



## CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers

14050 Olympic Dr, Clearlake, CA

Thursday, October 19, 2023

Regular Meeting 6:00 PM

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

## AGENDA

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

### AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at [mswanson@clearlake.ca.us](mailto:mswanson@clearlake.ca.us) at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

### AGENDA REPORTS

Staff reports for each agenda item are available for review at [www.clearlake.ca.us](http://www.clearlake.ca.us). Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at [www.clearlake.ca.us](http://www.clearlake.ca.us).

Zoom Link:<https://clearlakeca.zoom.us/j/84898434136>

Or One tap mobile :

+16694449171,,84898434136# US

+17207072699,,84898434136# US (Denver)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 669 444 9171 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 719 359 4580 US  
+1 305 224 1968 US  
+1 309 205 3325 US  
+1 312 626 6799 US (Chicago)  
+1 360 209 5623 US  
+1 386 347 5053 US  
+1 507 473 4847 US  
+1 564 217 2000 US  
+1 646 558 8656 US (New York)  
+1 646 931 3860 US  
+1 689 278 1000 US  
+1 301 715 8592 US (Washington DC)

Webinar ID: 848 9843 4136

International numbers available: <https://clearlakeca.zoom.us/j/kefy54c1Bi>

**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 invitational speaker does not appear at the scheduled meeting, the Mayor will ask that the City Council observe a moment of silence in lieu of the invocation. More information about the City's invocation policy is available upon request by contacting the Administrative Services Director/City Clerk at (707) 994-8201x106 or via email at [mswanson@clearlake.ca.us](mailto:mswanson@clearlake.ca.us).*

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

**E. PRESENTATIONS**

1. Presentation of October's Adoptable Dogs

**F. PUBLIC COMMENT:** *This is the time for any member of the public to address the City Council on any matter not on the agenda that is within the subject matter jurisdiction of the City. **The Brown Act, with limited exceptions, does not allow the Council or staff to discuss issues brought forth under***

**Public Comment.** *The Council cannot take action on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Please note that comments from the public will also be taken on each agenda item. Comments shall be limited to three (3) minutes per person.*

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

2. Consideration to approve Resolution No 2023-42 approving a temporary road closure for the Annual Trunk or Treat.

Recommended Action: Approve the Resolution No 2023-42

3. Minutes

Recommended Action: Receive and file

4. Warrants

Recommended Action: Receive and file

5. Minutes of the September 13, 2023 Lake County Vector Control District Board Meeting

Recommended Action: Receive and file

6. Approval of a Contract for Copy Machines for the Police Department and City Administration

Recommended Action: Approve contract with Caltronics Business Systems and authorize the City Manager to sign

7. Adoption of an Updated City of Clearlake Injury and Illness Prevention Plan (IIPP)

Recommended Action: Adopt updated IIPP

## **H. BUSINESS**

8. Discussion and Consideration of Resolution 2023-43 Supporting the Dam Road Annexation by Konocti County Water District and Property Tax Exchange

Recommended Action: Adopt Resolution 2023-43

9. Discussion and Consideration of Resolution 2023-44 Declaring Various City-owned Property as Surplus

Recommended Action: Adopt Resolution 2023-44

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

## **J. FUTURE AGENDA ITEMS**

## **K. ADJOURNMENT**

POSTED: October 13, 2023

BY:

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

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Melissa Swanson, Administrative Services Director/City Clerk



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Consideration of Resolution No 2023-42, A Resolution of the City of Clearlake, approving a temporary street closure for the Annual Trunk of Treat on October 28, 2022.

**MEETING DATE:**  
October 19, 2023

**SUBMITTED BY:** Tina Viramontes –Recreation and Events Coordinator

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

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

The City Council is being asked to approve the temporary street closure for the Annual Trunk or Treat.

#### BACKGROUND/DISCUSSION:

The City of Clearlake Recreation and Events Department has requested a temporary road closure for the Annual Trunk or Treat on October 28, 2023. This is an annual event in which residents decorate the trunks of their vehicles and hand out candy to the children of our community. Last year over 1000 children and teenagers attended. The Recreation and Events Department is requesting the street closure as follows:

A) Golf Avenue between Lakeshore Drive and Ballpark Avenue between the hours of 1:00pm and 8:00pm.

#### OPTIONS:

1. Move to approve the acceptance of Resolution No. 2023- 42 and approve the temporary street closure.
2. Other direction

#### FISCAL IMPACT:

☒ None ☐ Budgeted Item? ☐ Yes ☒ No

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

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

Comments:

#### STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake

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

**SUGGESTED MOTIONS:**

Move to approve Resolution 2023-and approve the temporary road closure for the Trunk or Treat Event.

- ☒ **Attachments:**
- 1) Resolution No. 2023-42
  - 2) Event Map

**RESOLUTION NO. 2023-42**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE**  
**AUTHORIZING TEMPORARY CLOSURE OF A PORTION OF GOLF AVENUE FOR**  
**THE PURPOSE OF CONDUCTING THE ANNUAL TRUNK OR TREAT**

**WHEREAS**, the City of Clearlake has requested permission from the City Council to temporarily close a portion of Golf Avenue in the City of Clearlake on October 28, 2023, for the purpose of conducting Annual Trunk or Treat.

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

**NOW, THEREFORE**, the City Council of the City of Clearlake hereby authorizes the temporary street closure of a portion of Golf Avenue as follows:

Golf Avenue between Lakeshore Drive and Ballpark Avenue between the hours of  
1:00pm-9:00pm

PASSED AND ADOPTED on October 19, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

ATTEST:

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



# Trunk or Treat 2023







## **CITY COUNCIL REGULAR MEETING**

**Clearlake City Hall Council Chambers**

**14050 Olympic Dr, Clearlake, CA**

**Thursday, September 07, 2023**

**Regular Meeting 6:00 PM**

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### **MINUTES**

**Zoom Link:** <https://clearlakeca.zoom.us/j/82621971410>

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

PRESENT

Mayor Russ Perdock  
Vice Mayor David Claffey  
Council Member Russ Cremer  
Council Member Joyce Overton  
Council Member Dirk Slooten

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

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

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

City Manager Flora asked that the Public Hearing Item be moved to Business.

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

#### **E. PRESENTATIONS**

1. Presentation of a Proclamation Declaring September 22, 2023 as Native American Day
2. Presentation of a Proclamation Declaring September 2023 as Senior Center Month

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

Margaret Garcia spoke regarding the road striping is great. She stated that additional roads need striped.

Marietta O'Conner spoke regarding potholes on her street and asked how to get those repaired.

Ellen Gonzales asked where to donate clothes. She was directed to local organizations in the area.

## **G. CONSENT AGENDA**

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

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

3. Approval of Subrecipient Agreement with Citizens Caring 4 Clearlake for Clean CA Grant  
Recommended Action: Approve agreement and authorize City Manager to sign
4. Warrants  
Recommended Action: Receive and file
5. Minutes  
Recommended Action: Receive and file

## **H. PUBLIC HEARING**

## **I. BUSINESS**

6. Public Hearing to Adopt Resolution 2023-39 Renewing Ordinance 261-2022 and Approval of the Clearlake Police Department Military Equipment Report  
Recommended Action: Hold Public Hearing, hear public comment, and adopt resolution

This item was moved from Public Hearing to Business. Chief Hobbs gave the staff report.

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

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

7. Award of Contract for the 2023 Double Chip Seal Project  
Recommended Action: Approve the contract with Pavement Coatings in the amount of \$626,425.00 and authorize the City Manager to sign

Public Works Director Leyba gave the staff report.

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

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

8. Discussion and Consideration of Police Chief's Response to 2022-23 Grand Jury Report on Human Trafficking & School Shootings

Chief Hobbs gave the staff report.

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

**J. CITY MANAGER AND COUNCILMEMBER REPORTS**

**K. FUTURE AGENDA ITEMS**

**L. CLOSED SESSION**

(9) Conference with Legal Counsel - Existing Litigation: Pursuant to Government Code 54956.9 - Mosqueda, Miguel v. City of Clearlake, p.s.i., administered by LWP Claims Solutions, Inc. WCAB No: ADJ9170309

(10) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code § 54956.9(d)(4): (2 cases)

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

City Attorney Jones announced there was no action taken in closed session.

**N. ADJOURNMENT**

The meeting was adjourned at 7:57pm.

BY:



Melissa Swanson, Administrative Services Director/City Clerk



Clearlake, CA

Section G, Item 4.

Check Register

Packet: APPKT02427 - 10/4/23 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-Accounts Payable</b>						
000591	ACTION SANITARY	10/04/2023	Regular	0.00	143.55	15563
VEN01168	ADAM J GIORDANO	10/04/2023	Regular	0.00	400.00	15564
001507	ALVARO VALENCIA	10/04/2023	Regular	0.00	100.00	15565
000085	ARAMARK UNIFORM SERVICES	10/04/2023	Regular	0.00	49.31	15566
001397	AT&T CALNET 3	10/04/2023	Regular	0.00	24.67	15567
001397	AT&T CALNET 3	10/04/2023	Regular	0.00	56.95	15568
001397	AT&T CALNET 3	10/04/2023	Regular	0.00	203.18	15569
001397	AT&T CALNET 3	10/04/2023	Regular	0.00	25.19	15570
001397	AT&T CALNET 3	10/04/2023	Regular	0.00	609.37	15571
001397	AT&T CALNET 3	10/04/2023	Regular	0.00	448.28	15572
001397	AT&T CALNET 3	10/04/2023	Regular	0.00	47.80	15573
002162	CALIFORNIA ENGINEERING	10/04/2023	Regular	0.00	33,706.98	15574
2404	CALTRONICS	10/04/2023	Regular	0.00	109.59	15575
VEN01393	CHRISTOPHER WILLIAM INGLIS	10/04/2023	Regular	0.00	75.00	15576
VEN01440	CITIZENS CARING FOR CLEARLAKE	10/04/2023	Regular	0.00	14,690.00	15577
000024	CLEARLAKE POLICE ASSOCIATION	10/04/2023	Regular	0.00	1,752.00	15578
000098	COUNTY OF LAKE TAX COLLECTOR	10/04/2023	Regular	0.00	882.74	15579
001744	DC ELECTRIC	10/04/2023	Regular	0.00	645.86	15580
000774	DEEP VALLEY SECURITY	10/04/2023	Regular	0.00	82.90	15581
002285	DELL FINANCIAL SERVICES LLC	10/04/2023	Regular	0.00	1,031.00	15582
001835	DIRK SLOOTEN	10/04/2023	Regular	0.00	950.15	15583
VEN01241	E4 UTILITY DESIGN	10/04/2023	Regular	0.00	1,350.00	15584
000851	ENTERPRISE TOWING	10/04/2023	Regular	0.00	65.00	15585
001199	EUREKA OXYGEN CO	10/04/2023	Regular	0.00	85.98	15586
VEN01108	FAWN CHRISTINE WILLIAMS	10/04/2023	Regular	0.00	75.00	15587
000120	FED EX	10/04/2023	Regular	0.00	30.64	15588
001732	GARY PRICE CONSULTING SERVICES	10/04/2023	Regular	0.00	4,675.00	15589
VEN01441	GOT POWER, INC.-CD & POWER	10/04/2023	Regular	0.00	1,250.48	15590
001402	GREEN VALLEY CONSULTING	10/04/2023	Regular	0.00	26,247.20	15591
000121	HIGHLANDS WATER COMPANY	10/04/2023	Regular	0.00	48.52	15592
000121	HIGHLANDS WATER COMPANY	10/04/2023	Regular	0.00	147.36	15593
000121	HIGHLANDS WATER COMPANY	10/04/2023	Regular	0.00	53.26	15594
000121	HIGHLANDS WATER COMPANY	10/04/2023	Regular	0.00	282.91	15595
000121	HIGHLANDS WATER COMPANY	10/04/2023	Regular	0.00	13.98	15596
000121	HIGHLANDS WATER COMPANY	10/04/2023	Regular	0.00	507.82	15597
000121	HIGHLANDS WATER COMPANY	10/04/2023	Regular	0.00	89.14	15598
001554	HINDERLITER DELLAMAS & ASSOC.	10/04/2023	Regular	0.00	1,625.55	15599
001949	ICE WATER DISTRIBUTORS INC	10/04/2023	Regular	0.00	73.00	15600
VEN01293	INFINITY TECHNOLOGIES	10/04/2023	Regular	0.00	412.50	15601
VEN01418	JACK SMALLEY	10/04/2023	Regular	0.00	75.00	15602
000062	JAMES DAY CONSTRUCTION	10/04/2023	Regular	0.00	2,225.00	15603
001784	LAKE COUNTY DEMOCRATS	10/04/2023	Regular	0.00	27.00	15604
000108	LAKE COUNTY RECORD BEE	10/04/2023	Regular	0.00	902.80	15605
VEN01123	LOOMIS	10/04/2023	Regular	0.00	1,412.09	15606
001434	LYN DISTRIBUTING	10/04/2023	Regular	0.00	1,072.60	15607
002176	MANAGEMENT CONNECTIONS	10/04/2023	Regular	0.00	793.91	15608
002281	MENDO LAKE INTERIORS	10/04/2023	Regular	0.00	560.92	15609
001489	NAPA AUTO PARTS	10/04/2023	Regular	0.00	38.32	15610
000026	NATIONWIDE RETIREMENT Solutio	10/04/2023	Regular	0.00	1,197.03	15611
VEN01191	NORTH BAY ANIMAL SERVICES	10/04/2023	Regular	0.00	31,250.00	15612
001392	OFFICE DEPOT	10/04/2023	Regular	0.00	1,221.50	15613
000027	OPERATING ENGINEERS PUBLIC EMF	10/04/2023	Regular	0.00	74,929.00	15614
001483	PETERSON CAT	10/04/2023	Regular	0.00	1,269.01	15615
001843	PG&E CFM	10/04/2023	Regular	0.00	23.82	15616

## Check Register

Packet: APPKT02427-10

Section G, Item 4.

