



## CITY COUNCIL REGULAR MEETING

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

Thursday, April 07, 2022

Regular Meeting 6:00 PM

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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.

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### 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).

**Zoom Link:** <https://clearlakeca.zoom.us/j/88641591450>

#### A. ROLL CALL

#### B. PLEDGE OF ALLEGIANCE

**C. INVOCATION/MOMENT OF SILENCE:** *The City Council invites members of the clergy, as well as interested members of the public in the City of Clearlake, to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. This opportunity is*

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

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

**E. PRESENTATIONS**

1. Police Department Employee Recognition
- [2.](#) Presentation of a Proclamation Declaring April 10 - 16, 2022 as Public Safety Telecommunicators Week
- [3.](#) Presentation of a Proclamation Declaring April 2022 as Child Abuse Prevention Month
- [4.](#) Presentation of a Proclamation Declaring April 2022 as Sexual Assault Awareness Month

**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.*

- [5.](#) Continuation of Declaration of Local Emergency Issued on August 23, 2021 and Ratified by Council Action on September 16, 2021  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days
- [6.](#) Continuation of Declaration of Local Emergency Issued on August 18, 2021 and Ratified by Council Action on August 19, 2021  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days

7. Continuation of Declaration of Local Emergency Issued on March 14, 2020 and Ratified by Council Action on March 19, 2020  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days
8. Continuation of Authorization to Implement and Utilize Teleconference Accessibility to Conduct Public Meetings Pursuant to Assembly Bill 361  
Recommended Action: Adopt Resolution
9. Minutes of the February and March Meetings  
Recommended Action: Receive and file
10. Warrants  
Recommended Action: Receive and file
11. Amendment of Contract for Construction Administration Services for the Burns Valley Development Project  
Recommended Action: Move to amend the contract with California Engineering Company for a not-to-exceed amount of \$85,457.85
12. Amendment of Contract for Construction Administration Services for the Sulphur Fire Roadway Improvement Project  
Recommended Action: Move to amend the contract with California Engineering Company in the amount of \$32,190.43
13. Award of Contract for the Austin Park Splash Pad Project  
Recommended Action: Move to approve the contract and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.
14. Consideration of AAR #6 to the 2021-2022 Budget; Resolution No. 2022-17  
Recommended Action: Adopt resolution
15. Approve Contract with SSA Landscape Architects for Phase 2 Schematic Design for the Burns Valley Sports Complex  
Recommended Action: Authorize the City Manager to execute a contract with SSA Landscape Architects for Schematic Design of the Burns Valley Sports Complex.

## **H. BUSINESS**

16. Award of Contract for Demolition of Structures and Abatement of Property Located at 14525 Lakeshore Drive Clearlake, CA 95422  
Recommended Action: Authorize the City Manager to execute a contract with Chernoh Excavating in the amount of \$53,439.00 for the demolition and abatement and authorize the City Manager to execute a change order if asbestos remediation is necessary
17. Consideration of the Public Works Construction Project Manager Job Description, Authorization of Amendments to the Management Benefit Plan, and Adoption of an Amended

2021/22 Salary Schedule; Resolution Nos. 2022-15 and 2022-16

Recommended Action: Adopt resolutions

18. Consideration of Sale of Vacant Land Located at 12121 Lakeshore, Clearlake

Recommended Action: Authorize the City manager to Execute a Sale Agreement for Vacant Land Located at 12121 Lakeshore Drive, Clearlake.

**I. CITY MANAGER AND COUNCILMEMBER REPORTS**

**J. FUTURE AGENDA ITEMS**

**K. CLOSED SESSION**

**(19)** Conference with Legal Counsel- Existing Litigation: Pursuant to Government Code Section 54956.9: Case No. CV-421149; Name of Case: City of Clearlake v. County of Lake, a political subdivision of the State of California; Board of Supervisors of the County of Lake, a public body of the County of Lake; Barbara C. Ringen, in her official capacity as the Treasurer-Tax Collector of the County of Lake; and Does 1 through 30, inclusive

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

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

**M. ADJOURNMENT**

POSTED: April 4, 2022

BY:



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Melissa Swanson, Administrative Services Director/City Clerk





**Public Safety Telecommunicators Week  
April 10 – 16, 2022**

**Whereas** emergencies can occur at anytime that require police, fire or emergency medical services; and,

**Whereas** when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

**Whereas** the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Clearlake Police Department emergency communications center; and,

**Whereas** Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

**Whereas** Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

**Whereas** Public Safety Telecommunicators of the Clearlake Police Department have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

**Whereas** each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

**Therefore Be It Resolved** that the City Council of the City of Clearlake declares the week of April 10 through 16, 2022 to be National Public Safety Telecommunicators Week in the City of Clearlake, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Dated this 7<sup>th</sup> day of April, 2022

Dirk Slooten, Mayor



## **Child Abuse Prevention Month April 2022**

WHEREAS, approximately three million children are reported abused and neglected in the United States each year; and its estimated that over 1,700 children died from abuse and neglect in a single year,

WHEREAS, our children are our most valuable resources and will shape the future of the LakeCounty; and

WHEREAS, child abuse prevention is a community problem all citizens should become more aware of the effects of child abuse and its prevention, and finding solutions depends on the involvement of people throughout the community; and

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, religious and civic organizations, law enforcement agencies, the business community and supporting parents in raising their children in safe and nurturing environments; and

WHEREAS, current local initiatives to prevent child abuse include: Building Resilience a countywide collaboration, Adverse Childhood Experiences, Nurturing Families Program, Differential Response, RCS Wrap Around Services, Motherwise and the Protective Factors; and

WHEREAS, events being held for the month of April this year are the Pinwheel Challenge, and child abuse information is being shared on media for the month. April 23rd the advocacy walk and Children's festival will take place at Library Park in Lakeport.

NOW, THEREFORE, the City Council of the City of Clearlake does hereby proclaim April 2022, as "Child Abuse Prevention Month" in Clearlake and calls upon its citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to prevent child abuse, thereby strengthening the community in which we live.

Dated this 7<sup>th</sup> day of April, 2022

Dirk Slooten, Mayor



## **DESIGNATING THE MONTH OF APRIL 2022 AS SEXUAL ASSAULT AWARENESS MONTH**

WHEREAS, in 2021, Lake County agencies responded to the needs of 201 sexual assault victims and their significant others and/or family members, and

WHEREAS no one person, organization, agency or community can eliminate sexual assault on their own and the partnership between public and private Lake County agencies is invaluable, and

WHEREAS child sexual abuse prevention must be a priority to confront the reality that children are being abused. One in six boys and one in four girls will experience a sexual assault before the age of 18, and

WHEREAS, Lake Family Resource Center has been instrumental in leading the way in the County of Lake in addressing sexual assault by providing 24-hour hotline services, continuing support, advocacy and accompaniment to victims/survivors and their significant others; and

WHEREAS, ending sexual assault in Lake County must include active public and private efforts to Speak Out Against Sexual Violence; and it is time for all of us to start conversations, take appropriate action and support one another to create a safer environment for all residents, and

WHEREAS staff and volunteers of the Lake Family Resource Center Rape Crisis Center work year-round to encourage every person to Speak Out Against Sexual Violence and to support survivors by providing prevention education and survivor empowerment information, and

WHEREAS, Lake Family Resource Center and the District Attorney's office, Victim-Witness Division, local law enforcement agencies, hospitals and schools have set an important example of how forging collaborative relationships improves the quality of service for those impacted by sexual violence, and

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Clearlake does hereby designate the month of April 2022, as Sexual Assault Awareness Month Clearlake and urges all local governments, schools, businesses and community members to participate in the sponsored events this month to increase awareness and public support for creating communities free from violence and exploitation.

Dated this 7<sup>th</sup> day of April, 2022

Dirk Slooten, Mayor



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Continuation of Director of Emergency Services/City Manager Order (Directive #CACHE-01) Restricting Access to Specified Areas as a Result of Cache Fire

**SUBMITTED BY:** Alan D. Flora, City Manager

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

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

On August 18, 2021 The Director of Emergency Services/City Manager issue a Proclamation of Local Emergency due to the Cache Fire, which was ratified by the City Council on August 19, 2021.

On August 23, 2021 the roadblocks into the fire area were lifted and unauthorized access to the Cache Fire impacted properties became a concern. Based on this concern and the need for law enforcement to have the appropriate tools to prohibit and take action against illegal activity in the area, the City Manager issued a directive restricting access to specified areas as a result of the Cache Fire.

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

Staff believes there is still a need to restrict unauthorized access to the areas under the Cache Fire Directive #1 and it is in the best interests of the City to have the Council ratify and continue this order until the state of emergency can be lifted.

#### OPTIONS:

1. Continue to ratify order.

#### FISCAL IMPACT:

☒ None ☐ Budgeted Item? ☐ Yes ☐ No

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

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

Comments:

**STRATEGIC PLAN IMPACT:**

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

**SUGGESTED MOTIONS:**

☐ **Attachments:**



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Continuation of Declaration of Local Emergency Issued on August 18, 2021 and Ratified by Council Action August 19, 2021

**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 keep declaration of emergency active and set next review in sixty days.

#### BACKGROUND/DISCUSSION:

On August 18, 2021 City Manager Flora, as the Director of Emergency Services for the City of Clearlake, declared a Local Emergency due to the Cache Fire:

“A local emergency exists based on the existence of conditions of disaster or of extreme peril to the safety of persons and property”

According to California Government Code Section 8630:

- (a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
- (c) The governing body shall review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local emergency.
- (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

On August 19, 2021, the Council ratified the Proclamation of the Local Emergency by adoption of Resolution No. 2021-44. The Council must continue the Proclamation every 60 days or terminate the local emergency.

It is recommended that the City Council again continue the Proclamation of Emergency ratified in Resolution No. 2021-44 and review the status of the Proclamation again within 60 days.

**OPTIONS:**

1. Move to continue the Proclamation of Emergency ratified in Resolution No. 2021-44 and review the status of the Proclamation again within 60 days
2. Other direction

**FISCAL IMPACT:**

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

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

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

Comments: There is potential for recovery of costs by the City due to the declared state of emergency.

**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 continue the Proclamation of Emergency ratified in Resolution No. 2020-10 and review the status of the Proclamation again within 60 days.





# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Continuation of Declaration of Local Emergency Issued on March 14, 2020 and Ratified by Council Action March 19, 2020

**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 keep declaration of emergency active and set next review in sixty days.

#### BACKGROUND/DISCUSSION:

On March 13, 2020 City Manager Flora, as the Director of Emergency Services for the City of Clearlake, declared in the attached Proclamation by the Director of Emergency Services Declaring a Local Emergency due to the state and federal declaration of the COVID-19/Coronavirus pandemic:

“That conditions of disaster or extreme peril to the safety of the persons and property have within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City”

According to California Government Code Section 8630:

- (a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
- (c) The governing body shall review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local emergency.
- (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

On March 19<sup>th</sup>, 2020, the Council ratified the Proclamation of the Local Emergency by a Resolution No. 2020-10. The Council must continue the Proclamation every 60 days or terminate the local emergency.

It is recommended that the City Council again continue the Proclamation of Emergency ratified in Resolution No. 2020-10 and review the status of the Proclamation again within 60 days.

**OPTIONS:**

1. Move to continue the Proclamation of Emergency ratified in Resolution No. 2020-10 and review the status of the Proclamation again within 60 days
2. Other direction

**FISCAL IMPACT:**

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

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

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

Comments: There is potential for recovery of costs by the City due to the declared state of emergency.

**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 continue the Proclamation of Emergency ratified in Resolution No. 2020-10 and review the status of the Proclamation again within 60 days.

☐ **Attachments:**



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Continuation of Authorization to Implement and Utilize Teleconference Accessibility to Conduct Public Meetings Pursuant to Assembly Bill 361

**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 Clerk to implement and utilize teleconference accessibility to conduct public meetings pursuant to Assembly Bill 361 (Stats. 2021, ch. 165).

#### BACKGROUND/DISCUSSION:

On Friday, September 17, 2021, the Governor signed AB 361. Because the bill contained urgency findings, the law is now in effect. AB 361 allows local agencies to continue to conduct remote ("Zoom") meetings during a declared state of emergency, provided local agencies comply with specified requirements. Absent this legislation, local agencies would have had to return to traditional meetings beginning on October 1, 2021.

Starting October 1, and running through the end of 2023, to participate in remote meetings, public agencies must comply with the requirements of new subsection (e) of Government Code section 54953.

The Council passed Resolution No. 2021-48 on October 7, 2021, which made the necessary findings for all subordinate legislative bodies of the City, such as the Planning Commission, so these bodies can also continue to meet remotely.

