



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers

14050 Olympic Dr, Clearlake, CA

Thursday, October 06, 2022

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 can submit comments and questions in writing for City Council consideration by sending them to the Administrative Services Director/City Clerk at mswanson@clearlake.ca.us. To give the City Council adequate time to review your questions and comments, please submit your written comments prior to 4:00 p.m. on the day of the meeting.

AGENDA

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

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at mswanson@clearlake.ca.us 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: <https://clearlakeca.zoom.us/j/83854275181>

5:00 PM WORKSHOP

1. Workshop to Discuss Annexation/Sphere of Influence Updates

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

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

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

E. PRESENTATIONS

2. Swearing In of New Police Department Sergeant

[3.](#) Presentation of a Proclamation Declaring October 2022 as Domestic Violence Awareness Month

[4.](#) Presentation of a Proclamation Declaring October 2022 as Breast Cancer Awareness Month

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

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

[5.](#) Minutes of the August 10, 2022 Lake County Vector Control District Board
Recommended Action: Receive and file

[6.](#) Warrants
Recommended Action: Receive and file

7. Continuation of Authorization to Implement and Utilize Teleconference Accessibility to Conduct Public Meetings Pursuant to Assembly Bill 361
Recommended Action: Adopt Resolution
8. Adopt Resolution 2022-58, A Resolution Appointing the Finance Director as City Treasurer, Authorizing Signing and Endorsing Checks, Electronic Funds Transfers, Deposits to and Withdrawals from Operating and Investment Accounts and Authorizing the Certification of the Names and Signatures of the Authorized Persons to the Financial Institution(s)
Recommended Action: Adopt Resolution 2022-58
9. Consideration of Updated Salary Range for the Public Works Director Position and Salary Schedule; Resolution No. 2022-59
Recommended Action: Approve updated salary range and adopt Resolution No. 2022-59

H. BUSINESS

10. Consideration of Appointment of Curt Giambruno to the Lake County Vector Control District Board for a Term of Four Years
Recommended Action: Discuss and give direction to staff
11. Discussion and Consideration of Establishment of a Homebuyer Assistance Program as a Retention and Recruitment Incentive for City Employees
Recommended Action: Provide Direction to the City Manager to Create an Employee Homebuyer Assistance Program.

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

- (12)** Conference with Legal Counsel: Anticipated Litigation Pursuant to Government Code Section 54956.9(b): Two (2) Potential Cases
- (13)** Conference with Legal Counsel- Existing Litigation: Pursuant to Government Code Section 54956.9: Case No. CV-421149; Name of Case: City of Clearlake v. County of Lake, a political subdivision of the State of California; Board of Supervisors of the County of Lake, a public body of the County of Lake; Barbara C. Ringen, in her official capacity as the Treasurer-Tax Collector of the County of Lake; and Does 1 through 30, inclusive

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

M. ADJOURNMENT

POSTED: September 30, 2022

BY:

Melissa Swanson

Melissa Swanson, Administrative Services Director/City Clerk



DOMESTIC VIOLENCE AWARENESS MONTH OCTOBER 2022

WHEREAS, Domestic Violence impacts, women, children and men of all racial, cultural and economic backgrounds; and

WHEREAS, emotional and physical scars resulting from Domestic Violence are often severe and long lasting; and

WHEREAS, in the past 12 months, Lake County Law Enforcement responded to over 253 incidents of Domestic Violence, including men, women and children. In the past 12 months the Victim Witness Division of the District Attorney’s office has served 336 victims of Domestic Violence. Lake Family Resource Center responded to 942 crisis line calls, served victims, and additionally sheltered 116 domestic violence victims and their children for a total of 4,292 bed nights.

WHEREAS, it is crucially important to hold perpetrators responsible for assault and to prevent Domestic Violence at every opportunity; and

WHEREAS, family violence is a community problem, stopping the cycle requires not only the strength and courage of survivors, but also the support and involvement of all members of the community; and

WHEREAS, many organizations such as the District Attorney’s Office, Sheriff’s Office, Lakeport Police Department, Clearlake Police Department and Lake Family Resource Center are committed to ending Domestic Violence in Lake County and provide essential crisis intervention and prevention services to all members of our community.

NOW, THEREFORE, BE IT PROCLAIMED that the month of October 2022 is designated as Domestic Violence Awareness Month in the City of Clearlake and our community is urged to support the efforts of the agencies assisting victims of domestic violence and to increase their involvement in efforts to prevent domestic violence, thereby strengthening our community and creating an environment which honors, nurtures and protects all members of every family.

Dated this 6th day of October, 2022

Dirk Sloaten, Mayor



Breast Cancer Awareness Month October 2022

WHEREAS, while considerable progress has been made in the fight against breast cancer, it remains the most commonly diagnosed cancer and the second leading cause of death among women in the United States; and

WHEREAS, each year it is estimated that more than 220,000 women in the United States will be diagnosed with breast cancer and more than 40,000 will die as a result of the disease; and

WHEREAS, October is Breast Cancer Awareness Month, an annual campaign to increase awareness about the disease; and

WHEREAS, during this month, we reaffirm our commitment to support breast cancer research and to educate all citizens about its risk factors, detection and treatment; and

WHEREAS, as we display pink ribbons and wear pink clothing to raise awareness, we also support those courageously fighting breast cancer and honor the lives lost to the disease; and

WHEREAS, this October, we recognize breast cancer survivors, those battling the disease, their families and friends who are a tireless source of love and encouragement, and applaud the efforts of our medical professionals and researchers working to find a cure for this deadly disease; and

WHEREAS, Breast Cancer Awareness Month is an opportunity to unite all citizens in our community to prevent breast cancer deaths through increased education and regular screening.

NOW, THEREFORE, the City Council of the City of Clearlake does hereby proclaim October 2022, as "Breast Cancer Awareness Month" in Clearlake.