A

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01323	POWERDMS, INC	10/04/2023	Regular	0.00	2,500.00	15617
001536	PRECISION WIRELESS SERVICES	10/04/2023	Regular	0.00	175.00	15618
001538	REGIONAL GOVERNMENT SERVICES	10/04/2023	Regular	0.00	516.78	15619
002215	ROBERT COKER	10/04/2023	Regular	0.00	150.00	15620
VEN01439	SCHOOL OUTFITTERS LLC	10/04/2023	Regular	0.00	517.10	15621
000506	SIGNS OF RANDY HARE	10/04/2023	Regular	0.00	511.12	15622
VEN01226	SPEAKWRITE LLC	10/04/2023	Regular	0.00	273.45	15623
VEN01222	TERRY LEE STEWART	10/04/2023	Regular	0.00	75.00	15624
002375	THOMAS DEWALT	10/04/2023	Regular	0.00	1,580.00	15625
000708	VALIC LOCKBOX	10/04/2023	Regular	0.00	470.00	15626

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	64	0.00	216,834.31
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
	87	64	0.00	216,834.31

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2023	216,834.31
			<u>216,834.31</u>





Clearlake, CA

Check Register

Packet: APPKT02429 - 10/2/23 AP SPECIAL CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
001784	LAKE COUNTY DEMOCRATS	10/02/2023	Regular	0.00	900.00	15562

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	900.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	900.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2023	900.00
			900.00



Clearlake, CA

Section G, Item 4.

Check Register

Packet: APPKT02424 - 9/27/23 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-Accounts Payable</b>						
VEN01085	ACC BUSINESS	09/27/2023	Regular	0.00	608.66	15535
VEN01085	ACC BUSINESS	09/27/2023	Regular	0.00	608.66	15536
000703	ACME RIGGING & SUPPLY	09/27/2023	Regular	0.00	50.10	15537
000591	ACTION SANITARY	09/27/2023	Regular	0.00	195.75	15538
VEN01433	ADAMS COMMERCIAL GENERAL COI	09/27/2023	Regular	0.00	180,104.17	15539
000085	ARAMARK UNIFORM SERVICES	09/27/2023	Regular	0.00	49.31	15540
003667	CASE EXCAVATING INC	09/27/2023	Regular	0.00	83,675.00	15541
000561	COMM DEVELOP DEPT OF HOUSING	09/27/2023	Regular	0.00	7,645.00	15542
001744	DC ELECTRIC	09/27/2023	Regular	0.00	44,379.25	15543
002392	DE LAGE LANDEN PUBLIC FINANCE	09/27/2023	Regular	0.00	829.68	15544
VEN01241	E4 UTILITY DESIGN	09/27/2023	Regular	0.00	2,350.00	15545
000073	EASTLAKE SANITARY LANDFILL	09/27/2023	Regular	0.00	163.58	15546
000495	FRANK HAAS	09/27/2023	Regular	0.00	50.00	15547
VEN01394	HUNTERS SERVICES INC	09/27/2023	Regular	0.00	285.00	15548
VEN01392	LANGUAGE LINE SERVICES, INC - DBA	09/27/2023	Regular	0.00	9.40	15549
001489	NAPA AUTO PARTS	09/27/2023	Regular	0.00	384.28	15550
001392	OFFICE DEPOT	09/27/2023	Regular	0.00	281.72	15551
001843	PG&E CFM	09/27/2023	Regular	0.00	477.26	15552
001298	QUACKENBUSH MRRCF	09/27/2023	Regular	0.00	601.30	15553
VEN01371	R.E.Y. ENGINEERS, INC.	09/27/2023	Regular	0.00	17,167.25	15554
002031	REDWOOD COAST PETROLEUM & N	09/27/2023	Regular	0.00	799.16	15555
VEN01255	REDWOOD EMPIRE MUNICIPAL INSL	09/27/2023	Regular	0.00	195.96	15556
VEN01442	RESTAURANT STORE LLC	09/27/2023	Regular	0.00	11,641.68	15557
VEN01421	STATE FARM MUTUAL AUTOMOBILE	09/27/2023	Regular	0.00	12,559.03	15558
VEN01369	STEPHEN J FOGEL - SJF ELECTRIC	09/27/2023	Regular	0.00	937.63	15559
002000	SUB TERRA CONSULTING	09/27/2023	Regular	0.00	8,404.80	15560
002264	WEX BANK	09/27/2023	Regular	0.00	13,809.47	15561

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	47	27	0.00	388,263.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>47</b>	<b>27</b>	<b>0.00</b>	<b>388,263.10</b>

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2023	388,263.10
			<u>388,263.10</u>



Clearlake, CA

Section G, Item 4.

Check Register

Packet: APPKT02471 - 10/12/23 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-Accounts Payable</b>						
000591	ACTION SANITARY	10/12/2023	Regular	0.00	409.88	15628
000591	ACTION SANITARY	10/12/2023	Regular	0.00	184.88	15629
VEN01433	ADAMS COMMERCIAL GENERAL CO	10/12/2023	Regular	0.00	180,104.17	15630
001423	ALLIANT INSURANCE SERVICES, IN	10/12/2023	Regular	0.00	3,622.40	15631
000085	ARAMARK UNIFORM SERVICES	10/12/2023	Regular	0.00	49.31	15632
001435	ARGONAUT CONSTRUCTORS	10/12/2023	Regular	0.00	170,946.91	15633
001397	AT&T CALNET 3	10/12/2023	Regular	0.00	49.46	15634
001665	BRUNO SABATIER	10/12/2023	Regular	0.00	200.00	15635
001864	BUSINESS DESIGN SERVICES -ROBER	10/12/2023	Regular	0.00	337.50	15636
002162	CALIFORNIA ENGINEERING	10/12/2023	Regular	0.00	2,694.00	15637
001645	CIVIC PLUS	10/12/2023	Regular	0.00	2,500.00	15638
000646	CLEAR LAKE AUTO GLASS	10/12/2023	Regular	0.00	913.35	15639
000548	COMPUTER LOGISTICS	10/12/2023	Regular	0.00	1,745.00	15640
000774	DEEP VALLEY SECURITY	10/12/2023	Regular	0.00	42.95	15641
000774	DEEP VALLEY SECURITY	10/12/2023	Regular	0.00	98.85	15642
001835	DIRK SLOOTEN	10/12/2023	Regular	0.00	200.00	15643
VEN01126	ECORP CONSULTING, INC	10/12/2023	Regular	0.00	6,193.84	15644
000004	EDWARD A ROBEY JR	10/12/2023	Regular	0.00	200.00	15645
000851	ENTERPRISE TOWING	10/12/2023	Regular	0.00	65.00	15646
VEN01200	ERIC R OGRAM	10/12/2023	Regular	0.00	541.01	15647
000096	GOLDEN STATE WATER COMPANY	10/12/2023	Regular	0.00	39.31	15648
VEN01441	GOT POWER, INC.-CD & POWER	10/12/2023	Regular	0.00	2,005.34	15649
000121	HIGHLANDS WATER COMPANY	10/12/2023	Regular	0.00	90.46	15650
000121	HIGHLANDS WATER COMPANY	10/12/2023	Regular	0.00	129.60	15651
001939	JIM SCHOLZ	10/12/2023	Regular	0.00	200.00	15652
001775	JONES & MAYER	10/12/2023	Regular	0.00	10,567.64	15653
002276	JOSE L SIMON III	10/12/2023	Regular	0.00	100.00	15654
000108	LAKE COUNTY RECORD BEE	10/12/2023	Regular	0.00	437.97	15655
002280	LAW OFFICES OF P SCOTT BROWNE	10/12/2023	Regular	0.00	4,092.86	15656
001814	LENAHAN,LEE,SLATER,AND PEARSE,	10/12/2023	Regular	0.00	2,500.00	15657
VEN01391	LES SCHWAB GROUP HOLDINGS, LLC	10/12/2023	Regular	0.00	413.23	15658
VEN01329	MCGRATH RENTCORP AND SUBSIDIA	10/12/2023	Regular	0.00	1,124.03	15659
000793	MEDIACOM	10/12/2023	Regular	0.00	650.00	15660
001489	NAPA AUTO PARTS	10/12/2023	Regular	0.00	154.81	15661
001392	OFFICE DEPOT	10/12/2023	Regular	0.00	301.74	15662
VEN01445	PDQ INTERMEDIATE INC.-PDQ.COM	10/12/2023	Regular	0.00	1,500.00	15663
001843	PG&E CFM	10/12/2023	Regular	0.00	4,436.07	15664
	**Void**	10/12/2023	Regular	0.00	0.00	15665
001843	PG&E CFM	10/12/2023	Regular	0.00	1,436.51	15666
VEN01323	POWERDMS, INC	10/12/2023	Regular	0.00	2,750.00	15667
001929	QUAN, SMITH & ASSOCIATES	10/12/2023	Regular	0.00	17,190.00	15668
VEN01371	R.E.Y. ENGINEERS, INC.	10/12/2023	Regular	0.00	9,087.00	15669
002215	ROBERT COKER	10/12/2023	Regular	0.00	75.00	15670
VEN01439	SCHOOL OUTFITTERS LLC	10/12/2023	Regular	0.00	1,352.17	15671
VEN01226	SPEAKWRITE LLC	10/12/2023	Regular	0.00	501.81	15672
002273	STACEY MATTINA	10/12/2023	Regular	0.00	200.00	15673
002277	STANLEY A ARCHACKI	10/12/2023	Regular	0.00	200.00	15674
VEN01378	STUDIO W ASSOCIATES, INC - STUDI	10/12/2023	Regular	0.00	1,450.25	15675
002228	SUMMIT BANK - LOAN OPERATIONS	10/12/2023	Regular	0.00	36,852.55	15676
001934	TINA VIRAMONTES	10/12/2023	Regular	0.00	267.58	15677
002292	TYLER TECHNOLOGIES	10/12/2023	Regular	0.00	6,539.80	15678
001540	US BANK CORPORATE PMT. SYSTEM	10/12/2023	Regular	0.00	26,714.69	15679
	**Void**	10/12/2023	Regular	0.00	0.00	15680
	**Void**	10/12/2023	Regular	0.00	0.00	15681

## Check Register

Packet: APPKT02471-10

Section G, Item 4.

A

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	**Void**	10/12/2023	Regular	0.00	0.00	15682
	**Void**	10/12/2023	Regular	0.00	0.00	15683
	**Void**	10/12/2023	Regular	0.00	0.00	15684
	**Void**	10/12/2023	Regular	0.00	0.00	15685
	**Void**	10/12/2023	Regular	0.00	0.00	15686
	**Void**	10/12/2023	Regular	0.00	0.00	15687
	**Void**	10/12/2023	Regular	0.00	0.00	15688
VEN01221	WINE COUNTRY VENTURES, INC	10/12/2023	Regular	0.00	590.00	15689

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	216	52	0.00	505,048.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>216</b>	<b>62</b>	<b>0.00</b>	<b>505,048.93</b>



Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2023	505,048.93
			<hr/> 505,048.93

## MINUTES OF PREVIOUS MEETING

**September 13, 2023**

The regular monthly meeting of the Board of Trustees of the Lake County Vector Control District was called to order at 1:32 P.M. by President Giambruno.

Board Present: Curt Giambruno, Rob Bostock, and George Spurr.

Absent: Ron Nagy (excused). One county-appointed seat is vacant.

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

Guests: None.

Citizen's Input: None.