#### Subsequent Remote Meetings

Any time after the first remote meeting of the legislative body, it can meet remotely if both of the following apply:

1. State/local emergency/social distancing. Either:
  - a. "a state of emergency remains active" or
  - b. "state or local officials have imposed or recommended measures to promote social distancing" and
2. 30 days. Within the last 30 days (which vote may occur at that meeting) the legislative body has made the following findings by majority vote "(A) The legislative body has reconsidered the circumstances of the state of emergency. (B) Any of the following circumstances exist (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing."

#### OPTIONS:

1. Move to adopt the attached resolution to allow ongoing teleconferencing of public meetings

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:

**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 ACTIONS:**

1. Adopt Resolution making the necessary findings to continue to hold remote meetings as required by AB 361.

☒ **Attachments:**      1) Resolution No. 2022-14

## RESOLUTION NO. 2022-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE  
MAKING THE LEGALLY REQUIRED FINDINGS TO CONTINUE TO  
AUTHORIZE THE CONDUCT OF REMOTE “TELEPHONIC” MEETINGS  
DURING THE STATE OF EMERGENCY

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency stemming from the COVID-19 pandemic (“Emergency”); and

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361, which bill went into immediate effect as urgency legislation; and

WHEREAS, AB 361 added subsection (e) to Government Code Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings; and

WHEREAS, as of September 19, 2021, the COVID-19 pandemic has killed more than 67,612 Californians; and

WHEREAS, social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, this legislative body previously adopted a resolution to authorize this legislative body and all other subordinate legislative bodies of the City to conduct remote “telephonic” meetings; and

WHEREAS, Government Code 54953(e)(3) authorizes legislative bodies of the City to continue to conduct remote “telephonic” meetings provided that the City has timely made the findings specified therein.

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

1. This legislative body declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body and all subordinate legislative bodies of the City to meet safely in person; and/or (2) state or local officials continue to impose or recommend measures to promote social distancing.

PASSED, APPROVED AND ADOPTED this 7<sup>th</sup> day of April, 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

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Dirk Slooten, Mayor

ATTEST:

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Melissa Swanson, City Clerk



## **CITY COUNCIL REGULAR MEETING**

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

**Thursday, March 17, 2022**

**Regular Meeting 6:00 PM**

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### **MINUTES**

**Zoom Link:** <https://clearlakeca.zoom.us/j/87086515023>

#### **A. ROLL CALL**

PRESENT

Mayor Dirk Slooten

Vice Mayor Russ Perdock

Council Member David Claffey

Council Member Russ Cremer

Council Member Joyce Overton

#### **B. PLEDGE OF ALLEGIANCE**

#### **C. INVOCATION/MOMENT OF SILENCE**

#### **D. ADOPTION OF THE AGENDA**

Motion made by Vice Mayor Perdock, Seconded by Council Member Cremer.

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

#### **E. PRESENTATIONS**

1. Presentation of March's Adoptable Dogs

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

Susanne Holt submitted a written comment on how to incorporate her private road into the City-maintained system. She was referred to staff.

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

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

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



2. Award of Contract for Well Services related to the Burns Valley Development Project  
Recommended Action: Authorize City Manager to enter into a contract with Bartley Pump for Well Services related to the Burns Valley Development Project in the amount of \$44,948.93 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.
3. Authorization for Purchase of Splash Pad Equipment for Austin Park  
Recommended Action: Move to approve the purchase with All About Play Inc. in the amount of \$96,379.39
4. Consider First Reading of Amendment to Clearlake Municipal Code Chapter 18-20.130.c Water Efficient Landscaping  
Recommended Action: Hold first reading of Ordinance No. 259-2022, read it by title only, waive further reading and set second reading and adoption for March 17, 2022
5. Second Reading of Amendment to Clearlake Municipal Code Chapter 9-1 Building and Housing  
Recommended Action: Hold second reading of Ordinance No. 260-2022, read it by title only, waive further reading and adopt ordinance
6. Consideration of Amendment to Agreement with OpenGov Inc. to Expand Services to Include OpenGov Reporting and Transparency Platform and Citizen Services Suite  
Recommended Action: Approve amendment and authorize City Manager to sign
7. Continuation of Declaration of Local Emergency Issued on August 23, 2021 and Ratified by Council Action on September 16, 2021  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days
8. Continuation of Declaration of Local Emergency Issued on August 18, 2021 and Ratified by Council Action on August 19, 2021  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days
9. Continuation of Declaration of Local Emergency Issued on March 14, 2020 and Ratified by Council Action on March 19, 2020  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days
10. Continuation of Authorization to Implement and Utilize Teleconference Accessibility to Conduct Public Meetings Pursuant to Assembly Bill 361  
Recommended Action: Adopt Resolution
11. Consideration of AAR #5 to the 2021-2022 Budget, Resolution No. 2022-13  
Recommended Action: Adopt Resolution No. 2022-13
12. Warrants  
Recommended Action: Receive and file

## H. BUSINESS

13. Award of contract for Demolition of Structures and abatement of properties located at 3407 Oleander Street, 3864 Laddell Avenue, 14514 Emory Avenue, 15586 33<sup>rd</sup> Avenue, 15783 40<sup>th</sup> Avenue, 14220 Pearl Street and 3395 4<sup>th</sup> Street Clearlake, CA 95422

Code Enforcement Supervisor Lambert gave the staff report.

Motion made by Council Member Cremer, Seconded by Vice Mayor Perdock.

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

14. Consideration of Cost Sharing Agreement for Expenses Related to Facilitation of Community Visioning Forums

Recommended Action: Authorize the City Manager to enter into cost sharing agreement with the County of Lake and City of Lakeport for the hosting of Community Visioning Forums.

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

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

15. Discussion and Consideration of Financing Options to Facilitate Additional Road Maintenance Projects

Recommended Action: Provide Direction to Staff

Director of Finance Young gave the staff report.

It was the direction of the Council to direct staff to bring forward a plan for financing additional road maintenance projects at 13 years at 1.5% and work with NHA Advisors to develop the financing documents.

## I. CITY MANAGER AND COUNCILMEMBER REPORTS

## J. FUTURE AGENDA ITEMS

## K. CLOSED SESSION

- (16) Conference with Legal Counsel- Existing Litigation: Pursuant to Government Code Section 54956.9: Case No. CV-421149; Name of Case: City of Clearlake v. County of Lake, a political subdivision of the State of California; Board of Supervisors of the County of Lake, a public body of the County of Lake; Barbara C. Ringen, in her official capacity as the Treasurer-Tax Collector of the County of Lake; and Does 1 through 30, inclusive

- (17) Conference with Legal Counsel - Initiation of Litigation pursuant to Government Code Section 54956.9(c): One potential case

## L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

There was no action taken in closed session.

**M. ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

BY:



Melissa Swanson, Administrative Services Director/City Clerk



## CITY COUNCIL REGULAR MEETING

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

Thursday, March 03, 2022

Regular Meeting 6:00 PM

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### MINUTES

**Zoom Link:** <https://clearlakeca.zoom.us/j/84745311423>

#### A. ROLL CALL

PRESENT

Mayor Dirk Slooten

Vice Mayor Russ Perdock

Council Member David Claffey

Council Member Russ Cremer

Council Member Joyce Overton

#### 5:00 PM Mid-Year Budget Workshop

Finance Director Young gave the report.

There was no action taken by Council.

#### B. PLEDGE OF ALLEGIANCE

#### C. INVOCATION/MOMENT OF SILENCE

#### D. ADOPTION OF THE AGENDA

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

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

#### E. PRESENTATIONS

1. Presentation of a Proclamation Declaring March 2022 as March for Meals Month

#### F. PUBLIC COMMENT

Margaret Garcia spoke regarding volunteering and fundraising for the Highlands Senior Service Center.

**G. CONSENT AGENDA**

Motion made by Council Member Cremer, Seconded by Vice Mayor Perdock.

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

2. Adopt Resolution 2022-11 Amending the Fiscal Year 2021-22 Budget with Mid-Year Adjustments  
Recommended Action: Adopt Resolution 2022-11
3. Warrants  
Recommended Action: Receive and file
4. Minutes of the January 12, 2022 Lake County Vector Control District Board Meeting  
Recommend Action: Receive and file

**H. BUSINESS**

5. Discussion and Consideration of Financing Options to Facilitate Additional Road Maintenance Projects  
Recommended Action: Provide Direction to Staff

City Manager Flora gave the staff report. NHA Advisors were present via zoom to speak about the project.

Council gave direction to gather more information and bring the item back to a future meeting.

6. Consider First Reading of Amendment to Clearlake Municipal Code Chapter 18-20.130.c Water Efficient Landscaping  
Recommended Action: Hold first reading of Ordinance No. 259-2022, read it by title only, waive further reading and set second reading and adoption for March 17, 2022

Public Works Director Goodman gave the staff report.

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

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

7. Consider First Reading of Amendment to Clearlake Municipal Code Chapter 9-1 Building and Housing  
Recommended Action: Hold first reading of Ordinance No. 260-2022, read it by title only, waive further reading and set second reading and adoption for March 17, 2022

Public Works Director Goodman gave the staff report.

Motion made by Council Member Claffey, Seconded by Council Member Cremer.  
Voting Yea: Mayor Slooten, Vice Mayor Perdock, Council Member Claffey, Council Member Cremer, Council Member Overton

8. Consideration of Cost Sharing Agreement for Expenses Related to Facilitation of Community Visioning Forums  
Recommended Action: Authorize the City Manager to enter into cost sharing agreement with the County of Lake and City of Lakeport for the hosting of Community Visioning Forums.

Mayor Slooten gave the presentation.

Direction to staff was to obtain more information and bring the item back to the next meeting.

**I. CITY MANAGER AND COUNCILMEMBER REPORTS**

**J. FUTURE AGENDA ITEMS**

**K. CLOSED SESSION**

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

- (10) 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

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

City Attorney Jones stated no reportable action from closed session.

**M. ADJOURNMENT**

Meeting adjourned at 8:55pm.

BY:



Melissa Swanson, Administrative Services Director/City Clerk



## **CITY COUNCIL REGULAR MEETING**

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

**Thursday, February 17, 2022**

**Regular Meeting 6:00 PM**

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### **MINUTES**

**Zoom Link:** <https://clearlakeca.zoom.us/j/89795222705>

#### **A. ROLL CALL**

PRESENT

Mayor Dirk Slooten

Vice Mayor Russ Perdock

Council Member David Claffey

Council Member Russ Cremer

Council Member Joyce Overton

#### **B. PLEDGE OF ALLEGIANCE**

#### **C. INVOCATION/MOMENT OF SILENCE**

#### **D. ADOPTION OF THE AGENDA**

Motion made by Vice Mayor Perdock, Seconded by Council Member Cremer.

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

#### **E. PRESENTATIONS**

1. Presentation of February's Adoptable Dogs
2. Presentation of a Proclamation Declaring February 2022 as Black History Month
3. Presentation of a Proclamation Declaring February 2022 as Teen Dating Violence Awareness Month

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

There was no public comment.

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



Motion made by Council Member Cremer, Seconded by Council Member Overton.  
Voting Yea: Mayor Slooten, Vice Mayor Perdock, Council Member Claffey, Council Member Cremer, Council Member Overton

4. Continuation of Declaration of Local Emergency Issued on August 23, 2021 and Ratified by Council Action on September 16, 2021  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days
5. Continuation of Declaration of Local Emergency Issued on August 18, 2021 and Ratified by Council Action on August 19, 2021  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days
6. Continuation of Declaration of Local Emergency Issued on March 14, 2020 and Ratified by Council Action on March 19, 2020  
Recommended Action: By motion keep declaration of emergency active and set next review in sixty days
7. Continuation of Authorization to Implement and Utilize Teleconference Accessibility to Conduct Public Meetings Pursuant to Assembly Bill 361  
Recommended Action: Adopt Resolution
8. Warrants  
Recommended Action: Receive and file
9. Minutes of the January 2022 Meetings  
Recommended Action: Receive and file

## H. BUSINESS

10. Discussion and Possible Amendment to Consulting Agreement Between the City of Clearlake and Margetich/Sutter Equities for Services Related to the "Airport Development"  
Recommended Action: Authorize the City Manager to Amend the Consulting Agreement with Margetich Development/Sutter Equities for an Additional 60-days, through April 30, 2022.

City Manager Flora gave the staff report.

Amir Cheema and Mr. Margetich were present on behalf of Margetich Development/Sutter Equities.

Motion made by Council Member Cremer, Seconded by Vice Mayor Perdock.  
Voting Yea: Mayor Slooten, Vice Mayor Perdock, Council Member Claffey, Council Member Cremer, Council Member Overton

11. Consideration of Sale of Vacant Land Located at 3578 Redwood Street, Clearlake  
Recommended Action: Authorize the City Manager to Execute a Sale Agreement for Vacant Land Located at 3578 Redwood Street

City Manager Flora gave the staff report.

Motion made by Vice Mayor Perdock, Seconded by Council Member Cremer.

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

12. Discussion and Possible Action Regarding Voter Initiative No. 21-0042A1 (Taxpayer Protection and Government Accountability Act)  
Recommended Action: Adopt Resolution 2022-09 Opposing Voter Initiative No. 21-0042A1

City Manager Flora gave the staff report.

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

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

**I. CITY MANAGER AND COUNCILMEMBER REPORTS**

**J. FUTURE AGENDA ITEMS**

**K. CLOSED SESSION**

- (13) Conference with Legal Counsel- Existing Litigation: Pursuant to Government Code Section 54956.9: Case No. CV-421149; Name of Case: City of Clearlake v. County of Lake, a political subdivision of the State of California; Board of Supervisors of the County of Lake, a public body of the County of Lake; Barbara C. Ringen, in her official capacity as the Treasurer-Tax Collector of the County of Lake; and Does 1 through 30, inclusive

- (14) Conference with Legal Counsel- Existing Litigation: Pursuant to Government Code Section 54956.9: Case No. SC21-00016; Name of Case: Alondra Rodriguez v. City of Clearlake

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

No reportable action.

**M. ADJOURNMENT**

The meeting was adjourned at 7:15 p.m.

BY:

A handwritten signature in blue ink that reads "Melissa Swanson". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Melissa Swanson, Administrative Services Director/City Clerk



## CITY COUNCIL REGULAR MEETING

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

Thursday, February 03, 2022

Regular Meeting 6:00 PM

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### MINUTES

Zoom Link: <https://clearlakeca.zoom.us/j/82446384261>

#### A. ROLL CALL

PRESENT

Mayor Dirk Slooten

Vice Mayor Russ Perdock

Council Member David Claffey

Council Member Russ Cremer

Council Member Joyce Overton

#### B. PLEDGE OF ALLEGIANCE

#### C. INVOCATION/MOMENT OF SILENCE

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

Item 9 was deleted from the agenda.

Motion made by Vice Mayor Perdock, Seconded by Council Member Cremer.

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

#### E. PRESENTATIONS

1. Swearing In of New Police Officer by Chief White

2. Presentation of the Police Department Annual Report

#### F. PUBLIC COMMENT

There was no public comment.

#### G. CONSENT AGENDA

Motion made by Council Member Cremer, Seconded by Vice Mayor Perdock.

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

3. Consideration of Ordinance No. 258-2022, Approving a Development Agreement, DA 2021-04 for Ogulin Canyon Holdings, LLC to allow a cannabis operation located at 2185 Ogulin Canyon Road, Clearlake, CA 95422  
Recommended Action: Hold second reading of Ordinance No. 258-2022, read it by title only, waive further reading and adopt ordinance
4. Project to rehab the 12" agricultural well near the northeast corner of the Burns Valley Development property, for future irrigation demand; and waiver of the requirement for multiple bids  
Recommended Action: Waive the requirement for multiple proposals, and authorize the City Manager to sign the contract/proposal provided by Weeks Drilling & Pump Co.
5. Minutes of the December 8, 2021 Lake County Vector Control District Board Meeting  
Recommended Action: Receive and file
6. Warrants  
Recommended Action: Receive and file
7. Approval of a Letter of Support for the Berryessa Snow Mountain Expansion Act  
Recommended Action: Approve letter of support and authorize the Mayor to sign
8. Award of Contract for the Burns Valley Development Project  
Recommended Action: Authorize City Manager to enter into a contract with Argonaut Constructors for the Burns Valley Development Project in the amount of \$2,472,822.00 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.
9. **Deleted:** Amendment of Construction Contract for additional work for the Waterpark Demolition Project  
Recommended action: Move to approve the amendment of contract with Resource Environmental and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

## H. BUSINESS

10. Presentation and Consideration of Letter of Support for Lake APC's Pursuit of a RuralREN Program in Lake County  
Recommended Action: Approve Letter of Support and Authorize the Mayor to Sign

Motion made by Council Member Cremer, Seconded by Vice Mayor Perdock.

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

11. Confirm assessment(s) in the total amount of \$13,747.15 for City funded abatements, in accordance with Clearlake Municipal Code Chapter 10; Resolution No. 2022-08  
Recommended Action: Adopt resolution

Code Enforcement Supervisor Lambert gave the staff report.

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

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

**I. CITY MANAGER AND COUNCILMEMBER REPORTS**

**J. FUTURE AGENDA ITEMS**

**K. ADJOURNMENT**

Meeting adjourned at 7:31 p.m.

BY:



Melissa Swanson, Administrative Services Director/City Clerk



Clearlake, CA

Check Register

Packet: APPKT01185 - 3/14/22 AP CHECK RUN - TRAINING CHECKS  
AA

By Check Number

| Vendor Number                  | Vendor Name   | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|--------------------------------|---------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: AP-Accounts Payable |               |              |              |                 |                |        |
| 000980                         | MARTIN SNYDER | 03/14/2022   | Regular      | 0.00            | 100.00         | 12228  |
| 001500                         | RYAN PETERSON | 03/14/2022   | Regular      | 0.00            | 150.00         | 12229  |
| 001148                         | TIMOTHY HOBBS | 03/14/2022   | Regular      | 0.00            | 100.00         | 12230  |

Bank Code AP Summary

| Payment Type   | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|----------|---------|
| Regular Checks | 3             | 3             | 0.00     | 350.00  |
| Manual Checks  | 0             | 0             | 0.00     | 0.00    |
| Voided Checks  | 0             | 0             | 0.00     | 0.00    |
| Bank Drafts    | 0             | 0             | 0.00     | 0.00    |
| EFT's          | 0             | 0             | 0.00     | 0.00    |
|                | 3             | 3             | 0.00     | 350.00  |



**Fund Summary**

| <b>Fund</b> | <b>Name</b> | <b>Period</b> | <b>Amount</b> |
|-------------|-------------|---------------|---------------|
| 999         | Pooled Cash | 3/2022        | 350.00        |
|             |             |               | <b>350.00</b> |



Clearlake, CA

Section G, Item 10.

Packet: APPKT01211 - 3/24/22 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> |                                 |              |              |                 |                |        |
| 001927                                | ACUTE MEDICAL PROVIDERS INC     | 03/24/2022   | Regular      | 0.00            | 567.00         | 12283  |
| 001911                                | ADAMS ASHBY GROUP INC           | 03/24/2022   | Regular      | 0.00            | 312.50         | 12284  |
| VEN01187                              | AMERICAN INDUSTRIAL EQUIPMENT   | 03/24/2022   | Regular      | 0.00            | 36,131.50      | 12285  |
| 000085                                | ARAMARK UNIFORM SERVICES        | 03/24/2022   | Regular      | 0.00            | 49.31          | 12286  |
| 001418                                | B & G TIRES OF CLEARLAKE        | 03/24/2022   | Regular      | 0.00            | 232.76         | 12287  |
| 000068                                | BOB'S JANITORIAL                | 03/24/2022   | Regular      | 0.00            | 262.29         | 12288  |
| VEN01247                              | BORDIN SEMMER LLP               | 03/24/2022   | Regular      | 0.00            | 5,759.00       | 12289  |
| VEN01228                              | BPR CONSULTING GROUP            | 03/24/2022   | Regular      | 0.00            | 1,520.00       | 12290  |
| 001864                                | BUSINESS DESIGN SERVICES -ROBER | 03/24/2022   | Regular      | 0.00            | 742.50         | 12291  |
| 002162                                | CALIFORNIA ENGINEERING          | 03/24/2022   | Regular      | 0.00            | 21,871.11      | 12292  |
| 2404                                  | CALTRONICS                      | 03/24/2022   | Regular      | 0.00            | 541.89         | 12293  |
| 000024                                | CLEARLAKE POLICE ASSOCIATION    | 03/24/2022   | Regular      | 0.00            | 1,500.00       | 12294  |
| 000561                                | COMM DEVELOP DEPT OF HOUSING    | 03/24/2022   | Regular      | 0.00            | 1,150.00       | 12295  |
| 000548                                | COMPUTER LOGISTICS              | 03/24/2022   | Regular      | 0.00            | 2,119.42       | 12296  |
| 001744                                | DC ELECTRIC                     | 03/24/2022   | Regular      | 0.00            | 4,350.00       | 12297  |
| 002392                                | DE LAGE LANDEN PUBLIC FINANCE   | 03/24/2022   | Regular      | 0.00            | 829.68         | 12298  |
| 002285                                | DELL FINANCIAL SERVICES LLC     | 03/24/2022   | Regular      | 0.00            | 493.69         | 12299  |
| 002310                                | DUDE SOLUTIONS INC              | 03/24/2022   | Regular      | 0.00            | 9,231.60       | 12300  |
| 001199                                | EUREKA OXYGEN CO                | 03/24/2022   | Regular      | 0.00            | 666.55         | 12301  |
| 001271                                | FRANCHISE TAX BOARD             | 03/24/2022   | Regular      | 0.00            | 560.98         | 12302  |
| 2407                                  | G & G PRINTING                  | 03/24/2022   | Regular      | 0.00            | 142.95         | 12303  |
| 000096                                | GOLDEN STATE WATER COMPANY      | 03/24/2022   | Regular      | 0.00            | 321.02         | 12304  |
| 002269                                | LAKE COUNTY CHAMBER             | 03/24/2022   | Regular      | 0.00            | 1,500.00       | 12305  |
| VEN01048                              | Minnesota Life Insurance        | 03/24/2022   | Regular      | 0.00            | 856.71         | 12306  |
| 001489                                | NAPA AUTO PARTS                 | 03/24/2022   | Regular      | 0.00            | 502.85         | 12307  |
| 000026                                | NATIONWIDE RETIREMENT SOLUTIC   | 03/24/2022   | Regular      | 0.00            | 1,320.08       | 12308  |
| 001913                                | OCCU-MED LTD                    | 03/24/2022   | Regular      | 0.00            | 206.00         | 12309  |
| 001392                                | OFFICE DEPOT                    | 03/24/2022   | Regular      | 0.00            | 161.40         | 12310  |
| 000009                                | OPERATING ENGINEERS LOCAL 3     | 03/24/2022   | Regular      | 0.00            | 650.00         | 12311  |
| 000208                                | PEACE OFFICERS RESEARCH ASSOC   | 03/24/2022   | Regular      | 0.00            | 238.50         | 12312  |
| 001843                                | PG&E CFM                        | 03/24/2022   | Regular      | 0.00            | 53.98          | 12313  |
| 000127                                | PORAC LEGAL DEFENSE FUND        | 03/24/2022   | Regular      | 0.00            | 1,059.75       | 12314  |
| 001536                                | PRECISION WIRELESS SERVICES     | 03/24/2022   | Regular      | 0.00            | 1,774.05       | 12315  |
| VEN01255                              | REDWOOD EMPIRE MUNICIPAL INSI   | 03/24/2022   | Regular      | 0.00            | 198.90         | 12316  |
| 002346                                | ROBERT VIRAMONTES               | 03/24/2022   | Regular      | 0.00            | 166.38         | 12317  |
| VEN01251                              | RYAN KIMBLE - KIMBLE'S CONSTRU  | 03/24/2022   | Regular      | 0.00            | 2,200.00       | 12318  |
| 002008                                | STANLEY ACCESS TECH LLC         | 03/24/2022   | Regular      | 0.00            | 411.00         | 12319  |
| 001934                                | TINA VIRAMONTES                 | 03/24/2022   | Regular      | 0.00            | 337.64         | 12320  |
| 000708                                | VALIC LOCKBOX                   | 03/24/2022   | Regular      | 0.00            | 395.00         | 12321  |
| VEN01236                              | WATTCO EQUIPMENT, INC. - WATT   | 03/24/2022   | Regular      | 0.00            | 344.48         | 12322  |

Check Register

Vendor Number  
000079

Vendor Name  
COLONIAL LIFE & ACCIDENT

Payment Date  
03/24/2022

Payment Type  
Bank Draft

Packet: APPKT01

Section G, Item 10.

JN AA

Discount Amount

0.00

4,621.28

DFT0001389

Bank Code AP Summary

| Payment Type   | Payable<br>Count | Payment<br>Count | Discount | Payment    |
|----------------|------------------|------------------|----------|------------|
| Regular Checks | 70               | 40               | 0.00     | 101,732.47 |
| Manual Checks  | 0                | 0                | 0.00     | 0.00       |
| Voided Checks  | 0                | 0                | 0.00     | 0.00       |
| Bank Drafts    | 4                | 1                | 0.00     | 4,621.28   |
| EFT's          | 0                | 0                | 0.00     | 0.00       |
|                | 74               | 41               | 0.00     | 106,353.75 |

Fund Summary

| Fund | Name        | Period | Amount     |
|------|-------------|--------|------------|
| 999  | Pooled Cash | 3/2022 | 106,353.75 |
|      |             |        | 106,353.75 |



CITY OF CLEARLAKE

City Council

| STAFF REPORT  |                                   |
|---|-----------------------------------|
| <b>SUBJECT:</b> Amendment of Contract for Construction Administration Services for the Burns Valley Development Project                                 | <b>MEETING DATE:</b> April 7,2022 |
| <b>SUBMITTED BY:</b> Adeline Brown, Engineer Tech   |                                   |
| <b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item |                                   |

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

The City Council is being asked to approve a contract with California Engineering for a not-to-exceed amount of \$85,457.85

**BACKGROUND/DISCUSSION:**

The City awarded a contract for design to California Engineering for the Burns Valley Development Project. In addition to design services, there are several other items related to the design work that are needed during the course of construction. These services include weekly onsite meetings, Requests for Information related to design, and contract change orders with design modifications. Staff requested a proposal for these services in addition to the design portion.

**OPTIONS:**

Move to amend the contract with California Engineering Company for a not-to-exceed amount of \$85,457.85

1.  
 2. Other direction

**FISCAL IMPACT:**

☐ None
 ☒ 32,190.43
 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 amend the contract with California Engineering Company for a not-to-exceed amount of \$85,457.85

☐ **Attachments:**



# CITY OF CLEARLAKE

City Council

## STAFF REPORT

|   |                                    |
|---|------------------------------------|
| <b>SUBJECT:</b> Amendment of Contract for Construction<br>Administration Services for the Sulphur Fire Roadway<br>Improvement Project | <b>MEETING DATE:</b> April 7, 2022 |
|---|------------------------------------|

**SUBMITTED BY:** Adeline Brown, Engineer Tech

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

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

The City Council is being asked to approve a contract with California Engineering for \$32,190.43

### BACKGROUND/DISCUSSION:

The City awarded a contract for design to California Engineering for the Sulphur Fire Roadway Improvement Project. In addition to design services, there are several other items related to the design work that are needed during the course of construction. These services include weekly onsite meetings, Requests for Information related to design, and contract change orders with design modifications. Staff requested a proposal for these services in addition to the design portion.

### OPTIONS:

1. Move to amend the contract with California Engineering Company in the amount of \$32,190.43
2. Other direction

### FISCAL IMPACT:

☐ None ☒ 32,190.43 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: 100-3025-750-561

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 amend the contract with California Engineering Company in the amount of \$32,190.43

☐ **Attachments:**





CITY OF CLEARLAKE

City Council

| STAFF REPORT  |                                    |
|---|------------------------------------|
| <b>SUBJECT:</b> Award of Contract for the Austin Park Splash Pad Project  | <b>MEETING DATE:</b> April 7, 2022 |
| <b>SUBMITTED BY:</b> Adeline Brown, Engineer Tech   |                                    |
| <b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item |                                    |

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve a contract for the Austin Park Splash Pad Project and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

BACKGROUND/DISCUSSION:

The City solicited proposals for Austin Park Splash Pad Project. This project includes the installation of water and sewer facilities as well as the installation of the Splash Pad Equipment.

OPTIONS:

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

FISCAL IMPACT:

☐ None      ☒ Contract amount to be presented    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: 240-4202-850-887  
 Comments:

STRATEGIC PLAN IMPACT:

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

☐ Goal #7: Support Economic Development

**SUGGESTED MOTIONS:**

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

☐ **Attachments:**



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Adoption of 6<sup>th</sup> Amendment to the FY 2021-22 Budget to appropriate funds for abatement

**MEETING DATE:** April 7, 2022

**SUBMITTED BY:** Kelcey Young, Director of Finance

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

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

The City Council is being asked to consider adopting an adjustment to the FY 2021-22 Budget to appropriate additional funds for abatement coming from anticipated revenue from 100-415-625 Administrative Penalties to 100-2010-750-570 Abatement Expenses.

#### BACKGROUND/DISCUSSION:

The Sunflower abatement will cost \$53,439 in contract costs plus an additional asbestos cost of approximately \$12,000 City of Clearlake anticipates \$65,000 in additional revenue from 100-415-625 Administrative Penalties which will cover costs.

On March 3, 2022, the City Council adopted Mid-Year adjustments to the FY 2021-22 budget. Based on a review by staff, an additional adjustment needs to be made to account for the additional revenue and to pay for additional abatement expenses.

#### FISCAL IMPACT:

☐ None ☒ \$65,000 Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☒ Yes ☐ No If yes, amount of appropriation increase: \$65,000

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

Comments: No net impact as increased expenses are being covered by increased revenues.

#### STRATEGIC PLAN IMPACT:

☒ Goal #1: Make Clearlake a Visibly Cleaner City

☒ Goal #2: Make Clearlake a Statistically Safer City

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

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

**SUGGESTED MOTIONS:**

Move to adopt the resolution.

- ☒ **Attachments:** 1) Resolution No. 2022-17: ADOPTION OF 6<sup>th</sup> AMENDMENT TO THE FY 2021-22 BUDGET (RESOLUTION 2021-33)

RESOLUTION NO. 2022-17

ADOPTION OF 6<sup>th</sup> AMENDMENT TO THE FY 2021-22 BUDGET (RESOLUTION 2021-33) APPROPRIATING FUNDS FOR SOFTWARE AND ADDITIONAL DESIGN SERVICES

WHEREAS, the City Council desires to appropriate funding from the REAP Grant and Planning fees for the cost of software amendments and services to improve planning, procurement and provide for design services

WHEREAS, the City Council desires to appropriate additional funding from the REAP Grant and planning fees.

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

Section 1. The FY 2021-22 Budget, adopted via Resolution 2021-33, is amended as follows:

| Appropriations Adjustment |           |                 |                  |                          |                 |              |                         |
|---------------------------|-----------|-----------------|------------------|--------------------------|-----------------|--------------|-------------------------|
| Fund                      | Fund Name | Department Code | Account          | Description              | FY 21-22 Budget | Adjustment   | FY 21-22 Amended Budget |
| 100                       | General   | Enforcement     | 100-2010-750-570 | Abatement Expenses       | \$ 100,000.00   | \$ 65,000.00 | \$ 165,000.00           |
|                           |           |                 |                  |                          |                 |              |                         |
| Revenue Adjustments       |           |                 |                  |                          |                 |              |                         |
| Fund                      | Fund Name |                 | Account          | Description              | FY 21-22 Budget | Adjustment   | FY 21-22 Amended Budget |
| 100                       | General   |                 | 100-415-625      | Administrative Penalties | \$ 245,000.00   | \$ 65,000.00 | \$ 310,000.00           |

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 7<sup>th</sup> day of April 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_

City Clerk

\_\_\_\_\_

Mayor



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Approve Contract with SSA Landscape Architects for Phase 1 Schematic Design for the Burns Valley Sports Complex

**MEETING DATE:** 4/7/2022

**SUBMITTED BY:** Alan D. Flora, City Manager

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

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

The City Council is being asked to authorize the City Manager to execute a contract with SSA Landscape Architects for schematic design of the Burns Valley Sports Complex.

#### BACKGROUND/DISCUSSION:

Over the past year or so, the City has been working on plans for the Burns Valley Sports Complex and Recreation Center. The mixed-use project will include housing, a new public works corporation yard and outdoor and indoor recreation facilities. The sports complex component has been designed in collaboration with an ad hoc committee group, but some additional design details need to be worked out in order to move into construction documents.

The City reached out to several firms, but many are not interested unless they can work on the project from the beginning. Due to the work done by the ad hoc committee, this isn't really an option. SSA is willing to work with what has been accomplished to date and complete the project work.

It is important to move the design work forward while waiting to see if the City is successful in the two grant applications submitted for the project early this year.

#### FISCAL IMPACT:

☐ None ☒ \$50,377 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: 240 Capital Projects

Comments: The Capital Projects fund has funding available for this design work.

#### STRATEGIC PLAN IMPACT:

☒ Goal #1: Make Clearlake a Visibly Cleaner City

☐ Goal #2: Make Clearlake a Statistically Safer City

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

**SUGGESTED MOTIONS:**

Authorize the City Manager to execute a contract with SSA Landscape Architects for Schematic Design of the Burns Valley Sports Complex.

☐ **Attachments:**



# CITY OF CLEARLAKE

City Council

| STAFF REPORT   |                                 |
|--|---------------------------------|
| <b>SUBJECT:</b> Award of Contract for Demolition of Structures and Abatement of Property Located at 14525 Lakeshore Drive Clearlake, CA 95422          | <b>MEETING DATE:</b> 04/07/2022 |
| <b>SUBMITTED BY:</b> Lee Lambert- Code Enforcement Supervisor  |                                 |
| <b>PURPOSE OF REPORT</b> <input type="checkbox"/> Information Only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item |                                 |

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

1. The City Council is being asked to authorize the City Manager to execute a contract with Chernoh Excavating, in the amount of \$53,439.00, for the demolition and abatement of property located at 14525 Lakeshore Drive Clearlake, CA 95422.

**BACKGROUND/DISCUSSION:** The purpose of this hearing is to authorize the City Manager to execute a contract with Chernoh Excavating for the demolition and abatement of the property located at 14525 Lakeshore Drive.

On December 26, 2018 the property was deemed to be a health and safety hazard, as well as a public nuisance by a Code Enforcement Officer. A Notice of Violation was issued to the property owner.

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

The property owner failed to abate the hazards and nuisances. An Order to Abate was then issued on April 29, 2021 to the property owner.

The City has advertised for bids for the demolition of structures and abatement of the property. On May 27, 2021 the city opened bids for the demolition of the buildings and abatement of properties.

On June 16, 2021, the property was sold to Roopa Shekar and Vasudev Cherlopalle.

On July 15, 2021, the City Council was asked to authorize the City Manager to execute a contract with Chernoh Excavating for the demolition and abatement of the property. Council took no action and advised staff to work with the new property owner to allow for time to reach full compliance.

On July 28, 2021 the new property owners met with staff and presented a timeline for when the violations would be corrected and when the property would be occupied. The timeline referenced a completion date of late December 2021 and a date to begin advertising for lease by January 2022.

The property owner failed to comply with the timeline provided by them.



On January 6, 2022, the property owners submitted a revised timeline to staff. The revised timeline did not include a completion date and the last referenced date, August 30, 2022 described “restore interiors.”

On January 19, 2022, in an effort of good faith, Code Enforcement required that building permits be obtained to make all necessary repairs and corrections, prior to February 28, 2022.

As of March 22, 2022, the property owners had not obtained building permits and the property remained in a condition that presents a health and safety hazard to the surrounding community, as well as being a public nuisance.

On March 23, 2022, the City Attorney issued a final Notice of Violation and Order to Abate, requiring violations must be corrected within ten calendar days.

The property currently remains in a condition that presents a health and safety hazard to the surrounding community, as well as being a public nuisance.

If, after authorizing the City Manager to enter into a contract with Chernoh Excavating, the property owner submits a letter of appeal, within the permitted appeal time, the City Manager will not issue a notice to proceed until the appeal process is exhausted and only if the appeal is denied.

If, after testing by the contractor, asbestos is found in an amount requiring specific remediation plans, the City Manager may execute a change order contract to include additional funding for asbestos remediation.

The following is a summary identifying subject property, property owner and violations:

1. Location: 14525 Lakeshore Drive Clearlake, CA 95422      A.P.N.# 040-183-220

Owner: Shekar, Roopa & Cherlopalle, Vasudev

Violation(s): CMC violations are as follows: 10-1.6(b),10-1.6(d), 10-1.6(e), 10-1.6(w)

HSC violations are as follows: 17920.3(a)13, 17920.3(b)2, 17920.3(b)6, 17920.3(d),  
17920.3(g)2, 17920.3(k)

OPTIONS:

Move to authorize the City Manager to execute a contract with Chernoh Excavating, in the amount of \$53,439.00, for the demolition and abatement of property located at 14525 Lakeshore Drive Clearlake, CA 95422 and to authorize the City Manager to execute a change order contract for additional funding if asbestos remediation is required or deny the authorization for the City manager to execute the contract.

FISCAL IMPACT:

None      X \$53,439.00 Contract Amount      Budgeted Item? Yes X No  
Budget Adjustment Needed? X Yes No If yes, amount of appropriation increase: \$ 53,439.00 .  
Affected fund(s): X General Fund Measure P Fund Measure V Fund Other: .

Comments: Funding will be allocated from the General Fund to the Code Enforcement Property Abatement Account.

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. Authorize the City Manager to execute a contract with Chernoh Excavating, in the amount of \$53,439.00, for the demolition and abatement of property located at 14525 Lakeshore Drive Clearlake, CA 95422 and to authorize the City Manager to execute a change order contract for additional funding if asbestos remediation is required.

- ☒ Attachments:
  - 1) Timelines submitted
  - 2) Notice of Extension and Final Notice of Violation & Order to Abate
  - 3) Contract

# NOTICE OF EXTENSION



**Code Enforcement Bureau**  
14050 Olympic Drive  
Clearlake, CA 95422  
Office: (707) 994-8251 x 309  
Fax: (707) 994-8918

**Violation Address:** 14525 LAKESHORE DR NULL  
CLEARLAKE, CA 95422

**Case Number:** 18-4115  
**Notice Date:** 1/19/2022

***Responsible Party:***

CHERLOPALLE, VASUDEV AND SHEKAR, ROOPA  
18290 DAVES AVENUE  
MONTE SERENO CA 95030-

The above mentioned case has been open since 12/27/2018, of which you have been the property owner since 7/15/2021. You previously submitted a plan of action on 7/27/2021 to correct all of the violations with a final completion date of 11/30/2021. The structure has remained in a boarded up state. On 1/6/2022, you submitted a revised plan of action. At this time, the City will not accept the plan of action submitted on 1/6/2022. **Prior to any additional extensions being granted**, building permits must be applied for and obtained, prior to **2/28/2022**.

If you have any questions, please contact me by phone at (707) 994-8251x 309 or via email at [llambert@clearlakepd.org](mailto:llambert@clearlakepd.org)

Best Regards,

Lee Lambert  
Code Enforcement Supervisor

**WARNING:** Failure to correct all violations listed before the compliance date listed may result in daily administrative penalties for each violation until compliance is achieved. Violations may also result in criminal prosecution. If the nuisance is not abated, you will be subject to nuisance abatement enforcement procedures, which may include abatement action by the City. If the City abates any portion of the above-described nuisance(s), the City may charge the property owner for costs incurred by the City in its efforts to abate said nuisance. This includes all related staff time associated with the nuisance abatement action.



## **City of Clearlake**

14050 Olympic Drive, Clearlake, California 95422  
Phone: (916) 771-0635

### **Office of the City Attorney**

# **FINAL NOTICE OF VIOLATION**

March 23, 2022

#### **VIA OVERNIGHT DELIVERY**

Vasudev Cherlopalle  
Roopa Shekar  
18290 Daves Avenue  
Monte Sereno, CA 95030

#### **VIA OVERNIGHT DELIVERY**

Vasudev Cherlopalle  
Roopa Shekar  
14525 Lakeshore Drive  
Clearlake, CA 95422

**Re: 14525 Lakeshore Drive, Clearlake, CA  
APN: 040-183-220**

Attention Vasudev Cherlopalle & Roopa Shekar:

This letter shall serve as **FINAL NOTICE OF VIOLATION** regarding the ongoing and pervasive code violations at your property described in multiple notices of violation and administrative citations. In those notices and citations, you were advised of these violations repeatedly, which include the following:

- Secure all entry points to structure.
- Repair all electrical connections, exposed wiring, electrical panel(s), missing covers, etc.
- Repair/replace roof drains.
- Repair/replace damaged or deteriorated roofing. Repair all areas where water has penetrated walls causing damage.
- Make all necessary repairs and sanitize "bar" area.
- Mold/spore growth was observed in restrooms. All affected sheetrock and coverings must be removed. Mold testing is required. Upon the results of the mold testing, a remediation plan may be required.
- Add on storage room at rear of structure and adjacent to rear deck is deteriorated and footings, piers and/or support beams are failing. Make all necessary repairs or demolish add on.
- Install windows/doors at all locations where such are damaged, missing or wrong size.
- Install sheetrock or other approved ceiling material where ceiling is missing.
- Remove all commercial kitchen equipment or install operative and legal kitchen equipment and Ansul system.
- Clean and sanitize interior of structure.
- Replace all deteriorated flooring.

March 23, 2022  
Page 2

- Deck at rear of structure is deteriorated and missing guard rails/pickets. Repair existing deck.
- Swamp cooler at rear of building is deteriorated. Remove and/or replace.
- Remove all old signage at front of structure.
- Pressure wash exterior of building. As needed, weatherproof and paint exterior of building.

These violations including all violations listed in the attached Notice to Abate pose significant health and safety risks that have resulted in blight within the community, interfering with other residences' and businesses use and enjoyment of their properties.

**Your failure to abate the nuisances, unlawful property conditions has resulted in the City forwarding this matter to my office for further handling and legal action.** Please be advised, we are reviewing and considering all code enforcement remedies available under the City of Clearlake Municipal Code and the California Health & Safety Code, including but not limited to having your property declared a public nuisance, summary abatement of the conditions via warrant or emergency action, the filing of criminal charges against you for said violations, civil nuisance complaint, further administrative citations and/or any other civil/criminal remedies that may be available to the City.

**You have ten (10) days from the date of this notice to abate the conditions at your property prior to the initiation of legal action against you for failure to comply with these ordinances.**

Thank you for your attention to this matter.



Dean J. Pucci, Esq.  
Assistant City Attorney  
City of Clearlake

Enc. NOTICE TO ABATE

# NOTICE TO ABATE

[California Health & Safety Code §17980.6]

Notice to Abate Property Located at: **14525 Lakeshore Drive, Clearlake, CA**  
Assessor's Parcel Number: **040-183-220**

The conditions currently existing on this property constitute a public nuisance that pose an immediate threat to the public health, safety and general welfare to the occupants and surrounding community. Said conditions violate multiple adopted provisions of law including, but not limited to Section 10-1.6; 10-1.7; 10-1.8 of the City of Clearlake's Municipal Code; and Sections 113953.2; 114047; 114049; 114099; 114130; 114149.1; 114149.2; 114163; 114252; 114252.1; 114257; 114257.1; 114259; 114259.2; 114268; 114271; 114276; 114381; 114387; Section 17920.3 of the California Health and Safety Code. Specifically, the violations identified at property, **14525 Lakeshore Drive, Clearlake, CA**, are as follows:

## **Clearlake Municipal Codes**

### **10-1.6 Declaration of Public Nuisance Conditions.**

It is a public nuisance for any person owning, leasing, renting, occupying or having charge of any property within the City to allow or maintain any one or more of the following conditions or activities on such property:

- b. Buildings or other structures which are abandoned, partially destroyed, partially constructed or allowed to remain unreasonably in a state of partial construction;
- c. The failure to close, by means acceptable to the Code Enforcement Officer, all doorways, windows and other openings into vacant structures;
- d. Buildings, wall, fences, driveways, sidewalks, walkways, parking areas or other improvements to real property which are so defective, unsightly, deteriorated or in disrepair that the same causes depreciation of the values of surrounding property or is materially detrimental to nearby properties and improvements;
- e. Broken windows constituting hazardous conditions or inviting trespassers and malicious mischief;
- w. Any condition recognized in law or in equity as constituting a public nuisance, or any condition existing on property which constitutes visual blight.

**10-1.7     Responsibility for Proper Property Maintenance.**

- a. Every owner of real property within the City is required to maintain such property in a manner so as not to violate the provisions of this Chapter and such owner remains liable for violations thereof regardless of any contract or agreement with any third-party regarding such property.
- b. Every occupant, lessee, or holder of any interest in real property, other than as owner of that real property, is required to maintain such property in the same manner as is required of the owner by subsection 10-1.7a., and the duty imposed by subsection 10-1.7a. on the owner of that property shall in no instance relieve those persons herein referred to from that duty.  
(Ord. #159-2012)

**10-1.8     Declaration of Public Nuisance.**

Each condition described in subsection 10-1.6 is hereby declared to be a public nuisance, subject to abatement pursuant to the procedures set forth in this Chapter, including, without limitation by rehabilitation, demolition or repair. The procedures for abatement set forth in this Chapter shall not be exclusive and shall not in any manner limit or restrict the City from abating public nuisances in any other manner authorized by law. (Ord. #159-2012)



## California Health and Safety Code

### Section 17920.3

Section 17920.3 of the California Health and Safety Code declares a *public nuisance* to be a substandard building, and states, in relevant part, the following:

Any building or portion thereof including any dwelling, unit, guestroom or suite of rooms, or the premises on which the same is located, in which there exists any of the following listed conditions to an extent that endangers the life, limb, health, property, safety, or welfare of the public or the occupants thereof shall be deemed and hereby is declared to be a substandard building:

- (a) Inadequate sanitation shall include, but not be limited to, the following:
  - (14) General dilapidation or improper maintenance.
- (b) Structural hazards shall include, but not be limited to, the following:
  - (2) Defective or deteriorated flooring or floor supports.
- (d) All wiring, except that which conformed with all applicable laws in effect at the time of installation if it is currently in good and safe condition and working properly.
- (g) Faulty weather protection, which shall include, but not be limited to, the following:

- (1) Deteriorated, crumbling, or loose plaster.
  - (2) Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors.
  - (3) Defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering.
  - (4) Broken, rotted, split, or buckled exterior wall coverings or roof coverings.
- (k) Any building or portion thereof that is determined to be an unsafe building due to inadequate maintenance, in accordance with the latest edition of the Uniform Building Code.

“Substandard building” includes a building not in compliance with Section 13143.2.

However, a condition that would require displacement of sound walls or ceilings to meet height, length, or width requirements for ceilings, rooms, and dwelling units shall not by itself be considered sufficient existence of dangerous conditions making a building a substandard building, unless the building was constructed, altered, or converted in violation of those requirements in effect at the time of construction, alteration, or conversion.

Pursuant to Section 17980(a) *et. seq.* of the Health and Safety Code, the conditions on your property constitute a nuisance and substandard building. It has been determined that the circumstances present at the property constitute an immediate threat to health and safety. As such, pursuant to Health & Safety Code Section 17980.6, you are hereby ordered to abate all violations cited herein within **TEN (10) DAYS** (from the date of this posting). Landlords are prohibited from retaliating against tenants who seek to enforce this Health & Safety Code and/or any other code violations cited within this notice pursuant to Section 1942.5 of the Civil Code.

Failure to rectify these conditions on your property by 5:00 p.m. on April 3, 2022 will result in further legal proceedings up to and including an inspection and abatement warrant being executed to *prevent, restrain, correct, or abate* the violations with costs of abatement, including attorney's fees, payable by you. (Clearlake Municipal Code §§ 10-2.2(b)3 & 10-2.2(b)4 & 10-2.7 & 10-2.8).

This notice is being generated by the City of Clearlake located at 14050 Olympic Drive., Clearlake, CA 95422. If you have any questions, please contact Code Enforcement Supervisor, Lee Lambert at 707-994-8251.

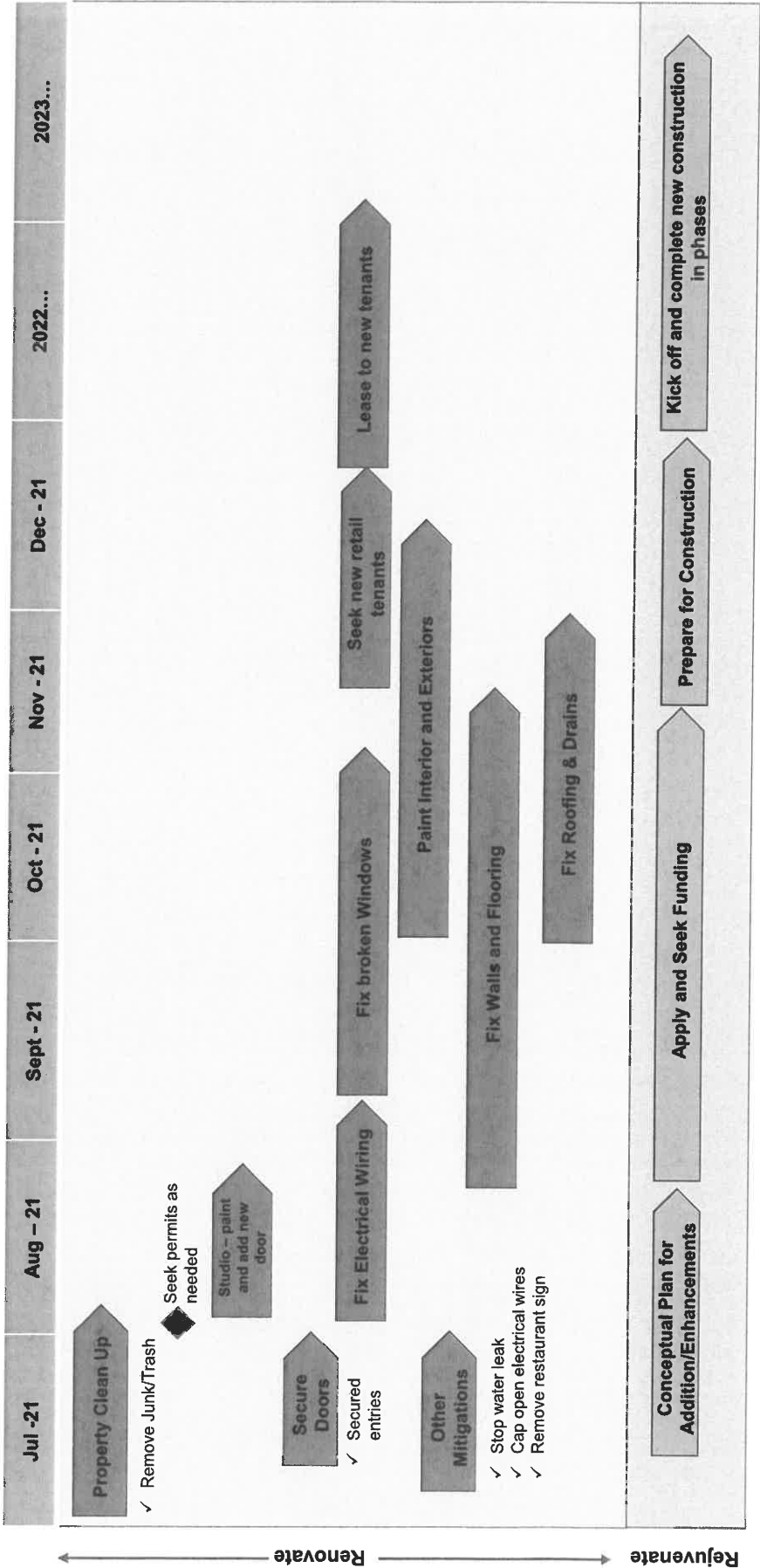
This is a highly detailed and abstract black-and-white illustration centered around the theme of business and innovation. The most prominent feature is a large, hand-drawn lightbulb in the middle-left area, its interior filled with chaotic scribbles representing thoughts or ideas. Radiating from this central point are numerous interconnected elements:

- Flowcharts and Diagrams:** Several hierarchical and circular diagrams are scattered throughout. One in the upper right shows a tree-like structure starting from 'IDEA'. Another in the lower left depicts a cycle involving 'CONCEPT', 'TEAM', 'POWER', and 'SUCCESS'. A third diagram on the right side links 'IDEA', 'PLAN', 'TEAM', 'WORK', and 'WEB'.
- Icons and Symbols:** The illustration is peppered with small, recognizable symbols such as pie charts, bar graphs, gears, arrows, lightbulbs, and people icons, all contributing to a sense of dynamic activity.
- Text Elements:** Words related to business are integrated into the design. 'IDEA' appears twice in boxes. 'BUSINESS' is written vertically on the right. 'Idea' and 'Team' appear in a stylized font at the bottom right. Other words like 'PLAN', 'TEAM', 'WORK', 'POWER', 'SUCCESS', 'CONCEPT', and 'WEB' are placed near their respective diagrams.
- Background Patterns:** In the top left corner, there's a series of concentric dotted circles. The overall background has a textured, sketchy quality.

The composition suggests a process of brainstorming, planning, and execution, visualized through a mix of formal diagrams and informal doodles.

**July 27<sup>th</sup>, 2021**

# 14525 Plan



**Date** : January 3, 2022

**From** : Roopa Shekar  
18290 Daves Avenue  
Monte Sereno, CA – 95030

**To** : Code Enforcement Bureau  
14050 Olympic Drive  
Clearlake, CA – 95422

Hello Code Officers –

Below is the timeline to make corrections to the boarding of the windows situation:

- Complete as-is build plan – 02/28/2022
- Design the façade and the restoration – 03/31/2022
- Plan for the restoration – 04/30/2022
- Make required changes to the structure – 05/30/2022
- Restore Façade – 06/30/2022
- Change the Roof – 07/15/2022
- Restore interiors – 08/30/2022

Please kindly let me know if you have any questions. More detailed plan will be shared by our Architect/ designer and GC soon.

Thank You  
Roopa Shekar  
650 224 3738 (Cell)

**CITY OF CLEARLAKE**  
**NOTICE INVITING BIDS AND CONTRACT**

Section H, Item 16.

**NOTICE INVITING BIDS**

**Date Issued: May 06, 2021**

Bids covering the work described in this Notice Inviting Bids, Insurance Requirements, Special Provisions, and Plans entitled:

**Demolition of Buildings at the following locations:** 14525 Lakeshore Drive in the City of Clearlake.

will be accepted at the City of Clearlake City Hall, 14050 Olympic Drive, Clearlake, CA 95422, until 3:00PM local time on **05/27/21**. Information may be obtained by calling (707) 994-8251 ext 309. Sealed bid shall be addressed to the above address and marked to show bidders name, address, and title of project and date of opening.

Engineer's Estimate: N/A Minimum License Requirement: See "Special Provisions" section

**BID OR PROPOSAL** (this section to be completed by bidder) **Date submitted:** May 27 2021

The undersigned agrees, if this bid is accepted within 30 days after the date of opening, to complete the work specified in strict accordance with the above identified documents and the general provisions on the reverse side within (30) calendar days after the date of the Notice to Proceed, for the following amount:

Bid \$ 53,439.<sup>00</sup>

Amount in words: Fifty-Three Thousand, four Hundred thirty-nine dollars and no cents.

This includes all applicable taxes. The undersigned further agrees, for any contract award resulting from this bid, to furnish evidence of insurance acceptable to the City.

Bidder's comments and exceptions: Excludes asbestos removal and disposal fees of asbestos and other hazardous materials. Chernoh will self transport debris to landfill.

Name and address of bidder:

Chernoh Excavating Inc  
PO Box 426  
Lower Lake CA 95457

Phone No.: 707 995-1359

  
Signature of person authorized to sign

Josh Chernoh President  
Signer's name and title (type or print)

769342 A, C21

License No.

56-2632839

Federal ID Number or Social Security Number

**NOTICE OF AWARD** (This section for City use only)

**Date of Award:** \_\_\_\_\_

The above bid is accepted and the Contract is awarded to you.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTICE TO PROCEED** (This section for City use only)

**Date of Notice:** \_\_\_\_\_

You are directed to proceed with the work upon receipt of this Award/Notice to Proceed.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTICE OF COMPLETION**

**Date of completion:** \_\_\_\_\_

I hereby certify that the above contract has been completed and accepted by the City.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CONTRACT**



# CITY OF CLEARLAKE

City Council

| STAFF REPORT  |                                       |
|---|---------------------------------------|
| <b>SUBJECT:</b> Consideration of the Public Works Construction Project Manager Job Description, Authorization of Amendments to the Management Benefit Plan, and Adoption of an Amended 2021/22 Salary Schedule; Resolution Nos. 2022-15 and 2022-16 | <b>MEETING DATE:</b><br>April 7, 2022 |
| <b>SUBMITTED BY:</b> Melissa Swanson, Administrative Services Director/City Clerk   |                                       |
| <b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item   |                                       |

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

The City Council is being asked to authorize the creation of a Public Works Construction Project Manager position within the Public Works Department, authorize amendments to the Management unit and adopt an amended 2021/2022 Salary Schedule.

**BACKGROUND/DISCUSSION:**

**Public Works Construction Project Manager Position**

The increase in Public Works projects since the passing of Measure V in 2016 has exponentially impacted the technical and professional staffing needs of the department. It has become evident that a dedicated project manager is needed to ensure the success of roads and construction projects.

The creation of a Public Works Construction Manager would provide oversight for the multitude of both current and planned projects. It is staff’s recommendation that this position be added to the Management Benefit Plan due to the level of expertise and oversight necessary.

The recommended salary range for this technical and supervisory position is Range 60: \$6533.87 - \$8148.45 monthly/\$80,444.98 - \$97,781.38 annually.

**Management Benefit Plan Amendments**

Further, it is staff’s recommendation to authorize the modification of the current Management Benefit Plan to include updated language in Section 6-2.2 Longevity Pay to be consistent with the majority of employee bargaining unit longevity benefits. Longevity would increase to the rate below (shown in the redlined Plan as attached):

|   |      |
|---|------|
| 5 | 1.0% |
| 6 | 2.0% |
| 7 | 3.0% |
| 8 | 4.0% |



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

This amendment would potentially impact the proposed Public Works Construction Project Manager position and three other current employees within the Management unit.

Finally, staff recommends modifying Section 6-2.3 Medical/Dental/Vision and Life Insurance to reflect the current City benefit for all employees of a \$50,000 life insurance policy and a \$100,000 Line of Duty benefit for all sworn employees. There is no additional cost to the City with this language change as it is simply reflecting current practice.

**OPTIONS:**

- 1. Move to adopt Resolutions No. 2022-15 and 2022-16
- 2. Other direction

**FISCAL IMPACT:**

☐ None      ☒ \$13,000 (approx.) Budgeted Item? ☐ Yes ☒ No

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

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

Comments:

**STRATEGIC PLAN IMPACT:**

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

**SUGGESTED MOTIONS:**

Move to adopt Resolution Nos. 2022-15 and 2022-16.

- ☒ **Attachments:**
- 1) Resolution No. 2022-15
  - 2) Public Works Construction Project Manager Job Description
  - 3) Updated 2021/22 Salary Schedule
  - 4) Resolution No. 2022-16

5) Redlined Management Benefit Plan

**RESOLUTION NO. 2022-15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE  
APPROVING JOB DESCRIPTION AND SALARY LEVEL FOR THE PUBLIC  
WORKS CONSTRUCTION PROJECT MANAGER POSITION AND ADOPTION  
OF THE REVISED FY 2021/2022 CITY OF CLEARLAKE SALARY SCHEDULE**

WHEREAS, the City has a need for a Public Works Construction Project Manager position; and

WHEREAS, the Council has considered a job description and the salary range for Public Works Construction Project Manager at a duly noticed public meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake that the job description in Exhibit A for the Public Works Construction Project Manager is hereby adopted and the FY 21/22 salary schedule as amended in Exhibit B attached hereto is hereby approved and the annual salary range is hereby set at Range 60 for the Public Works Construction Project Manager position.

PASSED AND ADOPTED on April 7, 2022 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

## **CITY OF CLEARLAKE**

### **PUBLIC WORKS CONSTRUCTION PROJECT MANAGER**

#### **DEFINITION**

Under general direction, provides oversight and management of Public Works construction projects; oversees project and materials inspection and testing for City construction projects and private construction which comes under the jurisdiction of the City; ensures maintenance of established quality control standards for construction projects; assists with the design and review of Capital Improvement Projects; and performs related duties as assigned.

#### **SUPERVISION EXERCISED**

Receives general direction from assigned supervisory staff. Exercises direct or general supervision over assigned staff.

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

Serves as project manager for a variety of construction projects, including maintenance of proper project documentation.

Meets with contractors to discuss project and contract requirements.

Directs and participates in field inspections of work in progress.

May correct or modify project designs to promote successful completion of quality construction.

Approves progress payments.

Reviews, signs, and approves change orders.

Directs the proper sampling and testing of construction materials.

Provides supervision, training, coordination, scheduling, and work evaluations for assigned staff.

Develops and maintains data on construction projects.

Prepares and presents a variety of reports on construction related issues.

Serves as a liaison with other departments and agencies concerning construction requirements and issues.

Provides consultation to City management, elected officials, and the public on federal, state, and local rules, regulations, and requirements related to construction.

Provides input on the development of the unit budget.

Works with other agencies and City departments concerning construction project design and plan reviews.

Represents the Public Works Department in a variety of forums, as delegated.

### **OTHER JOB RELATED DUTIES**

Responsible for the coordination and oversight of Public Works construction projects.

Responsibilities also include ensuring proper inspection of construction projects, including private projects which come under the jurisdiction of the City.

Performs related duties as assigned.

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

#### **Knowledge of:**

Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

Principles and practices of leadership.

Principles, practices, and methods of design and construction, especially as applied to Public Works construction projects and projects which come under the jurisdiction of the City.