Dated this 6th day of October, 2022

Dirk Slooten, Mayor

MINUTES OF PREVIOUS MEETING

August 10, 2022

The regular monthly meeting of the Board of Trustees of the Lake County Vector Control District was called to order at 1:37 P.M. by President Giambruno.

Board Present: Rob Bostock, Curt Giambruno, Chuck Leonard, and Ron Nagy (attending remotely via Zoom).

Absent: George Spurr (excused).

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

Guests: Mr. Austris Rungis of Industrial Employers Distributors Association (IEDA, attending the Closed Session remotely via Zoom).

Citizen's Input: None.

Agenda Additions and/or Deletions: Mr. Bostock moved to add the Authorization to Meet Via Teleconference Pursuant to Government Code Section 5493, Subdivision (e) (1) (C) to the Agenda. Mr. Leonard seconded the motion. Motion carried unanimously.

Mr. Bostock moved to approve the Authorization to Meet Via Teleconference Pursuant to Government Code Section 5493, Subdivision (e) (1) (C). Mr. Leonard seconded the motion. Motion carried unanimously.

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

Closed Session

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

Convene to Open Session at 2:18 P.M.

Report from Closed Session

No reportable actions were taken.

Mr. Rungis left the meeting at 2:20 P.M.

Approve Minutes of July 13, 2022 Regular Meeting with a Correction to the Check Numbers to Include Checks 21057-21073 Making the Total Expenditures for July 2022 \$393,231.27

Mr. Leonard moved to approve the Board Minutes of July 13, 2022 with corrections. Mr. Bostock seconded the motion. Motion carried unanimously.

Research Report

Dr. Scott reported on arbovirus activity. No West Nile virus has been detected in Lake County so far this year.

In the rest of California, West Nile virus has been detected in 965 mosquito samples, 60 WNV-positive dead birds have been reported, and two sentinel chickens have tested positive for antibodies to WNV. Additionally, seven human cases of West Nile virus illness have been reported in 2022 as well as two horse cases.

Two human cases of St. Louis encephalitis virus (SLEV) illness have been reported in California this year, as well as nine positive mosquito samples.

Dr. Scott reported on adult biting fly activity. Carbon dioxide-baited traps were set in a variety of locations during July. Several mosquito species were collected including *Culex tarsalis*, *Anopheles freeborni*, and *Anopheles franciscanus*.

New Jersey Light Traps were set in the Reclamation and near the City of Clearlake. The mosquito species that were collected from the sites included *Anopheles franciscanus* and *Culex tarsalis*.

Dr. Scott reported tick testing. Sixteen *Ixodes pacificus* ticks that were removed from Lake County residents have been submitted to the Sonoma County Public Health Laboratory for testing for *Borrelia burgdorferi*. One tick was positive and the remaining ticks were negative.

Dr. Scott reported on the Clear Lake Gnat, Chironominae, and Tanypodinae Surveillance in Clear Lake. Clear Lake Gnat larval counts in the Upper Arm decreased from 0.36 larvae per dredge in June to 0.07 larvae per dredge in July. Chironominae numbers decreased from 85.93 larvae per dredge in June to 67.96 larvae per dredge in July. Tanypodinae numbers increased from 13.71 larvae per dredge in June to 21.82 larvae per dredge in July.

Operation Report

No rainfall was recorded in the District's rain gauge during July. The total seasonal rainfall is 19.62 inches, which is 74.98% of the average precipitation for the season.

On July 1, the level of Clear Lake was at -0.57 feet on the Rumsey Gauge. The lake level decreased to -1.16 feet by July 31.

One hundred thirty-nine service requests were completed in July. This number includes one yellowjacket request and 10 online requests.

During July District Vector Control Technician's Brad Hayes and Julian Chavez were asked to participate in the City of Lakeport's Multi-Agency Task Force to address a residence with an excessive accumulation of trash and debris. On the designated day, the Vector Control Technicians joined representatives from various city and county agencies to serve an inspection warrant and assess the property for health and safety issues. The Technicians identified multiple containers that were currently holding water or had previously held water. Some of the containers with water had mosquito larvae in them. Dr. Scott worked with the Vector Control Technicians to provide a report to the City's Task Force on their findings.

The District's neighbors at 25 C Street completed the CMU block wall between their home and the east side of the District's parking area.

A media release was issued by the District on July 27. The release reminded residents to take precautions to avoid mosquito bites. Articles appeared in the Lake County News on July 28 and the Lake County Record Bee on July 29.

District Vector Control Technician Sandi Courcier was invited to participate in the Lake County AgVenture 2022 Program. AgVenture is an agricultural education program for non-farming community leaders and others who wish to understand the workings of the local agricultural industry.

The District's conference room was used by the Konocti Christian Academy for a meeting in July.

Dr. Scott participated in the Mosquito and Vector Control Association of California (MVCAC) Sacramento Valley Regional Meeting via Zoom on July 21.

Dr. Scott will be attending the Society for Vector Ecology's 8th International Congress in Honolulu, HI, September 19-23.

Consideration of Nomination for LAFCO Special District Alternate Member

No nominations were made.

Approve Checks for the Month of August 2022

Mr. Nagy moved to approve Check Nos. 21074–21124 for the month of August 2022 in the amount of \$63,082.55. Mr. Bostock seconded the motion. Motion carried unanimously.

Other Business

No other business was discussed.

Announcement of Next Regular Board Meeting

The next regular meeting of the Board will be at 1:30 PM on September 14, 2022 at the Lake County Vector Control District Office, 410 Esplanade Lakeport, CA 95453.

Mr. Leonard moved to adjourn the meeting. Mr. Bostock seconded the motion. There being no other business the meeting was adjourned by President Giamb Bruno at 2:45 PM.

