

AMENDED AGENDA
**CITY COUNCIL MIDYEAR BUDGET
WORKSHOP AND REGULAR
MEETING**



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

Thursday, March 06, 2025

Workshop 5:00 PM

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.

AMENDED AGENDA

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

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

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

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

AGENDA REPORTS

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

Zoom Link:

Join from PC, Mac, iPad, or Android:

<https://clearlakeca.zoom.us/j/87620196049?pwd=aZbzNBFH5FhS3GL74ev5qAsAwC6QEV.1>

Passcode:581645

Phone one-tap:

+16694449171,,87620196049# US

+12532158782,,87620196049# US (Tacoma)

Join via audio:

+1 669 444 9171 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

Webinar ID: 876 2019 6049

A. ROLL CALL

B. 5:00 PM WORKSHOP

1. Midyear Budget Workshop

6:00 PM REGULAR MEETING

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 mwanson@clearlake.ca.us.*

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

F. PRESENTATIONS

2. Presentation by Chief Hobbs to Detective Kelleher
3. Presentation of a Proclamation Declaring March 2025 as March for Meals Month

- 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.*
- 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.*
4. Approve Audit Contract with Van Lant & Frankhanel, LLP for a total of \$34,750
Recommended Action: Approve contract
 5. Consideration of Adoption of the 3rd Amendment to the FY 2024-25 Budget (Resolution 2024-30) for Mid-Year Adjustments
Recommended Action: Approve Resolution No. 2025-08
 6. Minutes
Recommended Action: Receive and file
 7. Warrants
Recommended Action: Receive and file
 8. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for the Boyles Fire
Recommended Action: Continue declaration of emergency
 9. Acceptance of Property Donation at 16393 3rd Avenue
Recommended Action: Approve acceptance and authorize the City Manager to sign the Certificate of Acceptance
 10. Acceptance of Property Donation at 16182 10th Avenue
Recommended Action: Approve acceptance and authorize the City Manager to sign the Certificate of Acceptance
 11. Approve Allocation of Funding & Grant Agreement for CDBG DR Funding 2017/18 Disasters
Recommended Action: Adopt resolution
 12. Adoption of Fair Housing Policy; Resolution No. 2025-12
Recommended Action: Adopt resolution

I. PUBLIC HEARING

- [13.](#) Public Hearing for CDBG Contract 17-MITPPS-21006-Code Enforcement Grant Closeout
Recommended Action: Hold Public Hearing, receive public comment, approve Resolution No. 2025-06 accepting the completion of the Code Enforcement program under the State of California CDBG MITPPS initiative and authorizing the closeout of the program under the state contract No. 17-MIOTPPS-21006.
- [14.](#) Authorization to Closeout CV-1 CDBG funding for the Senior Center
Recommended Action: Authorize the City Manager to complete and submit the closeout

J. BUSINESS

- [15.](#) Discussion and Possible Direction Regarding Street Lighting in the City
Recommended Action: Direction to Staff
- [16.](#) Consideration of Appointments to the Planning Commission
Recommended Action: Interview applicants and appoint two planning commissioners, and reappoint Chair Fawn Williams, to terms of office ending March 2029
- [17.](#) Consideration of Appointments to the Measure V Oversight Committee
- [18.](#) Consideration of FY 2026 Community Project Funding Request to Congressman Thompson
Recommended Action: Adopt Resolution 2025-09
- [19.](#) Update Regarding Lake County Sanitation District's Southeast System Governance Request
Recommended Action: Receive Update

K. CITY MANAGER AND COUNCILMEMBER REPORTS**L. FUTURE AGENDA ITEMS****M. CLOSED SESSION**

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

N. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION**O. ADJOURNMENT**

POSTED: March 3, 2025

BY:



Melissa Swanson, Administrative Services Director/City Clerk

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Approve Audit Contract with Van Lant & Frankhanel, LLP for a total of \$34,750	MEETING DATE: March 6, 2024
SUBMITTED BY: Alan D. Flora, City Manager	
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 approve the contract with Van Lant & Frankhanel, LLP for audit services for Fiscal year 2023-24 (FY24).

BACKGROUND/DISCUSSION:

The FY23 Audit was just completed by Van Lant & Frankhanel, LLP and presented to City Council on November 7, 2024. The FY24 audit is next and this contract will allow for this audit. Funds are already budgeted, however, a new contract is needed. The audit is anticipated to be completed in the next 2 months.

The fee for the audit is \$34,750, which includes the City Audit and related reports (\$29,450), the Single Audit (\$3,200) and preparation of the annual state controllers report (\$2,100).

OPTIONS:

1. Approve Contract with Van Lant & Frankhanel, LLP for a total of \$34,750 and authorize the City Manager to sign.
2. 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:

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) Engagement Letter Contract

February 17, 2025

To: Management and the City Council
City of Clearlake
Clearlake, CA

We are pleased to confirm our understanding of the services we are to provide the City of Clearlake (City) for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedules.
- 3) Pension RSI.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.
- 2) Combining schedules.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS

and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor’s Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government’s ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an

appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

We will also provide a report on agreed upon procedures performed on the City's calculation of its annual appropriations limit as required by Article XIII B of the California State Constitution. We will perform the procedures in the Article XIII B Appropriations Limit Uniform Guidelines as published by the League of California Cities. This report will include a statement that the report is intended solely for the information and use of management, City Council and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in

conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of VLF, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of VLF, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We will begin our audit in February of 2025 and plan to issue our reports in April 2025. Brett Van Lant, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for the 2023-2024 fiscal year, will be \$34,750 and as follows: City Audit and Related Reports: \$29,450, Single Audit: \$3,200, SCO Report Preparation: \$2,100. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. In addition, the above fees are based on the assumption that the Single Audit will include no more than one major programs, in accordance with the Uniform Guidance.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City of Clearlake. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Clearlake and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

VAN LANT & FANKHANEL, LLP



Brett Van Lant
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of the City of Clearlake.

Signature: _____

Title: _____

Date: _____

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Adoption of the 3rd Amendment to the FY 2024-25 Budget (Resolution 2024-30) for Mid-Year Adjustments; Resolution No. 2025-08	MEETING DATE: March 6, 2025
SUBMITTED BY: Matt Pressey, Finance Consultant	
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 adopt resolution 2025-08 Amending the FY 2024-25 Budget to include Mid-Year Adjustments.

BACKGROUND/DISCUSSION: Staff has completed a mid-year review of the FY 2024-25 budget.

City departments and the Finance Department have reviewed mid-year budget and actual results. Overall, revenues are coming in as anticipated with a few acceptations and each department’s expenses are coming on budget with a few acceptations. Based on the review of revenues and expenses to date, and in consultation with department heads, below is a list of mid-year adjustments proposed for consideration by the City Council:

Appropriation Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 2/28/25	Mid-Year Adjustment	FY 24-25 Amended Budget
100	General Fund	Police Dept	100-2010-xxx-xxxx	Code Enforcement Salary & Ben.	136,384	70,000	206,384
100	General Fund	Police Dept	100-2000-500-106	Overtime	200,000	120,000	320,000
100	General Fund	Admin Serv.	100-1200-800-681	Council Chambers Sound System Upgrades	47,550	20,000	67,550
100	General Fund	Non-Dept	100-1110-750-561	Misc. IT Countract Services	57,500	19,000	76,500
Total General Fund Appropriations Adjustments						\$ 229,000	
Revenue Budget Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 2/28/25	Mid-Year Adjustment	FY 24-25 Amended Budget
100	General Fund		100-401-100	PROPERTY TAXES SECURED	1,000,000	350,000	1,350,000
100	General Fund		100-401-125	TRANSIENT OCCUPANCY TAX	450,000	(70,000)	380,000
100	General Fund		100-401-140	SALES TAX	2,239,000	(129,000)	2,110,000
100	General Fund		100-405-805	PENALTIES AND DELINQUENCIES	15,000	78,000	93,000
Total General Fund Revenue Budget Adjustments						\$ 229,000	

OPTIONS:

- 1. Move to adopt Resolution No. 2025-08
- 2. Provide direction to staff.

FISCAL IMPACT:

None See attached Budgeted Item? Yes No

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

Affected fund(s): General Fund TID Fund Visitor Center Project Fund Other: Traffic Impact Fees Fund. and Capital Projects Fund

Comments:

STRATEGIC PLAN IMPACT:

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

SUGGESTED MOTIONS:

Move to Adopt Resolution 2025-08 Amending the Fiscal Year 2024-25 Budget to include various Mid-Year Adjustments.

- Attachments:** 1) Resolution 2025-08: Resolution Amending the Fiscal Year 2024-25 Adopted Budget to include various Mid-Year Adjustments.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE ADOPTING THE 3rd AMENDMENT TO THE FY 2024-25 BUDGET (RESOLUTION NO. 2024-30) MAKING MID-YEAR ADJUSTMENTS

WHEREAS, the City Council desires to adjust the FY 2024-25 budget based on a mid-year review of actual vs. budgeted expenditures.

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

Section 1. The FY 2024-25 Budget, adopted via Resolution 2024-30, is amended as follows:

Appropriation Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 2/28/25	Mid-Year Adjustment	FY 24-25 Amended Budget
100	General Fund	Police Dept	100-2010-xxx-xxxx	Code Enforcement Salary & Ben.	136,384	70,000	206,384
100	General Fund	Police Dept	100-2000-500-106	Overtime	200,000	120,000	320,000
100	General Fund	Admin Serv.	100-1200-800-681	Council Chambers Sound System Upgrades	47,550	20,000	67,550
100	General Fund	Non-Dept	100-1110-750-561	Misc. IT Countract Services	57,500	19,000	76,500
Total General Fund Appropriations Adjustments						\$ 229,000	
Revenue Budget Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 2/28/25	Mid-Year Adjustment	FY 24-25 Amended Budget
100	General Fund		100-401-100	PROPERTY TAXES SECURED	1,000,000	350,000	1,350,000
100	General Fund		100-401-125	TRANSIENT OCCUPANCY TAX	450,000	(70,000)	380,000
100	General Fund		100-401-140	SALES TAX	2,239,000	(129,000)	2,110,000
100	General Fund		100-405-805	PENALTIES AND DELINQUENCIES	15,000	78,000	93,000
Total General Fund Revenue Budget Adjustments						\$ 229,000	

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 6th day of March, 2025, by the following vote:

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

ATTEST: _____
City Clerk

Mayor



CITY COUNCIL REGULAR MEETING

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

Thursday, February 06, 2025

Regular Meeting 6:00 PM

MINUTES

A. ROLL CALL

PRESENT

Mayor Russ Cremer

Vice Mayor Dirk Slooten

Councilmember Tara Downey

Councilmember Jessica Hooten

Councilmember Mary Wilson

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE

D. ADOPTION OF THE AGENDA

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

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

E. PRESENTATIONS

1. Presentation of a Proclamation Declaring February 2025 as Black History Month

F. PUBLIC COMMENT

Margaret Garcia spoke regarding commercial vehicles driving on Uhl Avenue.

G. CONSENT AGENDA

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

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

2. Minutes

Recommended Action: Receive and file

3. Warrants

Recommended Action: Receive and file

4. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for the Boyles Fire
Recommended Action: Continue declaration of emergency
5. Approval of the Allocation and Execution of CDBG-DR Grant Agreement for 2017/18 Disasters and Any Amendments Thereof; Resolution No. 2025-03
Recommended Action: Adopt resolution
6. Closeout of 20-CDBG-CV1-00184 Senior Community Center Kitchen Remodel
Recommended Action: Authorize the City Manager to complete and submit the closeout package
7. Approve Amendment #1 to Consultant Services Agreement with Government Finance Services LLC for a new total of \$60,000
Recommended Action: Approve amendment

H. BUSINESS

8. Consideration of Award of Contract for the 2025 City Wide Striping Project
Recommended Action: Authorize City Manager to enter into a contract with Chrisp Company for the 2025 City Wide Striping Project in the amount of \$437,625.50 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments

Public Works Construction Project Manager Hayes gave the staff report.

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

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

9. Consideration of Award of Contract for the Senior Center Landscape Irrigation Project
Recommended Action: Authorize City Manager to enter into a contract for the Senior Center Landscape Irrigation Project and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments

Public Works Construction Project Manager Hayes gave the staff report.

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

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

10. Consideration of Award of Contract to Alvarez Performance LLC for Abandoned Vehicle Abatement Program Towing, Storing, Dismantling, and Disposal Services
Recommended Action: Award contract

Code Enforcement Supervisor Lambert gave the staff report.

Motion made by Councilmember Downey, Seconded by Vice Mayor Slooten.
Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

- 11. Consideration of Authorization of the City Manager to Execute a Contract with Case Excavating in the Amount of \$229,400.00 for the Demolition and Abatement of Properties Located at 16140 Dam Road, 16272 32nd Avenue, 16116 33rd Avenue, 13790 Sonoma Avenue, 3273 11th Street, 6347 Armijo Avenue, 14045 Hale Street, 14053 Hale Street, 14236 Hale Street, 3014 5th Street, 13535 Santa Clara Avenue, 5740 Hale Avenue, 16026 25th Avenue, 3971 Pine Avenue and 3783 Cedar Avenue
Recommended Action: Authorize the City Manager to execute contract

Code Enforcement Supervisor Lambert gave staff report.

Motion made by Councilmember Wilson, Seconded by Councilmember Downey.
Voting Yea: Mayor Cremer, Vice Mayor Slooten, Councilmember Downey, Councilmember Hooten, Councilmember Wilson

- 12. Review of City Council Norms and Procedures
No Recommended Action by Council

Director Swanson gave a presentation on the City Council Norms and Procedures. No action was taken by the Council.