Agenda Additions and/or Deletions: Mr. Bostock moved to add a closed session as Agenda Item 10 Pursuant to Government Code 54956.9(a), Conference with Legal Counsel Existing Litigation: Cari McCormick V. CalPERS, et al, State of California, Civil Rights Department, CRD No. 202306-20925508, The Report from Closed Session as Agenda Item 11, and Consideration of Resolution 23-04 A Resolution of the Lake County Vector Control District Board of Trustees Delegating to the District Manager Authority to Administer and Manage Claims and Actions Against the Lake County Vector Control District or its Officers or Employees and Claims and Actions of the Lake County Vector Control District as Agenda Item 12. Mr. Spurr seconded the motion. Motion carried unanimously.

**Approve Minutes of August 9, 2023 Regular Meeting with Corrections to the Check Numbers to Include Checks 21950-21964 Making the Total Expenditures for August 2023 \$101,378.08 and a Correction to Change the WNV Positive Mosquito Samples of California number from 1,225 Samples to 1,582 Samples.**

Mr. Spurr moved to approve the Board Minutes of August 9, 2023 with corrections. Mr. Bostock seconded the motion. Motion carried unanimously.

**Research Report**

Dr. Scott reported on arbovirus activity. West Nile virus (WNV) activity has been detected in twenty-two mosquito samples in Lake County. In addition, three dead birds have tested positive for WNV and there have been four human cases of WNV, including one fatal case.

For the rest of California, seventy-five human cases of WNV illness have been reported this year as well as 443 positive dead birds, 3,161 positive mosquito samples, thirteen horses, and 123 positive sentinel chickens.

One human case of St. Louis encephalitis (SLE) virus from Kern County has been reported this year. In addition, 302 SLEV positive mosquito samples have been reported from twelve counties.

For the rest of the United States, there have been 455 human cases of West Nile virus illness reported from thirty-eight states. In addition, forty-one states have reported WNV in mosquitoes, dead birds, sentinel chickens, or horses.

Eight locally-acquired cases of dengue virus (DENV) have been reported from one Texas resident and 7 Florida residents this year. Three hundred fourteen locally-acquired cases of dengue virus were also reported from Puerto Rico.

Eastern equine encephalitis virus (EEEV) infections have been reported from one Louisiana resident and two Alabama residents. All three cases were neuroinvasive and one of the Alabama cases was fatal.

Five states have detected Jamestown Canyon virus (JCV) in mosquitoes with five human cases being reported from Michigan.

Eight human cases of La Crosse encephalitis virus (LACV) have been reported from four states.

Twenty human cases of Powassan virus (POWV) have been reported from nine states. POWV is a tick-borne virus.

Three states have reported St. Louis encephalitis virus (SLEV) in mosquitoes, with one human case reported from California.

Dr. Scott reported on local malaria transmission in the United States. Nine locally-acquired cases of malaria were reported from Florida, Maryland, and Texas. The last time locally-acquired malaria cases were reported in the United States was 2003.

Dr. Scott reported on adult biting fly activity. The District set carbon dioxide baited traps in various locations around the county in August. The most abundant mosquito species was *Anopheles freeborni* followed by *Culex tarsalis*, and *Anopheles franciscanus*. Large numbers of biting black gnats were collected as well.

The New Jersey Light Traps set in Clearlake and Upper Lake were sampled in August. The most abundant mosquito species collected were *Anopheles franciscanus* and *Culex tarsalis*.

Dr. Scott reported on tick testing. Twenty *Ixodes pacificus* ticks that were removed from Lake County residents were submitted to the Sonoma County Public Health Laboratory for testing for Lyme disease. Results are pending for the two most current samples; the remaining eighteen ticks were negative.

Dr. Scott reported on the Clear Lake Gnat, Chironominae, and Tanypodinae Surveillance in Clear Lake. Lake checks were not completed in August as the parts for the Alumaweld boat still had not arrived.

### **Operation Report**

For the month of August, no rain was recorded at the District. The total rainfall for the season is 35.52 inches.

The level of Clear Lake was at 4.51 feet on the Rumsey Gauge as of August 1, and declined to 3.44 feet by August 31.

Dr. Scott and Vector Control Technician Porter Anderson conducted larval surveillance along the shoreline in Lakeport from the Boston Whaler. Low densities of *Anopheles franciscanus* and *Anopheles freeborni* were found in certain algal conditions.

The Vector Control Technicians responded to 155 service requests in August, including twenty yellowjacket requests. In addition, 40 online service requests were submitted in August.

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

The District issued a media release on August 4 announcing additional mosquito samples and the first dead bird that tested positive for West Nile virus. A second release went out on August 16; it was a joint release with the Lake County Department of Public Health regarding the four human cases of WNV, and a third release went out on August 31 reminding residents to avoid mosquito bites over the Labor Day weekend.

Dr. Scott was a guest of local Outdoors Columnist Terry Knight on the Lake County Outdoors radio hour on KPFX FM 88.1 on August 23. Dr. Scott discussed local West Nile virus activity, yellowjackets and the services offered by the District.

Dr. Scott met with the Lakeport City Manager Kevin Ingram, Director of Community Development Joey Hejnowicz, and Associate Planner Victor Fernandez on August 10. The rationale for zoning and general plan amendments and the District's plans for the Esplanade facility were discussed. The City scheduled a pre-application meeting with their department heads and other responsible agencies to discuss requirements and the process for September 7<sup>th</sup> at City Hall in Lakeport.

Dr. Scott has spent time working in the lab due to staff illness and the vacant entomologist position. Dr. Scott assisted with identifying, counting, and pooling mosquito collections.

Dr. Scott participated in the special meeting of the Employer Rish Management Authority (ERMA) Board of Directors. Dr. Scott serves as the Vector Control Joint Powers Agency (VCJPA) Alternate Representative.

Dr. Scott and Office Manager Jacinda Franusich met with the employees' Operating Engineers Local 3 Union Representative Carl Carr, Mike McCall, the OE3 Director of Benefits, and Mr. Austris Rungis (attending via Zoom) on August 23 to discuss the increases in the 2024 health and welfare insurance rates. Rates are expected to increase by approximately 12%. In addition, Mr. Carr delivered bound printed copies of the Memorandum of Understanding.

### **Approve Checks for the Month of September 2023**

Mr. Spurr moved to approve Check Nos. 21965–22042 for the month of September 2023 in the amount of \$101,845.33. Mr. Bostock seconded the motion. Motion carried unanimously.

### **Adjourn to Closed Session at 2:12 P.M.**

#### **Closed Session**

Pursuant to Government Code 54956.9(a), Conference with Legal Counsel Existing Litigation: Cari McCormick v. CalPERS, et al, State of California, Civil Rights Department, CRD No. 202306-20925508.

### **Convene to Open Session at 2:21 P.M.**

#### **Report from Closed Session**

No reportable actions were taken.

#### **Consideration of Resolution 23-04 A Resolution of the Lake County Vector Control District Board of Trustees Delegating to the District Manager Authority to Administer and Manage Claims and Actions Against the Lake County Vector Control District or its Officers or Employees and Claims and Actions of the Lake County Vector Control District**

Mr. Spurr moved to approve Resolution 23-04 A Resolution of the Lake County Vector Control District Board of Trustees Delegating to the District Manager Authority to Administer and Manage Claims and Actions Against the Lake County Vector Control District or its Officers or Employees and Claims and Actions of the Lake County Vector Control District. Mr. Bostock seconded the motion. Motion carried with a roll call vote as follows: 3 in favor (Mr. Spurr, Mr. Giamb Bruno, and Mr. Bostock), 1 absent (Mr. Nagy), and one vacant position.

#### **Other Business**

Dr. Scott mentioned that Mr. Chuck Leonard's position on the Board of Trustees is vacant, as Mr. Leonard resigned from the Board in July 2023. The Lake County Board of Supervisors is the appointing agency for the vacant position.

#### **Announcement of Next Regular Board Meeting**

The next regular meeting of the Board will be at 1:30 PM on October 11, 2023 at the Lake County Vector Control District Office, 410 Esplanade Lakeport, CA 95453.



Mr. Bostock moved to adjourn the meeting. Mr. Spurr seconded the motion. There being no other business to discuss the meeting was adjourned by President Giambruno at 2:44 PM.

Respectfully submitted,

Ronald Nagy  
Secretary



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

<b>SUBJECT:</b> Approval of a Contract for Copy Machines for the Police Department and City Administration	<b>MEETING DATE:</b> October 19, 2023
<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 approve a contract with Caltronics Business Systems and authorize the City Manager to sign.

#### BACKGROUND/DISCUSSION:

In November 2019, your Council approved a 48-month contract for copiers for the Police Department and City Administration under the State and Local Government Lease Purchase program, NASPO. As those contracts end, staff has researched and negotiated a new lease with Caltronics for copy machines.

The new proposal includes new machines to replace the copiers currently leased and an additional copier for the Youth Center and consolidated billing for all machines. Under the new proposal, the City would capture savings of just over \$1200 annually.

#### OPTIONS:

1. Move to approve a contract with Caltronics Business Systems and authorize the City Manager to sign.
2. Other direction

#### FISCAL IMPACT:

☐ None ☒ \$16,798.44 annually Budgeted Item? ☒ Yes ☐ No  
 Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$  
 Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:  
 Comments:

#### STRATEGIC PLAN IMPACT:

☐ Goal #1: Make Clearlake a Visibly Cleaner City

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

**SUGGESTED MOTIONS:**

Move to approve a contract with Caltronics Business Systems and authorize the City Manager to sign.

- ☒ **Attachments:**    1) Caltronics Business Systems proposal



## Customized Configuration for City of Clearlake

David Whitten  
29 Bellarmine Ct. Chico, CA 95928  
530-720-0863  
whittend@caltronics.net



Contract No. R210403

Device	Description	Product number	Quantity
HP Color LaserJet Managed Flow MFP E877z	<b>HP Color LaserJet Managed Flow MFP E877z(5QK08A)</b>	5QK08A	2
	HP Color LaserJet Managed MFP E877 40 to 50ppm License	8EP60AAE	2
	HP LaserJet 2000 sheet Department High Capacity Paper Tray/Stand	6GW57A	2
	HP LaserJet Stapler/Stacker Finisher	6GW55A	2
	HP LaserJet Hole Punch 2/3 Accessory	Y1G10A	2
	HP MFP 800 Analog Single Fax (until Cloud Fax enabled)	7ZA08A	2
	HP LaserJet Black Managed Toner	W9170MC	2
	HP LaserJet Cyan Managed Toner	W9171MC	2
	HP LaserJet Yellow Managed Toner	W9172MC	2
	HP LaserJet Magenta Managed Toner	W9173MC	2
	<b>HP Color LaserJet Managed E47528f (Youth Ctr Desktop MFP)</b>	3QA35A	1



### Technical Specifications

Print / Copy Speed	50 PPM
Document Feeder Capacity	300 sheets
Scanning Speed	300 ipm
Paper Capacity	3,140 sheets
Staple Finisher w/Hole Punch, Stacking, Sorting	

### Advanced Workflow Features

HP EveryPage, full size keyboard, embedded OCR, reverse and retry, auto orientation, auto-tone, auto page-crop, document editing, auto paper color removal, automatically straighten, job separation

### Current Usage Data

Police Department	8272 Average Black Pages Per Month	\$	75.44
	3316 Average Color Pages Per Month	\$	252.15
City Hall	6057 Average Black Pages Per Month	\$	55.24
	3813 Average Color Pages Per Month	\$	289.94

### Printer Usage Data

City Hall - HP E50145	477 Average Black Pages Per Month	\$	9.14
Finance - HP E50145	358 Average Black Pages Per Month	\$	6.86
City Hall - HP E60055	2642 Average Black Pages Per Month	\$	50.65

Total Current Service Costs	\$	739.42
Total Current Lease Payment	\$	762.92

<b>Total Current Program Cost</b>	<b>\$</b>	<b>1,502.34</b>
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### Contract Details

#### 48-month Government Lease Program

Includes 2 New Copiers, 1 New Color MFP, All Service per below usage.

Included Black Prints	19,000	Overage	0.009
Included Color Prints	7,500	Overage	0.06

**\$1,399.87**



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

<b>SUBJECT:</b> Adoption of an Updated City of Clearlake Injury and Illness Prevention Plan (IIPP)	<b>MEETING DATE:</b> October 19, 2023
<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 approve an updated City of Clearlake Injury and Illness Prevention Plan (IIPP).

#### BACKGROUND/DISCUSSION:

The Injury and Illness Prevention Plan (IIPP) is an OSHA required program to provide standards for sound, workable safety activities to assist entities in insuring safe working conditions for all employees. All California employers are required to have a written IIPP per Title 8 of the California Code of Regulations, Section 3203. The IIPP outlines the responsibilities and policies and procedures within the organization.

The current IIPP was adopted by the City in 2015. This updated version has been updated to reflect current regulations and City practices.