Respectfully submitted,

Ronald Nagy
Secretary



Clearlake, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
000085	ARAMARK UNIFORM SERVICES	09/12/2022	Regular	0.00	147.93	13266
2418	BICOASTAL MEDIA, LLC	09/12/2022	Regular	0.00	815.00	13267
VEN01228	BPR CONSULTING GROUP	09/12/2022	Regular	0.00	19,274.05	13268
002162	CALIFORNIA ENGINEERING	09/12/2022	Regular	0.00	46,956.18	13269
VEN01178	CALIFORNIA INTERGOVERNMENTAL R	09/12/2022	Regular	0.00	13,617.65	13270
VEN01265	CANTEEN SERVICES OF UKIAH, INC	09/12/2022	Regular	0.00	70.00	13271
VEN01312	CAPITOL BARRICADE, INC.	09/12/2022	Regular	0.00	2,358.44	13272
000451	CLEARLAKE LAVA	09/12/2022	Regular	0.00	495.50	13273
000024	CLEARLAKE POLICE ASSOCIATION	09/12/2022	Regular	0.00	1,437.50	13274
002370	CODE PUBLISHING CO	09/12/2022	Regular	0.00	417.90	13275
001199	EUREKA OXYGEN CO	09/12/2022	Regular	0.00	42.34	13276
VEN01272	FOUNTAIN PEOPLE INC A PLAYCORE C	09/12/2022	Regular	0.00	38,737.98	13277
001732	GARY PRICE CONSULTING SERVICES	09/12/2022	Regular	0.00	1,430.00	13278
001402	GREEN VALLEY CONSULTING	09/12/2022	Regular	0.00	54,048.75	13279
VEN01280	HABEMATOLEL POMO OF UPPERLAKE	09/12/2022	Regular	0.00	20,750.00	13280
000121	HIGHLANDS WATER COMPANY	09/12/2022	Regular	0.00	39,653.72	13281
001554	HINDERLITER DELLAMAS & ASSOC.	09/12/2022	Regular	0.00	1,133.79	13282
001949	ICE WATER DISTRIBUTORS INC	09/12/2022	Regular	0.00	68.25	13283

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	44	18	0.00	241,454.98
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
	44	18	0.00	241,454.98

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	241,454.98
			<hr/>
			241,454.98



Clearlake, CA

Section G, Item 6.

Check Register

Packet: APPKT01628 - 9/12/22 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						
VEN01332	JOHN WILEY & SONS, INC,	09/12/2022	Regular	0.00	595.00	13286
VEN01330	KEIZER MORRIS INTERNATIONAL - KM	09/12/2022	Regular	0.00	1,395.00	13287
000108	LAKE COUNTY RECORD BEE	09/12/2022	Regular	0.00	272.81	13288
001995	LANGUAGE TESTING INTERNATIONAL	09/12/2022	Regular	0.00	73.00	13289
002250	MAURICIO BARRETO	09/12/2022	Regular	0.00	3,138.20	13290
001489	NAPA AUTO PARTS	09/12/2022	Regular	0.00	84.17	13291
000026	NATIONWIDE RETIREMENT SOLUTION	09/12/2022	Regular	0.00	1,150.00	13292
001392	OFFICE DEPOT	09/12/2022	Regular	0.00	522.40	13293
000027	OPERATING ENGINEERS PUBLIC EMP	09/12/2022	Regular	0.00	64,691.00	13294
001889	PERFORMANCE MECHANICAL	09/12/2022	Regular	0.00	129.00	13295
001843	PG&E CFM	09/12/2022	Regular	0.00	1,373.01	13296
000130	PITNEY BOWES	09/12/2022	Regular	0.00	701.68	13297
002346	ROBERT VIRAMONTES	09/12/2022	Regular	0.00	600.00	13298
VEN01270	TRUE FAITH ENTERTAINMENT, INC	09/12/2022	Regular	0.00	747.75	13299
001540	US BANK CORPORATE PMT. SYSTEM	09/12/2022	Regular	0.00	15,880.62	13300
	Void	09/12/2022	Regular	0.00	0.00	13301
	Void	09/12/2022	Regular	0.00	0.00	13302
	Void	09/12/2022	Regular	0.00	0.00	13303
	Void	09/12/2022	Regular	0.00	0.00	13304
	Void	09/12/2022	Regular	0.00	0.00	13305
	Void	09/12/2022	Regular	0.00	0.00	13306
000708	VALIC LOCKBOX	09/12/2022	Regular	0.00	395.00	13307
002298	W-TRANS	09/12/2022	Regular	0.00	6,450.00	13308

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	125	17	0.00	98,198.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	125	23	0.00	98,198.64

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	98,198.64
			<hr/>
			98,198.64



Clearlake, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01102	1TEAM 1DREAM	09/15/2022	Regular	0.00	25,000.00	13309
000039	ALAMEDA COUNTY SHERIFF OFFICE	09/15/2022	Regular	0.00	470.00	13310
VEN01205	AMANDA LEE GARDETTE	09/15/2022	Regular	0.00	424.00	13311
000101	AMERIGAS	09/15/2022	Regular	0.00	4,218.41	13312
001397	AT&T CALNET 3	09/15/2022	Regular	0.00	26.69	13313
001397	AT&T CALNET 3	09/15/2022	Regular	0.00	26.84	13314
001397	AT&T CALNET 3	09/15/2022	Regular	0.00	26.69	13315
VEN01333	BOATIQUE WINERY	09/15/2022	Regular	0.00	1,000.00	13316
000068	BOB'S JANITORIAL	09/15/2022	Regular	0.00	134.85	13317
VEN01228	BPR CONSULTING GROUP	09/15/2022	Regular	0.00	7,841.84	13318
VEN01289	DIAMOND D CONSTRUCTION, LLC/DIA	09/15/2022	Regular	0.00	235,919.73	13319
000073	EASTLAKE SANITARY LANDFILL	09/15/2022	Regular	0.00	32.17	13320
000495	FRANK HAAS	09/15/2022	Regular	0.00	45.00	13321
000797	GRANITE CONSTRUCTION	09/15/2022	Regular	0.00	706,884.84	13322
002065	HERC RENTALS INC	09/15/2022	Regular	0.00	5,025.82	13323
000108	LAKE COUNTY RECORD BEE	09/15/2022	Regular	0.00	171.65	13324
VEN01304	NATHAN WILLIAMS	09/15/2022	Regular	0.00	228.00	13325
001538	REGIONAL GOVERNMENT SERVICES	09/15/2022	Regular	0.00	12,966.25	13326
000309	UCC RENTAL	09/15/2022	Regular	0.00	1,028.00	13327