Laws, rules, regulations, and ordinances impacting construction in the City of Clearlake.

Construction methods, materials, and equipment.

Construction project management.

Basic knowledge of engineering principles.

Contract administration.

Proper inspection methods and procedures.

Research and statistical methods.

Computer equipment and software applicable to construction project administration.

Proper English spelling, grammar, and punctuation.

Customer service principles and techniques.

Written and oral communications skills.

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.

**Skills to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned area(s) of responsibility.

Coordinate and oversee public works construction projects.

Ensure proper inspection and completion of private construction projects which come under the jurisdiction of the City.

Provide input for plans, designs, and specifications for public works construction projects.

Administer contracts.

Prepare comprehensive reports.

Analyze and evaluate construction project data and information, developing sound recommendations.

Develop accurate records, sketches, and notes.

Oversee and perform construction inspections, ensuring compliance with contracts, plans, and specifications, and proper use of quality materials.

Make accurate engineering calculations.

Effectively represent the Public Works Department with the public and other government agencies.

Communicate clearly and concisely, both orally and in writing.

Regularly work well under pressure, meeting critical deadlines.

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:*

**Experience:**

Five (5) years of full-time increasingly responsible experience in the development and oversight of construction projects, including experience in project administration.

**Training:**

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in engineering is desirable.

**License or Certificate:**

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

**Special Requirements:**

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

Ability to sit, stand, walk, kneel, crouch, squat, stoop, and lift 25 lbs.; exposure to noise, outdoors, confining work space, and dust. May require local and statewide travel as necessary.

City of Clearlake  
FY 2021-2022 Salary Schedule  
Updated/Eff. 7-1-21

Section H, Item 17.

| Position                              | UNIT | RANGE    | FY 20-21  | MONTHLY (Payroll Base) |          |          |           |           | ANNUAL     |            |            |            |            | HOURLY (Payroll Input) |         |         |         |         |
|---------------------------------------|------|----------|-----------|------------------------|----------|----------|-----------|-----------|------------|------------|------------|------------|------------|------------------------|---------|---------|---------|---------|
|                                       |      |          |           | A Step                 | B Step   | C Step   | D Step    | E Step    | A Step     | B Step     | C Step     | D Step     | E Step     | A Step                 | B Step  | C Step  | D Step  | E Step  |
| Maintenance Worker I                  | CMEA | 11       | 2,137.62  | 2,223.12               | 2,334.28 | 2,451.00 | 2,573.54  | 2,702.22  | 26,677.50  | 28,011.37  | 29,411.94  | 30,882.54  | 32,426.67  | 12.8257                | 13.4670 | 14.1404 | 14.8474 | 15.5897 |
| Office Worker                         | CMEA | 11       | 2,137.62  | 2,223.12               | 2,334.28 | 2,451.00 | 2,573.54  | 2,702.22  | 26,677.50  | 28,011.37  | 29,411.94  | 30,882.54  | 32,426.67  | 12.8257                | 13.4670 | 14.1404 | 14.8474 | 15.5897 |
| Office Assistant I                    | CMEA | 13       | 2,244.50  | 2,334.28               | 2,450.99 | 2,573.54 | 2,702.22  | 2,837.33  | 28,011.36  | 29,411.93  | 30,882.52  | 32,426.65  | 34,047.98  | 13.4670                | 14.1404 | 14.8474 | 15.5897 | 16.3692 |
| Kennel Technician                     | CMEA | 15       | 2,356.73  | 2,451.00               | 2,573.55 | 2,702.23 | 2,837.34  | 2,979.20  | 29,411.99  | 30,882.59  | 32,426.72  | 34,048.06  | 35,750.46  | 14.1404                | 14.8474 | 15.5898 | 16.3693 | 17.1877 |
| Office Assistant II                   | CMEA | 18       | 2,536.43  | 2,637.89               | 2,769.78 | 2,908.27 | 3,053.68  | 3,206.37  | 31,654.65  | 33,237.38  | 34,899.25  | 36,644.21  | 38,476.42  | 15.2186                | 15.9795 | 16.7785 | 17.6174 | 18.4983 |
| Maintenance Worker II                 | CMEA | 21       | 2,728.21  | 2,837.34               | 2,979.21 | 3,128.17 | 3,284.57  | 3,448.80  | 34,048.06  | 35,750.46  | 37,537.99  | 39,414.89  | 41,385.63  | 16.3693                | 17.1877 | 18.0471 | 18.9495 | 19.8969 |
| Facilities Maintenance Worker II      | CMEA | 21       | 2,728.21  | 2,837.34               | 2,979.21 | 3,128.17 | 3,284.57  | 3,448.80  | 34,048.06  | 35,750.46  | 37,537.99  | 39,414.89  | 41,385.63  | 16.3693                | 17.1877 | 18.0471 | 18.9495 | 19.8969 |
| Office Assistant/Secretary            | CMEA | 24       | 2,936.23  | 3,053.68               | 3,206.36 | 3,366.68 | 3,535.02  | 3,711.77  | 36,644.15  | 38,476.36  | 40,400.18  | 42,420.18  | 44,541.19  | 17.6174                | 18.4982 | 19.4232 | 20.3943 | 21.4140 |
| Account Clerk                         | CMEA | 26       | 3,083.04  | 3,206.36               | 3,366.68 | 3,535.01 | 3,711.76  | 3,897.35  | 38,476.34  | 40,400.16  | 42,420.16  | 44,541.17  | 46,768.23  | 18.4982                | 19.4232 | 20.3943 | 21.4140 | 22.4847 |
| Code Enforcement Technician           | CMEA | 26       | 3,083.04  | 3,206.36               | 3,366.68 | 3,535.01 | 3,711.76  | 3,897.35  | 38,476.34  | 40,400.16  | 42,420.16  | 44,541.17  | 46,768.23  | 18.4982                | 19.4232 | 20.3943 | 21.4140 | 22.4847 |
| Grants Technician                     | CMEA | 26       | 3,083.04  | 3,206.36               | 3,366.68 | 3,535.01 | 3,711.76  | 3,897.35  | 38,476.34  | 40,400.16  | 42,420.16  | 44,541.17  | 46,768.23  | 18.4982                | 19.4232 | 20.3943 | 21.4140 | 22.4847 |
| Planner, Technician                   | CMEA | 26       | 3,083.04  | 3,206.36               | 3,366.68 | 3,535.01 | 3,711.76  | 3,897.35  | 38,476.34  | 40,400.16  | 42,420.16  | 44,541.17  | 46,768.23  | 18.4982                | 19.4232 | 20.3943 | 21.4140 | 22.4847 |
| Secretary/Permit Technician           | CMEA | 26       | 3,083.04  | 3,206.36               | 3,366.68 | 3,535.01 | 3,711.76  | 3,897.35  | 38,476.34  | 40,400.16  | 42,420.16  | 44,541.17  | 46,768.23  | 18.4982                | 19.4232 | 20.3943 | 21.4140 | 22.4847 |
| Maintenance Worker III                | CMEA | 29       | 3,316.15  | 3,448.80               | 3,621.24 | 3,802.30 | 3,992.41  | 4,192.03  | 41,385.55  | 43,454.83  | 45,627.57  | 47,908.95  | 50,304.40  | 19.8969                | 20.8917 | 21.9363 | 23.0331 | 24.1848 |
| Support Services Technician I         | CMEA | 29       | 3,316.15  | 3,448.80               | 3,621.24 | 3,802.30 | 3,992.41  | 4,192.03  | 41,385.55  | 43,454.83  | 45,627.57  | 47,908.95  | 50,304.40  | 19.8969                | 20.8917 | 21.9363 | 23.0331 | 24.1848 |
| Building Inspector I                  | CMEA | 32       | 3,569.01  | 3,711.77               | 3,897.36 | 4,092.23 | 4,296.84  | 4,511.68  | 44,541.24  | 46,768.31  | 49,106.72  | 51,562.06  | 54,140.16  | 21.4141                | 22.4848 | 23.6090 | 24.7895 | 26.0289 |
| Maintenance Worker, Senior            | CMEA | 32       | 3,569.01  | 3,711.77               | 3,897.36 | 4,092.23 | 4,296.84  | 4,511.68  | 44,541.24  | 46,768.31  | 49,106.72  | 51,562.06  | 54,140.16  | 21.4141                | 22.4848 | 23.6090 | 24.7895 | 26.0289 |
| Facilities Coordinator/Dep City Clerk | CMEA | 34       | 3,747.46  | 3,897.36               | 4,092.23 | 4,296.84 | 4,511.68  | 4,737.26  | 46,768.30  | 49,106.72  | 51,562.05  | 54,140.15  | 56,847.16  | 22.4848                | 23.6090 | 24.7894 | 26.0289 | 27.3304 |
| Planner I, Assistant                  | CMEA | 34       | 3,747.46  | 3,897.36               | 4,092.23 | 4,296.84 | 4,511.68  | 4,737.26  | 46,768.30  | 49,106.72  | 51,562.05  | 54,140.15  | 56,847.16  | 22.4848                | 23.6090 | 24.7894 | 26.0289 | 27.3304 |
| Building Inspector II                 | CMEA | 36       | 3,934.83  | 4,092.22               | 4,296.83 | 4,511.68 | 4,737.26  | 4,974.12  | 49,106.68  | 51,562.01  | 54,140.11  | 56,847.12  | 59,689.47  | 23.6090                | 24.7894 | 26.0289 | 27.3303 | 28.6969 |
| Associate Planner                     | CMEA | 39       | 4,232.34  | 4,401.63               | 4,621.72 | 4,852.80 | 5,095.44  | 5,350.21  | 52,819.60  | 55,460.58  | 58,233.61  | 61,145.29  | 64,202.56  | 25.3940                | 26.6637 | 27.9969 | 29.3968 | 30.8666 |
| Engineering Technician                | CMEA | 45       | 4,899.47  | 5,095.45               | 5,350.22 | 5,617.73 | 5,898.62  | 6,193.55  | 61,145.39  | 64,202.65  | 67,412.79  | 70,783.43  | 74,322.60  | 29.3968                | 30.8667 | 32.4100 | 34.0305 | 35.7320 |
|                                       |      |          |           |                        |          |          |           |           |            |            |            |            |            |                        |         |         |         |         |
| Code Enforcement Officer I            | CPA  | 28       | 3,237.20  | 3,528.55               | 3,704.98 | 3,890.22 | 4,084.74  | 4,288.97  | 42,342.58  | 44,459.70  | 46,682.69  | 49,016.82  | 51,467.67  | 20.3570                | 21.3749 | 22.4436 | 23.5658 | 24.7441 |
| Animal Control Officer                | CPA  | 30       | 3,399.06  | 3,704.98               | 3,890.22 | 4,084.74 | 4,288.97  | 4,503.42  | 44,459.70  | 46,682.69  | 49,016.82  | 51,467.67  | 54,041.05  | 21.3749                | 22.4436 | 23.5658 | 24.7441 | 25.9813 |
| Support Services Tech                 | CPA  | 30       | 3,399.06  | 3,704.98               | 3,890.22 | 4,084.74 | 4,288.97  | 4,503.42  | 44,459.70  | 46,682.69  | 49,016.82  | 51,467.67  | 54,041.05  | 21.3749                | 22.4436 | 23.5658 | 24.7441 | 25.9813 |
| Community Service Officer             | CPA  | 30       | 3,399.06  | 3,704.98               | 3,890.22 | 4,084.74 | 4,288.97  | 4,503.42  | 44,459.70  | 46,682.69  | 49,016.82  | 51,467.67  | 54,041.05  | 21.3749                | 22.4436 | 23.5658 | 24.7441 | 25.9813 |
| Police Trainee (P/T)                  |      | 30       | 3,399.06  | 3,704.98               | 3,890.22 | 4,084.74 | 4,288.97  | 4,503.42  | 44,459.70  | 46,682.69  | 49,016.82  | 51,467.67  | 54,041.05  | 21.3749                | 22.4436 | 23.5658 | 24.7441 | 25.9813 |
| Police Dispatcher                     | CPA  | 31       | 3,481.96  | 3,795.34               | 3,985.10 | 4,184.36 | 4,393.58  | 4,613.26  | 45,544.04  | 47,821.24  | 50,212.30  | 52,722.92  | 55,359.06  | 21.8962                | 22.9910 | 24.1405 | 25.3476 | 26.6149 |
| Code Enforcement Officer, Senior      | CPA  | 32       | 3,569.01  | 3,890.22               | 4,084.73 | 4,288.97 | 4,503.42  | 4,728.59  | 46,682.65  | 49,016.78  | 51,467.62  | 54,041.00  | 56,743.05  | 22.4436                | 23.5658 | 24.7440 | 25.9813 | 27.2803 |
| Police Officer                        | CPA  | 42       | 4,555.06  | 4,965.02               | 5,213.27 | 5,473.93 | 5,747.63  | 6,035.01  | 59,580.18  | 62,559.19  | 65,687.15  | 68,971.51  | 72,420.09  | 28.6443                | 30.0765 | 31.5804 | 33.1594 | 34.8173 |
| Code Supervisor/Building Inspector    | CPA  | 45       | 4,899.47  | 5,340.42               | 5,607.44 | 5,887.82 | 6,182.21  | 6,491.32  | 64,085.07  | 67,289.32  | 70,653.79  | 74,186.48  | 77,895.80  | 30.8101                | 32.3506 | 33.9682 | 35.6666 | 37.4499 |
|                                       |      |          |           |                        |          |          |           |           |            |            |            |            |            |                        |         |         |         |         |
| Admin Assistant                       | MGT  | 50       | 5,119.45  | 5,252.56               | 5,515.19 | 5,790.95 | 6,080.49  | 6,384.52  | 63,030.70  | 66,182.23  | 69,491.34  | 72,965.91  | 76,614.20  | 30.3032                | 31.8184 | 33.4093 | 35.0798 | 36.8338 |
| Construction/Project Manager          | MGT  | 60       | 6,533.87  | 6,703.75               | 7,038.94 | 7,390.88 | 7,760.43  | 8,148.45  | 80,444.98  | 84,467.23  | 88,690.59  | 93,125.12  | 97,781.38  | 38.6755                | 40.6092 | 42.6397 | 44.7717 | 47.0103 |
| Public Works Superintendent           | MGT  | 60       | 6,533.87  | 6,703.75               | 7,038.94 | 7,390.88 | 7,760.43  | 8,148.45  | 80,444.98  | 84,467.23  | 88,690.59  | 93,125.12  | 97,781.38  | 38.6755                | 40.6092 | 42.6397 | 44.7717 | 47.0103 |
| Senior Planner                        | MGT  | 60       | 6,533.87  | 6,703.75               | 7,038.94 | 7,390.88 | 7,760.43  | 8,148.45  | 80,444.98  | 84,467.23  | 88,690.59  | 93,125.12  | 97,781.38  | 38.6755                | 40.6092 | 42.6397 | 44.7717 | 47.0103 |
| Admin. Services Dir./City Clerk       | MGT  | 62       | 6,860.56  | 7,038.93               | 7,390.88 | 7,760.42 | 8,148.44  | 8,555.87  | 84,467.18  | 88,690.54  | 93,125.07  | 97,781.32  | 102,670.39 | 40.6092                | 42.6397 | 44.7717 | 47.0102 | 49.3608 |
| Police Lieutenant                     | MGT  | 64       | 7,203.59  | 7,390.88               | 7,760.43 | 8,148.45 | 8,555.87  | 8,983.66  | 88,690.58  | 93,125.11  | 97,781.36  | 102,670.43 | 107,803.95 | 42.6397                | 44.7717 | 47.0103 | 49.3608 | 51.8288 |
| City Engineer                         | MGT  | 65       | 7,379.29  | 7,571.15               | 7,949.71 | 8,347.20 | 8,764.56  | 9,202.79  | 90,853.85  | 95,396.54  | 100,166.37 | 105,174.69 | 110,433.42 | 43.6797                | 45.8637 | 48.1569 | 50.5648 | 53.0930 |
| Public Works Director                 | MGT  | 66       | 7,563.77  | 7,760.43               | 8,148.45 | 8,555.87 | 8,983.66  | 9,432.85  | 93,125.11  | 97,781.36  | 102,670.43 | 107,803.95 | 113,194.15 | 44.7717                | 47.0103 | 49.3608 | 51.8288 | 54.4203 |
| Director of Finance                   | MGT  | 69       | 8,135.65  | 8,347.18               | 8,764.54 | 9,202.76 | 9,662.90  | 10,146.05 | 100,166.12 | 105,174.43 | 110,433.15 | 115,954.81 | 121,752.55 | 48.1568                | 50.5646 | 53.0929 | 55.7475 | 58.5349 |
| Police Captain                        | MGT  | 68       | 7,941.95  | 8,148.44               | 8,555.87 | 8,983.66 | 9,432.84  | 9,904.49  | 97,781.34  | 102,670.40 | 107,803.92 | 113,194.12 | 118,853.83 | 47.0103                | 49.3608 | 51.8288 | 54.4202 | 57.1413 |
| Assistant City Manager                | MGT  | 72       | 8,756.01  | 8,983.66               | 9,432.85 | 9,904.49 | 10,399.71 | 10,919.70 | 107,803.98 | 113,194.18 | 118,853.89 | 124,796.58 | 131,036.41 | 51.8288                | 54.4203 | 57.1413 | 59.9984 | 62.9983 |
| Police Chief                          | MGT  | CONTRACT | 12,647.37 |                        |          |          |           | 12,976.20 | -          | -          | -          | -          | 155,714.42 | -                      | -       | -       | -       | 74.8627 |
| City Manager                          | MGT  | CONTRACT | 13,785.63 |                        |          |          |           | 14,144.06 | -          | -          | -          | -          | 169,728.68 | -                      | -       | -       | -       | 81.6003 |
|                                       |      |          |           |                        |          |          |           |           |            |            |            |            |            |                        |         |         |         |         |
| Records & Communication Officer       | MMA  | 45       | 4,997.46  | 5,597.16               | 5,877.01 | 6,170.86 | 6,479.41  | 6,803.38  | 67,165.86  | 70,524.16  | 74,050.36  | 77,752.88  | 81,640.53  | 32.2913                | 33.9058 | 35.6011 | 37.3812 | 39.2503 |
| Public Works Supervisor               | MMA  | 47       | 5,247.33  | 5,877.01               | 6,170.86 | 6,479.40 | 6,803.37  | 7,143.54  | 70,524.12  | 74,050.32  | 77,752.84  | 81,640.48  | 85,722.50  | 33.9058                | 35.6011 | 37.3812 | 39.2502 | 41.2127 |
| Police Sergeant                       | MMA  | 52       | 5,929.81  | 6,641.39               | 6,973.46 | 7,322.13 | 7,688.24  | 8,072.65  | 79,696.65  | 83,681.48  | 87,865.55  | 92,258.83  | 96,871.77  | 38.3157                | 40.2315 | 42.2431 | 44.3552 | 46.5730 |



**RESOLUTION NO. 2022-16**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CLEARLAKE AMENDING  
THE MANAGEMENT EMPLOYEES CLASSIFICATION AND BENEFIT PLAN**

WHEREAS, the City adopted a Management Employees Classification and Benefit Plan on November 17, 1986 and such plan has been amended multiple times; and

WHEREAS, a review has been completed of the Plan and the City has found the need to add the Public Works Construction Project Manager position, adjust Section 6-2.2 Longevity Pay, and Section 6-2.3 Medical/Dental/Vision and Life Insurance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake that the Management Employees Classification and Benefit Plan is hereby amended as shown in Attachment A.

PASSED AND ADOPTED on April 7, 2022 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

CHAPTER 6

MANAGEMENT EMPLOYEES

CLASSIFICATION AND BENEFIT PLAN

SECTION 6

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CHAPTER 6  
MANAGEMENT EMPLOYEES  
CLASSIFICATION AND BENEFIT PLAN  
SECTION 6

SECTION 6.1 CLASSIFICATION PLAN

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

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

SECTION 6-2 BENEFIT PLAN

**Section 6-2.1 Salary Adjustments:**

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

**Section 6-2.2 Longevity Pay:**

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

| Completion of Years of Service | % of Salary Longevity Payment |
|--------------------------------|-------------------------------|
| 5                              | 1.0%                          |
| 6                              | <u>1.52.0%</u>                |
| 7                              | <u>2.03.0%</u>                |
| 8                              | <u>2.54.0%</u>                |

|    |         |
|----|---------|
| 9  | 3.05.0% |
| 10 | 3.56.0% |
| 11 | 4.07.0% |
| 12 | 4.58.0% |
| 13 | 5.09.0% |
| 14 | 5.510.% |
| 15 | 6.011%  |

(Res 97-04 and 2009-50)

**Section 6-2.3 Medical/Dental/Vision and Life Insurance:** The City will provide one hundred (100%) of the monthly premium for the employee and dependents including a \$~~20,000~~50,000 life insurance policy for each ~~non-safety~~ employee and \$~~20,000~~100,000 Line of Duty benefit for each safety employee ~~with an option for the employee to purchase an additional \$10,000 policy.~~ (Res 2017-45)

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

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

**Section 6-2.5 Executive Leave Account:** The City shall establish an executive leave account for management employees. Effective July 1, 2002, executive leave shall be earned and credited to the employee’s executive leave account as follows:

- a) For the period of January 1<sup>st</sup> through June 30<sup>th</sup> of each year forty (40) hours of executive leave shall be earned and shall be credited to the employee’s executive leave account on January 1<sup>st</sup>.
- b) For the period of July 1 through December 31 of each year, an additional forty (40) hours of executive leave shall be earned and shall be credited to the employee’s executive leave account on July 1<sup>st</sup>.
- c) Executive leave during the first six months of employment shall be pro-rated based upon the date of commencement of employment.

Unused executive leave may be accrued up to a maximum of twice the number of hours earned annually. (Res 86-108, Res 02-40)

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

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

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

**Section 6-2.8 Sick Leave Incentive:**

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

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

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

- (b) Employees who have:

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

At the City’s sole discretion, sick leave pay-off may be paid to the employee spread over a period of up to three (3) fiscal years. Whenever sick leave payment is not paid in full at the time of separation, sick leave payment shall not be subject to interest and payments shall be dispersed to the employee at a minimum rate of one-

third (1/3) of the total amount of sick leave pay due the employee with the first payment to be made upon separation from employment with the City and each subsequent payment to be made on the anniversary date of separation. (Res 86-108, Res 93-79, Res 02-40)

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

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

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

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

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

(Res 86-108)

**Section 6-2.11 Bereavement Leave:** An employee shall receive five (5) days bereavement leave due to death of his or her parent, step-parent, mother-in-law, father-in-law, spouse, child, step child, adopted child, grandchild, grandparent, sister, brother, sister-in-law, brother-in-law, or the death of any person residing in the immediate household of the employee at the time of death. (Res 86-108)

**Section 6-2.12 Mileage Reimbursement:**

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

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

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

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

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

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

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

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

(Res 86-108) November 17, 1986

(Res 87-04) January 5, 1987

(Res 87-75) September 8, 1987

(Res 93-79) September 14, 1993

(Res 97-04) January 9, 1997

(Res 99-34) July 22, 1999

(Res 99-60) November 18, 1999

(Res 02-40) June 27, 2002

(Res 28-2007) June 28, 2007

(Res 2009-44) September 24, 2009

(Res 2009-50) October 22, 2009

(Res 2017-45) July 13, 2017

(Res 2019-14) March 28, 2019

(Res 2020-56) November 5, 2020

(Res 2022-16) April 7, 2022

Codified and updated through ~~November 5, 2020~~April 7, 2022.







# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Consideration of Sale of Vacant Land Located at 12121 Lakeshore, Clearlake

**MEETING DATE:** Apr. 7, 2022

**SUBMITTED BY:** Alan D. Flora, City Manager

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

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

The City Council is being asked to authorize the sale of vacant land located at 12121 Lakeshore Drive, Clearlake.

#### BACKGROUND/ DISCUSSION:

The City has increased efforts to dispose of surplus property, particularly that which is suitable for development of housing. The City has listed its vacant lots for sale. While the property in question was not part of the City's listings as it is not buildable on its own, interest was received in a purchase by the adjoining property owner. We received an offer on a lot at 12121 Lakeshore Drive and recommend sale of the property for \$10,000 to the adjoining property owner. The Planning Commission will need to determine the sale for residential use is consistent with the general plan.

#### OPTIONS:

1. Authorize the City Manager to Execute a Sale Agreement for Vacant Land Located at 12121 Lakeshore Drive.
2. Provide Direction to Staff.

#### FISCAL IMPACT:

☐ None ☒ Approx. \$8,000 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: Sale proceeds would be deposited in the General Fund

#### STRATEGIC PLAN IMPACT:

☒ Goal #1: Make Clearlake a Visibly Cleaner City

☐ Goal #2: Make Clearlake a Statistically Safer City

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


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

**SUGGESTED MOTIONS:**

- ☒ **Attachments:**            1. Location Map



**Legend**

 12121 Lakeshore