Upon adoption, each employee and volunteer will be given an updated copy.

#### OPTIONS:

1. Move to approve the updated City of Clearlake IIPP.
2. Other direction

#### FISCAL IMPACT:

☒ None ☐ Budgeted Item? ☐ Yes ☐ No

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

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

Comments:

**STRATEGIC PLAN IMPACT:**

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

**SUGGESTED MOTIONS:**

Move to approve the updated City of Clearlake IIPP.

- ☒ **Attachments:**    1) Updated City of Clearlake IIPP



# CITY OF CLEARLAKE INJURY AND ILLNESS PREVENTION PROGRAM

## ABSTRACT

This program outlines how the City of Clearlake will maintain a work environment that protects the health of its employees and prevents workplace injuries

UPDATED \_\_/\_\_/\_\_

**INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for**  
**CITY OF CLEARLAKE**

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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

Section G, Item 7.

## SAFETY POLICY STATEMENT

It is the intention of the City of Clearlake to develop, implement, and administer comprehensive risk management, safety, and risk control program. The City of Clearlake maintains that our employees and the general public are our most important assets; therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all and the protection of the environment should be of the utmost consideration. Employees at all levels of the workforce are directed to make safety and health a matter of continuing concern, equal in importance to all other operational considerations. This program is established to emphasize that effective risk management, safety, and risk control are integral to management procedures designed to maximize the City of Clearlake's capital and personnel. Although profit is not the goal of municipal operations, the same efficiency demonstrated in for-profit organizations is desired to ensure that the City of Clearlake can provide services and maximize the use of each available tax dollar.

Within the operational activities of any endeavor, there may be exposure to personal injury, personal illness, or property damage that may be unintentionally hidden. Reviews of operations should consider problems and/or errors that could occur as it relates to the environment, equipment, job procedures, and personnel. Accidents are unplanned events, and most are preventable, and proper planning can control accidents. All employees are directed to initiate such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on risk management, risk control techniques, the refinement of work procedures, and safer working conditions has been shown to reduce injuries, property damage, and work interruption significantly. Every employee is charged with the responsibility of supporting and cooperating with the risk management policies and the risk control programs. As a condition of employment, all employees are expected to adopt the concept that the safer way to perform a task is the most efficient and the only acceptable way to accomplish it. Safety adherence and performance will be an important measure of the City of Clearlake's supervisory and employee performance evaluations.

Alan Flora  
*City of Clearlake, City Manager*

Updated on \_\_/\_\_/\_\_\_\_  
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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

Section G, Item 7.

## PURPOSE

The City of Clearlake strives to maintain a work environment that protects the health of its employees and prevents workplace injuries. We have implemented this comprehensive Illness and Injury Prevention Program (IIPP) to achieve this goal. This program is designed to prevent workplace injuries, accidents, and illnesses. The IIPP is a foundational piece of the City of Clearlake's loss prevention program and complies with the California Code of Regulations, Title 8, Sections [1509](#) and [3203](#).

## RESPONSIBILITIES

The City Manager is responsible for ensuring the implementation of an effective health and safety program for their city personnel. We recognize that the responsibility for safety and health is shared, and every person is held accountable for their assigned responsibilities, actions, or inactions.

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

1. It is the responsibility of the City Manager to provide general oversight and guidance to Department/Division management in promoting accident prevention and holding management accountable for implementing the details of the IIPP.
  - a. Include safety performance as a regular part of discussions held with Department Directors/Department Heads and Division Managers/Supervisors.
  - b. Be observant during Department/Division visits for unsafe work practices and conditions that could cause injury or property damage.
  - c. Review injury data with each Department Director/Department Head and set goals for safety performance.
  - d. Attend Department/Division safety meetings, on occasion, to demonstrate management support of the safety program.
  - e. Ensure safety rules and safe work practices are being enforced in a consistent manner by Department/Division management.
  - f. Support Department/Division safety promotional campaigns and safety recognition programs.
2. Department Directors/Division Managers are responsible for:
  - a. Developing department-specific safety policies and procedures.
  - b. Providing employee IIPP orientation and job-specific safety training prior to the assignment of employees to hazardous duties.
  - c. Posting all health and safety information, such as safety posters and the log of work-related injuries and illnesses (Cal-OSHA Form 300).
  - d. Ensuring that each supervisor adheres to adopted policies and procedures and consistently enforces safety rules and regulations.
  - e. Coordinating discipline with Human Resources for failure to implement and adhere to safe work practices.
3. Supervisors are responsible for:
  - a. Enforcing safety policies and procedures.
  - b. Investigating accidents, injuries, and near misses and preparing written documentation.

Updated on \_\_/\_\_/\_\_\_\_  
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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

Section G, Item 7.

- c. Evaluating new equipment and procedures and making safety recommendations.
  - d. Inspecting work areas routinely.
  - e. Correcting or reporting unsafe conditions to their immediate supervisor.
  - f. Implement and document the training program to instruct employees in safe work practices and specific job duties.
4. Employees are responsible for:
- a. Reporting hazardous conditions and equipment to their supervisor.
  - b. Observing all City safety policies, procedures, and rules.
  - c. Using all safety clothing and personal protective equipment (PPE) as required.
  - d. Attending all general and tailgate safety meetings.
  - e. Reporting every injury, accident, and near-miss incident to their supervisor.
5. The Administrative Services Director, who is appointed by the City Manager, is responsible for the administration of the City's Safety Program, including:
- a. Coordinating the development and implementation of the IIPP with all departments and divisions.
  - b. Assisting the Department Directors/Division Managers with the implementation of the IIPP.
  - c. Maintaining records of employee accidents, injuries, medical records, and baseline biological monitoring.
  - d. Tracking hazard reports and safety concerns through resolution.
  - e. Providing technical assistance on occupational health and safety issues to Department Directors/Division Managers.
  - f. Providing statistical reports regarding work-related injuries to Department Directors/Division Managers
  - g. Collecting, printing, and posting Cal-OSHA 300 Illness and Injury Log data.
  - h. Investigating and reporting to Cal-OSHA serious injuries resulting in hospitalization or fatality and providing recommendations to prevent reoccurrence.

## COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

Our system of ensuring that all employees comply with the rules and maintain a safe work environment includes the following:

1. Informing employees of the provisions of our IIPP.
2. Evaluating the safety performance of all employees.
3. Recognizing employees who perform safe and healthful work practices.
4. Providing training to employees whose safety performance is deficient.
5. Disciplining employees for failure to comply with safe work practices.

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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

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## Employee Recognition

Management should make every effort to recognize employees for following safe work practices. This recognition may include verbal acknowledgment, recognition at meetings, awards, or other recognition deemed appropriate by management.

## Disciplinary Action

Discipline for safety violations should be administered in a manner that is consistent with the City of Clearlake's progressive disciplinary action system. Employees should be disciplined and/or coached for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury or illness. Failure to follow safety rules and procedures can result in disciplinary action up to and including termination. The Division Manager/Supervisor should consult with the Department Director/Department Head and Human Resources when disciplinary action is being considered.

## COMMUNICATION

The City of Clearlake recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New employee orientation, including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Tailgate meetings at least every ten (10) working days for those employees that have construction-related activities.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information on bulletin boards, printed material in your inbox, via email, Microsoft Teams and/or on the City of Clearlake website.

## Reporting of Safety Concerns

Department Directors/Division Managers should encourage employees to report safety concerns directly to their supervisor without fear of reprisal or punishment. Under California law, it is illegal for any employer to take action against employees who exercise their right under the law to report unsafe conditions. Department Directors/Department Heads and Division Managers/Supervisors are to encourage employees to report hazards and commend them for their safety awareness.

To encourage employee reporting of unsafe conditions, the City of Clearlake has established a system allowing employees to anonymously notify the City of Clearlake of safety concerns. This is most easily accomplished through suggestion boxes in the break room. Directors/Division Managers are encouraged to develop additional means of anonymous reporting that best meet the needs of their departments.

Safety suggestions will be processed through regular lines of authority (e.g., chain of command). Those suggestions that cannot be approved or disapproved at the department level will be referred to the Administrative Services Director.

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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

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## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be completed. These periodic inspections aim to identify potential hazards so that they can be corrected before an accident occurs. Regular self-inspections are an essential part of our IIPP. Inspections should include a physical inspection of the premises, as well as identification of unsafe work practices.

Periodic inspections are performed according to the following schedule:

1. Annual audit of all City of Clearlake facilities.
2. When we initially established our IIP Program.
3. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur within the workplace.
6. When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
7. Whenever workplace conditions warrant an inspection.

Periodic inspections can be performed by any of the following:

- Department Director/Division Manager
- Supervisor
- Risk Manager
- Safety Committee Members
- Consultants

Periodic inspections consist of identifying and evaluating workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and other effective methods to identify and evaluate workplace hazards.

Departments engaged in hazardous operations are strongly encouraged to schedule more frequent monthly, weekly, or daily inspections, depending on the operation. Inspection recommendations will be made to the Department Director/Division Manager and shared with the Administrative Services Director.

Supervisors are responsible for the safety of the physical conditions in which their subordinates work. Each supervisor will make frequent work area inspections, and recommendations for correcting unsafe conditions will be made through normal channels of authority and procedures.

## ACCIDENT/EXPOSURE INVESTIGATION

All work-related injuries, illnesses, near-misses, or property damage instances involving a City employee, equipment, or members of the public on City property must be reported immediately to a supervisor or the Administrative Services Director. In addition, all illnesses or injuries occurring in the workplace and resulting in serious injury, hospitalization, or fatality of an employee must be reported immediately to the Administrative Services Department.

### Work-Incurred Illnesses and Injuries

- Employees are responsible for:
  - Regardless of seriousness, report all work-incurred illnesses, injuries, and near misses to

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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

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- their immediate supervisor before the end of the work shift.
- Securing first aid for minor injuries immediately.
- Supervisors are responsible for:
  - Securing further medical treatment for employees, if required, from a City's Designated Medical Facility or the employee's pre-designated provider.
  - Report any work-related death, serious injury, or illness to the Administrative Services Director immediately by phone at 707-994-8201 Ext. 106.
    - A **serious injury and illness** is defined as one involving:
      - Inpatient hospitalization, regardless of the length of time, for other than medical observation or diagnostic testing
      - Amputation
      - Loss of an eye
      - Serious degree of permanent disfigurement
  - Completing Report of Industrial Injury for any employee who reports a work-related illness or injury and forward it to the Risk Management Department within 24 hours.
  - Investigate and complete the Supervisor Accident/Exposure investigation report for any work-related illnesses, injuries, and near misses.
- Administrative Services Director is responsible for:
  - Immediately reporting any work-related death, injury, or illness within eight (8) hours to Cal/OSHA by calling (916) 263-2800.
  - Working with supervisors to identify measures to prevent illnesses and injuries.
  - Collecting, printing, and posting Cal-OSHA 300 Illness and Injury Log data.

## Near Misses

A near miss is defined as unintended events which have the potential for causing personal injury, illness, property damage, or environmental impairment. Unsafe working conditions, unsafe employee work habits, improper use of equipment, or use of malfunctioning equipment have the potential to cause work-related injuries. It is every employee's responsibility to report or correct potential incidents immediately.

## Accident and Near Miss Investigation

The supervisor's investigation aims to gather information to determine the cause(s) of accidents and near misses to prevent recurrences and future incidents. Investigations are not to assign blame or single out an employee. The Administrative Services Director may investigate any accident or near miss involving City of Clearlake employees or property when additional information is deemed necessary to determine the root cause. Procedures for investigating include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured or involved employees and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the root cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.

## Reports

Accident investigation reports are confidential. The Administrative Services Director will maintain current accident statistics, which will be available to all department managers. Cal-OSHA 300 Logs are available for review in the City of Clearlake Administrative Offices (14050 Olympic Drive, Clearlake, CA 95422).

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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

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Annual summaries of the Cal-OSHA 300 Log will be posted as required by state law starting February 1 through April 30 of each year.

## HAZARD CONTROL PROCEDURES

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees required to correct the hazardous situation shall be provided with the protection needed.
3. All actions taken and the completed dates shall be documented within the City of Clearlake's corrective action log.

Identified hazardous conditions will be prioritized for correction by considering both the potential consequence (severity) and probability (frequency) of an injury or illness occurring. Corrective action for hazard elimination is the responsibility of the Department Director. The Administrative Services Director will provide or obtain expert assistance when necessary.

## TRAINING AND INSTRUCTION

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the IIPP is first established.
2. To all new employees.
3. To all employees given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices for all departments include, but are not limited to, the following:

1. Explain the IIPP and measures for reporting unsafe conditions, work practices, injuries, and when additional instruction is needed.
2. City of Clearlake's Code of Safe Practices.
3. Use of appropriate clothing, including gloves, footwear, and personal protective equipment (PPE).
4. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
5. Availability of toilet, handwashing, and drinking water facilities.
6. Provisions for medical services and first aid, including emergency procedures.

