



CITY COUNCIL REGULAR MEETING

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

Thursday, July 18, 2024

Regular Meeting 6:00 PM

The City Council meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel (https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA) or "Lake County PEG TV Live Stream" at <https://www.youtube.com/user/LakeCountyPegTV/featured> and the public may participate through Zoom at the link listed below. The public will not be allowed to provide verbal comment during the meeting if attending via Zoom. The public can submit comments in writing for City Council consideration by commenting via the Q&A function in the Zoom platform or by sending comments to the Administrative Services Director/City Clerk at mSwanson@clearlake.ca.us. To give the City Council adequate time to review your comments, you must submit your written emailed comments prior to 4:00 p.m. on the day of the meeting.

AGENDA

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

Pursuant to Senate Bill 1100 and the City Council Norms and Procedures, any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers or the Zoom by the sergeant-at-arms or the City Clerk and may be barred from further attendance before the Council during that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the sergeant-at-arms to remove such offenders from the room.

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

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

AGENDA REPORTS

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

Zoom Link:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://clearlakeca.zoom.us/j/89392307654?pwd=zgWSv4aSebNIOPKPiOOM3LLlcaG8T.1>

Passcode: 379358

Or One tap mobile:

+16694449171,,89392307654# US

+12532158782,,89392307654# US (Tacoma)

Or join by phone:

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

US: +1 669 444 9171 or +1 253 215 8782 or +1 346 248 7799 or +1 719 359 4580 or +1 720 707 2699 or +1 253 205 0468 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860

Webinar ID: 893 9230 7654

International numbers available: <https://clearlakeca.zoom.us/j/89392307654>

A. ROLL CALL**B. PLEDGE OF ALLEGIANCE**

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

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

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

E. PRESENTATIONS

1. Presentation of July's Adoptable Dogs
- [2.](#) Swearing In of New Police Department Employees
3. Presentation of the 2023 Annual Tourism Report
- [4.](#) Presentation of a Proclamation Declaring July 2024 as Parks Make Life Better! Month

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

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

- [5.](#) Authorization of an Amendment of Contract with Square Signs LLC for the Digital Marquee Signs Project
Recommended Action: Move to amend the contract with Square Signs LLC in the amount of \$48,583.75.
- [6.](#) Consideration of Amendment to Agreement with OpenGov Inc. to Expand Services to Include OpenGov/ Cartegraph Suite
Recommended Action: Move to approve and authorize the City Manager to execute an amendment.
- [7.](#) Warrants
Recommended Action: Receive and file
- [8.](#) Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms
Recommended Action: Continue declaration of emergency

9. Minutes of the June 12, 2024 Lake County Vector Control District Board Meeting
Recommended Action: Receive and file
10. Notice of Expiring Committee Appointments
11. Minutes
Recommended Action: Receive and file

H. BUSINESS

12. Discussion and Consideration of a Mitigation Fee Program on Behalf of the Lake County Fire Protection District
Recommended Action: Adopt Resolution 2024-14
13. Consideration of a Memorandum of Understanding (MOU) with the Konocti Unified School District (KUSD) for a School Resource Officer
Recommended Action: Approve MOU and authorize City Manager to sign
14. Consideration of Updates to Management Classification and Benefits Plan and City Salary Schedule
Recommended Action: Approve 3% COLA for Employees Impacted by the Management Benefits Plan.
15. Consideration of Holding the First Reading of Ordinance No. 270-2024, An Ordinance of the City Council of the City of Clearlake Amending Section 2-3.7 of the Clearlake Municipal Code Authorizing the City Manager to Sign Documents as Specified in Government Code Section 40602
Recommended Action: Hold the first reading of the ordinance, read it by title only, waive further reading, and set second reading and adoption for the August 1st, 2024 meeting

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

- (16)** CONFERENCE WITH LEGAL COUNSEL – LIABILITY CLAIMS - Claimants: Gina Marie Doidge individually and on behalf of Isaiah Doidge, a minor; Agency Claimed Against: City of Clearlake
- (17)** CONFERENCE WITH LEGAL COUNSEL – LIABILITY CLAIMS - Claimant: Jeffrey Dryden; Agency Claimed Against: City of Clearlake
- (18)** Conference with Labor Negotiators: Pursuant to Government Code Section 54957.6: Agency designated representatives: City Manager Flora, and Administrative Services Director Swanson; Employee Organization: Unrepresented Management Employees

(19) Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): Case No. CV425596: City of Clearlake v. Highlands Mutual Water Company, et al., Lake County Superior Court

(20) Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): Case No. A169438; Koi Nation of Northern California v. City of Clearlake, et al., California Court of Appeal

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

M. ADJOURNMENT

POSTED: July 15, 2024

BY:



Melissa Swanson, Administrative Services Director/City Clerk

Lake County Tourism Improvement District

2023 Annual Marketing Report



Agenda

01

Board Members

02

Tourism Economic Impact

03

FY23 Marketing Program Review

04

FY24 Look Ahead

Board Members

Board Members & Committees

Christie White, Chair | Owner, Finca Castellero STR (*Kelseyville*)

Larry Galupe, Chair Emeritus | Vice Chairman, Middletown Rancheria Tribal Council (*Middletown*)

Lynne Butcher, Treasurer | Owner, Tallman Hotel (*Upper Lake*)

Wilda Shock, Secretary | Economic Development Specialist, City of Lakeport (*Lakeport*)

Alan Flora | City Manager, City of Clearlake (*Clearlake*)

David Claffey | Mayor, City of Clearlake + STR Owner (*Clearlake*)

Susan Parker, Chief Administrative Officer, Lake County

Priya Dias | Owner, Royalty Hotels Inc/Skylark Shores Resort, (*Lakeport*)

Jeff Pletcher | Director of Marketing and Hospitality, Robinson Rancheria Resort & Casino (*Nice*)

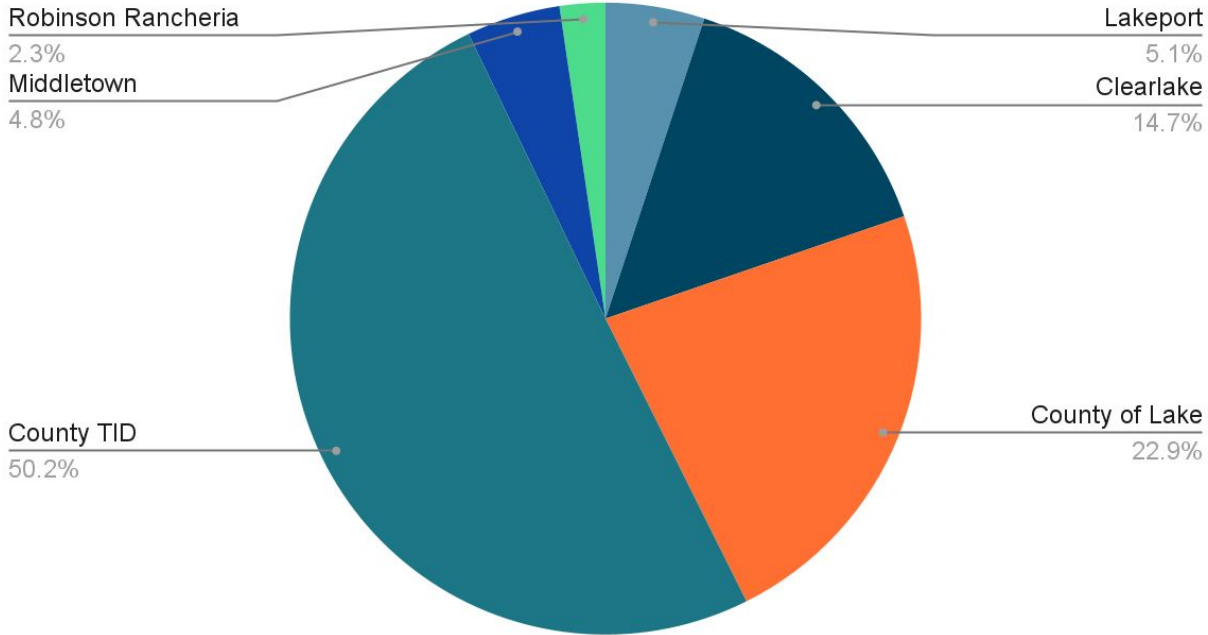
Jeff Warrenberg | Hotel Manager, Konocti Harbor Resort (*Kelseyville*)

Tourism Economic Impact



2023 Revenue

2023 Revenue - \$416,266

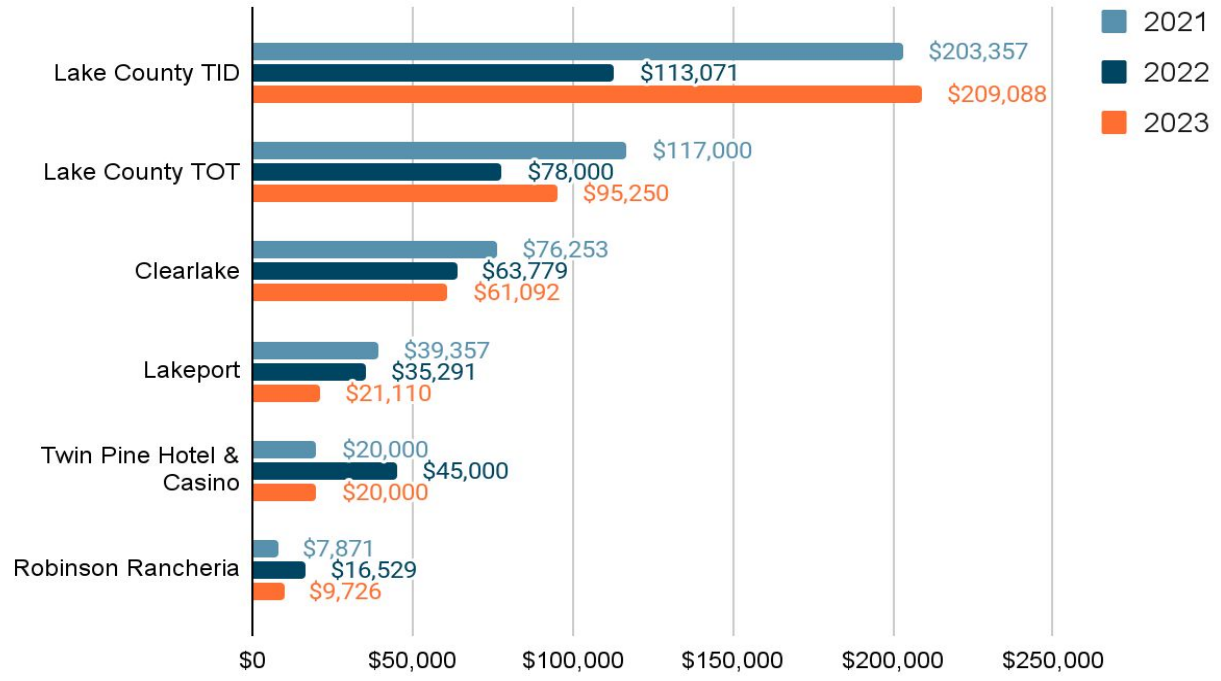


18%

YoY Increase

Assessment and Contract Collections

3 Year Comparison Assessment + Contract Collections



Economic Impact of Lake County Travel 2014-2023

LAKE TRAVEL-RELATED SPENDING

\$195.9M



LAKE STATE AND LOCAL TAX REVENUE

\$13.9M



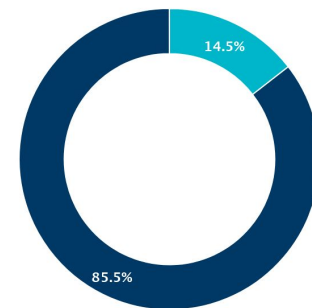
LAKE EMPLOYMENT

1.7K

LAKE HISTORY OF TRAVEL SPENDING IN CALIFORNIA



SHARE OF TOTAL REGION SPENDING



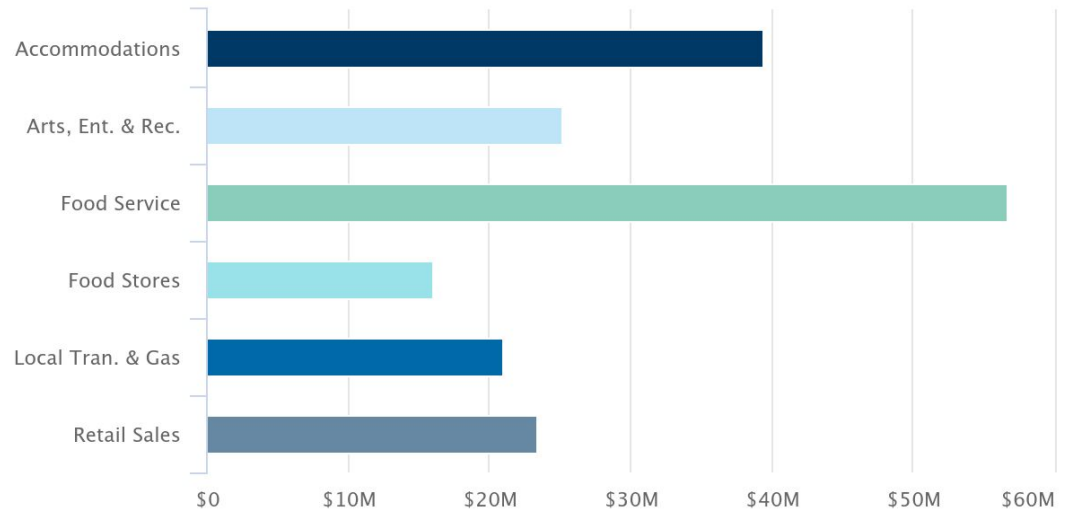
e ■ North Coast

These economic impacts are based on "statewide visitor trips," which are defined as trips taken by individuals who stay overnight away from home, or travel more than 50 miles one way on a non-routine trip. Visit California Travel Research provided by Dean Runyan & Associates.

*Source: [Visit California Economic Impact of Travel in California 2023](#)

Economic Impact of Lake County Travel 2013-2023

LAKE TRAVEL SPENDING BY INDUSTRY SEGMENT



California's travel and tourism industry is represented by accommodations, transportation and rental cars, restaurants, retail stores, attractions, gasoline service stations, and other businesses that serve travelers. Traveler spending benefits tourism providers across all industry segments and across all of California's regions.

*Source: [Visit California Economic Impact of Travel in California 2013-2023](#)

FY23 Marketing Program Review

How We Measure Marketing Success

Website Traffic

Social Media Growth + Engagement

Campaign Impressions + Performance

Email Database Growth + Leads

Marketing Partnerships

Public Relations

Website - LakeCounty.com

370,000

Pageviews

196,000

Users

231,243

Sessions

Top Pages by Pageviews

Accommodations

Places

Home Page

Upcoming Events

Discovery the Blue Lakes

Top Cities Reached

San Jose

San Francisco

Sacramento

Los Angeles

Top Referral Source

Organic Search

Direct

Paid Search

Organic Social

Paid Social

Successful transition from Universal Google Analytics to Google Analytics 4 [GA4]

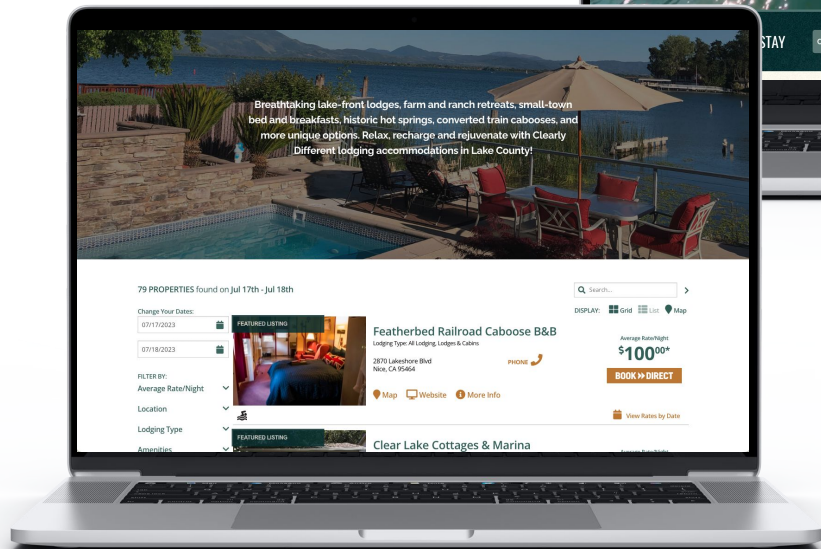
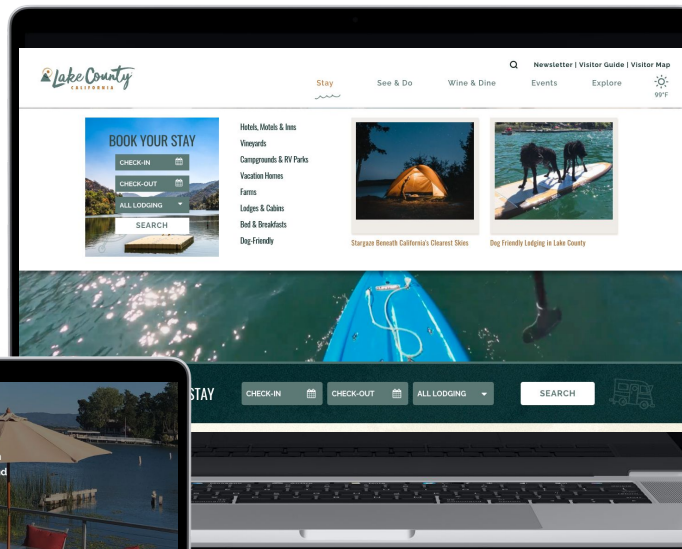
Complete March 2023 ahead of July 1 Google transition deadline.

BookDirect Website Leads

BookDirect Landing Page + Reporting Dashboard

56,446 Searches

- 55,454 All
- 81 B&B
- 262 Campgrounds
- 140 Hotels & Inns
- 327 Lodges & Cabins
- 132 Vacation Homes
- 44 Vineyards



Organic Social Media

34,987

Facebook Followers

2.18% Increase YoY

1,900,000

Facebook Reach

104% Increase YoY

Top Cities [Out of County]

- Los Angeles
- Sacramento
- Santa Rosa
- San Jose
- San Francisco
- Stockton

6,363

Instagram Followers

13% Increase YoY

590,000

Instagram Reach

394% Increase YoY

Top Cities [Out of County]

- San Francisco
- Sacramento



Monthly Blog + Newsletter

9,095

Contacts

24.5% YoY Increase

32.7%

Avg Open Rate

20.4% Industry Benchmark

3.49%

Avg Click Rate

2.25% Industry Benchmark



June 2023 Newsletter

Section E, Item 3.



June 2023 Blog

Paid Search

443,517

Impressions

46,454

Clicks

10.47

CTR

40.9% Increase YoY

Top Performing Keywords

- camping california
- cabin california
- vacations in california
- california places to go
- california cottage rentals
- clear lake
- best hotels in california
- vacation cabins in california

Top Performing Ad Groups

- Lodging
- Outdoor Entertainment
- Hiking
- Vineyards
- Casinos
- Arts & Entertainment
- Spa & Wellness
- Weddings & Events

Paid Social - Facebook + Instagram

5,208,818

Impressions

3.76% Increase YoY

98,055

Clicks

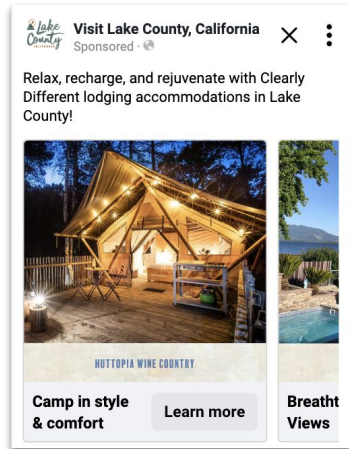
.7% Decrease YoY

1.88

Click Thru Rate

Industry Benchmark .90%

Creative Examples



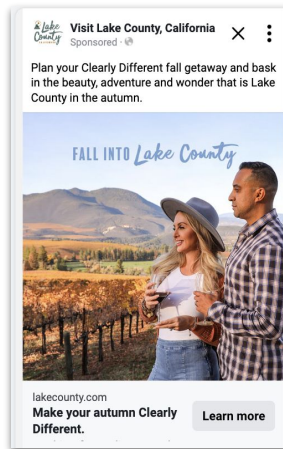
Visit Lake County, California Sponsored

Relax, recharge, and rejuvenate with Clearly Different lodging accommodations in Lake County!

HUTTOPIA WINE COUNTRY

Camp in style & comfort Learn more

Breath Views

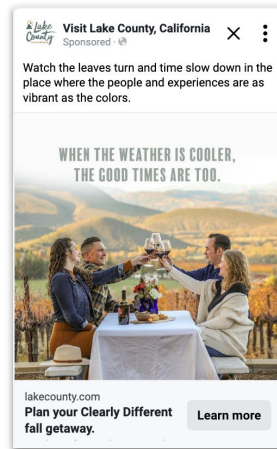


Visit Lake County, California Sponsored

Plan your Clearly Different fall getaway and bask in the beauty, adventure and wonder that is Lake County in the autumn.

FALL INTO Lake County

lakecounty.com Make your autumn Clearly Different. Learn more



Visit Lake County, California Sponsored

Watch the leaves turn and time slow down in the place where the people and experiences are as vibrant as the colors.

WHEN THE WEATHER IS COOLER, THE GOOD TIMES ARE TOO.

lakecounty.com Plan your Clearly Different fall getaway. Learn more



Visit Lake County, California Sponsored

1,200 sq. mi. of adventure with so much to do for you and your crew. See what makes us Clearly Different!

Lake County CALIFORNIA Clearly Different FIND.LAKECOUNTY.COM

LAKECOUNTY.COM Lake County, CA • Clearly Different! Learn more

Share

Programmatic Display Banners

Travel-specific marketing partner

1,226,762

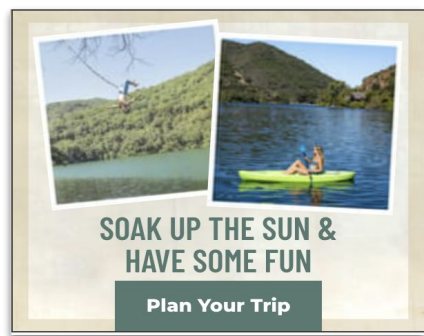
Impressions

617

Clicks

101

Conversions



SOAK UP THE SUN & HAVE SOME FUN

Plan Your Trip



WINE & DINE

Plan Your Trip



HIKE & BIKE

Plan Your Trip

Video Performance

Programmatic Video + OTT/CTV

1,454,367

Impressions

1,466

Clicks

96.6%

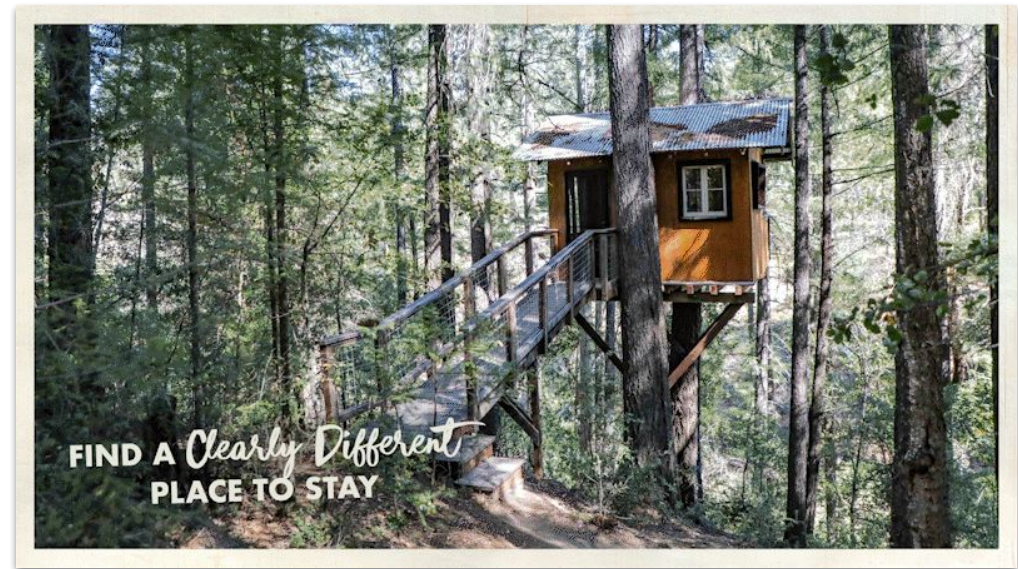
Video Completion Rate

75% Industry Benchmark

.15%

Click Thru Rate

.08% Industry Benchmark



Partnerships

North of Ordinary

943,622

Impressions

40,217

Engagements

10,630

Link Clicks

4.3%

Avg Engagement Rate

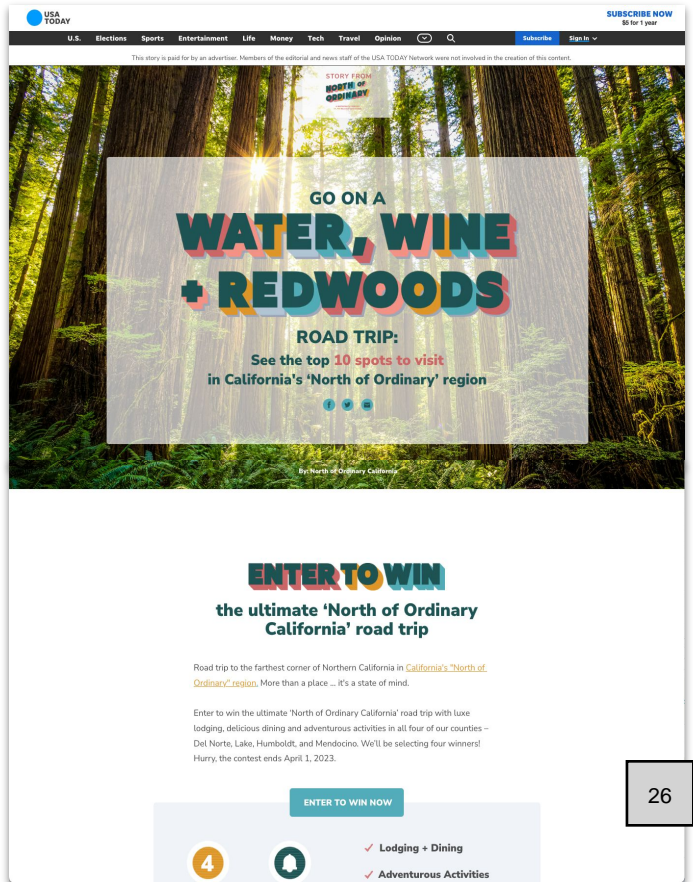


North of Ordinary

Lake, Mendocino, Humboldt, Del Norte, Rural Partners

USA Today Contest

- [Water, Wine & Redwoods Road Trip Giveaway](#)
- Feb. - April, 2023
- Four winners: Lodging, dining & activities in each of the four NOO counties.
- 3,383 Leads for newsletter database to-date



USA TODAY

U.S. Elections Sports Entertainment Life Money Tech Travel Opinion

STORY FROM NORTH OF ORDINARY

GO ON A
**WATER, WINE
+ REDWOODS**
ROAD TRIP:
See the top 10 spots to visit
in California's 'North of Ordinary' region

ENTER TO WIN
the ultimate 'North of Ordinary
California' road trip

Road trip to the farthest corner of Northern California in California's "North of Ordinary" region. More than a place ... it's a state of mind.

Enter to win the ultimate 'North of Ordinary California' road trip with luxe lodging, delicious dining and adventurous activities in all four of our counties - Del Norte, Lake, Humboldt, and Mendocino. We'll be selecting four winners! Hurry, the contest ends April 1, 2023.

ENTER TO WIN NOW

4 Lodging + Dining
Adventurous Activities

Partnerships

Visit California



Destination Mixer

North Coast Region | Dec. 5, 2023

Provide opportunity to connect DMO partners with Visit California staff and agency partners.

Integrate marketing programs and derive content directly from DMO partners and businesses

Provide interactive learning experience for the Visit California staff



Partnerships

Lake County Chamber of Commerce



Brought to you by the Lake County Chamber of Commerce



Trade Shows

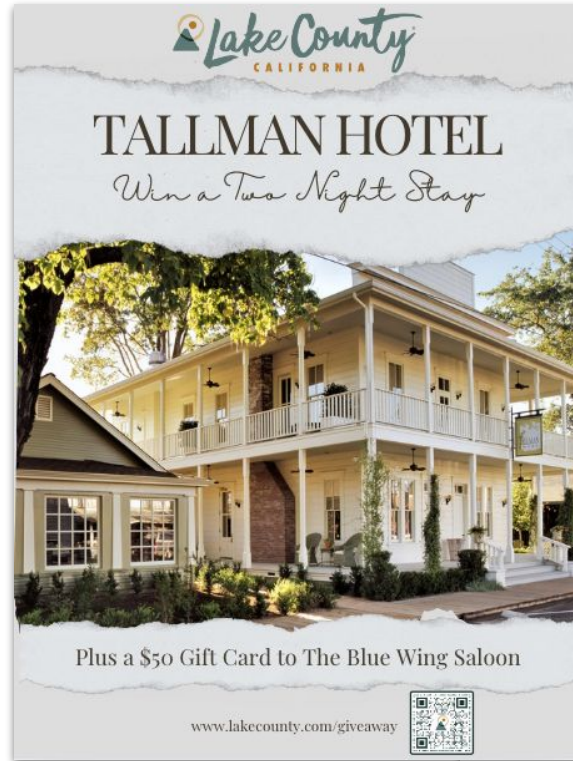
San Diego Food + Wine Festival

San Diego , CA
Nov. 10-11, 2023

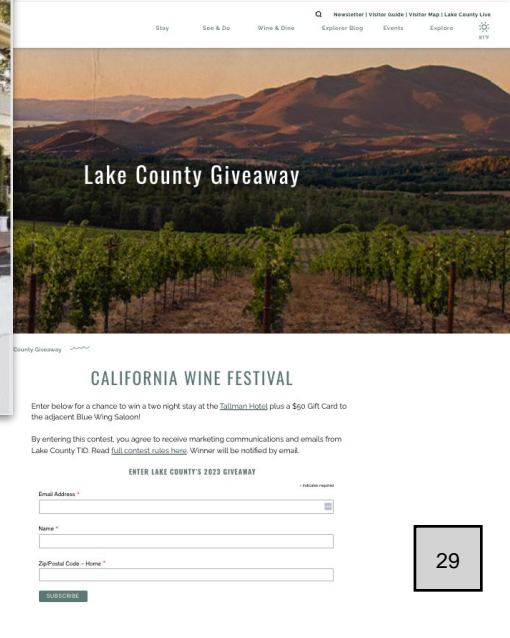
Giveaway to garner Email Signups

Thank you to our generous partner!
2 Night Stay - Tallman Hotel
\$50 Gift Car - Blue Wing Saloon

Generated 110 new database leads



Section E, Item 3.



Trade Shows

Visit California

Outlook Forum 2023

Sacramento, CA
SAFE Credit Union Convention Center
March 6-9

Three Lake County Representatives:
Brian Fisher, TID Director
Trudy Wakefield, Contract Public Relations
Amber Row, Medium Giant



Lake County Visitors Map

**65,000 Distribution
throughout Northern CA**

- 207 San Francisco Sites
- 189 Sacramento Sites
- 83 Redding Sites
- 7 Visitor Centers
- 1 Sonoma Airport

**5,000 In-county
Distribution**

Fully Ad Supported

Complete June 2022



Public Relations: Earned Media

[8 Best Places to Retire in California, According to Real Estate Experts](#), *Travel & Leisure*

[The oldest lake in North America is 2.5 hours from SF, and you should visit](#), *SFGate*

[The Oldest Lake in North America Sits Right Here in Northern California](#), *Active NorCal*

[California Rambling: Autumn in Lake County](#), *Mountain Democrat*

[Wine in the Wild](#), *M Magazine*



The screenshot shows the Travel + Leisure website interface. At the top, the logo "TRAVEL+ LEISURE" is on the left, and navigation links for "Magazine", "Newsletters", "Sweepstakes", and "BOOK NOW" are on the right. Below the logo is a horizontal menu with categories: "TRIP IDEAS", "DESTINATIONS", "WORLD'S BEST", "TIPS + PLANNING", "CRUISES", "PRIME DAY", "NEWS", and "ABOUT US". A blue banner below the menu reads "Beat the Prime Day rush with these 100 best Amazon deals for travelers from \$6". An advertisement for American Express is visible, with the text "CHOOSE AMERICAN EXPRESS. CHECK FOR OFFERS." and a "LEARN MORE" button. The main article title is "8 Best Places to Retire in California, According to Real Estate Experts" under the sub-header "TRIP IDEAS > SENIOR TRAVEL". The byline reads "By Patricia Doherty" and "Published on December 8, 2023". A social media sharing bar includes icons for Facebook, Twitter, Pinterest, and Email. The article features a photograph of a coastal town with a red barn, a lighthouse, and boats in a harbor. Below the photo, the text reads: "The Golden State, with its mountains, beaches, deserts, palm trees, national parks, and sunny weather, attracts millions of visitors from around the world each year. Many dream of making California their home, and quite a few do just that. Retirees from all over the U.S., lured by the state's natural beauty and lifestyle, seek their long-term homes here." At the bottom, a partial sentence reads: "While California has much to offer, there are many factors to consider".