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	19	0.00	1,001,470.78
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
	25	19	0.00	1,001,470.78

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	1,001,470.78
			<u>1,001,470.78</u>



Clearlake, CA

Section G, Item 6.

Check Register

Packet: APPKT01655 - 9/20/22 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						
002321	AAA BUSINESS SUPPLIES	09/20/2022	Regular	0.00	217.39	13338
002353	ALL IN ONE AUTO	09/20/2022	Regular	0.00	4,120.00	13339
000548	COMPUTER LOGISTICS	09/20/2022	Regular	0.00	2,094.54	13340
000774	DEEP VALLEY SECURITY	09/20/2022	Regular	0.00	82.90	13341
002285	DELL FINANCIAL SERVICES LLC	09/20/2022	Regular	0.00	13,304.04	13342
000160	DEPT OF JUSTICE	09/20/2022	Regular	0.00	970.00	13343
000851	ENTERPRISE TOWING	09/20/2022	Regular	0.00	100.00	13344
000120	FED EX	09/20/2022	Regular	0.00	62.96	13345
000501	KUSTOM SIGNALS, INC.	09/20/2022	Regular	0.00	147.50	13346
VEN01123	LOOMIS	09/20/2022	Regular	0.00	581.51	13347
001251	MARK A CLEMENTI PHD	09/20/2022	Regular	0.00	1,548.00	13348
000026	NATIONWIDE RETIREMENT SOLUTION	09/20/2022	Regular	0.00	1,150.00	13349
VEN01191	NORTH BAY ANIMAL SERVICES	09/20/2022	Regular	0.00	31,250.00	13350
001392	OFFICE DEPOT	09/20/2022	Regular	0.00	60.36	13351
001812	SUTTER HEALTH	09/20/2022	Regular	0.00	911.00	13352
001559	ULINE SHIPPING SUPPLIES	09/20/2022	Regular	0.00	197.01	13353

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	16	0.00	56,797.21
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
	20	16	0.00	56,797.21

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	56,797.21
			<hr/>
			56,797.21



Clearlake, CA

Section G, Item 6.

Check Register

Packet: APPKT01667 - 9/22/22 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						
001911	ADAMS ASHBY GROUP INC	09/22/2022	Regular	0.00	13,500.00	13354
002353	ALL IN ONE AUTO	09/22/2022	Regular	0.00	5,545.00	13355
000085	ARAMARK UNIFORM SERVICES	09/22/2022	Regular	0.00	49.31	13356
000068	BOB'S JANITORIAL	09/22/2022	Regular	0.00	193.57	13357
002162	CALIFORNIA ENGINEERING	09/22/2022	Regular	0.00	18,159.55	13358
001811	CALIFORNIA EXTERMINATORS ALLIA	09/22/2022	Regular	0.00	100.00	13359
VEN01178	CALIFORNIA INTERGOVERNMENTAL R	09/22/2022	Regular	0.00	193.12	13360
000899	CLEAR LAKE CHAMBER OF COMMERC	09/22/2022	Regular	0.00	2,500.00	13361
000024	CLEARLAKE POLICE ASSOCIATION	09/22/2022	Regular	0.00	1,437.50	13362
VEN01334	CORINA BOYLEN	09/22/2022	Regular	0.00	250.00	13363
VEN01335	CRYSTAL MELANSON	09/22/2022	Regular	0.00	79.00	13364
002392	DE LAGE LANDEN PUBLIC FINANCE	09/22/2022	Regular	0.00	829.68	13365
001835	DIRK SLOOTEN	09/22/2022	Regular	0.00	100.00	13366
000073	EASTLAKE SANITARY LANDFILL	09/22/2022	Regular	0.00	112.59	13367
000004	EDWARD A ROBEY JR	09/22/2022	Regular	0.00	100.00	13368
000625	FIRST AMERICAN TITLE COMPANY	09/22/2022	Regular	0.00	400.00	13369
000096	GOLDEN STATE WATER COMPANY	09/22/2022	Regular	0.00	375.76	13370
VEN01280	HABEMATOLEL POMO OF UPPERLAKE	09/22/2022	Regular	0.00	650.00	13371
VEN01320	HEDGE APPLIANCE SERVICE	09/22/2022	Regular	0.00	1,373.00	13372
001939	JIM SCHOLZ	09/22/2022	Regular	0.00	100.00	13373
002274	JOHN R BENOIT	09/22/2022	Regular	0.00	5,298.27	13374
001775	JONES & MAYER	09/22/2022	Regular	0.00	20,476.52	13375
002336	JUSTIN STURGILL	09/22/2022	Regular	0.00	246.00	13376
002280	LAW OFFICES OF P SCOTT BROWNE	09/22/2022	Regular	0.00	1,954.57	13377
002250	MAURICIO BARRETO	09/22/2022	Regular	0.00	3,138.20	13378
VEN01048	Minnesota Life Insurance	09/22/2022	Regular	0.00	832.96	13379
001489	NAPA AUTO PARTS	09/22/2022	Regular	0.00	425.17	13380
001913	OCCU-MED LTD	09/22/2022	Regular	0.00	100.00	13381
000009	OPERATING ENGINEERS LOCAL 3	09/22/2022	Regular	0.00	700.00	13382
001836	PAK N MAIL	09/22/2022	Regular	0.00	507.63	13383
001511	PARCELQUEST	09/22/2022	Regular	0.00	7,405.44	13384
000208	PEACE OFFICERS RESEARCH ASSOC	09/22/2022	Regular	0.00	198.00	13385
001843	PG&E CFM	09/22/2022	Regular	0.00	5,395.13	13386
	Void	09/22/2022	Regular	0.00	0.00	13387
000127	PORAC LEGAL DEFENSE FUND	09/22/2022	Regular	0.00	800.40	13388
001857	RANEY PLANNING & MANAGEMENT	09/22/2022	Regular	0.00	2,282.50	13389
002031	REDWOOD COAST PETROLEUM & NO	09/22/2022	Regular	0.00	3,051.33	13390
002273	STACEY MATTINA	09/22/2022	Regular	0.00	100.00	13391
002277	STANLEY A ARCHACKI	09/22/2022	Regular	0.00	100.00	13392
VEN01138	SUPERIOR MOVING AND STORAGE	09/22/2022	Regular	0.00	684.84	13393
001934	TINA VIRAMONTES	09/22/2022	Regular	0.00	68.00	13394
000099	U.S. CELLULAR	09/22/2022	Regular	0.00	597.16	13395
000708	VALIC LOCKBOX	09/22/2022	Regular	0.00	395.00	13396

Check Register

Packet: APPKT01667

Section G, Item 6

Vendor Number VEN01221	Vendor Name WINE COUNTRY VENTURES, INC	Payment Date 09/22/2022	Payment Type Regular	Discount Amount 0.00	Payment Amount 1,190.00	Number 13397
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Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	79	43	0.00	101,995.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	79	44	0.00	101,995.20

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	101,995.20
			<u>101,995.20</u>



Clearlake, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
Void		09/28/2022	Regular	0.00	0.00	13398
Void		09/28/2022	Regular	0.00	0.00	13399
Void		09/28/2022	Regular	0.00	0.00	13400
Void		09/28/2022	Regular	0.00	0.00	13401
Void		09/28/2022	Regular	0.00	0.00	13402
Void		09/28/2022	Regular	0.00	0.00	13403
Void		09/28/2022	Regular	0.00	0.00	13404
Void		09/28/2022	Regular	0.00	0.00	13405
Void		09/28/2022	Regular	0.00	0.00	13406
Void		09/28/2022	Regular	0.00	0.00	13407
Void		09/28/2022	Regular	0.00	0.00	13408
Void		09/28/2022	Regular	0.00	0.00	13409
Void		09/28/2022	Regular	0.00	0.00	13410
Void		09/28/2022	Regular	0.00	0.00	13411
Void		09/28/2022	Regular	0.00	0.00	13412
Void		09/28/2022	Regular	0.00	0.00	13413
Void		09/28/2022	Regular	0.00	0.00	13414
Void		09/28/2022	Regular	0.00	0.00	13415
Void		09/28/2022	Regular	0.00	0.00	13416
Void		09/28/2022	Regular	0.00	0.00	13417
Void		09/28/2022	Regular	0.00	0.00	13418
Void		09/28/2022	Regular	0.00	0.00	13419
Void		09/28/2022	Regular	0.00	0.00	13420
Void		09/28/2022	Regular	0.00	0.00	13421
Void		09/28/2022	Regular	0.00	0.00	13422
Void		09/28/2022	Regular	0.00	0.00	13423
VEN01085	ACC BUSINESS	09/28/2022	Regular	0.00	172.64	13424
VEN01085	ACC BUSINESS	09/28/2022	Regular	0.00	608.66	13425
VEN01168	ADAM J GIORDANO	09/28/2022	Regular	0.00	400.00	13426
000039	ALAMEDA COUNTY SHERIFF OFFICE	09/28/2022	Regular	0.00	324.00	13427
000085	ARAMARK UNIFORM SERVICES	09/28/2022	Regular	0.00	49.31	13428
000192	B & B INC.	09/28/2022	Regular	0.00	77.83	13429
001418	B & G TIRES OF CLEARLAKE	09/28/2022	Regular	0.00	62.07	13430
000068	BOB'S JANITORIAL	09/28/2022	Regular	0.00	91.34	13431
2411	ERIN MCCARRICK	09/28/2022	Regular	0.00	75.00	13432
VEN01108	FAWN CHRISTINE WILLIAMS	09/28/2022	Regular	0.00	75.00	13433
002065	HERC RENTALS INC	09/28/2022	Regular	0.00	1,304.21	13434
VEN01253	JESUS LOERA	09/28/2022	Regular	0.00	19.00	13435
000108	LAKE COUNTY RECORD BEE	09/28/2022	Regular	0.00	431.18	13436
002286	LISA WILSON	09/28/2022	Regular	0.00	75.00	13437
VEN01240	MIDDLETOWN COPY & PRINT - JESSICA	09/28/2022	Regular	0.00	107.25	13438
001489	NAPA AUTO PARTS	09/28/2022	Regular	0.00	203.43	13439
001392	OFFICE DEPOT	09/28/2022	Regular	0.00	135.98	13440
002215	ROBERT COKER	09/28/2022	Regular	0.00	75.00	13441
VEN01222	TERRY LEE STEWART	09/28/2022	Regular	0.00	75.00	13442
002375	THOMAS DEWALT	09/28/2022	Regular	0.00	1,000.00	13443
001540	US BANK CORPORATE PMT. SYSTEM	09/28/2022	Regular	0.00	11,262.98	13444
Void		09/28/2022	Regular	0.00	0.00	13445
Void		09/28/2022	Regular	0.00	0.00	13446
Void		09/28/2022	Regular	0.00	0.00	13447
Void		09/28/2022	Regular	0.00	0.00	13448

Check Register

Packet: APPKT01670

Section G, Item 6.