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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

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In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training. See attached training matrix for additional training details.

The objective of safety training is to develop employee appreciation for safety and accident prevention as well as the required skills and knowledge to reduce the number and severity of illnesses and injuries. All City of Clearlake employees will be provided training on safe work practices applicable to the performance of their work before assignment. For employees conducting construction-like tasks, tailgates on appropriate topics will be provided at least every ten (10) working days. Tailgate safety topics and refresher training will also be provided as required to maintain regulatory compliance.

Each supervisor receives safety training appropriate to the responsibilities of the supervisory position held. Such training will include the basic techniques of accident prevention, accident investigation, and safety training. If assigned, Department Safety Representatives will receive training in the responsibilities and techniques of their assignments. All training will be documented, and records will be maintained per the Records Retention Policy.

## EMPLOYEE ACCESS to the IIPP

City of Clearlake employees – or their designated representatives - have the right to examine and receive a copy of the City of Clearlake IIPP. This will be accomplished by:

- The City of Clearlake provides unobstructed access through our website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative will not include any of the records of the steps taken to implement and maintain the written IIP Program. Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than one year).

## RECORD KEEPING

We are a local governmental entity and are not required to keep written records of the steps taken to implement and maintain our IIPP.

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# **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for**

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Departments will maintain records of inspections and hazard reports for at least two years. Records must include the names of those who conducted the inspection, the dates of the inspection, the identified hazards, and any corrective action taken.

Either the Departments or HR will maintain training records per the City of Clearlake's records retention schedule. Training records must include the names of the employees trained, the topics covered in the training, the date of the training, the trainer's identity, and the signatures of employees who attended. Forms for documentation of training and inspections are available from the Administrative Services Director. Electronic training records, where applicable, are also acceptable.

Employee records from medical monitoring and exposure evaluations will be preserved and maintained for the duration of employment plus thirty years. Employees and their designated representatives have a right to access relevant medical and exposure records.

**INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for**  
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**PROGRAM HISTORY**

Action	Date	Notes
Implemented		IIPP was reviewed and adopted
Reviewed		

# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

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## CODE of SAFE PRACTICES

City of Clearlake employees shall follow this general code of safety practices:

1. Any employee may stop City of Clearlake work without fear of retaliation if they believe the task is unsafe and must be evaluated by a supervisor or manager to determine necessary safety precautions. Report the condition to your immediate supervisor and/or the Administrative Services Director.
2. Always keep your work area clean and orderly to prevent slips, trips, or falls. When possible, avoid uneven ground and be aware of the walking surface.
3. Do not climb over fences or walls two feet or more in height. When possible, use gates or openings designed for passage. Use steps, stairs, ladders, or ramps to climb up or down work surfaces two feet or more in height or depth.
4. Equipment and Vehicles: Only use equipment in which you have been authorized and trained to operate. Supervisors are to ensure that employees are trained to operate appropriate tools/equipment. Request an equipment orientation from the manufacturer, dealer, or rental company for all rented equipment unfamiliar to you. Inspect equipment and vehicles for obvious damage and defects before use. When newly operated, leased, or rented for the first time, check critical safety items such as brakes, locks, guards, etc. Request and read the owner's manual and use any inspection guides included with the manual.
5. Bend your knees and use your legs to lift, push, or pull objects. Use tools to help lift and transport heavy objects. When mechanical aids are not available, seek the help of others (two-person lift) when lifting objects of heavyweight (more than **50 pounds**) and/or awkward size (*potential exception: jackhammers or other devices designed to be lifted by one person for short periods and distances*).
6. When possible, use tools instead of hands to lift and remove lids (i.e., meters, vaults, maintenance holes, etc.). Use tools, the steel-toe of your shoe, or the instep of your foot to slide lids back in place. Avoid pinch points and getting your fingers caught. Ensure that all lids are undamaged, properly seated, and secure before leaving the site.
7. Wear all personal protective equipment (PPE) appropriate for the work area, per warning signs, task-specific procedures, or tool/equipment instructions. Use only tools and equipment that are in good working order, with guards in place and free from damage.
8. Use only those hazardous chemicals that you have been trained on and that have appropriate labeling (name and hazard warning). If a new or unfamiliar chemical or substance, refer to the SDS. Wear all personal protective equipment (PPE) appropriate for the work, per warning signs, SDS, task-specific procedures, etc. Label all secondary containers immediately after hazardous chemicals are placed inside them or when the original container label has been removed or defaced. Properly dispose of waste chemicals and containers in proper containment.
9. For all minor herbicide/pesticide applications and chemical use, follow all precautions and personal protective equipment requirements described on the herbicide/pesticide/chemical label. Check with your supervisor/manager if a Qualified Applicator Certificate or Qualified Applicator License is

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required.

10. Wear heavy-duty rubber gloves and boots when working with uncured concrete. Wet Portland cement can cause caustic burns, sometimes referred to as cement burns.
11. Report immediately to your supervisor:
  - a. On-the-job injuries or illnesses. Report all work-related injuries and illnesses to your supervisor. Supervisors will coordinate a visit to the occupational clinic. For off-hours and weekends, contact your immediate supervisor to report the injury and seek medical advice. If immediate medical attention is needed, call 911 to receive transport to a hospital.
  - b. Hazards, unsafe practices, close calls, malfunctioning equipment or tools, defective personal protective equipment, or policies and procedures that you believe could create or result in a dangerous situation: immediately STOP WORK to Recognize, Evaluate, and Control/Correct the Hazard(s). Report to your supervisor any situation that cannot be controlled or corrected.
12. When entering private property, request property owners to confine their dogs away from you. If an unleashed aggressive dog approaches you, do not turn your back, step back from the dog and use a meter stick or similar item to help keep the dog at a safe distance from you.
13. Follow posted speed limits on all public roads. The speed limit inside City of Clearlake facilities, including roads, maintenance yards, and employee parking lots, is **10 MPH**. On private easement and access roads, the speed limit is 15 MPH for unpaved roads, and 30 MPH for paved roads. Report all vehicle accidents to your supervisor immediately.
14. Mobile device use while driving is only permitted under state Law when used hands-free or paired to the vehicle. No texting is allowed while driving. *(Exception: state law does provide exceptions to this restriction for Public Safety Employees. Public Safety Employees will follow their department's procedures related to the use of mobile devices)*
15. If experiencing symptoms of heat illness (fatigue, headache, dizziness, nausea, cramps, hot/dry skin, and rapid pulse), seek shade in an open-air area or an air-conditioned vehicle. If symptoms do not improve immediately or signs of heatstroke are present, call 911.
  - a. Supervisors are required to notify their field employees of forecasted temperatures of **80 °F** and above at the start of the work shift and ask them to use caution (drink up to one quart of water per hour and seek shade for at least five minutes when experiencing symptoms of heat illness: fatigue, headache, dizziness, nausea, cramps, hot/dry skin, and rapid pulse).
  - b. Supervisors must ensure that shade and water is available near the work area (as close as practicable) at all times.
  - c. At temperatures of **95 °F** and above, all solitary employees and crew leaders conducting excavations, remote, and grounds maintenance work must check in hourly with their supervisors to ensure employees are alert and not suffering from heat illness. Supervisors are to remind employees to drink plenty of water and give breaks as necessary.
  - d. When forecasted temperatures exceed **105 °F**, supervisors must schedule strenuous work activities during cooler times of the day, except for emergency job tasks that are necessary to be completed to avoid major service disruptions or impacts to public safety.
16. If a person(s) identifying themselves from Cal/OSHA shows up at a worksite, ask for identification

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# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for CITY OF CLEARLAKE

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and the purpose of the visit. Contact your supervisor and assigned City of Clearlake representative for direction and assistance. Do not allow permission to enter City of Clearlake sites or provide any documents unless directed by your supervisor or assigned City of Clearlake representative.

## **Additional Safety Rules**

Department Directors may develop specific safety rules for their department based upon departmental duties and responsibilities.

**INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for  
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**EMPLOYEE ACKNOWLEDGMENT FORM**

I \_\_\_\_\_ (*print name*), hereby acknowledge that I have received, read, and understand the City of Clearlake Injury and Illness Prevention Program. I agree to conform to all the City of Clearlake practices, rules, and regulations related to safe work performance. I understand that my failure to follow these safety procedures will result in disciplinary action as outlined in the employee handbook. I further understand that:

- It is my responsibility to report all unsafe conditions or violations of the IIPP or the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to myself or my fellow employees.
- I am encouraged to inform my immediate supervisor of any hazards at the worksite without fear of reprisal, and should my assistance create any such action or related intimidation, I am encouraged to contact their supervisor or Administrative Services Director.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Date)





# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Discussion and Consideration of Resolution 2023-43  
Supporting the Dam Road Annexation by Konocti  
County Water District and Property Tax Exchange

**MEETING DATE:** Oct. 19,  
2023

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

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

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

Discussion and possible action related to Konocti County Water District's proposed annexation in the Dam Road area of the City of Clearlake.

#### BACKGROUND/DISCUSSION:

The City of Clearlake is fairly unique in that it does not provide any utility services within our jurisdictional boundary. Sewer service is provided by Lake County Special Districts. There are technically five water districts within the City, although since the Cache Fire in 2021, really only three are providing service. The water districts are Konocti County Water District, Highlands Mutual Water Company, and Golden State Water Company. A map provided by the California State Water Board of the districts within Clearlake can be accessed [here](#).

Konocti County Water District (KCWD) has filed an application through the Lake County Local Agency Formation Commission (LAFCo) to annex 108.76 acres into the district. This annexation would eliminate the service of two districts Lower Lake Water District and the Creekside Mobile Home Park. The Creekside system was destroyed in the Cache Fire and KCWD has been providing service to the park via an emergency connection since the fire. Lower Lake service the Cache Creek MHP, but the majority of that park was lost to fire. The proposed annexation would allow KCWD to install a new main line along Dam Road and provide upgraded water service to the area. This will be a significant improvement to existing infrastructure.

As part of the LAFCo application process negotiation of property tax with the existing taxing agencies is required and is led by the County Auditor. On August 24, 2023 the City received notice of the need to negotiate property tax within 60 days. The City is not obligated to give up an of its current or future property tax allocation in this scenario.

Staff recommend the Council adopt the resolution supporting the annexation and determining no current or future property tax allocation of the City be changed.

#### FISCAL IMPACT

None as proposed.

**OPTIONS:**

1. Adopt Resolution 2023-43
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: Funds

Comments:

**STRATEGIC PLAN IMPACT:**

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

☒ **Attachments:**

1. Resolution 2023-43
2. Property Tax Exchange Letters – County Auditor
3. LAFCo Memo & KCWD Annexation Information

RESOLUTION NO. 2023-43

RESOLUTION SUPPORTING THE DAM ROAD ANNEXATION AND  
TAX REVENUE EXCHANGE DETERMINATION  
TO KONOCTI COUNTY WATER DISTRICT  
(ANNEXATION-LAFCO PROJECT #2023-02)

**WHEREAS**, Section 99 of the Revenue and Taxation Code requires, before the LAFCO Executive Officer issues a certification of filing for a proposed jurisdictional change, known as the Dam Road Annex to the Konocti County Water District (KCWD), that an exchange of property tax revenue be negotiated between the affected agencies; and

**WHEREAS**, a proposed jurisdictional change has been filed with the LAFCO Executive Officer to annex certain properties totaling 108.76 acres to the KCWD, with the LAFCO short form designation for such proposal being LAFCO Project #2023-02.

**NOW, THEREFORE**, the City Council of the City of Clearlake hereby determines as follows:

1. The City of Clearlake supports the annexation of the Dam Road Annex into the Konocti County Water District for the purposes of development potential and improvement of water flow for fire protection, particularly in light of the Cache Fire which in 2021 destroyed many homes and property in the area. This annexation will result in the consolidation of two of the five districts within the City boundaries, resulting in three remaining water providers.
2. Upon finalization of the LAFCO Project 2023-02 Annexation, Property tax revenues generated from within the annexed area shall be allocated as follows:

Base Property Tax: The base property tax revenue currently allocated to the City of Clearlake shall not be changed as a result of this annexation.

Future Property Tax: The future property tax increment allocated to the City shall not be changed as a result of this annexation.

3. The City Clerk is directed to file a certified copy of this Resolution with the State Board of Equalization, the Auditor-Controller of the County of Lake, and the LAFCO Executive Officer.

PASSED AND ADOPTED on October 19, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

ATTEST:

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



**COUNTY OF LAKE**  
**Office of the Auditor-Controller/County Clerk**  
Courthouse-255 North Forbes Street, Room 209  
Lakeport, CA 95453  
Telephone (707) 263-2311  
FAX (707) 263-2310  
Email: auditor@lakecountycalifornia.gov

**Jenavive Herrington**  
Auditor-Controller/County Clerk  
**Marcy Harrison**  
Chief Deputy Auditor-Controller

Ref. No. 24L-013

August 24, 2023

Property Tax Exchange Pursuant to R & T §99

Pursuant to Section 99 (b) (3) of the Revenue and Taxation Code, your service area will be altered by the below designated application. This office is hereby notifying you that the property tax revenue for the following property is subject to a negotiated exchange.

LAFCO Project #2023-0002 Dam Road Annex to Konocti County Water District

**Tax Rate Area:** 002-051  
**Assessment(s):** See Attachment  
**Net Value:** 7,610,299

<u>Agencies:</u>	<u>Tax Subject to Negotiation</u>
General County	17,265
Co. Library	1,049
Fish & Game	85
Flood - General	758
Lower Lake Cemetery	411
Lake County Resource Cons	50
Lakeshore Fire	5,271
Lake Co. Vector Control Dist.	1,601
Clearlake City	10,534
Co. Office of Ed	2,331
Konocti Unified	28,863
Yuba College	5,923
Redbud Healthcare District	1,962

Pursuant to Section 99 (b) (4) & (6) you have 60 days to negotiate an exchange of property tax revenue. Before the end of such 60 day period the County and each affected city shall present a resolution summarizing our agreements to the Executive Officer of LAFCO.

Jenavive Herrington  
Auditor-Controller

By: Peter Bazzano  
Property Tax Coordinator

cc: John Benoit, LAFCO  
Rich Ford, Assessor-Recorder  
Susan Parker, County Administrative Officer  
State Board of Equalization  
Alicia Ayala, Department of Public Works  
County Office of Education  
City of Clearlake  
Lower Lake Cemetery  
Lakeshore Fire  
Department of Fish & Wildlife  
Lake County Vector Control  
Yuba College  
Konocti Unified

**COUNTY OF LAKE**

**Office of the Auditor-Controller/County Clerk**  
 Courthouse-255 North Forbes Street, Room 209  
 Lakeport, CA 95453  
 Telephone (707) 263-2311  
 FAX (707) 263-2310  
 Email: auditor@lakecountyca.gov

**Jenavive Herrington**  
 Auditor-Controller/County Clerk  
**Marcy Harrison**  
 Chief Deputy Auditor-Controller

Ref. No. 24L-014

August 24, 2023

**Property Tax Exchange Pursuant to R & T §99**

Pursuant to Section 99 (b) (3) of the Revenue and Taxation Code, your service area will be altered by the below designated application. This office is hereby notifying you that the property tax revenue for the following property is subject to a negotiated exchange.

LAFCO Project #2023-0002 Dam Road Annex to Konocti County Water District

**Tax Rate Area:** 002-054  
**Assessment(s):** See Attachment  
**Net Value:** 179,568

<u>Agencies:</u>	<u>Tax Subject to Negotiation</u>
General County	356
Co. Library	22
Fish & Game	2
Flood - General	16
Lower Lake Cemetery	8
Lake County Resource Cons	1
Lakeshore Fire	109
Lake Co. Vector Control Dist.	33
Lower Lake Water	223
Clearlake City	218
Co. Office of Ed	48
Konocti Unified	597
Yuba College	122
Redbud Healthcare District	41

Pursuant to Section 99 (b) (4) & (6) you have 60 days to negotiate an exchange of property tax revenue. Before the end of such 60 day period the County and each affected city shall present a resolution summarizing our agreements to the Executive Officer of LAFCO.

Jenavive Herrington  
 Auditor-Controller

By: Peter Bazzano  
 Property Tax Coordinator

cc: Lower Lake Water  
 John Benoit, LAFCO  
 Rich Ford, Assessor-Recorder  
 Susan Parker, County Administrative Officer  
 State Board of Equalization  
 Alicia Ayala, Department of Public Works  
 County Office of Education

City of Clearlake  
 Lower Lake Cemetery  
 Lakeshore Fire  
 Department of Fish & Wildlife  
 Lake County Vector Control  
 Yuba College  
 Konocti Unified

**COUNTY OF LAKE****Office of the Auditor-Controller/County Clerk**

Courthouse-255 North Forbes Street, Room 209

Lakeport, CA 95453

Telephone (707) 263-2311

FAX (707) 263-2310

Email: auditor@lakecountyca.gov

**Jenavive Herrington**

Auditor-Controller/County Clerk

**Marcy Harrison**

Chief Deputy Auditor-Controller

Ref. No. 24L-015

August 24, 2023

## Property Tax Exchange Pursuant to R &amp; T §99

Pursuant to Section 99 (b) (3) of the Revenue and Taxation Code, your service area will be altered by the below designated application. This office is hereby notifying you that the property tax revenue for the following property is subject to a negotiated exchange.

LAFCO Project #2023-0002 Dam Road Annex to Konocti County Water District

**Tax Rate Area:** 002-086**Assessment(s):** See Attachment**Net Value:** 433,426

<u><b>Agencies:</b></u>	<u><b>Tax Subject to Negotiation</b></u>
General County	983
Co. Library	60
Fish & Game	5
Flood - General	43
Lower Lake Cemetery	23
Lake County Resource Cons	3
Lakeshore Fire	300
Lake Co. Vector Control Dist.	91
Clearlake City	600
Co. Office of Ed	133
Konocti Unified	1,644
Yuba College	337
Redbud Healthcare District	112

Pursuant to Section 99 (b) (4) & (6) you have 60 days to negotiate an exchange of property tax revenue. Before the end of such 60 day period the County and each affected city shall present a resolution summarizing our agreements to the Executive Officer of LAFCO.

Jenavive Herrington  
Auditor-Controller

By: Peter Bazzano  
Property Tax Coordinator

CC: John Benoit, LAFCO  
Rich Ford, Assessor-Recorder  
Susan Parker, County Administrative Officer  
State Board of Equalization  
Alicia Ayala, Department of Public Works  
County Office of Education

City of Clearlake  
Lower Lake Cemetery  
Lakeshore Fire  
Department of Fish & Wildlife  
Lake County Vector Control  
Yuba College  
Konocti Unified



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**Jenavive Herrington**

Auditor-Controller/County Clerk

**Marcy Harrison**

Chief Deputy Auditor-Controller

Ref. No. 24L-016

August 24, 2023

Property Tax Exchange Pursuant to R & T §99

Pursuant to Section 99 (b) (3) of the Revenue and Taxation Code, your service area will be altered by the below designated application. This office is hereby notifying you that the property tax revenue for the following property is subject to a negotiated exchange.

LAFCO Project #2023-0002 Dam Road Annex to Konocti County Water District

**Tax Rate Area:** 002-096  
**Assessment(s):** See Attachment  
**Net Value:** 106,035

<u>Agencies:</u>	<u>Tax Subject to Negotiation</u>
General County	233
Co. Library	14
Fish & Game	1
Flood - General	10
Lower Lake Cemetery	5
Lake County Resource Cons	1
Lakeshore Fire	112
Lake Co. Vector Control Dist.	21
Clearlake City	141
Co. Office of Ed	31
Konocti Unified	386
Yuba College	79
Redbud Healthcare District	26

Pursuant to Section 99 (b) (4) & (6) you have 60 days to negotiate an exchange of property tax revenue. Before the end of such 60 day period the County and each affected city shall present a resolution summarizing our agreements to the Executive Officer of LAFCO.

Jenavive Herrington  
Auditor-Controller

By: Peter Bazzano  
Property Tax Coordinator

cc: John Benoit, LAFCO  
Rich Ford, Assessor-Recorder  
Susan Parker, County Administrative Officer  
State Board of Equalization  
Alicia Ayala, Department of Public Works  
County Office of Education

City of Clearlake  
Lower Lake Cemetery  
Lakeshore Fire  
Department of Fish & Wildlife  
Lake County Vector Control  
Yuba College  
Konocti Unified



# Lake Local Agency Formation Commission

Section H, Item 8.

## MEMORANDUM

VIA EMAIL ONLY

**DATE:** June 23, 2023

**TO:** Lake County Auditor, Jenavive Herrington (Property Tax Division)  
Lake County Administration, Susan Parker  
Lake County Special Districts, Scott Harter  
Konocti County Water District  
Lake County Assessor, Richard Ford

**FROM:** John Benoit, LAFCO Executive Officer



**SUBJECT:** LAFCO 2023-0002 - NOTICE OF ANNEXATION REQUEST: Dam Road Annex to the Konocti County Water District

The Konocti County Water District (KCWD) is requesting annexation by resolution of 108.76 acres more or less. See KCWD Resolution 22-03 and a list of Assessor's Parcels. The Purpose of this annexation is to receive domestic water services for several parcels located is immediately adjacent to the existing southern boundary of the District and within the sphere of influence. The properties are in the vicinity of two mobile home parks that need water service and are the impetus of the annexation application. and located within the City of Clearlake.

No land use entitlements are being requested. KCWD water is being requested for a safe and reliable water supply. Therefore, an annexation is being requested. The 108.76 acres are not within the KCWD's bounds yet are within the LAFCo approved Sphere of Influence.

Attached you will also find a map and boundary description of the boundaries of the proposed territory to be annexed and submitted to LAFCo.

This letter constitutes notice to commence property tax negotiations under Revenue and Taxation Code §99(b). LAFCO is requesting information from the County Auditor to be used in the procedure to conclude an agreement for reallocation of property tax revenue. The County Assessor has been asked to forward to the Auditor the Assessed Valuations and the Tax Rate Areas of the territory to be annexed within 30 days from the date of this letter.

The affected agencies must agree on how the property taxes will be reallocated for this annexation proposal as described in Section 99. Since this annexation involves a district, the County shall negotiate on behalf of that district, but not before consulting with all

# Lake Local Agency Formation Commission

Section H, Item 8.

affected agencies. The County Auditor has the responsibility under Section 99 to provide information within 45 days from the date of this letter to the County Administrator and the affected agencies, who have 60 days from the date of receipt of the Auditor's letter to conclude a negotiated agreement and an additional 30 days should a request for an extension be submitted to LAFCO agreed upon by all parties. Such an agreement is required prior LAFCO issuing a certificate of filing for this application and proceeding with the consideration of the annexation.

Please complete the procedure in Revenue and Taxation Code Section 99 (b) and provide LAFCO with the resulting resolution adopted by the County Board of Supervisors, and any other special district, as applicable. I will then commence the procedure for processing this annexation request through LAFCO.

KONOCTI COUNTY WATER DISTRICT  
COUNTY OF LAKE, STATE OF CALIFORNIA  
RESOLUTION 22-03

Resolution of the Board of Directors of the Konocti County Water District requesting the Lake Local Agency Formation Commission (LAFCO) take proceedings for the annexation known as the Cache Creek Mobile Home Estates Annexation Project.

WHEREAS, the Konocti County Water District desires to initiate proceedings pursuant to the Cortese-Knox Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for annexation of the area shown on Exhibit A: and

WHEREAS, notice of intent to adopt this resolution of application has not been given to each interested and subject agency; and

WHEREAS, the territory proposed to be annexed is inhabited and a map description of the boundaries of the property is set forth in Exhibits "A" and "B" attached hereto and by this reference incorporated herein; and

WHEREAS, this proposal is consistent with the sphere of influence of the Konocti County Water District; and

WHEREAS, the reasons for the proposed annexation is that the Cache Creek Mobile Home Estates Annexation will allow the Konocti County Water District to provide potable water and firefighting water supply services to an inhabited area that has no other practical means of acquiring such services; and

WHEREAS, the Board of the Konocti County Water District has made an environmental determination for the Cache Creek Mobile Home Estates Consolidation Project pursuant to the California Environmental Quality Act of 1970 (CEQA) and the State CEQA Guidelines, as documented in the CEQA Initial Study with Mitigated Negative Declarations and adopted by the Konocti County Water District under Resolution No. 22-01, and Notice of Determination filed by Konocti County Water District on March 23, 2022;

**Now, therefore be it resolved,** this Resolution of Application is hereby adopted and approved by the Board of Directors of the Konocti County Water District, and the Lake Local Agency Formation Commission is hereby requested to take proceedings for the property shown and described in Exhibits "A" and "B" according to the terms and conditions stated above and in the manner provided by the Cortese-Knox Local Government Reorganization Act of 2000.

**PASSED AND ADOPTED** by the Board of Directors as a Resolution of the Konocti County Water District at a regular Board Meeting held on the 27<sup>th</sup> day of April, 2022 by the following vote:

**AYES:**

4

**NOES:**

0

**ABSENT:**

1

**ABSTAIN:**

**ATTESTED:**

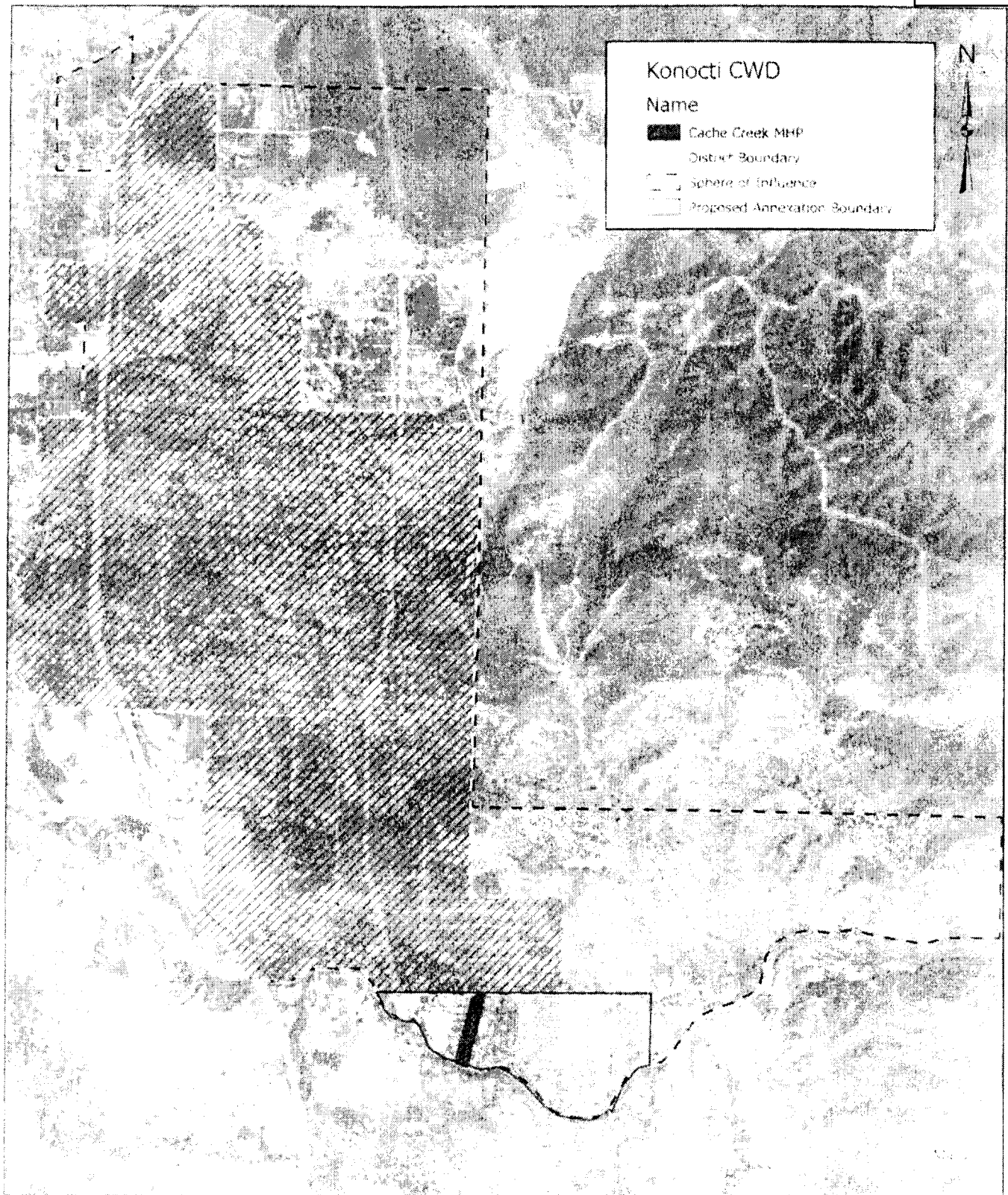
*Paula Gallizioli*

Paula Gallizioli

Auditor/Secretary

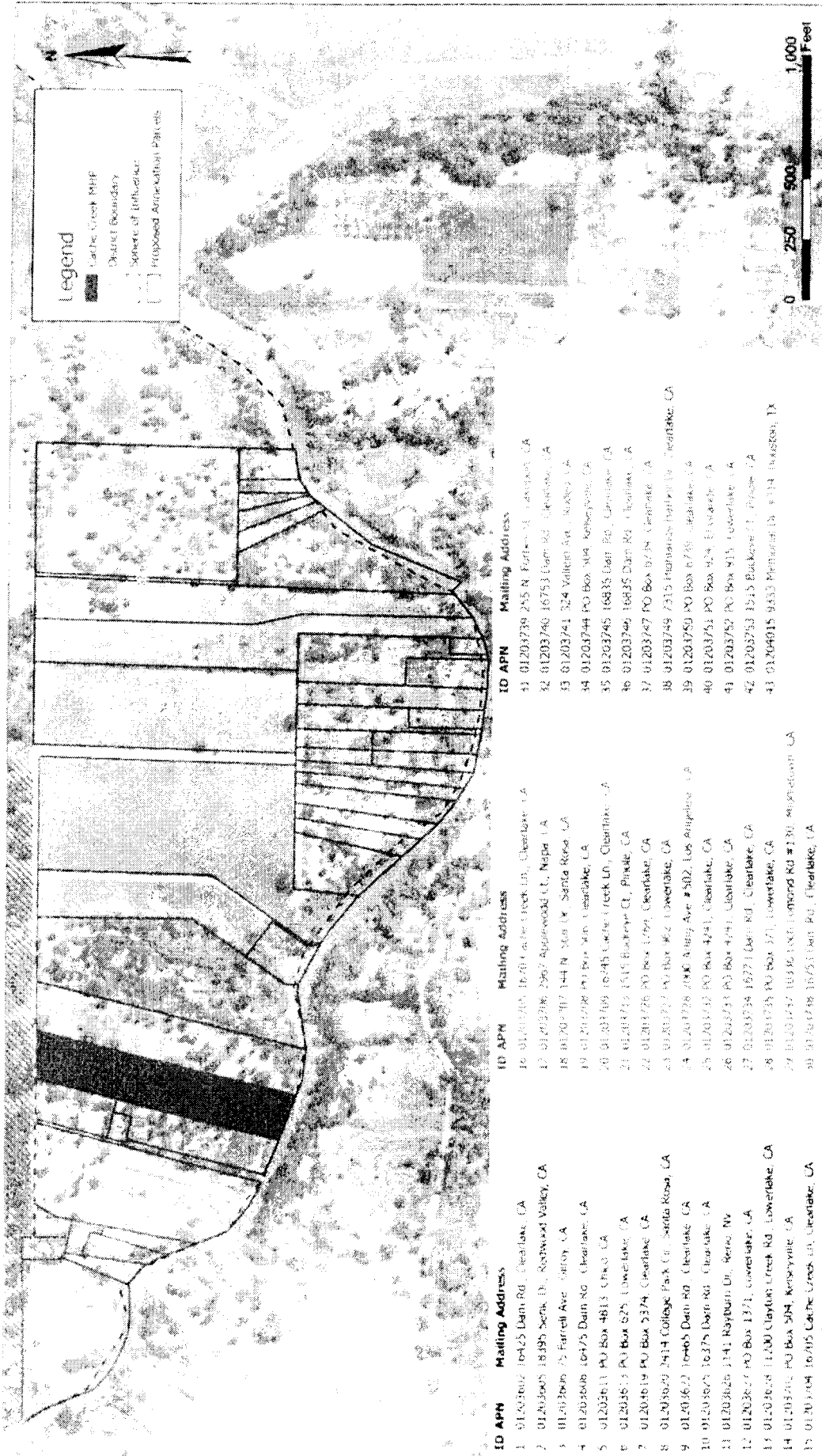
**DATED:**

4-27-2022



California

KONOKTI COUNTY WATER DISTRICT AND  
CACHE CREEK MOBILE HOME PARK  
PROPOSED ANNEXATION



KONOTIC COUNTY WATER DISTRICT AND  
CACHE CREEK MOBILE HOME PARK  
PROPOSED ACQUISITION PARCELS

EXHIBIT "D"  
AREA TO BE ANNEXED TO THE  
KONOCTI COUNTY WATER DISTRICT

ALL THAT CERTAIN REAL PROPERTY, SITUATE IN THE CITY OF CLEARLAKE, THE COUNTY OF LAKE, STATE OF CALIFORNIA, BEING PORTIONS OF SECTION 2, TOWNSHIP 12 NORTH, RANGE 7 WEST, M.D.B. & M., MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN 5/8" IRON ROD (NO TAG) FOUND AT A POINT IN THE SOUTHERLY RIGHT OF WAY LINE OF DAM ROAD (40' WIDE), BEING THE NORTHWEST CORNER OF APN PARCEL 012-036-25, AS SHOWN IN BOOK 13 OF RECORD OF SURVEY MAPS AT PAGE 17, LAKE COUNTY RECORDS; THENCE ALONG THE SOUTHERLY LINE OF DAM ROAD, S89° 49' 32"E 638.31'; THENCE S89° 39' 53"E 1324.33'; THENCE N89° 59' 51"E 766.11' TO THE NORTHEAST CORNER OF PARCEL "C", PM 239, RECORDED BOOK 17 OF PARCEL MAPS, PAGE 12, LAKE COUNTY RECORDS ; THENCE N1° 17' 50"E 40.01' TO THE NORTH WEST CORNER OF APN 012-040-15, SAID POINT BEING IN THE NORTHERLY LINE OF SECTION 2, TOWNSHIP 12 NORTH, RANGE 7 WEST, M.D.B.&M.; THENCE N89° 57' 15"E 552.31' ALONG SAID SECTION LINE TO THE NORTH EAST CORNER OF SAID PARCEL, ALSO BEING THE NORTHEAST CORNER OF SECTION 2, TOWNSHIP 12 NORTH, RANGE SEVEN WEST, THENCE S1° 08' 30"W 1087.89' ALONG SAID EASTERLY PARCEL LINE AND SECTION LINE TO THE CENTERLINE OF CACHE CREEK, THE APPROXIMATE CITY OF CLEARLAKE BOUNDARY; THENCE, ALONG SAID CENTERLINE THE FOLLOWING COURSES: S81° 14' 48"W 126.41'; THENCE S58° 05' 37"W 77.05'; THENCE S44° 28' 06"W 89.79'; THENCE S36° 09' 30"W 239.60'; THENCE S22° 13' 29"W 262.43'; THENCE S29° 38' 41"W 122.22'; THENCE N11° 28' 11"W 72.52'; THENCE S47° 34' 55"W 276.64'; THENCE N1° 17' 50"E 31.820'; THENCE S69° 14' 49"W 109.05'; THENCE S85° 02' 06"W 117.70'; THENCE N88° 04' 24"W 173.76'; THENCE N65° 34' 07"W 168.17'; THENCE N62° 24' 29"W 66.37'; THENCE N57° 15' 44"W 174.08'; THENCE N40° 30' 00"W 220.30'; THENCE N46° 18' 30"W 240.00'; THENCE N52° 40' 34"W 179.25'; THENCE N56° 43' 52"W 76.16'; THENCE N62° 33' 47"W 184.24'; THENCE N86° 18' 55"W 31.88'; THENCE S83° 29' 27"W 88.70'; THENCE S79° 43' 10"W 145.00'; THENCE N85° 30' 19"W 197.06'; THENCE N65° 48' 20"W 203.29'; THENCE N67° 06' 46"W 202.72'; THENCE N61° 17' 42"W 152.61'; THENCE N41° 15' 53"W 86.04'; THENCE N19° 57' 50"W 158.85'; THENCE N24° 15' 01"W 213.25'; THENCE N24° 11' 50"W 50.00'; THENCE N62° 56' 30"W 56.00'; THENCE S87° 47' 04"W 29.85'; THENCE S87° 58' 25"W 102.21'; N83° 55' 20"W 64.54'; THENCE N69° 00' 39"W 69.71'; THENCE N64° 33' 09"W 55.42'; THENCE N57° 20' 35"W 70.32'; THENCE N48° 05' 07"W 76.99'; THENCE N21° 21' 24"W 218.100'; THENCE N32° 44' 22"W 106.46' TO THE NORTHWEST CORNER OF APN PARCEL 012-036-19 AND SAID NORTHERLY SECTION LINE; THENCE ALONG SAID SECTION LINE S89° 49' 23"E 748.83' TO THE NORTHEAST CORNER OF APN PARCEL 012-036-11; THENCE S0° 35' 09"W 39.97' TO THE POINT OF BEGINNING.

