urban areas or aircraft movement areas.

3.4.5 Private Fire Hydrant.

A valved connection on a water supply system having one or more outlets that is used to supply hose and fire department pumpers with water on private property. [24, 2025]

3.4.6 Public Hydrant.

A valved connection on a water supply system having one or more outlets that is used to supply hose and fire department pumpers with water. [24, 2025]

3.4.7 Residual Hydrant.

The hydrant that is used for measuring static and residual pressures during a flow test. [24, 2025]

3.4.8* Wet Barrel Hydrant.

A type of hydrant that is intended for use where there is no danger of freezing weather and where each outlet is provided with a valve and an outlet. [24, 2025]

Flow Testing

4.1 Water Flow Testing Purposes.

4.1.1

Water flow tests are conducted to determine the available water supply for fire protection purposes, the flow that would be available from a fire hydrant for firefighting purposes, or the status of the water supply distribution system for fire protection systems or for firefighting purposes.

4.2 Rating Pressure.

4.2.1

For the purpose of uniform marking of hydrants, the ratings should be based on the flow available at the hydrant at a residual pressure of 20 psi (1.4 bar).

4.2.2

It is generally recommended that a minimum residual pressure of 20 psi (1.4 bar) should be maintained at hydrants when delivering the fire flow. Fire department pumpers can be operated where hydrant pressures are less, but with difficulty.

4.2.3

A primary concern should be the ability to maintain sufficient residual pressure to prevent back-siphonage of polluted water from some other interconnected source.

4.2.4*

It should be noted that the use of residual pressures of less than 20 psi (1.4 bar) is not permitted by many water authorities and health departments.

4.3 Procedure.

4.3.1*

Tests should be conducted during periods of peak demand, based on knowledge of the water supply and engineering judgment.

4.3.2

The procedure consists of discharging water at a measured rate of flow from the system at a given location and observing the corresponding pressure drop in the mains.

4.3.3*

The fire hydrant and the area around the fire hydrant should be visually inspected for safety concerns prior to conducting the flow test.

4.4* Layout of Test and Procedure to Determine the Available Water Supply in a Water Main.

4.4.1

After the location where the test is to be run has been determined, a group of test hydrants in the vicinity is selected.

4.4.2

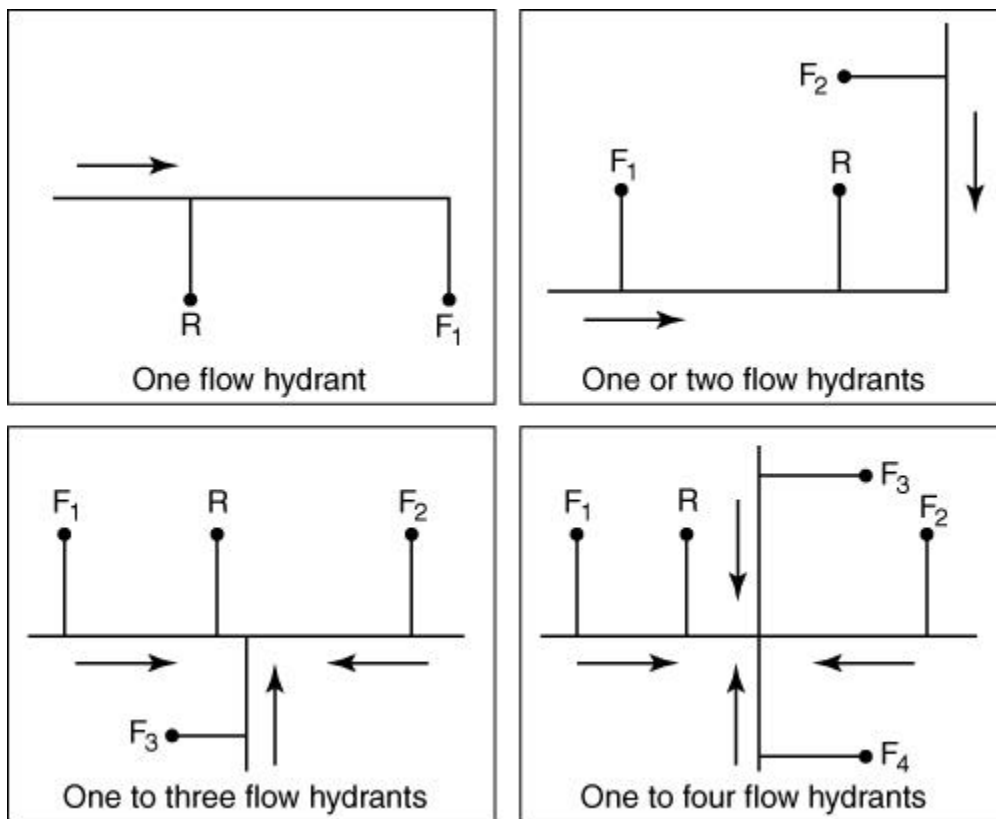
Once selected, due consideration should be given to potential interference with traffic flow patterns, damage to surroundings (e.g., roadways, sidewalks, landscapes, vehicles, and pedestrians), and potential flooding problems both local and remote from the test site.

4.4.3

One hydrant, designated the residual hydrant, is chosen to be the hydrant where the normal static pressure will be observed with the other hydrants in the group closed, and where the residual pressure will be observed with the other hydrants flowing.

4.4.4

This hydrant is chosen so it will be located between the hydrant to be flowed and the large mains that constitute the immediate sources of water supply in the area. In [Figure 4.4.4](#), test layouts are indicated showing the residual hydrant designated with the letter R and hydrants to be flowed with the letter F.



Arrows indicate direction of flow: R – residual hydrant; F – flow hydrant

Figure 4.4.4 Suggested Test Layout for Hydrants.

4.4.5

The number of hydrants to be used in any test depends upon the strength of the distribution system in the vicinity of the test location.

4.4.6

To obtain satisfactory test results of theoretical calculation of expected flows or rated capacities, sufficient discharge should be achieved to cause a drop in pressure at the residual hydrant of at least 10 percent. In water supply systems where additional municipal pumps increase the flow and pressure as additional test hydrants are opened, it might be necessary to declare an artificial drop in the static pressure of 10 percent to create a theoretical water supply curve.

4.4.7*

When conducting a flow test for the purpose of fire protection system design, the flow and pressure results should be adequate for the total demand of the system.

4.4.8

If the mains are small and the system weak, only one or two hydrants need to be flowed.

4.4.9

If the mains are large and the system strong, it might be necessary to flow as many as seven or eight hydrants.

4.5 Layout of Test and Procedure to Evaluate the Available Flow Through a Fire Hydrant.

4.5.1

When the purpose of a flow test is to determine the available flow through an individual hydrant only, the static and residual pressures should be taken at a single hydrant. The flow hydrant is also used as the static/residual hydrant.

4.5.1.1

This procedure should be used to evaluate the available water flow at a given hydrant.

4.5.1.2

The recommended procedures for determining the available water supply for the design of a water-based protection system should be in accordance with Section [4.4](#).

4.5.2

A pressure gauge (or other pressure measuring device) should be located on one of the 2 1/2 in. (65 mm) hydrant outlets [see [4.6.1\(1\)](#)].

4.5.3

A closed control valve connected to a discharge nozzle(s) for the purpose of rate of flow measurement should be located on one of the other hydrant outlets.

4.5.4

The test procedures in Section [4.7](#) for venting air and taking static/residual readings and Section [4.8](#) for taking pitot readings should be followed.

4.5.5

The control valve on another hydrant outlet should be opened. When the rate of flow stabilizes, rate of flow and residual pressure measurements are taken and recorded.

4.6 Equipment.

4.6.1

The equipment necessary for field work can consist of the following:

- (1)

A special hydrant cap tapped with a hole into which is fitted a short length of 1/4 in. (6 mm) nipple provided with a "T" connection for a pressure gauge and a petcock at the end for relieving air pressure

- (2)

A single 100 psi (6.9 bar) or 200 psi (13.8 bar) bourdon pressure gauge with 1 psi (0.07 bar) graduations fixed onto the hydrant cap [If the static pressure on the system is greater than 100 psi (6.9 bar), the 200 psi (13.8 bar) gauge will be required.]

- (3)

A pitot tube and a 100 psi (6.9 bar) bourdon pressure gauge with 1 psi (0.07 bar) graduations, for each hydrant to be flowed simultaneously

- (4)

A sufficient number of hydrant wrenches to operate the hydrants simultaneously

- [\(5\)*](#)

Playpipes, stream straighteners, or other specially designed flow test outlets with known coefficients of discharge

4.6.2

It is preferred to use playpipes or stream straighteners or other specially designed flow test outlets with known coefficients of discharge when testing hydrants due to more streamlined flows and more accurate pitot readings.

4.6.3

All pressure gauges should be calibrated at least every 12 months, or more frequently depending on use.

4.6.4

When more than one hydrant is flowed, it is desirable and could be necessary to facilitate communications between team members.

4.7 Test Procedure.

4.7.1

In a typical test, the 100 psi (6.9 bar) or 200 psi (14 bar) gauge is attached to one of the 2 1/2 in. (65 mm) outlets of the residual hydrant using the special cap.

4.7.2

The cock on the gauge piping is opened, and the hydrant valve is opened full.

4.7.3

As soon as the air is exhausted from the barrel, the cock is closed.

4.7.4

A reading (static pressure) is taken when the needle comes to rest.

4.7.5

At a given signal, each of the other hydrants is opened in succession, with discharge taking place directly from the open hydrant butts.

4.7.6

Hydrants should be opened one at a time.

4.7.7

With all hydrants flowing, water should be allowed to flow for a sufficient time to clear all debris and foreign substances from the stream(s).

4.7.8

At that time, a signal is given to the people at the hydrants to read the pitot pressure of the streams simultaneously while the residual pressure is being read.

4.7.9

The final magnitude of the pressure drop can be controlled by the number of hydrants used and the number of outlets opened on each.

4.7.10

After the readings have been taken, hydrants should be shut down slowly, one at a time, to prevent undue surges in the system.

4.8 Pitot Readings.

4.8.1

When measuring discharge from open hydrant butts, it is always preferable from the standpoint of accuracy to use 2 1/2 in. (65 mm) outlets rather than pumper outlets.

4.8.2

In practically all cases, the 2 1/2 in. (65 mm) outlets are filled across the entire cross-section during flow, while in the case of the larger outlets there is very frequently a void near the bottom.

4.8.3

When measuring the pitot pressure of a stream of practically uniform velocity, the orifice in the pitot tube is held downstream approximately one-half the diameter of the hydrant outlet or nozzle opening, and in the center of the stream. (See [Figure 4.8.3.](#))

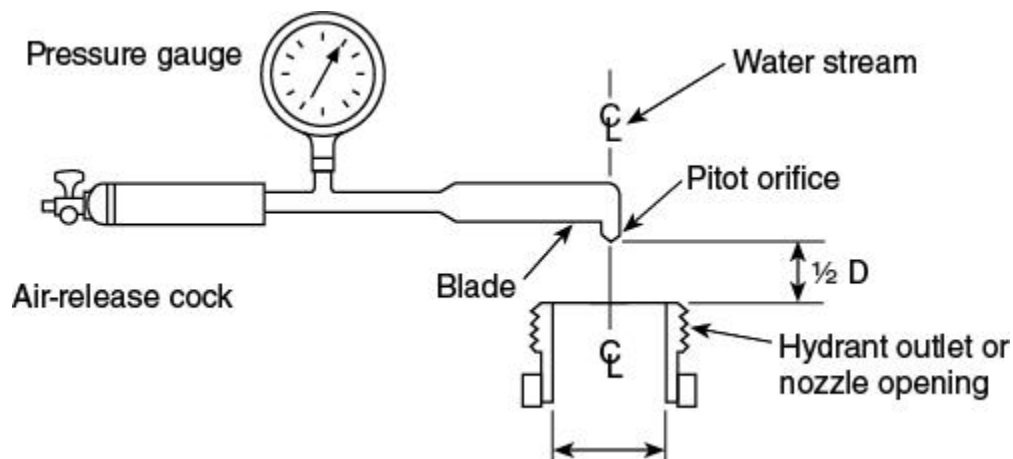


Figure 4.8.3 Pitot Tube Position.

4.8.4

The center line of the orifice should be at right angles to the plane of the face of the hydrant outlet.

4.8.5

The air chamber on the pitot tube should be kept elevated.

4.8.6

Pitot readings of less than 10 psi (0.7 bar) should be avoided, if possible.

4.8.7

Opening additional hydrant outlets will aid in controlling the pitot reading.

4.8.8

With dry barrel hydrants, the hydrant valve should be wide open to minimize problems with underground drain valves.

4.8.9

With wet barrel hydrants, the valve for the flowing outlet should be wide open to give a more streamlined flow and a more accurate pitot reading.

4.9 Determination of Discharge.

4.9.1

At the hydrants used for flow during the test, the discharges from the open butts are determined from measurements of the diameter of the outlets flowed, the pitot pressure (velocity head) of the streams as indicated by the pitot gauge readings, and the coefficient of the outlet being flowed as determined from [Figure 4.9.1](#).

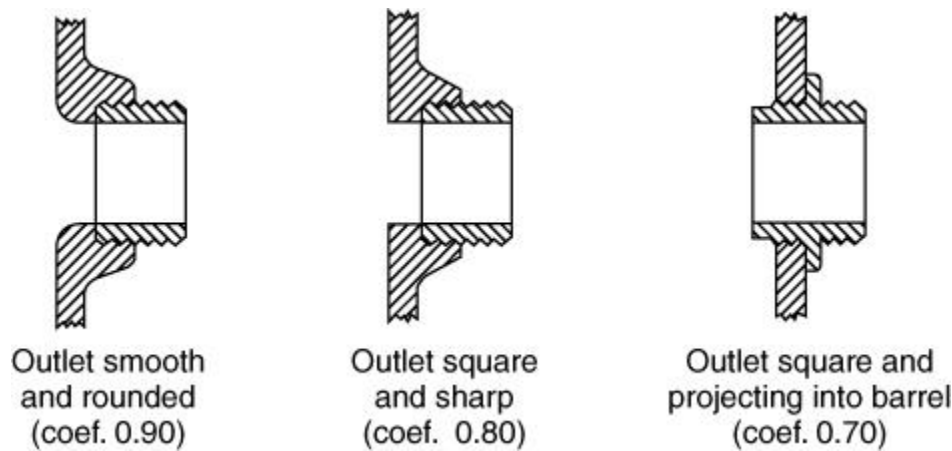


Figure 4.9.1 Three General Types of Hydrant Outlets and Their Coefficients of Discharge.

4.9.2

If flow tubes (stream straighteners) are being utilized, a coefficient of 0.95 is suggested unless the coefficient of the tube is known.

4.9.3

The formula used to compute the discharge, Q , in gpm (L/min) from these measurements is as shown in Equations 4.9.3a and 4.9.3b.

[4.9.3a]

$$Q = 29.84cd^2\sqrt{p}$$

where:

Q =

flow (gpm)

c =

coefficient of discharge (see [Figure 4.9.1](#))

d =

diameter of the outlet (in.)

p =

pitot pressure (velocity head) (psi)

[4.9.3b]

$$Q_M = 0.666cd^2\sqrt{p_M}$$

where:

Q_M =

flow (L/min)

c =

coefficient of discharge (see [Figure 4.9.1](#))

d =

diameter of the outlet (mm)

p_M =

pitot pressure (velocity head) (bar)

4.10 Use of Pumper Outlets.

4.10.1

If it is necessary to use a pumper outlet, and flow tubes (stream straighteners) are not available, the best results are obtained with the pitot pressure (velocity head) maintained between 5 psi and 10 psi (0.34 bar and 0.7 bar).

4.10.2

For pumper outlets, the approximate discharge can be computed from Equations 4.9.3a and 4.9.3b using the pitot pressure (velocity head) at the center of the stream and multiplying the result by one of the coefficients in [Table 4.10.2](#), depending upon the pitot pressure (velocity head).

Table 4.10.2 Pumper Outlet Coefficients

**Pitot Pressure
(Velocity Head)**

psi	bar	Coefficient
2	0.14	0.97
3	0.21	0.92
4	0.28	0.89
5	0.35	0.86
6	0.41	0.84
7 and over	0.48 and over	0.83

4.10.3

These coefficients are applied in addition to the coefficient in Equations 4.9.3a and 4.9.3b and are for average-type hydrants.

4.11 Determination of Discharge Without a Pitot.

4.11.1

If a pitot tube is not available for use to measure the hydrant discharge, a gauge of sufficient pressure range, tapped into a hydrant cap can be used when the flow is through a hydrant outlet or a nozzle attached to a hydrant outlet.

4.11.2

The hydrant cap with gauge attached is placed on one outlet, and the flow is allowed to take place through the other outlet at the same elevation.

4.11.3

The readings obtained from a gauge so located, and the readings obtained from a gauge on a pitot tube held in the stream, are approximately the same.

4.12 Calculation Results.

4.12.1

The discharge in gpm (L/min) for each outlet flowed is obtained from [Table 4.12.1\(a\)](#) and [Table 4.12.1\(b\)](#) or by the use of Equations 4.9.3a and 4.9.3b.

Table 4.12.1(a) Theoretical Discharge Through Circular Orifices (US Gallons of Water per Minute)

Pitot Pressure (psi)	Feet	Orifice Size (in.)				
		1.75	2	2.25	2.375	2.5
1	2.31	91	119	151	168	187
2	4.61	129	169	214	238	264
3	6.92	158	207	262	292	323
4	9.23	183	239	302	337	373
5	11.54	204	267	338	376	417
6	13.84	224	292	370	412	457
7	16.15	242	316	400	445	493
8	18.46	258	338	427	476	528
9	20.76	274	358	453	505	560
10	23.07	289	377	478	532	590
11	25.38	303	396	501	558	619
12	27.68	317	413	523	583	646
13	29.99	329	430	545	607	672
14	32.30	342	447	565	630	698
15	34.61	354	462	585	652	722
16	36.91	366	477	604	673	746
17	39.22	377	492	623	694	769
18	41.53	388	506	641	714	791
19	43.83	398	520	658	734	813
20	46.14	409	534	676	753	834
22	50.75	429	560	709	789	875
24	55.37	448	585	740	825	914
26	59.98	466	609	770	858	951
28	64.60	484	632	799	891	987

Table 4.12.1(a) Theoretical Discharge Through Circular Orifices (US Gallons of Water per Minute)

Pitot Pressure (psi)	Feet	Orifice Size (in.)				
		1.75	2	2.25	2.375	2.5
30	69.21	501	554	827	922	1022
32	73.82	517	575	855	952	1055
34	78.44	533	596	881	981	1087
36	83.05	548	716	906	1010	1119
38	87.67	563	736	931	1038	1150
40	92.28	578	755	955	1065	1180
42	96.89	592	774	979	1091	1209
44	101.51	606	792	1002	1116	1237
46	106.12	620	810	1025	1142	1265
48	110.74	633	827	1047	1166	1292
50	115.35	646	844	1068	1190	1319
52	119.96	659	861	1089	1214	1345
54	124.58	672	877	1110	1237	1370
56	129.19	684	893	1130	1260	1396
58	133.81	696	909	1150	1282	1420
60	138.42	708	925	1170	1304	1445
62	143.03	720	940	1189	1325	1469
64	147.65	731	955	1209	1347	1492
66	152.26	742	970	1227	1367	1515
68	156.88	754	984	1246	1388	1538
70	161.49	765	999	1264	1408	1560
72	166.10	775	1013	1282	1428	1583
74	170.72	786	1027	1300	1448	1604
76	175.33	797	1041	1317	1467	1626

Table 4.12.1(a) Theoretical Discharge Through Circular Orifices (US Gallons of Water per Minute)

Pitot Pressure (psi)	Feet	Orifice Size (in.)				
		1.75	2	2.25	2.375	2.5
78	179.95	307	1054	1334	1487	1647
80	184.56	317	1068	1351	1505	1668
82	189.17	328	1081	1368	1524	1689
84	193.79	338	1094	1385	1543	1709
86	198.40	347	1107	1401	1561	1730
88	203.02	357	1120	1417	1579	1750
90	207.63	367	1132	1433	1597	1769
92	212.24	377	1145	1449	1614	1789
94	216.86	386	1157	1465	1632	1808
96	221.47	395	1169	1480	1649	1827
98	226.09	405	1182	1495	1666	1846
100	230.70	414	1194	1511	1683	1865
102	235.31	423	1205	1526	1700	1884
104	239.93	432	1217	1541	1716	1902
106	244.54	441	1229	1555	1733	1920
108	249.16	450	1240	1570	1749	1938
110	253.77	458	1252	1584	1765	1956
112	258.38	467	1263	1599	1781	1974
114	263.00	476	1274	1613	1797	1991
116	267.61	484	1286	1627	1813	2009
118	272.23	493	1297	1641	1828	2026
120	276.84	1001	1308	1655	1844	2043
122	281.45	1009	1318	1669	1859	2060
124	286.07	1018	1329	1682	1874	2077

Table 4.12.1(a) Theoretical Discharge Through Circular Orifices (US Gallons of Water per Minute)

Pitot Pressure (psi)	Feet	Orifice Size (in.)				
		1.75	2	2.25	2.375	2.5
126	290.68	1026	1340	1696	1889	2093
128	295.30	1034	1350	1709	1904	2110
130	299.91	1042	1361	1722	1919	2126
132	304.52	1050	1371	1736	1934	2143
134	309.14	1058	1382	1749	1948	2159
136	313.75	1066	1392	1762	1963	2175

Notes:

(1) This table is computed from the formula $Q = 29.84cd^2\sqrt{p}$, with $c = 1.00$. The theoretical discharge of seawater, as

(2) Appropriate coefficient should be applied where it is read from hydrant outlet. Where more accurate results are required, discharge from circular openings of sizes other than those in the table can readily be computed by applying the principle of

Table 4.12.1(b) Theoretical Discharge Through Circular Orifices (Liters of Water per Minute)

Pitot Pressure (kPa)	Pitot Pressure (bar)	Meters (m)	Orifice Size (mm)				
			44.5	50.8	57.2	60.3	63.5
5	0.05	0.51	295	384	487	541	500
10	0.10	1.02	417	544	689	766	849
15	0.15	1.53	511	666	844	938	1040
20	0.20	2.04	590	769	974	1083	1201
25	0.25	2.55	659	859	1090	1211	1343
30	0.30	3.06	722	941	1194	1326	1471
35	0.35	3.57	780	1017	1289	1433	1589
40	0.40	4.08	834	1087	1378	1532	1698
45	0.45	4.59	885	1153	1462	1624	1801
50	0.50	5.10	933	1215	1541	1712	1899

Table 4.12.1(a) Theoretical Discharge Through Circular Orifices (US Gallons of Water per Minute)

Pitot Pressure (psi)	Feet	Orifice Size (in.)					
		1.75	2	2.25	2.375	2.5	
55	0.55	5.61	978	1275	1616	1796	1992
60	0.60	5.12	1022	1331	1688	1876	2080
65	0.65	5.63	1063	1386	1757	1952	2165
70	0.70	7.14	1103	1438	1823	2026	2247
75	0.75	7.65	1142	1488	1887	2097	2326
80	0.80	8.16	1180	1537	1949	2166	2402
85	0.85	8.67	1216	1585	2009	2233	2476
90	0.90	9.18	1251	1631	2067	2297	2548
95	0.95	9.69	1285	1675	2124	2360	2617
100	1.00	10.20	1319	1719	2179	2422	2685
105	1.05	10.71	1351	1761	2233	2481	2752
110	1.10	11.22	1383	1803	2285	2540	2817
115	1.15	11.73	1414	1843	2337	2597	2880
120	1.20	12.24	1445	1883	2387	2653	2942
125	1.25	12.75	1475	1922	2436	2707	3002
130	1.30	13.26	1504	1960	2484	2761	3062
140	1.40	14.28	1560	2034	2578	2865	3178
150	1.50	15.30	1615	2105	2669	2966	3289
160	1.60	16.32	1668	2174	2756	3063	3397
170	1.70	17.34	1720	2241	2841	3157	3501
180	1.80	18.36	1769	2306	2923	3249	3603
190	1.90	19.38	1818	2369	3004	3338	3702
200	2.00	20.40	1865	2431	3082	3425	3798
210	2.10	21.42	1911	2491	3158	3509	3892

Table 4.12.1(a) Theoretical Discharge Through Circular Orifices (US Gallons of Water per Minute)

Pitot Pressure (psi)	Feet	Orifice Size (in.)					
		1.75	2	2.25	2.375	2.5	
220	2.20	22.44	1956	2549	3232	3592	3983
230	2.30	23.46	2000	2607	3305	3673	4073
240	2.40	24.48	2043	2663	3376	3752	4160
250	2.50	25.50	2085	2718	3445	3829	4246
260	2.60	26.52	2127	2771	3514	3905	4330
270	2.70	27.54	2167	2824	3581	3979	4413
285	2.85	29.07	2226	2902	3679	4088	4534
300	3.00	30.60	2284	2977	3774	4194	4651
315	3.15	32.13	2341	3050	3867	4298	4766
330	3.30	33.66	2396	3122	3958	4399	4878
345	3.45	35.19	2450	3192	4047	4498	4988
360	3.60	36.72	2502	3261	4134	4595	5095
375	3.75	38.25	2554	3328	4220	4689	5200
390	3.90	39.78	2605	3394	4303	4782	5303
405	4.05	41.31	2654	3459	4385	4873	5404
420	4.20	42.84	2703	3522	4466	4963	5504
435	4.35	44.37	2751	3585	4545	5051	5601
450	4.50	45.90	2798	3646	4622	5137	5697
465	4.65	47.43	2844	3706	4699	5222	5791
480	4.80	48.96	2889	3765	4774	5306	5884
495	4.95	50.49	2934	3824	4848	5388	5975
510	5.10	52.02	2978	3881	4921	5469	6065
525	5.25	53.55	3022	3938	4993	5549	6153
540	5.40	55.08	3065	3994	5064	5627	6240

Table 4.12.1(a) Theoretical Discharge Through Circular Orifices (US Gallons of Water per Minute)

Pitot Pressure (psi)	Feet	Orifice Size (in.)					
		1.75	2	2.25	2.375	2.5	
555	5.55	56.61	3107	4049	5133	5705	6327
570	5.70	58.14	3149	4103	5202	5782	6411
585	5.85	59.67	3190	4157	5270	5857	6495
600	6.00	61.20	3231	4210	5338	5932	6578
615	6.15	62.73	3271	4262	5404	6005	6660
630	6.30	64.26	3310	4314	5469	6078	6740
645	6.45	65.79	3349	4365	5534	6150	6820
660	6.60	67.32	3388	4415	5598	6221	6899
675	6.75	68.85	3426	4465	5661	6292	6977
690	6.90	70.38	3464	4515	5724	6361	7054
705	7.05	71.91	3502	4563	5786	6430	7130
720	7.20	73.44	3539	4612	5847	6498	7206
735	7.35	74.97	3576	4660	5908	6565	7281
750	7.50	76.50	3612	4707	5968	6632	7354
765	7.65	78.03	3648	4754	6027	6698	7428
780	7.80	79.56	3683	4800	6086	6763	7500
795	7.95	81.09	3719	4846	6144	6828	7572
810	8.10	82.62	3754	4892	6202	6892	7643
825	8.25	84.15	3788	4937	6259	6956	7713
840	8.40	85.68	3822	4981	6315	7019	7783
855	8.55	87.21	3856	5026	6372	7081	7852
870	8.70	88.74	3890	5069	6427	7143	7921
885	8.85	90.27	3923	5113	6482	7204	7989
900	9.00	91.80	3957	5156	6537	7265	8056

Table 4.12.1(a) Theoretical Discharge Through Circular Orifices (US Gallons of Water per Minute)

Pitot Pressure (psi)	Feet	Orifice Size (in.)					
		1.75	2	2.25	2.375	2.5	
915	9.15	93.33	3989	5199	5591	7325	8123
930	9.30	94.86	4022	5241	5645	7385	8190
945	9.45	96.39	4054	5283	5699	7444	8255

Notes:

(1) This table is computed from the formula $Q_M = 0.666cd^2 \sqrt{p_M}$, with $c = 1.00$. The theoretical discharge of seawater

(2) Appropriate coefficient should be applied where it is read from the hydrant outlet. Where more accurate results are required, discharge from circular openings of sizes other than those in the table can readily be computed by applying the principle of

4.12.1.1

If more than one outlet is used, the discharges from all are added to obtain the total discharge.

4.12.1.2

The formula that is generally used to compute the available flow in the desired test location (either the underground main or static/residual hydrant, depending on the test), the specified residual pressure, or for any desired pressure drop is Equation 4.12.1.2:

[4.12.1.2]

$$Q_R = Q_F \times \frac{h_r^{0.54}}{h_f^{0.54}}$$

where:

Q_R =

flow predicted at desired residual pressure

Q_F =

total flow measured during test

h_r =

pressure drop to desired residual pressure

h_f =

pressure drop measured during test

4.12.1.3

In Equation 4.12.1.2, any units of discharge or pressure drop can be used as long as the same units are used for each value of the same variable.

4.12.1.4

In other words, if Q_R is expressed in gpm, Q_F must be in gpm, and if h_r is expressed in psi, h_f must be expressed in psi.

4.12.1.5

These are the units that are normally used in applying Equation 4.12.1.2 to fire flow test computations.

4.13 Data Sheet.**4.13.1**

The data secured during the testing of hydrants for uniform marking can be valuable for other purposes.

4.13.2

With this in mind, it is suggested that the form shown in [Figure 4.13.2](#) be used to record information that is taken.

WATER FLOW TEST REPORT



Location: _____ Test by: _____

Address: _____ Date: _____

_____ Time: _____

SYSTEM DATA

Size of main: _____ Dead end: _____ Looped: _____

Comments: _____

TEST DATA

Location of test hydrants: _____ Residual hydrants: _____

Flow hydrant A: _____

Flow hydrant B: _____

Static pressure: _____

Test No.	No. of Outlets	Orifice Size (in.)	Orifice Coeff.	Residual Pressure (psig)	Pitot Pressure (psig)	Flow (US gpm)	Comments
1							
2							
3							
4							
5							

Projected results @ 20 psi: _____

Sketch of test configuration

Figure 4.13.2 Sample Report of a Hydrant Flow Test.

4.13.3

The back of the form should include a location sketch.

4.13.4

Results of the flow test should be indicated on a hydraulic graph, such as the one shown in [Figure 4.13.4](#).

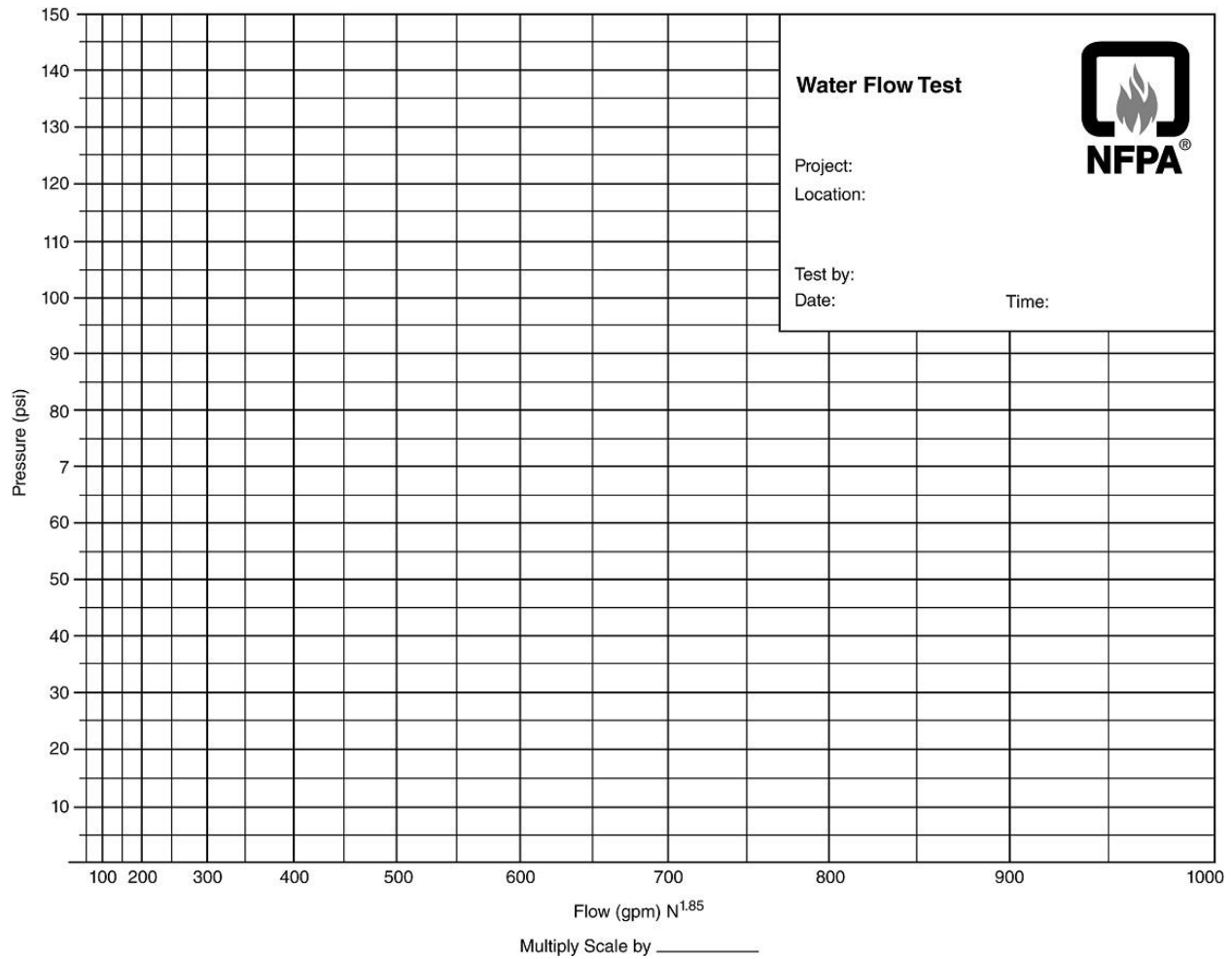


Figure 4.13.4 Sample Graph Sheet.

4.13.5

When the tests are complete, the forms should be filed for future reference by interested parties.

[4.14*](#) System Corrections.

Flow test results show the strength of the distribution system at the time and date of the testing. It does not necessarily indicate the degree of adequacy of the entire water works system. If the testing does not occur during a period of peak demand, then the flow test results might not provide an accurate representation of the water available during those peak periods.

4.15 Public Hydrant Testing and Flushing.

4.15.1*

Public hydrants should be flow tested at least every 5 years to verify capacity and marking of the hydrant.

4.15.2

Public hydrants should be flushed at least annually to verify operation, address repairs, and verify reliability.

4.15.3

Public fire hydrants should be inspected, tested, and maintained in accordance with ANSI/AWWA G200, *Standard for Distribution Systems Operation and Management*.

4.16 Private Hydrant Inspection, Testing, and Maintenance.

Private fire hydrants should be inspected, tested, and maintained in accordance with NFPA 25.

Marking of Hydrants

5.1 Classification of Hydrants.

Hydrants should be classified in accordance with their rated capacities [at 20 psi (1.4 bar) residual pressure or other designated value] shown in [Table 5.1](#).

Table 5.1 Classification and Marking of Hydrants

Hydrant Classification	Color Scheme	Hydrant Capacity (gpm)	Hydrant Capacity (L/min)
AA	Light blue	>1500	>5700
A	Green	1000–1499	380–5699
B	Orange	500–999	1900–3799
C	Red	<500	<1900

5.2 Marking of Hydrants.

5.2.1 Public Hydrants.

5.2.1.1

All barrels should be chrome yellow except in cases where another color has already been adopted.

5.2.1.2

The tops and nozzle caps should be painted with the capacity-indicating color scheme shown in [Table 5.1](#) to provide simplicity and consistency with colors used in signal work for safety, danger, and intermediate condition.

5.2.1.3

For rapid identification at night, it is recommended that the capacity colors be of a reflective-type paint.

5.2.1.4

Hydrants rated at less than 20 psi (1.4 bar) should have the rated pressure stenciled in black on the hydrant top.

5.2.1.5

In addition to the painted top and nozzle caps, it can be advantageous to stencil the rated capacity of high-volume hydrants on the top.

5.2.1.6

The classification and marking of hydrants provided for in this chapter anticipate determination based on individual flow test.

5.2.1.7

Where a group of hydrants can be used at the time of a fire, some special marking designating group-flow capacity could be desirable.

5.2.2 Permanently Inoperative Hydrants.

Hydrants that are permanently inoperative or unusable should be removed.

5.2.3 Temporarily Inoperative Hydrants.

Hydrants that are temporarily inoperative or unusable should be wrapped or otherwise provided with temporary indication of their condition.

5.2.4 Flush Hydrants.

Location markers for flush hydrants should carry the same background color as stated above for class indication, with such other data stenciled thereon as deemed necessary.

5.2.5 Private Hydrants.

5.2.5.1

All barrels should be red except in cases where another color has already been adopted.

5.2.5.2

The tops and nozzle caps should be painted with the following capacity-indicating color scheme to provide simplicity and consistency with colors used in signal work for safety, danger, and intermediate condition:

- (1)

Class AA — Light blue

- (2)

Class A — Green

- (3)

Class B — Orange

- (4)

Class C — Red

5.2.5.3

For rapid identification at night, it is recommended that the capacity colors be of a reflective-type paint.

5.2.5.4

Hydrants rated at less than 20 psi (1.4 bar) should have the rated pressure stenciled in black on the hydrant top.

5.2.5.5

In addition to the painted top and nozzle caps, it can be advantageous to stencil the rated capacity of the high-volume hydrants on the top.

5.2.5.6

The classification and marking of hydrants provided for in this chapter anticipate determination based on individual flow test.

5.2.5.7

Where a group of hydrants can be used at a time of a fire, some special marking designating group-flow capacity could be desirable.