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
002264	WEX BANK	09/28/2022	Regular	0.00	13,581.66	13449

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	94	22	0.00	30,206.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	30	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	94	52	0.00	30,206.54

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	30,206.54
			<hr/>
			30,206.54



STAFF REPORT	
SUBJECT: Continuation of Authorization to Implement and Utilize Teleconference Accessibility to Conduct Public Meetings Pursuant to Assembly Bill 361	
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Clerk to implement and utilize teleconference accessibility to conduct public meetings pursuant to Assembly Bill 361 (Stats. 2021, ch. 165).

BACKGROUND/DISCUSSION:

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

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

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

Subsequent Remote Meetings

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

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

OPTIONS:

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

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

STRATEGIC PLAN IMPACT:

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

SUGGESTED ACTIONS:

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

- Attachments:** 1) Resolution No. 2022-57

RESOLUTION NO. 2022-57

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

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

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

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED this 6th day of October, 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

Dirk Slooten, Mayor

ATTEST:

Melissa Swanson, City Clerk

CITY OF CLEARLAKE

City Council



STAFF REPORT

SUBJECT: Resolution Appointing the Finance Director as City Treasurer, Authorizing Signing and Endorsing Checks, Electronic Funds Transfers, Deposits to and Withdrawals from Operating and Investment Accounts and Authorizing the Certification of the Names and Signatures of the Authorized Persons to the Financial Institution(s)

MEETING DATE: Oct. 6, 2022

SUBMITTED BY: Alan D. Flora, City Manager

PURPOSE OF REPORT: Information only Discussion Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to approve a resolution (replacing Resolution 2017-04) which updates authorized signers for the City.

BACKGROUND/DISCUSSION:

Officials which are authorized to sign checks and approve other transactions is determined by City resolution. This resolution was last updated in 2017. The resolution also includes other actions of the Council such as appointment of the Finance Director as City Treasurer if the elected seat is vacant.

Staff have found that with the normal workings of the City it can be a bit challenging to timely process payments due to locating the required two signers for each check. Currently authorized check signers are the Mayor, Vice Mayor, City Manager, Finance Director and Public Works Director. Staff recommend amending this to include the City’s other two department heads, Chief of Police and Administrative Services Director. Additionally, the requirement would be added that one of the signatures would need to be the City Manager or Finance Director. This is the current protocol for electronic funds transfers, as you can see in Section 5.

A redline version of the changes from the existing resolution is attached.

OPTIONS:

- 1. Adopt Resolution 2022-58
- 2. Provide alternative direction to staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a 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:** Resolution 2022-58 (redline)

CITY OF CLEARLAKE
RESOLUTION NO. 2022 - 58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE APPOINTING THE FINANCE DIRECTOR AS CITY TREASURER, AUTHORIZING SIGNING AND ENDORSING CHECKS, ELECTRONIC FUND TRANSFERS, DEPOSITS TO AND WITHDRAWALS FROM OPERATING AND INVESTMENT ACCOUNTS AND AUTHORIZING THE CERTIFICATION OF THE NAMES AND SIGNATURES OF THE AUTHORIZED PERSONS TO THE FINANCIAL INSTITUTION(S)

WHEREAS, the City of Clearlake adopted Resolution 2013-01 which authorized signers to various accounts with banks and other financial institutions to conduct the financial transactions of the City; and

WHEREAS, the City issues checks, makes and receives payments by electronic fund transfers and deposits to and withdraws from a primary operating account and investment accounts; and

WHEREAS, the elected City Treasurer position is unfilled and municipal code section 2-5.3 authorizes the City Council to fill the position by appointment until the next regular election; and

WHEREAS, it is appropriate and necessary, from time to time, to amend the authority for such financial transactions.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Clearlake hereby authorizes the following:

1. The Finance Director is hereby appointed to the position of City Treasurer, without additional compensation, and is to serve in both positions concurrently until the next general election.
2. The authorized signers to issue or approve all City financial transactions from operating and investment accounts are the Mayor, Vice Mayor, City Manager, Finance Director/City Treasurer, Director of Public Works, Chief of Police, or Administrative Services Director. One of the signatures must be the City Manager or Finance Director/City Treasurer ~~Finance Director/City Treasurer~~.
3. All checks or other withdrawal of funds from the operating accounts must be authorized and signed by any two signers.
4. Only one signature may be stamped and the other must be an original signature. The use of signature stamps shall be controlled and governed by procedures established by the City Manager and Finance Director/City Treasurer. All signature stamps shall in the custody of the City Clerk and

- secured under lock and when used at all times. Signature stamps shall be used on documents only with the specific authorization of the stamp signer.
5. Electronic funds transfers (EFT) by automated clearing house (ACH) or wire from operating accounts may be initiated by any position listed in Section 2 or other authorized positions approved by the City Manager and Finance Director/City Treasurer. EFT shall be approved by any two of the signers in Section 2, however, one of which must be the City Manager or Finance Director/City Treasurer. The City Manager and Finance Director/City Treasurer shall establish procedures, authorize preset and other EFT transactions, and assign staff that are authorized to input electronic fund transfers and access accounts for information and internal transactions.
 6. Financial institutions with City accounts are authorized to honor and pay all checks or EFT authorized as herein provided whether or not payable to the person or persons signing them.
 7. Procedures for EFT shall be established by agreement with financial institutions and the financial institutions are authorized to execute all electronic fund transfers per procedures established by said agreements.
 8. Withdrawal of funds from an investment account may be approved by the City Manager or Finance Director/City Treasurer and transferred or deposited only to the City's general operating accounts.
 9. Checks, drafts and other instruments may be endorsed for deposit only to the City's general operating accounts at the direction of the City Manager or Finance Director/City Treasurer.
 10. That the City Manager and Finance Director/City Treasurer are authorized to select depositories of City funds in any financial institution with main offices located in the State of California and branch offices in the City and enter into an agreement for banking services.
 11. Deposits, withdrawals or transfers from or to various City accounts, other than the general operating accounts, shall be authorized by a procedures approved by the City Manager and Finance Director/City Treasurer.
 12. The City Manager, Finance Director/City Treasurer and City Clerk are authorized to certify the names of the persons who hold the positions listed in section 2 to financial institutions, complete required forms, implement procedures and authorize any and all actions necessary to effectively perform the financial transactions of the City.
 13. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