Lake County Tourism Improvement District Renewal

10 Year Renewal Approved

*Authorized to continue operating until
12/31/2033*

Lake County Board of Supervisors

Approved on 2/7/2023

2.5% Assessment

75% increase from previous

	2024-2033
	
LAKE COUNTY TOURISM IMPROVEMENT DISTRICT MANAGEMENT DISTRICT PLAN	

FY24 A Look Ahead

LAKElife Magazine

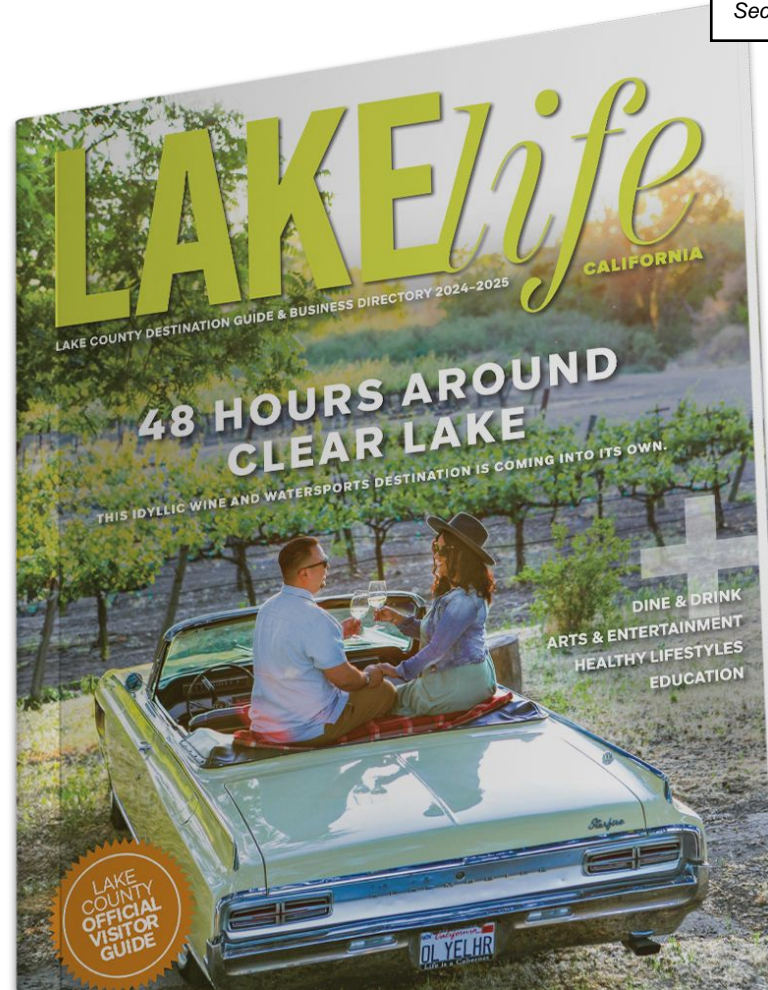
20,000 copies produced

Distribution

- 10,000 in-county
- 10 California Visitor Centers
- Charles Schulz Sonoma Airport

Fully Ad Supported

In partnership with Lake
County Chamber of Commerce



Community Involvement

May 22, 2024
Lake Leadership Forum



Sutter + Calpine + Reynolds + Tribal Health + City of Lakeport +
Community First Credit Union + Savings Bank of Mendocino County

New Faces of Lake County

**Video and Photography Asset
Library expansion**

**In partnership with
Lake County
Winegrape Commission**

- Brown Barn Films

Leveraging location talent



Public Relations: Earned Media

[Explore Lake County: A Real Wow! Factor](#), *Wine Country This Month*

[Discovering Lake County](#), *California NOW Podcast*

[12 Amazing Northern California Wineries You Must Visit](#), *Food, Fun & Faraway Places*

[Lake County Wine Feature](#), *Visit California Travel Guide*

[How to Plan a Wine Tasting Trip in Northern California](#), *Bradenton Magazine*

[Water fun and wineries in Lake County](#), *Dogtrekker*

[Foodie Things to do in Lake County](#), *Chef Denise Secrets Revealed*



Public Relations: Earned Media

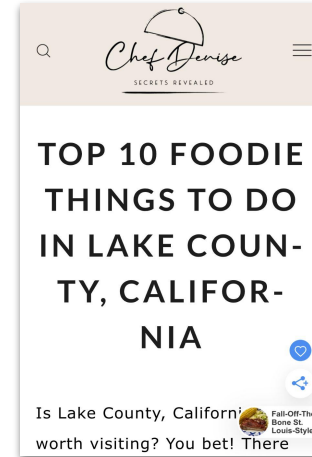


Huttopia Wine Country recently opened a series of tent-cabins at Six Sigma Ranch and Winery in Lake County.

Provided by Huttopia Wine Country

Six Sigma Ranch and Winery in Lower Lake

Not all winery lodging is designed for maximum pampering. For adventurers, Huttopia Wine Country has



Thank you
for your support!



Parks Make Life Better! Month July 2024

WHEREAS, Parks and Recreation *promotes physical, emotional, and mental health and wellness* through organized and self-directed fitness, play, and activity; and

WHEREAS, Parks and Recreation *supports the economic vitality of communities* by partnering with local businesses and non-profits, and offering events for resident's engagement; and

WHEREAS, Parks and Recreation *creates memorable experiences* through youth sports and enrichment activities, teen centers and programs, senior activity centers, adult fitness, and enrichment programs, free community events, and beyond; and

WHEREAS, Parks and Recreation *fosters social cohesiveness* in communities by celebrating diversity, providing spaces to come together peacefully, modeling compassion, promoting social equity, connecting social networks, and ensuring all people have access to its benefits; and

WHEREAS, Parks and Recreation *supports human development* and endless learning opportunities that foster social, intellectual, physical, and emotional growth in people of all ages and abilities; and

WHEREAS, Parks and Recreation *strengthens community identity* by providing facilities and services that reflect and celebrate community character, heritage, culture, history, aesthetics, and landscape; and

WHEREAS, Parks and Recreation *facilitates community problem and issue resolution* by providing safe spaces to come together peacefully and serving as key points of service, helping our communities heal both physically and emotionally; and

WHEREAS, Parks and Recreation *sustains and stewards our natural resources* by protecting habitats and open space, connecting people to nature, and promoting the ecological function of parkland; and

WHEREAS, Parks and Recreation *supports safe, vibrant, attractive, progressive communities* that make life better through positive alternatives offered in their recreational opportunities; and

WHEREAS, Parks and Recreation remains *versatile and innovative* in providing vital services to communities through local, national, or global emergencies, all while adhering to guidelines set forth by governing agencies; and

WHEREAS, The California Park & Recreation Society has released a statewide public awareness campaign, "Parks Make Life Better!®" to inform citizens of the many benefits of utilizing parks, facilities, programs, and services; now, therefore, be it resolved that the citizens of California recognize the importance of access to local parks, trails, open space, and facilities for the health, wellness, development, inspiration, and safety of all Californians; and be it further resolved, that we declare the month of July 2023 as "Parks Make Life Better!®" Month.

Dated this 18th day of July, 2024

David Claffey, Mayor

CITY OF CLEARLAKE



City Council

STAFF REPORT	
SUBJECT: Authorization of an Amendment of Contract with Square Signs LLC for the Digital Marquee Signs Project	MEETING DATE: July 18, 2024
SUBMITTED BY: Trystan Hayes	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve an amendment to the current contract with Square Signs LLC for \$48,583.75.

BACKGROUND/DISCUSSION:

The City executed a contract with Square Signs LLC to install 3 Digital Marquee Signs at the Youth Center, Senior Center, and City Hall. The city has a grant through Clean California to improve signage around the City. The amendment to the current contract would go towards the redesigned Digital Marquee Signs. The cost of the redesigned signs exceeds the initial 10% contingency budget. Staff requests approval to authorize a change order in the amount of \$48,583.75.

OPTIONS:

- 1. Move to amend the contract with Square Signs LLC in the amount of \$48,583.75.
- 2. Other direction

FISCAL IMPACT:

None \$48,583.75 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: Clean CA Grant Funding

Comments:

STRATEGIC PLAN IMPACT:

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

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

SUGGESTED MOTIONS:

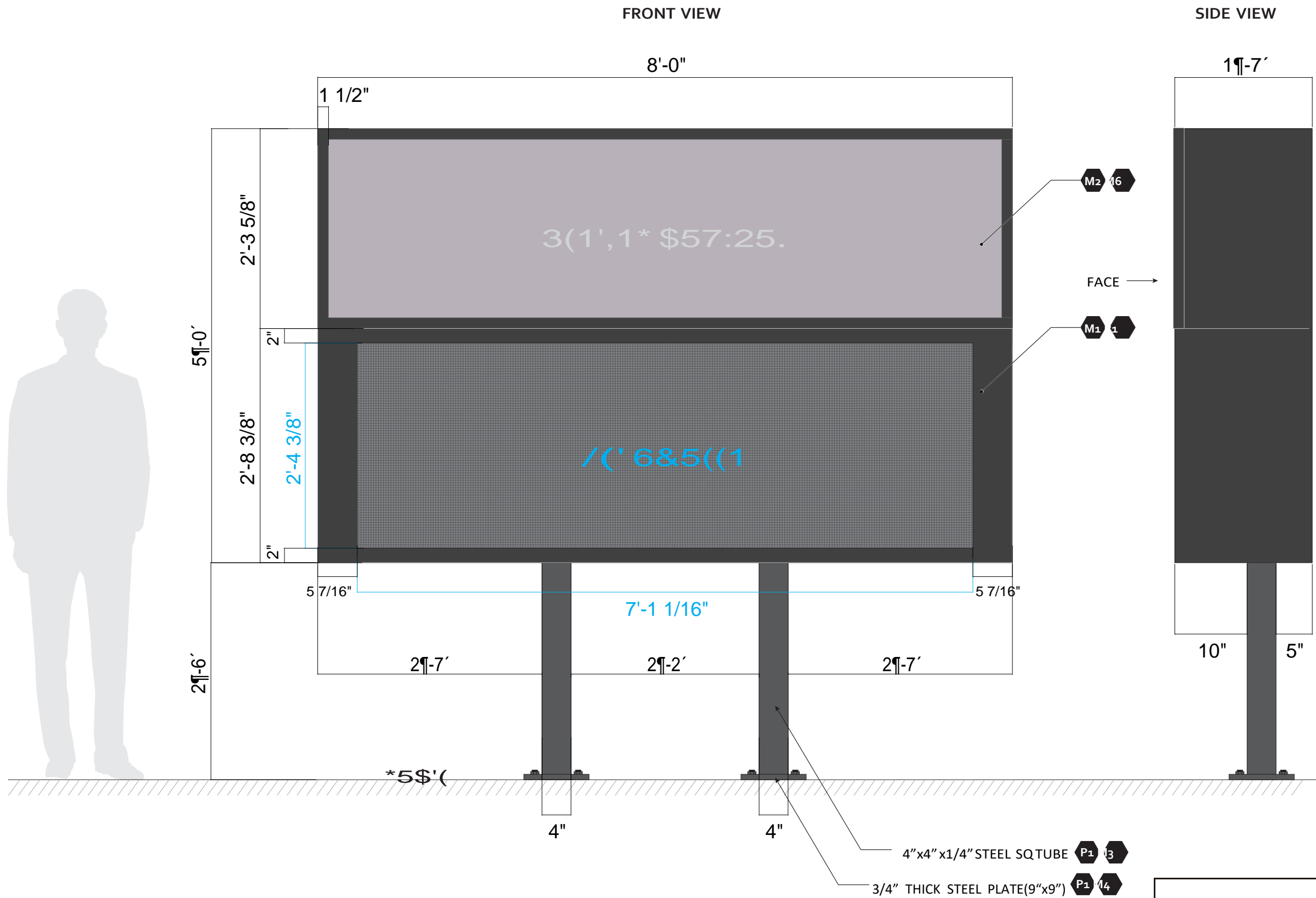
- 1. Move to amend the contract with Square Signs LLC in the amount of \$48,583.75.

- Attachments:**
 - 1. Previous Digital Marquee Sign Design
 - 2. New Digital Marquee Sign Design

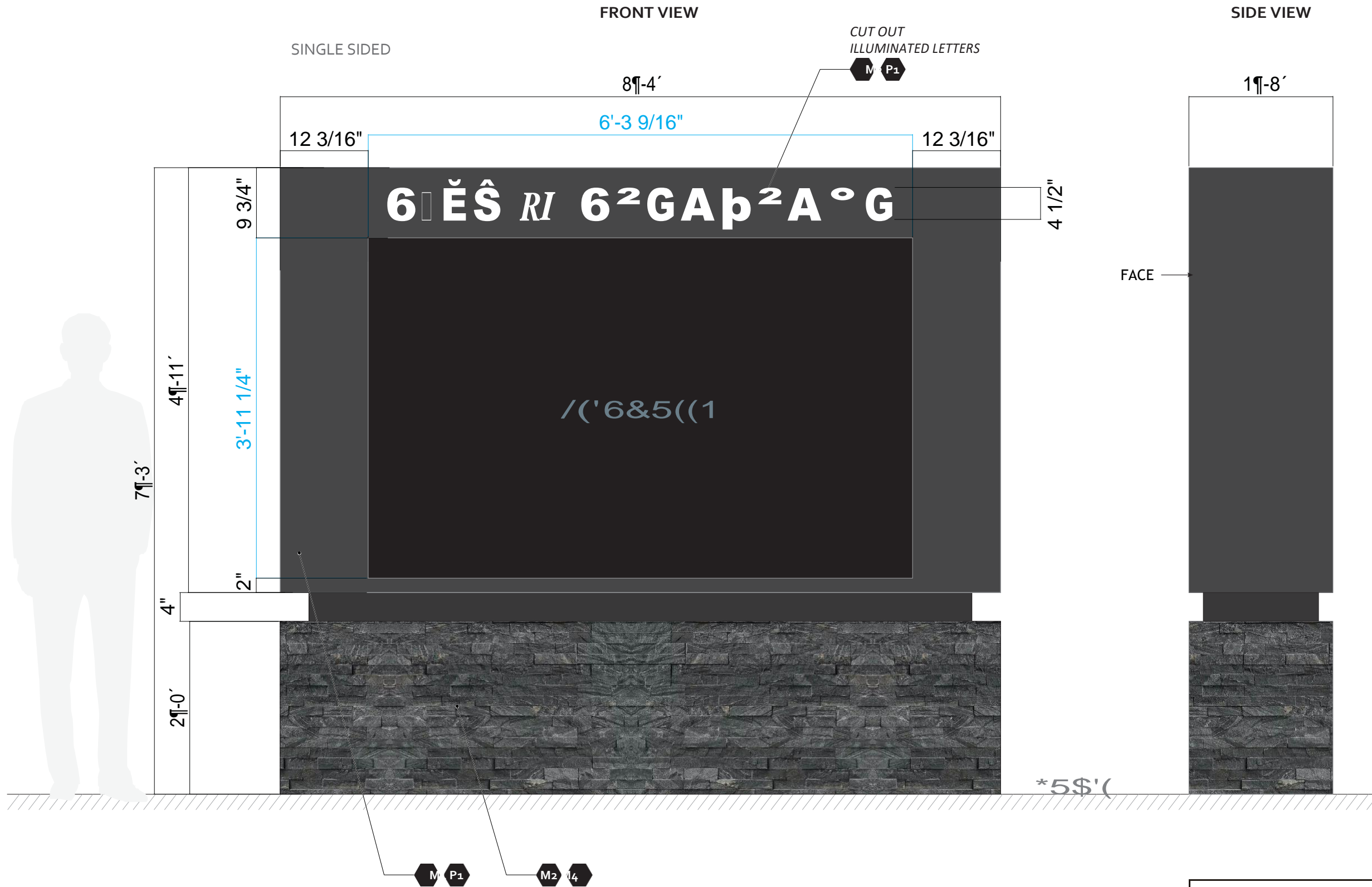
SIGN 1

Attachment #1: Previous Digital Marquee Sign Design

Section G, Item 5.



	PROJECT NAME CITY OF CLEARLAKE SIGNS												
	<table border="1"> <tr> <td>APPROVED</td> <td>PROJ. START DATE: 06.18.2024</td> <td>DATE LAST REVISED:</td> <td>REV. NO. 1</td> <td>45</td> </tr> <tr> <td>CHECKED</td> <td colspan="2">DRAWN BY Square Signs LLC DBA FrontSigns</td> <td>SHEET 5</td> <td></td> </tr> </table>				APPROVED	PROJ. START DATE: 06.18.2024	DATE LAST REVISED:	REV. NO. 1	45	CHECKED	DRAWN BY Square Signs LLC DBA FrontSigns		SHEET 5
APPROVED	PROJ. START DATE: 06.18.2024	DATE LAST REVISED:	REV. NO. 1	45									
CHECKED	DRAWN BY Square Signs LLC DBA FrontSigns		SHEET 5										



SIDE VIEW



CONCRETE BASE, WITH "STACKEDSTONE" DECORATIVE FINISH


	PROJECT NAME CITY OF CLEARLAKE SIGNS												
	<table border="1"> <tr> <td>APPROVED</td> <td>PROJ. START DATE: 06.18.2024</td> <td>DATE LAST REVISED:</td> <td>REV. NO. 1</td> <td>46</td> </tr> <tr> <td>CHECKED</td> <td colspan="2">DRAWN BY Square Signs LLC DBA FrontSigns</td> <td>SHEET 5</td> <td></td> </tr> </table>				APPROVED	PROJ. START DATE: 06.18.2024	DATE LAST REVISED:	REV. NO. 1	46	CHECKED	DRAWN BY Square Signs LLC DBA FrontSigns		SHEET 5
APPROVED	PROJ. START DATE: 06.18.2024	DATE LAST REVISED:	REV. NO. 1	46									
CHECKED	DRAWN BY Square Signs LLC DBA FrontSigns		SHEET 5										



PLANTS ARE NOT INCLUDED

VISUALISATION


THE SIGN MOCKUP APPEARANCE IS VERY APPROXIMATE
ACTUAL COLOR MAY VARY FROM SCREEN REPRESENTATION

		PROJECT NAME				
		CITY OF CLEARLAKE SIGNS				
APPROVED	CHECKED	DRAWN BY Square Signs LLC DBA FrontSigns	PROJ. START DATE: 06.18.2024	DATE LAST REVISED:	REV. NO. 1	47
			SHEET 1			



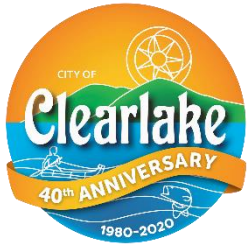
VISUALISATION

THE SIGN MOCKUP APPEARANCE IS VERY APPROXIMATE
ACTUAL COLOR MAY VARY FROM SCREEN REPRESENTATION

		PROJECT NAME		48
		CITY OF CLEARLAKE SIGNS		
APPROVED	PROJ. START DATE:	DATE LAST REVISED:	REV. NO.	1
CHECKED	06.18.2024		1	
DRAWN BY Square Signs LLC DBA FrontSigns		SHEET 10		

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Amendment to Agreement with OpenGov Inc. to Expand Services to Include OpenGov/ Cartegraph Suite	MEETING DATE: July 18, 2024
SUBMITTED BY: Adeline Leyba, Public Works Director	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to Authorize the City Manager to execute the 2nd amendment of the contract with OpenGov Inc, to include OpenGov/Cartegraph Asset Management, Public Works and Facilities Service Requests Suite as additional functions for an increased annual subscription of \$25,179 and \$31,710 implementation fee.

BACKGROUND/DISCUSSION:

The City entered into a contract with OpenGov in 2019 for Financial Transparency. Adding these additional modules will greatly increase staff efficiency in the areas of asset management, transportation, facilities and fleet domains. This will enable staff to use the system while mobile, has reporting and analytic tools while having the ability to manage assets and work processes and generating and tracking preventative maintenance.

OPTIONS:

- 1. Move to authorize City Manager to execute an amendment
- 2. Other direction

FISCAL IMPACT:

None \$56,889 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: Various

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 and authorize the City Manager to execute an amendment.

Attachments:



Clearlake, CA

Packet: APPKT03010 - 6/20/24 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
000101	AMERIGAS	06/20/2024	Regular	0.00	1,363.79	17028
VEN01351	BKF ENGINEERS	06/20/2024	Regular	0.00	3,744.00	17029
000068	BOB'S JANITORIAL	06/20/2024	Regular	0.00	146.79	17030
VEN01228	BPR CONSULTING GROUP	06/20/2024	Regular	0.00	1,186.25	17031
002162	CALIFORNIA ENGINEERING	06/20/2024	Regular	0.00	49,840.28	17032
000548	COMPUTER LOGISTICS	06/20/2024	Regular	0.00	6,715.66	17033
002083	COUNTY OF LAKE WATER RESOURCE	06/20/2024	Regular	0.00	10,828.25	17034
002392	DE LAGE LANDEN PUBLIC FINANCE	06/20/2024	Regular	0.00	1,462.90	17035
000774	DEEP VALLEY SECURITY	06/20/2024	Regular	0.00	32.95	17036
000073	EASTLAKE SANITARY LANDFILL	06/20/2024	Regular	0.00	35.96	17037
002191	ENTERPRISE FM TRUST	06/20/2024	Regular	0.00	24,205.85	17038
001769	FULL SOURCE	06/20/2024	Regular	0.00	305.15	17039
000241	GALL'S LLC	06/20/2024	Regular	0.00	3,284.17	17040
001732	GARY PRICE CONSULTING SERVICES	06/20/2024	Regular	0.00	4,557.00	17041
000797	GRANITE CONSTRUCTION	06/20/2024	Regular	0.00	2,839.96	17042
VEN01394	HUNTERS SERVICES INC	06/20/2024	Regular	0.00	285.00	17043
000501	KUSTOM SIGNALS, INC.	06/20/2024	Regular	0.00	195.56	17044
002175	LAKE COUNTY SHERIFF'S OFFICE	06/20/2024	Regular	0.00	2,000.00	17045
000158	LAKE COUNTY SPECIAL DISTRICTS	06/20/2024	Regular	0.00	1.26	17046
VEN01123	LOOMIS	06/20/2024	Regular	0.00	617.93	17047
002169	LOS CARNEROS INVESTIGATIVE SVC	06/20/2024	Regular	0.00	700.00	17048
VEN01451	MASON ENTERTAINMENT, LLC	06/20/2024	Regular	0.00	300.00	17049
001489	NAPA AUTO PARTS	06/20/2024	Regular	0.00	151.31	17050
002242	PARODI INVESTIGATIVE SOLUTIONS,	06/20/2024	Regular	0.00	1,600.00	17051
001843	PG&E CFM	06/20/2024	Regular	0.00	1,446.91	17052
001843	PG&E CFM	06/20/2024	Regular	0.00	2,414.96	17053
001843	PG&E CFM	06/20/2024	Regular	0.00	93.55	17054
VEN01283	PROFORCE MARKETING, INC	06/20/2024	Regular	0.00	6,231.38	17055
VEN01371	R.E.Y. ENGINEERS, INC.	06/20/2024	Regular	0.00	4,593.50	17056
VEN01255	REDWOOD EMPIRE MUNICIPAL INSU	06/20/2024	Regular	0.00	173.24	17057
VEN01520	RICARDO GODINEZ - C & G AUTOBOI	06/20/2024	Regular	0.00	375.00	17058
002215	ROBERT COKER	06/20/2024	Regular	0.00	150.00	17059
VEN01251	RYAN KIMBLE - KIMBLE'S CONSTRUC	06/20/2024	Regular	0.00	54,700.00	17060
001513	SAN DIEGO POLICE EQUIPMENT	06/20/2024	Regular	0.00	5,118.62	17061
001581	SQUAD ROOM EMBLEMS	06/20/2024	Regular	0.00	1,041.00	17062
VEN01336	SSA LANDSCAPE ARCHITECTS, INC.	06/20/2024	Regular	0.00	32,480.50	17063
002339	TAYLOR EAGLE	06/20/2024	Regular	0.00	24.00	17064
001325	VERIZON WIRELESS	06/20/2024	Regular	0.00	50.00	17065
000085	VESTIS GROUP, INC. (F/K/A ARAMAR	06/20/2024	Regular	0.00	147.93	17066

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	39	0.00	225,440.61
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
	60	39	0.00	225,440.61

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2024	225,440.61
			<hr/>
			225,440.61



Clearlake, CA

Payable Detail by Vendor

Section G, Item 7.

Packet: APPKT03018 - US BANK K.WELLS 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [001540 - US BANK CORPORATE PMT. SYSTEM](#)

Vendor Total: **133.90**

411300334322	Invoice	4/22/2024	4/22/2024	4/22/2024	4/22/2024	48.90	0.00	0.00	0.00	48.90
KEYBOARD AND MOUSE		AP - Accounts Payable			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
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KEYBOARD AND MOUSE

NA

0.00

0.00

48.90

0.00

0.00

0.00

48.90

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
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[100-1300-600-235](#)

SUPPLIES

48.90

100.00%

799681	Invoice	5/13/2024	5/13/2024	5/13/2024	5/13/2024	85.00	0.00	0.00	0.00	85.00
WORKSHOP ON ACCOUNTING CHANGES & E...		AP - Accounts Payable			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
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WORKSHOP ON ACCOUNTING CHANGES... NA

0.00

0.00

85.00

0.00

0.00

0.00

85.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
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[100-1300-700-453](#)

TRAVEL & TRAINING

85.00

100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	2	133.90	0.00	0.00	0.00	133.90	0.00	133.90
Grand Total:		133.90	0.00	0.00	0.00	133.90	0.00	133.90

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-1300-600-235	SUPPLIES	48.90
100-1300-700-453	TRAVEL & TRAINING	85.00
	Total:	133.90



Clearlake, CA

Payable Detail by Vendor Name
 Section G, Item 7.

Packet: APPKT02981 - US BANK R.PETERSON 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 001540 - US BANK CORPORATE PMT. SYSTEM										Vendor Total: 1,006.74
089409	Invoice	5/2/2024	5/2/2024	5/2/2024	5/2/2024	51.70	0.00	0.00	0.00	51.70
RECRUITMENT IN VISALIA, FRESNO, HANFO...		AP - Accounts Payable			No	Payment Date: 6/14/2024		Bank Draft:		DFT0003664

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
RECRUITMENT IN VISALIA, FRESNO, HA...	NA	0.00	0.00	51.70	0.00	0.00	0.00	51.70

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-700-455	RECRUITMENT EXPENSES		51.70	100.00%

336786950	Invoice	5/9/2024	5/9/2024	5/9/2024	5/9/2024	955.04	0.00	0.00	0.00	955.04
POST MNG. TRAINING COURSE HOTEL		AP - Accounts Payable			No	Payment Date: 6/14/2024		Bank Draft:		DFT0003665

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
POST MNG. TRAINING COURSE HOTEL	NA	0.00	0.00	955.04	0.00	0.00	0.00	955.04

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-700-456	POST TRAINING PROGRAM		955.04	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	2	1,006.74	0.00	0.00	0.00	1,006.74	1,006.74	0.00
Grand Total:		1,006.74	0.00	0.00	0.00	1,006.74	1,006.74	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-2000-700-455	RECRUITMENT EXPENSES	51.70
100-2000-700-456	POST TRAINING PROGRAM	955.04
	Total:	1,006.74



Clearlake, CA

Payable Detail by Section G, Item 7.

Payable Detail by Vendor Name

Packet: APPKT02986 - US BANK D.WYMER 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [001540 - US BANK CORPORATE PMT. SYSTEM](#)

Vendor Total: 3,569.14

#111-0291502-1418631	Invoice	5/3/2024	5/3/2024	5/3/2024	5/3/2024	10.60	0.00	0.00	0.00	10.60
PIVOT BRACKET FOR TRUCK LIGHT	AP - Accounts Payable				No	Payment Date: 6/14/2024				Bank Draft: DFT0003678

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PIVOT BRACKET FOR TRUCK LIGHT	NA	0.00	0.00	10.60	0.00	0.00	0.00	10.60

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-231	VEHICLE MAINTENANCE		10.60	100.00%

039773	Invoice	4/25/2024	4/25/2024	4/25/2024	4/25/2024	925.54	0.00	0.00	0.00	925.54
REPLACEMENT WEED TRIMMER	AP - Accounts Payable				No	Payment Date: 6/14/2024				Bank Draft: DFT0003684

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
REPLACEMENT WEED TRIMMER	NA	0.00	0.00	925.54	0.00	0.00	0.00	925.54

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-334	SMALL TOOLS		925.54	100.00%

083116	Invoice	5/13/2024	5/13/2024	5/13/2024	5/13/2024	63.28	0.00	0.00	0.00	63.28
GATE VALVE FOR YARD MAIN LEAK	AP - Accounts Payable				No	Payment Date: 6/14/2024				Bank Draft: DFT0003677

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
GATE VALVE FOR YARD MAIN LEAK	NA	0.00	0.00	63.28	0.00	0.00	0.00	63.28

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-235	SUPPLIES		63.28	100.00%

111-9680479-4143432	Invoice	5/1/2024	5/1/2024	5/1/2024	5/1/2024	73.28	0.00	0.00	0.00	73.28
ELECTROLYTE FOR CREW	AP - Accounts Payable				No	Payment Date: 6/14/2024				Bank Draft: DFT0003679

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ELECTROLYTE FOR CREW	NA	0.00	0.00	73.28	0.00	0.00	0.00	73.28

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
220-3065-600-235	SUPPLIES		73.28	100.00%

120400809772	Invoice	4/27/2024	4/27/2024	4/27/2024	4/27/2024	230.00	0.00	0.00	0.00	230.00
TOOL PROGRAM	AP - Accounts Payable				No	Payment Date: 6/14/2024				Bank Draft: DFT0003683

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
TOOL PROGRAM	NA	0.00	0.00	230.00	0.00	0.00	0.00	230.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-334	SMALL TOOLS		230.00	100.00%

844159446180	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	28.70	0.00	0.00	0.00	28.70
WATER FOR CREW	AP - Accounts Payable				No	Payment Date: 6/14/2024				Bank Draft: DFT0003681

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
Payable Description	Bank Code				On Hold					
220-3065-600-235	Invoice	5/14/2024	5/14/2024	5/14/2024	5/14/2024	28.70	0.00	0.00	0.00	28.70
WATER FOR CREW Distributions	NA					28.70	0.00	0.00	0.00	28.70
220-3065-600-235	SUPPLIES					28.70	100.00%			
C85004/1	Invoice	5/14/2024	5/14/2024	5/14/2024	5/14/2024	743.33	0.00	0.00	0.00	743.33
REPLACEMENT BLOWER	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft:	DFT0003675
REPLACEMENT BLOWER Distributions	NA					743.33	0.00	0.00	0.00	743.33
200-3040-600-235	SUPPLIES					743.33	100.00%			
F36095/3	Invoice	4/22/2024	4/22/2024	4/22/2024	4/22/2024	25.57	0.00	0.00	0.00	25.57
TRIMMER LINE	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft:	DFT0003686
TRIMMER LINE Distributions	NA					25.57	0.00	0.00	0.00	25.57
200-3040-600-235	SUPPLIES					25.57	100.00%			
F36946/3	Invoice	4/23/2024	4/23/2024	4/23/2024	4/23/2024	125.70	0.00	0.00	0.00	125.70
SPRAYER FOR ROADS	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft:	DFT0003685
SPRAYER FOR ROADS Distributions	NA					125.70	0.00	0.00	0.00	125.70
200-3040-600-334	SMALL TOOLS					125.70	100.00%			
F42246/3	Invoice	4/29/2024	4/29/2024	4/29/2024	4/29/2024	62.61	0.00	0.00	0.00	62.61
REPLACEMENT LOCKS	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft:	DFT0003682
REPLACEMENT LOCKS Distributions	NA					62.61	0.00	0.00	0.00	62.61
200-3040-600-235	SUPPLIES					62.61	100.00%			
F55848/3	Invoice	5/16/2024	5/16/2024	5/16/2024	5/16/2024	10.43	0.00	0.00	0.00	10.43
MAKING PAINT FOR STRIPING/811	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft:	DFT0003674
MAKING PAINT FOR STRIPING/811 Distributions	NA					10.43	0.00	0.00	0.00	10.43
200-3040-600-235	SUPPLIES					10.43	100.00%			
F58670/3	Invoice	5/20/2024	5/20/2024	5/20/2024	5/20/2024	35.15	0.00	0.00	0.00	35.15
PAINT FOR BRIDGE RAIL	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft:	DFT0003672
PAINT FOR BRIDGE RAIL Distributions	NA					35.15	0.00	0.00	0.00	35.15
200-3040-600-227	MAINTENANCE-RIGHT OF WAY					35.15	100.00%			

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
F59061/3	Invoice	5/20/2024	5/20/2024	5/20/2024	5/20/2024	27.73	0.00	0.00	0.00	27.73
BOLTS FOR BRIDGE RAIL		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003673		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BOLTS FOR BRIDGE RAIL	NA	0.00	0.00	27.73	0.00	0.00	0.00	27.73

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-227	MAINTENANCE-RIGHT OF WAY		27.73	100.00%

PT.2 C87273/1	Invoice	5/14/2024	5/14/2024	5/14/2024	5/14/2024	362.27	0.00	0.00	0.00	362.27
ADDITIONAL WEED TRIMMER		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003676		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADDITIONAL WEED TRIMMER	NA	0.00	0.00	362.27	0.00	0.00	0.00	362.27

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-334	SMALL TOOLS		362.27	100.00%

S0955716	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	844.95	0.00	0.00	0.00	844.95
PAVEMENTS DELINIATORS		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003680		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PAVEMENTS DELINIATORS	NA	0.00	0.00	844.95	0.00	0.00	0.00	844.95

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-227	MAINTENANCE-RIGHT OF WAY		844.95	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	15	3,569.14	0.00	0.00	0.00	3,569.14	3,569.14	0.00
Grand Total:		3,569.14	0.00	0.00	0.00	3,569.14	3,569.14	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
200-3040-600-227	MAINTENANCE-RIGHT OF WAY	907.83
200-3040-600-231	VEHICLE MAINTENANCE	10.60
200-3040-600-235	SUPPLIES	905.22
200-3040-600-334	SMALL TOOLS	1,643.51
	Total:	3,467.16

<u>Account</u>	<u>Name</u>	<u>Amount</u>
220-3065-600-235	SUPPLIES	101.98
	Total:	101.98



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Payable Detail by Section G, Item 7.

Payable Detail by Vendor Name

Packet: APPKT03036 - US BANK M.SNYDER 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 001540 - US BANK CORPORATE PMT. SYSTEM										Vendor Total: 1,522.07
005265-96247	Invoice	5/2/2024	5/2/2024	5/2/2024	5/2/2024	124.99	0.00	0.00	0.00	124.99
TRAILER	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft: DFT0003725	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
TRAILER	NA	0.00	0.00	124.99	0.00	0.00	0.00	124.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-600-235	SUPPLIES		124.99	100.00%

112-5797370-1169829	Invoice	4/29/2024	4/29/2024	4/29/2024	4/29/2024	933.10	0.00	0.00	0.00	933.10
HOLSTERS,	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft: DFT0003727	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
HOLSTERS,	NA	0.00	0.00	933.10	0.00	0.00	0.00	933.10

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-600-235	SUPPLIES		933.10	100.00%

120763078	Invoice	4/26/2024	4/26/2024	4/26/2024	4/26/2024	408.51	0.00	0.00	0.00	408.51
TRAILER BALL HITCH	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft: DFT0003728	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
TRAILER BALL HITCH	NA	0.00	0.00	408.51	0.00	0.00	0.00	408.51

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-600-235	SUPPLIES		408.51	100.00%

129868	Invoice	5/2/2024	5/2/2024	5/2/2024	5/2/2024	30.47	0.00	0.00	0.00	30.47
TRAILER WRENCH	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft: DFT0003726	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
TRAILER WRENCH	NA	0.00	0.00	30.47	0.00	0.00	0.00	30.47

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-600-235	SUPPLIES		30.47	100.00%

FASTRAK	Invoice	4/24/2024	4/24/2024	4/24/2024	4/24/2024	25.00	0.00	0.00	0.00	25.00
BRIDGE TOLLS, TRAVEL TRAINING, AND TRA...	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft: DFT0003729	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BRIDGE TOLLS, TRAVEL TRAINING, AND ...	NA	0.00	0.00	25.00	0.00	0.00	0.00	25.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-700-453	TRAVEL & TRAINING		25.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	5	1,522.07	0.00	0.00	0.00	1,522.07	1,522.07	0.00
Grand Total:		1,522.07	0.00	0.00	0.00	1,522.07	1,522.07	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-2000-600-235	SUPPLIES	1,497.07
100-2000-700-453	TRAVEL & TRAINING	25.00
	Total:	1,522.07

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00
Grand Total:		1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-2010-600-236	POSTAGE	1,000.00
	Total:	1,000.00



Clearlake, CA

Payable Detail by Vendor

Section G, Item 7.

Payable Detail by Vendor

Packet: APPKT03037 - US BANK N.BURRELL 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [001540 - US BANK CORPORATE PMT. SYSTEM](#)

Vendor Total: 579.10

19611354	Invoice	5/21/2024	5/21/2024	5/21/2024	5/21/2024	579.10	0.00	0.00	0.00	579.10
GLOVES, DISINFECTING WIPES, ID TAGS	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft:	DFT0003730

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
GLOVES, DISINFECTING WIPES, ID TAGS	NA	0.00	0.00	579.10	0.00	0.00	0.00	579.10

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-600-235	SUPPLIES		579.10	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	579.10	0.00	0.00	0.00	579.10	579.10	0.00
Grand Total:		579.10	0.00	0.00	0.00	579.10	579.10	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-2000-600-235	SUPPLIES	579.10
	Total:	579.10



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Payable Detail by Vendor

Section G, Item 7.

Payable Detail by Vendor

Packet: APPKT02985 - US BANK T.FRANKLIN 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [001540 - US BANK CORPORATE PMT. SYSTEM](#)

Vendor Total: 1,838.89

90933866	Invoice	5/16/2024	5/16/2024	5/16/2024	5/16/2024	1,838.89	0.00	0.00	0.00	1,838.89
HOTEL POST SUPERVISOR COURSE	AP - Accounts Payable				No	Payment Date: 6/14/2024			Bank Draft:	DFT0003671

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
HOTEL POST SUPERVISOR COURSE	NA	0.00	0.00	1,838.89	0.00	0.00	0.00	1,838.89

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-2000-700-456	POST TRAINING PROGRAM		1,838.89	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	1,838.89	0.00	0.00	0.00	1,838.89	1,838.89	0.00
Grand Total:		1,838.89	0.00	0.00	0.00	1,838.89	1,838.89	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-2000-700-456	POST TRAINING PROGRAM	1,838.89
	Total:	1,838.89



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Payable Detail by Section G, Item 7.

Payable Detail by Vendor Name

Packet: APPKT02986 - US BANK D.WYMER 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [001540 - US BANK CORPORATE PMT. SYSTEM](#) Vendor Total: 3,569.14

[#111-0291502-1418631](#) Invoice 5/3/2024 5/3/2024 5/3/2024 5/3/2024 10.60 0.00 0.00 0.00 10.60
 PIVOT BRACKET FOR TRUCK LIGHT AP - Accounts Payable No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PIVOT BRACKET FOR TRUCK LIGHT	NA	0.00	0.00	10.60	0.00	0.00	0.00	10.60

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-231	VEHICLE MAINTENANCE		10.60	100.00%

[039773](#) Invoice 4/25/2024 4/25/2024 4/25/2024 4/25/2024 925.54 0.00 0.00 0.00 925.54
 REPLACEMENT WEED TRIMMER AP - Accounts Payable No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
REPLACEMENT WEED TRIMMER	NA	0.00	0.00	925.54	0.00	0.00	0.00	925.54

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-334	SMALL TOOLS		925.54	100.00%

[083116](#) Invoice 5/13/2024 5/13/2024 5/13/2024 5/13/2024 63.28 0.00 0.00 0.00 63.28
 GATE VALVE FOR YARD MAIN LEAK AP - Accounts Payable No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
GATE VALVE FOR YARD MAIN LEAK	NA	0.00	0.00	63.28	0.00	0.00	0.00	63.28

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-235	SUPPLIES		63.28	100.00%

[111-9680479-4143432](#) Invoice 5/1/2024 5/1/2024 5/1/2024 5/1/2024 73.28 0.00 0.00 0.00 73.28
 ELECTROLYTE FOR CREW AP - Accounts Payable No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ELECTROLYTE FOR CREW	NA	0.00	0.00	73.28	0.00	0.00	0.00	73.28

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
220-3065-600-235	SUPPLIES		73.28	100.00%

[120400809772](#) Invoice 4/27/2024 4/27/2024 4/27/2024 4/27/2024 230.00 0.00 0.00 0.00 230.00
 TOOL PROGRAM AP - Accounts Payable No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
TOOL PROGRAM	NA	0.00	0.00	230.00	0.00	0.00	0.00	230.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-334	SMALL TOOLS		230.00	100.00%

[844159446180](#) Invoice 4/30/2024 4/30/2024 4/30/2024 4/30/2024 28.70 0.00 0.00 0.00 28.70
 WATER FOR CREW AP - Accounts Payable No

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
Payable Description	Bank Code				On Hold					
220-3065-600-235	Invoice	5/14/2024	5/14/2024	5/14/2024	5/14/2024	28.70	0.00	0.00	0.00	28.70
REPLACEMENT BLOWER										
AP - Accounts Payable No										
Items										
Item Description										
Commodity										
Units										
Price										
Amount										
Tax										
Shipping										
Discount										
Total										
WATER FOR CREW Distributions										
NA 0.00 0.00 28.70 0.00 0.00 0.00 28.70										
Account Number										
Account Name										
Project Account Key										
Amount										
Percent										
220-3065-600-235 SUPPLIES 28.70 100.00%										
200-3040-600-235	Invoice	4/22/2024	4/22/2024	4/22/2024	4/22/2024	743.33	0.00	0.00	0.00	743.33
REPLACEMENT BLOWER										
AP - Accounts Payable No										
Items										
Item Description										
Commodity										
Units										
Price										
Amount										
Tax										
Shipping										
Discount										
Total										
REPLACEMENT BLOWER Distributions										
NA 0.00 0.00 743.33 0.00 0.00 0.00 743.33										
Account Number										
Account Name										
Project Account Key										
Amount										
Percent										
200-3040-600-235 SUPPLIES 743.33 100.00%										
200-3040-600-235	Invoice	4/22/2024	4/22/2024	4/22/2024	4/22/2024	25.57	0.00	0.00	0.00	25.57
TRIMMER LINE										
AP - Accounts Payable No										
Items										
Item Description										
Commodity										
Units										
Price										
Amount										
Tax										
Shipping										
Discount										
Total										
TRIMMER LINE Distributions										
NA 0.00 0.00 25.57 0.00 0.00 0.00 25.57										
Account Number										
Account Name										
Project Account Key										
Amount										
Percent										
200-3040-600-235 SUPPLIES 25.57 100.00%										
200-3040-600-334	Invoice	4/23/2024	4/23/2024	4/23/2024	4/23/2024	125.70	0.00	0.00	0.00	125.70
SPRAYER FOR ROADS										
AP - Accounts Payable No										
Items										
Item Description										
Commodity										
Units										
Price										
Amount										
Tax										
Shipping										
Discount										
Total										
SPRAYER FOR ROADS Distributions										
NA 0.00 0.00 125.70 0.00 0.00 0.00 125.70										
Account Number										
Account Name										
Project Account Key										
Amount										
Percent										
200-3040-600-334 SMALL TOOLS 125.70 100.00%										
200-3040-600-235	Invoice	4/29/2024	4/29/2024	4/29/2024	4/29/2024	62.61	0.00	0.00	0.00	62.61
REPLACEMENT LOCKS										
AP - Accounts Payable No										
Items										
Item Description										
Commodity										
Units										
Price										
Amount										
Tax										
Shipping										
Discount										
Total										
REPLACEMENT LOCKS Distributions										
NA 0.00 0.00 62.61 0.00 0.00 0.00 62.61										
Account Number										
Account Name										
Project Account Key										
Amount										
Percent										
200-3040-600-235 SUPPLIES 62.61 100.00%										
200-3040-600-235	Invoice	5/16/2024	5/16/2024	5/16/2024	5/16/2024	10.43	0.00	0.00	0.00	10.43
MAKING PAINT FOR STRIPING/811										
AP - Accounts Payable No										
Items										
Item Description										
Commodity										
Units										
Price										
Amount										
Tax										
Shipping										
Discount										
Total										
MAKING PAINT FOR STRIPING/811 Distributions										
NA 0.00 0.00 10.43 0.00 0.00 0.00 10.43										
Account Number										
Account Name										
Project Account Key										
Amount										
Percent										
200-3040-600-235 SUPPLIES 10.43 100.00%										
200-3040-600-227	Invoice	5/20/2024	5/20/2024	5/20/2024	5/20/2024	35.15	0.00	0.00	0.00	35.15
PAINT FOR BRIDGE RAIL										
AP - Accounts Payable No										
Items										
Item Description										
Commodity										
Units										
Price										
Amount										
Tax										
Shipping										
Discount										
Total										
PAINT FOR BRIDGE RAIL Distributions										
NA 0.00 0.00 35.15 0.00 0.00 0.00 35.15										
Account Number										
Account Name										
Project Account Key										
Amount										
Percent										
200-3040-600-227 MAINTENANCE-RIGHT OF WAY 35.15 100.00%										

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
F59061/3	Invoice	5/20/2024	5/20/2024	5/20/2024	5/20/2024	27.73	0.00	0.00	0.00	27.73
Payable Description		Bank Code		On Hold						
BOLTS FOR BRIDGE RAIL		AP - Accounts Payable		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BOLTS FOR BRIDGE RAIL	NA	0.00	0.00	27.73	0.00	0.00	0.00	27.73

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-227	MAINTENANCE-RIGHT OF WAY		27.73	100.00%

PT.2 C87273/1	Invoice	5/14/2024	5/14/2024	5/14/2024	5/14/2024	362.27	0.00	0.00	0.00	362.27
Payable Description		AP - Accounts Payable		No						
ADDITIONAL WEED TRIMMER										

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADDITIONAL WEED TRIMMER	NA	0.00	0.00	362.27	0.00	0.00	0.00	362.27

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-334	SMALL TOOLS		362.27	100.00%

S0955716	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	844.95	0.00	0.00	0.00	844.95
Payable Description		AP - Accounts Payable		No						
PAVEMENTS DELINIATORS										

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PAVEMENTS DELINIATORS	NA	0.00	0.00	844.95	0.00	0.00	0.00	844.95

Account Number	Account Name	Project Account Key	Amount	Percent
200-3040-600-227	MAINTENANCE-RIGHT OF WAY		844.95	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	15	3,569.14	0.00	0.00	0.00	3,569.14	0.00	3,569.14
Grand Total:		3,569.14	0.00	0.00	0.00	3,569.14	0.00	3,569.14

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
200-3040-600-227	MAINTENANCE-RIGHT OF WAY	907.83
200-3040-600-231	VEHICLE MAINTENANCE	10.60
200-3040-600-235	SUPPLIES	905.22
200-3040-600-334	SMALL TOOLS	1,643.51
	Total:	3,467.16

<u>Account</u>	<u>Name</u>	<u>Amount</u>
220-3065-600-235	SUPPLIES	101.98
	Total:	101.98



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Payable Detail by Section G, Item 7.

Payable Detail by Vendor Name

Packet: APPKT02982 - US BANK T.DEWALT 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [001540 - US BANK CORPORATE PMT. SYSTEM](#) Vendor Total: 68.61

[025630](#) Invoice 4/29/2024 4/29/2024 4/29/2024 4/29/2024 18.47 0.00 0.00 0.00 18.47
 BATTERIES AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003666

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BATTERIES	NA	0.00	0.00	18.47	0.00	0.00	0.00	18.47

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
121-0000-800-681	EQUIPMENT & SOFTWARE		18.47	100.00%

[111-0769978-9888266](#) Invoice 5/8/2024 5/8/2024 5/8/2024 5/8/2024 11.95 0.00 0.00 0.00 11.95
 MAGNUS VT AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003666

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
MAGNUS VT	NA	0.00	0.00	11.95	0.00	0.00	0.00	11.95

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
121-0000-800-681	EQUIPMENT & SOFTWARE		11.95	100.00%

[111-9433531-9425059](#) Invoice 5/9/2024 5/9/2024 5/9/2024 5/9/2024 15.20 0.00 0.00 0.00 15.20
 KAKAPOZO USB AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003666

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
KAKAPOZO USB	NA	0.00	0.00	15.20	0.00	0.00	0.00	15.20

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
121-0000-800-681	EQUIPMENT & SOFTWARE		15.20	100.00%

[2750229885](#) Invoice 4/29/2024 4/29/2024 4/29/2024 4/29/2024 22.99 0.00 0.00 0.00 22.99
 ADOBE SUBSCRIPTION AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003666

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADOBE SUBSCRIPTION	NA	0.00	0.00	22.99	0.00	0.00	0.00	22.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
121-0000-800-681	EQUIPMENT & SOFTWARE		22.99	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	4	68.61	0.00	0.00	0.00	68.61	68.61	0.00
Grand Total:		68.61	0.00	0.00	0.00	68.61	68.61	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
121-0000-800-681	EQUIPMENT & SOFTWARE	68.61
	Total:	68.61



Clearlake, CA

Packet: APPKT02988 - 6/20/24 HEALTH INSURANCE PAYMENT AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000027	OPERATING ENGINEERS PUBLIC EMF	06/20/2024	Regular	0.00	2,314.00	17027

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,314.00
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	2,314.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2024	2,314.00
			<hr/>
			2,314.00



Clearlake, CA

Payable Detail by Section G, Item 7

Packet: APPKT03019 - US BANK M.SWANSON 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 001540 - US BANK CORPORATE PMT. SYSTEM										Vendor Total: 7,726.50
043024	Invoice	5/8/2024	5/8/2024	5/8/2024	5/8/2024	380.00	0.00	0.00	0.00	380.00
D.JUSTUS		AP - Accounts Payable			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
D.JUSTUS Distributions	NA	0.00	0.00	380.00	0.00	0.00	0.00	0.00	380.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
100-1200-700-451	MEMBERSHIPS				380.00	100.00%				
1008001881	Invoice	4/24/2024	4/24/2024	4/24/2024	4/24/2024	1.95	0.00	0.00	0.00	1.95
SONIC		AP - Accounts Payable			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
SONIC Distributions	NA	0.00	0.00	1.95	0.00	0.00	0.00	0.00	1.95	
Account Number	Account Name	Project Account Key			Amount	Percent				
100-1110-800-681	EQUIPMENT & SOFTWARE				1.95	100.00%				
113-0087377-6181802	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	19.24	0.00	0.00	0.00	19.24
TOWER MONITOR		AP - Accounts Payable			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
TOWER MONITOR Distributions	NA	0.00	0.00	19.24	0.00	0.00	0.00	0.00	19.24	
Account Number	Account Name	Project Account Key			Amount	Percent				
100-1200-600-235	SUPPLIES				19.24	100.00%				
113-9177920-4287465	Invoice	4/23/2024	4/23/2024	4/23/2024	4/23/2024	8.31	0.00	0.00	0.00	8.31
USB		AP - Accounts Payable			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
USB Distributions	NA	0.00	0.00	8.31	0.00	0.00	0.00	0.00	8.31	
Account Number	Account Name	Project Account Key			Amount	Percent				
100-1200-600-235	SUPPLIES				8.31	100.00%				
167.00	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	790.00	0.00	0.00	0.00	790.00
DANIELA JUSTUS 2024 ANNUAL CONFERENCE...		AP - Accounts Payable			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
DANIELA JUSTUS 2024 ANNUAL CONFERENCE... Distributions	NA	0.00	0.00	790.00	0.00	0.00	0.00	0.00	790.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
100-1200-700-453	TRAVEL & TRAINING				790.00	100.00%				
300003084	Invoice	5/21/2024	5/21/2024	5/21/2024	5/21/2024	250.00	0.00	0.00	0.00	250.00
CITY CLERKS ASSOCIATION OF CALIFORNIA		AP - Accounts Payable			No					

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
Payable Description	Bank Code				On Hold					
100-1200-700-451						250.00	0.00	0.00	0.00	250.00
CITY CLERKS ASSOCIATION OF CALIFORN... Distributions	NA		0.00	0.00						
100-1200-700-451	MEMBERSHIPS					250.00	100.00%			
340461	Invoice	5/7/2024	5/7/2024	5/7/2024	5/7/2024	3,750.00	0.00	0.00	0.00	3,750.00
KU PUBLIC MANAGEMENT CTR	AP - Accounts Payable				No					
100-1200-700-453						3,750.00	100.00%			
KU PUBLIC MANAGEMENT CTR Distributions	NA		0.00	0.00		3,750.00	0.00	0.00	0.00	3,750.00
100-1200-700-453	TRAVEL & TRAINING					3,750.00	100.00%			
45550912	Invoice	4/22/2024	4/22/2024	4/22/2024	4/22/2024	1,260.00	0.00	0.00	0.00	1,260.00
SURVEY MONKEY INC.	AP - Accounts Payable				No					
100-1200-800-681						1,260.00	100.00%			
SURVEY MONKEY INC. Distributions	NA		0.00	0.00		1,260.00	0.00	0.00	0.00	1,260.00
100-1200-800-681	EQUIPMENT & SOFTWARE					1,260.00	100.00%			
7953	Invoice	5/1/2024	5/1/2024	5/1/2024	5/1/2024	75.00	0.00	0.00	0.00	75.00
NEGOTIATING PUBLIC SAFETY POLICIES	AP - Accounts Payable				No					
100-1200-700-453						75.00	100.00%			
NEGOTIATING PUBLIC SAFETY POLICIES Distributions	NA		0.00	0.00		75.00	0.00	0.00	0.00	75.00
100-1200-700-453	TRAVEL & TRAINING					75.00	100.00%			
CASH-27633	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	380.00	0.00	0.00	0.00	380.00
CALPERLA	AP - Accounts Payable				No					
100-1200-700-451						380.00	100.00%			
CALPERLA Distributions	NA		0.00	0.00		380.00	0.00	0.00	0.00	380.00
100-1200-700-451	MEMBERSHIPS					380.00	100.00%			
CM0000392	Credit Memo	5/9/2024	5/9/2024	5/9/2024	5/9/2024	-385.00	0.00	0.00	0.00	-385.00
2024 ANNUAL CONFERENCE REUNION	AP - Accounts Payable				No					
100-1200-700-453						-385.00	100.00%			
2024 ANNUAL CONFERENCE REUNION Distributions	NA		0.00	0.00		-385.00	0.00	0.00	0.00	-385.00
100-1200-700-453	TRAVEL & TRAINING					-385.00	100.00%			
QY55MBVQM356	Invoice	5/5/2024	5/5/2024	5/5/2024	5/5/2024	22.00	0.00	0.00	0.00	22.00
DROPBOX INC.	AP - Accounts Payable				No					
100-1200-800-681						22.00	100.00%			
DROPBOX INC. Distributions	NA		0.00	0.00		22.00	0.00	0.00	0.00	22.00
100-1200-800-681	EQUIPMENT & SOFTWARE					22.00	100.00%			

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
R153	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	1,175.00	0.00	0.00	0.00	1,175.00
2024 ANNUAL CONFERENCE REGISTRATION		AP - Accounts Payable		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
2024 ANNUAL CONFERENCE REGISTRATI...	NA	0.00	0.00	1,175.00	0.00	0.00	0.00	1,175.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-1200-700-453	TRAVEL & TRAINING		1,175.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Credit Memo	1	-385.00	0.00	0.00	0.00	-385.00	0.00	-385.00
Invoice	12	8,111.50	0.00	0.00	0.00	8,111.50	0.00	8,111.50
Grand Total:		7,726.50	0.00	0.00	0.00	7,726.50	0.00	7,726.50

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-1110-800-681	EQUIPMENT & SOFTWARE	1.95
100-1200-600-235	SUPPLIES	27.55
100-1200-700-451	MEMBERSHIPS	1,010.00
100-1200-700-453	TRAVEL & TRAINING	5,405.00
100-1200-800-681	EQUIPMENT & SOFTWARE	1,282.00
	Total:	7,726.50



Clearlake, CA

Check Register

Packet: APPKT03061 - 7/9/24 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
001897	AIRMEDCARE NETWORK	07/09/2024	Regular	0.00	155.00	17192
VEN01528	BAD APPLE EVENTS LLC	07/09/2024	Regular	0.00	1,200.00	17193
VEN01440	CITIZENS CARING FOR CLEARLAKE	07/09/2024	Regular	0.00	15,414.68	17194
000024	CLEARLAKE POLICE ASSOCIATION	07/09/2024	Regular	0.00	1,752.00	17195
000237	DEPT OF CONSERVATION	07/09/2024	Regular	0.00	642.43	17196
000096	GOLDEN STATE WATER COMPANY	07/09/2024	Regular	0.00	32.32	17197
VEN01317	JACOB WHEELER	07/09/2024	Regular	0.00	400.00	17198
VEN01452	JAMES WILLIAMSON	07/09/2024	Regular	0.00	3,000.00	17199
VEN01527	KOFAWN JONES	07/09/2024	Regular	0.00	300.00	17200
VEN01451	MASON ENTERTAINMENT, LLC	07/09/2024	Regular	0.00	1,500.00	17201
000027	OPERATING ENGINEERS PUBLIC EMP	07/09/2024	Regular	0.00	85,844.00	17202
VEN01462	SWANK MOTION PICTURES, INC.	07/09/2024	Regular	0.00	2,730.00	17203
000708	VALIC LOCKBOX	07/09/2024	Regular	0.00	470.00	17204

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	13	0.00	113,440.43
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
	15	13	0.00	113,440.43

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2024	113,440.43
			<hr/>
			113,440.43



Clearlake, CA

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 001540 - US BANK CORPORATE PMT. SYSTEM Vendor Total: 1,334.27

00286502 Invoice 5/7/2024 5/7/2024 5/7/2024 4.00 0.00 0.00 0.00 4.00
 QUAKEN BUSH AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003716

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
QUAKEN BUSH Distributions	NA	0.00	0.00	4.00	0.00	0.00	0.00	4.00

Account Number	Account Name	Project Account Key	Amount	Percent
100-3015-650-344	SEWER & REFUGE		4.00	100.00%

095688 Invoice 4/30/2024 4/30/2024 4/30/2024 7.67 0.00 0.00 0.00 7.67
 DOOR HARDWARE AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003703

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
DOOR HARDWARE Distributions	NA	0.00	0.00	7.67	0.00	0.00	0.00	7.67

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		7.67	100.00%

113-0569258-3675417 Invoice 4/28/2024 4/28/2024 4/28/2024 49.89 0.00 0.00 0.00 49.89
 WASH AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003694

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WASH Distributions	NA	0.00	0.00	49.89	0.00	0.00	0.00	49.89

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		49.89	100.00%

113-2343560-6447456 Invoice 4/28/2024 4/28/2024 4/28/2024 79.38 0.00 0.00 0.00 79.38
 BRUSH DOOR SWEEPS AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003693

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BRUSH DOOR SWEEPS Distributions	NA	0.00	0.00	79.38	0.00	0.00	0.00	79.38

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		79.38	100.00%

114-2213893-4723462 Invoice 5/12/2024 5/12/2024 5/12/2024 22.81 0.00 0.00 0.00 22.81
 FOR HEALTH INSPECTOR AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003712

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FOR HEALTH INSPECTOR Distributions	NA	0.00	0.00	22.81	0.00	0.00	0.00	22.81

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		22.81	100.00%

114-3295903-5571457 Invoice 5/16/2024 5/16/2024 5/16/2024 7.56 0.00 0.00 0.00 7.56
 GEN CLOCK BATTERY AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003687

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
Payable Description	Bank Code				On Hold					
100-3010-650-341						7.56	0.00	0.00	0.00	7.56
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
GEN CLOCK BATTERY Distributions	NA		0.00	0.00		7.56	0.00	0.00	0.00	7.56
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3010-650-341	BUILDING MAINTENANCE				7.56	100.00%				
114-3970592-1921838	Invoice	5/9/2024	5/9/2024	5/9/2024	5/9/2024	258.15	0.00	0.00	0.00	258.15
LEAF BLOWER	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:		DFT0003715
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
LEAF BLOWER Distributions	NA		0.00	0.00		258.15	0.00	0.00	0.00	258.15
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3015-650-341	BUILDING MAINTENANCE				258.15	100.00%				
114-9083447-2245836	Invoice	5/15/2024	5/15/2024	5/15/2024	5/15/2024	72.86	0.00	0.00	0.00	72.86
LEAF BLOWER BATTERY	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:		DFT0003708
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
LEAF BLOWER BATTERY Distributions	NA		0.00	0.00		72.86	0.00	0.00	0.00	72.86
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3015-650-341	BUILDING MAINTENANCE				72.86	100.00%				
18486685	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	136.47	0.00	0.00	0.00	136.47
TO MOVE FREEZER	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:		DFT0003689
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
TO MOVE FREEZER Distributions	NA		0.00	0.00		136.47	0.00	0.00	0.00	136.47
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3015-650-341	BUILDING MAINTENANCE				136.47	100.00%				
CM0000389	Credit Memo	4/30/2024	4/30/2024	4/30/2024	4/30/2024	-4.80	0.00	0.00	0.00	-4.80
PROTECTOR	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:		DFT0003704
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PROTECTOR Distributions	NA		0.00	0.00		-4.80	0.00	0.00	0.00	-4.80
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3011-650-341	BUILDING MAINTENANCE				-4.80	100.00%				
F36279/3	Invoice	4/22/2024	4/22/2024	4/22/2024	4/22/2024	1.28	0.00	0.00	0.00	1.28
SCREWS	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:		DFT0003714
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
SCREWS Distributions	NA		0.00	0.00		1.28	0.00	0.00	0.00	1.28
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3010-650-341	BUILDING MAINTENANCE				1.28	100.00%				
F36669/3	Invoice	4/22/2024	4/22/2024	4/22/2024	4/22/2024	3.02	0.00	0.00	0.00	3.02
NAILS	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:		DFT0003724
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
NAILS Distributions	NA		0.00	0.00		3.02	0.00	0.00	0.00	3.02
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3010-650-341	BUILDING MAINTENANCE				3.02	100.00%				

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
F37651/3	Invoice	4/23/2024	4/23/2024	4/23/2024	4/23/2024	2.94	0.00	0.00	0.00	2.94
WASHER FLAT FAUCET		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003702		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WASHER FLAT FAUCET	NA	0.00	0.00	2.94	0.00	0.00	0.00	2.94

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		2.94	100.00%

F38274/3	Invoice	4/24/2024	4/24/2024	4/24/2024	4/24/2024	55.27	0.00	0.00	0.00	55.27
CLOSET		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003698		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
CLOSET	NA	0.00	0.00	55.27	0.00	0.00	0.00	55.27

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		55.27	100.00%

F38411/3	Invoice	4/24/2024	4/24/2024	4/24/2024	4/24/2024	23.88	0.00	0.00	0.00	23.88
CLOSET		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003699		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
CLOSET	NA	0.00	0.00	23.88	0.00	0.00	0.00	23.88

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		23.88	100.00%

F38441/3	Invoice	4/24/2024	4/24/2024	4/24/2024	4/24/2024	1.72	0.00	0.00	0.00	1.72
RUBBER STOP		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003700		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
RUBBER STOP	NA	0.00	0.00	1.72	0.00	0.00	0.00	1.72

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		1.72	100.00%

F39163/3	Invoice	4/25/2024	4/25/2024	4/25/2024	4/25/2024	99.73	0.00	0.00	0.00	99.73
CLOSET		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003695		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
CLOSET	NA	0.00	0.00	99.73	0.00	0.00	0.00	99.73

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		99.73	100.00%

F42015/3	Invoice	4/29/2024	4/29/2024	4/29/2024	4/29/2024	30.86	0.00	0.00	0.00	30.86
SENIOR CENTER		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003690		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SENIOR CENTER	NA	0.00	0.00	26.06	0.00	0.00	0.00	26.06

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		26.06	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
YC	NA	0.00	0.00	4.80	0.00	0.00	0.00	4.80

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		4.80	100.00%

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
F42180/3	Invoice	4/29/2024	4/29/2024	4/29/2024	4/29/2024	31.31	0.00	0.00	0.00	31.31
THRESHOLD	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:		DFT0003691	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
THRESHOLD	NA	0.00	0.00	31.31	0.00	0.00	0.00	31.31

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		31.31	100.00%

F42362/3	Invoice	4/29/2024	4/29/2024	4/29/2024	4/29/2024	3.53	0.00	0.00	0.00	3.53
FASTENERS	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:		DFT0003692	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FASTENERS	NA	0.00	0.00	3.53	0.00	0.00	0.00	3.53

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		3.53	100.00%

F43146/3	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	18.77	0.00	0.00	0.00	18.77
KICKDOWN DOOR HOLD	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:		DFT0003688	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
KICKDOWN DOOR HOLD	NA	0.00	0.00	9.39	0.00	0.00	0.00	9.39

Account Number	Account Name	Project Account Key	Amount	Percent
100-3015-650-341	BUILDING MAINTENANCE		9.39	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
DR SWP	NA	0.00	0.00	9.38	0.00	0.00	0.00	9.38

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		9.38	100.00%

F43545/3	Invoice	5/1/2024	5/1/2024	5/1/2024	5/1/2024	7.51	0.00	0.00	0.00	7.51
YC KITCHEN	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:		DFT0003706	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
YC KITCHEN	NA	0.00	0.00	7.51	0.00	0.00	0.00	7.51

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		7.51	100.00%

F43620/3	Invoice	5/1/2024	5/1/2024	5/1/2024	5/1/2024	1.44	0.00	0.00	0.00	1.44
RUBBER WASHERS	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:		DFT0003705	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
RUBBER WASHERS	NA	0.00	0.00	1.44	0.00	0.00	0.00	1.44

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		1.44	100.00%

F47152/3	Invoice	5/6/2024	5/6/2024	5/6/2024	5/6/2024	21.74	0.00	0.00	0.00	21.74
BATTEERY ALKALINE	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:		DFT0003718	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BATTEERY ALKALINE	NA	0.00	0.00	21.74	0.00	0.00	0.00	21.74

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		21.74	100.00%

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
F47293/3	Invoice	5/6/2024	5/6/2024	5/6/2024	5/6/2024	2.22	0.00	0.00	0.00	2.22
FASTENERS	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:	DFT0003719	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FASTENERS	NA	0.00	0.00	2.22	0.00	0.00	0.00	2.22

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		2.22	100.00%

F47451/3	Invoice	5/6/2024	5/6/2024	5/6/2024	5/6/2024	1.29	0.00	0.00	0.00	1.29
FASTENERS	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:	DFT0003720	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FASTENERS	NA	0.00	0.00	1.29	0.00	0.00	0.00	1.29

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		1.29	100.00%

F48116/3	Invoice	5/7/2024	5/7/2024	5/7/2024	5/7/2024	31.31	0.00	0.00	0.00	31.31
TOOLS	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:	DFT0003717	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
TOOLS	NA	0.00	0.00	31.31	0.00	0.00	0.00	31.31

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3015-650-341	BUILDING MAINTENANCE		31.31	100.00%

F49353/3	Invoice	5/8/2024	5/8/2024	5/8/2024	5/8/2024	133.57	0.00	0.00	0.00	133.57
CLOSET	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:	DFT0003723	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
CLOSET	NA	0.00	0.00	133.57	0.00	0.00	0.00	133.57

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		133.57	100.00%

F50685/3	Invoice	5/10/2024	5/10/2024	5/10/2024	5/10/2024	78.26	0.00	0.00	0.00	78.26
CLOSET	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:	DFT0003713	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
CLOSET	NA	0.00	0.00	78.26	0.00	0.00	0.00	78.26

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		78.26	100.00%

F52889/3	Invoice	5/13/2024	5/13/2024	5/13/2024	5/13/2024	10.31	0.00	0.00	0.00	10.31
RED GRNT HMR	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:	DFT0003710	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
RED GRNT HMR	NA	0.00	0.00	10.31	0.00	0.00	0.00	10.31

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3010-650-341	BUILDING MAINTENANCE		10.31	100.00%

F53265/3	Invoice	5/13/2024	5/13/2024	5/13/2024	5/13/2024	9.39	0.00	0.00	0.00	9.39
CENEPT DRILL BIT	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:	DFT0003711	

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
Payable Description	Bank Code				On Hold					
F55068/3	Invoice	5/15/2024	5/15/2024	5/15/2024	5/15/2024	41.75	0.00	0.00	0.00	41.75
GROUT REMOVER BLADE FOR MULTI TOOL										
AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003709										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
CENEBT DRILL BIT	NA	0.00	0.00	9.39	0.00	0.00	0.00	9.39		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3015-650-341	BUILDING MAINTENANCE				9.39	100.00%				
F55465/3	Invoice	5/16/2024	5/16/2024	5/16/2024	5/16/2024	7.45	0.00	0.00	0.00	7.45
GEN CLOCK BATTERY										
AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003707										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
GROUT REMOVER BLADE FOR MULTI T...	NA	0.00	0.00	41.75	0.00	0.00	0.00	41.75		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3010-650-341	BUILDING MAINTENANCE				41.75	100.00%				
U81135/3	Invoice	4/23/2024	4/23/2024	4/23/2024	4/23/2024	9.39	0.00	0.00	0.00	9.39
SPADE BIT										
AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003701										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SPADE BIT	NA	0.00	0.00	9.39	0.00	0.00	0.00	9.39		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3010-650-341	BUILDING MAINTENANCE				9.39	100.00%				
U81255/3	Invoice	4/24/2024	4/24/2024	4/24/2024	4/24/2024	12.52	0.00	0.00	0.00	12.52
SILICONE										
AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003697										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SILICONE	NA	0.00	0.00	12.52	0.00	0.00	0.00	12.52		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3010-650-341	BUILDING MAINTENANCE				12.52	100.00%				
U81281/3	Credit Memo	4/24/2024	4/24/2024	4/24/2024	4/24/2024	-0.30	0.00	0.00	0.00	-0.30
RUBBER STOP- CREDIT										
AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003696										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
RUBBER STOP- CREDIT	NA	0.00	0.00	-0.30	0.00	0.00	0.00	-0.30		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3010-650-341	BUILDING MAINTENANCE				-0.30	100.00%				
U82127/3	Invoice	5/1/2024	5/1/2024	5/1/2024	5/1/2024	16.30	0.00	0.00	0.00	16.30
T-HANDLE HEX KEY										
AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003722										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
T-HANDLE HEX KEY	NA	0.00	0.00	16.30	0.00	0.00	0.00	16.30		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
100-3015-650-341	BUILDING MAINTENANCE				16.30	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Section G, Item 7.	
U82222/3	Invoice	5/2/2024	5/2/2024	5/2/2024	5/2/2024	43.82	0.00	0.00	0.00	43.82
PAINT TOOLS	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:		DFT0003721

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PAINT TOOLS	NA	0.00	0.00	43.82	0.00	0.00	0.00	43.82

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3015-650-341	BUILDING MAINTENANCE		43.82	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Credit Memo	2	-5.10	0.00	0.00	0.00	-5.10	-5.10	0.00
Invoice	36	1,339.37	0.00	0.00	0.00	1,339.37	1,339.37	0.00
Grand Total:		1,334.27	0.00	0.00	0.00	1,334.27	1,334.27	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-3010-650-341	BUILDING MAINTENANCE	572.78
100-3011-650-341	BUILDING MAINTENANCE	179.80
100-3015-650-341	BUILDING MAINTENANCE	577.69
100-3015-650-344	SEWER & REFUGE	4.00
	Total:	1,334.27



Clearlake, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
001300	A & B COLLISION	06/27/2024	Regular	0.00	14,244.00	17068
000703	ACME RIGGING & SUPPLY	06/27/2024	Regular	0.00	1,267.15	17069
000591	ACTION SANITARY	06/27/2024	Regular	0.00	180.00	17070
VEN01168	ADAM J GIORDANO	06/27/2024	Regular	0.00	400.00	17071
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	29.12	17072
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	622.03	17073
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	139.39	17074
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	27.36	17075
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	63.53	17076
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	29.12	17077
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	29.12	17078
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	56.69	17079
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	29.12	17080
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	29.64	17081
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	252.38	17082
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	29.12	17083
001397	AT&T CALNET 3	06/27/2024	Regular	0.00	215.77	17084
000861	BIG O TIRES	06/27/2024	Regular	0.00	1,390.81	17085
000068	BOB'S JANITORIAL	06/27/2024	Regular	0.00	251.19	17086
002162	CALIFORNIA ENGINEERING	06/27/2024	Regular	0.00	15,309.00	17087
000902	CALIFORNIA SURVEYING - DRAFTING	06/27/2024	Regular	0.00	326.25	17088
001827	CITY OF LAKEPORT	06/27/2024	Regular	0.00	18,052.00	17089
000024	CLEARLAKE POLICE ASSOCIATION	06/27/2024	Regular	0.00	1,752.00	17090
000548	COMPUTER LOGISTICS	06/27/2024	Regular	0.00	1,745.00	17091
001744	DC ELECTRIC	06/27/2024	Regular	0.00	64,850.00	17092
000160	DEPT OF JUSTICE	06/27/2024	Regular	0.00	501.00	17093
VEN01241	E4 UTILITY DESIGN	06/27/2024	Regular	0.00	575.00	17094
VEN01126	ECORP CONSULTING, INC	06/27/2024	Regular	0.00	3,872.50	17095
001603	ELVIS COOK	06/27/2024	Regular	0.00	83.13	17096
000120	FED EX	06/27/2024	Regular	0.00	35.04	17097
000797	GRANITE CONSTRUCTION	06/27/2024	Regular	0.00	2,401.54	17098
002065	HERC RENTALS INC	06/27/2024	Regular	0.00	2,918.17	17099
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	44.50	17100
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	141.94	17101
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	283.12	17102
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	326.86	17103
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	251.26	17104
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	282.97	17105
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	141.96	17106
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	138.82	17107
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	120.00	17108
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	95.80	17109
000121	HIGHLANDS WATER COMPANY	06/27/2024	Regular	0.00	315.93	17110
000108	LAKE COUNTY RECORD BEE	06/27/2024	Regular	0.00	587.81	17111
002175	LAKE COUNTY SHERIFF'S OFFICE	06/27/2024	Regular	0.00	1,000.00	17112
000158	LAKE COUNTY SPECIAL DISTRICTS	06/27/2024	Regular	0.00	142.04	17113
VEN01392	LANGUAGE LINE SERVICES, INC - DB/	06/27/2024	Regular	0.00	154.16	17114
001434	LYN DISTRIBUTING	06/27/2024	Regular	0.00	1,916.88	17115
VEN01522	MAD PROMO LLC	06/27/2024	Regular	0.00	1,169.43	17116
VEN01491	MEDEIROS EQUIPMENT LLC	06/27/2024	Regular	0.00	495.00	17117
000793	MEDIACOM	06/27/2024	Regular	0.00	1,005.96	17118
001489	NAPA AUTO PARTS	06/27/2024	Regular	0.00	592.19	17119
002177	NATIONAL BUSINESS FURNITURE	06/27/2024	Regular	0.00	2,353.08	17120
001392	OFFICE DEPOT	06/27/2024	Regular	0.00	327.36	17121

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000009	OPERATING ENGINEERS LOCAL 3	06/27/2024	Regular	0.00	486.00	17122
000027	OPERATING ENGINEERS PUBLIC EMF	06/27/2024	Regular	0.00	1,157.00	17123
000387	PACE SUPPLY CORP	06/27/2024	Regular	0.00	16.08	17124
VEN01516	PERFORMA LABS, INC.	06/27/2024	Regular	0.00	125.00	17125
001483	PETERSON CAT	06/27/2024	Regular	0.00	547.62	17126
002061	PLEXUS GLOBAL LLC	06/27/2024	Regular	0.00	50.20	17127
000711	PURCHASE POWER	06/27/2024	Regular	0.00	47.94	17128
001298	QUACKENBUSH MRRCF	06/27/2024	Regular	0.00	90.00	17129
002031	REDWOOD COAST PETROLEUM & NI	06/27/2024	Regular	0.00	2,181.19	17130
002043	RUGGED COMPUTING INC	06/27/2024	Regular	0.00	9,780.68	17131
VEN01251	RYAN KIMBLE - KIMBLE'S CONSTRUC	06/27/2024	Regular	0.00	12,400.00	17132
VEN01487	SHARON A GPWAN - AUGMENT MEI	06/27/2024	Regular	0.00	59.00	17133
001796	ST HELENA HOSP, DBA JOBCARE	06/27/2024	Regular	0.00	446.00	17134
VEN01464	THE LINCOLN NATIONAL LIFE INSUR	06/27/2024	Regular	0.00	782.08	17135
002375	THOMAS DEWALT	06/27/2024	Regular	0.00	2,140.00	17136
001934	TINA VIRAMONTES	06/27/2024	Regular	0.00	73.05	17137
001559	ULINE SHIPPING SUPPLIES	06/27/2024	Regular	0.00	1,380.51	17138
000708	VALIC LOCKBOX	06/27/2024	Regular	0.00	470.00	17139
000085	VESTIS GROUP, INC. (F/K/A ARAMAR	06/27/2024	Regular	0.00	49.31	17140
002304	VISIT LAKE COUNTY CALIFORNIA	06/27/2024	Regular	0.00	11,116.01	17141
VEN01221	WINE COUNTRY VENTURES, INC VAN	06/27/2024	Regular	0.00	1,190.00	17142
000138	ZUMAR INDUSTRIES	06/27/2024	Regular	0.00	1,632.02	17143

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	114	76	0.00	189,812.93
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
	114	76	0.00	189,812.93

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2024	189,812.93
			<hr/>
			189,812.93



Clearlake, CA

Payable Detail by Section G, Item 7.

Packet: APPKT02980 - US BANK A.LEYBA 5/22/24 DL

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 001540 - US BANK CORPORATE PMT. SYSTEM Vendor Total: 7,975.55

[112-2527659-438826](#) Invoice 5/1/2024 5/1/2024 5/1/2024 5/1/2024 24.99 0.00 0.00 0.00 24.99
 WARRANTY FOR VACUUM AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003652

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WARRANTY FOR VACUUM	NA	0.00	0.00	24.99	0.00	0.00	0.00	24.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		24.99	100.00%

[112-6363007-5904212](#) Invoice 5/1/2024 5/1/2024 5/1/2024 5/1/2024 248.59 0.00 0.00 0.00 248.59
 VACUUM AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003650

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
VACUUM	NA	0.00	0.00	248.59	0.00	0.00	0.00	248.59

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3011-650-341	BUILDING MAINTENANCE		248.59	100.00%

[21098](#) Invoice 5/1/2024 5/1/2024 5/1/2024 5/1/2024 131.81 0.00 0.00 0.00 131.81
 TRYSTAN-HARD HAT/VEST/GLASSES AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003661

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
TRYSTAN-HARD HAT/VEST/GLASSES	NA	0.00	0.00	131.81	0.00	0.00	0.00	131.81

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
220-3065-600-235	SUPPLIES		131.81	100.00%

[2755540354](#) Invoice 5/5/2024 5/5/2024 5/5/2024 5/5/2024 239.88 0.00 0.00 0.00 239.88
 ADOBE SUBSCRIPTION AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003659

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADOBE SUBSCRIPTION	NA	0.00	0.00	239.88	0.00	0.00	0.00	239.88

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3025-800-681	EQUIPMENT & SOFTWARE		239.88	100.00%

[339438](#) Invoice 5/1/2024 5/1/2024 5/1/2024 5/1/2024 3,750.00 0.00 0.00 0.00 3,750.00
 KU PUBLIC MGMT CTR AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003653

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
KU PUBLIC MGMT CTR	NA	0.00	0.00	3,750.00	0.00	0.00	0.00	3,750.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-1200-700-453	TRAVEL & TRAINING		3,750.00	100.00%

[5/02/24](#) Invoice 5/2/2024 5/2/2024 5/2/2024 5/2/2024 239.88 0.00 0.00 0.00 239.88
 ADOBE SUBSCRIPTION AP - Accounts Payable No Payment Date: 6/14/2024 Bank Draft: DFT0003654

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	On Hold	
Payable Description	Bank Code									
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADOBE SUBSCRIPTION Distributions	NA	0.00	0.00	239.88	0.00	0.00	0.00	239.88		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-3025-800-681	EQUIPMENT & SOFTWARE			239.88	100.00%					
72823878518449	Invoice	5/6/2024	5/6/2024	5/6/2024	5/6/2024	1,895.63	0.00	0.00	0.00	1,895.63
LEADING EDGE	AP - Accounts Payable				No	Payment Date: 6/14/2024		Bank Draft:	DFT0003663	
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	24.73	0.00	0.00	0.00	24.73		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-1200-700-453	TRAVEL & TRAINING			24.73	100.00%					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	288.60	0.00	0.00	0.00	288.60		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-1200-700-453	TRAVEL & TRAINING			288.60	100.00%					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	288.60	0.00	0.00	0.00	288.60		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-1200-700-453	TRAVEL & TRAINING			288.60	100.00%					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	84.77	0.00	0.00	0.00	84.77		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-1200-700-453	TRAVEL & TRAINING			84.77	100.00%					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	84.77	0.00	0.00	0.00	84.77		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-1200-700-453	TRAVEL & TRAINING			84.77	100.00%					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	425.10	0.00	0.00	0.00	425.10		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-1200-700-453	TRAVEL & TRAINING			425.10	100.00%					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	425.10	0.00	0.00	0.00	425.10		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-1200-700-453	TRAVEL & TRAINING			425.10	100.00%					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	72.99	0.00	0.00	0.00	72.99		
Account Number	Account Name	Project Account Key		Amount	Percent					
100-1200-700-453	TRAVEL & TRAINING			72.99	100.00%					

Payable Register

Section G, Item 7.

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	On Hold	
Payable Description	Bank Code									
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	66.99	0.00	0.00	0.00	66.99		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-1200-700-453	TRAVEL & TRAINING		66.99	100.00%						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	69.99	0.00	0.00	0.00	69.99		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-1200-700-453	TRAVEL & TRAINING		69.99	100.00%						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEADING EDGE Distributions	NA	0.00	0.00	63.99	0.00	0.00	0.00	63.99		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-1200-700-453	TRAVEL & TRAINING		63.99	100.00%						
F37516/3	Invoice	4/23/2024	4/23/2024	4/23/2024	4/23/2024	83.61	0.00	0.00	0.00	83.61
PAINT	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:	DFT0003662		
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PAINT Distributions	NA	0.00	0.00	83.61	0.00	0.00	0.00	83.61		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-650-341	BUILDING MAINTENANCE		83.61	100.00%						
F38388/3	Invoice	4/24/2024	4/24/2024	4/24/2024	4/24/2024	28.18	0.00	0.00	0.00	28.18
DIAB RECIP 9"	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:	DFT0003643		
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
DIAB RECIP 9" Distributions	NA	0.00	0.00	28.18	0.00	0.00	0.00	28.18		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-650-341	BUILDING MAINTENANCE		28.18	100.00%						
F38693/3	Invoice	4/24/2024	4/24/2024	4/24/2024	4/24/2024	20.87	0.00	0.00	0.00	20.87
LOCK FOR RESTROOM	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:	DFT0003644		
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LOCK FOR RESTROOM Distributions	NA	0.00	0.00	20.87	0.00	0.00	0.00	20.87		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-650-341	BUILDING MAINTENANCE		20.87	100.00%						
F38823/3	Invoice	4/25/2024	4/25/2024	4/25/2024	4/25/2024	20.87	0.00	0.00	0.00	20.87
LOCK FOR RESTROOM	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:	DFT0003645		
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LOCK FOR RESTROOM Distributions	NA	0.00	0.00	20.87	0.00	0.00	0.00	20.87		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-650-341	BUILDING MAINTENANCE		20.87	100.00%						
F39363/3	Invoice	4/26/2024	4/26/2024	4/26/2024	4/26/2024	28.18	0.00	0.00	0.00	28.18
PAINT RESPIRATOR	AP - Accounts Payable				No	Payment Date: 6/14/2024	Bank Draft:	DFT0003646		

Payable Register

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Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	On Hold	
Payable Description	Bank Code									
F44668/3	Invoice	5/2/2024	5/2/2024	5/2/2024	5/2/2024	46.97	0.00	0.00	0.00	46.97
CHANNEL LOCK	AP - Accounts Payable	No Payment Date: 6/14/2024 Bank Draft: DFT0003656								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
CHANNEL LOCK Distributions	NA	0.00	0.00	46.97	0.00	0.00	0.00	46.97		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-600-235	SUPPLIES		28.18	100.00%						
F44752/3	Invoice	5/2/2024	5/2/2024	5/2/2024	5/2/2024	21.09	0.00	0.00	0.00	21.09
PIPE	AP - Accounts Payable	No Payment Date: 6/14/2024 Bank Draft: DFT0003655								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PIPE Distributions	NA	0.00	0.00	21.09	0.00	0.00	0.00	21.09		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-600-235	SUPPLIES		21.09	100.00%						
F45049/3	Invoice	5/3/2024	5/3/2024	5/3/2024	5/3/2024	10.86	0.00	0.00	0.00	10.86
SUPPLIES-PARK	AP - Accounts Payable	No Payment Date: 6/14/2024 Bank Draft: DFT0003657								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SUPPLIES-PARK Distributions	NA	0.00	0.00	10.86	0.00	0.00	0.00	10.86		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-600-235	SUPPLIES		10.86	100.00%						
F48494/3	Invoice	5/3/2024	5/3/2024	5/3/2024	5/3/2024	72.69	0.00	0.00	0.00	72.69
PIPE	AP - Accounts Payable	No Payment Date: 6/14/2024 Bank Draft: DFT0003658								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PIPE Distributions	NA	0.00	0.00	72.69	0.00	0.00	0.00	72.69		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-600-235	SUPPLIES		72.69	100.00%						
SPRINKLERWH 4/26/24	Invoice	4/26/2024	4/26/2024	4/26/2024	4/26/2024	186.18	0.00	0.00	0.00	186.18
SPRINKLER HEADS	AP - Accounts Payable	No Payment Date: 6/14/2024 Bank Draft: DFT0003647								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SPRINKLER HEADS Distributions	NA	0.00	0.00	186.18	0.00	0.00	0.00	186.18		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-600-235	SUPPLIES		186.18	100.00%						
U81094/3	Invoice	4/23/2024	4/23/2024	4/23/2024	4/23/2024	10.53	0.00	0.00	0.00	10.53
PARK SUPPLIES	AP - Accounts Payable	No Payment Date: 6/14/2024 Bank Draft: DFT0003651								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PARK SUPPLIES Distributions	NA	0.00	0.00	10.53	0.00	0.00	0.00	10.53		
Account Number	Account Name	Project Account Key	Amount	Percent						
100-3030-600-235	SUPPLIES		10.53	100.00%						

Payable Register

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Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Total	
U82002/3	Invoice	4/30/2024	4/30/2024	4/30/2024	4/30/2024	109.82	0.00	0.00	0.00	109.82
PAINT		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003649		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PAINT	NA	0.00	0.00	109.82	0.00	0.00	0.00	109.82

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3030-650-341	BUILDING MAINTENANCE		109.82	100.00%

U82665/3	Invoice	5/6/2024	5/6/2024	5/6/2024	5/6/2024	207.88	0.00	0.00	0.00	207.88
SOIL FOR GARDEN		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003660		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SOIL FOR GARDEN	NA	0.00	0.00	207.88	0.00	0.00	0.00	207.88

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3015-650-341	BUILDING MAINTENANCE		207.88	100.00%

WM66484612	Invoice	4/26/2024	4/26/2024	4/26/2024	4/26/2024	597.04	0.00	0.00	0.00	597.04
MOWER FOR SMALL AREAS		AP - Accounts Payable		No	Payment Date: 6/14/2024	Bank Draft:		DFT0003646		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
MOWER FOR SMALL AREAS	NA	0.00	0.00	597.04	0.00	0.00	0.00	597.04

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
100-3030-600-226	SMALL TOOLS		597.04	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	21	7,975.55	0.00	0.00	0.00	7,975.55	7,975.55	0.00
Grand Total:		7,975.55	0.00	0.00	0.00	7,975.55	7,975.55	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-1200-700-453	TRAVEL & TRAINING	5,645.63
100-3011-650-341	BUILDING MAINTENANCE	273.58
100-3015-650-341	BUILDING MAINTENANCE	207.88
100-3025-800-681	EQUIPMENT & SOFTWARE	479.76
100-3030-600-226	SMALL TOOLS	597.04
100-3030-600-235	SUPPLIES	376.50
100-3030-650-341	BUILDING MAINTENANCE	263.35
	Total:	7,843.74

<u>Account</u>	<u>Name</u>	<u>Amount</u>
220-3065-600-235	SUPPLIES	131.81
	Total:	131.81

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms	
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

On February 9, 2024, the Director of Emergency Services/City Manager issued a Proclamation of Local Emergency due to winter storms (attached), which was ratified by the City Council on February 15, 2024.

Pursuant to Section 2-11.6.a.6.a of the Clearlake Municipal Code, the Director is empowered to make and issue rules and regulation on matters reasonably related to the protection of life and property as affected by such emergency; provide, however such rules and regulations must be confirmed at the earliest practical time by the City Council. Thereafter, the emergency declaration must be continued by affirmation of the Council every 30 days.

Staff believe there is still a need to continue the local emergency order and it is in the best interests of the City to have the Council ratify and continue this order until the state of emergency can be lifted.

OPTIONS:

- 1. Continue to ratify order.

FISCAL IMPACT:

None Budgeted Item? Yes No

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

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

Comments:

STRATEGIC PLAN IMPACT:

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

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

SUGGESTED MOTIONS:

- Attachments:** 1) Proclamation Declaring a Local Emergency for Winter Storms



City of Clearlake

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

PROCLAMATION BY THE CITY OF CLEARLAKE DIRECTOR OF EMERGENCY SERVICES DECLARING A LOCAL EMERGENCY FOR WINTER STORMS

WHEREAS, City of Clearlake Municipal Code Section 2-11.6 empowers the Director of Emergency Services (City Manager) to proclaim the existence or threatened existence of a local emergency when the city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, Government Code Section 8550 et seq., including Section 8558(c), authorize the City Manager to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, starting on February 2, 2024 a winter storm resulted in high winds and heavy rain; and

WHEREAS, these conditions have caused a loss of stability to trees and hillsides, including significant damage to property, infrastructure and public safety within the city limits; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to the impacts of the winter storms; and

WHEREAS, the City Manager, as the City's Director of Emergency Services, has the power to declare a local emergency as authorized by Government Code section 8630 and Clearlake Municipal Code section 2-11.6.

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED by the City Manager of the City of Clearlake as follows:

- A. A local emergency exists based on the existence of conditions of disaster or of extreme peril to the safety of persons and property, as detailed in the recitals set forth above.
- B. The area within the City which is endangered and/or imperiled.
- C. During the existence of this local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law and by ordinances, resolutions, and orders of this City, including but not limited to the City of Clearlake Emergency Operations Plan.
- D. The City Council shall review and ratify this proclamation within seven (7) days as required by state law, and if ratified, shall continue to exist until the City Council proclaims the termination of this local emergency. The City Council shall review the need for continuing the local emergency as required by state law until it terminates the local emergency, and shall terminate the local emergency at the earliest possible date that conditions warrant.
- E. That a copy of this proclamation be forwarded to the Director of California Governor’s Office of Emergency Services requesting that the Director find it acceptable in accordance with State Law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Clearlake; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

DATED: February 9, 2024



Alan D. Flora
Director of Emergency Services

MINUTES OF PREVIOUS MEETING

June 12, 2024

The regular monthly meeting of the Board of Trustees of the Lake County Vector Control District was called to order at 1:39 P.M. by President Giambruno.

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

Absent: None.

District Personnel: Jamesina Scott, Ph.D., Manager and Research Director.

Guests: None

Citizen's Input: None.

Agenda additions/Deletions: None.

Convene to Closed Session at 1:40 P.M.

Closed Session

Conference with Labor Negotiators, pursuant to Government Code 54957.6 for the purpose of reviewing its position and instructing the LCVCD's designated representatives: Jamesina J. Scott (District Manager), and Austris Rungis (IEDA).

Convene to Open Session at 1:54 P.M.

Report from Closed Session

No reportable actions were taken.

Mr. Rungis left the meeting at 1:54 P.M.

Consideration of Memorandum of Understanding between the Lake County Vector Control District and Operating Engineers Local 3 Public Employees

After some discussion Mr. Nagy moved to approve the Memorandum of Understanding between Lake County Vector Control District and Operating Engineers Local 3 Public Employees as presented. Mr. Bostock seconded the motion. Motion carried unanimously.

Approve Minutes of May 8, 2024 Regular Meeting with a Correction to the Check Numbers to Include Checks 22536-22565 Making the Total Expenditures for May 2024 \$146,217.98

Mr. Spurr moved to approve minutes of the May 8, 2024 Regular Meeting with a correction to the check numbers to include checks 22536-22565 making the total expenditures for May 2024 \$146,217.98. Mr. Nagy seconded the motion. Motion carried unanimously.

Research Report for May 2024

Dr. Scott reported on arbovirus activity. No West Nile virus (WNV) activity has been reported in Lake County in 2024.

For the rest of California, 25 mosquito samples and 17 dead birds have tested positive for WNV in 2024. In addition, one mosquito sample from Fresno County tested positive for St. Louis encephalitis virus (SLEV).

Dr. Scott reported on adult biting fly activity. Carbon dioxide-baited traps were set in various locations around the county in May. Among the mosquito species collected were *Aedes sierrensis*, *Aedes increpitus*, and *Culex tarsalis*.

New Jersey light traps were set near Borax Lake (Clearlake) and in the Reclamation (Upper Lake) in May. Among the mosquito species collected were *Culex tarsalis* and *Aedes sierrensis*. In addition, biting black gnats were collected from the Borax Lake trap.

Dr. Scott reported on tick testing. Eight *Ixodes pacificus* ticks that Lake County residents removed from themselves have been submitted to the Sonoma County Public Health Laboratory for testing for *Borrelia burgdorferi*. Seven of the samples were negative, and the results are still pending for the most recently submitted sample.

Dr. Scott reported on Clear Lake Gnat, Chironominae, and Tanypodinae Surveillance in Clear Lake. In May, 0.93 Clear Lake gnat larvae per dredge were collected from the Upper Arm of Clear Lake. Chironomidae larvae

averaged 32.61 larvae per dredge in May, and Tanypodinae larvae averaged 7.46 larvae per dredge.

Operation Report for May 2024

The rain gauge at the LCVCD office in Lakeport received 0.95 inches of rain in May. Total rainfall for the season is 29.88 inches.

On May 1, the level of Clear Lake was 7.61 feet on the Rumsey Gauge. The lake level declined to 6.97 feet by the end of May.

District Vector Control Technicians completed 1,122 service requests in May, which is twice the average for the month. Residents submitted 458 requests online, which is seven times the average for the month.

The Vector Control Technicians completed the calibration and droplet testing of the ultra-low volume spray equipment in May. This is part of the annual equipment calibration required by the Cooperative Agreement.

Office Manager Jacinda Franusich will be taking family leave beginning June 10. The District hired a temporary employee through Management Connections to cover the front office, answer phones, and take service requests in her absence.

Two of the District's ultra-low volume (ULV) spray units stopped working in May. After much in-house trouble shooting, District staff were unable to diagnose the problem. Sutter-Yuba Mosquito and Vector Control District, which has 17 ULV sprayers offered to help. Vector Control Technician Brad Hayes spent a day at Sutter-Yuba working with their staff to find the problem. Sutter-Yuba loaned the District one of their backup units and continued working on the sprayer Mr. Hayes had brought. Eventually the problem was diagnosed and fixed on both District's sprayers. The pump on one of the repaired sprayers worked intermittently and the source of that problem has not yet been identified.

To avoid delays in service to the District's residents, a new ULV sprayer was purchased in May. The sprayer will be temporarily installed on an existing truck, and this fall it will be installed in one of the two new pickups the District has budgeted for.

On May 10, Meghan Saunders, (Senior Public Health Biologist with the California Department of Health Vector-Borne Disease Section), conducted

the District's biannual Cooperative Agreement Program Review. The review included an audit of the District's pesticide application records and calibration records, training records, and application vehicle. Dr. Saunders found that the District was in compliance in all areas and appreciate that the District's records were all immediately available and well organized.

The District is in the process of hiring an Entomologist. The first round of interviews were completed in May, and the top three candidates were invited for in-person interviews, tours of the District's facilities, time in the field with employees, and a lunch to meet the full staff.

Vector Biologist Michelle Meighan and Season Assistant Avery Thurman represented the District at the Agricultural and Natural Resources Day on May 8 at the Lake County Fairgrounds. The event was open to all Lake County students, and an estimated 1,200 students from Kindergarten through 6th grade visited the displays.

In May Vector Control Technician Julian Chavez passed Vector Control exam on Vertebrates of Public Health Importance and is now certified in all four sections of Vector Control through the California Department of Public Health- Vector-borne Disease Section.

On May 15, Vector Biologist Michelle Meighan attended the California Tick-Borne Disease Working Group Annual Meeting at UC Davis. In addition, Ms. Meighan completed the Vector-Borne Disease Surveillance Certificate Program through Cornell University.

Dr. Scott attended a webinar sponsored by the California Special Districts Association titled "Fundamentals of Tax-Exempt Financing."

Dr. Scott met with Mr. Mike McCall, the Director of Benefits for Operating Engineers Local 3 (OE3) Public and Miscellaneous Employees Health and Welfare Fund to receive New Hire Packets and discuss the lapses in the District employees' health coverage. Mr. McCall informed Dr. Scott that OE3 declined to reimburse the employees for the lapses in coverage and recommended that the District submit an appeal letter requesting a waiver of the liquidated damages charges. Dr. Scott submitted the letter the following day.

Dr. Scott is continuing to meet with the District's Labor Negotiator, Mr. Austris Rungis of Industrial Employers Distributors Association (IEDA), regarding

the Memorandum of Understanding, the lapses in health coverage, and other issues.

Dr. Scott will be attending the California Special Districts Association General Managers Leadership Summit in Anaheim, California on June 23-25.

Consideration of Resolution No. 24-03 Resolution of Intention to Levy Annual Assessment, Preliminarily Accepting Engineer’s Report and Scheduling of Public Hearing for FY 2024-2025

After some discussion, Mr. Spurr moved to approve Resolution 24-03 A Resolution of Intention to Levy Annual Assessment, Preliminarily Accepting Engineer’s Report and Scheduling of Public Hearing for FY 2024-2025. Mr. Bostock seconded the motion. Motion carried by roll call vote as follows: 5 in favor (Mr. Bostock, Mr. Giambruno, Mr. Lincoln, Mr. Nagy, and Mr. Spurr), and none against.

A brief recess was taken from 2:52 P.M. to 3:00 P.M.

Consideration of nomination for an Independent Special District Board of Director Alternate to the Local Area Formation Commission (LAFCO) of Lake County.

No action was taken on this item.

Approve Budget Transfers

After some discussion Mr. Bostock moved to approve the Budget Transfers from 796.90-01 Contingencies, in the amount of \$14,000, to 796.3-30 Health Insurance, and the transfer from 796.90-01 Contingencies, in the amount of \$27,000, to 796.62-73 FA-Equipment/Shop. Mr. Nagy seconded the motion. Motion carried unanimously.

Approve Check for the Month of June 2024

Mr. Nagy moved to approve Check Nos. 22566-22616 for the month of June 2024 in the amount of \$97,638.47. Mr. Spurr seconded the motion. Motion carried unanimously.

Other Business

No Other Business was discussed.

Announcement of Next Regular Board Meeting

The next regular meeting of the Board of Trustees of the Lake County Vector Control District will be at 1:30 P.M. on July 10, 2024 in the LCVCD Board Room, 410 Esplanade, Lakeport, CA 95453.

Mr. Spurr moved to adjourn the meeting. Mr. Nagy seconded the motion. Motion carried unanimously. There being no other business the meeting was adjourned by President Giamb Bruno at 3:21 P.M.

Respectfully submitted,

Ronald Nagy
Secretary

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Notification of Expiring Committee Appointments	MEETING DATE: July 18, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input checked="" type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to review the annual listing of Mayor’s Appointments per the Council Norms and Procedures.

BACKGROUND/DISCUSSION:

Pursuant to City Council Norms and Procedures Section 5.4 Council Notification, which states, “By September 1st of each year, the City Clerk will notify the Council of expiring terms for members of those City Boards, commissions, and committees appointed by the full Council.

The 2024 Mayor’s Appointments listing as updated in February 2024 is attached for review. No action by Council is necessary.

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

Attachments: 1) 2024 Mayor's Appointments

**CITY OF CLEARLAKE
MAYOR’S APPOINTMENTS**

ABANDONED VEHICLE AUTHORITY

Lake County Building Department
Code Enforcement Division
255 No. Forbes St.
Lakeport, CA 95453
263-2309

Russ Perdock, Member
David Claffey, Alternate

MEETS:

Third Wednesday of the month at 1 PM; alternating Clearlake/Lakeport

SEWER DISTRICT 1-6 ADVISORY BOARD

Lake County Special Districts
Attn: Administrator
230 No. Main St.
Lakeport, CA 95453
263-0119

Dirk Slooten, Member

As needed

RESOURCE MGMT COMMITTEE

Lake County Water Resources Department
Director
255 No. Forbes St.
Lakeport, CA 95453
263-2341

Joyce Overton, Member
David Claffey, Alternate

As needed

INTEGRATED WASTE MANAGEMENT TASK FORCE/SOLID WASTE DIVERSION COMMITTEE & CLEARLAKE SOLID WASTE COMMITTEE

Lake County Public Services
Director
333 – Second Street
Lakeport, CA 95453
262-1760

Russ Perdock, Member
David Claffey, Alternate

As needed

VECTOR CONTROL BOARD OF TRUSTEES

Jamesina J. Scott, Director

P.O. Box 310
Lakeport, CA 95453

(4 year term – expires 2027)
Curt Giambruno

2nd Wed. of the mo.
1:30 p.m.

One member is chosen by each incorporated City, and three members are chosen by the Board of Supervisors, for a total of five members.

P.E.G. BOARD

14050 Olympic Drive
Clearlake, CA 95422

David Claffey, Member
Russ Perdock, Alternate

2nd Mon of the mo. at
6:00 p.m. alternating in
Clearlake/Lakeport

TRAFFIC SAFETY COMMITTEE

Resolution 2019-46; 2024-04

Meets Quarterly/As Needed

Joyce Overton, Member
Russ Perdock, Member
City Engineer, Member
Public Works Director or designee
Clearlake Police Department representative
Lake County Fire Protection District representative
Sheryl Almon, Public Member

LEAGUE OF CALIFORNIA CITIES, REDWOOD EMPIRE DIVISION

Division Business Meeting and Legislative Committee

Joyce Overton, Member
David Claffey, Alternate

AREA PLANNING COUNCIL (APC)/TRANSIT AUTHORITY

Lisa Davey-Bates, Executive Director
367 N. State Street, Suite 204
Ukiah, CA 95482
234-3314

City Representative

Russ Cremer, Member
Russ Perdock, Member
Dirk Slooten, Alternate

Meets 2nd Wed of mo.
9:00 a.m alternating in Lower Lake
and Lakeport

**LAKE COUNTY CLEAN WATER PROGRAM ADVISORY COUNCIL
(NPDES-National Pollutant Discharge Elimination System)**

Lake County Water Resources Department
Director
255 No. Forbes St.
Lakeport, CA 95453
263-2341

Public Works Department Representative, Member
TBD, Alternate

Meets as needed

**LAKE COUNTY WATERSHED PROTECTION DISTRICT MANAGEMENT COUNCIL
(NPDES-National Pollutant Discharge Elimination System)**

Lake County Water Resources Department
Director
255 No. Forbes St.
Lakeport, CA 95453
263-2341

Joyce Overton (2023 Calendar Year)
Russ Cremer, Alternate

Meets as needed

LAKE COUNTY COMMUNITY RISK REDUCTION AUTHORITY

Lake County Risk Reduction Authority
Director
255 No. Forbes St.
Lakeport, CA 95453
RRA@lakecountyca.gov

Russ Cremer, Member
Dirk Slooten, Alternate

Meets 3rd Monday of each month at 3:00

LAKE COUNTY RECREATION AGENCY

County of Lake
255 No. Forbes St.
Lakeport, CA 95453

Dirk Slooten, Member
David Claffey, Member
Russ Cremer, Alternate

Meets 4th Thursday of each month at 4:00pm

CLEARLAKE PLANNING COMMISSION

(4 Year Staggered Terms Expiring in Odd Numbered Years)

Meets the 2nd and 4th Tues
of the mo. at 6:00 p.m.

<u>Name</u>	<u>Term Began</u>	<u>Term Expiration</u>
Fawn Williams	11/03/20	03/11/25
Terry Stewart	11/04/21	03/11/25
Robert Coker	08/21/18	03/11/25
Jack Smalley	04/11/23	03/11/27
Chris Inglis	04/11/23	03/11/27

ZONING CODE UPDATE/DESIGN REVIEW MANUAL STEERING COMMITTEE

Meets as needed
Wednesdays at 6:00 p.m.

Dirk Slooten, Councilmember
Planning Commissioner Appointee
Planning Commissioner Appointee
Dave Hughes, community member
Bob Mingori, community member
Chuck Leonard, community member

MEASURE V CITIZEN OVERSIGHT COMMITTEE

Resolution No. 2017-07; 2021-18

Meets annually in October

Ray Silva	Appointed by David Claffey	2020-2024
Conrad Colbrandt	Appointed by Russ Perdock	2020-2024
Jim Scholz	Appointed by Joyce Overton	2020-2024
Sheryl Almon, Member	Appointed by Russ Cremer	2022-2026
Bruno Sabatier, Member	Appointed by Dirk Slooten	2022-2026

ELEM COMMUNITY BENEFIT FUND COMMITTEE

David Claffey, Member
Russ Perdock, Member

ELEM TRAVEL CENTER REVIEW COMMITTEE

Meets Quarterly

David Claffey, Member
Russ Perdock, Member

APPOINTED BY MAYORS' SELECTION COMMITTEE:

(The following are recommended appointments from the Mayor to the Mayors' Selection Committee that will make the final appointments)

Lake Local Agency Formation Commission (4 Yr Term: 1/1/23 – 1/1/27)

NOTE: APPOINTED BY MAYORS' SELECTION COMMITTEE

John Benoit, Executive Director
P.O. Box 2694
Granite Bay, CA 95746
707-592-7528
(916) 797-7631 FAX
johnbenoit@surewest.net
jbenoit@icloud.com

Dirk Slooten, Member
Russ Perdock, Alternate

Meets 3rd Wed.
at 9:00 a.m. alternating
in Clearlake/Lakeport

LAKE COUNTY AIRPORT LAND USE COMMISSION

Lake County Planning Department
255 No. Forbes St.
Lakeport, CA 95453
263-2221

Russ Cremer, Member
Dirk Slooten, Alternate

Meets as needed

MAYORS' SELECTION COMMITTEE

Chairman of the Board of Supervisors
City of Clearlake Mayor
City of Lakeport Mayor
Staff: Susan Parker, County Administrator
County of Lake
255 No. Forbes St
Lakeport, CA. 95453



CITY COUNCIL REGULAR MEETING

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

Thursday, June 20, 2024

Closed Session 6:00 PM

Regular Meeting 6:00 PM

MINUTES

Zoom Link: https://clearlakeca.zoom.us/webinar/register/WN_MEHBnxKHRgiP5u0u4nWvQA

Passcode: 956641

Or One tap mobile:

+16694449171,,85482512914# US

+12532158782,,85482512914# US (Tacoma)

Or join by phone:

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

US: +1 669 444 9171 or +1 253 215 8782 or +1 346 248 7799 or +1 719 359 4580 or +1 720 707 2699 or +1 253 205 0468 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799

Webinar ID: 854 8251 2914

International numbers available: <https://clearlakeca.zoom.us/j/85482512914>

A. ROLL CALL

B. BUSINESS

C. PLEDGE OF ALLEGIANCE

D. INVOCATION/MOMENT OF SILENCE: *The City Council invites members of the clergy, as well as interested members of the public in the City of Clearlake, to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. This opportunity is voluntary and invocations are to be less than three minutes, offered in a solemn and respectful tone, and directed at the City Council. Invocational speakers who do not abide by these simple rules of respect and brevity shall be given a warning and/or not invited back to provide a subsequent*

invocation for a reasonable period of time, as determined appropriate by the City. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the City Council's respect for the diversity of religious denominations and faith represented and practiced among the citizens of Clearlake. If a scheduled invocational speaker does not appear at the scheduled meeting, the Mayor will ask that the City Council observe a moment of silence in lieu of the invocation. More information about the City's invocation policy is available upon request by contacting the Administrative Services Director/City Clerk at (707) 994-8201x106 or via email at mwsanson@clearlake.ca.us.

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

F. PRESENTATIONS

1. Presentation of June's Adoptable Dogs

G. 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.*

There was no public comment.

H. 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.*

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

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

2. Consideration of Resolution 2024 - 22 to adopt a list of approved projects for submission to California Transportation Committee (CTC) for funding pursuant to SB1
Recommended Action: By motion Adopt Resolution 2024 – 22, a Resolution of the City Council of the City of Clearlake Adopting a project list for submission to the California Transportation Committee for funding under the provisions of SB1.
3. Authorization of Job Description and Placement into Salary Schedule of the Recreation and Events Coordinator I/II Positions; Resolution No. 2024-27
Recommended Action: Adopt resolution

4. Consideration of Resolution No. 2024-29, A Resolution approving a Temporary Street Closure for the Annual 4th of July Parade on July 6, 2024.
Recommended Action: Approve Resolution 2024-29 for the temporary street closure.

5. Consideration of Resolution 2024-28 Authorizing the Extension of the Temporary Road Closure of Certain Roads, to Reduce Illegal Dumping and to Protect the Environment, and the Public Health and Welfare
Recommended Action: Adopt Resolution 2024-28

6. Approval of an agreement between the County of Lake and City of Clearlake Regarding a Road Maintenance Program and Authorize the Mayor to Sign
Recommended Action: Approve the agreement between the County of Lake and City of Clearlake

7. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms
Recommended Action: Continue declaration of emergency

8. Minutes of the May 8, 2024 Lake County Vector Control District Board Meeting
Recommended Action: Receive and file

9. Minutes
Recommended Action: Receive and file

10. Amendment of Contract with GEI Consulting for Project Management and Technical Support from \$24,500 to a new total of \$100,000
Recommended Action: Approve Agreement and Authorize the City Manager to Sign

11. Approve the Sale of Real Property Located at 4192 Hemlock Ave, Clearlake for \$20,000
Recommended Action: Approve Sale and Authorize the City Manager to Execute the Necessary Documents

12. Adoption of the Amendment to Legal Services Agreement for City Attorney Services with Jones Mayor
Recommended Action: Adopt amendment and authorize the Mayor to sign

I. PUBLIC HEARING

13. Confirm assessment(s) in the total amount of \$79,335.76 for City funded abatements, in accordance with Clearlake Municipal Code Chapter 10; Resolution No. 2024-24
Recommended Action: Adopt resolution

Code Enforcement Supervisor Lambert gave the staff report.

Mayor Claffey opened the Public Hearing. There were no comments.

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

14. Confirm unpaid Administrative Penalties and Approve Recordation of Lien(s) in the Total Amount of \$110,070.00, in Accordance with Clearlake Municipal Code Chapter 10.
Recommended Action: Adopt Resolutions 2024-25 and 2024-26

Code Enforcement Supervisor Lambert gave the staff report.

Mayor Claffey opened the Public Hearing. Director Swanson read aloud a statement from the owner of 3557 Ukiah Street.

Mayor Claffey and Council Member Perdock recused themselves from the dais and left the room due to a conflict of interest because both Council Members own property near 3855 Monterey Drive.

There were no further comments. Vice Mayor Overton closed the Public Hearing.

For Resolution No. 2024-26: Motion made by Council Member Cremer and seconded by Council Member Slooten to adopt. Motion passed with a 3-0-2 roll call vote, with Mayor Claffey and Council Member Perdock absent.

Mayor Claffey and Council Member Perdock returned to the dais after the vote.

For Resolution No. 2024-25:

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

15. Adoption of the City of Clearlake's Budget for Fiscal Year 2024-25
Recommended Action: Adopt Resolution No. 2024-30

Director Wells gave the staff report.

Mayor Claffey opened the Public Hearing. There was no comment and the Public Hearing was closed.

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

- 16. Adoption of Appropriations Limit (Gann Limit) for Fiscal Year 2024-25 and designating the formula to be used for calculation of same
Recommended Action: Adopt Resolution No. 2024-31

Director Wells gave the staff report.

Mayor Claffey opened the Public Hearing and there was no comment.

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

- 17. Adoption of the City of Clearlake's Fee Schedule for Fiscal Year 2024-25
Recommended Action: Adopt Resolution No. 2024-32

Director Wells gave the staff report.

Mayor Claffey opened the Public Hearing and there was no comment.

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

J. BUSINESS

- 18. Presentation and Discussion of Tobacco Use in the Schools and Community
Recommended Action: Provide Direction to Staff

City Manager Flora gave the staff report.

It was the consensus of the Council to direct staff to bring forward an ordinance for consideration by the Council on this subject.

- 19. Agreement with Axon Enterprise Inc. for the Purchase of Body Worn Cameras, Mobile Audio and Video Systems, Tasers, and Digital Storage for the Police Department
Recommended Action: Approve agreement

Chief Hobbs gave the staff report.

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

- 20. Consideration of Adoption of a Memorandum of Understanding (MOU) with the Clearlake Police Officer Association (CPOA) for July 1, 2024 through June 30, 2026
Recommended Action: Adopt MOU and authorize the City Manager to sign

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

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

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

- 21. Consideration of Adoption of a Memorandum of Understanding (MOU) with the Clearlake Middle Management Association (MMA) for July 1, 2024 through June 30, 2026
Recommended Action: Adopt MOU and authorize the City Manager to sign

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

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

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

K. CITY MANAGER AND COUNCILMEMBER REPORTS

L. FUTURE AGENDA ITEMS

M. CLOSED SESSION

(22) Conference with Real Property Negotiators: Pursuant to Government Code Section 54956.8. Property Address: 14775 Burns Valley Road, Clearlake; Agency Negotiation: City Manager Alan Flora; Negotiating Parties: Laura Del Gadillo and Cirilo Gomez; Under Negotiation: Price and terms of payment.

(23) Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): Case No. CV-424401: Koi Nation of Northern California v. City of Clearlake, et al., Lake County Superior Court

N. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

It was the consensus of the Council to direct the City Manager to purchase the property located at 14775 Burns Valley Road for \$150,000 plus closing costs, and to execute any documents necessary to complete the purchase.

O. ADJOURNMENT

The meeting was adjourned at 9:36 p.m.



Melissa Swanson, Administrative Services Director/City Clerk

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Discussion and Consideration of a Mitigation Fee Program on Behalf of the Lake County Fire Protection District	MEETING DATE: July 18, 2024
SUBMITTED BY: Alan Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to consider Resolution 2024-14, updating the Lake County Fire Protection District (“LCFPD”) Fire Mitigation Fees and give direction to staff regarding further future changes to Chapter 3 of the Clearlake Municipal Code.

BACKGROUND/DISCUSSION:

Government Code §66000 (“Mitigation Fee Act”) allows government agencies, including a county, city, whether general law or chartered, city and county, school district, special district, authority, agency, any other municipal public corporation or district, or other political subdivision of the state, to approve fees charged to permits for new development projects, defined as construction or reconstruction, to be used to improve public facilities, including public improvements, public services, and community amenities. Unlike the City, the LCFPD does not have the ability to adopt fees on their own behalf. Fire Districts are governed by the Health and Safety Code §13916 to charge fees. This section specifically states, “a district board shall not charge a fee on new construction or development for the construction of public improvements or facilities or the acquisition of equipment.” In 1990, after further review of the conflicting Mitigation Fee Act and H&S §13916, the Attorney General opined Fire Districts could not adopt their own impact fees because the ability to charge a fee came from the police powers of a city granted to it by Article XI §7 of the California Constitution.

In this case, the City of Clearlake would be the catalyst for the LCFPD to adopt fire mitigation fees. As a result, the City adopted the fire mitigation fees on behalf of the LCFPD. The ordinance was codified into CMC §3-5, the “Fire Mitigation Fee Ordinance.” In summary, the Fire Mitigation Fee Ordinance (“Fee

Ordinance”) addresses the need for adequate fire protection and ways to finance the fire protection facilities and equipment as a result of city growth. Further, the Fee Ordinance requires the following:

- The LCFPD requests the City collect a specified percentage of the fire mitigation fee ceiling on its behalf from applicants for building permits or other permits for development;
- Fees paid shall only be used to fund capital facilities and equipment to serve new development;
- Fees paid shall be separated from any other funds as “City of Clearlake Fire Mitigation Fee(s)”;
- LCFPD shall submit an annual report no later than October 31st of each year to the City Clerk which reports the balance of said fund at the end of the previous fiscal year, the amount and type of expenditures made, and the ending balance in the fund;
- The annual report shall reflect LCFPD’s plans to alleviate the facility and equipment needs caused by new development in a “capital fire facilities and equipment plan” adopted at a noticed public hearing;
- Upon request by the City Clerk, LCFPD shall make available a copy of its annual audit report; and
- Any funds remaining in the fund after five years for which LCFPD cannot demonstrate a reasonable relationship between the fee and the purpose for which it was charged are required to be returned to the current owner of the project with interest.

The Fee Ordinance established a fee ceiling as follows:

a. Single-family residential including but not limited to private garages, carports, sheds, barns and structures which are appurtenant to the single-family residential use.

1. Unsprinklered and under twenty (20') feet in height Sixty (\$.60) cents per square foot.
2. Sprinklered and under twenty (20') feet in height Fifty (\$.50) cents per square foot.
3. Unsprinklered and over twenty (20') feet in height Ninety (\$.90) cents per square foot.
4. Sprinklered and over twenty (20') feet in height Seventy-five (\$.75) cents per square foot.

b. Multi-family residential including but not limited to townhouses, condominiums, apartments, clustered units, private garages, carports and accessory structures which are appurtenant to the multi-family use.

1. Unsprinklered and under twenty (20') feet in height Eighty (\$.80) cents per square foot.
2. Sprinklered and under twenty (20') feet in height Sixty-five (\$.65) cents per square foot.
3. Unsprinklered and over twenty (20') feet in height One dollar and five cents (\$1.05) per square foot.
4. Sprinklered and over twenty (20') feet in height Ninety (\$.90) cents per square foot.

c. Commercial, industrial and educational including but not limited to offices, garages, carports and accessory structures which are appurtenant to the applicable use.

1. Unsprinklered and under twenty (20') feet in height Fifty (\$.50) cents per square foot.
2. Sprinklered and under twenty (20') feet in height Thirty-five (\$.35) cents per square foot.

3. Unsprinklered and over twenty (20') foot in height Seventy-five (\$.75) cents per square foot

4. Sprinklered and over twenty (20') feet in height Sixty (\$.60) cents per square foot.

On March 7th, your Council held a workshop to hear input from the LCFPD and the public on the proposed fee update. At this meeting, LCFPD presented the Fire Mitigation Fee Nexus Study Report which asks for increases of fees ranging from 84% to 589%. In addition, the Report recommends an administrative surcharge of 2%. For projects within the City that exceed 2-stories or 15,500 sq. ft would have an additional surcharge of \$0.50/sq. ft. The Report asks to eliminate the Fee Ceiling set above and also recommends an automatic annual inflation increase.

On March 21st the City Council held a public hearing on the fee increases and on April 4th adopted amendments to Chapter 3-5.8 of the Clearlake Municipal Code (through ordinance 269-2024) which directed fire fees be adopted by resolution.

The proposed fees are:

Description	Residential	Nonresidential	*High Impact Surcharge
Base Fee per sq. ft.	\$ 1.89	\$ 2.36	\$ 0.49
Administrative Surcharge	2% \$ 0.04	\$ 0.05	\$ 0.01
Total Fee Amount	\$ 1.93	\$ 2.41	\$ 0.50

*A high impact surcharge is imposed for buildings of three (3) stories and above and for nonresidential buildings with a footprint of 15,500 sq. ft. or more.

OPTIONS:

1. Adopt Resolution 2024-14.
2. Provide other direction to staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments:

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 2024-14
2) Nexus Study

RESOLUTION NO. 2024-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE

ADOPTING FIRE MITIGATION IMPACT FEES

WHEREAS, the Lake County Fire Protection District, hereinafter the “District”, is the local government entity responsible for providing fire protection services within the City of Clearlake; and

WHEREAS, the City Council pursuant to California Government Code Sections 66000 et. Seq. may impose a fee as a condition of approval of a development project to defray all or a portion of the cost of public facilities related to the development project, including facilities for special districts that provide services within the City of Clearlake; and

WHEREAS, The District Board of Directors held a public hearing on January 24, 2024 and adopted Lake County Fire Protection District Resolution No. 24-0101, attached hereto and incorporated herein as Exhibit A, requesting City Council adopt and implement revised Fire Mitigation Impact Fees based on the completed Lake County Fire Protection District Fire Mitigation Fee Nexus Study of December 2023 prepared by Ridgeline Municipal Strategies, and on file with the City Clerk; and

WHEREAS, the City Council held a public workshop on March 7, 2024 and a public hearing on the matter on March 21, 2024 and accepted oral and written comments from the public and interested parties and considered such comments before taking action; and

WHEREAS, the City Council took action on April 4, 2024 to amend municipal code 3-5.8 to establish fire mitigation fees by resolution rather than by ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clearlake hereby adopts the following fire mitigation impact fees on behalf of the Lake County Fire Protection District:

Description			*High Impact Surcharge	
	Residential	Nonresidential		
Base Fee per sq. ft.	\$ 1.89	\$ 2.36	\$	0.49
Administrative Surcharge	2% \$ 0.04	\$ 0.05	\$	0.01
Total Fee Amount	\$ 1.93	\$ 2.41	\$	0.50

*High impact surcharge is imposed for buildings of three (3) stories and above and for nonresidential buildings with a footprint of 15,500 sq. ft. or more.

The foregoing Resolution was passed and adopted at a regular meeting of the City Council on the 18th of July, 2024, by the following vote:

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

ATTEST: _____

Lake County Fire Protection District

RESOLUTION NO. 24-0101

A RESOLUTION APPROVING THE LAKE COUNT FIRE PROTECTION DISTRICT FIRE MITIGATION FEE NEXUS STUDY AND REQUESTING THE LAKE COUNTY BOARD OF SUPERVISORS AND THE CITY OF CLEARLAKE CITY COUNCIL TO ADOPT AND IMPLEMENT THE PROPOSED FIRE MITIGATION FEE PROGRAM ON BEHALF OF THE DISTRICT

WHEREAS, AB 1600 was adopted and codified in California Government Code § 66000 allowing the establishing, increasing, or imposing of a mitigation fee as a condition of approval for new development where the purpose and use of the fee were identified and reasonable relationship to the development project was demonstrated; and

WHEREAS, the Lake County Fire Protection District (“District”) Board of Directors (“Board”) has received and considered the Fire Mitigation Fee Nexus Study dated December 19, 2023, prepared by Ridgeline Municipal Strategies, LLC (“Nexus Study”) that provides the required information to update the District’s Fire Mitigation Fee Program.

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

- 1) The Board hereby receives and approves the Nexus Study.
- 2) Prior to adopting this Resolution, the Board conducted a public hearing at which oral and written presentations were made as part of the Board’s regularly scheduled meeting held on January 24, 2024. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in the local newspaper. Additionally, at least ten days prior to the meeting, the District made available to the public information about the amount of the estimated cost required to provide the services for which the fee is to be updated pursuant to the Resolution by way of such public meeting, including the Nexus Study attached as Exhibit A, which formed the basis for the action taken pursuant to this Resolution.
- 3) After considering the Nexus Study, this Resolution, the presentations, and the testimony received at this public hearing, the Board hereby makes the following findings:
 - a. The purpose of the Fire Mitigation Fee hereby approved is to protect the public health, safety, and welfare of the community by requiring new development to contribute to the cost of fire protection and emergency medical response facilities necessary to mitigate the impacts created by such development; and
 - b. The revenues from the Fire Mitigation Fee hereby approved will be used to provide public facilities needed to mitigate the impacts of new developments. These facilities are identified in the Nexus Study; and
 - c. The Nexus Study demonstrates that there is a reasonable relationship between:
 - i. The use of the Fire Mitigation Fee and the types of development projects on which the fee is imposed; and

- ii. The need for public facilities and the types of development projects on which the Fire Mitigation Fee is imposed; and
 - iii. The amount of the Fire Mitigation Fee and the cost of the public facilities attributable to the development on which the fee is imposed.
- 4) The Board does hereby approve the following Fire Mitigation Fee amounts on new development, which shall be collected as a condition of approval:

<u>Development Type</u>	<u>Fire Mitigation Fee</u>
Residential Development	\$1.93 per Sq. Ft.
Nonresidential Development	\$2.41 per Sq. Ft.
High Impact Surcharge	\$0.50 per Sq. Ft.

- 5) The Board does hereby approve and request that the Fire Mitigation Fee be automatically adjusted for inflation each year on July 1, commencing on July 1, 2024, by an amount equal to the percentage change of the Engineering News Record Building Cost Index (20-Cities Average) for the 12-month period ending in the month before the adjustment takes place.
- 6) The Board finds pursuant to the California Environmental Quality Act (“CEQA”) that this action is not a “project” because the Resolution provides a mechanism for funding fire protection and emergency medical response facilities, apparatus, and equipment, but does not involve a commitment to any specific project for such purposes that may result in a potentially significant impact on the environment, per CEQA Guidelines §15378.
- 7) If any portion of this Resolution is found by a court of competent jurisdiction to be valid, such finding shall not affect the validity of the remaining portions of this Resolution.

BE IT FURTHER RESOLVED that the Board of Directors of the Lake County Fire Protection District formally requests that the Lake County Board of Supervisors and the City of Clearlake City Council adopt and implement this approved Fire Mitigation Fee Program on behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the Lake County Fire Protection District at a regularly scheduled meeting held on January 24, 2024, by the following vote of said Board:

AYES: Benson, Dean, Loustalot, Moore, Scovel, Snyder

NOES: None

ABSENT: Watson

ABSTAIN: None



 Mary Benson, Chairperson

ATTEST:



 Miasha Rivas, Clerk of the Board



Lake County Fire Protection District Fire Mitigation Fee Nexus Study



Final Report

Ridgeline Project # 23003

Prepared for:



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EXECUTIVE SUMMARY

This Fire Mitigation Fee Nexus Study (the “Nexus Study”) was prepared by Ridgeline Municipal Strategies, LLC (“Ridgeline”) for the Lake County Fire Protection District (the “District”) to update the District’s Fire Mitigation Fee (the “Fee”). The Fee is collected on all new development within the District to fund the one-time costs of public facilities used to provide fire protection and emergency medical response services.

The methodology of the Nexus Study satisfies the legal requirements of the Constitution of the United States of America, the Constitution of the State of California, and the California Mitigation Fee Act (the “Act”).

The District’s service area covers the City of Clearlake, CA (the “City”) and the Lower Lake unincorporated portion of the County of Lake (the “County”). The current version of the District’s Fire Mitigation Fee Program (the “Fee Program”) was last updated in 1993 by the City and in 1992 by the County. The Nexus Study provides an update to the existing Fee based on new development projections through 2040 and recommends certain revisions to the Fee Program.

The Fee Program is designed to help the District provide fire protection and emergency medical response services to new development in a fiscally responsible manner. The Fee revenues can only be used to expand the District’s public facilities (buildings and structures, apparatus and vehicles, and equipment) to serve new development, including reimbursements to the District for facilities that have been upsized to accommodate new development. The Fee revenues cannot be spent on operations, maintenance or to address existing public facility deficiencies.

FEE PROGRAM UPDATE OVERVIEW

The demand for the District’s services and associated public facilities is driven by the building structures that the District protects. The District assesses the Fee on all new residential and nonresidential development within its service area, including additions to existing structures.

The Fee is calculated based on building square footage. Different Fee amounts per square foot are proposed for residential and nonresidential development. Additionally, a surcharge is proposed for all building of 3 or more stories and for nonresidential buildings with footprint of 15,500 sq. ft. or more.

Accessory dwelling units (“ADUs”) smaller than 750 sq. ft. are currently exempt from the Fee by the State law. A change in the law could result in such ADUs to no longer be exempt.

Buildings and structures owned and used by government entities, including, but not limited to, schools, city hall, administration buildings, fire and police stations, corporate yards, etc., are not subject to the Fee.

The existing development within the District consists of approximately 17.4 million building sq. ft. It is estimated to grow by less than nine percent (1.5 million sq. ft.) by 2040, with the bulk of the growth (79 percent) happening on the residential side.

PROPOSED AND CURRENT FEE

Table 1 shows the proposed Fee amount. The Fee is collected on a per square foot basis for all development types and includes a 2% administrative surcharge. A high impact surcharge is proposed for buildings of 3 stories and above and for nonresidential buildings with a footprint of 15,500 sq. ft. or more.

Table 1
Lake County Fire Protection District
Proposed Fire Mitigation Fee (2023 \$)

Description	Amount / Sq.Ft.		
	Residential	Nonresidential	High Impact Surcharge
Base Fee per Sq. Ft.	\$1.89	\$2.36	\$0.49
Administrative Surcharge 2%	\$0.04	\$0.05	\$0.01
Total Fee per Sq. Ft.	\$1.93	\$2.41	\$0.50

Source: Lake County Fire Protection District and Ridgeline

The Fee is based on cost estimates in 2023 dollars. To account for inflationary impacts, it is recommended that the Fee be automatically adjusted annually without further action by the District Board, the City Council, and the County Board of Supervisors on the first day of each fiscal year, starting July 1, 2024, by the previous calendar year percentage change in the Engineering News-Record Construction Cost Index (20-City Average), or its successor publication.

Since the Fee amount has not been updated since 1992 for the County area and since 1993 for the City area, the proposed Fee increase is significant, as it captures three decades of inflation and takes into consideration the expansion of the District services to include emergency medical response. **Table 2** compares the existing and proposed Fee amounts for different development types.

Table 2
Lake County Fire Protection District
Comparison of Existing and Proposed Fee

Development Type	Existing Fee	Proposed Fee	Difference	Percentage Difference
County Area				
Residential	\$1.00	\$1.93	\$0.93	93%
Nonresidential	\$1.00	\$2.41	\$1.41	141%
City Area				
SF Residential under 20' unsprinklered	\$0.60	\$1.93	\$1.33	222%
SF Residential under 20' sprinklered	\$0.50	\$1.93	\$1.43	286%
SF Residential over 20' unsprinklered	\$0.90	\$1.93	\$1.03	114%
SF Residential over 20' sprinklered	\$0.75	\$1.93	\$1.18	157%
MF Residential under 20' unsprinklered	\$0.80	\$1.93	\$1.13	141%
MF Residential under 20' sprinklered	\$0.65	\$1.93	\$1.28	197%
MF Residential over 20' unsprinklered	\$1.05	\$1.93	\$0.88	84%
MF Residential over 20' sprinklered	\$0.90	\$1.93	\$1.03	114%
Nonresidential under 20' unsprinklered	\$0.50	\$2.41	\$1.91	382%
Nonresidential under 20' sprinklered	\$0.35	\$2.41	\$2.06	589%
Nonresidential over 20' unsprinklered	\$0.75	\$2.41	\$1.66	221%
Nonresidential over 20' sprinklered	\$0.60	\$2.41	\$1.81	302%

Source: Lake County Fire Protection District and Ridgeline

PROPOSED FEE PROGRAM CHANGES

The following changes are proposed to the Fee Program with this update.

County Area:

- Create different Fee levels for residential and nonresidential development.
- Implement surcharge for all development of 3 stories and higher and for nonresidential development with footprint of 15,500 sq. ft. or more.
- Eliminate Fee ceiling.
- Establish an automatic annual inflation adjustment.
- Make the Fee specific to the District service area of the County, with other fire protection districts setting their own fee amounts.

City Area:

- Eliminate different Fee levels for single family, multi-family, and nonresidential development.

- Eliminate different fee levels for sprinklered and unsprinklered development.
- Create different Fee levels for residential and nonresidential development.
- Implement surcharge for all development of 3 stories and higher and for nonresidential development with footprint of 15,500 sq. ft. or more.
- Establish a two percent administrative surcharge.
- Eliminate Fee ceiling.
- Establish an automatic annual inflation adjustment.

IMPLEMENTATION

The District’s Board of Directors, assisted by the District staff, should review and evaluate the Nexus Study for accuracy and alignment with the District’s operational and financial framework. Once the Board of Directors is satisfied that the legislative requirements of the Mitigation Fee Act are met and the Fee update recommendations are valid, it will need to approve the Nexus Study and forward it to the County and the City with the recommendation for adoption on behalf of the District by the County Board of Supervisors and the City Council per the requirements of the Mitigation Fee Act.

Upon receipt of the Nexus Study and receiving public input, the County Board of Supervisors and the City Council will vote to approve findings and a resolution to adopt the updated Fee Program. If approved, the Fee will be imposed pursuant to the County’s and City’s development “police powers” under Article XI, section 7, of the California Constitution.

REPORT ORGANIZATION

Chapter I of this Nexus Study provides an overview of the District, the legal framework for the Fee, the Nexus Study’s purpose, the Fee calculation methodology, and the current Fee amounts.

Chapter II contains the data on existing development and documents future development projections within the District.

Chapter III lists the existing and planned public facilities of the District.

Chapter IV contains the calculations for the public facility cost allocation across existing and future development and the proposed Fee amount.

Chapter V documents the nexus findings that address the requirements of the Mitigation Fee Act.

Chapter VI provides recommendations for adopting and implementing the Fee.

I. INTRODUCTION AND BACKGROUND INFORMATION

INTRODUCTION

The Lake County Fire Chief’s Association, on behalf of its member districts, retained Ridgeline Municipal Strategies, LLC to prepare fire mitigation fee nexus studies for each of the districts. This Nexus Study pertains to the Fee collected by the Lake County Fire Protection District (the “District”).

The City of Clearlake (the “City”) and the County of Lake (the “County”), on behalf of the District, impose the Fire Mitigation Fee (the “Fee”) on new development within the District’s service area. The Fee funds one-time public facility costs attributable to new development to allow the District to accommodate such new development and maintain its level of service.

The existing Fee was adopted as follows:

- On October 10, 1992, the Board of Supervisors of the County adopted a Fire Mitigation Fee Ordinance that established the Fee for all unincorporated areas of the County.¹
- In 1993, the City Council of the City adopted a Fire Mitigation Fee Ordinance, updating the City’s 1986 Municipal Code and increasing the Fee amount.

There have not been any updates to the District’s Fire Mitigation Fee Program (the “Fee Program”) since then.

This Fee Program update is intended to address the public facilities necessary to accommodate the expected growth within the District through 2040.

The Nexus Study provides the legal and policy basis for the calculation and imposition of the Fee on all new development within the District. The study evaluates the existing Fee Program, considers the development changes that have occurred within the District, analyzes the impact of recent and future development on the District facilities, and documents the need for a Fee adjustment due to the amount of new development within the District, inflation and increasing public facility costs, and a wider scope of services provided by the District.

This chapter provides an overview of the District, the legal framework for the Fee, the Nexus Study purpose, the Fee calculation methodology, and the current Fee amounts.

¹ The County Fire Mitigation Fee Ordinance established a uniform fee for the entire County area, which is currently serviced by five fire protection districts (Kelseyville, Lake County, Lakeport, Northshore, and South Lake County). With this update of the Fee Program, each district will have its own fee program and fee amount reflecting its unique development pattern and public facility needs.

DISTRICT OVERVIEW

The Lake County Fire Protection District is an independent special district located in Clearlake, CA. The District provides a full range of fire protection, fire suppression, fire safety, emergency medical response, rescue and extrication, containment and mitigation of hazardous materials exposure, and other life safety services (the “Services”) on the eastern shore of Clear Lake, including the City of Clearlake and the Lower Lake unincorporated portion of the County of Lake. The District’s service area covers approximately 165 square miles and has approximately 16,500 residents.

The District is governed by a seven-member Board of Directors (the “Board”) and a career Fire Chief. The Board and Fire Chief are responsible for strategic planning, policy development, and approval of capital expenditures. The District employs 27 full-time equivalent employees and has 11 volunteer staff members based at five fire stations.

In 2022, the District responded to 5,581 calls, including structure and wildland fires, vehicle accidents, technical rescue, hazardous materials, and medical aid.

THE MITIGATION FEE ACT

The passage of Proposition 13 in 1978, Proposition 218 in 1996, and other State fiscal measures have limited the revenue availability for local public agencies. Local funding sources, such as property and sales taxes, are now mostly used for operations and maintenance and are often insufficient to fund public facilities and capital improvements. State and federal funding are not keeping up with the rising costs. The decline of popular support for bond measures has further restricted the local governments’ ability to develop infrastructure and facilities for the next generation of residents and businesses.

These funding limitations have led to declining service levels, accelerated physical deterioration, lower efficiency, and increasing maintenance and operating costs of public facilities. They have also resulted in an increasing need to use mitigation fees (also known as development impact fees, or simply impact fees) to fund new public facilities.

California’s mitigation fee statute originated in AB 1600, which went into effect in 1989. The bill added several sections to the Government Code (Sections 66000 through 66025), which are now officially known as the “Mitigation Fee Act” (the “Act”).

The Act sets forth requirements for establishing, increasing, and imposing mitigation fees, contains provisions concerning their collection, expenditure, and administration, and mandates periodic accounting, reporting, and re-evaluation of fee programs. The implementation and administration requirements mandated by the Act are covered in **Chapter VI** of the Nexus Study.

The fees (the term used throughout the Act) are defined as “a monetary exaction, other than a tax or special assessment... charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities

related to the development project..."² The Nexus Study uses the term "mitigation fees" to mean such fees.

The Act broadly defines public facilities to include "public improvements, public services and community amenities"³. The Act limits mitigation fees to an amount that "does not exceed the estimated reasonable cost of providing the service or facility for which the fee... is imposed"⁴ and prohibits the levy, collection, or imposition of mitigation fees for general revenue purposes. The case law and Gov't Code § 65913.8 stipulate that mitigation fees may not be used for operating or maintenance costs. The Act does not limit the types of facilities for which mitigation fees may be imposed, but does require that the collected fees be used for their intended purposes.

The Act specifies that mitigation fees "shall not include the costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with the general plan."⁵ As such, mitigation fees may be used to recover costs of existing facilities to the extent that such facilities are needed to serve new development and have the capacity to do so.

NEXUS STUDY PURPOSE

This Fire Mitigation Fee Nexus Study (the "Nexus Study") was prepared to satisfy the legal requirements governing mitigation fees, including provisions of the U. S. Constitution, the California Constitution, and the California Mitigation Fee Act.

The purpose of the Nexus Study is to establish the legal and policy basis for the continued imposition and update of the Fee within the District's service area by analyzing the impacts of new development on the need for fire protection and emergency medical response public facilities.

For purposes of this Nexus Study, the terms "public facility," "capital facility," and "facility" refer to:

- land, buildings, and improvements (including fire stations, administration buildings, and other building structures);
- fire apparatus, ambulances, and other vehicles; and
- equipment

used by the District to provide the Services.

² Gov't Code § 66000(b)

³ Gov't Code § 66000(d)

⁴ Gov't Code § 66005(a)

⁵ Gov't Code § 66001(g)

The terms “development project” and “new development” refer to any residential or nonresidential project undertaken for the purpose of development that requires issuance of a permit for construction or reconstruction.

To update and impose the Fee, the Nexus Study demonstrates that a reasonable relationship, or “nexus,” exists between new development that occurs within the District and the need for public facilities. It is generally accepted that the concept of nexus encompasses the following three standards.

- Need/Impact: To be subject to mitigation fees, development has to create an impact and/or generate a need for public facilities to be funded by such fees. As a recipient of public services, new development results in additional demand for some or all public facilities. Absent a facility capacity increase to address the additional demand, the quality and/or availability of public services will deteriorate for the entire community. Mitigation fees may be used to recover public facility costs, but only to the extent that the need for such facilities is related to the development project paying the fees. The courts have held that development exactions can only be used to mitigate impacts of the projects upon which they are imposed. This Nexus Study quantifies and allocates development impacts on facility needs in terms of the total cost per square foot and contains the calculations necessary to document compliance with the need / impact standard.
- Benefit: Development must also benefit from the public facilities funded by the mitigation fees that it paid. In other words, the facilities funded by the fees have to be available to serve the development paying the fees. Moreover, the mitigation fee revenues must be segregated from other funds and used in a timely manner to fund the facilities for which they were collected. There is no legal requirement that facilities paid for with mitigation fee revenues can only be available to the development projects paying the fees. Unspent fees must be refunded. These requirements are put in place to ensure that new development benefits from the mitigation fees it is required to pay. This Nexus Study contains implementation provisions necessary to guide the District in compliance with the benefit standard.
- Proportionality: Finally, mitigation fees must be proportional to the impact created by development projects paying the fees. Proportionality is ensured through proper documentation of applicable facility costs and fee calculations that allocate these costs based on the impact created by different development types. The fee calculation methodology used in this Nexus Study is designed to ensure compliance with the proportionality standard.

The Act stipulates that any mitigation fee program must meet and document five nexus findings.⁶ **Chapter V** of this Nexus Study addresses this requirement.

⁶ Gov’t Code § 66001

MITIGATION FEE CALCULATION METHODOLOGY

There are several accepted mitigation fee calculation methodologies. The methodology selection is usually determined by the types of services provided, types of public facilities required, development patterns, and availability of data. Regardless of the selected methodology, the facility cost allocation must be done in proportion to the need created by new development.

New development's impact can be quantified by selecting a variable that best reflects such impact and corresponds to the type of services required, such as added square footage, population, employment, vehicle trips, call volume, etc. AB 2668, which amended the Act, states that any "nexus study adopted after July 1, 2022, shall calculate a fee imposed on a housing development project proportionately to the square footage of proposed units of the development,"⁷ unless certain conditions are met and properly documented.

- *The Plan-Based Methodology* is utilized when there are clearly defined capital improvement or facility plans prepared for new development. The facilities needed to serve the new development are identified and their costs are allocated to each development category in proportion to the generated service demand. The total required facility cost is divided by the total additional demand units to calculate a cost per demand unit (e.g., a cost per square foot of new construction). This methodology is most often used to set fees for large development projects requiring its own public facilities.
- *The Capacity-Based Methodology* is utilized when a facility's capacity can only accommodate a known level of development. The total facility cost is proportionately allocated to each unit of development within the facility's service area. If incremental facility costs can be allocated to an incremental development unit, this approach provides sufficient flexibility to accommodate changing development patterns.
- *The Standard-Based Methodology* is based on a specified service standard required for each unit of development. The standard can be established as a matter of policy or be based on the service level that is being provided to existing development. Once the standard for each development unit is established, a cost to achieve the standard can be allocated proportionately.

Under each methodology type, the agency can utilize the mechanism of buy-in fees to recover a portion of the existing facility costs, provided the facilities have capacity available to serve additional development.

The general order to calculate mitigation fees is as follows:

1. Quantify existing development units and prepare new development projections.
2. Develop capital improvements or facilities plan, identify facility service capacity, and/or establish a service standard.

⁷ Gov't Code § 66016.5(5)(A)

3. Determine the amount and cost of facilities required to accommodate new development.
4. Calculate mitigation fee by allocating the total facility costs per unit of development (usually on a square foot basis).

Proper methodology allocates public facility costs to new development fairly and ensures that new development is not required to fund existing service deficiencies, while existing development is not subsidizing facilities for new development.

Given the fixed service area of the District, the coverage and response times provided by the existing fire stations, and the limited anticipated development growth pattern, the capacity-based methodology will be utilized in this Nexus Study.

During the preparation of the Nexus Study, the District determined the scope of facilities needed to ensure that they can accommodate the anticipated new development. The Nexus Study uses the District's current and planned facilities as the facilities standard. The existing facilities serve the current population and have the capacity to serve new development. However, as future growth occurs, some facility expansion will be necessary.

To mitigate its impact on the District's service level, new development is required to pay mitigation fees to cover its proportionate fair share of the one-time facility costs.

The District has the flexibility to revise the list of necessary facilities shown in this report as conditions change. If the cost of facilities necessary to serve the anticipated growth materially changes, the District should update the Fee Program accordingly.

The current service standard is based on the District's ratio of existing facilities to the square footage of existing development. Existing development refers to the current residential and nonresidential development within the District's service area. However, the existing facilities have been upsized to accommodate additional development.

The Act requires that in establishing a mitigation fee program, the facilities funded by the fee must be identified. This Nexus Study contains a detailed list of facilities and the associated costs and replacement values.

The District's facilities form a comprehensive fire protection and emergency medical response system benefiting the District's entire service area. The resources of one station are not limited to the use of nearby properties, but are used to provide coverage to the entire service area as needed. Responding to service calls often requires resources from multiple stations. Similarly, new development will be served by all of the District facilities, not just by those of the nearest station.

The terms "standard" and "level of service" will be used throughout the Nexus Study (at times interchangeably) to describe the level of public facility investment needed to serve the community.

A *standard* is defined as the benchmark that the District plans to achieve for any particular facility.

A *level of service* is the actual level of benefit experienced by the existing development. Level of service may be different from the standard for a given facility.

When the existing level of service is less than the standard, or the facility is over capacity relative to the standard, a deficiency exists, and new development is not expected to cover that deficiency. If the opposite is the case and there is a capacity surplus, the District may recover a portion of its investment in that facility that is available to serve new development.

If there is no established standard for a given facility, the existing level of service becomes the *de facto* “current standard,” and the two terms may be interchangeable.

By policy, the District can adopt its own reasonable facility standards to reduce, maintain, or increase the existing standard. However, basing the Fee on a standard that is higher than the existing level of service is fair to new development only if the District uses alternative funds to increase the capacity of facilities benefiting the existing development.

The District’s existing five fire stations will continue to provide services to the existing and future development. As such, new development is required to contribute its fair share of the existing facility costs. One of the existing stations is scheduled for a rebuild and an expansion.

Additionally, the District anticipates that a new fire station and the associated apparatus, vehicles, and equipment, are necessary to improve its overall service level to properly address the community needs. As such, new development is required to contribute its fair share of funding for these new facilities in proportion to the benefit it receives from such facilities.

CURRENT FEES

The current Fee amount is different within the City and County service areas of the District.

CURRENT FEE IN THE CITY AREA

The current Fee within the City area was adopted in 1986 and last updated in 1993 based upon the analysis performed by the Lakeshore Fire Protection District, a predecessor agency to the District. The Fee was adopted before the District started providing the emergency medical response services. It does not include an inflation adjustment provision or an administrative surcharge provision. The current Fee was adopted prior to the building code amendment requiring all new construction to have fire sprinklers and has different fee levels for sprinklered and unsprinklered properties. A fee ceiling was set for each development type and the Fee is currently being charged at the ceiling level. **Table 3** provides the current Fee ceiling schedule.

Table 3
Lake County Fire Protection District
Current Fire Mitigation Fee within the City of Clearlake

Development Type	Fee Ceiling per sq. ft.
SF Residential under 20' unsprinklered	\$0.60
SF Residential under 20' sprinklered	\$0.50
SF Residential over 20' unsprinklered	\$0.90
SF Residential over 20' sprinklered	\$0.75
MF Residential under 20' unsprinklered	\$0.80
MF Residential under 20' sprinklered	\$0.65
MF Residential over 20' unsprinklered	\$1.05
MF Residential over 20' sprinklered	\$0.90
Nonresidential under 20' unsprinklered	\$0.50
Nonresidential under 20' sprinklered	\$0.35
Nonresidential over 20' unsprinklered	\$0.75
Nonresidential over 20' sprinklered	\$0.60

Source: City of Clearlake

CURRENT FEE IN THE COUNTY AREA

The current Fee within the County area was adopted in 1992 based upon the analysis performed by the Lakeshore Fire Protection District, a predecessor agency to the District. The Fee ceiling was set at \$1.00 per sq. ft. The Fee was adopted before the District started providing the emergency medical response services. The Fee has not been updated since its adoption and does not include an inflation adjustment provision. The Fee ordinance provides for a 2% administrative surcharge. A fee ceiling was set for each development type and the Fee is currently being charged at the ceiling level.

When the Fee was first adopted and/or last updated, the following assumptions were utilized:

- The fire protection services were provided by two separate agencies, Lakeshore Fire Protection District and Lower Lake Fire Protection District, which subsequently merged to form the District.
- The Districts served smaller populations and required less facilities.
- Facility costs were significantly lower than they are now. For instance,
 - Fire station construction costs were estimated at \$64-70 per sq. ft. (compared to \$600 per sq. ft. currently).
 - Class A Engine / Pumper cost was estimated at \$200,000 (compared to \$700,000 currently).

- Water Tender cost was estimated at \$110,000 (compared to \$400,000 - \$550,000 currently).

For the most recent 5-year period (calendar years 2018-2022), the District collected Fee revenue of \$437,705.

II. EXISTING AND PROJECTED DEVELOPMENT

To develop growth projections for this Fee Program update, Ridgeline analyzed existing development and recent building permit data for the District service area. The growth projections reflect recent residential and nonresidential development trends and known proposed projects. To ensure that new development contributes its fair share of facility funding, the growth projections and the associated public facility costs are estimated through 2040.

The existing and projected development data provided in this chapter will be used to establish levels of service, analyze facility needs, allocate facility cost between existing and future development, and calculate the updated Fee amount.

SERVICE AREA

The District boundary constitutes the service area analyzed in this Nexus Study. It encompasses the entire City of Clearlake and the Lower Lake unincorporated portion of the County of Lake, as shown on **Figure 1**.

Figure 1
Lake County Fire Protection District
Service Area Map



The District is responsible for the protection of a variety of geographical areas, ranging from residential neighborhoods, commercial and industrial buildings, rural areas, and agricultural and public lands. The District covers approximately 165 square miles and serves a population of approximately 16,500 residents.

In 2020-2022 calendar years, the District responded to approximately 15,400 service calls. Rescue and EMS calls constituted 76% of all calls, as shown in **Table 4**. On average, the District received approximately 5,150 service calls per year over the past three years.

Table 4
Lake County Fire Protection District
Service Calls Summary - 2020-2022

Incident Type	Incidents				%
	2020	2021	2022	Total	
Fire	177	165	169	511	3.31%
Overpressure rupture, explosion - no fire	2	4	3	9	0.06%
Rescue & Emergency Medical Service	3,451	3,981	4,253	11,685	75.79%
Hazardous Conditions (No Fire)	65	91	81	237	1.54%
Service Call	289	228	344	861	5.58%
Good Intent Call	630	586	631	1,847	11.98%
False Alarm / False Call	74	73	90	237	1.54%
Severe Weather & Natural Disaster	2	2	2	6	0.04%
Special Incident	10	6	8	24	0.16%
TOTAL	4,700	5,136	5,581	15,417	100.00%

Source: Lake County Fire Protection District

TYPES OF DEVELOPMENT

The demand for the District’s Services and the associated public facilities is driven by the residential and nonresidential building structures within the service area. Therefore, the District assesses the Fee on all new residential and nonresidential development within its service area, including additions to existing structures.

In the County area, the District currently charges a uniform fee per building square foot regardless of development type. With this Fee Program update, the District proposes different Fee amounts per building square foot for residential and nonresidential development to reflect higher service demand level associated with nonresidential development.

In the City Area, the current Fee structure differs, with varying Fee amounts for single family, multi-family, and nonresidential development types. The Fee amount also varies with building

height and whether a building is sprinklered. With this Fee Program update, the District proposes different Fee amounts per building square foot for residential and nonresidential development to reflect higher service demand level associated with nonresidential development. Different fee amounts for sprinklered and nonsprinklered properties is proposed to be eliminated, since the current building code mandates all new buildings to be sprinklered.

Additionally, the District proposes to implement a surcharge to the Fee for all buildings of 3 stories or higher and nonresidential buildings with footprint of 15,500 sq. ft. or more to help cover a portion of the additional facility costs related to this type of development.

Recent legislation (SB 13) requires that mitigation fees for accessory dwelling units (“ADUs”) must be proportional to the relationship between the square footage of the ADU and the square footage of the primary unit. With the Fee being calculated on a square foot basis for both the primary unit and the ADU, the proportionality requirement is maintained. The Fee may not be imposed on an ADU smaller than 750 sq. ft. under the current State Law.

Buildings and structures owned and used by government entities, including, but not limited to, schools, city hall, administration buildings, fire and police stations, corporate yards, etc., are exempt from the Fee and, as such, are excluded from nonresidential development.

NEW DEVELOPMENT PROJECTIONS

Development projections are an important input for the Nexus Study. The Fee is calculated by allocating the total cost of all facilities needed throughout the District by 2040 across all residential and nonresidential development expected to be in place by that time, and then using that allocation to calculate the Fee for new development.

EXISTING DEVELOPMENT SUMMARY

As shown in **Table 5**, the existing residential and nonresidential development within the District makes up approximately 17.4 million sq. ft.

Table 5
Lake County Fire Protection District
Existing Development Summary

Development Type	Parcels with Structures	Total Building Sq. Ft.	Avg. Sq. Ft. / Parcel
Residential			
Residential Parcels	9,049	14,925,300	1,650
Manufactured Home Community Sites [1]	371	436,800	1,180
Subtotal: Residential	9,420	15,362,100	1,630
Nonresidential			
Nonresidential Parcels	424	2,022,300	
Subtotal: Nonresidential	424	2,022,300	
TOTAL	9,844	17,384,400	

Source: County of Lake, Lake County Fire Protection District, Ridgeline

[1] See Table A-1.

Existing Development Calculation Methodology

To prepare the existing development summary, we analyzed the 2022 parcel data set that was provided to the District by the County (the “2022 Parcel Data”), as well as the Fee collections data for the past 5 years provided by the District.

The 2022 Parcel Data was missing building square footage data for manufactured homes, so we made the following assumptions, which were added to the data set:

- An average single-wide manufactured home was assumed to be 960 sq. ft.
- An average double-wide manufactured home was assumed to be 1,600 sq. ft.
- All parcels marked in the 2022 Parcel Data as having a “trailer on site” were reviewed on Google Maps and a visual determination was made on the type of home located there, if one was visible.
- For manufactured home communities, a home count was performed utilizing Google Maps imagery.

The supporting data for the manufactured home communities is summarized in **Table A-1** in **Appendix A**.

The typical manufactured home sizes are based on the information from MHVillage⁸:

- single-wide homes range from 480 to 1,440 sq. ft., with a midpoint of 960 sq. ft.
- double-wide homes range from 640 to 2,560 sq. ft., with a midpoint of 1,600 sq. ft.

We also updated the 2022 Parcel Data to include all development that paid mitigation fees in 2018-2022 calendar years.

Finally, we reviewed the 2022 Parcel Data to identify all parcels with building assessed value of \$50,000 or more and no building square footage data. For such parcels, we manually estimated the building size using Google Earth or other available information.

DEVELOPMENT PROJECTIONS

To prepare future development projections through 2040, we utilized the following approach:

- *Residential Development – New Homes:* Based on the mitigation fee collections data for the past 5 years, an average of 21 new homes totaling approximately 37,700 sq. ft. were built within the District each year. We assume that this trend will continue unchanged through 2040.
- *Residential Development – Additions:* Based on the mitigation fee collections data for the past 5 years, an average of 8,600 sq. ft. of existing home additions took place within the District each year. We assume that this trend will continue unchanged through 2040.
- *Residential Development – Multi-Family:* Only one significant multi-family residential development took place within the District in the last 5 years, an apartment complex consisting of 80,000 sq. ft. We assumed that an average of 20,000 sq. ft. of new multi-family residential development will be taking place on average per year within the District through 2040.
- *Nonresidential Development:* Based on the mitigation fee collections data for the past 5 years, an average of approximately 18,100 sq. ft. of nonresidential development takes place within the District each year. We assumed that this trend will continue unchanged throughout 2040.

The new development activity details for the past 5 years are provided in **Tables A-2** and **A-3** in **Appendix A**.

As shown in **Table 6**, new development within the District is estimated to add approximately 1.5 million building sq. ft. through 2040, based on the assumptions identified above. Most of that growth (79%) is expected to be on the residential side.

⁸ <https://www.mhvillage.com/resources/buyers/explore/mobile-home-sizes-guide>

Table 6
Lake County Fire Protection District
Future Development Projections - 2023-2040

Development Type	Source	Units / Yr	Sq.Ft. / Yr	Total Sq.Ft. Thru 2040
Residential - New Homes	Table A-2	21	37,700	678,600
Residential - Additions	Table A-3		8,600	154,800
Residential - Multi-Family			20,000	360,000
Nonresidential	Table A-3		18,100	325,800
Total		21	84,400	1,519,200

Source: Lake County Fire Protection District, Ridgeline

As shown in **Table 7**, the total development within the District is projected to reach approximately 18.9 million sq. ft. by 2040. This development estimate assumes the continuation of the recent growth rates and does not constitute the buildout calculation for the District.

Table 7
Lake County Fire Protection District
Existing Dev't and Growth Projections Summary (2022 - 2040)

Description	Sq. Ft.
Residential Development	
Existing Development	15,362,100
Projected Future Development	1,193,400
<i>Subtotal: Residential Development</i>	<i>16,555,500</i>
Nonresidential Development	
Existing Development	2,022,300
Projected Future Development	325,800
<i>Subtotal: Nonresidential Development</i>	<i>2,348,100</i>
<hr/>	
Total Development	
Existing Development	17,384,400
Projected Future Development	1,519,200
Total Development	18,903,600

Source: County of Lake, Lake County Fire Protection District, Ridgeline

III. DISTRICT FACILITIES INVENTORY

To provide its Services, the District relies on a system of public facilities (administrative office, fire stations, apparatus, and equipment). Anticipated new development occurring through 2040, as well as the existing development’s service demand, require rebuilding and expansion of an existing station, construction of a new station, procurement of additional vehicles and equipment, and other capital facility projects so that the District can continue providing timely responses to calls for fire, medical, and other emergencies. Planned facility needs are determined by the District based on response time requirements and overall Services demand.

This chapter provides an inventory of the District’s existing and planned facilities and their replacement and estimated costs.

The terms “public facility,” “capital facility,” and “facility” in this Nexus Study refer to:

- Land, buildings, and improvements (including fire stations, administration buildings, and other building structures);
- Fire apparatus, ambulances, and other vehicles; and
- Equipment

used by the District to provide its Services.

The District provided inventories and replacement cost estimates for the existing facilities. One of the existing engines was funded through debt financing, and the associated remaining financing costs are included in the existing facility cost estimates.

The District also provided inventories and cost estimates for planned facilities needed to serve existing and future development through 2040. It is assumed that all major future fire station capital projects and some of the additional and replacement apparatus will be financed. The estimated financing costs are included in the planned facility cost estimates.

All replacement value and cost estimates are expressed in 2023 dollars and based on the best currently available information. The District will conduct periodic facility cost and development pattern reviews and make Fee adjustments if this information materially changes or if other funding sources become available.

LAND, BUILDINGS, AND IMPROVEMENTS

EXISTING FIRE STATIONS AND STRUCTURES

The District presently operates five fire stations and a headquarters facility. **Table 8** offers details about these structures, their construction years, site areas and building sizes, and estimated replacement costs.

Table 8
Lake County Fire Protection District
Existing Fire Stations & Structures (2023 \$)

Facility Name / Address	Year Built	Site Area (acres)	Bldg Sq.Ft.	Land Value [1], [2]	Building Insured Value [2]	Total Replacement Cost
District Headquarters / Station 70						
14795 Olympic Drive, Clearlake, CA 95422	1984	0.78	9,006	\$117,000	\$2,377,584	\$2,494,584
14815 Olympic Drive, Clearlake, CA 95422	2003	0.74	6,120	\$111,000	\$636,480	\$747,480
14805 Olympic Drive, Clearlake, CA 95422	1984	0.77	2,416	\$115,500	\$497,696	\$613,196
Station 72						
13428 Lakeshore Drive, Clearlake, CA 95422	1962	0.87	1,170	\$130,500	\$322,920	\$453,420
Station 73 (To Be Rebuilt)						
10682 Lakeshore Drive, Clearlake, CA 95422	1962	0.12	1,590	\$18,000	\$0	\$18,000
Station 65						
16344 Main Street, Lower Lake, CA 95457	2001	0.31	4,540	\$46,500	\$1,981,020	\$2,027,520
16364 Main Street, Lower Lake, CA 95457		0.10	783	\$15,000	\$182,439	\$197,439
Station 66						
13065 Anderson Road, Lower Lake, CA 95457	1968	0.30	1,165	\$45,000	\$321,540	\$366,540
TOTAL		3.99	26,790	\$598,500	\$6,319,679	\$6,918,179

Source: Lake County Fire Protection District and Ridgeline

[1] Land value is the greater of (a) actual cost or (b) current market comparables.

[2] Actual land cost and building insured value is provided by the District. Current market value of land is estimated at \$150,000 per acre based on market comparables.

The replacement cost includes the land value and building replacement cost. The land value is the greater of (a) the actual cost paid by the District or (b) the current market comparable. The current land value estimate based on market comparables is provided in **Table B-1** in **Appendix B**. The replacement cost of the buildings is based on their insured value as determined by the District’s insurance company.

Station 73 is scheduled to be rebuilt and expanded. Its building insured value is excluded from the table above, but the estimated project cost is included in the planned facility cost estimate below.

PLANNED FIRE STATIONS

To continue providing proper level of Services to its existing and future development, the District plans to rebuild Station 73 and add a new station (Station 71), as shown in **Table 9**.

Table 9
Lake County Fire Protection District
Planned Fire Stations (2023 \$)

Address	Site Area (acres)	Bldg Sq.Ft.	Site Cost [1]	Construction Cost [2]	Total Estimated Cost
New Station (Station 71)	0.75	9,080	\$112,500	\$5,448,000	\$5,560,500
Station 73 Rebuild	0.00	4,550	\$0	\$2,724,000	\$2,724,000
TOTAL	0.75	13,630	\$112,500	\$8,172,000	\$8,284,500

Source: Lake County Fire Protection District and Ridgeline

[1] Site cost estimated at \$150,000 per acre based on market comparables.

[2] Construction cost estimate of \$600 per sq.ft. provided by the District.

The District has not acquired the site for Station 71 at this time. The site cost is estimated based on the current market comparables, as shown in **Table B-1 in Appendix B**. The construction cost is estimated by the District at \$600 per sq. ft. based on interviews with other fire districts that are in the process of building new fire stations. The timing of the new station construction will depend on funding availability.

FIRE APPARATUS, AMBULANCES, AND OTHER VEHICLES

EXISTING FLEET

Table 10 details the District’s current fleet of firefighting apparatus, ambulances, and other vehicles. The replacement cost estimate was provided by the District and is based on the current market prices of comparable vehicles. These vehicles constitute an essential capital investment needed to provide the Services and have at least a five-year service life.

Table 10
Lake County Fire Protection District
Existing Fire Apparatus and Vehicles Inventory (2023 \$)

Description	Model Year	Qty	Replacement Cost
Engine 6511 Old 1990 Ford	1990	1	\$850,000
Engine 6511 New 2005 Westates OES engine	2005	1	\$850,000
Engine 7012 1996 Spartan Hi Tech	1996	1	\$800,000
Engine 7011 2010 HME Custom Rescue Pumper	2010	1	\$700,000
WT7011 Water Tender 1996 Kenworth	1996	1	\$550,000
Engine 6521 1996 Westate	1996	1	\$450,000
Engine 7021 2013 Engine Model IH	2013	1	\$450,000
Engine 7022 2000 Pierce International	2000	1	\$450,000
Engine 7231 1989 International	1989	1	\$450,000
R7011 1997 Freightliner Rescue	1997	1	\$400,000
WT6511 Water Tender 2022 Freightliner	2022	1	\$400,000
Engine 6561 2006 Ford F550 Type VI	2006	1	\$300,000
M7011 2016 Ford F-450 Leader Ambulance	2016	1	\$350,000
M7012 2016 Ford F-450 Leader Ambulance	2016	1	\$350,000
M7013 2011 Ford F-450 Wheeled Coach Ambulance	2011	1	\$350,000
P715 2011 Dodge Ram P/U	2011	1	\$60,000
BC702 2011 Dodge Ram P/U	2011	1	\$60,000
C700 2021 Ford F250	2021	1	\$60,000
U7022 2001 Ford F250 4X4	2001	1	\$60,000
U7023 2011 Dodge Ram P/U	2011	1	\$60,000
U7021 2007 Chevrolet Tahoe	2007	1	\$50,000
UTV Polaris Ranger	2018	1	\$20,000
TOTAL		22	\$8,070,000

Source: Lake County Fire Protection District

PLANNED FLEET EXPANSION

To maintain adequate service levels and response times, the District plans to expand its fleet by adding an aerial ladder truck and three ambulances, which will be located at the planned new station. **Table 11** details these planned additions, along with the cost estimates based on current market prices of comparable vehicles.

Table 11
Lake County Fire Protection District
Planned Fire Apparatus and Vehicles (2023 \$)

Description	Qty	Cost per Unit	Total Cost
Aerial Ladder Truck	1	\$1,500,000	\$1,500,000
Additional Ambulances (Stations 65, 71 and 73)	3	\$350,000	\$1,050,000
TOTAL	4	\$1,850,000	\$2,550,000

Source: Lake County Fire Protection District

EQUIPMENT

EXISTING EQUIPMENT INVENTORY

Fire protection and emergency medical response is an equipment-intensive service. The District’s facilities, vehicles, and personnel are equipped with and utilize various types of machinery, tools, gear, and technology valued at approximately \$2.5 million, as documented in **Table B-2 in Appendix B**. The replacement cost estimate was provided by the District and is based on the recent prices paid and current market prices of comparable equipment. This equipment constitutes an essential capital investment needed to provide the Services and all items listed have at least a five-year service life.

PLANNED ADDITIONAL EQUIPMENT

With the Station 73 rebuild and Station 71 addition, the District needs to expand its equipment inventory to maintain service levels. Additionally, the District plans to add solar panels to two stations and upgrade its IT system. The total cost of the additional equipment is estimated at approximately \$3.2 million, as shown in **Table B-3 in Appendix B**. The cost estimate is based on recent prices paid, current market prices for comparable equipment, and third party estimates.

FACILITY FINANCING COSTS

Financing plays a vital role in ensuring generational equity and facility costs allocation to the service population benefiting most from the facility rather than requiring existing development to pay for facilities for future residents.

The District currently has one loan outstanding. The loan financed a pumper engine and is scheduled to be repaid in 2030. The financing costs associated with this loan are the remaining interest payments and are shown in **Table 12**.

Table 12
Lake County Fire Protection District
Existing Financing Costs (rounded)

Description	Amount
Pumper Lease	\$35,100
Total Existing Financing Costs	\$35,100

Source: Lake County Fire Protection District

The District expects to finance Station 73 rebuild and Station 71 construction projects with bonds or bank loans. Fleet expansion vehicles will also be financed.

The District plans to finance 50 percent of the existing fleet replacement costs for the vehicles costing \$250,000 or more. All vehicle financing is expected to be done through municipal equipment leases, which work like loans (the District pays off the entire financed amount over the term of the lease and keeps the vehicle once the lease is fully paid off).

All equipment is expected to be paid for with cash.

The financing costs include the costs of issuance and interest on the bonds, loans, and leases.

Table 13 shows the expected future financing costs.

Table 13
 Lake County Fire Protection District
 Planned Facilities Financing Costs (2023 \$)

Description	Financed Amount	Financing Term (yrs)	Interest Rate	Total Payments	Interest Cost	Cost of Issuance	Total Financing Cost
New Station (Station 71)	\$5,560,500	20	4.00%	\$8,183,026	\$2,622,526	\$125,000	\$2,747,526
Station 73 Rebuild	\$2,724,000	20	4.00%	\$4,008,734	\$1,284,734	\$125,000	\$1,409,734
Ariel Ladder Truck	\$1,500,000	10	4.35%	\$1,881,727	\$381,727	\$15,000	\$396,727
Additional Ambulances (Stations 71 and 73)	\$1,050,000	5	4.35%	\$1,190,912	\$140,912	\$10,500	\$151,412
Apparatus Replacement [1]	\$3,850,000	7	4.35%	\$4,548,382	\$698,382	\$38,500	\$736,882
Total (Rounded)	\$14,685,000			\$19,813,000	\$5,128,000	\$314,000	\$5,442,000

Source: Lake County Fire Protection District and Ridgeline

[1] Assumes that 50% of all replacement vehicles costing \$250,000 or more is financed with average term of 7 years.

FACILITIES SUMMARY

Table 14 summarizes the replacement values for the existing facilities and the estimated costs for the planned facilities. The total cost estimate of \$37 million includes approximately \$17.6 million for existing facilities and \$19.4 million for planned facilities and financing costs.

Table 14
Lake County Fire Protection District
Facilities Summary (2023 \$) (rounded)

Description	Source	Amount
<i>Existing Facilities</i>		
Fire Stations and Structures	Table 8	\$6,918,000
Apparatus and Vehicles	Table 10	\$8,070,000
Equipment	Table B-2	\$2,534,000
Financing Costs	Table 12	\$35,000
<i>Subtotal: Existing Facilities</i>		\$17,557,000
<i>Planned Facilities</i>		
Fire Stations and Structures	Table 9	\$8,285,000
Apparatus and Vehicles	Table 11	\$2,550,000
Equipment	Table B-3	\$3,170,000
Financing Costs	Table 13	\$5,442,000
<i>Subtotal: Planned Facilities</i>		\$19,447,000
Total Facilities		\$37,004,000

Source: Lake County Fire Protection District and Ridgeline

These facilities benefit both the existing and future development within the District. The cost allocation among the existing and future development is calculated in the next chapter of the Nexus Study.

IV. FACILITY COST ALLOCATION AND FEE CALCULATION

This chapter of the Nexus Study documents the District’s existing and planned facility cost allocation to the existing and future development and calculation of the proposed Fee amount.

The existing development has paid and will continue to pay its fair share of the costs through the prior Fee payments, property taxes, General Fund balances, and other one-time and on-going revenue sources. The future development is required to pay its fair share of the facility costs through the Fee.

The Fee is comprised of the new development’s share of the facility costs and an administration surcharge, as discussed below.

COST ALLOCATION AND METHODOLOGY

The Act requires that mitigation fee calculations ensure a reasonable relationship between the amount of the fee and the cost of public facilities attributable to the development on which the fee is imposed. In this chapter, the cost of the District’s system-wide facilities is allocated to the existing and future development in proportion to their demand for Services.

The facility cost allocation and the updated Fee amount calculation use the capacity-based methodology, as discussed in **Chapter I**. Capacity-based fees allocate system-wide facility costs to all existing and future development.

For the District, the costs for all existing and planned facilities are allocated to all existing and future development to ensure that the Fee charged to future development covers its proportionate fair share of the total facility costs.

SERVICE DEMAND VARIABLE

To calculate mitigation fees, the relationship between facility needs and development must be quantified through cost allocation formulas. This Nexus Study uses building square footage as the service demand variable representing development’s impact on public facilities.

Service demand variables are selected because they either directly measure service demand or are reasonably correlated with that demand. The recent Act update (AB 2668) requires that all nexus studies adopted after July 1, 2022 calculate mitigation fees for housing development based on building square footage, unless a finding is made that such methodology is not appropriate⁹. The District believes that the methodology recommended by the State is suitable for the Fee calculation. Moreover, the square footage has been the demand variable for the Fee calculation since its original implementation.

⁹ Gov’t Code § 66016.5(5)(A) and (B)

The majority of existing development within the District is residential. Nonresidential development, for the most part, supports the existing residential development. The call data analysis demonstrates that nonresidential development generates higher demand for District services. To ensure that nonresidential development contributes its fair share of facility costs, the District has determined that separate Fee levels are appropriate for residential and nonresidential development.

Development of 3-story and higher buildings and nonresidential buildings with large footprint requires that the District add an aerial ladder engine to its fleet. The District proposes a special surcharge on this type of development going forward to help cover a portion of this cost.

As discussed in **Chapter II**, the District currently services approximately 17.4 million sq. ft. of residential and nonresidential development. The District projects that an additional 1.5 million building sq. ft. will be developed within the District by 2040. The total amount of development serviced by the District is expected to reach 18.9 million sq. ft. by 2040.

NET FACILITY COSTS

As discussed in **Chapter III**, the public facilities needed to serve the existing and projected development are valued at approximately \$37 million (in 2023 dollars).

As of April 30, 2023, the District had approximately \$141,000 in unspent Fee proceeds, which are available to help fund the planned facilities identified in this Nexus Study. **Table 15** calculates the net public facility costs that need to be allocated across the existing and future development.

Table 15
Lake County Fire Protection District
Net Facility Costs (2023 \$)

Description	Amount
Facilities	
Existing Facilities	\$17,557,000
Planned Facilities	\$19,447,000
<i>Total Facility Costs</i>	<i>\$37,004,000</i>
Available Funding Sources	
Mitigation Fee Account Balance	\$141,360
<i>Total Available Revenue</i>	<i>\$141,360</i>
Net Facility Costs	\$36,862,640

Source: Lake County Fire Protection District and Ridgeline

NET FACILITY COSTS ALLOCATION

The next step in calculating the Fee amount is to allocate the Net Facility Costs to the existing and future development.

Ridgeline analyzed the District’s call data for 2021 and 2022 calendar years to determine the service demand generated by residential and nonresidential development. 77 percent of the District’s calls were associated with identified residential and nonresidential addresses. The rest of the calls were associated with hospitals and addresses that could not be tied to a specific parcel (such as intersections or blocks). Based on the distribution of residential and nonresidential calls, nonresidential development generates 2.3x more demand for District’s services per sq.ft. basis than residential development. During the two-year period, the District responded to 0.41 calls per 1,000 sq. ft. of residential development and 0.97 calls per 1,000 sq. ft of nonresidential development.

The District believes that a significant number of nonresidential calls are related to the District residents who are located at a nonresidential location during the call. To adjust for that assumption, the District estimated that nonresidential development generates 25 percent more service demand than residential development.

Table 16 shows the allocation of the Net Facility Costs per sq. ft. of all existing and projected development through 2040.

Table 16
Lake County Fire Protection District
Facility Cost Allocation Factor (2023 \$)

Description		Res Dev't	Nonres Dev't	Total
2021-2022 Service Calls	(a)	6,342	1,957	8,299
2022 Existing Development (Sq. Ft.)	(b)	15,362,102	2,022,309	17,384,411
Calls per 1,000 Sq. Ft.	(c) = (a) x (b)	0.41	0.97	0.48
Allocation Factor	(d)	1.00	1.25	
2040 Projected Dev't (Sq. Ft.)	(e)	16,555,502	2,348,109	18,903,611
Res Sq. Ft. Equivalent Service Factor	(f) = (e) x (d)	16,555,502	2,935,136	19,490,639
Service Demand Allocation	(g)	84.94%	15.06%	100.00%
Net Facility Cost Allocation	(h) = Total Cost x (g)	\$31,311,418	\$5,551,222	\$36,862,640
Cost Per Sq. Ft.	(i) = (h) / (e)	\$1.89	\$2.36	

Source: Lake County Fire Protection District, County of Lake, and Ridgeline

FEE CALCULATION PER SQUARE FOOT

The final step in calculating the Fee amount is to add the administrative surcharge, which is commonly set at 2%. This surcharge covers the Fee Program implementation and management costs, including nexus studies and on-going monitoring and reporting.

Additionally, development of 3-story and higher buildings and nonresidential buildings with footprint of 15,500 sq. ft. or more requires that the District add an aerial ladder engine to its fleet. The cost of such engine is approximately \$650,000 more than the cost of a Type I engine. The District proposes a special surcharge on this type of development going forward to help cover a portion of this cost.

Assuming construction of one 3-story multi-family project totaling approximately 90,000 sq. ft. (25% of projected multi-family development) and allocating 10 percent of future nonresidential development for 3-story buildings and/or big box retail (32,500 sq. ft.), approximately 122,500 sq. ft. of future development within the District will require the availability of an aerial ladder engine. The full allocation of the \$650,000 additional cost to this development will result in \$5.31 per sq. ft. Since the District already has some such development within its service area and given the availability of the engine to respond to other calls, the District proposes to set the surcharge amount initially at \$0.50 per sq. ft. (including the administrative surcharge), subject to the annual inflation adjustment, as discussed in **Chapter VI**.

The proposed Fee amounts for each development type are shown in **Table 17**.

Table 17
Lake County Fire Protection District
Fire Mitigation Fee Calculation (2023 \$)

Description	Amount / Sq.Ft.		
	Residential	Nonresidential	High Impact Surcharge
Base Fee per Sq. Ft.	\$1.89	\$2.36	\$0.49
Administrative Surcharge 2%	\$0.04	\$0.05	\$0.01
Total Fee per Sq. Ft.	\$1.93	\$2.41	\$0.50

Source: Lake County Fire Protection District and Ridgeline

PROJECTED FEE REVENUE

The total Fee revenue through 2040 can be estimated by multiplying the Fee calculated in **Table 17** by the projected square footage of new development from **Table 7**. As shown in **Table 18**, it is estimated at approximately \$3 million, net of the administrative surcharge (in 2023 dollars).

Table 18
Lake County Fire Protection District
Projected Fire Mitigation Fee Revenue Through 2040 (2023 \$)

Description	Amount	%
Proposed Base Fire Mitigation Fee per Sq.Ft.	(a)	
Residential Development	\$1.89	
High Impact Residential Development	\$2.38	
Nonresidential Development	\$2.36	
High Impact Nonresidential Development	\$2.85	
Projected Future Development (thru 2040)	(b)	
Residential Development	1,103,400	
High Impact Residential Development	90,000	
Nonresidential Development	293,300	
High Impact Nonresidential Development	32,500	
Projected Base Fire Mitigation Fee Revenue (rounded)	(c) = (a) x (b)	\$3,084,000
<hr/>		
Total Planned Facility and Financing Costs	(d)	\$19,447,000 100.0%
Less:		
Projected Base Fire Mitigation Fee Revenue	(e)	(\$3,084,000) 15.9%
Mitigation Fee Account Balance	(f)	(\$141,360) 0.7%
Funding Required from Other Sources	(g) = (d) - (e) - (f)	\$16,221,640 83.4%

Source: Ridgeline

The projected Fee revenue is substantially less than the planned facility costs. The current unspent Fee proceeds and projected Fee revenue will fund approximately 17 percent, or \$3.2 million, of the \$19.5 million planned facility costs. The District will need to fund the difference from other sources, including, but not limited to, general obligation bonds, grants, the District’s general fund, existing or new special taxes and assessments, other debt proceeds, etc.

The Fee revenue may be used only for public facilities that expand the District’s system capacity to serve future development and to reimburse the cost of existing facilities’ upsizing for such future development. This approach maintains a reasonable relationship between the new development and the use of the Fee proceeds.

The District may revise the planned facilities scope and substitute other facilities as long as they help expand the District’s system. The Fee revenue may be used to purchase land, construct buildings, expand existing structures, purchase vehicles and equipment with a minimum of a five-year life span, and enhance utility of existing system, as allowed by the Act.

The Fee revenue shall not be used to fund existing deficiencies such as station renovation that do not expand the District’s system capacity.

V. NEXUS FINDINGS

The Mitigation Fee Act requires an agency establishing, increasing, or imposing mitigation fees to make findings to:¹⁰

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee’s use and the type of development project on which the fee is imposed.
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed.
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

These findings demonstrate that the fee adheres to the “reasonable relationship,” or “nexus,” standard, as well as the principle of “rough proportionality,” as articulated in court decisions concerning mitigation fees and other exactions.

This Nexus Study has been prepared to update the Fee in accordance with the procedural guidelines established in the Act and makes the following findings pertaining to the Fee calculated herein.

Purpose of the Fee: The purpose of the Fire Mitigation Fee (the “Fee”) calculated in this Nexus Study is to ensure that new development within the Lake County Fire Protection District’s service area contributes its proportionate share of the existing and future one-time public facility costs incurred by the District to provide the Services required by such development. In imposing the Fee on behalf of the District, the City and the County ensure that existing property owners are not subsidizing new development and that the existing service level is maintained even as the service population is increasing.

Use of the Fee: The Fee will be used to fund expansion and/or addition of public facilities (land, buildings, other structures, apparatus and vehicles, and equipment) to mitigate the impact of new development on the need for such facilities within the District, as well as to fund the administration of the Fee Program (Fee collection, accounting, reporting, nexus studies, and other expenses related to compliance with the Act requirements). The Fee revenue will not be used to fund operations, maintenance, or existing facility deficiencies that do not expand the District’s system capacity.

Reasonable Relationship between the Use of the Fee and the Type of Development: The Fee will be used to fund expansion of and/or additions to the District’s public facilities to address the additional demand for fire protection and medical emergency services associated with new

¹⁰ Gov’t Code § 66001(a) and (b)

development within the District. Since the Fee will be used to provide public facilities needed to serve the new residents and employees generated by the new development, a reasonable relationship exists between the use of the Fee and the residential and nonresidential development on which the Fee is imposed.

Reasonable Relationship between the Need for Public Facilities and the Type of Development:

New residential and nonresidential development generates new residents and employees and results in additional demand for fire protection and medical emergency services provided by the District. Additional public facilities are needed to ensure that the increased demand is addressed without reducing the level of services for the existing development. Thus, a reasonable relationship exists between the need for the public facilities and the type of new development on which the Fee is imposed.

Reasonable Relationship between the Amount of the Fee and the Facility Cost Attributable to New Development:

The amount of the Fee charged to new development is based on the fair share of the District's public facility costs attributed to such new development on a per square foot basis. The total public facility costs are allocated between the existing and new development in a manner proportional to their demand for facilities. The Fee charged to a development project reflects the impact of that project on the overall need for public facilities needed to provide fire protection and medical emergency services to the project. Thus, a reasonable relationship exists between the amount of the Fee and the costs of the facilities attributable to the new development.

VI. IMPLEMENTATION

This chapter contains recommendations for the adoption, administration, interpretation, and application of the Fee. It provides an overview of the Mitigation Fee Act provisions and common current practices, but is not intended as legal advice.

AUTHORITY TO IMPOSE MITIGATION FEES

Mitigation fees can be imposed by cities and counties as a condition of approval for development projects based on land use authority. Special districts, including fire protection districts, lack such authority and cannot impose mitigation fees.

Moreover, fire districts are specifically prohibited from imposing mitigation fees. California Health and Safety Code § 13916, part of the Fire Protection District Law of 1987, states: “A [fire protection] district board shall not charge a fee on new construction or development for the construction of public improvements or facilities or the acquisition of equipment.”

While the District may not directly impose mitigation fees, it is a common practice for cities and counties to do so for the benefit of special districts providing public services within their jurisdiction. Cities and counties rely on their police powers authority granted by the California Constitution to levy such fees. As such, the Fee must be adopted by the County Board of Supervisors and the City Council on behalf of the District.

FEE ADOPTION PROCESS

To Fee Program update and adoption process should be as follows:

- First, the Board of Directors of the District needs to approve the Nexus Study and the proposed Fee Program.
- Then, the City Council and the County Board of Supervisors need to adopt the Nexus Study and the Fee Program on behalf of the District.

Mitigation fee adoption process is governed by the Act. The general steps for the Fee approval and adoption by the District, City, and County are outlined below. These need to be reviewed and executed in consultation with the legal counsel of the District, City, and County.

FEE APPROVAL BY THE DISTRICT

- a. The Board of Directors of the District should hold at least one open and public meeting, at which oral or written presentation on the proposed Fee Program is made. Such meeting must be a part of a regularly scheduled meeting.

- b. At least 30 days before the meeting, the District shall post a notice of public hearing on its website and where notices are physically posted.
- c. At least 14 days before the meeting, the District should mail a notice of the meeting to any interested party who has filed a written request for notice of the adoption of new or increased fees.
- d. At least ten days before the meeting, the District should make the Nexus Study and all related documents available to the public for review.
- e. At least ten days before the meeting, the District should publish a notice of the time and place of the meeting twice in a newspaper of general circulation with at least five days between the dates of the first and last publication, not counting such publication dates.
- f. After the public hearing, the District’s Board of Directors shall adopt a resolution approving the Nexus Study and the Fee Program with a recommendation that the City Council and the County Board of Supervisors adopt the Fee Program on behalf of the District pursuant to the City’s and the County’s “police powers” under Article XI, Section 7 of the California Constitution.

FEE ADOPTION BY THE CITY OF CLEARLAKE AND THE COUNTY OF LAKE

- a. The City Council and the County Board of Supervisors shall hold at least one open and public meeting, at which oral or written presentation on the proposed Fee Program is made. Such meeting must be a part of a regularly scheduled meeting.
- b. At least 30 days before the meeting, the City and the County shall post a notice of public hearing on their websites and where notices are physically posted.
- c. At least 14 days before the meeting, the City and the County shall mail a notice of the meeting to any interested party who has filed a written request for notice of the adoption of new or increased fees.
- d. At least ten days before the meeting, the City and the County shall make the Nexus Study and all related documents available to the public for review.
- e. At least ten days before the meeting, the City and the County shall publish a notice of the time and place of the meeting twice in a newspaper of general circulation with at least five days between the dates of the first and last publication, not counting such publication dates.
- f. After the public hearing, the City Council and the County Board of Supervisors shall adopt a resolution adopting the Nexus Study and the Fee Program (including the automatic annual adjustment of the Fee for inflation) on behalf of the District, as applicable, pursuant to the City’s and the County’s “police powers” under Article XI, Section 7 of the California Constitution.
- g. The Fee Program becomes effective at least 60 days after the adoption of the resolution, unless an urgency ordinance, valid for 30 days, is adopted (see discussion below).

NEXUS FINDINGS LANGUAGE

As discussed in **Chapter V**, the Act requires specific nexus findings to be made as part of the mitigation fee adoption process. Sample findings language that could be used for the Fee is shown below. This language should be reviewed and approved by the legal counsel of the agencies adopting the Fee.

Sample Finding Language: Purpose of the Fee. The Board of Directors / Board of Supervisors / City Council finds that the purpose of the mitigation fees hereby enacted is to protect the public health, safety, and welfare of the community by requiring new development to contribute to the cost of fire protection and emergency medical response facilities necessary to mitigate the impacts created by that development.

Sample Finding Language: Use of the Fee. The Board of Directors / Board of Supervisors / City Council finds that revenue from the mitigation fees hereby enacted will be used to provide public facilities needed to mitigate the impacts of new development. These facilities are identified in the Lake County Fire Protection District Fire Mitigation Fee Nexus Study prepared by Ridgeline Municipal Strategies, LLC¹¹.

Sample Finding Language: Reasonable Relationship. Based on analysis presented in the Lake County Fire Protection District Fire Mitigation Fee Nexus Study prepared by Ridgeline Municipal Strategies, LLC, the Board of Directors / Board of Supervisors / City Council finds that there is a reasonable relationship between:

- a. The use of the mitigation fee and the types of development projects on which the fee is imposed;
- b. The need for public facilities and the types of development projects on which the fee is imposed; and,
- c. The amount of the fee and the cost of the public facilities attributable to the development on which the fee is imposed.

FEE EFFECTIVE DATE

Once the Fee is adopted, there is a mandatory 60-day waiting period before it takes effect, unless an urgency ordinance, valid for 30 days, is adopted making certain findings regarding the claimed urgency. The ordinance must be readopted at the end of the first period (and possibly at the end of the second period, depending on the City Council and the County Board of Supervisors meeting dates) to cover the next 30 days and, as such, the entire 60-day waiting period. Fees adopted or increased by urgency go into effect immediately.

¹¹ Gov't Code Section 66001(a)(2) stipulates that the use of the fee may be specified in a capital improvement plan, the general or specific plan, or other public documents that identify the public facilities for which the fee is charged. The Nexus Study is an example of such public document.

FEE APPLICABILITY

Once the Fee takes effect, it will be collected by the District on all new residential and nonresidential development, including additions to existing development, which requires the issuance of building permit within the District boundary.

Large or specialized development may necessitate special considerations and could be evaluated on a project-by-project basis. In-lieu mitigation agreements may be required to accurately determine mitigation fees for development projects with unique characteristics.

Accessory dwelling units (“ADUs”) are included in the Fee Program and subject to the Fee if their square footage is 750 sq. ft. or greater. The Fees for ADUs shall be charged proportionately in relation to the square footage of the primary dwelling unit. A change in the State law could result in ADUs under 750 sq .ft. to no longer be exempt from the Fee.

SB 330 (The Housing Crisis Act of 2019) prohibits imposition of new requirements on a housing project once a preliminary application has been submitted. The rule applies to mitigation fee increases, except when the fee resolution or ordinance authorizes automatic inflationary fee adjustments.

The Act stipulates that a local agency shall not require the payment of mitigation fees by residential development prior to the date of the final inspection or of the issuance of a certificate of occupancy, whichever occurs first. However, "utility service fees" (term not defined in the Act) may be collected upon application for utility service. In a residential development project of more than one dwelling, the Act allows the agency to determine whether to collect the fees either for individual units or for project phases upon final inspection or certificate of occupancy, whichever occurs first, or for the entire project upon final inspection or certificate of occupancy, whichever occurs first, for the first dwelling unit.¹²

The Act provides two exceptions when the local agency may require fee payment from residential development at an earlier time¹³:

1. When the local agency determines that the fees “will be collected for public improvements or facilities for which an account has been established and funds appropriated and for which the local agency has adopted a proposed construction schedule or plan prior to final inspection or issuance of the certificate of occupancy,” or
2. When the fees are “to reimburse the local agency for expenditures previously made.”¹⁴

The Act does not specify any restrictions on the time at which mitigation fees may be collected on nonresidential development.

¹² Gov’t Code § 66007(a)

¹³ Gov’t Code § 66007(b)(1)

¹⁴ This exception does not apply to units reserved for occupancy by lower income households included in residential development proposed by a nonprofit housing developer in which at least 49% of the total units are reserved for occupancy by lower income households at an affordable rent. See Gov’t Code § 66007(b)(2)(A).

If the fees are not fully paid prior to the building permit issuance for residential development, the local agency may require the property owner to execute a contract to pay them within the time specified above and record that contract as a lien against the property until the fees are paid.¹⁵

FEE PROGRAM ADMINISTRATION

The Act establishes procedures for mitigation fee program administration, including collection, handling, accounting, reporting, and refunds.

FEE COLLECTION AND HANDLING

There likely to be a delay in spending collected Fee revenue on facilities until a sufficient fund balance is accumulated. The District is required to deposit, invest, account for, and expend the Fee in a prescribed manner.

The Fee revenue must be deposited into a separate capital facilities account or fund to prevent commingling with other District revenues. Interest earned on the capital facilities account or fund balance must be credited to the Fee Program.¹⁶ Common practice is to maintain separate funds or accounts for mitigation fee revenues by facility category (e.g., fire protection), but not necessarily for individual projects.

The Fee revenue may only be used for the purpose for which it was collected, i.e., for capital facilities that expand the District’s ability to deliver its Services to accommodate new development. This conforms with the reasonable relationship between new development and use of fee revenue standard. The District may revise the planned facilities scope and substitute other facilities as long as they help expand the District’s system.

REPORTING REQUIREMENTS

The Act mandates annual and five-year reporting for mitigation fee programs, as described below. As the Fee must be adopted by the City and the County on behalf of the District, the three agencies should determine who is responsible for such reporting and develop procedures to ensure compliance with the Act reporting requirements.

Annual Report

The Act requires that an “Annual Report” be made available to the public within 180 days of each fiscal year end. The report must contain the following information:

- a brief description of the type of the Fee in the fund;
- the amount of the Fee;

¹⁵ Gov’t Code § 66007(c)

¹⁶ Gov’t Code § 66006(a)

- the beginning and ending balance of the fund;
- the Fee amount collected and the interest earned;
- an identification of each public improvement on which the Fee was expended and the amount of the expenditures for each improvement, including the total percentage of the cost that was funded by the Fee;
- if the District determines that sufficient funds have been collected to complete an incomplete public improvement, an identification of an approximate date by which construction of the facility will commence;
- a description of each inter-fund transfer or loan made from the fund, including the public improvement on which the transferred or loaned Fee will be expended, the date on which any loan will be repaid, and the rate of interest that the fund will receive on the loan; and
- the amount of money refunded under Gov't. Code § 66001.

AB 516 recently added the following requirements to the content of the Annual Report:

- an identification of each public improvement identified in a previous Annual Report as having sufficient fund to complete such improvement and whether construction began on the approximate date noted in the previous report;
- if the construction for the above identified improvement did not commence by the approximate date provided in the previous report, the reason for the delay and a revised approximate date that the agency will commence construction;
- the number of persons or entities identified to receive refunds.

The District must review the Annual Report at the next regularly scheduled public meeting, but not less than 15 days after it was made available to the public. Notice of the time and place of the meeting, including the address where the Annual Report may be reviewed, shall be mailed, at least 15 days prior to the meeting, to any party who files a written request for mailed notice of the meeting. Written requests for mailed notices are valid for one year from the date filed unless renewed by April 1 of each year. A reasonable annual charge for sending notices based on the estimated cost of providing the service may be established.

Five-Year Findings Report

In the fifth fiscal year following the first receipt of any Fee proceeds, and every five years thereafter, the District, City, and County must comply with the Gov't Code § 66001(d)(1) by demonstrating that the District still needs unexpended Fee revenues to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unspent balance to achieve that purpose. The following findings, entitled "Five-Year Findings Report," shall be made with respect to that portion of the fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the Fee is to be put;
- Demonstrate a reasonable relationship between the Fee and the purpose for which it is charged;

- Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate fund.

These findings are to be made in conjunction with the Annual Report discussed above.

The District must refund the unspent or uncommitted Fee revenue portion for which a need could not be demonstrated, unless the administrative costs exceed the amount of the refund.

Fee Refunds for Incomplete Projects

If all necessary funds have been collected to construct a public improvement, but the improvement remains incomplete, the District, within 180 days of determining that sufficient funds have been collected, shall identify an approximate date by which construction will commence. If such identification is not made, the District shall refund to the then current record owner of the development project on a prorated basis the unexpended portion of the Fee and any accrued interest, provided that if the administrative costs of such refund exceed the amount to be refunded.¹⁷

FEE EXEMPTIONS, REDUCTIONS, AND WAIVERS

Several types of development are specifically exempt from the Fee Program:

- All public agencies, including federal and state agencies, public school districts, the County, and the City, unless other arrangements or agreements are negotiated with the District.
- Replacement or reconstruction on the same parcel by the owner of a dwelling or dwellings damaged or destroyed by fire or other calamity or demolished for replacement provided that:
 - The application for building permit to replace such dwelling is filed with the City or County within one (1) year after the destruction or demolition of the dwelling, or within three (3) years of the date a local emergency is declared if the destruction or demolition occurred within the geographical area encompassed by that local emergency declaration and resulted from events giving rise to said declaration;
 - There is no change in occupancy or land use type; and
 - There is no increase in square footage of the structure.
- Residential accessory structures that do not increase covered building square footage such as open decks and pools.
- ADUs that are under 750 sq. ft. Such ADUs are currently exempt from development impact fees by the State law. A change in the law could result in such ADUs to no longer be exempt.

¹⁷ Gov't Code § 66001(e)

Written fee waivers may be available on a case-by-case basis for certain agricultural facilities and temporary structures (including temporary mobile homes).

If a development project is found to have no impact on facilities for which the Fee is charged, such project will be exempted from the Fee.

If a project has characteristics that make its impacts on a particular public facility significantly and permanently smaller than the average impact used to calculate the Fee, the Fee should be reduced accordingly. Since there must be a reasonable relationship between the Fee amount and the cost of the public facility attributable to the development on which the Fee is imposed, the Fee reduction is required if the fee is not proportional to the impact of the development.

In some cases, the District may desire to voluntarily waive or reduce the Fees that would otherwise apply to a project as a way of promoting goals such as affordable housing or economic development. Such a waiver or reduction may not result in increased costs to other development projects, so the effect of such policies is that the lost revenue must be made up from other fund sources.

FEE CREDITS

Developer Fee Credits and Reimbursements

The purpose of the Fee Program is to provide funds for new fire protection and emergency medical response facilities. While it is not anticipated that private developers will dedicate land or provide facilities for the District, should this occur, the developers may enter into a Fee credit and reimbursement agreement with the District. If a developer voluntarily offers to dedicate land or construct facilities in lieu of paying the Fee, the District may accept or reject such offer and negotiate the terms under which such offer is accepted. Excess developer contributions may be offset by reimbursement agreements.

The following conditions will apply to developer credits and reimbursements:

- Only funds collected through the Fee Program shall be used to reimburse a developer who provided eligible facilities or acquired eligible equipment identified in the Fee Program.
- The value of any developer-provided facilities for Fee credit or reimbursement purposes shall be based upon the lesser of (a) the actual facility cost or (b) the cost estimates (as updated) used to establish the Fee amount.
- The use of accumulated Fee revenues shall be in the following priority order: (1) critical projects, (2) repayment of inter-fund loans, and (3) repayment of accrued reimbursement to private developers. A project is considered to be a “critical project” when failure to complete it prohibits further development within the District.

Credit for Existing Development

To comply with the Act and recent court cases, a Fee credit must be given for demolished existing square footage as part of a new development project.

CAPITAL IMPROVEMENT PLAN AND ANNUAL UPDATES

The Act specifies that if a local agency cites a capital improvement plan to identify the use of mitigation fees, that plan must be adopted and annually updated by a resolution of the governing body at a noticed public hearing¹⁸. Alternatively, improvements can be identified by applicable general or specific plans or in other public documents (such as this Nexus Study)¹⁹.

A capital improvement plan often has a limited planning horizon. As such, it may not include all facilities needed to serve future development covered by a fee program.

We recommend that this Nexus Study be cited as the public document identifying the use of the Fee.

ANNUAL AUTOMATIC INFLATION ADJUSTMENT

The Nexus Study calculates the Fee based on current cost estimates expressed in 2023 dollars. To ensure that the Fee Program stays fiscally viable, these estimates should be automatically adjusted annually to account for inflation and changes in the public facilities costs. A recommended index for such adjustments is the Engineering News Record Building Cost Index (20-Cities Average) published monthly in the Engineering News Record for the 12-month period ending in the month before the adjustment takes place.

Any inflationary adjustment must first be authorized in the enacting Fee resolution or ordinance. The adjustments are recommended to take place annually on July 1, beginning on July 1, 2024.

FEE UPDATES

The District should conduct periodic reviews of development patterns and projections, construction costs, and available funding sources. If costs, development projections, or other funding sources change materially, the Fee should be updated accordingly. Any such updates must be presented to the District’s Board of Directors, the City Council, and the County Board of Supervisors before becoming effective.

Additionally, the Act requires²⁰ that nexus studies must be updated at least every eight years. Therefore, the next Nexus Study update is due no later than November 1, 2031. However, if new

¹⁸ Gov’t Code § 66002 (b)

¹⁹ Gov’t Code § 66001 (a) (2)

²⁰ Gov’t Code § 660016.5 (a)(8)

material information becomes available prior to that, the District should consider updating the Fee earlier.

TRANSPARENCY REQUIREMENTS²¹

The District, City, and County must make the following information available on their internet websites:

- A current schedule of or direct link to the Fee;
- The current and five previous Annual Reports;
- The current and any previous nexus studies conducted after January 1, 2018.

All such information needs to be updated within 30 days of any changes.

AB 516 recently added the following transparency requirements:

- A local agency shall inform a person paying a mitigation fee of both of the following:
 - The person's right to request an audit of the fee program; and
 - The person's right to file a written request for mailed notice of the local agency's meeting to review the information made public pursuant to the fee program.
- A local agency shall provide a person paying a mitigation fee a link to the page on the local agency's internet website where the information made public regarding the fee program is available for review.

TRAINING AND PUBLIC INFORMATION

Effective mitigation fee program administration requires considerable preparation and training. The following practices are recommended:

- Ensure that the District, City, and County staff members responsible for collecting the Fee and for explaining it to the public understand both the details of the Fee Program and its supporting rationale.
- Review all printed materials containing the Fee information for the public to ensure that the Fee is clearly distinguished from other fees, such application fees, and the purpose and use of the Fee are clearly stated.
- Ensure that anyone responsible for accounting, budgeting, or project management for facilities funded by the Fee is fully aware of the Fee revenue use restrictions, and that this Nexus Study is referenced to for a list of facilities on which the Fee calculations are based.

²¹ Gov't Code § 65940.1 (a)

Appendix A: Development Analysis Supporting Data

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Table A-1
Lake County Fire Protection District
Manufactured Home Communities Detail

Community Name / Address	Single-Wide		Double-Wide		Total	
	Homes	Sq.Ft. [1]	Homes	Sq.Ft. [2]	Homes	Sq.Ft.
Creekside 16425 Dam Road	31	29,760	12	19,200	43	48,960
Lake Front 5545 Old Highway 53	15	14,400	2	3,200	17	17,600
York's Clearlake 5645 Old Highway 53	10	9,600	2	3,200	12	12,800
7665 Cache Creek Way	12	11,520	0	0	12	11,520
Cache Creek 16535 Dam Road	13	12,480	11	17,600	24	30,080
Kingfisher 5845 Old Highway 53	13	12,480	3	4,800	16	17,280
Twin Oaks Village 5755 Old Highway 53	10	9,600	5	8,000	15	17,600
Twin Creeks 8130 State Highway 53	15	14,400	3	4,800	18	19,200
Ponderosa 5825 Old Highway 53	40	38,400	12	19,200	52	57,600
Clear Lake Campground 7805 Cache Cache Creek Way	5	4,800	0	0	5	4,800
Lakeland 5575 Old Highway 53	36	34,560	9	14,400	45	48,960
Galaxy Resort 5935 Old Highway 53	13	12,480	8	12,800	21	25,280
Westwind 11270 Konocti Vista Drive #B	17	16,320	24	38,400	41	54,720
Sleepy Hollow 8750 Bonham Road	4	3,840	11	17,600	15	21,440
Southshore 5725 Old Highway 53	3	2,880	8	12,800	11	15,680
Trombetta's Resort 5865 Old Highway 53	8	7,680	16	25,600	24	33,280
TOTAL	245	235,200	126	201,600	371	436,800

Source: Ridgeline

[1] Assumes 960 sq.ft. per home
 [2] Assumes 1,600 sq.ft. per home

Table A-2
Lake County Fire Protection District
Single Family Home Development Summary

Year	New Homes	Total Sq.Ft.	Avg Sq.Ft.
2018	19	29,579	1,557
2019	12	22,895	1,908
2020	27	48,278	1,788
2021	28	50,177	1,792
2022	19	37,577	1,978
Total	105	188,506	1,795
Average	21	37,700	

Source: Lake County Fire Protection District

Table A-3
Lake County Fire Protection District
Residential Additions and Nonresidential Development

Description / Year	Sq.Ft.
Residential Additions	
2018	10,616
2019	9,005
2020	9,100
2021	10,738
2022	3,758
Total Residential Additions	43,217
Residential Additions Average / Year	8,600
Nonresidential Development	
2018	8,486
2019	1,800
2020	38,549
2021	40,426
2022	1,360
Total Nonresidential Development	90,621
Nonresidential Dev't Average / Year	18,100

Source: Lake County Fire Protection District

Appendix B: District Facility Supporting Data

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Table B-3	Planned Equipment Inventory	Page 50

Table B-1
Lake County Fire Protection District
Land Value Estimate (2023 \$)

Property Description	Status	Notes	Sale Date	Acres	Total Price	Price / Acre
3955 Hill Rd, Lakeport, CA	Sold		10/18/2021	5.49	\$210,000	\$38,251
18196 S State Hwy 29, Middletown, CA	Sold		1/5/2022	111.71	\$10,869,880	\$97,304
1900 S. Main St, Lakeport, CA	Sold	Retail Center	3/1/2022	2.23	\$325,000	\$145,740
8840 Red Hills Rd, Kelseyville, CA	Listed	Brightwood Villages		167.1	\$2,300,000	\$13,764
15197 Olympic Drive, Clearlake, CA	Listed			0.99	\$235,000	\$237,374
16125-16175 Main St, Lower Lake, CA	Listed			2.35	\$595,000	\$253,191
5860 Live Oak Dr., Kelseyville, CA	Listed	MF		8.77	\$975,000	\$111,174
15400 Davis Ave, Clearlake, CA	Listed	Distress		32.27	\$900,000	\$27,890
Estimated Land Value for a smaller developable site						\$150,000

Source: CoStar and Marcus & Millichap

Table B-2
Lake County Fire Protection District
Existing Equipment Inventory (2023 \$)

Description	Qty	Replacement Cost Per Unit	Total Replacement Cost
Turnouts	50	\$10,000	\$500,000
Heart Monitors	6	\$32,333	\$194,000
SCBA'S Scott X3 / XT Pro	29	\$6,541	\$189,700
SCBA'S (30)	30	\$6,083	\$182,500
Mobile Radios	25	\$7,120	\$178,000
Lucas Device	7	\$22,236	\$155,650
Fire Hoses			\$153,700
Fire Alarm System - Station 70	1	\$134,400	\$134,400
Portable Radios	89	\$1,000	\$89,000
MTS Power Load for Gurney	3	\$26,500	\$79,500
Bauer SCBA Air Compressor	1	\$72,800	\$72,800
Power Pro Stryker Gurney	3	\$20,200	\$60,600
Fire Alarm System - Station 65	1	\$48,150	\$48,150
Mobil Lifting System - Shop	1	\$39,900	\$39,900
Cell phones, tablets, pagers			\$34,000
Federal Signal 2001-130 Siren	1	\$32,800	\$32,800
Generator - Station 65 App Bay	1	\$31,000	\$31,000
Furniture			\$30,000
Generator - Station 65 Office	1	\$29,000	\$29,000
Holmatro Cutter/Spreader/Pump/Core Set	1	\$27,000	\$27,000
Amkus AMK-24 Spreader & Mini Sumo Pump	1	\$23,900	\$23,900
Thermal Imaging Cameras	3	\$7,833	\$23,500
Onan Vapor Generator	1	\$22,700	\$22,700
Hurst Extraction Jaws	1	\$20,500	\$20,500
AED LP-1000	3	\$6,567	\$19,700
PPE Lockers - Stations 65 and 70			\$18,000
Holmatro Extrication Equipment	1	\$17,700	\$17,700
Fire Hose Angus	2	\$6,850	\$13,700
Ice Machines	2	\$6,000	\$12,000
RKI Eagle C.G.I.	2	\$5,000	\$10,000
Station 70 Plectron Alert System	1	\$9,400	\$9,400
Forklift - Toyota	1	\$7,450	\$7,450
Station 65 Plectron Alert System	1	\$7,150	\$7,150
Amkus AMK-22 Cutter	1	\$6,740	\$6,740
Carseat Trailer-2016 Carry On 3500	1	\$6,550	\$6,550
Computers	12	\$500	\$6,000
Generator Lights	2	\$3,000	\$6,000
Narcotic Boxes	3	\$2,000	\$6,000
Video Surveillance System - ADV Elec Security	1	\$5,650	\$5,650
Connex Storage	1	\$4,000	\$4,000
Fire Hose Storage Rack	1	\$4,000	\$4,000
Fire Hose Dryer	1	\$3,000	\$3,000
Monitors	14	\$200	\$2,800
Extension Ladder	1	\$2,600	\$2,600
ID Maker	1	\$2,000	\$2,000
9000 Tri Fuel Generator	1	\$1,800	\$1,800
Fire Hose Reel	1	\$1,500	\$1,500
Fire Hose Washer	1	\$1,500	\$1,500
Air Compressor	1	\$1,300	\$1,300
Shredder	1	\$1,200	\$1,200
Arsen Cameras	3	\$350	\$1,050
Medical Cabinets	2	\$500	\$1,000
Oxygen Tank Filling Station	1	\$1,000	\$1,000
Printers			\$1,000
TOTAL			\$2,534,090

Source: Lake County Fire Protection District

Table B-3
Lake County Fire Protection District
Planned Equipment Inventory (2023 \$)

Description	Qty	Cost Per Unit	Total Estimated Cost
Solar Station 70			\$1,000,000
Station 71 and 73 HVAC			\$349,000
Fire Alarm Systems	2	\$92,750	\$185,500
Turnouts	21	\$8,714	\$183,000
Solar Station 65			\$175,000
Heart Monitor	3	\$52,000	\$156,000
SCBAs	21	\$6,600	\$138,600
Lucus Device	3	\$29,000	\$87,000
Fire Hoses			\$82,700
Power Load	3	\$27,000	\$81,000
Station 71 and 73 Furnishings			\$80,000
Extraction Equipment	3	\$25,000	\$75,000
Generators	2	\$35,000	\$70,000
Gurney	3	\$21,000	\$63,000
IT System			\$60,000
Security Systems	3	\$20,000	\$60,000
Mobile Radios	5	\$8,400	\$42,000
Electric Sign Boards	2	\$20,000	\$40,000
1,000 gal Diesel Tank	3	\$8,000	\$24,000
1,000 gal Gas Tank	3	\$8,000	\$24,000
Personal Equipment	21	\$1,000	\$21,000
Portable Radios	21	\$1,000	\$21,000
Station AEDs	3	\$6,200	\$18,600
Stair Chairs	3	\$6,000	\$18,000
Plectron Dispatch Systems	2	\$8,300	\$16,600
Station 65 Security System			\$15,000
PPE Lockers	21	\$600	\$12,600
Fire Hose Storage Rack	3	\$4,000	\$12,000
Hand Tools / Small Equipment			\$10,000
Ice Machines	2	\$5,000	\$10,000
Station 71 and 73 Tools	2	\$5,000	\$10,000
Fire Hose Dryer	3	\$3,000	\$9,000
Narcotic Boxes	3	\$2,000	\$6,000
Fire Hose Reel	3	\$1,500	\$4,500
Fire Hose Washer	3	\$1,500	\$4,500
Oxygen Tank Filling Station	3	\$1,000	\$3,000
New Ambulance IPads	3	\$600	\$1,800
Medical Cabinets	2	\$500	\$1,000
TOTAL			\$3,170,400

Source: Lake County Fire Protection District

CONTACT INFORMATION

This report was prepared for Lake County Fire Protection District by Ridgeline Municipal Strategies, LLC (“Ridgeline”).

Ridgeline is a municipal advisory and financial consulting firm registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.



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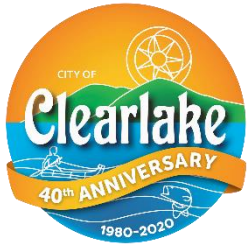
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CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of a Memorandum of Understanding (MOU) with the Konocti Unified School District (KUSD) for a School Resource Officer	MEETING DATE: July 18, 2024
SUBMITTED BY: Tim Hobbs, Chief of Police	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Manager to execute a MOU with the Konocti Unified School District for a school resource officer.

BACKGROUND/DISCUSSION:

The Konocti Unified School District (KUSD) has nine schools in Clearlake, Clearlake Oaks, and Lower Lake. Having a police officer assigned full-time to the school district has many benefits for the district as well as the community. The police department's current staffing level allows one officer to be assigned full-time to the SRO position. The City and KUSD desire to enter into a MOU for the 2024-25 school year.

Under the proposed MOU, KUSD will pay \$160,992.62 to fund the cost of a full-time SRO, which includes salary, benefits, overtime, training, and vehicle usage costs. The City can also recover additional overtime costs for other officers used at school events.

Staff recommendation is to authorize the City Manager to execute the MOU with KUSD.

OPTIONS:

1. Approve the MOU with Konocti Unified School District and authorize the City Manager to sign.
2. Provide alternative direction to staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments:

STRATEGIC PLAN IMPACT:

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

SUGGESTED MOTIONS:

- Attachments:** 1) Memorandum of Understanding for School Resource Officer Program between the City of Clearlake and Konocti Unified School District

**MEMORANDUM OF UNDERSTANDING
FOR SCHOOL RESOURCE OFFICER PROGRAM
BETWEEN THE
CITY OF CLEARLAKE AND
KONOCTI UNIFIED SCHOOL DISTRICT**

This Memorandum of Understanding (MOU), entered into this ____ day of _____ 2024 by and between the City of Clearlake (hereinafter known as “City”) and Konocti Unified School District (hereinafter known as “District”) and will remain in effect until June 30, 2025. This MOU is regarding services relative to the School Resource Officer Program (SRO) and is authorized under Government Code 6500.

RECITALS

WHEREAS, both City and District have entered into this MOU in partnership to maintain a safe and orderly learning environment with the outreach of the School Resource Officer Program in the Konocti Unified School District.

AGREEMENT

It is hereby agreed by and between the parties hereto as follows:

1. **General.**

A. The Clearlake Police Department will provide administration of this MOU.

B. The Clearlake Police Department (CPD) will agree to provide one SRO to the District. This officer will provide the service of an SRO to all district schools during normal school hours and special events with prior approval from both District and CPD. Any event (that may require law enforcement response) that may occur on a District campus not during normal school business hours will be the responsibility of the law enforcement agency that provides service to that jurisdiction. During time that the assigned SRO is not on duty (due to training, court time, vacation or sickness, etc.), it will be the responsibility of the local law enforcement jurisdiction to respond and provide whatever services are requested to/from District. If at any time there is an emergency on any of the District campuses that requires immediate law enforcement involvement, the local law enforcement jurisdiction will be notified for the appropriate response.

In the event the Lake County Sheriff’s Office (hereafter referred to as the LCSO) is able to provide an SRO to the District during the term of this agreement, the CPD SRO will transition from providing the services of an SRO to all District schools to the District schools located within the Clearlake city limits during normal school hours and special events with prior approval from both District and CPD. The SRO will supplement and work collaboratively with

the SRO provided by the LCSO SRO. The LCSO SRO's primary responsibility will be District schools located outside the Clearlake city limits, but they will also supplement and work collaboratively with the CPD SRO.

C. The position of the SRO will be under the supervision of the Clearlake Police Department as an employee of the Clearlake Police Department, with direct reporting to the Superintendent of District. The District shall fund the position in the amount of \$160,992.62, which includes the salary and benefits and marked vehicle usage. This amount includes any non-Peace Officers Standards and Training-reimbursable School Resource Officer training, overtime and compensatory time, and any time required for court appearances related to the duties of the School Resource Officers.

D. District may request additional Clearlake police officers to work school events, such as football games and school dances. District will reimburse City for overtime costs of these personnel.

E. City shall submit to District an invoice once every three months for payment for services rendered under this MOU. The invoice will include time accountability for overtime reimbursement requests submitted pursuant to Section D.

F. The SRO's hours of work will generally be a 5/8 schedule, Monday through Friday from 7:30 am to 3:30 pm. This schedule may be adjusted to ensure coverage for school events. The 5/8 schedule may be reverted to a 4/10 or 9/80 schedule with 30 days notice from the Superintendent of District to the Chief of Police and following an opportunity to meet and discuss. The School Resource Officer shall be available for other school events, such as football games and school dances, as needed.

G. District will provide the School Resource Officer access to district-owned premises, including keys and key codes, as well as access to pertinent student records, as needed in the performance of his/her duties. The School Resource Officer will comply with the District's policies regarding confidentiality of student records.

H. The SRO position will not generally be required to respond to staffing level impacts within the department and will be assigned specifically for utilization as an SRO, excepting an unforeseeable emergency situation.

2. Insurance

A. City and District shall maintain or be self insured for comprehensive, broad form, general public liability insurance against claims and liabilities for personal injury, death, or property damage, providing protection of at least \$1,000,000 for bodily injury or death to any one person for any one accident or occurrence and at least \$1,000,000 for property damage occurring on their respective property.

B. City shall maintain Worker’s Compensation Insurance for its personnel as may be required by state law.

C. City is self insured through the California Intergovernmental Risk Authority (CIRA) for general liability, Worker’s Compensation Insurance and automobile liability coverage.

3. **Term**

The term of this MOU may be terminated by either party by giving at least 30 (thirty) days advance written notice to the other party.

4. **Notices**

All notices and communications shall be in writing and shall be deemed given and served upon delivery if delivered personally, or five days after mailing if sent by first class mail as follows:

Clearlake Police Department
Attn: Chief of Police
14050 Olympic Drive
Clearlake, CA 95422

Konocti Unified School District
Attn: Superintendent
9340-B Lake Street
P.O. Box 759
Lower Lake, CA 95457

Updates may be made to the above noted addresses/addressees as needed based upon mailing address or personnel changes.

IN WITNESS THEREOF, this Agreement has been executed by the parties on the day and year first above written.

CITY OF CLEARLAKE

KONOCTI UNIFIED SCHOOL DISTRICT

BY _____
Alan Flora
City Manager

BY _____
Dr. Becky Salato
District Superintendent

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Updates to Management Classification and Benefits Plan and City Salary Schedule	MEETING DATE: July 18, 2024
SUBMITTED BY: Kathy Wells, Finance Director	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to consider changes to the Management Classification and Benefits Plan.

BACKGROUND/ DISCUSSION:

An updated Management Employees Classification and Benefit Plan was adopted by the Council in 2018. According to Section 6-2.1 Salary Adjustments of the Management/Confidential Employees Classification and Benefit Plan (MBP), "Management Employees shall receive a salary adjustment each July 1st. The salary adjustment shall take into consideration the March to March U.S. All Urban Cities Consumer Price Index, equity adjustments based on the labor market, and the financial condition of the City." The recent Consumer Price Index (CPI) March to March increases were 1.9% in 2019, 1.5% in 2020, 2.6% in 2021, 8.5% in 2022, and 5% in March 2023.

As you are aware inflation over the past three years has been well above "normal". This has resulted in the CPI from March 2023 to March 2024 being 3.5%. The Council is being asked to consider providing a 3% COLA to management, as the other bargaining groups were provided a 3% COLA starting July 1st. It should be noted that over the past five years, prior to Fiscal Year 22-23 the CPI provided to management had fallen behind the COLA provided to all other units, which resulted in increasing compaction of salaries over time. In 22-23 Council voted to approve a 6% COLA to bring management to a level increase over time matching the City's other bargaining units. Staff recommends Council consider a 3% increase, consistent with other agreements for this year.

OPTIONS:

1. Provide Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments:

The recommended salary increases for the Management group and other previously negotiated cost of living adjustments have been included in the FY 2024-25 Budget.

STRATEGIC PLAN IMPACT

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

SUGGESTED MOTIONS:

- Attachments:**
 1. Management Benefit Plan
 2. CPI Press Release

CHAPTER 6
MANAGEMENT EMPLOYEES
CLASSIFICATION AND BENEFIT PLAN
SECTION 6

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CHAPTER 6

**MANAGEMENT EMPLOYEES
CLASSIFICATION AND BENEFIT PLAN
SECTION 6**

SECTION 6.1 CLASSIFICATION PLAN

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

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

SECTION 6-2 BENEFIT PLAN

Section 6-2.1 Salary Adjustments:

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

Section 6-2.2 Longevity Pay:

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

Completion of Years of Service	% of Salary Longevity Payment
5	1.0%
6	2.0%
7	3.0%
8	4.0%

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

(Res 97-04 and 2009-50)

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

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

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

Section 6-2.5 Executive Leave Account: The City shall establish an executive leave account for management employees.

- a) All management employees shall be entitled to executive leave of 80 hours per fiscal year with full pay.
- b) Executive leave does not accumulate and is not earned vacation time or benefit.
- c) Executive leave shall be credited to management employees on the first full pay period commencing after July 1st of each year.
- d) Executive leave accruals not used by June 30th each year are lost.
- e) In the event of any conflict or inconsistency between the provisions of this Plan and any employee contract, the provisions of the employee contract shall control.

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

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

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

Section 6-2.8 Sick Leave Incentive:

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

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

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

- (b) Employees who have:

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

At the City's sole discretion, sick leave pay-off may be paid to the employee spread over a period of up to three (3) fiscal years. Whenever sick leave payment is not paid in full at the time of separation, sick leave payment shall not be subject to interest and payments shall be dispersed to the employee at a minimum rate of one-third (1/3) of the total amount of sick leave pay due the employee with the first payment to be made upon separation from employment with the City and each subsequent payment to be made on the anniversary date of separation. (Res 86-108, Res 93-79, Res 02-40)

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

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

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

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

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

(Res 86-108)

Section 6-2.11 Bereavement Leave: An employee shall receive five (5) days bereavement leave due to death of his or her parent, step-parent, mother-in-law, father-in-law, spouse,

child, step child, adopted child, grandchild, grandparent, sister, brother, sister-in-law, brother-in-law, or the death of any person residing in the immediate household of the employee at the time of death. (Res 86-108)

Section 6-2.12 Mileage Reimbursement:

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

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

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

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

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

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

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

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

- (Res 86-108) November 17, 1986
- (Res 87-04) January 5, 1987
- (Res 87-75) September 8, 1987
- (Res 93-79) September 14, 1993
- (Res 97-04) January 9, 1997
- (Res 99-34) July 22, 1999
- (Res 99-60) November 18, 1999
- (Res 02-40) June 27, 2002
- (Res 28-2007) June 28, 2007
- (Res 2009-44) September 24, 2009
- (Res 2009-50) October 22, 2009
- (Res 2017-45) July 13, 2017
- (Res 2019-14) March 28, 2019
- (Res 2020-56) November 5, 2020
- (Res 2022-16) April 7, 2022
- (Res 2023-04) January 5, 2023

Codified and updated through January 5, 2023.



Economic News Release

Consumer Price Index News Release

Transmission of material in this release is embargoed until 8:30 a.m. (ET) Wednesday, April 10, 2024 USDL-24-0653

Technical information: (202) 691-7000 * cpi_info@bls.gov * www.bls.gov/cpi
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CONSUMER PRICE INDEX - MARCH 2024

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.4 percent in March on a seasonally adjusted basis, the same increase as in February, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 3.5 percent before seasonal adjustment.

The index for shelter rose in March, as did the index for gasoline. Combined, these two indexes contributed over half of the monthly increase in the index for all items. The energy index rose 1.1 percent over the month. The food index rose 0.1 percent in March. The food at home index was unchanged, while the food away from home index rose 0.3 percent over the month.

The index for all items less food and energy rose 0.4 percent in March, as it did in each of the 2 preceding months. Indexes which increased in March include shelter, motor vehicle insurance, medical care, apparel, and personal care. The indexes for used cars and trucks, recreation, and new vehicles were among those that decreased over the month.

The all items index rose 3.5 percent for the 12 months ending March, a larger increase than the 3.2-percent increase for the 12 months ending February. The all items less food and energy index rose 3.8 percent over the last 12 months. The energy index increased 2.1 percent for the 12 months ending March, the first 12-month increase in that index since the period ending February 2023. The food index increased 2.2 percent over the last year.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Mar. 2024
	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	
All items	0.4	0.1	0.2	0.2	0.3	0.4	0.4	3.5
Food	0.2	0.3	0.2	0.2	0.4	0.0	0.1	2.2
Food at home	0.1	0.3	0.0	0.1	0.4	0.0	0.0	1.2
Food away from home ⁽¹⁾	0.4	0.4	0.4	0.3	0.5	0.1	0.3	4.2
Energy	1.2	-2.1	-1.6	-0.2	-0.9	2.3	1.1	2.1
Energy commodities	1.8	-4.3	-3.8	-0.7	-3.2	3.6	1.5	0.9
Gasoline (all types)	1.6	-4.3	-4.0	-0.6	-3.3	3.8	1.7	1.3
Fuel oil	6.4	-6.4	-1.1	-3.3	-4.5	1.1	-1.3	-3.7
Energy services	0.3	0.4	1.0	0.3	1.4	0.8	0.7	3.1
Electricity	0.8	0.4	1.0	0.6	1.2	0.3	0.9	5.0
Utility (piped) gas service	-1.4	0.3	1.2	-0.6	2.0	2.3	0.0	-3.2
All items less food and energy	0.3	0.2	0.3	0.3	0.4	0.4	0.4	3.8
Commodities less food and energy commodities	-0.2	0.0	-0.2	-0.1	-0.3	0.1	-0.2	-0.7
New vehicles	0.2	-0.1	0.0	0.2	0.0	-0.1	-0.2	-0.1
Used cars and trucks	-1.8	-0.4	1.4	0.6	-3.4	0.5	-1.1	-2.2
Apparel	-0.3	0.0	-0.6	0.0	-0.7	0.6	0.7	0.4
Medical care commodities ⁽¹⁾	-0.3	0.4	0.5	-0.1	-0.6	0.1	0.2	2.5
Services less energy services	0.5	0.3	0.5	0.4	0.7	0.5	0.5	5.4
Shelter	0.6	0.3	0.4	0.4	0.6	0.4	0.4	5.7
Transportation services	0.7	0.9	1.0	0.1	1.0	1.4	1.5	10.7
Medical care services	0.2	0.2	0.5	0.5	0.7	-0.1	0.6	2.1

Footnotes
⁽¹⁾Not seasonally adjusted.

Food

The food index increased 0.1 percent in March, while the food at home index was unchanged. Both indexes were unchanged in February. Three of the six major grocery store food group indexes decreased over the month while the remaining three had price advances. The index for other food at home decreased 0.5 percent in March, led by a 5.0-percent decline in the index for butter. The cereals and bakery products index decreased 0.9 percent over the month, the largest 1-month seasonally adjusted decrease ever reported in that series, which dates to 1989. The index for dairy and related products declined 0.1 percent in March.

The index for meats, poultry, fish, and eggs rose 0.9 percent in March, as the index for eggs rose 4.6 percent over the month. The nonalcoholic beverages index also increased in March, rising 0.3 percent. The index for fruits and vegetables increased 0.1 percent over the month.

The food away from home index rose 0.3 percent in March, after rising 0.1 percent in February. The index for limited service meals rose 0.3 percent, and the index for full service meals increased 0.2 percent over the month.

The food at home index rose 1.2 percent over the last 12 months. The index for other food at home rose 1.4 percent over the 12 months ending in March, and the index for fruits and vegetables increased 2.0 percent over the year. The nonalcoholic beverages index increased 2.4 percent over that period. The index for meats, poultry, fish, and eggs rose 1.3 percent over the 12 months ending in March, and the index for cereals and bakery products increased 0.2 percent. In comparison, the dairy and related products index fell 1.9 percent over the year.

The index for food away from home rose 4.2 percent over the last year. The index for limited service meals rose 5.0 percent over the last 12 months, and the index for full service meals rose 3.2 percent over the same period.

Energy

The energy index rose 1.1 percent in March, after increasing 2.3 percent in February. The gasoline index increased 1.7 percent in March. (Before seasonal adjustment, gasoline prices rose 6.4 percent in March.) The index for electricity rose 0.9 percent in March, while the index for natural gas was unchanged over the month. The fuel oil index decreased 1.3 percent in March.

The energy index increased 2.1 percent over the past 12 months. The gasoline index rose 1.3 percent, and the electricity index increased 5.0 percent over this 12-month span. In comparison, the index for natural gas decreased 3.2 percent over the last 12 months and the index for fuel oil fell 3.7 percent.

All items less food and energy

The index for all items less food and energy rose 0.4 percent in March, as it did the previous 2 months. The shelter index increased 0.4 percent in March and was the largest factor in the monthly increase in the index for all items less food and energy. The index for rent rose 0.4 percent over the month, as did the index for owners' equivalent rent. The lodging away from home index increased 0.1 percent in March, as it did in February.

The motor vehicle insurance index rose 2.6 percent in March, following a 0.9-percent increase in February. The index for apparel increased 0.7 percent over the month. Among other indexes that rose in March were personal care, education, and household furnishings and operations.

The medical care index rose 0.5 percent in March after being unchanged in February. The index for hospital services rose 1.0 percent over the month and the index for physicians' services increased 0.1 percent. The prescription drugs index rose 0.3 percent in March.

The index for used cars and trucks fell 1.1 percent in March, following a 0.5-percent increase in February. Over the month, the recreation index fell 0.1 percent over the month, the new vehicles index decreased 0.2 percent, and the airline fares index declined 0.4 percent.

The index for all items less food and energy rose 3.8 percent over the past 12 months. The shelter index increased 5.7 percent over the last year, accounting for over sixty percent of the total 12-month increase in the all items less food and energy index. Other indexes with notable increases over the last year include motor vehicle insurance (+22.2 percent), medical care (+2.2 percent), recreation (+1.8 percent), and personal care (+4.2 percent).

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, March 2024
 [1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Feb. 2024	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Mar. 2023	Feb. 2024	Mar. 2024	Mar. 2023-Mar. 2024	Feb. 2024-Mar. 2024	Dec. 2023-Jan. 2024	Jan. 2024-Feb. 2024	Feb. 2024-Mar. 2024
All items	100.000	301.836	310.326	312.332	3.5	0.6	0.3	0.4	0.4
Food	13.495	320.863	327.731	328.043	2.2	0.1	0.4	0.0	0.1
Food at home	8.138	301.918	305.469	305.426	1.2	0.0	0.4	0.0	0.0
Cereals and bakery products	1.062	353.866	356.633	354.666	0.2	-0.6	-0.2	0.5	-0.9
Meats, poultry, fish, and eggs	1.702	318.306	320.096	322.589	1.3	0.8	0.0	0.1	0.9
Dairy and related products	0.738	271.384	267.334	266.274	-1.9	-0.4	0.2	-0.6	-0.1
Fruits and vegetables	1.409	345.814	353.965	352.841	2.0	-0.3	0.4	-0.2	0.1
Nonalcoholic beverages and beverage materials	1.040	216.329	220.956	221.423	2.4	0.2	1.2	-0.2	0.3
Other food at home	2.188	268.567	272.768	272.352	1.4	-0.2	0.6	0.0	-0.5
Food away from home ⁽¹⁾	5.356	349.944	363.596	364.546	4.2	0.3	0.5	0.1	0.3
Energy	6.748	279.084	276.331	285.002	2.1	3.1	-0.9	2.3	1.1
Energy commodities	3.588	311.160	296.368	313.861	0.9	5.9	-3.2	3.6	1.5
Fuel oil	0.084	403.040	396.859	388.191	-3.7	-2.2	-4.5	1.1	-1.3
Motor fuel	3.419	304.575	289.546	307.684	1.0	6.3	-3.3	3.7	1.6
Gasoline (all types)	3.312	302.673	287.943	306.513	1.3	6.4	-3.3	3.8	1.7
Energy services	3.160	259.647	267.662	267.658	3.1	0.0	1.4	0.8	0.7
Electricity	2.464	265.033	276.384	278.233	5.0	0.7	1.2	0.3	0.9
Utility (piped) gas service	0.695	238.182	236.218	230.601	-3.2	-2.4	2.0	2.3	0.0

Footnotes

- (1) Not seasonally adjusted.
- (2) Indexes on a December 1982=100 base.
- (3) Indexes on a December 1996=100 base.

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Holding the First Reading of Ordinance No. 270-2024, An Ordinance of the City Council of the City of Clearlake Amending Section 2-3.7 of the Clearlake Municipal Code Authorizing the City Manager to Sign Documents as Specified in Government Code Section 40602	MEETING DATE: July 18, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is requested to consider the first reading of Ordinance No. 270-2024, which authorizes the City Manager to sign specific documents approved by the Council.

BACKGROUND/DISCUSSION:

An update to the Government Code, specifically Sections 40601 and 40602, has prompted the California Department of Housing and Community Development (HCD) to request an amendment to the Municipal Code. This amendment would allow the City Manager, in addition to the Mayor and Vice Mayor, to sign documents approved by the City Council. These documents may include warrants, contracts, conveyances, or any documents requiring the city seal, such as resolutions or ordinances.

Previously, the City Manager was authorized by a Council resolution to sign Community Development Block Grant (CDBG) documents, including applications and contracts. However, the Government Code currently specifies that only the Mayor and Vice Mayor have the authority to sign documents approved by the Council unless an ordinance authorizes another person or staff member. Therefore, HCD recommends adopting an ordinance to grant this authority to the City Manager.

OPTIONS:

1. Move to hold the first reading of the ordinance and set the second reading for August 1st.
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

Section H, Item 15.

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 hold the first reading of Ordinance No. 270-2024 and read it by title only, waive further reading and hold the second reading and adoption of the ordinance at the August 1st meeting.

- Attachments:**
 - 1) Government Code Sections 40601 and 40602
 - 2) Ordinance No. 270-2024

JUSTIA

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2023 California Code Government Code - GOV TITLE 4 - GOVERNMENT OF CITIES DIVISION 3 - OFFICERS PART 3 - OTHER OFFICERS CHAPTER 1 - Mayor Section 40601.

Universal Citation: CA Govt Code § 40601 (2023)

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40601. In the absence of the mayor, the mayor pro tempore shall exercise the powers granted in this chapter.

(Amended by Stats. 1955, Ch. 624.)

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2023 California Code

Government Code - GOV

TITLE 4 - GOVERNMENT OF CITIES

DIVISION 3 - OFFICERS

PART 3 - OTHER OFFICERS

CHAPTER 1 - Mayor

Section 40602.

Universal Citation: CA Govt Code § 40602 (2023)

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40602. The mayor shall sign:

- (a) All warrants drawn on the city treasurer.
- (b) All written contracts and conveyances made or entered into by the city.
- (c) All instruments requiring the city seal.

The legislative body may provide by ordinance that the instruments described in (a), (b) and (c) be signed by an officer other than the mayor.

(Amended by Stats. 1955, Ch. 633.)

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CITY OF CLEARLAKE

ORDINANCE NO. 270-2024

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
AMENDING SECTION 2-3.7 OF CHAPTER 2 OF THE
CITY OF CLEARLAKE MUNICIPAL CODE
REGARDING THE POSITION OF CITY MANAGER

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

Section 1. Clearlake Municipal Code Section 2-3.7 Powers and Duties of Chapter 2-3
CITY MANAGER is hereby amended to read as follows:

Chapter 2, Section 2-3.7 CITY MANAGER

2-3.7 Powers and Duties. The City Manager shall be the administrative head of the government of the City under the direction and control of the City Council, except as otherwise provided in this chapter, by law or by direction of the City Council. The City Manager shall be responsible for the efficient administration of all of the affairs of the City that are under his or her control. In addition to the general powers as administrative head, the City Manager shall have the following specific duties, responsibilities and powers:

- a) To enforce all laws and ordinances of the City and to see that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed;
- b) To control, order and give directions to all department heads and to subordinate officers and employees of the City under his or her jurisdiction through their department heads;
- c) To appoint, promote, demote and remove all officers and employees of the City, excepting elective officers and the City Attorney;
- d) To establish an organizational structure of offices, departments, positions and units within the City as may be indicated in the interest of efficient, effective and economical conduct of the City's business;
- e) To recommend to the City Council the adoption of such ordinances and resolutions as deemed necessary or appropriate;
- f) To attend all meetings of the City Council or provide for a designated representative;
- g) To prepare and submit the proposed annual budget to the City Council for its approval;

- h) To be responsible for purchasing pursuant to the provisions of Chapter 3-4 of the Clearlake Municipal Code for all the departments of the City;
- i) To approve agreements for contractual services in accordance with administrative policies adopted by the City Council, or as defined in the Clearlake Municipal Code and which shall, among other things, establish the maximum compensation that may be provided for in an such agreement;
- j) To investigate, when necessary, the affairs of the City and any department or division thereof and any contract obligation of the City; further, it shall be the duty of the City Manager to investigate all complaints in relation to matters concerning the administration of the City government.
- k) To exercise general supervision over all public buildings, public parks and all other public properties which are under the control and jurisdiction of the City Council;
- l) To perform such other duties and exercise such other powers as may be delegated to the City Manager from time to time by ordinance or resolution or other official action of the City Council.
- m) Have the same authority as the mayor (as conveniences to the parties may dictate) to sign documents specified in Section 40602 of the Government Code of the state whenever such documents have been approved by the city council for execution by resolution, motion, minute order or other appropriate action**

Section 2. CEQA

The action being considered by the City Council is an administrative activity of government that will not result in a direct or indirect physical change in the environment. The City Council finds pursuant to the provisions of the California Environmental Quality Act (“CEQA”) (California Public Resources Code Section 21000 et seq.) and State CEQA Guidelines (Section 1500 et seq., Title 14 of the California Code of Regulations) and determines that this Ordinance is not a “project” pursuant to Public Resources Code Section 210065, and that it is exempt from the provisions of CEQA pursuant to Guidelines Sections 15061(b)(3) (because it can be seen with certainty that the adoption of this Ordinance will not have an effect on the environment) and 15321 (enforcement actions by regulatory agencies);

Section 3. CONFLICTS AND SEVERABILITY

All ordinances or parts of ordinances or resolutions in conflict herewith are hereby repealed to the extent of such conflicts and no further.

Section 4. EFFECTIVE DATE:

The effective date of this Ordinance is thirty (30) days after its adoption by the City Council.

Introduced and read at a regular meeting of the City Council of the City of Clearlake on the 18th day of July, 2024 and adopted at a regular meeting therefore held on the ___th day of ____, 2024.

AYES:

NOES:

ABSENT OR NOT VOTING:

David Claffey
Mayor

ATTEST:

Melissa Swanson
City Clerk