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

Melissa Swanson, Administrative Services Director/City Clerk



Clearlake, CA

Check Register

Packet: APPKT03634 - 2/19/25 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01531	ALL- AMERICAN CONSTRUCTION INC	02/19/2025	Regular	0.00	417,674.15	18539
002133	CHRIS KELLEHER	02/19/2025	Regular	0.00	224.98	18540
000024	CLEARLAKE POLICE ASSOCIATION	02/19/2025	Regular	0.00	2,000.00	18541
001617	CLEARLAKE ROTARY CLUB	02/19/2025	Regular	0.00	2,500.00	18542
VEN01585	DEYANIRA LOPEZ	02/19/2025	Regular	0.00	130.48	18543
000797	GRANITE CONSTRUCTION	02/19/2025	Regular	0.00	293.80	18544
002065	HERC RENTALS INC	02/19/2025	Regular	0.00	277.90	18545
VEN01089	LAMON CONSTRUCTION	02/19/2025	Regular	0.00	15,766.96	18546
VEN01582	NORTHPOINT CONSULTING GROUP I	02/19/2025	Regular	0.00	298.75	18547
001392	OFFICE DEPOT	02/19/2025	Regular	0.00	148.76	18548
VEN01283	PROFORCE MARKETING INC PROFOF	02/19/2025	Regular	0.00	626.40	18549
VEN01255	REDWOOD EMPIRE MUNICIPAL INSL	02/19/2025	Regular	0.00	187.44	18550
VEN01526	TAYLOR ELISE WHITE	02/19/2025	Regular	0.00	120.00	18551
VEN01489	TRYSTAN HAYES	02/19/2025	Regular	0.00	1,257.20	18552
000708	VALIC LOCKBOX	02/19/2025	Regular	0.00	470.00	18553

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	17	15	0.00	441,976.82
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
	17	15	0.00	441,976.82

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2025	441,976.82
			<hr/>
			441,976.82



Clearlake, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01606	CALIFORNIA STATE TREASURER	02/24/2025	Regular	0.00	990.00	18554

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	990.00
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	990.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2025	990.00
			<hr/>
			990.00



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	02/27/2025	Regular	0.00	2,887.75	18555
VEN01085	ACC BUSINESS	02/27/2025	Regular	0.00	613.64	18556
VEN01085	ACC BUSINESS	02/27/2025	Regular	0.00	613.64	18557
000703	ACME RIGGING & SUPPLY	02/27/2025	Regular	0.00	269.69	18558
000591	ACTION SANITARY	02/27/2025	Regular	0.00	180.00	18559
001506	ADELINE LEYBA	02/27/2025	Regular	0.00	66.39	18560
VEN01498	ADRIENNE DAW	02/27/2025	Regular	0.00	480.00	18561
001138	ADVENTIST HEALTH	02/27/2025	Regular	0.00	43.00	18562
002331	AFLAC	02/27/2025	Regular	0.00	183.34	18563
001897	AIRMEDCARE NETWORK	02/27/2025	Regular	0.00	215.00	18564
VEN01600	ALAN JUNIOR COMB	02/27/2025	Regular	0.00	240.00	18565
000102	AT&T	02/27/2025	Regular	0.00	210.00	18566
001397	AT&T CALNET 3	02/27/2025	Regular	0.00	225.88	18567
001397	AT&T CALNET 3	02/27/2025	Regular	0.00	31.79	18568
001397	AT&T CALNET 3	02/27/2025	Regular	0.00	62.03	18569
001397	AT&T CALNET 3	02/27/2025	Regular	0.00	32.31	18570
001397	AT&T CALNET 3	02/27/2025	Regular	0.00	332.55	18571
001397	AT&T CALNET 3	02/27/2025	Regular	0.00	636.69	18572
001397	AT&T CALNET 3	02/27/2025	Regular	0.00	70.54	18573
001397	AT&T CALNET 3	02/27/2025	Regular	0.00	152.74	18574
VEN01075	B&B INDUSTRIAL SUPPLY INC	02/27/2025	Regular	0.00	407.69	18575
000068	BOB'S JANITORIAL	02/27/2025	Regular	0.00	408.34	18576
002162	CALIFORNIA ENGINEERING	02/27/2025	Regular	0.00	84,222.01	18577
VEN01265	CANTEEN SERVICES OF UKIAH INC	02/27/2025	Regular	0.00	104.00	18578
VEN01393	CHRISTOPHER WILLIAM INGLIS	02/27/2025	Regular	0.00	75.00	18579
000561	COMM DEVELOP DEPT OF HOUSING	02/27/2025	Regular	0.00	97.00	18580
000077	COUNTY OF LAKE RECORDER	02/27/2025	Regular	0.00	20.00	18581
VEN01581	CRACKERJACK CLEANING LLC	02/27/2025	Regular	0.00	3,035.00	18582
VEN01605	DIEGO HARRIS-DIEGO'S GALLERY	02/27/2025	Regular	0.00	9,000.00	18583
VEN01415	DOCUPHASE LLC	02/27/2025	Regular	0.00	3,347.47	18584
000073	EASTLAKE SANITARY LANDFILL	02/27/2025	Regular	0.00	42.59	18585
VEN01126	ECORP CONSULTING INC	02/27/2025	Regular	0.00	8,417.50	18586
001898	EVERBRIDGE INC	02/27/2025	Regular	0.00	5,150.00	18587
VEN01108	FAWN CHRISTINE WILLIAMS	02/27/2025	Regular	0.00	75.00	18588
000120	FED EX	02/27/2025	Regular	0.00	195.66	18589
001769	FULL SOURCE	02/27/2025	Regular	0.00	94.47	18590
VEN01418	JACK SMALLEY	02/27/2025	Regular	0.00	75.00	18591
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	272.30	18592
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	127.20	18593
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	272.30	18594
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	127.20	18595
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	145.56	18596
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	18.36	18597
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	18.36	18598
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	127.20	18599
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	272.76	18600
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	145.56	18601
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	145.56	18602
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	145.56	18603
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	348.84	18604
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	327.84	18605
000158	LAKE COUNTY SPECIAL DISTRICTS	02/27/2025	Regular	0.00	18.36	18606
002169	LOS CARNEROS INVESTIGATIVE SVC	02/27/2025	Regular	0.00	1,200.00	18607
000980	MARTIN SNYDER	02/27/2025	Regular	0.00	304.00	18608

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000793	MEDIACOM	02/27/2025	Regular	0.00	364.93	18609
001489	NAPA AUTO PARTS	02/27/2025	Regular	0.00	2,217.60	18610
000781	NICKI BURRELL	02/27/2025	Regular	0.00	438.00	18611
VEN01191	NORTH BAY ANIMAL SERVICES	02/27/2025	Regular	0.00	31,250.00	18612
001392	OFFICE DEPOT	02/27/2025	Regular	0.00	314.38	18613
000009	OPERATING ENGINEERS LOCAL 3	02/27/2025	Regular	0.00	440.00	18614
002242	PARODI INVESTIGATIVE SOLUTIONS	02/27/2025	Regular	0.00	200.00	18615
001843	PG&E CFM	02/27/2025	Regular	0.00	23.82	18616
002031	REDWOOD COAST PETROLEUM & N	02/27/2025	Regular	0.00	1,606.78	18617
002215	ROBERT COKER	02/27/2025	Regular	0.00	75.00	18618
000506	SIGNS OF RANDY HARE	02/27/2025	Regular	0.00	150.00	18619
VEN01222	TERRY LEE STEWART	02/27/2025	Regular	0.00	75.00	18620
002375	THOMAS DEWALT	02/27/2025	Regular	0.00	3,000.00	18621
001148	TIMOTHY HOBBS	02/27/2025	Regular	0.00	304.00	18622
000453	TOTORICA PLUMBING	02/27/2025	Regular	0.00	1,500.00	18623
VEN01489	TRYSTAN HAYES	02/27/2025	Regular	0.00	235.45	18624
000085	VESTIS GROUP INC. F/K/A ARAMARK	02/27/2025	Regular	0.00	87.84	18625

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	71	0.00	168,613.47
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
	103	71	0.00	168,613.47

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2025	168,613.47
			<hr/>
			168,613.47

CITY OF CLEARLAKE

City Council



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

WHAT IS BEING ASKED OF THE CITY COUNCIL:

On September 8, 2024, the Director of Emergency Services/City Manager issued a Proclamation of Local Emergency due to the Boyles Fire (attached), which was ratified by the City Council on September 12, 2024.

Pursuant to Section 2-11.6.a.6.a of the Clearlake Municipal Code, the Director is empowered to make and issue rules and regulation on matters reasonably related to the protection of life and property as affected by such emergency; provide, however such rules and regulations must be confirmed at the earliest practical time by the City Council. Thereafter, the emergency declaration must be continued by affirmation of the Council every 60 days.

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

OPTIONS:

- 1. Continue to ratify order.

FISCAL IMPACT:

None Budgeted Item? Yes No

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

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

Comments:

STRATEGIC PLAN IMPACT:

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

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

SUGGESTED MOTIONS:

- Attachments:** 1) Proclamation Declaring a Local Emergency for The Boyles Fire



City of Clearlake

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

PROCLAMATION BY THE CITY OF CLEARLAKE DIRECTOR OF EMERGENCY SERVICES DECLARING A LOCAL EMERGENCY FOR THE BOYLES FIRE

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

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

WHEREAS, on September 8, 2024 the Boyles Fire was started near Boyles Avenue and 8th Avenue in Clearlake and quickly spread north quickly driven by high winds.; and

WHEREAS, after a fierce fire fight by various partners from throughout the region, and led by CalFire and the Lake County Fire Protection District, approximately 90 acres were scorched, approximately 30 homes were lost, Pacific Gas and Electric infrastructure was damaged, and significant private property damage occurred, of which the full extent is still unknown; and

WHEREAS, dozens of Clearlake families have lost their homes and property; and

WHEREAS, such recovery from such conditions is beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of other political subdivisions to combat and clean up; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future

reimbursement by the state and federal governments will be critical to successfully responding to the impacts of the Boyles Fire; and

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

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

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

DATED: September 8, 2024



Alan D. Flora
Director of Emergency Services

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Acceptance of Property Donation at 16393 3rd Avenue	MEETING DATE: March 6, 2025
SUBMITTED BY: Bambi Cline, Management Analyst	
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 accept the donation of a property located at 16393 3rd Avenue, Clearlake, CA 95422.

BACKGROUND/DISCUSSION:

Mrs Janet Colwill has reached out to our staff via email to donate her property at 16393 3rd Avenue. If approved and accepted by the City Council this parcel would be presented to the Clearlake Planning Commission to verify the donations as consistent with the General Plan. The costs incurred by the City would be annual property taxes (<\$200 total annually in taxes and fees). The City plans to offer the lot to qualified applicants in our Homestead Program, or otherwise qualified buyers, to construct a new manufactured or stick built home that would be in line with several objectives in our Strategic Plan. Transitioning empty lots into owner-occupied homes will decrease dumping and crime and increase pride of ownership, investment in our community and an increased tax base to support City programs.

OPTION

1. Move to approve the acceptance of the donated property
2. Other direction per the Council

FISCAL IMPACT:

None <\$200/yr Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$
 Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

STRATEGIC PLAN IMPACT:

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

SUGGESTED MOTIONS:

Motion to accept donation of property.

- Attachments:** 1) Parcel description for the property



LIST 1
DETAIL

1 Property Address: 16393 3RD AVE CLEARLAKE CA 95422-9327

Ownership

County: **LAKE**
Assessor: **RICHARD FORD**
Parcel # (APN): **042-376-030-000**
Parcel Status: **ACTIVE**
Owner Name: **COLWILL JANET P**
Mailing Address: **3020 W. FOOTHILL DR PHOENIX AZ 85027**
Legal Description:

Assessment

Total Value: **\$2,583** Use Code: **5110** Use Type: **RESIDENTIAL**
Land Value: **\$2,583** Tax Rate Area: **002-076** County Zoning Code:
Impr Value: Year Assd: **2024** Census Tract: **7.02/2**
Other Value: Property Tax: **\$82.62** Price/SqFt:
% Improved: **0%** Delinquent Yr:
Exempt Amt: HO Exempt: **N**

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	01/02/1992			01/02/1992
Document Number:	1992R0000065			1992R0000065
Document Type:				
Transfer Amount:				
Seller (Grantor):	COPLEY, ISABELLA S. AKA			

Property Characteristics

Bedrooms:	Fireplace:	Units:
Baths (Full):	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms:	Pool:	Building Class:
Bldg/Liv Area:	Park Type:	Condition:
Lot Acres: 0.110	Spaces:	Site Influence:
Lot SqFt: 4,791	Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:
Effective Year:		

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Acceptance of Property Donation at 16393 3rd Avenue	MEETING DATE: March 6, 2025
SUBMITTED BY: Bambi Cline, Management Analyst	
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 accept the donation of a property located at 16182 10th Avenue.

BACKGROUND/DISCUSSION:

Lauren Bruno, owner of 16182 10th Avenue has been persistent in wanting to donate her property. If approved and accepted by the City Council this parcel would be presented to the Clearlake Planning Commission to verify the donations as consistent with the General Plan. The costs incurred by the City would be annual property taxes (<\$200 total annually in taxes and fees). The City plans to offer the lot to qualified applicants in our Homestead Program, or otherwise qualified buyers, to construct a new manufactured or stick built home that would be in line with several objectives in our Strategic Plan. Transitioning empty lots into owner-occupied homes will decrease dumping and crime and increase pride of ownership, investment in our community and an increased tax base to support City programs.

OPTION

1. Move to approve the acceptance of the donated property
2. Other direction per the Council

FISCAL IMPACT:

None <\$200 Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$
 Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

STRATEGIC PLAN IMPACT:

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

SUGGESTED MOTIONS:

Motion to accept donation of property.

- Attachments:** 1) Parcel description for the property



1 Property Address: 16182 10TH AVE CLEARLAKE CA 95422

Ownership

County: **LAKE**
Assessor: **RICHARD FORD**
Parcel # (APN): **042-346-180-000**
Parcel Status: **ACTIVE**
Owner Name: **BRUNO LAUREN A**
Mailing Address: **569 N FARRELL DRIVE PALM SPRINGS CA 92262**
Legal Description:

Assessment

Total Value: **\$3,143** Use Code: **5110** Use Type: **RESIDENTIAL**
Land Value: **\$3,143** Tax Rate Area: **002-003** County Zoning Code:
Impr Value: Year Assd: **2024** Census Tract:
Other Value: Property Tax: **\$88.94** Price/SqFt:
% Improved: **0%** Delinquent Yr:
Exempt Amt: HO Exempt: **N**

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	06/06/1991			11/03/1995
Document Number:	1991R0011417			2006R0019000
Document Type:				
Transfer Amount:				
Seller (Grantor):	MALAHNI, BIRDIE B.			

Property Characteristics

Bedrooms:	Fireplace:	Units:
Baths (Full):	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms:	Pool:	Building Class:
Bldg/Liv Area:	Park Type:	Condition:
Lot Acres: 0.120	Spaces:	Site Influence:
Lot SqFt: 5,227	Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:
Effective Year:		



STAFF REPORT	
SUBJECT: Approve Allocation of Funding & Grant Agreement for CDBG DR Funding 2017/18 Disasters; Resolution No. 2025-13	MEETING DATE: March 6, 2025
SUBMITTED BY: Bambi Cline, Management Analyst	
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 approve a resolution to accept a grant fund allocation and the execution of a grant agreement for the CDBG DR 2017/18 Disasters. The amount has been revised from previous resolution 2025-03 per HCD (increase of funding from \$21,747,825 to \$28,556,725)

BACKGROUND/DISCUSSION:

The State of California is allocating Phase 3 Disaster Relief CDBG (Community Development Block Grant) Funding for the 2017/18 disasters in the amount of \$28,556,725 dollars to be used for the Multi-Family Housing Program (MHP) Master Standard Agreement (MSA). The City Council agrees to perform the following activities (by way of City Staff):

- 1-Implement a project solicitation process to receive multi-family development project applications from developers (new construction, rehabilitation or reconstruction)
- 2-Underwrite, select and prioritize the projects in accordance with DR-MHP policies and procedures
- 3-Submit the selected and prioritized projects to the Department (HCD)
- 4-Oversee and monitor the construction and lease of the HCD approved projects

The City has previously solicited developers, and these funds will be allocated to the construction of the Clearlake Apartments Project. Any additional funds awarded to the MSA in excess of what is needed to complete the project would remain in the MSA and be available for additional projects in the future.

OPTIONS:

- 1. Move to

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments:

STRATEGIC PLAN IMPACT:

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

SUGGESTED MOTIONS:

Move to approve the resolution for the execution of a grant agreement and acceptance of CDBG DR funds in the amount of \$28,556,725 for our Multi Family Housing Program.

Attachments: 1)Resolution 2025-13

RESOLUTION NO. 2025-13

A RESOLUTION APPROVING AN ALLOCATION OF FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE CDBG-DR PROGRAM

BE IT RESOLVED by the City Council of the City of Clearlake as follows:

SECTION 1:

The City Council has reviewed the State of California's CDBG-DR Action Plan for 2017/2018 disasters, which allocates funds to the City and where the State has provided allocation of Phase 3 funds, as appropriated under Public Laws 115-254 and 116-20, for the Disaster Recovery Multifamily Housing Program ("DR-MHP"); and the Council hereby approves the execution of a Master Standard Agreement ("Agreement") in the aggregate amount, not to exceed, \$28,556,725 ("Grant").

The City Council agrees to perform the following activities, as further detailed in the Agreement, as a means to facilitate the development of multifamily housing (rehabilitation, reconstruction, or new construction), pursuant to the Disaster Recovery Multifamily Housing Program (DR-MHP) Policies and Procedures:

- Implement a project solicitation process to receive multifamily development project applications from Developers;
- Underwrite, select, and prioritize those projects in accordance with the DR-MHP Policies and Procedures;
- Submit those selected and prioritized project applications to the Department; and
- Oversee and monitor the construction and lease up of Department approved projects during the construction period through the affordability period.

SECTION 2:

The City hereby authorizes and directs the City Manager to enter into, execute and deliver the Agreement and any and all subsequent amendments thereto with the State of California for the purposes of the Grant.

SECTION 3:

With the acceptance of the Phase 3 allocation, the City Manager is authorized to enter into, execute and deliver the Notice(s) to Proceed, and any and all subsequent amendments thereto with the State of California for the purposes of the Grant.

SECTION 4:

With the acceptance of the Phase 3 allocation, the City Manager is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the Agreement for purposes of the Grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Clearlake held on March 6, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA
City of Clearlake

I, Melissa Swanson, City Clerk of the City of Clearlake, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council/Board of Supervisors on this 6th day of March 2025.

City Clerk of the City of Clearlake, State of California



STAFF REPORT	
SUBJECT: Adoption of Fair Housing Policy & Resolution 2025-12	MEETING DATE: Mar 6, 2025
SUBMITTED BY: Bambi Cline, Management Analyst	
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 pass a resolution to adopt the City of Clearlake’s Fair Housing Policy as required by federal and state laws.

BACKGROUND:

The City of Clearlake is committed to upholding and promoting the principles of fair housing as required by federal and state laws, including Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and California Assembly Bill 686 (AB 686). The Fair Housing Policy is an essential component of ensuring compliance with the Community Development Block Grant (CDBG) program and its Disaster Recovery (CDBG-DR) component, as well as affirmatively furthering fair housing (AFFH).

DISCUSSION:

The Fair Housing Policy establishes the City's commitment to providing equal access to housing opportunities for all persons, regardless of race, color, religion, sex, national origin, familial status, disability, sexual orientation, gender identity, source of income, or other characteristics protected under fair housing laws. The policy also outlines procedures for preventing housing discrimination, raising awareness, and implementing AFFH strategies within the City's housing and community development efforts.

Key components of the Fair Housing Policy include:

- Prohibiting discrimination and ensuring housing is available to all on a non-discriminatory basis.
- Taking proactive steps to address housing disparities and segregation.
- Conducting regular training and outreach programs for landlords, tenants, and housing professionals.
- Establishing a complaint resolution process for individuals experiencing housing discrimination.
- Integrating fair housing principles into City planning and housing initiatives.

- Monitoring and reporting on fair housing activities as required by HUD and the State California.

To formalize this policy, the City Council is requested to adopt **Resolution No. 2025-12**, which officially enacts the Fair Housing Policy and directs staff to implement its provisions citywide.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments: There is no direct fiscal impact associated with the adoption of this policy. However, ensuring compliance with fair housing laws may enhance the City's eligibility for federal and state funding opportunities.

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

RECOMMENDATION:

Staff recommends that the City Council adopt **Resolution No. 2025-12**, approving the Fair Housing Policy for the City of Clearlake.

- Attachments:**
 - 1) Resolution 2025-12-A Resolution of the City Council of the City of Clearlake Adopting the Fair Housing Policy
 - 2) Exhibit A-City of Clearlake Fair Housing Policy

**CITY OF CLEARLAKE
RESOLUTION NO. 2025-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
ADOPTING THE FAIR HOUSING POLICY**

WHEREAS, the City of Clearlake is committed to upholding and promoting the principles of fair housing as required by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), California Assembly Bill 686 (AB 686), and the regulations established by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the City’s Fair Housing Policy ensures compliance with the requirements of the Community Development Block Grant (CDBG) program, including the Disaster Recovery (CDBG-DR) component, and supports efforts to affirmatively further fair housing (AFFH); and

WHEREAS, it is the policy of the City of Clearlake to provide equal access to housing opportunities for all persons regardless of race, color, religion, sex, national origin, familial status, disability, sexual orientation, gender identity, source of income, or any other characteristic protected under federal, state, and local fair housing laws; and

WHEREAS, the City of Clearlake recognizes the need to take proactive steps to identify and address barriers to housing equity, educate residents, landlords, real estate professionals, and housing providers about fair housing rights and responsibilities, and promote inclusive and accessible neighborhoods; and

WHEREAS, the City of Clearlake has developed a Fair Housing Policy to outline responsibilities, procedures, and measures necessary to comply with federal and state fair housing laws and to ensure that all City programs and housing-related activities affirmatively further fair housing; and

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

1. The City of Clearlake hereby adopts the **Fair Housing Policy**, attached hereto as **Exhibit A**, as the official policy governing fair housing practices within the City.
2. The City Manager or their designee is authorized and directed to implement the Fair Housing Policy and ensure that all City departments, subrecipients, and contractors comply with fair housing laws and regulations.
3. City staff is directed to provide training, outreach, and monitoring to ensure compliance with the adopted policy and to take necessary measures to prevent and address housing discrimination within the City.
4. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this [DATE] by the City Council of the City of Clearlake, State of California.

AYES: [Council Members’ Names]
NOES: [Council Members’ Names]
ABSENT: [Council Members’ Names]
ABSTAIN: [Council Members’ Names]

[Mayor's Name]
Mayor, City of Clearlake

ATTEST:

[City Clerk's Name]
City Clerk, City of Clearlake

Exhibit A: City of Clearlake Fair Housing Policy

Fair Housing Policy

City of Clearlake

Purpose

The City of Clearlake is committed to upholding and promoting the principles of fair housing as required by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), California Assembly Bill 686 (AB 686), and the regulations established by the U.S. Department of Housing and Urban Development (HUD). This policy ensures compliance with the requirements of the Community Development Block Grant (CDBG) program, including the Disaster Recovery (CDBG-DR) component, and supports efforts to affirmatively further fair housing (AFFH).

Policy Statement

It is the policy of the City of Clearlake to provide equal access to housing opportunities for all persons regardless of race, color, religion, sex, national origin, familial status, disability, sexual orientation, gender identity, source of income, or any other characteristic protected under federal, state, and local fair housing laws.

Objectives

1. **Prohibit Discrimination:** Ensure housing is made available to all persons on a non-discriminatory basis.
2. **Affirmatively Further Fair Housing (AFFH):** Take proactive steps to identify and address barriers to housing equity.
3. **Increase Awareness:** Educate residents, landlords, real estate professionals, and housing providers about fair housing rights and responsibilities.
4. **Promote Inclusivity:** Encourage the development of diverse, inclusive, and accessible neighborhoods.
5. **Align with Outreach Efforts:** Ensure the Fair Housing Policy integrates insights and feedback from the Fair Housing Outreach Plan.
6. **State-Level Compliance:** Ensure compliance with California’s AB 686, including integrating AFFH strategies into all housing and community development planning processes.

Definitions

- **Fair Housing:** The right to choose housing free from unlawful discrimination.
- **Protected Classes:** Groups protected under federal, state (including AB 686), and local fair housing laws.
- **Reasonable Accommodation:** A change, exception, or adjustment to a rule, policy, or practice to enable equal opportunity for individuals with disabilities.

Fair Housing Policy

City of Clearlake

- **Affirmatively Furthering Fair Housing (AFFH):** Taking meaningful actions to combat discrimination, overcome patterns of segregation, and foster inclusive communities free from barriers restricting access to opportunity.

Responsibilities

1. **City Staff and Contractors:**
 - Comply with all federal and state fair housing laws and policies in the administration of housing programs.
 - Provide information and referrals to individuals experiencing housing discrimination.
 - Monitor compliance with fair housing requirements for projects funded by HUD and state programs.
2. **Fair Housing Officer:**
 - Oversee the implementation of the Fair Housing Policy and Outreach Plan.
 - Serve as a liaison to HUD, the State of California, fair housing organizations, and community stakeholders.
 - Provide directive for filing of complaints with appropriate agencies and follow complaints of housing discrimination and report findings to appropriate agencies.

Procedures

1. **Training:** Conduct regular training for City staff, subrecipients, and contractors on fair housing laws and practices, including the requirements of AB 686 and AFFH.
2. **Complaint Resolution:**
 - Provide multiple channels for submitting fair housing complaints, including online forms, in-person assistance, and outreach events.
 - Refer complaints to the appropriate enforcement agency (e.g., HUD, the California Department of Fair Employment and Housing, or other state fair housing agencies).
3. **Policy Updates:** Integrate findings from the Fair Housing Outreach Plan’s monitoring and evaluation into annual updates of this policy.

Disaster Recovery Compliance (CDBG-DR)

1. **Prioritization of Vulnerable Populations:** Ensure that disaster-affected populations, such as displaced residents, low-income families, and individuals with disabilities, are prioritized for fair housing assistance.
2. **Accessible Communication:** Collaborate with the Fair Housing Outreach Plan to disseminate disaster recovery housing information effectively.

City of Clearlake

3. **Partnerships:** Work with community organizations to ensure disaster recovery efforts reach all affected populations equitably.

Affirmative Steps to Further Fair Housing

The City of Clearlake will:

- Analyze patterns of segregation and housing disparities within the jurisdiction and its surrounding areas.
- Develop and implement strategies to increase access to affordable housing in high-opportunity areas.
- Integrate AFFH considerations into the Housing Element and all related planning documents.
- Establish a feedback loop to incorporate insights from outreach activities and community engagement into policy updates.

Monitoring and Reporting

- **Annual Reporting:** Submit annual reports to HUD and the California Department of Housing and Community Development (HCD) summarizing fair housing activities, outreach outcomes, and policy updates. Use required forms including but not limited to HUD-27061.
- **Evaluation:** Regularly review the effectiveness of this policy and the Outreach Plan, making adjustments as needed to meet compliance and community needs. Update LEP annually based on outreach limitations and responses.

Amendments and Updates

- This policy will be reviewed annually and updated as needed to reflect changes in laws, regulations, or community needs. The City will ensure that updates align with federal requirements and California's AB 686 to affirmatively further fair housing.

Adoption and Implementation

This Fair Housing Policy was adopted by the City Council of Clearlake on March 6, 2025, Resolution 2025-12 and will be implemented by all City departments and entities receiving HUD and state funds.

Fair Housing Policy

City of Clearlake

Contact Information

For more information about this policy or to report a fair housing complaint, please contact:

Mark Roberts
Senior Planner | City of Clearlake
14050 Olympic Dr.
Clearlake, CA 95422
mroberts@clearlake.ca.us
Phone: 707-994-8201
Fax: 707-995-2653

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Public Hearing for CDBG Contract 17-MITPPS-21006-Code Enforcement and Approval of Resolution No. 2025-06.	MEETING DATE: March 06, 2025
SUBMITTED BY: Lieutenant Ryan Peterson	
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 hold the public hearing and approve Resolution No. 2025-06.

BACKGROUND/DISCUSSION:

The City of Clearlake was awarded funding from the Department of Housing and Community Development under the 2017 CDBG Notice of Funding Availability in contract number 17-MITPPS-21006. The purpose of the funding was to provide Code Enforcement Services within the city limits of the City of Clearlake. The program was to support the Code Enforcement efforts through payment of salaries, benefits, vehicle and maintenance costs, supplies, postage, legal and other equipment needs.

Per the requirements of the CDBG contract, 17-MITPPS-21006, the City of Clearlake is required to hold a public hearing to report the outcomes, beneficiaries, funds expended, and to review program performance for the City of Clearlake Community Development Block Grant Program contract. This agreement with the State of California Department of Housing and Community Development also requires the City to solicit citizen input regarding the outcome and accomplishments of the funding received under this contract. Notices of public hearing were posted as required on February 20, 2025.

OPTIONS:

1. Approve Resolution No. 2025-06 accepting the completion of the Code Enforcement program under the State of California CDBG MITPPS initiative and authorizing the closeout of the program under state contract No. 17-MITPPS-21006.
2. Other direction

FISCAL IMPACT:

None \$ 500,000 Budgeted Item? Yes No

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

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

Comments:

The grant funding under this contract was \$500,000.00 described as follows:

Activity	Grant Award	Expended
Activity Delivery	\$25,000	\$25,000
Code Enforcement Activity	\$475,000	\$475,000
Total	\$500,000.00	\$500,000.00

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. Approve Resolution 2025-06, accepting the completion of the code enforcement program under the state of California CDBG MITPPS initiative and authorizing the closeout of the program under the State contract No. 17-MITPPS-21006.

- Attachments:** 1) Resolution No. 2025-06

RESOLUTION NO. 2025-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
ACCEPTING THE COMPLETION OF THE CODE ENFORCEMENT
PROGRAM UNDER THE STATE OF CALIFORNIA CDBG MITPPS
INITIATIVE AND AUTHORIZING THE CLOSEOUT OF THE PROGRAM
UNDER STATE CONTRACT NO. 17-MITPPS-21006**

WHEREAS, the City of Clearlake has successfully implemented the Code Enforcement Program funded by the State of California Community Block Grant Disaster Mitigation (CDBG-MIT) Planning and Public Services Program (MIT-PPS) funds appropriated under Public Law 115-123 and allocated to the State of California by the U.S. Department of Housing and Urban Development (hereinafter “HUD”). The funding is provided to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses in areas impacted by the Federal Emergency Management Agency’s Major Disaster Declaration DR-4344 in October 2017 and D-4353 in December 2017/January 2018; and

WHEREAS, the Code Enforcement Program was designed to address risks to, or across, community lifelines that support human health and safety and provide mitigation for individual and community-based systems and to enhance community resilience by addressing blighted properties and improving public safety in areas impacted by disasters; and

WHEREAS, the program activities, including inspections, enforcement actions, and program support processes, have been completed in accordance with approved plans, policies, and program requirements; and

WHEREAS, the City of Clearlake has ensured that all program activities are aligned with the national objectives of the CDBG-MIT program, specifically benefiting low- and moderate-income (LMI) individuals and addressing urgent needs in disaster-affected areas; and

WHEREAS, the Code enforcement Program demonstrated activities that increase resilience and reduce or eliminated the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.

WHEREAS, THE City of Clearlake has reviewed and verified all expenditures, activities, and beneficiary data to ensure compliance with program requirement and successful completion of the project;

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

1. **Acceptance of Program Completion:** The City Council hereby accepts the Code Enforcement Program under the CDBG MIT-PPS initiative defined under Contract No. 17-MITPPS-21006 as complete and satisfactory.

- 2. **Authorization to Closeout:** The City Council authorizes the City Manager to proceed with the closeout process for the Code Enforcement Program in accordance with the CDBG MIT-PPS requirements.
- 3. **Documentation and Reporting:** The City Manager is directed to ensure that all necessary documentation and reporting are completed and submitted to the appropriate authorities to finalize the program’s closeout.
- 4. **Retention of Records:** The City of Clearlake will retain all program records for a minimum period of five years following the closeout date, as required by HCD/HUD regulations.
- 5. **Compliance with Ongoing Monitoring:** The City of Clearlake commits to adhering to any ongoing compliance and monitoring requirements as stipulated by the Department of Housing and Community Development (HCD).
- 6. **Disaster Recovery Tieback Compliance:** The City Council affirms that the Code Enforcement Program meets the required disaster recovery tieback to the disaster under Federal Allocation Number DR-4344 and DR-4353, targeting recovery and mitigation in disaster-affected areas.
- 7. **Effective Date:** This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 20th day of February 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

City Clerk

Mayor, City of Clearlake

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Closeout of 20-CDBG-CV1-00184 Senior Community Center Kitchen Remodel	MEETING DATE: March 6, 2025
SUBMITTED BY: Bambi Cline, Management Analyst	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input 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 complete and submit the closeout package for the Community Development Block Grant (CDBG) Contract No. 20-CDBG-CV1-00184 to the California Department of Housing and Community Development (HCD), confirming successful project completion and financial reconciliation.

BACKGROUND/DISCUSSION:

In 2021, the City of Clearlake was awarded **\$122,279.00** in **CDBG-CV1** funds under contract **20-CDBG-CV1-00184** for the **Senior Community Center Kitchen Remodel Project**. The project was designed to enhance food service capacity and accessibility for senior residents and vulnerable populations, ensuring compliance with health and safety standards.

PROJECT OUTCOMES:

The project has been successfully completed, meeting all grant objectives, including:

- Upgrading and modernizing kitchen equipment and facilities.
- Improving food storage and preparation areas.
- Enhancing accessibility to meet **Americans with Disabilities Act (ADA)** standards.
- Supporting increased meal service capacity for local seniors and community members in need.

All activities were carried out in compliance with **CDBG-CV1** program requirements and within the approved project budget. The final audit and financial reconciliation confirm that all funds were expended appropriately.

OPTION

1. Direct staff to submit the closeout package to HCD for final approval. The City will continue to comply with CDBG program income reporting requirements and ensure that any subsequent audits covering these expenditures are properly addressed.

CONCLUSION:

The successful completion of the **Senior Community Center Kitchen Remodel Project** demonstrates the City’s commitment to leveraging grant funding for community benefits. Staff appreciates the support of the City Council in advancing critical projects that enhance services for Clearlake residents.

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 funds were expended and fully reimbursed in the amount of \$122,279.00

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 proceed with directing staff to closeout the CDBG grant funded project 20-CDBG-CV1-00184.

- Attachments:** 1) CDBG Closeout Certification
- 2) Completion Report-revised date

Accomplishment Narrative

The City of Clearlake was able to provide an upgrade to the Highlands Senior Service Center to support the needs

Accomplishment Information

Performance Measurement Type(s):

People:

Race/Ethnicity	Race	Hispanic /Latino
White	590	150
Black / African American	39	10
Asian	11	
American Indian / Alaskan Native	30	
Native Hawaiian / Other Pacific Islander		
American Indian / Alaskan Native & White	30	
Asian & White	28	
Black / African American & White	32	
American Indian / Alaskan Native & Black / African American	30	
Other Multi-Racial	210	150
Total:	1000	310

Income Information

Extremely Low (0-30% AMI)	500
Low (31-50% AMI)	500
Moderate (51-80% AMI)	
Total:	1000

Public Services

Total Persons Assisted:

Accomplishment Information

Section I, Item 14.

Of the Total Persons, Number of:

With New or Continuing Access to a Service or Benefit:

With Improved Access to a Service or Benefit:

Receive a Service or Benefit that is No Longer Substandard:

If the activity is intended to help the homeless:

Of the Total Persons, Number of:

Homeless Persons Given Overnight Shelter:

Beds Created in Overnight Shelter or Other Emergency Housing:

Total:

If the activity is intended to prevent homelessness:

Of the Total Persons, Number of:

Individuals receiving emergency financial assistance to prevent homelessness:

Individuals receiving emergency legal assistance to prevent homelessness:

Total:

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Discussion and Possible Direction Regarding Street Lighting in the City	MEETING DATE: Mar. 6, 2025
SUBMITTED BY: Alan D. Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

City Council to receive a presentation regarding a street lighting study and possible direction.

BACKGROUND/ DISCUSSION:

In 2024 the City initiated a feasibility report regarding street lighting in the City. When the City developed as an unincorporated area, basic infrastructure we would expect in an average city, was never implemented. This leads to constant challenges with new development with water, sewer, public vs. private roads, etc. Street lighting is another expected amenity that has never been properly developed.

Most of the streetlights in the City are owned by PG&E, with a smaller number owned and maintained by the City. Further there are a few with no records of responsibility. This leads to delayed responsiveness in fixing and upgrading lights and it is challenging to implement additional lights within the City that are really needed for general safety and community benefit.

We turned to Tanko Lighting to analyze our current system and identify various options for a better network of street lighting. Tanko will provide a presentation on their findings and staff will request Council direction on future steps to an improved street lighting system.

OPTIONS:

1. Receive presentation.
2. 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:

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. Tanko Street Lighting Feasibility Analysis**



FEASIBILITY ANALYSIS REPORT OF STREETLIGHT SYSTEM OWNERSHIP TRANSFER, CONVERSION, AND MAINTENANCE OPTIONS FOR THE CITY OF CLEARLAKE, CA

Submitted by:

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Chief Executive Officer
Tanko Streetlighting, Inc.
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Submitted to:

Alan Flora
City Manager
City of Clearlake
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September 30, 2024

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EXECUTIVE SUMMARY

Introduction

Tanko Lighting was engaged by the City of Clearlake to develop a preliminary analysis of the ownership and operational options related to the streetlight assets located within the City. Currently, approximately 262 of these assets are owned and maintained by the City's local utility, Pacific Gas & Electric (PG&E), and paid for by the City of Clearlake. There are also approximately 13 City-owned streetlights within the system, which were included in the analysis.

Given the high cost of electricity and maintenance associated with utility ownership of the system, the City requested that Tanko Lighting explore the impact of municipalizing these assets, as well as the costs and benefits associated with potential ongoing direct ownership, operations, and maintenance of the streetlight system. If an ownership transfer is feasible, subsequent steps (such as an audit, data reconciliation, and appraisal) will confirm the fair and reasonable value of the streetlight system within the City of Clearlake.

Additionally, we analyzed options to remedy the fact that the City is chronically underlit.

Please note that this evaluation is intended to be a completely exploratory document. All outcomes are contextually viewed from a perspective of possible or potential. The information provided in no way leads to any predetermination of the City's approach. It is merely intended to be a guide, analyzing the financial and logistical hypothetical feasibilities of the various options presented.

Methodology

The Tanko Lighting team conducted the following tasks to determine the analysis:

- Streetlight Inventory Analysis
- Rate Analysis
- Streetlight Ownership Transfer Analysis
- Light Emitting Diode (LED) Conversion Analysis
- Streetlight Maintenance Analysis
- Cost/Benefit Analysis of Installing Additional Streetlights

Summary of Findings

We analyzed options for two different elements – ownership and potential remedies for the underlit streetlight system. Find summaries of the results below.

Streetlight System Ownership Options

- **Option 1: Ownership Transfer from PG&E to City, LED Conversion, Ongoing Maintenance**
 - With this option, ownership of the City's streetlight system will be transferred from PG&E to the City and the City would convert all remaining High Pressure Sodium (HPS) streetlights to LED, as well as be responsible for maintaining the entire streetlight system via either internal staff or a third-party qualified contractor. The standalone streetlight poles would be fully transitioned to City ownership. The distribution poles would remain owned by PG&E, but the arms and fixtures would be fully transitioned to City ownership.
 - Option 1 is estimated to cost the City approximately **\$220,293** upfront for ownership and conversion.
 - This option results in approximately **59%** savings in its first year. The payback period is approximately **8.49 years** based on energy and maintenance savings, and the City would save an estimated total of **\$476,481** based on the energy and maintenance savings over 20 years.

- **Option 2: Status Quo (Baseline): Continued Utility Ownership – No Action**
 - With this option, the City would continue with existing operations, and there would be no change to the City’s streetlight system. PG&E will continue to own, operate, and maintain the existing system with this scenario. The City will have no direct oversight of the fixtures or design of the system, nor control over the efficiency with which they are maintained.

Options for Remediating Underlit Streetlight System

The City of Clearlake is chronically underlit compared to other municipalities of similar sizes in PG&E’s territory. Based on the City’s current size, we would expect to see approximately 1,000 streetlights in the system – which is significantly more than the current amount of 275 streetlights in the City. To remedy this, we estimated the costs and benefits of installing an additional 700 LED streetlights in the City. There are two options for this – see them listed below.

- **Option 1: PG&E-Sponsored Installation of Additional Cobra Head Fixtures, No Acquisition** –This option analyzed the financial impacts if PG&E were to install an additional 700 cobra head streetlight fixtures and continue to own and maintain the system. PG&E, in its sole discretion, will determine the timeline and order in which lights are installed.
 - Option 1 is estimated to cost the City approximately **\$88,237** in energy/maintenance costs in the first year
- **Option 2: PG&E-Sponsored Installation of Additional Cobra Head Fixtures, City Acquisition** –This option analyzed the financial impacts if PG&E were to install an additional 700 cobra head streetlight fixtures, and the City would acquire and own/maintain these new fixtures. PG&E, in its sole discretion, will determine the timeline and order in which lights are installed. Additionally:
 - Option 2 is estimated to cost the City approximately **\$299,600** upfront for the acquisition of the fixtures and approximately **\$46,791** in energy/maintenance costs in the first year
 - This option results in approximately **47%** in installation cost savings, compared with Option 1, and the City would save an estimated total of **\$707,596** based on the energy savings over 20 years compared with Option 1.

Recommendations

Based on these options, Tanko Lighting recommends that the City:

- Streetlight System Ownership Options:
 - Proceed with a further exploration of Option 1, which includes PG&E Streetlight Ownership Transfer to the City, LED Conversion, and Ongoing Maintenance, as the estimated annual and 20-year savings are significantly greater than Option 2 (the status quo). While Option 1 has initial upfront costs, the City would see significantly higher long-term savings with Option 1.
 - Conduct a comprehensive streetlight audit and utility inventory reconciliation to determine the actual quantities of fixtures in the field and their existing conditions.
- Options for Remediating Underlit Streetlights System:
 - Conduct a Streetlight Deficiency Analysis to determine recommended locations and quantities of additional cobra head streetlight fixture installations.
- Schedule a meeting or call with Tanko Lighting to review options and next steps.

FEASIBILITY ANALYSIS REPORT

Project Background

Tanko Lighting was engaged by the City of Clearlake to develop a preliminary analysis of the ownership and operational options related to the streetlight assets located within the City. Currently, most of these assets are owned and maintained by the City’s local utility, Pacific Gas & Electric (PG&E). Given the high cost of electricity and maintenance associated with utility ownership of the system, the City requested that Tanko Lighting explore the impact of municipalizing these assets, as well as the costs and benefits associated with ongoing direct ownership, operations, and maintenance of the streetlight system. If an ownership transfer is feasible, subsequent steps (such as an audit, data reconciliation, and appraisal) will confirm the fair market value of the streetlight system within the City of Clearlake.

The growing national trend in which municipalities are acquiring their streetlight infrastructure from their local private utility companies poses tremendous advantages to a municipality. Not only does it allow the municipality to control the management and maintenance of the system within its geographic borders, but it also involves significant cost savings – particularly related to maintenance and energy.

Historically in California, streetlight systems have been owned predominantly by investor-owned utilities (IOUs). Over the decades, some municipalities have purchased their streetlights from their respective IOUs. Both nationally and in California, the model proven to be the most advantageous for a municipality is the one in which it owns its streetlight system. Thus, this analysis of the feasibility of streetlight acquisition is an important step in the City’s determination of its options.

Additionally, the City of Clearlake is chronically underlit compared to other municipalities of similar sizes in PG&E’s territory. Based on the City’s current size, we would expect to see approximately 1,000 streetlights in the system – which is significantly more than the current amount of 275 streetlights in the City. To remedy this, we estimated the costs and benefits of installing an additional 700 LED streetlights in the City.

For this feasibility analysis, Tanko Lighting reviewed approximately 262 streetlight assets owned and maintained by PG&E and paid for by the City of Clearlake. There are also approximately 13 additional City-owned streetlights within the system, which were included in the analysis. There are two sets of options included in this report:

- Streetlight System Ownership Options
 - Option 1 assumes all previously PG&E-owned streetlights will be purchased, converted to LED fixtures, and continually maintained by the City.
 - Option 2 assumes no LED conversion and a continuation of the status quo (PG&E ownership and maintenance of the PG&E-owned streetlights).
- Options for Remediating Underlit Streetlight System
 - Option 1 addresses the issue that the City is currently underlit by analyzing the result of PG&E installing an additional 700 cobra head streetlight fixtures throughout the City and PG&E continuing to own and maintain the streetlight system.
 - Option 2 compares this first option with a slightly altered scenario, in which the City would purchase the additional 700 streetlight fixtures once PG&E installs them, and the City would own/maintain these new fixtures.

Please note that this evaluation is intended to be a completely exploratory document. All outcomes are contextually viewed from a perspective of possible or potential. The information provided in no way leads to any predetermination of the City’s approach. It is merely intended to be a guide, analyzing the financial and logistical hypothetical feasibilities of the various options presented.

Methodology

Tanko Lighting used the following methodology to complete this analysis:

- Inventory Analysis: Reviewed the City’s March and April 2024 PG&E streetlight bills to determine the estimated current inventory.



- **Rate Analysis:** Analyzed the current electricity rates and the potential new rates to calculate the estimated impact of transitioning ownership of the system and converting to LED fixtures.
- **Ownership Analysis:** Evaluated previous municipal streetlight ownership transfers in the City’s utility territory and statewide history, including purchase price and depreciation of the assets. Incorporated estimated purchase price for the PG&E-owned system of approximately \$39,300 total or approximately \$150 per fixture. Incorporated estimated purchase price for the 700 LED streetlight fixtures of approximately \$299,600 total or approximately \$428 per fixture.
- **LED Conversion Analysis:** Developed budgetary estimates for the LED conversion costs based on average material, installation costs, and pricing in the City’s region. Incorporated estimated conversion costs for a City-sponsored LED conversion of \$28,963 total or approximately \$105 per fixture (which includes LED conversion of both fixtures that would be purchased by the City from PG&E, as well as existing City-owned fixtures).
- **Maintenance Analysis:** Estimated budget for the (post-ownership transfer) maintenance services based on the nationwide industry standard of services, average pricing in the region, and number of pole replacements in a given year for outsourced maintenance options.

Options

We analyzed options for two different elements – ownership and potential remedies for the underlit streetlight system. Find these outlined below.

Streetlight System Ownership Options

- **Option 1: Ownership Transfer from PG&E to City, LED Conversion, Ongoing Maintenance**
 - With this option, ownership of the City’s streetlight system will be transferred from PG&E to the City, and the City would convert all remaining High Pressure Sodium (HPS) streetlights to LED, as well as be responsible for maintaining the entire streetlight system via either internal staff or a third-party qualified contractor. The standalone streetlight poles would be fully transitioned to City ownership. The distribution poles would remain owned by PG&E, but the arms and fixtures would be fully transitioned to City ownership.
 - Further, with this option, the City would:
 - Transfer all streetlights on the utility-owned electricity rate (PG&E LS-1 rate) to a municipal-owned electricity flat rate (PG&E LS-2 rate), see appendix B for more details.
 - Eliminate the maintenance fees previously included in PG&E’s LS-1 rate.
 - After the LED conversion of all remaining HPS fixtures, transfer to a (reduced) LED fixture electricity rate for that streetlight infrastructure.
 - Maintain the system via a qualified contractor.
 - Have the option to employ smart systems management and explore third party attachments.
 - Option 1 is estimated to cost the City approximately **\$220,293** upfront for ownership and conversion.
 - This option results in approximately **59%** savings in its first year. The payback period is approximately **8.49 years** based on energy and maintenance savings.
 - The City would save an estimated total of **\$476,481** based on energy and maintenance over 20 years.
- **Option 2: Status Quo (Baseline): Continued Utility Ownership – No Action**
 - With this option, the City would continue with existing operations and there would be no change to the City’s streetlight system.
 - PG&E would continue to own, operate, and maintain the 262 fixtures with this scenario.
 - For the streetlighting owned by PG&E, the City would continue to have no direct oversight of the fixtures or design of the system, nor control over the efficiency with which they are maintained.
 - Under the best-case option, the City’s energy and maintenance costs would remain the same in future years.

Options for Remediating Underlit Streetlight System

The City of Clearlake is chronically underlit compared to other municipalities of similar sizes in PG&E's territory. Based on the City's current size, we would expect to see approximately 1,000 streetlights in the system – which is significantly more than the current amount of 275 streetlights in the City. To remedy this, we estimated the costs and benefits of installing an additional 700 LED streetlights in the City. There are two options for this – see them listed below.

Note that there is an additional option not listed below – one in which the City directly sponsors the installation of the additional 700 streetlight fixtures. This could likely be done more cost effectively than if PG&E installs the fixtures. However, we understand that PG&E's fees to hook up the new fixtures (while currently unknown) can often be significant. Thus, we modeled the options based on a likely overall more cost-effective option of having PG&E sponsor the installations and then the City acquiring the fixtures. Note that there are legal fees associated with the acquisition (which were not estimated in this scenario nor in the Streetlight System Ownership Options – Option 1 scenario (above), as these are currently unknown). Still, if the acquisitions were coordinated simultaneously, these legal fees would not be dependent on the number of fixtures acquired but instead by the number of legal actions taken. Finally, note that the options below do not include any Tanko consulting fees associated with determining the recommended locations and design of any new fixture installations.

- **Option 1: PG&E-Sponsored Installation of Additional Cobra Head Fixtures, No Acquisition** – The City is currently underlit. This option analyzed the financial impacts if PG&E was to install an additional 700 cobra head streetlight fixtures and continue to own and maintain the system. PG&E, in its sole discretion, will determine the timeline and order in which lights are installed. With this option, the City would:
 - Pay a higher monthly rate than the customer-owned (LS-2) rate.
 - Continue to pay the high maintenance fee included in PG&E's LED LS-1 streetlight service rate
 - Option 1 is estimated to cost the City approximately **\$88,237** in energy/maintenance costs in the first year

- **Option 2: PG&E-Sponsored Installation of Additional Cobra Head Fixtures, City Acquisition** – The City is currently underlit. This option analyzed the financial impacts if PG&E was to install an additional 700 cobra head streetlight fixtures, and the City would acquire and own/maintain these new fixtures. PG&E, in its sole discretion, will determine the timeline and order in which lights are installed. Additionally:
 - Ownership of the City's streetlight system will be transferred from PG&E to the City – after installation of the additional fixtures and upon the City's acquisition of the system.
 - The City would pay the PG&E-owned rate (LS-1) until ownership transfer, at which time the City would pay the monthly energy bills based on the customer-owned rate (LS-2) and be responsible for ongoing maintenance (via either internal staff or a third party qualified contractor)
 - Option 2 is estimated to cost the City approximately **\$299,600** upfront for the acquisition of the fixtures and approximately **\$46,791** in energy/maintenance costs in the first year
 - This option results in approximately **47%** in installation cost savings, compared with Option 1.
 - The City would save an estimated total of **\$707,596** based on the energy savings over 20 years compared with Option 1.

Results

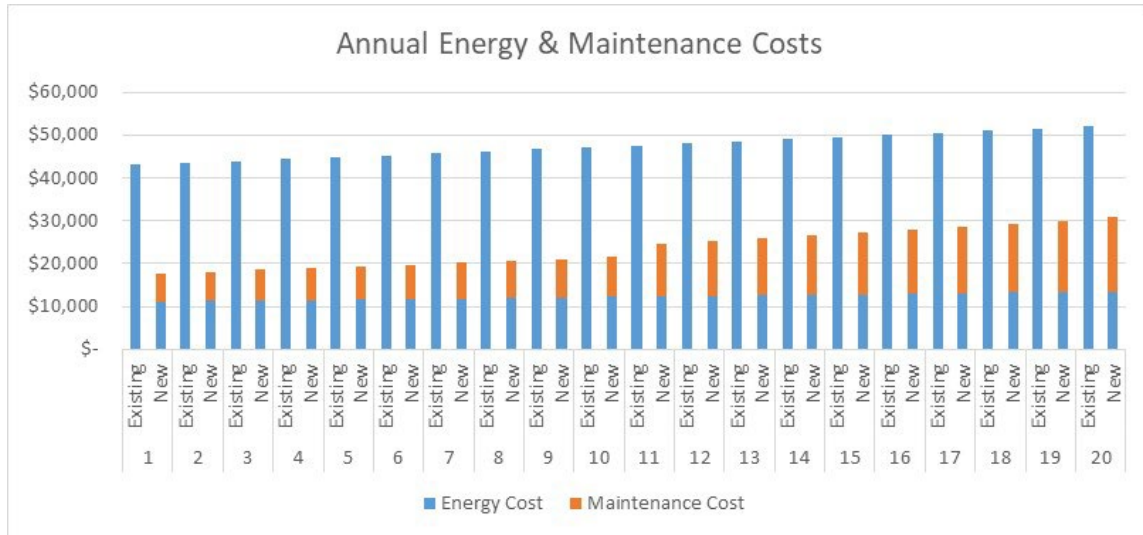
Chart 1 and Table 1 below compare the costs and benefits for Streetlight System Ownership Options 1 and 2. **The costs and savings listed below are associated with the annual energy and maintenance charges only, and do not include the upfront cost to purchase the system.** For detailed costs associated with the project (including acquisition cost, and projected return on investment), please refer to Appendix B: Financial Analysis & Assumptions.

Chart 2 and Table 2 below compare the costs and benefits of Options for Remediating Underlit Streetlight System Options 1 vs. 2. For detailed costs associated with the project (including acquisition cost, and projected return on investment), please refer to Appendix B: Financial Analysis & Assumptions.

Streetlight System Ownership Options

Option 1: Ownership Transfer from PG&E to City, LED Conversion, Ongoing Maintenance

Chart 1 – Option 1 Annual Energy and Maintenance Costs



Option 1: The Annual Energy & Maintenance Costs chart represents the energy and maintenance costs for the next 20 years for both the existing and converted streetlight system. Note that under the existing tariff rates, PG&E-owned (LS-1) streetlights include both energy and maintenance costs on the City’s monthly utility bill.

Table 1 - Comparison of Costs and Savings for Option 1 & Option 2*

		Existing Energy and Maintenance Cost (Option 2**)	New Energy and Maintenance Cost	Savings	% Savings
Option 1	Annual Energy + Maintenance	\$43,045	\$17,748	\$25,297	59%
	20-Year Energy + Maintenance	\$947,803	\$471,322	\$476,481	50%***

*See Appendix B: Financial Analysis & Assumptions for detailed results.

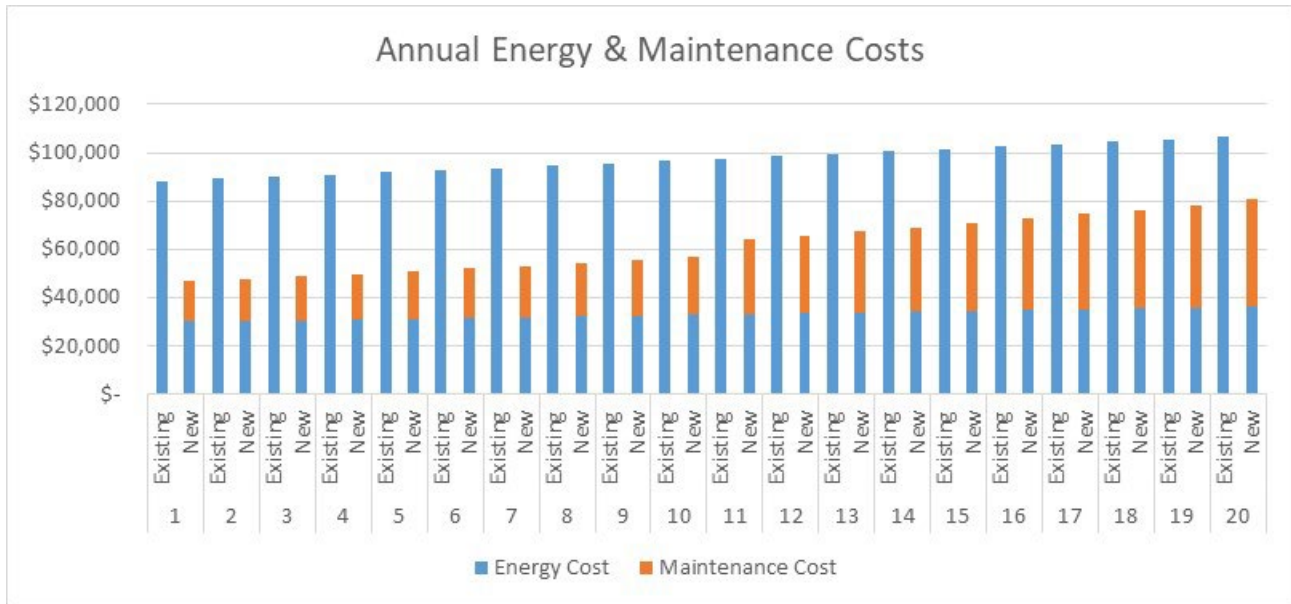
**Option 2: No Action would involve the City making no change to its current streetlight system. Energy and maintenance costs under Option 2 would match existing energy and maintenance costs.

***Note that the percent savings differs between the annual and 20-year analyses. This is because maintenance costs increase over time as warranties for fixtures expire.

Options for Remediating Underlit Streetlight System

Options 1 and 2: PG&E-Sponsored Installation of Additional Cobra Head Fixtures (Option 1) vs. PG&E-Sponsored Installation of Additional Cobra Head Fixtures and City Streetlight Acquisition (Option 2)

Chart 2 – Options 1 vs 2 Annual Energy and Maintenance Costs



Options 1 and 2: The Annual Energy & Maintenance Costs chart represents the energy and maintenance costs for the next 20 years for both the PG&E-owned additional 700 streetlight fixtures vs. the City owning the additional 700 streetlight fixtures. Note that under the existing tariff rates, PG&E-owned (LS-1) streetlights include both energy and maintenance costs on the City’s monthly utility bill.

Table 2 - Comparison of Costs and Savings for Option 1 & Option 2*

		Ownership Cost	Energy and Maintenance Cost	Savings	% Savings
Option 1	Annual Energy + Maintenance	N/A	\$88,237	N/A	N/A
	20-Year Energy + Maintenance	N/A	\$1,942,890	N/A	N/A
Option 2 (Compared to Option 1)	Annual Energy + Maintenance	\$299,600	\$46,791	\$41,446	47%
	20-Year Energy + Maintenance	N/A	\$1,235,294	\$707,596	36%**

*See Appendix B: Financial Analysis & Assumptions for detailed results.

**Note that the percentage savings differs between the annual and 20-year analyses. This is because maintenance costs increase over time as warranties for fixtures expire.

RECOMMENDATIONS & CONCLUSIONS

Tanko Lighting recommends that the City:

1. **Proceed with Streetlight System Ownership Option 1 (Ownership Transfer and Conversion)**: Proceed with exploring the concept of purchasing the streetlight system from PG&E and converting the remaining HPS fixtures to LED. This will allow the City to gain control over its streetlighting levels and maintenance of the system. This option also has the potential to save the City an estimated 59% on its annual energy and maintenance costs, or approximately \$476,481 over the next 20 years. The main justifications for purchasing the utility-owned system are:
 1. **Lower maintenance costs for the City**. The City would have the option to provide or outsource ongoing maintenance for the system, thus removing the high maintenance fees included in PG&E’s Company Owned streetlight tariff rates (LS-1 Rate).
 2. **Improved response time for repairs**. The most common complaint voiced to Tanko Lighting by municipalities with utility-owned systems is that maintenance service timelines are slow, and the infrastructure is not well maintained. While the utility will still play a role in the overall health of the system, the City will be able to dispatch its maintenance crews or contractor at the pace that it determines is appropriate to address the issues.
 3. **Control of lighting levels and coverage throughout the City’s roadways**. The City can collaborate with its consultant to design a system or make updates that meets the community’s needs.

If the City decides to pursue the potential acquisition, negotiation would be the recommended initial approach. Tanko Lighting has gathered a significant amount of research, documentation, and streetlight specific knowledge that would be highly beneficial if the City decides to pursue negotiations. If the City decides to pursue acquisition and negotiations are stalled, in a worst-case option, the City could decide to take legal action against PG&E to transfer the ownership of the streetlight system on the basis of eminent domain. This has been done in many states. If this approach is chosen, Tanko Lighting can provide additional support (as we currently support other municipalities with similar projects in California and other states) – see Recommendation 4, below.

2. **Proceed with an Audit and Data Reconciliation**: Proceed with a comprehensive streetlight audit and utility inventory reconciliation. While the utility bills provided by the City were helpful in estimating the quantity of streetlights in the existing system, Tanko Lighting suggests that the City proceed with a comprehensive audit to collect more information. This will help evaluate the current condition of the system, especially regarding the standalone poles, as well as assist in defining the current value of the system. This will allow the City to review a more accurate financial analysis and determine the financing implications for the full project. It will also provide the City with an updated understanding of its streetlighting system. For an outline of the full project process, please see Appendix C: Ownership Transfer & Ongoing Maintenance Processes.
3. **Proceed with a Streetlight Deficiency Analysis**: The current lack of sufficient lighting in the City can have public safety consequences. While there are costs involved with both Options 1 and 2 for Remediating Underlit Streetlight System, investing in the City’s lighting infrastructure will result in long-term improvements to the City’s right-of-way. To explore these options further, we recommend a Streetlight Deficiency Analysis. This would identify gaps in the streetlighting system and provide a cost assessment for any recommended additional streetlighting. If this approach is chosen, Tanko Lighting can provide additional support – see Recommendation 4, below.
4. **Connect with Tanko Lighting on Next Steps**: Tanko Lighting is the most nationally experienced company with municipal streetlight projects. As such, our team is qualified to serve as a liaison between the City and PG&E to update inventory, initiate a dialogue for ownership transfer, and create a conversion plan. Additionally, we can assist with a streetlight deficiency analysis



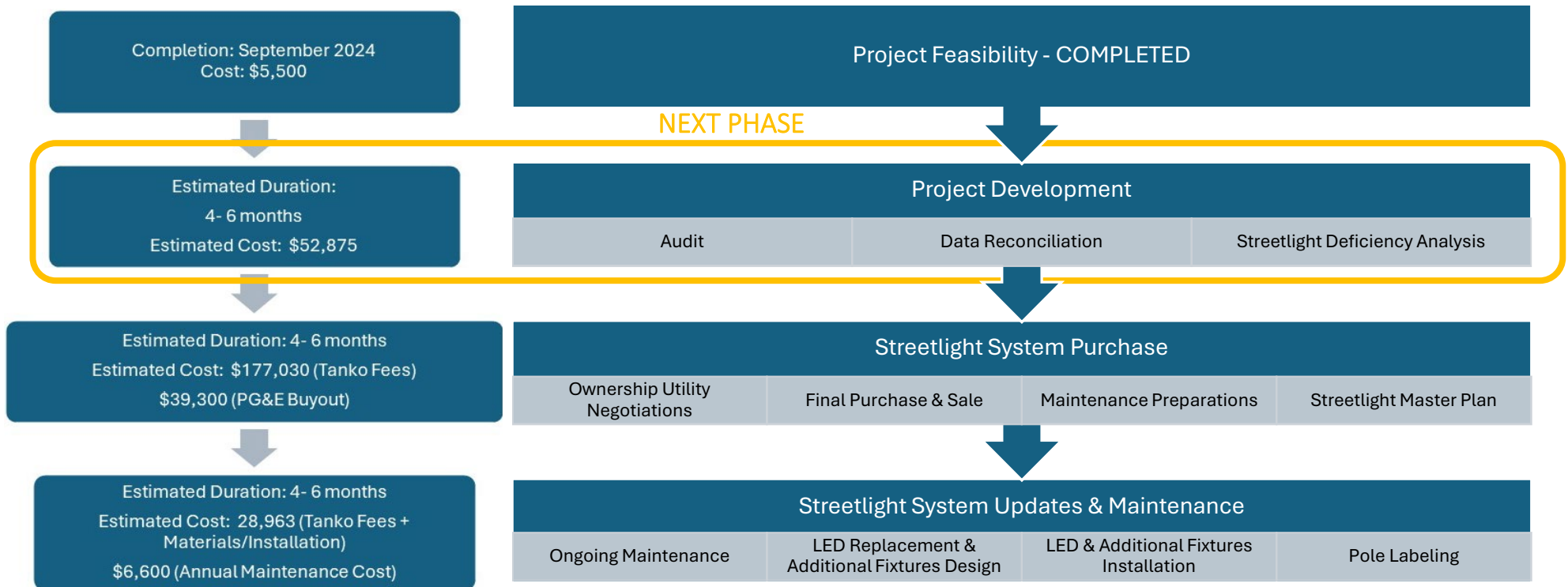
to determine how to remedy any underlit areas of the City. We recommend connecting with our team to review options and next steps.

To understand an overview of our recommended scope of work for the City's streetlight project, please see the workflow chart in Appendix A.

Appendices

- **Appendix A – Streetlight Project Overview**
- **Appendix B – Financial Analyses & Assumptions**
- **Appendix C – Ownership Transfer, & Ongoing Maintenance Processes**

Appendix A – Streetlight Project Overview City of Clearlake, CA



Upon project completion: \$25,297 = Estimated Annual Savings; 8.49-year payback

Appendix B – Financial Analysis & Assumptions

Assumptions

The following assumptions were made to determine the results for this report:

- **Materials**
 - Reputable fixture manufacturers and recent fixture pricing
 - Photocells
- **Labor**
 - Per fixture installation rates from qualified electrical workers in the region (budgetary)
 - Labor costs included installation, photocell, and any required ancillary materials
- **Utility**
 - Existing rate:
 - PG&E’s Streetlight Service Tariff effective September 1st, 2024:
 - PG&E-Owned Tariff Rate: LS-1
 - Municipal-owned rate:
 - PG&E’s Streetlight Service Tariff effective September 1st, 2024:
 - Muni-Owned Tariff Rate: LS-2
 - Monthly rates:
 - The City’s March and April 2024 PG&E streetlight bills and PG&E’s Streetlight Tariff were utilized to determine monthly rates.
 - Purchase price (Streetlight System Ownership Option 1):
 - Estimated to be approximately \$39,300 total, or approximately \$150 per fixture.
 - PG&E-sponsored Installation of Additional Cobra Head Fixtures, No Acquisition (Option 1, Options for Remediating Underlit Streetlight System):
 - Assumed per unit price (based on PG&E’s LS-1 Streetlight Service Tariff) of \$0 per fixture upfront.
 - PG&E-sponsored Installation of Additional Cobra Head Fixtures, City Acquisition (Option 2, Options for Remediating Underlit Streetlight System):
 - Assumed per unit price (based on PG&E’s LS-1 Streetlight Service Tariff) of \$0 per fixture upfront.
- **Quantities and Lamp Type**
 - Quantity and existing lamp type derived from data provided by in the City’s March and April 2024 PG&E streetlight bill.
 - 69 utility-owned (LS-1 Rate) streetlight fixtures and 13 City-owned (LS-2 Rate) streetlight fixtures
 - Existing lamp type (see table below)
- **Preliminary watt-for-watt design replacement of existing fixtures**
 - 20% ballast factor applied to HPS wattages (not shown in table)
 - These assumed replacement fixtures and wattages are based on what we have seen be most successful in our nationwide conversion experience, and manufacturer lumen standards for LED replacements.

Table 3 – Watt-for-Watt Design Replacement

Existing Fixture	Option 1: Assumed Tanko Replacement Fixture
70W HPS	25W LED Cobra Head
100W HPS	35W LED Cobra Head
150W HPS	45W LED Cobra Head
Existing LED	N/A

- Federal Inflation Rate: 4%

- Energy Cost Inflation Rate: 1%
 - Note that 1% is a conservative estimate as this rate can reach about 3%
- Sales Tax Rate: 8.75%
- Budgetary Maintenance Program Costs
 - Option 1: \$2.50/pole/month administrative fee for LED fixtures (post warranty period)
 - Time & Materials repair work (based on qualified electrical workers in the region)
 - Emergency costs assumed recuperated through insurance
 - Average call-out frequency, hourly pricing, and batched responses

Financial Analysis

Please see subsequent pages.



Summary of Financial Analyses – Clearlake, CA

September 30, 2024

Streetlight System Ownership Options

Option Details	Option 1	Option 2
System Ownership	Acquired by Municipality	Utility-owned
LED Conversion	Converted by Municipality	N/A
Maintenance	Maintained by Municipality	Maintained by Utility
Project Overview		
Total Cost (<i>Ownership + Conversion</i>)	\$282,293	\$0
20 Year Savings	\$476,481	\$0
Payback Period (<i>Energy Savings Only</i>)	6.71 years	0
Payback Period (<i>Energy + Maintenance Savings</i>)	8.49 years	0
Assumptions & Notes		
Utility Asset Purchase or Buyout Cost (<i>estimated cost of utility streetlight purchase or HPS streetlight buyout</i>)	\$39,300	\$0
Tanko Fees		
Ownership Support Fees (<i>Audit, Utility Negotiation, Final Asset Transfer, etc.</i>)	\$152,030	\$0
LED Conversion Fees (<i>Material, Installation, Construction Management</i>)	\$28,963	\$0
Net Project Cost	\$220,293	\$0
Assumptions & Notes		
Quantity of Lights Included in Analysis	275	275
PG&E-Owned Streetlights Included in Analysis	262	262
City-Owned Streetlights Included in Analysis	13	13
Option 1: Purchase Cost per Light	\$150	\$0
Tariff Rate of Old System	LS-1 & LS-2	LS-1
Tariff Rate of New System	LS-2	LS-2
Federal Inflation Rate	4.00%	4.00%
Utility Cost Inflation Rate	1.00%	1.00%
Estimates are calculated using Net Future Values		





Summary of Financial Analyses – Clearlake, CA
 September 30, 2024

Streetlight System Ownership Options Details

Option Details	Option 1		
System Ownership	Acquired by Municipality		
LED Conversion	Converted by Municipality		
Maintenance	Maintained by Municipality		
Year 1 Analysis	Existing	New	Savings
Energy Usage [kWh]	58,741	34,174	24,567
Utility Bill Cost	\$485,613	\$117,311	\$368,302
Maintenance Cost	Included in current Utility Bill Costs	\$100,968	-\$100,968
Total	\$485,613	\$218,279	\$267,334
20 Year Analysis	Existing	New	Savings
Energy Usage [kWh]	34,141,464	11,212,320	22,929,144
Utility Bill Cost	\$10,692,716	\$2,583,079	\$8,109,637
Maintenance Cost	Included in current Utility Bill Costs	\$3,519,319	-\$3,519,319
Total	\$10,692,716	\$6,102,398	\$4,590,318





Summary of Financial Analyses – Clearlake, CA
September 30, 2024

Remedying Underlit Streetlight System Options

Option Details	Option 1	Option 2
System Ownership	Utility-owned	Acquired by Municipality
LED Conversion	Installed by Utility	Installed by Utility
Maintenance	Maintained by Utility	Maintained by Municipality
Project Overview		
Total Cost (<i>Ownership + Conversion</i>)	N/A	\$299,600
20 Year Savings (<i>Energy + Maintenance Savings</i>)	N/A	\$707,596
Payback Period (<i>Energy Savings Only</i>)	N/A	5.04 years
Payback Period (<i>Energy + Maintenance Savings</i>)	N/A	7.19 years
Assumptions & Notes		
Utility Asset Purchase or Buyout Cost (<i>estimated cost of utility streetlight purchase or HPS streetlight buyout</i>)	N/A	\$299,600
Tanko Fees		
Ownership Support Fees (<i>Audit, Utility Negotiation, Final Asset Transfer, etc.</i>)	TBD	TBD
LED Conversion Fees (<i>Material, Installation, Construction Management</i>)	\$0	N/A
Net Project Cost	N/A	\$299,600
Assumptions & Notes		
Quantity of Lights Included in Analysis	700	700
Purchase Cost per Light	N/A	\$428
Tariff Rate of New System	LS-1, LED	LS-2, LED
Federal Inflation Rate	4.00%	4.00%
Utility Cost Inflation Rate	1.00%	1.00%
Estimates are calculated using Net Future Values		





Summary of Financial Analyses – Clearlake, CA
September 30, 2024

Remedying Underlit Streetlight System Options

Comparison of Options			
Year 1 Analysis	Option 1	Option 2	Savings
Energy Usage [kWh]	91,840	91,840	0
Utility Bill Cost	\$88,237	\$29,991	\$58,246
Maintenance Cost	Included in Utility Bill Costs	\$16,800	-\$16,800
Total	\$88,237	\$46,791	\$41,446
20 Year Analysis	Option 1	Option 2	Savings
Energy Usage [kWh]	1,836,800	1,836,800	0
Utility Bill Cost	\$1,942,890	\$660,380	\$1,282,510
Maintenance Cost	Included in Utility Bill Costs	\$574,914	-\$574,914
Total	\$1,942,890	\$1,235,294	\$707,596



Appendix C – Ownership Transfer, and Maintenance Processes

The outline below explains Tanko Lighting’s process for the potential streetlight ownership transfer, and ongoing maintenance. This is intended to provide the City with more information should it choose to proceed with the ownership transfer of its streetlights. This outline shows an approximate 12-month project. Often, the longest delays come from utility processes, including ownership transfer paperwork and discrepancy reviewing. Please note that while some project processes can overlap with utility timelines, others are dependent on utility or City actions before proceeding. Tanko Lighting will coordinate with the City, utility, and other project partners to ensure that the project is completed in a prompt and reasonable timeframe.

1. Audit & Data Reconciliation -
 - a. Perform a comprehensive streetlight audit ~ 5-6 weeks
 - i. Tanko Lighting performs an in-field audit in which an auditor visits and collects approximately 30 attributes at each streetlight fixture. These data points will be reviewed by our in-house data analysts for quality control and will help to evaluate the Net Book Value of the system and the condition of the system, especially in regard to the standalone poles that would be purchased in the ownership transfer phase.
 - b. Reconcile the in-field conditions with the utility inventory: ~ 6-8 weeks
 - i. The project data analyst will compare the data collected during the audit to PG&E’s billing inventory for the City and produce a concise report highlighting all discrepancies.
2. Ownership Transfer – Timeline is utility-dependent
 - a. Provide ownership transfer assistance:
 - i. Tanko Lighting will work with PG&E to help guide the City through the ownership transfer process. We suggest that municipalities buy the system as-is and then work with the utility to reconcile the inventory in a second or “true-up” phase. This ensures that the City starts to realize savings immediately and is not delayed by a minority of discrepancies.
 - b. Validate and reconcile the inventory:
 - i. Using the audit and data reconciliation report, Tanko Lighting will work with the City to update the inventory and confirm all eligible lights have transferred ownership.
3. Design & Procurement – Design: ~ 6-8 weeks; Materials lead time: 6-8 weeks
 - a. Design a custom streetlighting system:
 - i. Tanko Lighting uses industry-accepted standards, as well as the data collected during the audit, as guidelines, while working closely with the v to develop a customized proposed streetlight design that matches its needs.
 - b. Guide the City with fixture selection:
 - i. Tanko Lighting will work with the City to educate all stakeholders on the available fixture models, the important features to consider, and how best to meet the City’s needs.
 - c. Manage procurement and logistics:
 - i. Tanko Lighting will work with the v to order and to coordinate delivery for all materials.
4. Installation ~ 10 - 12 weeks
 - a. Manage the installation:
 - i. Tanko Lighting will work with the v to determine the best procurement options for the installer. The project manager will manage all aspects of the installation and meet all City requirements.
 - ii. Tanko Lighting provides data collection devices to the installers and creates custom installation maps (paper and digital) for clean, easy installation.
 - iii. Installation rates vary by project, but the City should expect about 20-30 installations per crew per day. The installer checks the voltage, troubleshoots the fixture to confirm that it is functioning properly, and reports any in-field issues when discovered.
 - iv. Tanko Lighting will review all data provided by the installer for any discrepancies.

- 5. Final Reporting ~ 3-5 weeks
 - a. Submit the utility rate change:
 - i. Tanko Lighting will produce and submit all required documentation for PG&E's rate change processes.
 - b. Provide the final streetlight data
 - i. Tanko Lighting will provide a final project deliverable to assist the City with managing the new streetlight system. This will be a final report summarizing the project with updated financial models.
- 6. Ongoing Maintenance
 - a. Assist the City with choosing a maintenance program:
 - i. There are multiple options that the City can choose for ongoing maintenance.
 - 1. City Maintenance:
 - a. With this option, the City would utilize its internal staff to maintain the streetlight system. Maintenance services provided by City employees could potentially include re-lamping, preventative maintenance, emergency services (knockdown streetlight poles), day-to-day maintenance (including day burners), utility engagement, locates, etc.
 - 2. Outsourced Maintenance:
 - a. With this option, the City would outsource the streetlight maintenance services to a qualified contractor. The contractor would be responsible for both routine and emergency maintenance needs, in addition to having contractually obligated and guaranteed response times. Typically, an outsourced maintenance contract involves a scope of work that includes administrative support (outage, dispatch, and tracking/reporting), as well as routine and emergency services:
 - i. Unit Price + Hourly Rates: A fixed unit price based on a dollar amount per streetlight per month that includes routine maintenance services and administration, along with hourly rates for emergency services billed on a time and materials basis; or
 - ii. Hourly Rates: Hourly rates for administrative support, as well as both routine and emergency services billed on a time and materials basis.
 - ii. Tanko Lighting will help the City to understand the process and requirements, as well as assist with procuring a maintenance contractor. Recommended maintenance programs typically include:
 - 1. A monthly per-pole administrative fee (usually \$1-2 per pole per month). This monthly fee provides:
 - a. An online work request management system
 - b. Administrative support to City staff
 - c. The establishment and management of a streetlight outage call center
 - d. The intake and processing of outage reports, warranty related repairs, and utility repair requests
 - e. Time-sensitive dispatch of the subcontractor
 - 2. Time and materials invoicing for maintenance work for all streetlight maintenance-related labor performed in the field. Tanko Lighting recommends compiling non-urgent reports until there are enough to batch together for a full or half day of work, to minimize additional travel surcharges and maximize value if time and materials-related work is billed at an hourly minimum.
 - 3. Emergency services, which encompass all pole knockdowns and other streetlight-related public safety hazards on City-owned poles. A 24-hour call center or contact number (and usually a 2-6-hour response time) are guaranteed, depending on the City's requirements.
 - 4. Administrative support for reports on streetlights not owned by the City. If maintenance is required, Tanko will provide the City with all relevant information about the report in order for the City to coordinate directly with the utility and/or appropriate entity for repair.
 - iii. An example of a non-emergency call would be as follows:
 - 1. A resident reports an outage through the call center or online form.

2. The maintenance project manager confirms the location and all relevant information in the streetlight data and adds it to the pending maintenance list.
 3. The maintenance project manager provides the list to the City for approval and dispatches the contractor to address the issues.
- iv. An example of an emergency call would be as follows:
1. A pole is knocked down after hours, around 10pm.
 2. Either the City, first responders, or a bystander will call the call center number and report the emergency.
 3. The call center will dispatch the contractor directly and the contractor will arrive at the site within the contracted response time.

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Appointments to the Planning Commission	MEETING DATE: March 6, 2025
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 being asked to hold interviews of applicants and by motion, appoint two Planning Commissioners for the term ending March 2029, and reappoint Chair Williams to a new term.

BACKGROUND/DISCUSSION:

Planning Commission Chair Fawn Williams, and Planning Commissioners Terry Stewart’s and Robert Coker’s terms expire on March 11, 2025. Commissioner Stewart has indicated he will not be renewing his term on the Planning Commission. Additionally, according to the City Council Norms and Procedures, if a Planning Commissioner has served only one term and wishes to serve a second term, that Commissioner may submit a letter of interest no later than 30 days before the end of their term for consideration of reappointment. Staff received notice from Chair Williams on Monday, January 27th of her interest in being reappointed.

Staff advertised and accepted applications. Administrative Services Director/City Clerk Swanson received four applications.

- Incumbent Robert Coker
- Derek Counts
- Carlos Ramos
- Ray Silva

Applications are attached to the staff report. It is staff’s recommendation to interview all applicants. The Council would then appoint by motion and majority vote of the Council.

OPTIONS:

1. Move to appoint two Planning Commissioners and reappoint Chair Williams to the vacant planning commission terms ending March 2029.
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments:

STRATEGIC PLAN IMPACT:

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

SUGGESTED MOTIONS:

Move to appoint _____ and _____, and reappoint Chair Williams to the Planning Commission for the terms ending March 2029.

- Attachments:** 1)Applications for Planning Commission
- 2)Chair Williams’ email of January 27, 2025



City of Clearlake

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

Planning Commission Application

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

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

Name: Robert Coker

Telephone: (Home) _____ (Work) _____ (Cell) 707-972-8502

Email: TATONKATRADING@ATT.NET / RCOKER@CLEARLAKE.CA.US

Street Address: 14045 Rosewood Ln

Mailing Address: SAME

Occupation: OWNER

Employer: TATONKA TRADING

Registered Voter? Yes No

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

4 yrs being on The Planning Commission

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

High School Grad, 30 yrs DRIVER of Semi's,
15 yrs IN Bus.

Name of City Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

Planning Commission

4

Commissioner

Name of County Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

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

Yes No

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

Yes No

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

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

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

Signature: 

Date: 1-29-25

FOR OFFICE USE ONLY

Received 1/30/25

By: Linda Heinrich



City of Clearlake

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

Committee/Commission Member Application

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

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

Name: Derek E Counts II

Telephone: (Home) 707 533-3099 (Work) _____ (Cell) (707) 533-3099

Email: Dcounts1016@gmail.com

Street Address: 15478 19th ave Clearlake CA 95422

Mailing Address: P.O. Box 4605 Clearlake CA 95422

Occupation: Radiologic Technologist

Employer: Sutter Lakeside Hospital

Registered Voter? Yes No

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

Some things I would bring to the Committee would be the love I have for the city! I'm a person who sees the potential it has to grow and opportunities to provide for others, like myself.

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

I have my A.S. degree in social + behavioral science. I studied at Woodland Community College before becoming a X-Ray tech. Also was a customer service manager at Walmart for 5 years.

Name of City Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

Name of County Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

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

Yes No

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

Yes No

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

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

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

Signature: [Handwritten Signature] Date: 2/18/25

FOR OFFICE USE ONLY

Received 2/20/25 By: Linda Heinrich



City of Clearlake

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

Committee/Commission Member Application

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

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

Name: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email: _____

Street Address: _____

Mailing Address: _____

Occupation: _____

Employer: _____

Registered Voter? _____ Yes _____ No

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

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

Name of City Commissions/Committees
On Which You Have Served

No. of Years

Position(s) Held

Name of County Commissions/Committees
On Which You Have Served

No. of Years

Position(s) Held

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

Yes No

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

Yes No

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

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

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

Signature: _____



Date: _____

02/18/2025

FOR OFFICE USE ONLY

Received

By:



CARLOS EDUARDO RAMOS

Section J, Item 16.

PROJECT MANAGER

CONTACT

707-972-7449

charless.ed@cloud.com

Clearlake, CA

<https://www.linkedin.com/in/carlos-eduardo-ramos>

EDUCATION

2024-01 - Current
CALIFORNIA STATE UNIVERSITY-SACRAMENTO
• Bachelor Of Science: Construction Management

2024-01 - Current
CALIFORNIA STATE UNIVERSITY-SACRAMENTO
• Minor: Business Administration

2020-08 - 2023-05
WOODLAND COMMUNITY COLLEGE
• General Education Breadth Certificate

2016-01 - 2018-06
UVM - MEXICO CITY
• High School Baccalaureate: Administrative Assistant and Secretarial Service

SKILLS

- Bilingual (Spanish)
- Real Estate Negotiations
- Project Management
- Revit
- SketchUp
- Phoenix CPM
- Plangrid

WORK EXPERIENCE

- Founder & Project Manager** 2024-01 - Current
Ramos Development - Clearlake CA
 - Established a real estate renovation company specializing in proposals, budgeting, securing funding and flipping properties.
 - Successfully completed the renovation of a 3-bedroom, 2-bathroom home and acquired a 4-bedroom, 2-bathroom property for renovation, projected for completion by year-end.
 - Managed all aspects of project execution, including crew oversight, procurement of materials, preparation of real estate documents, financial management, construction, design, and inspections.
 - Ensured compliance with building codes and regulations while delivering high-quality, functional housing solutions.
- Property Manager** 2020-06 - Current
Self-Employed - Clearlake CA
 - Management and maintenance of a portfolio of +10 properties within Lake County, California.
 - Increased property occupancy rates by effectively marketing available units, targeting specific demographics and conducting thorough tenant screenings and tours.
 - Collected and maintained careful records of rental payments, payment dates, taxes and insurance.
- Framer** 2023-06 - 2023-12
Skrips Custom Homes - Toronto, ON, Canada
 - Collaborated with project managers and architects to ensure accurate execution of blueprints and design plans, safely installing walls, roofs and floor structures following code.
 - Demonstrated versatility in framing skills by adapting to various project requirements, including residential homes, commercial buildings and custom projects.
- Handyman** 2019-05 - 2023-06
Ramos Painting - Clearlake CA
 - Demonstrated versatility by successfully tackling a wide range of tasks, from plumbing and electrical work to carpentry, roofing and general home repairs, showcasing adaptability and expertise within the field.
 - Managed safe and efficient use of tools and equipment on construction sites.
 - Developed personalized sketches for clients, resulting in increased repeat business and referrals.
- Professional Soccer Player** 2019-05 - 2018-07
Queretaro FC - Queretaro, QRO, Mexico
- Professional Soccer Player** 2018-06 - 2017-01
Atlante FC - Cancun, ROO, Mexico

ACCOMPLISHMENTS

- 2025 ASC Reno Competition Design-Build
- 2024 DwellingsNow (Built home for deserving family in Roatan, Honduras)
- 2020-2024 +8 Successful Real Estate Transactions
- 2022 Clearlake Rotary Club (Volunteer)
- 2017 Youngest Player signed to Atlante FC



City of Clearlake

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

Committee/Commission Member Application

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

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

Name: Ray Alan Silva

Telephone: (Home) 707-994-4078 (Work) _____ (Cell) 707-489-0665

Email: rascosilva53@gmail.com

Street Address: 15080 Highlands Harbor

Mailing Address: PO 1301

Occupation: Retired General Engineering/Building Contractor

Employer: Self-employed

Registered Voter? Yes No

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

- 40 plus years as a contractor
- worked with Planning Dept. on hundreds of projects
- extremely familiar with City road system & layout

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

-high school graduate, many seminars & classes in addition

to contractor training sessions. I have worked on large &

small construction projects in many capacities including

running my own construction company for 40 years.

Name of City Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

Various hiring committees

Temp

Member

Building Dept. Ad Hoc

6 mo.

Member

Measure V Oversight Committe

8 yrs

Member

Name of County Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

LC Building Board of Appeals

4

Member

KUSD WASC Committee

Temp

Member

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

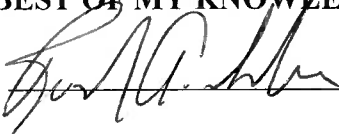
Yes No

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

Yes No

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

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

Signature: 

Date: 2/28/25

FOR OFFICE USE ONLY

Received

By:

From: [Fawn Williams](#)
To: [Melissa Swanson](#)
Subject: Planning Commission Seat
Date: Saturday, January 11, 2025 7:17:17 AM

Good morning Melissa,

Please accept this as a notification that I would like to retain my seat on the Planning Commission for a second term.

Kind regards,
Fawn Williams

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Appointments to the Measure V Oversight Committee	MEETING DATE: March 6, 2025
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 being asked to hold interviews of applicants and by motion, appoint Measure V Oversight Committee Members.

BACKGROUND/DISCUSSION:

In 2016, the citizens of Clearlake passed Measure V, the Road Maintenance and Improvement Transactions and Use Tax. Pursuant to Section 3-7.14 of the Road Maintenance and Improvement Transaction and Use Tax Ordinance No. 189-2016 (attached), the City Council shall, by resolution, appoint a five-member Citizen Oversight Committee to meet annually to review expenditures and appropriations of tax revenues to ensure those revenues are spent or appropriated as set forth in the Expenditure Plan.

Each Council Member shall appoint one Committee Member. The Committee Member’s term coincides with the appointing Council Member’s term.

At the December 5th, 2024 Council meeting, three Councilmembers began new terms, leaving three vacancies on the Measure V Oversight Committee. The Oversight Committee is currently made up of the following individuals:

Sheryl Almon: Appointed by Mayor Cremer

Bruno Sabatier: Appointed by Vice Mayor Slooten

It is the prerogative of each individual Council Member as to the decision on appointment. However, all Committee Members must be a resident of the City at the time of appointment and remain a resident while serving on the Committee. If a Council Member chooses an individual without accepting applications, that person must fill out a committee application and return it to the City Clerk for verification purposes (Council Norms and Procedures Section 5.2(e)).

Additionally, Section 3-7.14 states the Mayor shall appoint the chairperson of the Committee to the approval of the majority of the Council.

At the January 16th, 2025 meeting, staff was directed to recruit for volunteers for the Committee. Staff received three applications.

- Gary Logoteta
- Bill Morgan
- Carlos Ramos

On March 5th, staff received an additional application from Brett Freeman.

OPTIONS:

1. Move to appoint individuals to the Measure V Oversight Committee and adopt Resolution No. 2025-10.
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments:

STRATEGIC PLAN IMPACT:

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

- Attachments:**
 - 1)Applications for Measure V Oversight Committee
 - 2)Resolution No. 2025-10
 - 3)Ordinance No. 189-2016

RESOLUTION 2025-02
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
APPOINTING MEMBERS OF THE MEASURE V CITIZEN OVERSIGHT COMMITTEE

WHEREAS, in November 2016, Measure V, the “City of Clearlake Road Maintenance and Improvement Transactions and Use Tax” (Road Tax) was approved by Clearlake voters; and

WHEREAS, Ordinance No. 189-2016 sets forth the procedure for implementation of the Road Tax and the creation of a Citizen Oversight Committee consisting of five members, appointed individually by the five Council Members; and

WHEREAS, on December 5, 2025, three Councilmembers were sworn into new terms leaving three vacant seats on the Measure V Citizen Oversight Committee effective immediately; and

WHEREAS, appointments to said Committee were made at a duly noticed Council meeting on March 6, 2025.

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

1. Council Member Tara Downey hereby appoints _____ as a Measure V Citizen Oversight Committee Member;
2. Council Member Jessica Hooten hereby appoints _____ as a Measure V Citizen Oversight Committee Member;
3. Council Member Mary Wilson hereby appoints _____ as a Measure V Citizen Oversight Committee Member;
4. Mayor Russ Cremer hereby appoints _____ as a Measure V Citizen Oversight Committee Member.
5. This Resolution shall take effect immediately after its passage.

Passed and Adopted this 6^h day of March, 2025 by the following vote:

AYES:
NOES:
ABSENT OR NOT VOTING:

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake

CITY OF CLEARLAKE

ORDINANCE NO. 189-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
ADDING CHAPTER 3-7 TO THE CLEARLAKE MUNICIPAL CODE
RELATED TO A TRANSACTIONS AND USE TAX TO BE
ADMINISTERED BY THE STATE BOARD OF EQUALIZATION

THE PEOPLE OF THE CITY OF CLEARLAKE, CALIFORNIA DO ORDAIN AS
FOLLOWS:

Section 1. Amendment. Chapter 3-7 entitled "City of Clearlake Road Maintenance and Improvement Transactions and Use Tax" is added to the City of Clearlake Municipal Code to read as follows:

3-7.1 **Title.** This ordinance shall be known as the City of Clearlake Improvement Transactions and Use Tax Ordinance. The City of Clearlake hereinafter shall be called "City." This ordinance shall be applicable in the incorporated territory of the City.

3-7.2 **Operative Date.** "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the Effective Date of this ordinance, the date of such effectiveness being as set forth below.

3-7.3. **Purpose.** This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

a. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation code and Section 7285.91 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a two-thirds (2/3) majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

b. A transactions and use tax for road maintenance and improvement requires a vote of the residents of the City, and two-thirds (2/3) of those voting on the tax must approve the tax in order for it to be implemented. In addition, this Ordinance, along with the Transactions and Use Tax Expenditure Plan ("Expenditure Plan") for use of the proceeds of the tax, which is attached to this Ordinance as Exhibit A, must be approved by two-thirds (2/3) of the City Council.

c. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

d. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from,

the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

e. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

3-7.4. **Contract with State.** Prior to the operative date, the City shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

3-7.5. **Transactions Tax Rate.** For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of one percent (1 %) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

3-7.6 **Place of Sale.** For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

3-7.7 **Use Tax Rate.** An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one percent (1 %) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

3-7.8 **Adoption of Provisions of State Law.** Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

3-7.9 **Limitations on Adoption of State Law and Collection of Use Taxes.** In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

a. Wherever the State of California is named or referred to as the taxing authority, the name of this City shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, Victim Compensation and Government Claims Board, State Board of Equalization, State Treasury, or the Constitution of the State of California;

2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

b. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

3-7.10. **Permit Not Required.** If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

3-7.11 **Exemptions and Exclusions.**

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

(1) Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which

the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

(2) Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

(3) The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

(4) A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

(5) For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

(1) The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

(2) Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

(3) If the purchaser is obligated to purchase the property for a fixed amount pursuant to a contract entered into prior to the operative date of this ordinance.

(4) If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

(5) For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

(6) Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

(7) "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

3-7.12 **Amendments.** All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

3-7.13 **Enjoining Collection Forbidden.** No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

3-7.14 **Citizen Oversight Committee.** The City Council, by resolution, shall establish a five member Citizen Oversight Committee to meet annually to review expenditures and appropriations of the tax revenues to ensure that all such revenues are spent or appropriated for the purposes and uses set forth in the Expenditure Plan. Each member of the City Council shall appoint one member of the Committee who shall have a term coinciding with the term of the appointing Council member. Each Committee member shall be a resident of the City at the time of appointment and shall remain a resident of the City while serving on the Committee. The Mayor shall appoint the chairperson of the Committee subject to the approval of the majority of the Council. The Committee shall receive the assistance of City staff and shall undertake such additional duties as the Council may designate.

3-7.15 **Sunset.** The authority to levy the tax imposed by this Chapter 3-7 shall expire twenty years from the date of its Effective Date.

Section 2. Severability. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This Ordinance, if approved by the electorate of the City of Clearlake at the General Municipal Election of November 8, 2016 shall become effective immediately upon the declaration of the results of that election by the City Council of the City of Clearlake.

INTRODUCED by the City Council of the City of Clearlake at a regular meeting of the City Council held on the 26th day of May, 2016 and **PASSED AND ADOPTED** by the City Council at a regular meeting of the City Council on the 23rd day of June, 2016 by the following vote:

AYES: Mayor Perdock, Vice Mayor Fortino Dickson, Council Members Overton, Sabatier and Bennett
NOES: None
ABSENT OR NOT VOTING: None



Russell Perdock, Mayor

ATTEST:

Melissa Swanson, City Clerk



CITY OF CLEARLAKE

Road Maintenance and Improvement Transactions and Use Tax Expenditure Plan FOR Anticipated One (1%) Percent Transactions and use tax Revenue

The one (1%) percent transactions and use tax passed by the City of Clearlake voters will be dedicated to specific uses: road maintenance and improvement. The funds cannot, and will not, be used for any other purpose. One hundred percent (100%) of the revenues generated by the new tax will be allocated to road maintenance and improvement.

ROAD MAINTENANCE AND IMPROVEMENT

The City of Clearlake’s street system consists of approximately 112 miles of streets and is composed of:

Asphalt Paved Streets	63 Miles
Unpaved Gravel or Dirt Streets	49 Miles

The majority of the street system was constructed to the standards and conditions of the 1930’s and 40’s and is unable to meet today’s traffic demands. A pavement management study was completed for the City of Clearlake by Nichols Consulting Engineers in 2008 and updated in 2015. The report called the Pavement Management Program (PMP) indicates that Clearlake’s streets have one of the lowest pavement condition index (PCI) rating of any city that they had evaluated. The average PCI for City streets was 38 on a 100-point scale. That is well below an F grade which is unacceptable.

The report further indicates that the City currently has a total deferred maintenance need of \$15.2M. That means the City needs to spend \$15,200,000 for the reconstruction and rehabilitation of its streets system in 2016 alone to bring it up to acceptable standards. The City currently expends approximately \$50,000 annually for repair and maintenance of its streets. At that funding level, the City can only patch some potholes and minimally re-grade a few gravel roads. Current funding does not allow for any major street repair or reconstruction. If the City’s maintenance level remains at \$50,000, the PCI of 38 will drop even lower. In that case most of the City’s paved streets will completely fail and require total reconstruction.

The PMP recommends the City of Clearlake budget \$740,000 annually over the next ten (10) years for asphalt pavement work, it would improve the City’s overall PCI from 38 up to 60. In addition to improving the asphalt surfacing of the City’s streets, there is a need to maintain and improve drainage, and city owned sidewalks which are an integral part of the street system.

The Pavement Management Program addresses the paved streets only and not the unpaved roads. A PCI rating does not apply to gravel/dirt roads. Many of these roads are in residential areas and have not received any maintenance for several years. Some are nearly impassable. These

conditions cause significant wear and tear on safety vehicles (Police and Fire) as well as to anyone who drives these roads. Grading contracts for these roads will significantly smooth travel in these areas. Obviously the improvements and maintenance needed on City streets far exceed the available revenues for these activities. The City remains committed to continued efforts to obtain Federal and State funding for street improvements. Without the one percent (1%) transactions and use tax revenue the City will be unable to accomplish its task to maintain the streets at an adequate level to serve the traveling public. It is estimated that a one percent (1%) special road transactions and use tax will produce \$1,600,000 in revenues annually. State law requires the City to prepare and adopt an expenditure plan describing the specific projects for which the revenues from the tax may be expended.

The City of Clearlake has prepared a proposed Road Maintenance and Improvement Transactions and Use Tax Expenditure Plan for the next twenty (20) years beginning in 2016 and going through 2036. The expenditure plan will be annually reviewed by the oversight committee and updates to the expenditure plan will be recommended by the Oversight Committee (with input from Public Works and the City Engineer) to the City Council who will make the final annual allocations.

Annual Expenditure Program 2016-2036	
Activity	Estimated Expenditure (% of tax proceeds)
<p>Road Maintenance & Improvements</p> <ul style="list-style-type: none"> • Annual grading and associated graveling on existing unpaved roads maintained by the City • Pothole and surface repair • Pavement dig outs & minor asphalt blankets • Drainage repairs/replacement • Minor chip seals • Crack filling • Shoulder restoration • Pavement grinding, removal & replacement • Chip seals, Micro-seals and other surface treatments • Storm Drain System improvements • Re-striping, painting and installation of pavement reflector markings • Maintenance of street signs • Asphalt pavement overlay and rehabilitation projects • Rock rip-rap protection • Bridge deck and railing replacement • Sidewalk restoration • Maintenance equipment lease, rental, or purchase • Sidewalk and bicycle facilities • Bridge replacement/rehabilitation • Road construction equipment rental, lease, purchase • Road construction equipment repair 	<p>95% % equivalent in \$ \$1,520,000</p>
<p>Matching Grant Funding</p> <ul style="list-style-type: none"> • Grant matching funds for street improvement projects 	<p>5% % Equivalent in \$ \$80,000</p>
<p>Total</p>	<p>100% (Approx. \$1,600,000)</p>



City of Clearlake

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

Measure V

Committee/Commission Member Application

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

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

Name: Brett Freeman

Telephone: (Home) _____ (Work) _____ (Cell) 7073501623

Email: bfreemanck14@gmail.com

Street Address: 2993 Pamela Ln

Mailing Address: Same

Occupation: Delivery Driver

Employer: Mountain Fresh Spring Water

Registered Voter? Yes No

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

Logistics and over seeing of Multiple fire clean ups

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

Some College and I've owned multiple companies over the last 20+ years

Name of City Commissions/Committees
On Which You Have Served

No. of Years

Position(s) Held

none

none

none

Name of County Commissions/Committees
On Which You Have Served

No. of Years

Position(s) Held

none

none

none

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

Yes No *Afternoon*

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

Yes No

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

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

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

Signature: *[Handwritten Signature]*

Date: 03/05/2025

FOR OFFICE USE ONLY

Received

RECEIVED

MAR 05 2025

By:

[Handwritten Signature]

RECEIVED

FEB 18 2025



City of Clearlake

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

CITY OF CLEARLAKE

Committee/Commission Member Application

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

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

Name: GARY LOGOTETA

Telephone: (Home) 707-350-7424 (Work) SAME (Cell) SAME

Email: GARYLOGO@HOTMAIL.COM

Street Address: 3574 VISTA ST

Mailing Address: SAME

Occupation: RETIRED

Employer: _____

Registered Voter? Yes No

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

I HAVE LIVED IN CLEARLAKE SINCE 1963. WAS A MANAGER AT FOODS ETC FOR 18 YEARS. WORKED AT LLHS FOR 17 YEARS. I HAVE ALWAYS SUPPORTED CLEARLAKE + AM A VOLUNTEER CHAPLAIN FOR CPA + HAVE PASTORED CROSSROADS CHURCH SINCE 2008 TO CURRENT

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

GRADUATED LLHS IN 1974 + STUDIED AT NAZARENE BIBLE COLLEGE

Name of City Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

Name of County Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

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

Yes No

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

Yes No

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

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

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

Signature: *Gary Legett*

Date: 2/17/25

FOR OFFICE USE ONLY

Received

By:



City of Clearlake

Section J, Item 17.

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

Committee/Commission Member Application

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

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

Name: William Morgan

Telephone: (Home) _____ (Work) 707-994-9473 (Cell) 707-321-6484

Email: napabill2001@me.com

Street Address: 14564 Palmer Ave., Clearlake, CA 95422

Mailing Address: SAME

Occupation: School Bus Driver

Employer: Konocti Unified School District

Registered Voter? Yes No

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

I have lived in Clearlake for over twenty years and have a feeling for the community.

I have a background in business management and ownership, and understand budgets and planning.

As a School Bus Driver I negotiate the streets in our community many times daily and see the areas needing improvement.

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

Graduated from Arcadia High School and obtained an AA Degree at Pasadena City College before transferring to CalState Los Angeles.

I have been a regional manager overseeing ten stores for a multinational company and owned my own auto parts company.

I have managed winery production operations in Napa Valley at Charles Krug and at Schramsberg Vineyards.

I have been an elected member of the Howell Mountain School Board in Napa County.

Name of City Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

Section J, Item 17.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of County Commissions/Committees
On Which You Have Served

No. of Years Position(s) Held

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Yes No

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

Yes No

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

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

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

Signature: _____

Date: 2/18/2025

FOR OFFICE USE ONLY

Received

By:



City of Clearlake

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

Committee/Commission Member Application

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

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

Name: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email: _____

Street Address: _____

Mailing Address: _____

Occupation: _____

Employer: _____

Registered Voter? _____ Yes _____ No

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

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



CARLOS EDUARDO RAMOS

Section J, Item 17.

PROJECT MANAGER

CONTACT

707-972-7449

charless.ed@cloud.com

Clearlake, CA

<https://www.linkedin.com/in/carlos-eduardo-ramos>

EDUCATION

2024-01 - Current
CALIFORNIA STATE UNIVERSITY-SACRAMENTO
• Bachelor Of Science: Construction Management

2024-01 - Current
CALIFORNIA STATE UNIVERSITY-SACRAMENTO
• Minor: Business Administration

2020-08 - 2023-05
WOODLAND COMMUNITY COLLEGE
• General Education Breadth Certificate

2016-01 - 2018-06
UVM - MEXICO CITY
• High School Baccalaureate: Administrative Assistant and Secretarial Service

SKILLS

- Bilingual (Spanish)
- Real Estate Negotiations
- Project Management
- Revit
- SketchUp
- Phoenix CPM
- Plangrid

WORK EXPERIENCE

- Founder & Project Manager** 2024-01 - Current
Ramos Development - Clearlake CA
 - Established a real estate renovation company specializing in proposals, budgeting, securing funding and flipping properties.
 - Successfully completed the renovation of a 3-bedroom, 2-bathroom home and acquired a 4-bedroom, 2-bathroom property for renovation, projected for completion by year-end.
 - Managed all aspects of project execution, including crew oversight, procurement of materials, preparation of real estate documents, financial management, construction, design, and inspections.
 - Ensured compliance with building codes and regulations while delivering high-quality, functional housing solutions.
- Property Manager** 2020-06 - Current
Self-Employed - Clearlake CA
 - Management and maintenance of a portfolio of +10 properties within Lake County, California.
 - Increased property occupancy rates by effectively marketing available units, targeting specific demographics and conducting thorough tenant screenings and tours.
 - Collected and maintained careful records of rental payments, payment dates, taxes and insurance.
- Framer** 2023-06 - 2023-12
Skrips Custom Homes - Toronto, ON, Canada
 - Collaborated with project managers and architects to ensure accurate execution of blueprints and design plans, safely installing walls, roofs and floor structures following code.
 - Demonstrated versatility in framing skills by adapting to various project requirements, including residential homes, commercial buildings and custom projects.
- Handyman** 2019-05 - 2023-06
Ramos Painting - Clearlake CA
 - Demonstrated versatility by successfully tackling a wide range of tasks, from plumbing and electrical work to carpentry, roofing and general home repairs, showcasing adaptability and expertise within the field.
 - Managed safe and efficient use of tools and equipment on construction sites.
 - Developed personalized sketches for clients, resulting in increased repeat business and referrals.
- Professional Soccer Player** 2019-05 - 2018-07
Queretaro FC - Queretaro, QRO, Mexico
- Professional Soccer Player** 2018-06 - 2017-01
Atlante FC - Cancun, ROO, Mexico

ACCOMPLISHMENTS

- 2025 ASC Reno Competition Design-Build
- 2024 DwellingsNow (Built home for deserving family in Roatan, Honduras)
- 2020-2024 +8 Successful Real Estate Transactions
- 2022 Clearlake Rotary Club (Volunteer)
- 2017 Youngest Player signed to Atlante FC

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of FY 2026 Community Project Funding Request to Congressman Thompson	MEETING DATE: Mar. 6, 2025
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:

Approve Resolution 2025-09 Authorizing the Application for Funding to Congressman Thompson.

BACKGROUND/DISCUSSION:

Since Congressman Thompson has been representing the City of Clearlake, we have been included in the opportunity for Community Project Funding (CPF). Members of Congress are allowed to submit 15 projects to the Appropriations Committee for possible funding throughout their entire district. The last two cycles of CPF Congressman Thompson has recommended projects in Clearlake, with \$2 million for the Burns Valley Sports Complex Project in 2022, and over an additional \$4 million in 2023. No funding was approved in 2024 for Clearlake.

There are many needs in our community and many options for projects for funding. The Council will need to provide direction on which project or projects to submit before the March 7th deadline.

FISCAL IMPACT

No immediate impact to the request for funding. The City will prepare and submit the application as directed by Council.

OPTIONS:

1. Adopt Resolution 2025-09
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments:

STRATEGIC PLAN IMPACT:

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

Attachments:

1. Phase 2 Feasibility Study

**CITY COUNCIL OF THE CITY OF CLEARLAKE
RESOLUTION NO. 2025-09**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE TO
SUBMIT COMMUNITY PROJECT FUNDING PROPOSALS FOR _____**

WHEREAS, the U.S. Congress, House Committee on Appropriations announced that it will accept Congressional Member requests for Community Project Funding in appropriation bills for the upcoming fiscal year (FY2025); and

WHEREAS, U.S. Congress, House Committee on Appropriations will accept a maximum of 15 Community Project Funding recommendations from each Member of Congress that are critical to the health, safety and economic well-being of the people of the congressional district; and

WHEREAS, U. S. Congressman Mike Thompson requested a recommendation from local governments and eligible non-profits that include the highest priority projects that fulfill the intent of this new opportunity; and

WHEREAS, Congressman Thompson indicates the Appropriations Subcommittee’s project selections will lean heavily on public support; and

WHEREAS,

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

1. The above recitals are true and correct.
2. City Council has reviewed and approves the submission of the three projects to U.S. Congressman Mike Thompson for consideration for funding under the Community Project Funding.
 1. Project 1
 2. Project 2

THIS RESOLUTION WAS PASSED AND ADOPTED by the City Council of the City of Clearlake, State of California, at a regular meeting thereof on March 6, 2025 by the following vote:

AYES:
NOES:
ABSENT OR NOT VOTING:

CITY OF CLEARLAKE

Russell Cremer, Mayor

ATTEST: Melissa Swanson
 City Clerk

By: _____

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Update Regarding Lake County Sanitation District's Southeast System Governance Request	MEETING DATE: Mar. 6, 2025
SUBMITTED BY: Alan D. Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

City Council to receive an update on the City Council's request for meeting with Lake County over Special Districts governance.

BACKGROUND/ DISCUSSION:

In April of 2024 the City Council had a discussion and ultimately adopted a resolution requesting a role in direct governance of the Lake County Special District's operations of the Southeast Regional Collection system.

On February 25, 2025 the Lake County Board of Supervisor's, sitting as the Board of Directors of the Lake County Sanitation District, voted 3-2 in favor of holding a meeting with the City regarding this request.

OPTIONS:

1. Receive update.
2. 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 2024-16**

**CITY COUNCIL OF THE CITY OF CLEARLAKE
RESOLUTION NO. 2024-16**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
REQUESTING A ROLE IN DIRECT GOVERNANCE OF THE LAKE COUNTY
SANITATION DISTRICT’S OPERATIONS OF THE SOUTHEAST REGIONAL
COLLECTION SYSTEM**

WHEREAS, the prior to the incorporation of the City of Clearlake the communities of Clearlake Highlands and Clearlake Park were developed and eventually were provided sewer service through the establishment of the Lake County Sanitation District; and

WHEREAS, the Lake County Sanitation District includes various sewer systems throughout the county, including the Southeast Regional Collection System that provides sewer collection and treatment services in the Clearlake and Lower Lake area; and

WHEREAS, Lake County Sanitation District is operated by Lake County Special Districts with the Board of Supervisors sitting as the Board of Directors; and

WHEREAS, in 1980 when the City was incorporated as a City a change in governance was warranted pursuant to Health and Safety Code Section 4730; and

WHEREAS, in 1983 after some discussion the City Council of the City of Clearlake chose to defer its interest in direct governance and delegate the Board of Supervisors, as the Board of Directors at that time; and

WHEREAS, in the past few years, and particularly in recent months significant concerns related to the maintenance and operation of the system have arisen; and

WHEREAS, City Council now desires to revisit the governance of the Lake County Sanitation District; and

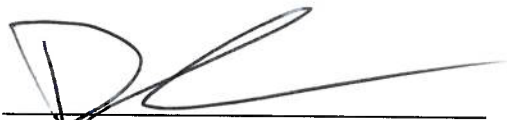
NOW THEREFORE, the City Council of the City of Clearlake hereby resolves as follows:

1. The above recitals are true and correct.
2. The City Council requests the Board of Supervisors/Board of Directors engage in discussions with City officials on a governance model that provides greater involvement from the City in maintenance and operations of the District, and that various options should be explored, including but not limited to direct participation on the Board of Directors of the Lake County Sanitation District, as allowed by Health and Safety Code 4730.

THIS RESOLUTION WAS PASSED AND ADOPTED by the City Council of the City of Clearlake, State of California, at a regular meeting thereof on April 4, 2024 by the following vote:

AYES: Mayor Claffey, Vice Mayor Overton, Councilmembers Perdock, Cremer and Slooten
 NOES: None
 ABSENT OR NOT VOTING: None

CITY OF CLEARLAKE



David Claffey, Mayor

ATTEST:

By: 

Deputy City Clerk