NOW THEREFORE BE IT FURTHER RESOLVED that the authority hereby conferred shall remain in force until rescinded by resolution of the City Council and that certification of the City Clerk as to the continuing authority of this resolution and the City Manager and Finance Director/City Treasurer as to the employees authorized to sign and their signatures shall be binding upon the City.

PASSED AND ADOPTED on January 12, 2017 by the following vote:

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

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Updated Salary Range for the Public Works Director Position and Salary Schedule; Resolution No. 2022-59	MEETING DATE: October 6, 2022
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 approve an updated salary range for the Public Works Director position and corresponding updated salary schedule.

BACKGROUND/DISCUSSION:

As your Council is aware, the position of Public Works Director has been vacant since May 2022. Despite several recruitment techniques, the position has remained unfilled. Staff has reviewed the position description, responsibilities, and the current salary, along with an informal review of comparative cities throughout California. The current salary Range is Range 66: \$98,712.61 - \$119,985.80. Based on the review and internal discussions, staff believes that the position salary should be adjusted to Range 69, \$106,176.09 - \$129,057.70, which is also the current salary range for the Director of Finance and a competitive wage for this vital position. If your Council agrees with this change, staff is confident this position can be filled in the coming weeks.

OPTIONS:

1. Move to adopt Resolution No. 2022-59
2. Other direction

FISCAL IMPACT:

None Approximately \$30,000 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: Gas Tax Fund

Comments: Final budget affects could be offset with salary savings while position remains unfilled.

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 No. 2022-59, A Resolution of the City Council of the City of Clearlake Approving an Updated Salary Range for the Public Works Director Position and Updated Salary Schedule.

- Attachments:**
 - 1) Public Works Director Job Description
 - 2) Resolution No. 2022-59
 - 3) Updated Salary Schedule

CITY OF CLEARLAKE
PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, to plan, direct, manage and oversee the activities, services, and operations of the Public Works Department; to coordinate assigned activities with other City departments and outside agencies; and to provide responsible administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over the employees of the Public Works Department.

IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all Public Works Department services and activities. These include street maintenance, sidewalk maintenance, drainage maintenance, building maintenance, and park maintenance,

Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of charges.

Represent the Public Works Department to other City departments, elected officials and outside agencies; explain Public Works Department programs, policies, and activities; resolve sensitive issues.

Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline proceedings.

Plan, direct and coordinate the Public Works Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive public works program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of supervision, training and performance evaluations.

Project administration theory, principles and practices and their application to a wide variety of services including construction management and inspection.

Pertinent Federal, State, and local laws, codes and regulations.

Methods, materials, techniques and equipment used in the construction, operation and maintenance of municipal facilities.

Safe work practices.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Public Works Department.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient public works services.

Plan, organize, direct and coordinate the work of maintenance personnel; delegate authority and responsibility.

Train and evaluate staff.

Identify and respond to community, City Manager, and City Council issues, concerns and needs.

Prepare and administer budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise administrative, technical, and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training Guidelines:

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

Experience:

Five years of increasingly responsible public works experience including two years of administrative and supervisory responsibility.

Effective Date: August, 2009

RESOLUTION NO. 2022-59

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE APPROVING AN UPDATED SALARY RANGE FOR THE PUBLIC WORKS DIRECTOR POSITION AND UPDATED SALARY SCHEDULE

WHEREAS, the City has a need for a Public Works Director and has encountered difficulty recruiting a qualified, experienced candidate; and

WHEREAS, the Council has considered the salary range for said position at a duly noticed public meeting and found adjustments necessary to offer competitive wages.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake that the salary range for the Public Works Director at Range 69 is hereby approved.

PASSED AND ADOPTED on October 6, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Appointment of Curt Giambruno to the Lake County Vector Control District Board for a Term of Four Years	MEETING DATE: October 6, 2022
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 consider reappointing Curt Giambruno to the Lake County Vector Control District Board for a term of four years.

BACKGROUND/DISCUSSION:

Curt Giambruno has been the City Council’s appointed representative to the Lake County Vector Control District (LCVCD) Board for many years. He has served as President of the Board since 2004. According to Jamesina Scott, LCVCD Manager, his expertise and experience are an asset to the District. A letter of interest from Member Giambruno is attached to this report.

This appointment is coming before the Council at this October meeting to provide options to your Council prior to the first January meeting of the LCVCD Board. According to the Council Norms and Procedures, any incumbent who has served two or more terms shall complete an application form:

5.5 Incumbents.

(a) At the end of the first term, the incumbent board, commission or committee member may, at the discretion of the Council or appointing Council Member, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board, commission or committee member shall submit to the City Clerk a letter of interest in re-appointment 30 days prior to the expiration of the member’s first term.

(b) Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section 5.6.

5.6 Application. Except as set forth in Section 5.5, all persons considered for appointment or re-appointment shall complete an

application form. This application form must be received by the City Clerk by the required deadline.

It is the prerogative of the Council to appoint Mr. Giamb Bruno to another four-year term or to direct staff to accept applications for the upcoming term for consideration at the November 3rd Council meeting.

OPTIONS:

1. Move to reappoint Curt Giamb Bruno to a four-year term on the Lake County Vector Control District Board effective January 2023.
2. Direct staff to begin recruitment for applications to the upcoming term.
3. 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 Mr. Giamb Bruno to the Lake County Vector Control District Board for a term of four year effective January 2023.

Attachments: 1) Committee/Commission Member Application from Curt Giamb Bruno



City of Clearlake

Section H, Item 10.

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: CURT M. GIAMBRUNO SR

Telephone: (Home) ⁷⁰⁷ 995-9334 (Work) N/A (Cell) N/A

Email: COMMEMBER50@ATT.NET

Street Address: 14290 MEMORY LN

Mailing Address: CLEARLAKE CA 95422-8020

Occupation: RETIRED / VOLUNTEER AS NEEDED

Employer: N/A

Registered Voter? Yes No

Please provide a brief statement regarding what skills you would bring to the Committee if appointed: I AM CURRENTLY A MEMBER OF LAKE COUNTY VECTOR CONTROL BOARD OF TRUSTEES. I BELIEVE THE VECTOR CONTROL AGENCY WOULD LIKE ME TO CONTINUE TO SERVE ON THEIR BOARD WHICH I WOULD BE MOST PLEASED TO DO SO.

Please provide a brief summary of your education and work experience: I GRADUATED FROM HIGH SCHOOL - SARRAFEL MILITARY ACADEMY AFTER 5 YEARS IN 1956. FROM THERE WENT TO PASADENA CITY COLLEGE FOR 2 YEARS. THEN MARRIED & STARTED A FAMILY - WENT TO WORK FOR A PRINTING EQUIPMENT CO. DURING MY 30 YEARS WITH THE COMPANY I PURCHASED OHS CO. AFTER ALL THESE YEARS I DECIDED TO RETIRE WITH MY WIFE & MOVE TO LAKE COUNTY. ULTIMATELY PUT MY LIFES EXPERIENCES TO WORK - VOLUNTEERING FOR THE CITY & COUNTY. IN THE MEANTIME MY WIFE PASSED IN 2008

Name of City Commissions/Committees On Which You Have Served	No. of Years	Position(s) Held
I HAVE SERVED AS A BOARD MEMBER OF VECTOR CONTROL FOR THE YEARS.	22 YRS	BOARD OF TRUSTEES MEMBER & CHAIRPERSON
CLEARLAKE CHAMBER OF COMMERCE	7 YR 1989-2006	VOLUNTEERING
MEMBER OF THE CITY PLANNING COMM CITY CODE ENFORCEMENT	1997-2006 2003-2006	COMMISSION MEMBER VOLUNTEERING
CITY OF CLEARLAKE COUNCIL MEMBER, VICE MAYOR MAYOR	2006-2012 2007 2008	MEMBER

Name of County Commissions/Committees On Which You Have Served	No. of Years	Position(s) Held
LAKE COUNTY BOARD OF SUPER APPOINTMENT TO AODS ALCOHOL & OTHER DRUGS	4 YRS	BOARD MEMBER
LAKE COUNTY CARBACE AND LAND FILL	4 YRS	BOARD MEMBER
LAKE COUNTY PARKS & RECREATION	4 YRS	BOARD 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).

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: 9-12-22

FOR OFFICE USE ONLY

Received **RECEIVED**

By: 

SEP 20 2022



City of Clearlake
14050 Olympic Drive
Clearlake, CA 95422

October 3, 2022

Dear City Councilmembers:

The term of Curt Giambruno on the Lake County Vector Control District Board (LCVCD) of Trustees will expire at noon on Monday, January 2, 2023.

Mr. Giambruno is an excellent trustee and has indicated he would be willing to accept another term of service on the LCVCD Board of Trustees. He has advised me that he has filed his updated application with your City Clerk

Mr. Giambruno has served on our Board since 1999 and has served as President of the LCVCD Board of Trustees since 2004. He provides excellent leadership as President of the District's Board of Trustees, and works well with the other trustees to promote productive discussions of the issues relevant to the governance of the district. He is community-minded and his experience and expertise in public service continue to be a great asset to the District.

This is a letter requesting that the City of Clearlake make an appointment for the next term on the LCVCD Board. The California Health and Safety Code §2024(a) allows for either a 2-year or a 4-year term, at the discretion of the appointing authority.

We shall appreciate your notification in writing when this appointment has been filled and the length of the term of appointment.

Sincerely,

Jamesina J. Scott, Ph.D.
District Manager

CC: Alan Flora, City Manager
Curt Giambruno, President of the Board

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Discussion and Consideration of Establishment of a Homebuyer Assistance Program as a Retention and Recruitment Incentive for City Employees	MEETING DATE: Oct. 6, 2022
SUBMITTED BY: Alan D. 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:

The City Council is being asked to consider the establishment of a homebuyer assistance program to assist City employees with home ownership and as a tool for employee retention and recruitment.

BACKGROUND/DISCUSSION:

One of the most difficult tasks of any organization is the recruitment and retention of high performing and committed employees. We couldn't be more pleased with the dedicated staff we have and are constantly analyzing tools or programs to ensure we keep our employees. Home ownership is often a key factor and incentive for employees staying put. With local access to housing still a challenge, and the cost of homeownership continuing to rise, we would like the Council to consider ways to assist with our employee's commitment to the City via homeownership.

We recommend the Council consider a few items in development of a program.

1. Amount of incentive?
2. Requirement that any home purchase be within the City
3. Requirement that any home be owner occupied
4. Would you like to impose income limits for program participation?
5. Requirements for time of employment
6. Ensuring any method is tax free to increase effectiveness

OPTIONS:

1. Provide Direction to the City Manager to create an employee homebuyer assistance program.
2. Provide alternative direction to staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

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

Comments: Budget adjustments may be necessary depending on Council direction. The program would be funded out of the City's existing housing fund and would not impact the General Fund.

STRATEGIC PLAN IMPACT:

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- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Attachments: