



## CITY COUNCIL REGULAR MEETING

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

Thursday, August 17, 2023

Regular Meeting 6:00 PM

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

### AGENDA

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

#### AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at [mswanson@clearlake.ca.us](mailto: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](http://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](http://www.clearlake.ca.us).

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**A. ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

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

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

**E. PRESENTATIONS**

1. Presentation of August's Adoptable Dogs

- [2.](#) Swearing In of New and Promoted Police Department Employees by Chief Hobbs
3. Presentation of a Proclamation Declaring August 31, 2023 as International Overdose Awareness Day
4. Presentation of the Recreation and Events Division Quarterly Report

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

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

- [4.](#) Minutes of the July 12, 2023 Lake County Vector Control Board Meeting  
Recommended Action: Review and file
- [5.](#) Revisions to the Maintenance Worker Classifications and Addition of a Parks Foreman Classification; Resolution No. 2023-38  
Recommended Action: Adopt resolution
- [6.](#) Approval of an Amendment to the Clearlake Municipal Employees Association Memorandum of Understanding Allowing for a Monthly Cell Phone Stipend for the Recreation and Events Coordinator  
Recommended Action: Approve amendment and authorize the City Manager to sign
- [7.](#) Minutes  
Recommended Action: Receive and file
- [8.](#) Adoption of 1st Amendment to the FY 2023-24 Budget (Resolution 2023-27) Adjusting Appropriations, Resolution No. 2023-37  
Recommended Action: Adopt Resolution
- [9.](#) Warrants  
Recommended Action: Receive and file

#### **H. BUSINESS**

- [10.](#) Consideration of Konocti Water District Board Appointment  
Recommended Action: Appoint a candidate to the Board

#### **I. CITY MANAGER AND COUNCILMEMBER REPORTS**

**J. FUTURE AGENDA ITEMS**

**K. CLOSED SESSION**

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

**(12)** Conference with Legal Counsel - Existing Litigation: Pursuant to Government Code 54956.9 - City of Clearlake vs. Amerisourcebergen Drug Corporation, et al. Case No. 1:20-cv-06212

**(13)** CONFERENCE WITH LEGAL COUNSEL – LIABILITY CLAIMS - Claimant: Charmaine Weldon; Agency Claimed Against: City of Clearlake

**L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION**

**M. ADJOURNMENT**

POSTED: August 14, 2023

BY:



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Melissa Swanson, Administrative Services Director/City Clerk



## International Overdose Awareness Day August 31, 2023

**WHEREAS**, International Overdose Awareness Day is a global event held annually on the 31st of August to honor loved ones lost to fatal overdose;

**WHEREAS**, in 2022, 79 people fatally overdosed in Lake County, the highest fatal overdose rate in the state of California;

**WHEREAS**, all overdose deaths are preventable;

**WHEREAS**, addiction is a chronic, relapsing, and treatable disease that should not be conflated with moral or personal failure yet continues to be the subject of stigma and marginalization;

**WHEREAS**, every person should have access to resources that prevent overdose, including naloxone (Narcan), syringe exchange, drug testing, and medication-assisted treatment;

**WHEREAS**, in Lake County, dedicated prescribers of medication-assisted treatment, harm reduction providers, and substance use recovery programs work tirelessly to provide residents with these resources;

**WHEREAS**, local communities play a crucial role in reducing stigma, including residents, elected officials, parents, private and public organizations, hospitals, law enforcement, first responders, schools, and colleges;

**WHEREAS**, SafeRx Lake County, an overdose prevention coalition comprised of local agencies and organizations, will host the third annual commemoration of International Overdose Awareness Day in Austin Park on Saturday, August 19, from 10am until 2pm;

**NOW, THEREFORE**, the Clearlake City Council joins Lake County Behavioral Health Services, the Lake County Public Health Department, and the agencies and organizations that comprise SafeRx Lake County and does hereby recognize August 31, 2023, as INTERNATIONAL OVERDOSE AWARENESS DAY in Clearlake, California.

Dated this 17<sup>th</sup> day of August, 2023

Russ Perdock, Mayor

## MINUTES OF PREVIOUS MEETING

July 12, 2023

The regular monthly meeting of the Board of Trustees of the Lake County Vector Control District was called to order at 1:33 P.M. by President Giambruno.

Board Present: Rob Bostock, Curt Giambruno, Chuck Leonard, Ron Nagy, and George Spurr.

Absent: None.

District Personnel: Jamesina Scott, Ph.D., Manager and Research Director and Ms. Jacinda Franusich, Office Manager.

Guests: Ms. Melanie Lee of SCI Consulting Group.

Citizen's Input: None.

Agenda additions and/or deletions: None.

### **Open Public Hearing and Consideration of Levy of the Assessment for the Lake County Vector Control District Mosquito, Vector and Disease Control Assessment.**

President Giambruno opened the Public Hearing at 1:34 P.M.

President Giambruno opened the Public Input portion of the Public Hearing at 1:35 P.M.

There was no public input.

President Giambruno closed the Public Input portion of the Public Hearing at 1:36 P.M.

### **Consideration of Resolution 23-03 Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of The Mosquito, Vector, and Disease Control Assessment for Fiscal Year 2023-2024**

Mr. Spurr moved to approve Resolution 23-03 Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of the Mosquito, Vector, and Disease Control Assessment for Fiscal Year 2023-2024. Mr. Nagy seconded the motion. Motion carried with a roll call vote as follows: five in favor: (Mr. Bostock, Mr. Giambruno, Mr. Leonard, Mr. Nagy, and Mr. Spurr), and none against.

Ms. Lee left the meeting at 1:40 P.M.

### **Approve Minutes of June 14, 2023 Regular Meeting**

Mr. Spurr moved to approve the minutes of June 14, 2023 Regular Meeting. Mr. Nagy seconded the motion. Motion carried unanimously.

### **Research Report**

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

In California, WNV has been detected in 12 counties with 84 positive mosquito samples, and 51 positive dead birds.

One St. Louis encephalitis virus-positive mosquito pool has been reported from Kern County.

For the rest of the United States, 12 states have reported WNV activity including ten states with human infections.

Three locally-acquired cases of dengue virus have been reported from two Florida residents, and one Texas resident.

Eastern equine encephalitis virus has been detected in seventeen sentinel chickens and four horses from Florida.

One fatal case of Powassan virus has been reported from Maine.

Dr. Scott reported on local malaria transmission in the United States. Four locally-acquired cases of *Plasmodium vivax* malaria have been reported from Sarasota County Florida and Cameron County Texas.

Dr. Scott reported on adult biting fly activity. Carbon dioxide-baited traps were set in various locations around the county in June. *Culicoides* spp.

were the most abundant biting fly and outnumbered mosquitoes. Among the mosquito species collected were *Culex tarsalis*, *Anopheles freeborni*, and *Aedes increpitus*.

New Jersey light traps were set in the Reclamation and near Borax Lake during June. Among the mosquito species collected were *Anopheles franciscanus* and *Culex tarsalis*.

Dr. Scott reported on tick testing. Thirteen *Ixodes pacificus* ticks that Lake County residents removed from themselves have been submitted to the Sonoma County Public Health Laboratory for testing for *Borrelia burgdorferi*. All the ticks were negative.

Dr. Scott reported on Clear Lake Gnat, Chironominae, and Tanypodinae Surveillance in Clear Lake. Due to mechanical difficulties with the boat, Clear Lake surveillance was only partially completed in June.

### **Operation Report**

During June, 0.05 inches of rainfall was recorded in the District's rain gauge. The total rainfall for the season is 35.52 inches, which is 132% of the cumulative average annual rainfall for this date.

The level of Clear Lake was 6.97 feet on the Rumsey Gauge on June 1. On June 30, the lake reached 5.91.

The District responded to 468 service requests in June. One yellowjacket service request was also completed in June.

Sixty-three residents submitted service requests online during June. This is about twice the average for the month.

Two irrigated pastures near Middletown were treated in June using the side-by-side. Natular G30 was applied to control floodwater mosquitoes.

The replacement part needed for the District Administrative building air conditioning unit was received and installed in June. The unit is once again working properly and keeping the building cool.



District Vector Biologist Michelle Koschik was the featured speaker at the Senior Day at Anderson Marsh State Historic Park on June 3.

On August 4, Dr. Scott will be speaking to the Kelseyville Sunrise Rotary Club at their weekly breakfast meeting at the Saw Shop in Kelseyville.

The District received a notice of potential violation regarding the Todd Road property from the State Water Resources Control Board (SWRCB). The notice requested information to determine if the District had diverted surface water for its mosquitofish ponds. Dr. Scott responded to the notice and explained that the mosquitofish ponds are filled using an existing well on the property and that none of the water comes from the creek. The SWRCB responded on June 30 confirming that no violation exists because the District's ponds are filled using well water, not a surface water diversion, and therefore it does not fall within the water right permitting authority of the State Water Board.

Dr. Scott attended the Employer Risk Management Authority (ERMA) Board of Directors meeting in Sacramento on June 5. Dr. Scott serves as the VCJPA Alternate Representative to ERMA.

Dr. Scott attended the California Special Districts (CSDA) Webinar on Performance Management one June 13.

In the last week of June Dr. Scott was able to speak with many of the District's neighbors on Esplanade regarding the District's intent to apply for a zoning and general plan amendment so that the District's parcels would be correctly identified as Public and Civil Use (PCU). The neighbors support the correction and will be looking for Dr. Scott's letter requesting their support the application.

### **Final Budget Hearing for Fiscal Year 2023/2024**

After some discussion, Mr. Spurr moved to approve the Final Budget for Fiscal Year 2023/2024 with a correction to page 8 Revenue Projection. The Ending Balance for June 30, 2023 should be \$395,715.00, making the Total Projected Revenue for Fiscal Year 23/24 \$2,341,494.00. Mr. Bostock seconded the motion. Motion carried unanimously.

### **Approve Checks for the Months of June 2023 and July 2023**

Mr. Nagy moved to approve Check Nos. 21762-21839 for the month of June 2023 in the amount of \$133,525.38. Mr. Spurr seconded the motion. Motion carried unanimously.

Mr. Nagy move to approve Check Nos. 21840-21886 for the month of July 2023 in the amount of \$304,413.60. Mr. Bostock seconded the motion. Motion carried unanimously.

**Other Business**

No other business was discussed.

**Announcement of the Next 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 August 9, 2023 in the LCVCD Board Room, 410 Esplanade Lakeport, CA 95453.

Mr. Nagy moved to adjourn the meeting. Mr. Spurr seconded the motion. There being no other business the meeting was adjourned by President Giambruno at 2:24 P.M.

Respectfully submitted,

Ronald Nagy  
Secretary



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

<b>SUBJECT:</b> Revisions to the Maintenance Worker Classifications and Addition of a Parks Foreman Classification; Resolution No. 2023-38	<b>MEETING DATE:</b> August 17, 2023
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<b>SUBMITTED BY:</b> Melissa Swanson, Administrative Services Director/City Clerk
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<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item
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#### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt Resolution No. 2023-38 revising the Maintenance Worker classifications, adding Parks Maintenance Worker classifications, and adding a Parks Foreman classification.

#### BACKGROUND/DISCUSSION:

In July, Public Works Director Leyba and Administrative Services Director/City Clerk Swanson met with representatives of the Clearlake Municipal Employees Association (CMEA) to discuss the realignment of the maintenance worker positions as stated in Section 3.3 of the Memorandum of Understanding (MOU). The restructure of the classifications will help improve market equity and recruitability for these positions.

The proposed realignment includes modifying the Maintenance Worker I/II/III and Senior Maintenance Worker positions and adding new classifications for the parks crew workers, and a new classification for a Parks Foreman. The modifications to Maintenance Worker (MW) I/II/III include changing the requirements for the MW II to be the requirements for the MW I, effectively eliminating the current MW I because it is not currently filled. The MW II would then be filled with MW III qualifications. All current MW II employees would be moved to MW I classifications, keeping the same salary range. Also, MW III employees would be moved to MW II classifications, keeping the same salary range.

For the parks crew, the job classifications for Parks MW I/II have been added, along with a Parks Foreman. The Parks Foreman would be the supervisor of the parks crew and would be placed at a Range five percent above the MW II position.

Finally, the Senior Maintenance Worker classification has been modified to require a Class A driver license with a tanker endorsement. Current incumbents of that position who do not possess a Class A license with a tanker endorsement would be given six months to obtain it. In changing this requirement, the MOU will need to be amended at a future meeting to eliminate the stipend for Senior Maintenance Workers with a Class A license.

#### OPTIONS:

1. Adopt Resolution No. 2023-38
2. Other direction

**FISCAL IMPACT:**

☐ None      ☒ approx. \$7,000      Budgeted Item? ☐ Yes ☒ No  
 Budget Adjustment Needed? ☐ Yes ☒ No      If yes, amount of appropriation increase: \$  
 Affected fund(s): ☒ General Fund   ☐ Measure P Fund   ☒ Measure V Fund   ☐ Other:  
 Comments:

**STRATEGIC PLAN IMPACT:**

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

**SUGGESTED MOTIONS:**

Move to authorize the City Manager to execute Amendment No. 2 to the 2022-2025 CMEA MOU.

- ☒ **Attachments:**      1) Modified Job Classifications  
                                          2) Resolution No. 2023-38

## CITY OF CLEARLAKE

### MAINTENANCE WORKER I/II

#### **DEFINITION**

Under immediate supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), to perform a variety of routine unskilled or semi-skilled manual duties involved in the maintenance and construction of streets, utility and drainage systems, and traffic control devices.

#### **DISTINGUISHING CHARACTERISTICS**

**Maintenance Worker I** - This is the entry level in the Maintenance Worker class series. Positions at this level usually perform most of the duties required of the positions at the Maintenance Worker II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions of changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Maintenance Worker II** - This is the full journey level in the class series. Positions at this level are distinguished from the Maintenance Worker I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Maintenance Worker II level are normally filled by advancement from the Maintenance Worker I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Maintenance Worker II level.

#### **SUPERVISION EXERCISED**

##### **Maintenance Worker I**

Exercises no supervision.

##### **Maintenance Worker II**

May exercise technical and functional supervision over less experienced staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

City of Clearlake  
Maintenance Worker I and II

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Perform pick and shovel work on oil, asphalt, concrete and unpaved streets, walks and parkways; load and unload stone, gravel, dirt, asphalt, timber, pipe, poles, debris, brush, tools and equipment.

Sweep and clean streets and culverts; collect and load refuse and debris into an accompanying truck or movable can; prepare asphalt and other street repair materials; pave roadways, driveways, walkways and potholes; rake, smooth and tamp repaired patches; place lanterns and barricades.

Dig holes and trenches make excavations; lay pipe and conduit; backfill and flood trenches.

Perform rough painting, carpentry, plumbing, janitorial and general maintenance work.

Operate small power equipment incidental to other labor duties; drive pickup trucks and other light equipment.

Operate pneumatic power tools, spray and hand painting equipment and hand operated construction and maintenance equipment.

Load and unload equipment, supplies and other materials from trucks and other vehicles.

Direct flow of traffic around construction and /or maintenance projects; put up and take down barricades and signs used during maintenance and /or construction projects.

Maintain and service tools, vehicles and equipment; perform minor maintenance of trucks and equipment; check and service equipment with fuel, hydraulic fluids, oil and water levels, check tires and belts; maintain records of equipment servicing.

Maintain safety procedures.

Assist in animal control duties; pick up and transport dead animals for disposal; assist the Police Department including blocking and cleaning roads and picking up stolen property.

**OTHER JOB RELATED DUTIES**

Install and maintain street signs including stop, street name, parking, warning, crosswalk and speed limit sign's, guard rails and barricades.

May operate loaders, backhoes, rollers and motor driven construction and maintenance equipment.

Perform related duties and responsibilities as required.

City of Clearlake  
Maintenance Worker I and II

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Maintenance Worker I**

**Knowledge of:**

Methods, materials, and equipment used in general maintenance work.

Safe work practices.

Safe driving principles and practices.

**Skill to:**

Operate a variety of maintenance tools and equipment in a safe and efficient manner.

Operate a motor vehicle safely.

**Ability to:**

Perform unskilled and semi-skilled tasks in a variety of maintenance activities.

Perform heavy manual labor for extended periods of time in unfavorable weather conditions.

**Ability to:**

Perform duties in a manner to maximize public safety in the area of work assigned.

Clean and care for assigned areas and equipment.

Understand and follow oral and written instructions.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

One year of experience in routine maintenance work.

City of Clearlake  
Maintenance Worker I and II

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**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

**Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I:

**Knowledge of:**

Methods and techniques of public works construction, maintenance and repair.

Operational characteristics of mechanical equipment and tools used in the public works maintenance.

Occupational hazards and standard safety practices.

Principles and procedures of record keeping and reporting.

**Skilled to:**

Operate a limited range of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

**Ability to:**

Perform semi-skilled public works maintenance, construction and repair work.

Work independently in the absence of supervision.



City of Clearlake  
Maintenance Worker I and II

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Read and interpret basic maps and blueprints.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Assign and review work of less experienced staff.

May act as lead worker over a crew performing semi-skilled and unskilled manual maintenance work.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of experience in maintenance and construction work.

**Training:**

Equivalent to the completion of the twelfth grade.

**License of Certificate:**

Possession of, or ability to obtain, an appropriate valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

**CITY OF CLEARLAKE**  
**SENIOR MAINTENANCE WORKER**

**DEFINITION**

Under general supervision, to perform a variety of skilled manual duties involved in the maintenance and construction of parks, buildings, streets, utility and drainage systems, and traffic control devices; to operate the full range of equipment; and to provide lead supervision to other maintenance personnel.

**SUPERVISION EXERCISED**

Exercise technical and functional supervision over lower level maintenance staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Act as worker of a crew performing public works maintenance and construction duties; assist in establishing maintenance priorities; plan, train, and review the work of assigned staff.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Operate the full range of equipment including three-axle vehicles, loaders, roller, grader, backhoe, street sweeper, dump truck, water tanker, and other construction and maintenance equipment.

Perform minor maintenance of equipment; check and service equipment with fuel, hydraulic fluids, oil and water; check tires and belts.

Dig holes and trenches; make excavations; lay pipe and conduit; backfill and flood trenches.

Install and maintain street signs including stop, street name. Parking, warning, crosswalks and speed limit signs; install and maintain guard rails and barricades.

Perform painting and striping of streets, including crosswalks, center lines, limit lines, stop lines, parking stalls, guard rails and bridge rails.

Perform pick and shovel work on oil, asphalt, concrete and unpaved streets, walks and parkways; load and unload stone, gravel, dirt, asphalt, timber, pipe, poles, debris, brush, tools and equipment.

City of Clearlake  
Senior Maintenance Worker

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### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform rough painting, carpentry, plumbing, janitorial and general maintenance work including minor mechanical maintenance work.

Sweep and clean streets and culverts; collect and load refuse and debris into an accompanying truck or movable can; prepare asphalt and other street repair materials; pave roadways, driveways, walkways and potholes; rake, smooth and tamp repaired patches; place lanterns and barricades.

Perform the full range of grounds maintenance work; plant, irrigate, prune, water, weed, edge and care for flower and shrubbery beds and gardens; mow and water lawns; saw and chop wood.

Operate pneumatic power tools, spray and hand paint equipment and hand operated construction and maintenance equipment.

Operate small power equipment incidental to other labor duties; drive pickup trucks and other light equipment.

Maintain and service tools, vehicles and equipment.

Estimate time and material necessary to perform assigned duties; prepare cost estimates.

Assist in animal control duties; pick up and transport dead animals for disposal; assist the Police Department including blocking and clearing roads and picking up stolen property.

### **OTHER JOB RELATED DUTIES**

Perform inspection of routine encroachment permits; inspect contractors performing work for the City.

Perform related duties and responsibilities as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

City of Clearlake  
Senior Maintenance Worker

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Operations, service and activities of a public works maintenance program.

Methods and techniques of public works construction, maintenance and repair.

Operational characteristics of mechanical equipment and tools used in the public works maintenance.

Occupational hazards and standard safety practices.

Principles and procedures of record keeping.

Safe driving principles and practices.

Principles of lead supervision and training.

**Skill to:**

Perform the full range of skilled maintenance, construction, and repair work.

Operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner.

Use and operate the full range of hand tools and power tools, in a safe and efficient manner.

Perform preventive maintenance on mechanical equipment.

**Ability to:**

Independently perform the most difficult public works maintenance, construction and repair work.

Interpret, explain and enforce Department policies and procedures within assigned crew.

City of Clearlake  
Senior Maintenance Worker

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Work independently in the absence of supervision.

Read and interpret maps, sketches, drawings, specifications and technical manuals.

Perform a variety of heavy manual labor for extended periods of time and in unfavorable weather conditions.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

**Ability to:**

Perform duties in a manner to maximize public safety in the area of work assigned.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of experience in maintenance and construction work.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

City of Clearlake  
Senior Maintenance Worker

---

**License of Certificate:**

Possession of, or ability to obtain, an appropriate, valid Class A driver's license with tanker endorsement.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

## CITY OF CLEARLAKE

### PARKS MAINTENANCE WORKER I/II

#### **DEFINITION**

Under immediate supervision (Parks Maintenance Worker I) or general supervision (Parks Maintenance Worker II), Under direct supervision, assists with performing a variety of semiskilled, skilled, and physical labor duties in the maintenance, repair and cleanup of City parks, landscaped areas, and recreational facilities; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

**Parks Maintenance Worker I** - This is the entry and first working level in the Parks Maintenance Worker series. Incumbents learn and perform a variety of duties in the maintenance, repair, and cleanup of City parks, landscaped areas, recreational facilities, and related machinery and equipment. Incumbents assist with the more skilled assignments under direct guidance.

Positions in the Parks Maintenance Worker series are flexibly staffed. Incumbents may advance to the higher classifications after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

**Parks Maintenance Worker II** - This is the journey level in the Parks Maintenance Worker series. Incumbents perform a variety of duties in the maintenance, repair, and cleanup of City parks, landscaped areas, recreational facilities, and related machinery and equipment. Incumbents assist with the more skilled assignments under direct guidance.

The Parks Maintenance Worker II level is distinguished from the Parks Maintenance Worker I in that incumbents perform a broader range of semi-skilled and skilled maintenance assignments on a more independent basis.

This class is further distinguished from Parks Foreman, in that the latter is the advanced working level classification and exercises considerable independent judgment, selecting methods and procedures for work completion.

#### **SUPERVISION RECEIVED AND EXERCISED**

##### **Parks Maintenance Worker I**

Receives direct supervision from the Parks Foreman or Parks Maintenance Worker II. Exercises no supervision over staff. May provide lead direction, work coordination, and training to extra help employees, and on-the-job trainees, as assigned.

City of Clearlake  
Parks Maintenance Worker I and II

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Parks Maintenance Worker II

Receives direct supervision from the Parks Foreman. Exercises no supervision over staff. May provide lead direction, work coordination, and training for extra help employees, and on-the-job trainees, as assigned.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

Assists with performing a variety of general maintenance and semi-skilled work in the maintenance, repair, and cleanup of City parks, landscaped areas, recreational facilities, boat launching facilities, and associated equipment.

Assists with and performs duties such as mowing, watering, and maintaining lawns and shrubs.

Operates hand tools, power equipment, and vehicles.

Learns to and maintains equipment used during the course of work.

Cleans and disinfects restrooms.

Performs general janitorial duties such as cleaning toilets, fixtures, floors, and stocking supplies.

Empties trash receptacles.

Cleans walkways, parking lots, and other areas of trash.

Plants, waters, cultivates, weeds, prunes, and fertilizes trees, shrubbery, flowers, and lawns.

Performs biohazard cleanup.

Interacts with park patrons, the homeless, and law enforcement.

Deals with animals, both living and deceased.

Observes and reports needed repairs.

Sweeps and rakes grounds.

Learns to install, maintain, and repair sprinkler systems.

Clears debris and performs storm damage cleanup.



City of Clearlake  
Parks Maintenance Worker I and II

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Learns to perform routine maintenance and repair duties on equipment.

Loads, rakes, and shovels grass clippings.

Performs general plumbing and maintenance activities.

Learns to operate power tools such as chain saws.

Replenishes supplies.

Requisitions supplies as needed.

Learns to mix fertilizers, herbicides, and soil nutrients.

Builds and repairs trails.

Assists in weed and vegetation abatement.

Assists with tree trimming and removal.

May provide lead direction, work coordination, and training, as assigned.

Performs related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Parks Maintenance Worker I**

**Knowledge of:**

Basic knowledge of practices, tools, equipment, and materials used in the care and maintenance of parks, forests, grounds, and recreation facilities.

General groundskeeping and landscape maintenance methods and procedures.

Basic hand tools and equipment used in routine groundskeeping work.

Safe work practices.

Principles of lead direction, work coordination, and training.

Boom truck operations for tree trimming.

Written and oral communications skills.

City of Clearlake  
Parks Maintenance Worker I and II

---

Proper English spelling, grammar, and punctuation.

Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.

Principles and techniques for working with groups and fostering effective team interaction.

**Ability to:**

Learn and perform a variety of general maintenance and semi-skilled work in the maintenance and repair of parks, grounds, and recreation facilities.

Perform heavy physical work.

Use power tools.

Learn to perform park care and landscape maintenance assignments.

Learn to install and maintain sprinkler systems.

Learn to recognize and locate conditions requiring maintenance and repair.

Learn to use and care for hand and power tools used in park care and maintenance work.

Learn to estimate time and materials for maintenance assignments.

Effectively provide training to less experienced staff.

Provide lead direction, work coordination, and training, as assigned.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Communicate clearly and concisely, both orally and in writing.

Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

City of Clearlake  
Parks Maintenance Worker I and II

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**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and Experience:**

Previous work experience in parks and/or ground maintenance work is highly desirable.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

**Parks Maintenance Worker II**

**EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

Performs a variety of general maintenance and semi-skilled work in the maintenance, repair, and cleanup of City parks, landscaped areas, recreational facilities, boat launching facilities, and associated equipment.

Performs duties such as mowing, watering, and maintaining lawns and shrubs.

Plants, waters, cultivates, weeds, prunes, and fertilizes trees, shrubbery, flowers, and lawns.

Performs general janitorial work.

Cleans and disinfects restrooms.

Observes and reports needed repairs.

City of Clearlake  
Parks Maintenance Worker I and II

---

Replenishes supplies.

Requisitions supplies as needed.

Performs routine maintenance and repair duties on equipment.

Loads, rakes, and shovels grass clippings.

Sweeps and rakes grounds.

Empties trash receptacles.

Installs, maintains, and repairs sprinkler systems, wells, and water pumps.

Operates hand tools, power equipment, and vehicles.

Performs a variety of building and facilities maintenance, including the repair of light and plumbing fixtures, painting, and related equipment.

Operates boom truck for tree trimming and light bulb replacement.

Performs biohazard cleanup.

Interacts with park patrons, the homeless, and law enforcement.

Deals with animals, both living and deceased.

Clears debris and performs storm damage cleanup.

Mixes fertilizers, herbicides, and soil nutrients.

Operates power tools such as chain saws.

Maintains equipment used during the course of work.

May provide lead direction, work coordination, and training, as assigned.

Performs related duties as assigned.

**Knowledge of:**

Practices, tools, equipment, and materials used in the care and maintenance of parks, grounds, and recreation facilities.

City of Clearlake  
Parks Maintenance Worker I and II

---

Methods of new and retrofit construction.

General groundskeeping and landscape maintenance methods and procedures.

Basic hand tools and equipment used in routine groundskeeping work.

Safe work practices.

Safe driving practices and the California Vehicle Code relating to the operation of motor vehicles.

Methods of sprinkler system maintenance and repair.

Methods of applying herbicides.

Principles of lead direction, work coordination, and training.

Customer service principles and techniques.

Written and oral communications skills.

Proper English spelling, grammar, and punctuation.

Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.

Principles and techniques for working with groups and fostering effective team interaction.

**Ability to:**

Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of parks, grounds, and recreation facilities.

Perform heavy physical work.

Maintain and make basic repairs to equipment.

Maintain basic records.

Install and maintain sprinkler systems.

Recognize and locate conditions, which require maintenance and repair.

Use and care for hand and power tools used in park care and maintenance work.

City of Clearlake  
Parks Maintenance Worker I and II

---

Estimate time and materials for maintenance assignments.

Make basic mathematical calculations.

Effectively provide training to less experienced staff.

Provide lead direction, work coordination, and training, as assigned.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Communicate effectively both orally and in writing.

Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**Experience:**

One (1) year of full-time experience in parks and/or ground maintenance work comparable to that of a Parks Maintenance Worker I with the City of Clearlake.

**License and Certifications:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

## CITY OF CLEARLAKE

### PARKS FOREMAN

#### **DEFINITION**

Under general minimal supervision, performs a variety of skilled, semi-skilled, and physical labor duties in the maintenance, construction, repair, and cleanup of City parks, landscaped areas, and recreational facilities; selects methods and procedures to use in parks maintenance areas; and performs related duties as assigned.

#### **SUPERVISION EXERCISED**

Exercise technical and functional supervision over lower-level maintenance staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced working level in the Parks Maintenance Worker class series. Incumbents assigned to this classification perform advanced journey level skilled and semi-skilled assignments. Incumbents require a high degree of knowledge, skill, and exercise considerable independent judgment in the selection of methods and procedures to use within the park maintenance areas. Incumbents will also be expected to provide some training for Parks Maintenance Workers I/II and extra help workers.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Performs a variety of general maintenance and semi-skilled work in the maintenance, repair, and cleanup of City parks, public restrooms, landscaped areas, recreational facilities, boat launching facilities, and associated equipment.

Performs complex irrigation, plumbing, electrical work.

Estimates time and materials.

Maintains records of maintenance activities.

Performs the maintenance, repair, and rebuilding of commercial grade equipment.

Estimates and repairs damages due to vandalism, storms, and aging facilities.

Performs duties such as mowing, watering, and shaping lawns and shrubs.

Plants, waters, cultivates, weeds, prunes, and fertilizes trees, shrubbery, flowers, and lawns.

Mixes fertilizers, herbicides, and soil nutrients.

Sweeps and rakes grounds.

Empties trash receptacles.

Installs, maintains, and repairs sprinkler systems.

Performs routine maintenance and repair duties on equipment.

Loads, rakes, and shovels grass clippings.

Performs general janitorial work.

Operates power tools such as chain saws.

Cleans and disinfects restrooms.

Replenishes supplies.

Requisitions supplies as needed.

Observes and reports needed repairs.

Maintains equipment used during the course of work.

Operates hand tools, power equipment, and vehicles.

Performs a variety of building and facilities maintenance, including the repair of light and plumbing fixtures, painting, and related equipment.

May provide training for Parks Maintenance Workers I/II and extra help workers.

May clear debris.

Performs related duties as assigned

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Practices, tools, equipment, and materials used in the care and maintenance of parks, grounds, and recreation facilities.



Methods of applying herbicides.

Basic hand tools and equipment used in routine grounds keeping work.

Safe work practices.

Safe driving practices and the California Vehicle Code relating to the operation of motor vehicles.

Methods of sprinkler system maintenance and repair.

General grounds keeping and landscape maintenance methods and procedures.

**Skill to:**

Perform the full range of skilled maintenance, construction, and repair work.

Operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner.

Use and operate the full range of hand tools and power tools, in a safe and efficient manner.

Perform preventive maintenance on mechanical equipment.

**Ability to:**

Recognize and locate conditions, which require maintenance and repair.

Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and clients.

Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of parks, grounds, and recreation facilities.

Effectively provide training to less experienced staff.

Maintain and make basic repairs to equipment.

Maintain basic records.

Install and maintain sprinkler systems.

Use and care for hand and power tools used in park care and maintenance work.

Estimate time and materials for maintenance assignments.

Make basic mathematical calculations.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Perform heavy physical work.

Independently perform the most difficult public works maintenance, construction and repair work.

Interpret, explain and enforce Department policies and procedures within assigned crew.

Work independently in the absence of supervision.

Read and interpret maps, sketches, drawings, specifications and technical manuals.

Perform a variety of heavy manual labor for extended periods of time and in unfavorable weather conditions.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

**Ability to:**

Perform duties in a manner to maximize public safety in the area of work assigned.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and Experience:**

Two (2) years of full-time work experience in parks and/or ground maintenance work comparable to that of a Parks Maintenance Worker II with the City of Clearlake.

Previous experience with trade skills such as construction, plumbing, electrical, drywall, roofing, mechanics, painting, welding, metal fabrication, landscaping, concreting, waterproofing, liquid mechanics, lake management.

Additional directly related experience and/or education may be substituted.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

**RESOLUTION NO. 2023-38**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE  
APPROVING JOB DESCRIPTIONS AND SALARY LEVELS FOR THE  
MAINTENANCE WORKER I/II, PARKS MAINTENANCE WORKER I/II,  
PARKS FOREMAN, AND SENIOR MAINTENANCE WORKER POSITIONS**

WHEREAS, the City has a need to realign and restructure the Public Works department classifications for certain positions; and

WHEREAS, the Council has considered job descriptions and the salary ranges for the following positions at a duly noticed public meeting:

- |                              |                  |
|------------------------------|------------------|
| 1. Maintenance Worker I      | Range 21         |
| 2. Maintenance Worker II     | Range 29         |
| 3. Parks Foreman             | Range 31         |
| 4. Senior Maintenance Worker | No Range Changes |

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake that the job descriptions in Exhibit A attached hereto is hereby approved and the annual salary ranges for the positions as stated above are approved and duly added to the FY 2023/24 Salary Schedule.

PASSED AND ADOPTED on August 17, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mayor, City of Clearlake

ATTEST:

\_\_\_\_\_  
City Clerk, City of Clearlake



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

<b>SUBJECT:</b> Approval of an Amendment to the Clearlake Municipal Employees Association (CMEA) Memorandum of Understanding (MOU) Allowing for a Monthly Cell Phone Stipend for the Recreation and Events Coordinator	<b>MEETING DATE:</b> August 17, 2023
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**SUBMITTED BY:** Melissa Swanson, Administrative Services Director/City Clerk

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

#### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Manager to sign the CMEA MOU amendment to allow for a monthly cell phone stipend for the Recreation and Events Coordinator.

#### BACKGROUND/DISCUSSION:

Recreation and Events Coordinator Viramontes has moved her permanent offices to the Youth Center and will begin operation of youth programs and city events from that location. While her phone extension is still valid, she is often out of the office as a requirement of her position.

CMEA has requested the Recreation and Events Coordinator position be allotted a cell phone stipend of \$40 per month for use of Ms. Viramontes' cell phone to connect with the community. This stipend is less than the full cost of a City-issued phone, and is reasonable because most City staff and the community already contact Ms. Viramontes on her personal cell phone. The amendment would memorialize current practice and allow for reimbursement.

#### OPTIONS:

1. Authorize the City Manager to sign Amendment No. 2 to the CMEA MOU to allow for a cell phone stipend of \$40 per month for the Recreation and Events Coordinator.
2. Other direction

#### FISCAL IMPACT:

☐ None ☒ \$480 Budgeted Item? ☐ Yes ☒ No

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

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

Comments:

**STRATEGIC PLAN IMPACT:**

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

**SUGGESTED MOTIONS:**

Move to authorize the City Manager to execute Amendment No. 2 to the 2022-2025 CMEA MOU.

- ☒ **Attachments:**
  - 1) 2022-2025 CMEA MOU
  - 2) Proposed Amendment No. 2



## City of Clearlake

14050 Olympic Drive, Clearlake, California 95422  
(707) 994-8201 Fax (707) 995-2653  
[www.clearlake.ca.us](http://www.clearlake.ca.us)

August 17, 2023

President  
Clearlake Municipal Employees Association (CMEA)  
14050 Olympic Drive  
Clearlake, CA 95422

Amendment No. 2 to the Memorandum of Understanding (MOU) Between the City of Clearlake and the  
Clearlake Municipal Employees Association Effective July 1, 2022 through June 30, 2025

The City and the CMEA have agreed to the proposed changes to **Section 22** as stated below. City agrees to implement the reimbursement policy effective the first full pay period following approval by the City Council.

### **Section 22.2 Recreation and Events Coordinator Cell Phone Stipend**

The City will provide a stipend of \$40 per month toward the reimbursement for use of the Recreation and Events Coordinator's personal cell phone for work purposes.

City of Clearlake

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Alan Flora  
City Manager/Employee Relations Officer

Clearlake Municipal Employees Association (CMEA)

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Carl Carr  
Unit Representative/Operating Engineers

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Tina Viramontes  
CMEA President



**City of Clearlake**  
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August 17, 2023

President  
Clearlake Municipal Employees Association (CMEA)  
14050 Olympic Drive  
Clearlake, CA 95422

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City of Clearlake

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Alan Flora  
City Manager/Employee Relations Officer

Clearlake Municipal Employees Association (CMEA)

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Carl Carr  
Unit Representative/Operating Engineers

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Tina Viramontes  
CMEA President





## CITY COUNCIL REGULAR MEETING

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

Thursday, August 03, 2023

Regular Meeting 6:00 PM

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### MINUTES

#### Zoom Link:

<https://clearlakeca.zoom.us/j/81720627189?pwd=K01Eb2JiMTFpc2NzWlphcERhODY5Zz09>

Meeting ID: 817 2062 7189

Passcode: 687518

One tap mobile

+16694449171,,81720627189# US

+12532158782,,81720627189# US (Tacoma)

Meeting ID: 817 2062 7189

#### A. ROLL CALL

##### PRESENT

Mayor Russ Perdock

Vice Mayor David Claffey

Council Member Russ Cremer

Council Member Joyce Overton

Council Member Dirk Slooten

#### B. PLEDGE OF ALLEGIANCE

#### C. INVOCATION/MOMENT OF SILENCE

#### D. ADOPTION OF THE AGENDA

Motion made by Council Member Cremer, Seconded by Council Member Slooten.

Voting Yea: Mayor Perdock, Vice Mayor Claffey, Council Member Cremer, Council Member Overton, Council Member Slooten

#### E. PRESENTATIONS

1. Presentation of the 2022 Lake County Tourism District Annual Report

#### **F. PUBLIC COMMENT**

Margaret Meek spoke regarding use of her property and was referred to staff.

Kay Lopez spoke regarding issues with animal control.

#### **G. CONSENT AGENDA**

Councilmember Slooten asked to discuss Item #7 separately. It was moved by Councilmember Cremer and seconded by Councilmember Slooten to approve the remainder of the Consent Calendar. The motion passed with a unanimous voice vote.

Item #7 was discussed. It was moved by Councilmember Slooten and seconded by Councilmember Cremer to approve Item #7. The motion passed with a unanimous voice vote.

2. Minutes of the June 14, 2023 Lake County Vector Control District Board Meeting  
Recommended Action: Receive and file
3. Minutes  
Recommended Action: Receive and file
4. Warrants  
Recommended Action: Receive and file
5. Authorization of the Main Street Project Agreement with Citizens Caring 4 Clearlake  
Recommended Action: Approve agreement and authorize City Manager to sign
6. Consideration of Resolution 2023-34 approving a Temporary Road Closure for the Move Lake County 5K Race and Wellness Fair  
Recommended Action: Approve Resolution 2023-34 for the temporary Road Closure
7. Notification of Expiring Committee Appointments  
Recommended Action: Receive and file

#### **H. BUSINESS**

8. Discussion and Consideration of Support for Affordable Housing Project by Chelsea Investment Corporation  
Recommended Action: Adopt Resolution 2023-35

City Manager Flora gave the staff report.

Motion made by Council Member Cremer, Seconded by Council Member Overton.

Voting Yea: Mayor Perdock, Vice Mayor Claffey, Council Member Cremer, Council Member Overton, Council Member Slooten

9. Adoption of Resolution 2023-33 authorizing the sale or disposal of surplus City property  
Recommended Action: Move to adopt Resolution 2023-33 authorizing the sale or disposal of surplus City property.

Public Works Director Leyba gave the staff report.

Motion made by Council Member Slooten, Seconded by Vice Mayor Claffey.

Voting Yea: Mayor Perdock, Vice Mayor Claffey, Council Member Cremer, Council Member Overton, Council Member Slooten

10. Consideration of Designation of Voting Delegates and Alternate(s) For the League of California Cities Annual Conference in September  
Recommended Action: Designate one voting delegate and up to two alternates

Administrative Services Director/City Clerk Swanson gave the staff report.

Voting Delegate: Councilmember Overton

Alternate 1: Councilmember Cremer

Alternate 2: Vice Mayor Claffey

Motion made by Council Member Slooten, Seconded by Vice Mayor Claffey.

Voting Yea: Mayor Perdock, Vice Mayor Claffey, Council Member Cremer, Council Member Overton, Council Member Slooten

## **I. CITY MANAGER AND COUNCILMEMBER REPORTS**

It was the consensus of the Council to direct staff to advertise for the Konocti Water District Board vacant seat to be appointed at the next City Council meeting.

## **J. FUTURE AGENDA ITEMS**

## **K. CLOSED SESSION**

- (11) Conference with Labor Negotiators: Pursuant to Government Code Section 54957.6: Agency designated representatives: City Manager Flora, Administrative Services Director Swanson, Public Works Director Leyba; Employee Organization: Clearlake Municipal Employees Association
- (12) Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): 1) Case No. CV-423786; Koi Nation of Northern California v. City of Clearlake, et al., Lake County Superior Court; 2) Case No. CV-424401; Koi Nation of Northern California v. City of Clearlake, et al., Lake County Superior Court

## **L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION**

There was no action taken in closed session.

**M. ADJOURNMENT**

The meeting was adjourned at 8:04 p.m.

BY:

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

Melissa Swanson, Administrative Services Director/City Clerk



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Adoption of 1st Amendment to the FY 2023-24 Budget (Resolution 2023-27) Adjusting Appropriations and Transfers, Resolution No. 2023-37

**MEETING DATE:**  
August 17, 2023

**SUBMITTED BY:** Kathy Wells, Finance Director

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

#### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the 1st Amendment to the FY 2023-24 budget for revenue and appropriations adjustments and fund transfers.

#### BACKGROUND/DISCUSSION:

Following the adoption of the FY 2023-24 Bdget, staff has identified some adjustments that need to be made with respect to appropriations and revenues, as well as fund transfers. The adjustments include those to create a revenue budget for Police Department donations and an expense account budget to spend the funds. Additionally, the Public Works Department has two projects that require appropriations and revenue adjustments – 1) Old Hwy 53-Davis Guardrail and 2) Olympic Traffic Signal - both of which are grant funded. Fund balance transfers into the General Fund, and corresponding appropriations in the General Fund, are included in Exhibit A.

#### OPTIONS:

1. Move to adopt Resolution No. 2023-37
2. Provide direction to staff.

#### FISCAL IMPACT:

☐ None ☒ See attached. Budgeted Item? ☐ Yes ☒ No

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

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

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:**

1. Adopt Resolution 2023-37: The 1st amendment to the FY 2023-24 Budget (Resolution No. 2023-27).

- ☒ **Attachments:**            1) Resolution No. 2023-37

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE  
ADOPTING THE 1ST AMENDMENT TO THE FY 2023-24 BUDGET (RESOLUTION NO. 2023-27)**

**WHEREAS**, the City Council desires to adjust the FY 2023-24 budget, effective July 1, 2023, nunc pro tunc.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Clearlake:

Section 1. The FY 2023-24 Budget, adopted via Resolution 2023-27, is amended as shown in the attached Exhibit A, incorporated herein by reference.

**PASSED AND ADOPTED** by the City Council of the City of Clearlake, County of Lake, State of California, on this 17<sup>th</sup> day of August 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

Appropriation Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 8/14/23	Adjustment Requested	FY 23-24 Amended Budget
100	General Fund	Police Department	100-2000-960-824	Miscellaneous Expense	-	5,000	5,000
240	Capital Projects	Public Works	240-4255-850-887	Capital Projects	-	55,000	55,000
240	Capital Projects	Public Works	240-4260-850-887	Capital Projects	-	131,000	131,000
130	Police Measure P	Police Department	130-2020-970-999	Trsnfr Out to Other Funds	55,092	30,000	85,092
135	Police Dept & SLESF	Police Department	135-2025-970-999	Trsnfr Out to Other Funds	182,000	30,000	212,000
100	General Fund	Police Department	100-2000-800-681	Equipment & Software	-	60,000	60,000
Revenue Adjustment							
Fund	Fund Name	Revenue Category	Account	Description	Approved Budget as of 8/14/23	Adjustment Requested	FY 23-24 Amended Budget
100	General Fund	Police Services	100-425-802	PD Donations	-	5,000	5,000
240	Capital Projects	Grants & Contributions	240-410-875	Other Grants	-	186,000	186,000
100	General Fund	Transfers	100-450-900	Transfer in to GF	925,921	60,000	985,921





Clearlake, CA

Section G, Item 10.

Check Register

Packet: APPKT02271 - 7/26/23 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-Accounts Payable</b>						
000591	ACTION SANITARY	07/26/2023	Regular	0.00	143.55	15136
001138	ADVENTIST HEALTH	07/26/2023	Regular	0.00	80.00	15137
001897	AIRMEDCARE NETWORK	07/26/2023	Regular	0.00	226.00	15138
VEN01351	BKF ENGINEERS	07/26/2023	Regular	0.00	91,273.07	15139
002328	CALAFCO	07/26/2023	Regular	0.00	3,990.00	15140
2404	CALTRONICS	07/26/2023	Regular	0.00	58.52	15141
VEN01275	CHRISTOPHER PERRY	07/26/2023	Regular	0.00	380.00	15142
002392	DE LAGE LANDEN PUBLIC FINANCE	07/26/2023	Regular	0.00	829.68	15143
VEN01126	ECORP CONSULTING, INC	07/26/2023	Regular	0.00	295.00	15144
002274	JOHN R BENOIT	07/26/2023	Regular	0.00	9,739.38	15145
000108	LAKE COUNTY RECORD BEE	07/26/2023	Regular	0.00	381.41	15146
000158	LAKE COUNTY SPECIAL DISTRICTS	07/26/2023	Regular	0.00	88.70	15147
000158	LAKE COUNTY SPECIAL DISTRICTS	07/26/2023	Regular	0.00	331.89	15148
000158	LAKE COUNTY SPECIAL DISTRICTS	07/26/2023	Regular	0.00	17.74	15149
002280	LAW OFFICES OF P SCOTT BROWNE	07/26/2023	Regular	0.00	1,954.55	15150
001251	MARK A CLEMENTI PHD	07/26/2023	Regular	0.00	774.00	15151
VEN01344	MICHAEL PESONEN - COMFORTABLE	07/26/2023	Regular	0.00	700.00	15152
VEN01048	Minnesota Life Insurance	07/26/2023	Regular	0.00	827.00	15153
000009	OPERATING ENGINEERS LOCAL 3	07/26/2023	Regular	0.00	572.00	15154
VEN01251	RYAN KIMBLE - KIMBLE'S CONSTRUC	07/26/2023	Regular	0.00	34,400.00	15155
VEN01063	SIGNATURE PUBLIC FUNDING	07/26/2023	Regular	0.00	78,663.60	15156

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	21	0.00	225,726.09
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
	<b>29</b>	<b>21</b>	<b>0.00</b>	<b>225,726.09</b>

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2023	225,726.09
			<hr/> 225,726.09



Clearlake, CA

Check Register

Packet: APPKT02276 - 7/27/23 CHECK FOR 7/22/23 CONCERT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
000024	CLEARLAKE POLICE ASSOCIATION	07/27/2023	Regular	0.00	1,825.00	15157
VEN01430	DANIEL W. TEMPLETON	07/27/2023	Regular	0.00	500.00	15158
000026	NATIONWIDE RETIREMENT SOLUTIONS	07/27/2023	Regular	0.00	1,197.03	15159
000708	VALIC LOCKBOX	07/27/2023	Regular	0.00	445.00	15160

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	4	0.00	3,967.03
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
	5	4	0.00	3,967.03

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2023	3,967.03
			<hr/> 3,967.03



Clearlake, CA

Section G, Item 10.

Check Register

Packet: APPKT02285 - 8/1/23 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
000085	ARAMARK UNIFORM SERVICES	08/01/2023	Regular	0.00	49.31	15161
002162	CALIFORNIA ENGINEERING	08/01/2023	Regular	0.00	1,258.87	15162
VEN01312	CAPITOL BARRICADE, INC.	08/01/2023	Regular	0.00	1,818.61	15163
000914	CATERPILLAR FINANCIAL SERVICES	08/01/2023	Regular	0.00	58,857.34	15164
000639	COUNTY OF LAKE HEALTH SERVICES	08/01/2023	Regular	0.00	257.00	15165
001744	DC ELECTRIC	08/01/2023	Regular	0.00	10,431.00	15166
000774	DEEP VALLEY SECURITY	08/01/2023	Regular	0.00	82.90	15167
000194	DEPARTMENT OF TRANSPORTATION	08/01/2023	Regular	0.00	2,891.58	15168
000160	DEPT OF JUSTICE	08/01/2023	Regular	0.00	490.00	15169
VEN01289	DIAMOND D CONSTRUCTION, LLC/D	08/01/2023	Regular	0.00	5,589.59	15170
VEN01373	PYRAMID ENTERTAINMENT GROUP	08/01/2023	Regular	0.00	6,500.00	15171
002031	REDWOOD COAST PETROLEUM & N	08/01/2023	Regular	0.00	1,177.73	15172
VEN01255	REDWOOD EMPIRE MUNICIPAL INSL	08/01/2023	Regular	0.00	190.28	15173
VEN01064	SAMSARA NETWORKS INC	08/01/2023	Regular	0.00	16,950.96	15174
VEN01336	SSA LANDSCAPE ARCHITECTS, INC.	08/01/2023	Regular	0.00	13,755.55	15175
001812	SUTTER HEALTH	08/01/2023	Regular	0.00	911.00	15176
001540	US BANK CORPORATE PMT. SYSTEM	08/01/2023	Regular	0.00	4,170.39	15177
	**Void**	08/01/2023	Regular	0.00	0.00	15178
002264	WEX BANK	08/01/2023	Regular	0.00	11,356.15	15179

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	18	0.00	136,738.26
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
	42	19	0.00	136,738.26

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2023	136,738.26
			<hr/> 136,738.26



Clearlake, CA

Section G, Item 10.

Check Register

Packet: APPKT02299 - 8/10/23 AP CHECK RUN CM

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-Accounts Payable</b>						
VEN01423	AARON MOORE	08/10/2023	Regular	0.00	500.00	15180
VEN01085	ACC BUSINESS	08/10/2023	Regular	0.00	608.66	15181
000591	ACTION SANITARY	08/10/2023	Regular	0.00	204.88	15182
VEN01168	ADAM J GIORDANO	08/10/2023	Regular	0.00	400.00	15183
000101	AMERIGAS	08/10/2023	Regular	0.00	4,284.45	15184
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	24.97	15185
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	56.37	15186
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	24.43	15187
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	47.36	15188
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	607.16	15189
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	355.54	15190
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	24.45	15191
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	116.07	15192
001397	AT&T CALNET 3	08/10/2023	Regular	0.00	201.99	15193
VEN01075	B&B INDUSTRIAL SUPPLY, INC	08/10/2023	Regular	0.00	793.53	15194
2418	BICOASTAL MEDIA, LLC	08/10/2023	Regular	0.00	30.00	15195
000861	BIG O TIRES	08/10/2023	Regular	0.00	266.49	15196
000068	BOB'S JANITORIAL	08/10/2023	Regular	0.00	64.16	15197
001413	CALIFORNIA BUILDING STANDARDS	08/10/2023	Regular	0.00	222.30	15198
001269	CALPERS	08/10/2023	Regular	0.00	200.00	15199
VEN01265	CANTEEN SERVICES OF UKIAH, INC	08/10/2023	Regular	0.00	208.00	15200
000548	COMPUTER LOGISTICS	08/10/2023	Regular	0.00	1,745.00	15201
000763	COUNTY OF LAKE DEPT. OF INFORM.	08/10/2023	Regular	0.00	294.00	15202
002083	COUNTY OF LAKE WATER RESOURCE	08/10/2023	Regular	0.00	339.99	15203
VEN01233	DATAWORKS PLUS, LLC	08/10/2023	Regular	0.00	350.00	15204
000774	DEEP VALLEY SECURITY	08/10/2023	Regular	0.00	42.95	15205
000237	DEPT OF CONSERVATION	08/10/2023	Regular	0.00	552.29	15206
000073	EASTLAKE SANITARY LANDFILL	08/10/2023	Regular	0.00	356.98	15207
VEN01126	ECORP CONSULTING, INC	08/10/2023	Regular	0.00	1,662.50	15208
000120	FED EX	08/10/2023	Regular	0.00	36.16	15209
VEN01120	FLOCK GROUP INC.	08/10/2023	Regular	0.00	1,300.00	15210
001732	GARY PRICE CONSULTING SERVICES	08/10/2023	Regular	0.00	1,705.00	15211
000096	GOLDEN STATE WATER COMPANY	08/10/2023	Regular	0.00	30.24	15212
000096	GOLDEN STATE WATER COMPANY	08/10/2023	Regular	0.00	1,096.54	15213
000096	GOLDEN STATE WATER COMPANY	08/10/2023	Regular	0.00	30.24	15214
000096	GOLDEN STATE WATER COMPANY	08/10/2023	Regular	0.00	30.24	15215
000797	GRANITE CONSTRUCTION	08/10/2023	Regular	0.00	289.51	15216
000121	HIGHLANDS WATER COMPANY	08/10/2023	Regular	0.00	147.72	15217
000121	HIGHLANDS WATER COMPANY	08/10/2023	Regular	0.00	347.98	15218
000121	HIGHLANDS WATER COMPANY	08/10/2023	Regular	0.00	48.88	15219
000121	HIGHLANDS WATER COMPANY	08/10/2023	Regular	0.00	1,164.29	15220
001949	ICE WATER DISTRIBUTORS INC	08/10/2023	Regular	0.00	131.00	15221
VEN01317	JACOB WHEELER	08/10/2023	Regular	0.00	400.00	15222
002274	JOHN R BENOIT	08/10/2023	Regular	0.00	5,101.33	15223
001775	JONES & MAYER	08/10/2023	Regular	0.00	14,137.77	15224
000304	KONOCI COUNTY WATER DISTRICT	08/10/2023	Regular	0.00	60.00	15225
000108	LAKE COUNTY RECORD BEE	08/10/2023	Regular	0.00	614.04	15226
002280	LAW OFFICES OF P SCOTT BROWNE	08/10/2023	Regular	0.00	2,046.43	15227
VEN01123	LOOMIS	08/10/2023	Regular	0.00	581.25	15228
VEN01329	MCGRATH RENTCORP AND SUBSIDIA	08/10/2023	Regular	0.00	1,124.03	15229
000793	MEDIACOM	08/10/2023	Regular	0.00	650.00	15230
001489	NAPA AUTO PARTS	08/10/2023	Regular	0.00	216.04	15231
VEN01191	NORTH BAY ANIMAL SERVICES	08/10/2023	Regular	0.00	31,250.00	15232
001392	OFFICE DEPOT	08/10/2023	Regular	0.00	527.22	15233

Check Register

Packet: APPKT02299-

Section G, Item 10.

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000027	OPERATING ENGINEERS PUBLIC EMF	08/10/2023	Regular	0.00	78,162.00	15234
001286	PAPE MACHINERY	08/10/2023	Regular	0.00	83.62	15235
001843	PG&E CFM	08/10/2023	Regular	0.00	456.58	15236
001843	PG&E CFM	08/10/2023	Regular	0.00	13,808.36	15237
001843	PG&E CFM	08/10/2023	Regular	0.00	164.17	15238
001843	PG&E CFM	08/10/2023	Regular	0.00	224.85	15239
VEN01420	RED VOODOO LLC	08/10/2023	Regular	0.00	1,500.00	15240
VEN01255	REDWOOD EMPIRE MUNICIPAL INSL	08/10/2023	Regular	0.00	190.28	15241
VEN01369	STEPHEN J FOGEL - SJF ELECTRIC	08/10/2023	Regular	0.00	726.26	15242
002375	THOMAS DEWALT	08/10/2023	Regular	0.00	1,000.00	15243
002375	THOMAS DEWALT	08/10/2023	Regular	0.00	400.00	15244
001934	TINA VIRAMONTES	08/10/2023	Regular	0.00	235.90	15245
001540	US BANK CORPORATE PMT. SYSTEM	08/10/2023	Regular	0.00	170.79	15246
001540	US BANK CORPORATE PMT. SYSTEM	08/10/2023	Regular	0.00	17,115.91	15247
	**Void**	08/10/2023	Regular	0.00	0.00	15248
	**Void**	08/10/2023	Regular	0.00	0.00	15249
	**Void**	08/10/2023	Regular	0.00	0.00	15250
	**Void**	08/10/2023	Regular	0.00	0.00	15251
VEN01221	WINE COUNTRY VENTURES, INC	08/10/2023	Regular	0.00	1,487.50	15252

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	170	69	0.00	193,376.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>170</b>	<b>73</b>	<b>0.00</b>	<b>193,376.65</b>



Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2023	193,376.65
			<u>193,376.65</u>



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Consideration of Appointment to the Konocti Water District Board

**MEETING DATE:**

August 17, 2023

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

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

#### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to appoint one candidate to the Konocti Water District Board.

#### BACKGROUND/DISCUSSION:

Similar to the City Council, the Konocti Water District has an elected member Board consisting of five duly-elected individuals who live within the jurisdiction of the District and are registered voters. When a Board Member resigns before the end of their term, the Board must appoint a new member within sixty days or the appointment must be done by the City Council. If neither the Board nor the City Council appoints a new Member, the District must hold a special election, which can be costly and is normally an unbudgeted expense.

The Konocti Water District has a Board vacancy that has exceeded sixty days and now must be appointed by the City Council. The City Council must consider all interested and qualified candidates at the meeting and choose a candidate for appointment. Applicants must have submitted an application for the position by end of business day on Wednesday, August 16<sup>th</sup> to provide sufficient time to verify address and voter registration status with the Lake County Registrar of Voters. Once appointed, the Board Member would hold office until December 2024, at which time, the Board Member would be asked to file candidacy papers to fill the remainder of the two-year unexpired term of office at the next General District Election on November 3, 2026.

Applicant information will be presented at the City Council meeting. It is recommended that your Council interview applicants, if more than one is qualified, and appoint one for the vacant term.

#### OPTIONS:

1. Move to appoint a Board Member.
2. Other direction

#### FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

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

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

Section H, Item 11.

Comments:

**STRATEGIC PLAN IMPACT:**

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

**SUGGESTED MOTIONS:**

Move to appoint (applicant name) to the Konocti Water District Board for the vacant unexpired term.

- ☒ **Attachments:**
- 1) Correspondence from the Konocti Water District
  - 2) Applications (to be inserted)



# City of Clearlake

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

## Committee/Commission Member Application

Please return the completed application to the City Clerk at the above address

*Please be advised that the information on this form is a public record subject to disclosure upon request under the California Public Records Act.*

Name: Robert Scott Will

Telephone: (Home) 707-850-6036 (Work) 707-850-6036 (Cell) 707-850-6036

Email: rswwrse@gmail.com

Street Address: 16003 33<sup>rd</sup> Avenue, Clearlake, CA 95422

Mailing Address: same as above

Occupation: Retired

Employer: Retired

Registered Voter? ☒ Yes ☐ No

Please provide a brief statement regarding what skills you would bring to the Committee if appointed:

Fresh opinion and outlook with new ideas.

Please provide a brief summary of your education and work experience:

GED. I have a background in Roofing, Plumbing, Painting, and General Construction.

College Degree from Sawyer in Computer

Repair Technician.

I applied and my application was accepted by the current Board of Directors of Konocti County Water District. My application was upheld to a minor address snafu/clerical

error, thus the need for the City to approve my application.

Name of City Commissions/Committees  
On Which You Have Served

No. of Years      Position(s) Held

None


N/A


N/A


Name of County Commissions/Committees  
On Which You Have Served

No. of Years      Position(s) Held

None


N/A


N/A


Can you attend daytime meetings (8:00 A.M. – 5:00 P.M.)

☒ Yes    ☐ No

Can you attend evening meetings (After 5:00 P.M.)

☒ Yes    ☐ No

A résumé reflecting experience, community activities, or other qualifications not listed above may be attached in order to assist the Council in evaluating your application (OPTIONAL).

For further information contact: Melissa Swanson, City Clerk at 994-8201 Ext. 106 or mswanson@clearlake.ca.us.

HEREBY CERTIFY UNDER PENALTY OF DISQUALIFICATION AND TERMINATION THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: R. W. With

Date: 08/09/23

FOR OFFICE USE ONLY

Received

By:



# City of Clearlake

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

Section H, Item 11.

## Committee/Commission Member Application

**Please return the completed application to the City Clerk at the above address**

*Please be advised that the information on this form is a public record subject to disclosure upon request under the California Public Records Act.*

Name: Douglas Lee Eid

Telephone: (Home) (707) 994-2487 (Work) (707) 584-1200 (Cell) (707) 350-2487

Email: Frosty 450@sbcglobal.net

Street Address: 15866 23rd Ave Clearlake Ca 95422

Mailing Address: PO Box 1021 ClearLake Ca

Occupation: Grocery manager

Employer: Savemart Companies

Registered Voter? ☒ Yes ☐ No

Please provide a brief statement regarding what skills you would bring to the Committee if appointed:

25 years of Management in my industry, I have excellent management skills, and many years dealing with People!

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Please provide a brief summary of your education and work experience:

Lower lake High School Class of 1980

Over 25 years in Grocery Management starting in ClearLake with Economy Food Market while in High School, Foods Etc. Currently I am A Grocery Manager With FoodMaxx in Rohnert Park

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Name of City Commissions/Committees  
On Which You Have Served

No. of Years      Position(s) Held

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of County Commissions/Committees  
On Which You Have Served

No. of Years      Position(s) Held

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you attend daytime meetings (8:00 A.M. – 5:00 P.M.)

☒ Yes      ☐ No

Can you attend evening meetings (After 5:00 P.M.)

☒ Yes      ☐ No

A résumé reflecting experience, community activities, or other qualifications not listed above may be attached in order to assist the Council in evaluating your application (OPTIONAL).

For further information contact Melissa Swanson, City Clerk at 994-8201 Ext. 106 or mswanson@clearlake.ca.us.

I HEREBY CERTIFY UNDER PENALTY OF DISQUALIFICATION AND TERMINATION THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: Douglas Lee Eid      Date: 8-15-23

**FOR OFFICE USE ONLY**

Received

By:



# City of Clearlake

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

## Committee/Commission Member Application

**Please return the completed application to the City Clerk at the above address**

*Please be advised that the information on this form is a public record subject to disclosure upon request under the California Public Records Act.*

Name: Elvis Cook

Telephone: (Home) 707-349-0394 (Work) 707-994-8251 (Cell) 707-349-0394

Email: kingcook26@gmail.com

Street Address: 16260 Konoct Ave. Clearlake CA 95422

Mailing Address: 16260 Konoct Ave. Clearlake CA 95422

Occupation: Police Sergeant

Employer: City of Clearlake

Registered Voter? ☒ Yes ☐ No

Please provide a brief statement regarding what skills you would bring to the Committee if appointed:

I have the ability to have new ideas, I am determined, and I can help motivate people.

I can look at the whole picture and see what stakeholders there are. I am a team player

Once I know the goals and the plans I can help achieve those goals and keep the plans moving.

Please provide a brief summary of your education and work experience:

I have a degree in criminal justice and have been employed as a public servant for over 16 years.



Name of City Commissions/Committees On Which You Have Served	No. of Years	Position(s) Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of County Commissions/Committees On Which You Have Served	No. of Years	Position(s) Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

Can you attend daytime meetings (8:00 A.M. – 5:00 P.M.) ☒ Yes ☐ No

Can you attend evening meetings (After 5:00 P.M.) ☒ Yes ☐ No

A résumé reflecting experience, community activities, or other qualifications not listed above may be attached in order to assist the Council in evaluating your application (OPTIONAL).

For further information contact Melissa Swanson, City Clerk at 994-8201 Ext. 106 or [mswanson@clearlake.ca.us](mailto:mswanson@clearlake.ca.us).

I HEREBY CERTIFY UNDER PENALTY OF DISQUALIFICATION AND TERMINATION THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: Elvis Cook  Date: 08/15/2023

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## Konocti County Water District

15844 35<sup>th</sup> Ave., Clearlake, CA 95422

Phone (707) 994-2561

FAX (707) 994-1107

Section H, Item 11.

### Board of Directors

President  
Kirsten Priebe

Vice-President  
Jeff Stanley

### Directors

Geoffrey Chapman  
Christine Flora

### Staff

General Manager  
Frank Costner

Auditor/Secretary  
Paula Gallizioli

**Date: August 3, 2023**

**Clearlake City Hall Council Chambers  
14050 Olympic Drive  
Clearlake, Ca 95422**

**Re: Consideration of Board Appointment**

**Dear Members of the Clearlake City of Council:**

**At a *regular* meeting of the Board of Directors of the Konocti County Water District held on *May 24, 2023* the Board of Directors voted to accept the resignation of Board member *Audrey Barber* whose four (4) year term of office will expire in December, 2026.**

***Because the vacancy was not filled by the district within the 60 days pursuant to Government Code Section 1780(f)(1), we are asking the Members of the Clearlake City Council to appoint the qualified applicant Robert Witt to the Konocti County Water District Board of Directors. At a special meeting held on August 3, 2023 the Board of directors of Konocti County Water District voted on and passed to accept the application of Robert Witt.***

**The Konocti County Water District Board of Directors would like to thank the Members of the Clearlake City Council for consideration on in this matter.**

**Sincerely,**

**Kirsten Priebe  
President  
(Konocti County Water District)**



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General Manager  
Frank Costner  
Auditor/Secretary  
Paula Gallizioli

August 9, 2023

To the Members of the Clearlake City Council:

It was brought to my attention that the City of Clearlake has posted a notice of vacancy for the Konocti County Water District. I am reaching out to you for some clarification.

I am confused why this happened before our letter was accepted and put on the agenda. I was informed by Melissa that she would forward this letter to the Mayor and to the City Manager and that it was their intent to have this letter on the next Council meeting August 17, 2023. Have you read our letter?

I am enclosing a copy of the letter because it clearly states that Konocti County Water District had found a potential board member and we were asking the City Council to make that appointment for us. In all of Konocti County's past the Lake County Board of Supervisors has never denied an appointment if we had already accepted an application. As you can read at a board meeting on August 3, 2023 the Konocti County Water District board of directors had voted to accept an application for the vacancy.

It appears that our letter was not given to the City Council. Wasn't this supposed to go on the agenda to be discussed and voted on before taking any action? Can you please clarify this situation for me?

Thank you for your time and consideration.

  
Paula Gallizioli

Auditor/Board Secretary



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President  
(Konocti County Water District)**