CONTAINING 4,737,230 +/- S.F., 108.76 ACRES OF LAND, MORE OR LESS.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

APN 012-036-02, 04, 05, 06, 08, 11, 13, 19, 20, 22, 25, 26, 27, 28, & 012-036-29

APN 012-037-02, 04, 05, 06, 07, 08, 09, 13, 26, 27, 28, 32, 33, 34, 35, 37, 38, 29, 40, 41, 44, 45, 46, 47, 49, 50, 51, 52, & 012-037-53

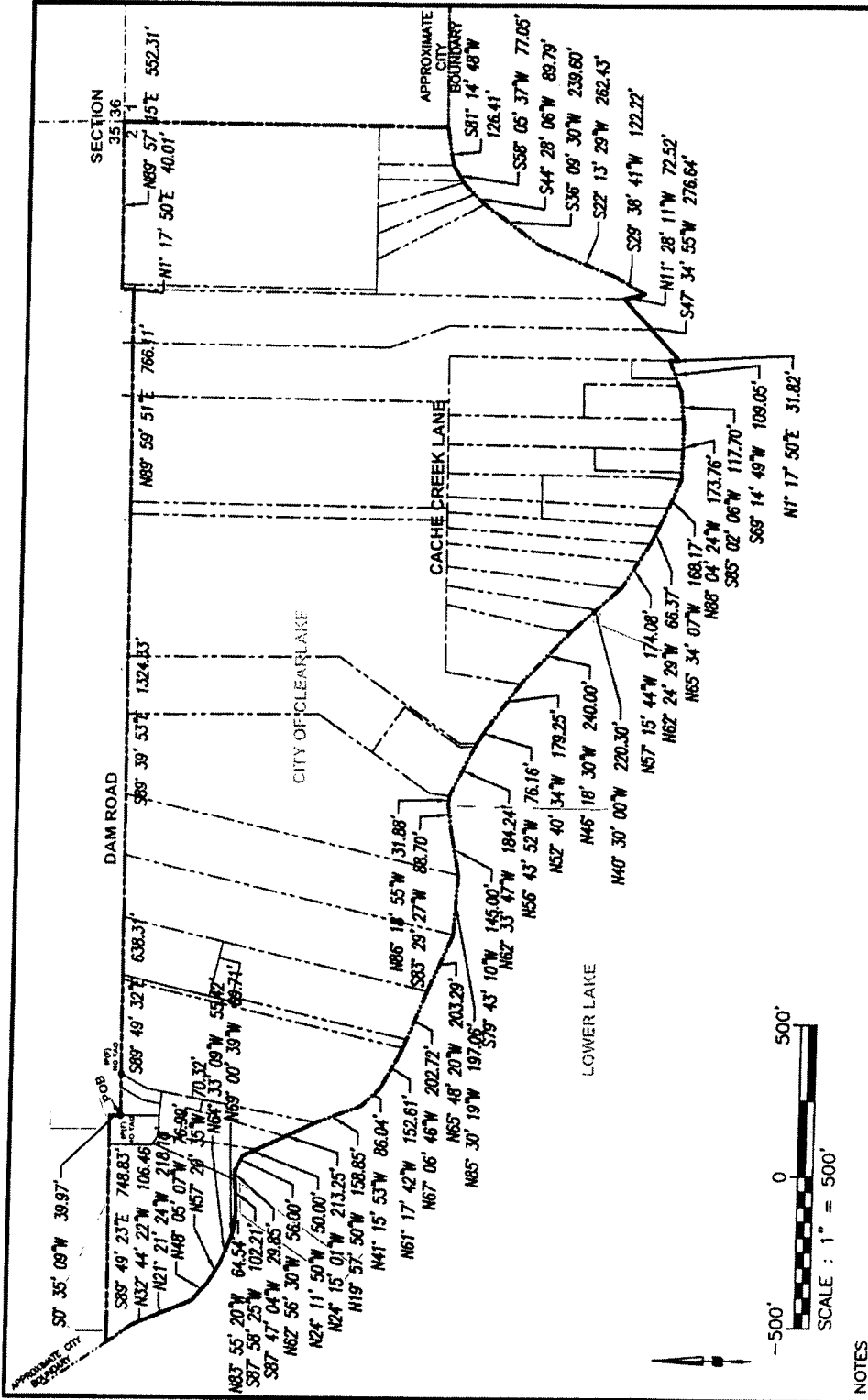
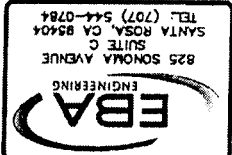
APN 012-040-15





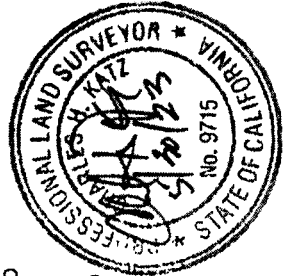
EXHIBIT  
D-1  
22-3134

ANNEXATION AREA BOUNDARY LIMITS  
FOR THE  
KONOCTI COUNTY WATER DISTRICT  
DAM ROAD WATER LINE REPLACEMENT AND EXTENSION PROJECT  
CITY OF CLEARLAKE, LAKE COUNTY, CA



**LEGEND** SYMBOLS AND ABBREVIATIONS USED ON THIS PLAN

—	ANNEXATION LIMIT
---	INTERNAL PROPERTY LINE
---	SECTION LINE
---	CENTERLINE OF CACHE CREEK (APPROX)
MON	MONUMENT
(A)	REFERENCE DOCUMENT
REF	REFERENCED MAP
•IP(F)	IRON PIPE (FOUND)
POB	POINT OF BEGINNING



NOTES

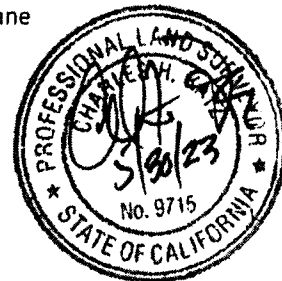
ANNEXATION AREA APPROXIMATE BOUNDARY BASED UPON DEED DESCRIPTIONS, MAPS OF RECORD, ASSESSOR'S PARCEL INFORMATION, EXTERNAL IMAGERY, GPS FIELD SURVEY AND ADDITIONAL RECORD AND NON RECORD INFORMATION. STREAM BOUNDARY IS APPROXIMATE CENTERLINE BASED UPON RECORD MAPS AND DIGITAL IMAGERY. THE MEANDER LINE IS AN APPROXIMATION OF STREAM CENTERLINE FOR THE PURPOSE OF CLOSING THIS PLAN MATHEMATICALLY.

DISCLAIMER:

"FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED."



EBA Parcel #	APN	Name/Owner	Address
1	012-036-19	Matthew Darrel Reed	16335 Dam Road
2	012-036-11	Rose Anderson Trustee	16336 Dam Road
3	012-036-25	Pamela J. Mulder	16375 Dam Road
4	012-036-26	Jaqueline L. Hogan	16395 Dam Road
5	012-036-02	Stinson Family Trust	16425 Dam Road
6	012-036-29	Sylvia F Wendt, surviving tr.	16445 Dam Road
7	012-036-28	Wm John & Kristi Wilder	16455 Dam Road
8	012-036-08	Randy & Jeanne Judy	16475 Dam Road
9	012-036-04	Andrew Lee Burgess	16335 Dam Road
10	012-036-05	Andrew Lee Irene Misaela Burgess	16575 Dam Road
11	012-036-06	Gerd Dunker	16625 Dam Road
12	012-037-50	Iconic Properties, LLC	16645 Dam Road
13	012-037-02	Iconic Properties, LLC	16725 Dam Road
14	012-037-44	Iconic Properties, LLC	16825 Dam Road
15	012-037-45	Julia Roberts	16835 Cache Creek Lane
16	012-037-46	Dustin & Julia Roberts	16845 Dam Road
17	012-037-47	One Shot Mining Co. LLC	Dam Road South(roadway)
18	012-040-15	Cache Creek, LLC	17055 Dam Road
19	012-037-52	Charlotte Griswold-Tergis	16955 Dam Road South
20	012-037-35	Helen I Jaccard	16945 Dam Road South
21	012-037-26	Linda Joy Burton	16935 Dam Road South
22	012-037-27	Michael William Boyle	16925 Dam Road South
23	012-037-28	Jarret Anaraki	16915 Dam Road South
24	012-037-51	Robert Morawietz	16905 Dam Road South
25	012-037-32	Dave Vizena	16797 Cache Creek Lane
26	012-037-37	Elizabeth Solliday	16795 Cache Creek Lane
27	012-037-53	Bonnie R. Verley, Tr	16787 Dam Road
28	012-037-13	Bonnie R. Verley, Tr	16785 Cache Creek Lane
29	012-037-34	Edward Pennington	16773 Dam Road
30	012-037-33	Brian & Elaine Staats	16775 Dam Road
31	012-037-41	Brian Trieste, TR	16763 Cache Creek Lane
32	012-037-39	Lake County Sanitation District	16765 Cache Creek Lane
33	012-037-40	Carl L & Uzella F Harrison	16753 Dam Road
34	012-037-38	Carl L & Uzella F Harrison	16755 Cache Creek Lane
35	012-037-09	Susan Wallace	16745 Cache Creek Lane
36	012-037-08	Ming Oing Zhao	16735 Cache Creek Lane
37	012-037-07	Eduardo Cesar Bobadilla	16721 Cache Creek Lane
38	012-037-06	Parker Spadaro	16715 Cache Creek Lane
39	012-037-05	Juan Ramirez	16711 Cache Creek Lane
40	012-037-04	Kris E & Nancy A Langdon	16705 Cache Creek Lane
41	012-037-49	Forest N. Kuykendall	16675 Dam Road
42	012-036-22	Rebecca D & Gregory L. Knowlton	16465 Dam Road
43	012-036-13	Nora Jean Moore	16385 Dam Road
44	012-036-27	Milton R. Lewis	16355 Dam Road
45	012-036-20	Lydia A & James M Sill	16345 Dam Road





# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Discussion and Consideration of Resolution 2023-44  
Declaring Various City-owned Property as Surplus

**MEETING DATE:** Oct. 19,  
2023

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

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

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

Discussion and possible action related to the declaration of various City-owned property as surplus.

#### BACKGROUND/DISCUSSION:

The City and the Clearlake Redevelopment Successor Agency own various properties throughout its jurisdiction. Some were purchased with a specific intent, others were donated, etc. The City has an interest in developing many of them, others are of possible interest for single family housing development.

In 2019 the state enacted AB 1486, a bill focused on providing surplus land for affordable housing. AB 1486 also establishes guidelines a process that must be followed for surplus and sale or transfer of land. The City Council must first make a determination on whether any public property to be disposed of is "surplus" or "excess surplus". Then a list and details of each "surplus" property must be sent to the Department of Housing and Community Development (HCD). Affordable housing developers are then given the opportunity to negotiate with the City for purchase of each of these properties for affordable housing development.

The last surplus declarations were done in 2021 and various properties have been acquired since that time. Staff have prepared a list of City-owned properties which we believe are appropriate to declare as "surplus" and provide notice to HCD. Some of the properties we have projects in the planning stages and others have no current plans for development, but with the cumbersome process established by the state it seems prudent to provide notice as soon as possible so we can react more quickly when projects arise.

#### FISCAL IMPACT

None as proposed.

**OPTIONS:**

1. Adopt Resolution 2023-44
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: Funds  
Comments:

**STRATEGIC PLAN IMPACT:**

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

☒ **Attachments:**

1. Resolution 2023-44

# CITY OF CLEARLAKE

## RESOLUTION NO. 2023-44

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE DECLARING CERTAIN REAL PROPERTY AS SURPLUS AND SURPLUS EXEMPT

**WHEREAS**, the City Council has need on occasion to dispose of surplus City-owned real estate; and

**WHEREAS**, at a regular City Council meeting on October 19, 2023, the City Council considered staff's recommendation to declare certain real property surplus and surplus exempt; and

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Clearlake hereby determines and declares that the real properties as detailed below are no longer necessary or beneficial to the operations of the City of Clearlake and authorizes the disposal thereof.

#### Proeprty to be Declared Surplus

Owner	Address	APN	Size	Current Use
City of Clearlake	6860 Old Highway 53	010-031-05	.44 acres	Retail business
City of Clearlake	6840 Old Highway 53	010-031-09	.33 acres	vacant
City of Clearlake	6820 Old Highway 53	010-031-08	.31 acres	vacant
City of Clearlake	6452 Francisco	042-124-30	.23 acres	Self storage facility
City of Clearlake	6461 Manzanita	042-124-26	.22 acres	Self storage facility
City of Clearlake	6388 Vallejo	042-122-21	.11 acres	vacant
City of Clearlake	14709 Palmer	040-193-56	.39 acres	vacant
City of Clearlake	6540 Old Highway 53	010-031-01	.75 acres	vacant

**PASSED AND ADOPTED** by the City Council of the City of Clearlake, County of Lake, State of California on this 19<sup>th</sup> day of October 2023, by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

\_\_\_\_\_  
Russ Perdock, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk