AGENDA
REGULAR MEETING OF THE LAKEPORT CITY COUNCIL
(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT and THE SUCCESSOR AGENCY TO THE LAKEPORT REDEVELOPMENT AGENCY)
Tuesday, January 3, 2017
City Council Chambers, 225 Park Street, Lakeport, California 95453

Any person may speak for three (3) minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, extended at the discretion of the City Council. This rule does not apply to public hearings. Non-timed items may be taken up at any unspecified time.

I. CALL TO ORDER & ROLL CALL: 6:00 p.m.

II. PLEDGE OF ALLEGIANCE:

III. ACCEPTANCE OF AGENDA:

Urgency Items:
To add item, Council is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a 2/3rds determination that the need to take action arose subsequent to the Agenda being posted.

IV. CONSENT AGENDA:
The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.

A. Ordinances:
Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per Government Code Section 36934.

B. Minutes:
Approve minutes of the regular City Council meeting of December 20, 2016.

V. PUBLIC PRESENTATIONS/REQUESTS:

A. Citizen Input:
Any person may speak for 3 minutes about any subject within the authority of the City Council, provided that the subject is not already on tonight's agenda. Persons wishing to address the City Council are required to complete a Citizen's Input form and submit it to the City Clerk prior to the meeting being called to order. While not required, please state your name and address for the record. NOTE: Per Government Code §54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda.

B. Board of Supervisors Lakeport Representative Introduction
Introduction of newly elected District 4 representative Tina Scott who will represent Lakeport on the Lake County Board of Supervisors.

C. Proclamation:
Presentation of a proclamation honoring Thomas Gayner for his years of service on the City of Lakeport’s Planning Commission.

VI. COUNCIL BUSINESS:

A. City Clerk

1. Mayoral Appointments and Resolution Appointing Representatives to League of California Cities positions.
Mayor Mattina to appoint Council Members to various liaisons, committees, and commissions; and the City Council to adopt a resolution appointing representatives to represent and vote on behalf of the City at the League of California Cities, Redwood Empire Division Business meetings and represent the City and vote at Division Legislative Committee meetings.

B. Police Chief

1. Bid Award: New Police Station
Authorize the City Manager to sign a purchase order with Total Security Solutions for the purchase and installation of bullet proof security windows at the new police facility located at 2025 S. Main St. in the amount of $34,032.32.

VII. CITY COUNCIL COMMUNICATIONS:

A. Miscellaneous Reports, if any:

VIII. ADJOURNMENT: Adjourn

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk’s Office at 225 Park Street, Lakeport, California, during normal business hours. Such documents are also available on the City of Lakeport’s website, www.cityoflakeport.com, subject to staff’s ability to post the documents before the meeting.

The City of Lakeport, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk’s Office, (707) 263-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.
Hilary Britton, Deputy City Clerk
CLOSED SESSION:
The meeting was called to order and adjourned to a closed session at 5:37 p.m.

Pursuant to Government Code §54957.6(d)(2) & (d)(3) SIGNIFICANT EXPOSURE TO LITIGATION AGAINST THE CITY; City Representatives: City Attorney, City Manager; Statement made at an open meeting of City (Gov. Code §54965.9 (e)(4)): Name of Person: Paul B. Albritton. Nature of Specific Matter: Appeal of Verizon Wireless Application UP 14-04, AR 14-12, CE 14-24. Number of Potential cases: one (1).

REPORT FROM CLOSED SESSION:
The meeting reconvened to open session at 5:43 p.m. The Mayor reported that there was no reportable action from closed session.

I. CALL TO ORDER: ROLL CALL:

Mayor Spillman called the regular meeting of the City Council of the City of Lakeport to order at 6:02 p.m. with Council Members Parlet, Mattina, and Turner present, and Council member Scheel absent. Also present were Council-elect Tim Barnes and George Spurr.

II. PLEDGE OF ALLEGIANCE:
The Pledge of Allegiance was led by City Manager Margaret Silveira.

III. ACCEPTANCE OF AGENDA:

A motion was made by Council Member Turner, seconded by Council Member Mattina, and unanimously carried by voice vote with Council Member Scheel absent to consider item 6A Public Comment directly following item 4 Consent Agenda and accept the remainder of the agenda as presented.

Urgency Items:

City Attorney Ruderman commented that there were no items considered Urgent under the Brown Act.

IV. CONSENT AGENDA:

A. Ordinances

Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per Government Code §36934.

B. Warrants

Approve warrants as listed on Warrant Registers dated 11-22, 12-01, and 12-08-2016.

C. Minutes

Approve minutes of the regular City Council meeting of December 06, 2016

D. Application No. 2017-004

Approve application for Shakespeare at the Lake, July 26, 29-31, 2017 with recommended conditions.

E. Agreements with State Board of Equalization

Adopt resolution authorizing the City Manager to execute agreements with the State Board of Equalization for implementation of a local transactions and use tax and to amend the Fiscal Year 2016-2017 Budget for Fund 110 in the amount of $25,000 for administrative costs billed by the BOE associated with the implementation of the increased sales tax.

Adopt a resolution authorizing the examination of transactions (sales) and use tax records.

F. Notice of Completion for Bevins Street Rehabilitation Project

Adopt a resolution accepting the construction of the 2016 Bevins Street Pavement Rehabilitation Project by Granite Construction and authorize the filing of the Notice of Completion.

G. Professional Services Agreement with JJACPA; FY 2016-2016 City Audit, Amendment 2

Approve and authorize the City Manager to execute the second amendment to the Professional Services Agreement with JJACPA, Inc., for independent auditing services.
Vote on Consent Agenda

A motion was made by Council Member Mattina, seconded by Council Member Parlet, and unanimously carried by voice vote with Councilmember Scheel absent to approve the Consent Agenda as posted.

V. CITY COUNCIL REORGANIZATION:

A. City Clerk

1. Certification of County Elections Office-Results of Canvas and Adoption of Resolution Reciting Facts of Election

City Clerk Buendia presented a staff report.

A motion was made by Council Member Mattina, seconded by Council Member Turner and unanimously carried by voice vote with Council Member Scheel absent, to approve the Certification of County Elections Office of Results of the Canvas of the Consolidated General Election and adopt the proposed resolution reciting the facts of the consolidated general municipal election held in said city of Lakeport on the 8th day of November, 2016, declaring the results thereof and such other matters as provided by law.

2. Presentation to Outgoing City Council Members

Councilmembers Mattina, Turner and Parlet spoke thanked Councilmembers Scheel and Spillman for their service on the City Council and highlighted their accomplishments. Council Member Mattina presented a plaque to Mayor Spillman.

3. Oaths of Office

City Clerk Buendia administered oaths of office to incoming Council Members Kenneth Parlet, Tim Barnes, and George Spurr.

RECESS

A recess was observed for a cake reception to honor outgoing and incoming Council Members. Following the recess the new Council Members took seats at the dais.

4. Appointment of Mayor and Mayor Pro Tem

City Clerk Buendia requested nominations for Mayor. A nomination was made by Council Member Parlet, the nomination was unanimously confirmed by voice vote to appoint Stacey Mattina as Mayor.

City Clerk Buendia requested nominations for Mayor Pro Tem. A nomination was made by Council Member Parlet, the nomination was unanimously confirmed by voice vote to appoint Mireya Turner as Mayor Pro Tem.

VI. PUBLIC PRESENTATIONS/REQUESTS:

A. Citizen Input

Suzanne Lyons shared ideas on how to get the youth more engaged in civic activity.

Dennis Rollins, on behalf of the Westside Park Committee, thanked the City Council, particularly outgoing Mayor Marc Spillman, for their support of Westside Park.

[Note: Several speakers spoke regarding a warming center located at the Lakeport Community Seventh Day Adventist Church, 1111 Park Way, outside the city limit.]

Ken Syphax spoke in favor of bus service from Lakeport to the warming center

Rev. Brehms spoke in favor of the warming center and appealed for more cooperation from the City and County.

Jo Gossett spoke about the need for a warming center.

Robin Gonsalvez was a prior resident of the homeless shelter and described the experience.
Rev. Ginny Bettendorf from United Christian Parish spoke about the needs of the warming shelter.

Pastor Shannon Kimball-Auth stated that the Lakeport bus-stop is integral and requested that City change its opinion on disallowing the bus-stop.

Holly Green asked what the City Council intends to do to serve the homeless.

City Manager Margaret Silveira offered to meet with Pastor Shannon Kimball-Auth and shelter leadership to discuss the warming shelter transit issues and impacts on the City of Lakeport.

B. Holiday Lighting Decorations Awards

Barbara Bruenig and Allen Mathews of the Lakeport Main Street Association presented awards for the Annual Holiday Lighting Contest. Prizes for the best residences were awarded to Matt Harrell, 1186 Page Drive; Rob and Linette Terrell, 2471 Parallel Drive; and Jeff and Jackie Hansen, 1457 20th Street.

Prizes for the best businesses were awarded to Traditions, Lakeport Hair Design and Pieces Boutique.

C. Taste of Lake County People’s Choice Awards

Barbara Bruenig and Allen Mathews of the Lakeport Main Street Association presented awards to the winners of the Taste of Lake County People’s Choice Awards. The winners were Robinson Rancheria for the Restaurant Category and Chacewater Winery for the Winery Category.

VII. PUBLIC HEARING:

A.

VIII. COUNCIL BUSINESS:

A. City Clerk

City Clerk Buendia announced that Nathan Maxman had submitted applications electronically for the Planning Commission, Parks and Recreation Commission and Traffic Safety Advisory Commission. City Clerk Buendia requested the applications be considered, since they were submitted timely but due to email problems not received to the City.

1. Appointments to the Lakeport Planning Commission

City Clerk Buendia gave a staff report. Applicants Michael Green, Michael Froio, Ken Wicks, and Nathan Maxman spoke and were available for questions of the City Council.

A motion was made by Council Member Parlet, seconded by Council Member Turner and unanimously carried by voice vote to appoint Ken Wicks and Michael Green to the Planning Commission, effective January 1, 2017 and expiring December 31, 2020.

A motion was made by Council Member Turner, seconded by Council Member Parlet and carried 4-1 by voice vote, with Council Member Barnes opposed, to appoint Michael Froio to the Planning Commission, effective immediately and expiring December 31, 2018.

2. Appointments to the Lakeport Economic Development Advisory Committee

City Clerk Buendia gave a staff report. Applicants Sherryl Dever, William Eaton, George Feola, Melissa Fulton, Valerie Jensen, and Wilda Shock spoke and were available for questions of the City Council.

A motion was made by Council Member Spurr, seconded by Council Member Turner and unanimously carried by voice vote to appoint Melissa Fulton Lakeport Economic Development Advisory Committee effective January 1, 2016, and expiring December 31, 2018.

A motion was made by Council Member Parlet, seconded by Council Member Turner and unanimously carried by voice vote to appoint Denise Combs, William Eaton, George Feola, and Wilda Shock to the Lakeport Economic Development Advisory Committee effective January 1, 2016, and expiring December 31, 2018.
A motion was made by Council Member Turner, seconded by Council Member Parlet and unanimously carried by voice vote to appoint Terri Logsdon to the Lakeport Economic Development Advisory Committee effective January 1, 2016, and expiring December 31, 2018.

3. Appointments to the Parks and Recreation Committee

City Clerk Buendia gave a staff report. Applicants Kip Knorr, Suzanne Lyons and Nathan Maxman spoke and were available for questions of the City Council.

A motion was made by Council Member Spurr seconded by Council Member Parlet and unanimously carried by voice vote to appoint Suzanne Lyons to the Parks and Recreation Committee effective January 1, 2017, and expiring December 31, 2018.

A motion was made by Council Member Parlet seconded by Council Member Turner and unanimously carried by voice vote to appoint Kip Knorr to the Parks and Recreation Committee effective January 1, 2017, and expiring December 31, 2018.

4. Appointments to the Traffic Safety Advisory Committee

City Clerk Buendia gave a staff report. Applicant Nathan Maxman was available for questions of the City Council. Frank Dollosso was unable to attend the meeting.

A motion was made by Council Member Turner, seconded by Council Member Spurr and unanimously carried by voice vote to appoint Frank Dollosso and Nathan Maxman to the Traffic Safety Advisory Committee effective January 1, 2017 and expiring December 31, 2020.

5. 2017 Maddy Act Appointment List

City Clerk Buendia gave a staff report, relaying that appointments made at the meeting would be included on the list.

A motion was made by Council Member Turner, seconded by Council Member Parlet and unanimously carried by voice vote to direct the City Clerk to prepare the 2017 Maddy Act Appointment List and post it at City Hall and the Lakeport Public Library.

IX. CITY COUNCIL COMMUNICATIONS:

A. Miscellaneous Reports:

City Manager Silveira congratulated the newly elected Council Members and wished everyone happy holidays.

City Attorney Ruderman gave no report.

Public Works Director Grider stated that the five-day- per- week street sweeping will slow down and crews will begin work on pothole patching.

Chief Rasmussen thanked Council, staff and the community for the show of support at the grand opening of the new police department building.

Community Development Director Ingram congratulated the new Council Members and stated he is looking forward to the New Year.

City Clerk Buendia gave no report.

Council Member Spurr wished everyone a Merry Christmas and Healthy New Year and is looking forward to serving on the Council.

Council Member Parlet welcomed the new Council members and thanked all the applicants of various Committees and Commissions for their participation and for citizens giving input.

Council Member Barnes wished everyone happy holidays, congratulated the Council Members Parlet and Spurr, and stated he is looking forward to serving.
Council Member Turner welcomed the new council members and said she would be attending a homeless taskforce meeting with the District Attorney called by City of Clearlake Mayor Purdock.

Mayor Mattina congratulated and welcome the new Council Members. She further thanked Supervisor-Elect Tina Scott for attending. She reminded the Council to submit their interest in various boards and commissions.

IX. **ADJOURNMENT:**

Mayor Mattina adjourned the meeting at 8:05 p.m.

APPROVE:  

_________________________  
Stacey Mattina, Mayor  

ATTEST:  

_________________________  
Kelly Buendia, City Clerk
Proclamation

OF THE CITY COUNCIL
OF THE CITY OF LAKEPORT

RECOGNIZING THOMAS GAYNER AND HONORING HIM FOR 8 ½ YEARS OF OUTSTANDING SERVICE TO THE CITY OF LAKEPORT

WHEREAS, Thomas Gayner has served as a Planning Commissioner from June 11, 2008 through December 14, 2016; and

WHEREAS, Thomas served as Chairman of the Planning Commission in 2010/2011 and 2014/2015; and

WHEREAS, Thomas has conscientiously executed the duties associated with his position; and

WHEREAS, during his tenure on the Planning Commission, Thomas was instrumental in the updating, review and implementation of the 2009 and 2014 Housing Element Updates, adoption of the Forbes Creek Neighborhood Study and 2015 updates to the Lakeport General Plan and Sphere of Influence; and

WHEREAS, Thomas provided a vast knowledge of construction development practices that provided invaluable insight and benefit to the decision making process of the Planning Commission; and

WHEREAS, City Council, Staff and fellow colleagues on the Planning Commission wish to express their appreciation to Thomas for his dedication and efforts and let him know that he will be greatly missed;

NOW, THEREFORE, BE IT RESOLVED that the City of Lakeport hereby recognizes Thomas Gayner for his outstanding service to the City of Lakeport and wishes Thomas good health and happiness.

I have hereunto set my hand and caused the Seal of the City of Lakeport to be affixed this 3rd day of January, 2017.

STACEY MATTINA, Mayor
STAFF REPORT

RE: Mayoral Appointment of Liaisons to Commissions, Boards, and Committees

MEETING DATE: 01/03/2017

SUBMITTED BY: Kelly Buendia, City Clerk

PURPOSE OF REPORT: [ ] Information only [ ] Discussion [x] Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The Mayor is being asked to appoint members as liaisons to commissions, boards, and committees. In addition, the Council is being asked to adopt a resolution appointing representatives to represent and vote on behalf of the City at the League of California Cities, Redwood Empire Division Business meetings and represent the City and vote at Division Legislative Committee meetings.

BACKGROUND/DISCUSSION:

Annual appointments are made to several commissions, committees, and boards. Some of these appointments are advisory only and some of them require active participation. The Mayor has authority to appoint members to these commissions, committees, and boards.

These annual appointments run from January through December of the coming calendar year. The following is brief information on each of the commissions/boards/committees:

- **Lakeport Fire Protection District:** The board meets the second Tuesday of each month at 6:00 p.m. at the Fire Department. One Council member and an alternate are appointed (not voting or acting members) to attend meetings and report to the City Council.

- **Lakeport Regional Chamber of Commerce:** The board meets the third Tuesday of each month at 8:00 a.m. at Umpqua Bank. There are also monthly dinner meetings. One Council member and an alternate are appointed (not voting or acting members) to attend meetings and report to the City Council.

- **Lakeport Main Street Association:** The board meets the third Tuesday of each month at 12:00 noon at City Hall. One Council Member is appointed (not voting or acting member) to attend meetings and report to the City Council.

- **League of California Cities, Redwood Empire Division, Division Business Meeting Voting Delegate:** This board meets quarterly. One Council member and one alternate are appointed to attend the League’s Division meetings.

- **League of California Cities, Redwood Empire Division, Legislative Committee Voting Delegate:** One Council member and one alternate is appointed to attend the League’s Legislative Committee meetings.

- **Lake County/City Area Planning Council (APC):** This committee handles transportation issues and meets the second Wednesday of each month. The location alternates between the City of Lakeport Council Chambers and...
and the Lake Transit offices in Lower Lake. Two Council members and an alternate are appointed and are active, voting members of the APC.

- **County of Lake Solid Waste Management Task Force**: This is a County committee on which the City has a liaison. Typically, the City appoints one Council member and the City Manager to attend any meetings of the Task Force.

- **SB 621 Indian Gaming Funds Committee**: This committee meets on as "as needed basis" as funding becomes available. The City appoints one active voting member and one alternate.

- **Local Agency Formation Commission (LAFCO)**: This board meets monthly and alternates meetings between Lakeport and Clearlake. The City appoints a Council member who acts as a voting member of LAFCO. An alternate is also appointed.

- **Invasive Species Task Force Committee**: This committee meets on monthly on a Monday TBA from 10:00 a.m. to 12:00 at the Agriculture Office. The City appoints one member as an active, voting member.

- **Clean Water Program Committee (formerly TMDL)**: This board meets on a monthly basis, and the City appoints one member as an active, voting member.

- **Lakeport Unified School District Committee**: This committee meets quarterly, TBA. The City appoints two Council members to sit on the committee and report to Council.

- **Oversight Board of the Former Lakeport Redevelopment Agency**: This Board meets as needed. The City appoints one member as an active, voting member.

- **Lake County Abandoned Vehicle Abatement Service Authority**: This committee is not currently active, however, the City will be requesting re-activation. Meetings are called by the County on an “as-needed” basis.

- **Lake County Airport Land Use Commission**: This committee is not currently active, however, the Mayor may wish to appoint a Council Member to the Commission should a project arise needing city participation in the Commission.

**OPTIONS:**

The Mayor can make appointments to the various commissions, boards, and committees as listed or give further direction.

The Council can adopt a resolution appointing voting delegates to the League's Division Business and Legislative Committee meetings or decline to appoint a voting delegate to either/both meetings.

**FISCAL IMPACT:**

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

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

  Affected fund(s):  ☐ General Fund  ☐ Water OM Fund  ☐ Sewer OM Fund  ☐ Other:

  Comments:

**SUGGESTED MOTIONS:**

No motion is necessary for the Mayoral appointments.

Move that the City Council adopt a resolution appointing representatives to represent and vote on behalf of the City at the League of California Cities, Redwood Empire Division Business meetings and represent the City and vote at Division Legislative Committee meetings.

- **Attachments**:  1. List of current liaisons to commissions, boards, and committees.
  2. Proposed resolution for League of California Cities, Redwood Division appointments
# LAKEPORT CITY COUNCIL

**EFFECTIVE JANUARY 3, 2017**

**LIAISONS TO COMMISSIONS, BOARDS, COMMITTEES**

## LIAISONS

<table>
<thead>
<tr>
<th>LIAISON</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>Lakeport Fire Protection District</td>
<td>Mayor Spillman</td>
<td>Mayor Spillman</td>
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<td></td>
<td>Council Member Turner, Alt.</td>
<td>Council Member Turner, Alt.</td>
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<tr>
<td>Lakeport Regional Chamber of Commerce</td>
<td>Council Member Turner</td>
<td>Council Member Scheel, Alt.</td>
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<tr>
<td>Lakeport Main Street Association</td>
<td>Mayor Spillman</td>
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## APPOINTMENTS

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<tr>
<th>APPOINTMENT</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>League of California Cities Redwood Empire Division Business Meeting Voting Delegate</td>
<td>Council Member Scheel</td>
<td>Mayor Pro Tem Mattina</td>
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<tr>
<td>League of California Cities Redwood Empire Division Legislative Committee Voting Delegate</td>
<td>Council Member Scheel</td>
<td>Mayor Pro Tem Mattina</td>
</tr>
<tr>
<td>Lake County/City Area Planning Council</td>
<td>Council Member Scheel</td>
<td>Mayor Pro Tem Mattina</td>
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<td>Mayor Pro Tem Mattina</td>
<td>Mayor Pro Tem Mattina, Alt.</td>
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<tr>
<td>County of Lake Solid Waste Management Task Force</td>
<td>Council Member Scheel</td>
<td>Council Member Turner</td>
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<tr>
<td>SB 621 Indian Gaming Funds Committee</td>
<td>Council Member Scheel</td>
<td>Mayor Pro Tem Mattina</td>
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<td></td>
<td>Mayor Pro Tem Mattina, Alt.</td>
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<tr>
<td>Local Agency Formation Commission</td>
<td>Mayor Pro Tem Mattina</td>
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<td>(Choose City Alt. in 2018)</td>
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<tr>
<td>Invasive Species Task Force Committee</td>
<td>Council Member Parlet</td>
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<td>Clean Water Program Committee</td>
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<td>Lakeport Unified School District Committee</td>
<td>Mayor Pro Tem Mattina</td>
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<td>Oversight Board of the Former Lakeport Redevelopment Agency</td>
<td>Mayor Pro Tem Mattina</td>
<td>Council Member Parlet</td>
</tr>
<tr>
<td>Abandoned Vehicle Service Authority</td>
<td>Council Member Parlet</td>
<td></td>
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<tr>
<td>Lake County Airport Land Use Commission</td>
<td>No Appointment</td>
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RESOLUTION NO. ____ (2017)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT
APPOINTING REPRESENTATIVES TO REPRESENT AND VOTE ON BEHALF
OF THE CITY AT THE LEAGUE OF CALIFORNIA CITIES, REDWOOD EMPIRE
DIVISION BUSINESS MEETINGS AND REPRESENT THE CITY AND
VOTE AT DIVISION LEGISLATIVE COMMITTEE MEETINGS

WHEREAS, the City is a member of the League of California Cities, an association
of California city officials who work together to enhance their knowledge and skills,
exchange information, and combine resources so that they may influence policy
decisions that affect cities, and

WHEREAS, mayors, council members and other officials set League policies and
priorities from member cities who serve on the League Board of Directors, League policy
committees, regional division boards, departments, caucuses, and task forces where
League policies and priorities are formulated and set, and

WHEREAS, the City is an active member of the Redwood Empire Division, League
of California Cities, and

WHEREAS, the Redwood Empire Division By-laws, Article III, Section 3, states
representatives of each member city shall cast one vote by city, and

WHEREAS, the Redwood Empire Division By-laws, Article VIII, creates a Redwood
Empire Division Legislative Committee to review and respond to bills that impact
Redwood Empire Cities, and

WHEREAS, the City must appoint one elected official to attend and represent the
city at Division Business meetings who can vote on behalf of the city, and

WHEREAS, the City must appoint one elected official to attend and represent the
city at Legislative Committee meetings who can vote on behalf of the city, and

WHEREAS, an alternate elected official should be appointed to represent the city
in the event the regular member is not available to attend, and

WHEREAS, appointments should be reviewed and updated annually.

NOW, THEREFORE, BE IT RESOLVED that the 2017 appointment for the Redwood
Empire Division are as follows:
It is hereby certified that the foregoing Resolution No. ___ (2017) was duly introduced and adopted by the City Council of the City of Lakeport at its regular meeting held on the third day of January, 2017 by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTAIN:

________________________ 
Stacey Mattina, Mayor

Attested: 

________________________ 
Kelly Buendia, City Clerk
STAFF REPORT

RE: Safety Windows at New Police Station

MEETING DATE: 01/03/2017

SUBMITTED BY: Brad Rasmussen, Chief of Police

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to consider authorizing the City Manager to sign a purchase order with Total Security Solutions for the purchase and installation of bullet proof safety glass for the new police department located at 2025 S. Main Street.

BACKGROUND/DISCUSSION:

During the construction phase/process for the new police facility, the city did not receive any bids from contractors regarding the safety glass which is essential in maintaining the safety of all staff. We are pleased to announce, through a secondary bidding process, staff has identified a company to complete the project that will also include installation.

The police department intends to utilize funds from the BSCC account for this purchase and installation which will not impact the general fund. Three bids were received for the windows and installation:

1. Total Security Solutions: $34,032.32
2. KTM Enterprises: $42,537.80
3. Port Plastics: Incomplete bid.

OPTIONS:

1. Authorize the City Manager to sign the purchase order with Total Security Solutions.
2. Do not approve, provide direction to staff.
3. Take no action

FISCAL IMPACT:

☑ $34,032.32 Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No ☐ No

If yes, amount of appropriation increase: $

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☒ Other:

Affected Account Number: Fund: 211 - BSCC LAW ENFORCEMENT GRANT

Financial impact: The $34,032.32 is to be transferred from Fund 211-BSCC Law Enforcement Grant account to 130-2010-990.200
SUGGESTED MOTIONS:

Move to authorize the City Manager to sign a purchase order with Total Security Solutions for the purchase and installation of bullet proof security windows at the new police facility located at 2025 S. Main St. in the amount of $34,032.32.

Attachments: 1. Total Security Solutions Project Proposal
PROJECT PROPOSAL

THE EXPERIENCE TO PROTECT. THE COMMITMENT TO RESPOND.

OUR VISION

TSS operates under three guiding principles: Customer Service - we deliver an outstanding customer experience on every project; Customization - we solve security problems and provide innovative, customized solutions; and Speed - we deliver bulletproof barrier systems in as little as four weeks using state-of-the-art equipment and highly-trained craftsmen.
ABOUT TSS

Why TSS

TSS plans, produces, and installs custom bulletproof barriers that fit the design of virtually any work environment - including government, banking, healthcare, utilities, corporate and educational facilities. We thrive on solving complex security problems, and we provide the most comprehensive line of bulletproof products in the industry.

By the Numbers

- Produced 12,367+ jobs
- Protected nearly 10,000 facilities
- Expanded our footprint in all 50 states
- Been recognized as an award winning company by:
  - Michigan's Top 50 Companies to Watch
  - Inc. 5000 Fastest Growing Companies
  - Crain's Detroit
  - Ernst and Young

Our Proven Process

TSS differentiates itself from the competition by designing and building custom bulletproof barrier systems. We respond to the customers needs rather than follow an "assembly line" approach. Our proven process allows us to provide a complete solution - from assessing the threat level all the way through to final installation of the barrier.
ORDER INFORMATION

Quote Submitted To:
Lakeport Police Department
916 N Forbes St
Lakeport, California 95453

Project Information:

PROJECT NAME: Lakeport Police Department-
PO NUMBER: #
CONTACT: Michael Sobieraj
PHONE: 707-263-9656
EMAIL: msobieraj@lakeporpolice.org

Bill To Address:
Lakeport Police Department
916 N Forbes St
Lakeport, California 95453

Salesperson Information:

CONTACT: Sandra Peralta
PHONE: (517) 223-7807 Ex.: 253
EMAIL: speralta@tssbulletproof.com

Ship To Address:
Lakeport Police Department
916 N Forbes St
Lakeport, California 95453

Ship To Notes:

PO NUMBER	PROJECT NAME	SALES PERSON	DATE REQUIRED	PAYMENT TERMS
Lakeport Police Department-
Sandra Peralta

INITIAL: ____________________
SUMMARY OF PROPOSAL

Thank you for asking us to prepare a Statement of Work for your Lakeport Police Department Project. During our initial conversations, we have determined that the main objectives of this project are to:

12-14-2016

Furnish and install UL 752 tested & rated Level III 1-1/4" LP1250 and dark bronze anodized aluminum 2-pc TSS BL-2.5 channel for back glazing.

Unit Size: (9) 70" x 43" & (1) 27" x 41"

Boxing and freight included.

Includes field measure, approval drawings, project management, logistics and final installation (prevailing wage)

The prices, specifications and conditions listed are satisfactory and hereby accepted. Options will be indicated as approved or crossed out as declined. Payment terms included in attachment, supplied with quote. In the event of conflicts or discrepancies among the contract documents, interpretations will give priority to the Total Security Solutions Approval Drawings over the Proposal or any other document provided or included in the agreement. This quote shall remain in effect for 60 days from the above date. Customer is responsible for payment of state sales tax.

INITIAL: ____________________  

Sub Total: $32,104.00
Tax: 8% $1,928.32
Total Due: $34,032.32

Thank you for your business!
EXCLUSIONS

1. Structural calculations not included.
2. Testing for ballistics only. A fully tested assembly unit is not rated for air or water leakage, wind debris, forced entry, fire suppression and/or thermally broken characteristics.
3. Standard anodized selections limited to clear satin and dark bronze. Other options may be requested at an extra charge.
4. Proposal does not include installation unless noted. Customer responsible for their own material take-offs.
5. Warranty is from 1-year of ship date or installation (if noted).
6. 30% restocking fee for TSS approved returns. No returns on custom made items (i.e. doors, windows and/or systems).
7. Total Security Solutions will not pay for liquated damages for failure to meet customer’s delivery or construction schedules.
8. In the event of conflicts or discrepancies among specifications and plans, Total Security Solutions’ proposal document serves as the defining document.
SALES TERMS & CONDITIONS

Terms inconsistent with those stated herein which may appear on a purchaser's purchase order will not be binding. Typographical and clerical errors are subject to correction. All orders are subject to final acceptance by the seller.

PRICES: Market fluctuations and price discrepancies make it necessary for us to reserve the right to adjust prices without notice. All prices are in U.S. Dollars and must be paid in U.S. Dollars.

ORDERS: Purchase orders are accepted from established Credit Accounts, and from Municipalities. Orders are considered FINAL upon receipt of a signed proposal, purchase order, or full payment.

CANCELLATION: Any purchase order canceled after receipt of a deposit will be subject to a $250.00 administrative fee. For all other purchase orders canceled, the customer will be responsible for the work performed up to the date of cancellation including all special order material.

PAYMENT: Net 30 Days for established Credit Accounts from the date of invoice. For first time customers or where the purchaser has not established adequate credit, shipments will be made on a prepaid basis only. Advances deposits may be required on special order or unusually large purchases. TSS reserves the right to withhold deliveries or deposit accounts and to cancel further purchases without prior notice. If Total Security Solutions, Inc. proceeds with collection of amounts past due, the Customer is responsible for all expenses incurred by Total Security Solutions, Inc. or attorney or under the advice thereof, the undersigned agrees to pay all of Total Security Solutions, Inc. costs of collection. Credit accounts may be established for projects totaling $5,000 or more. To establish a Credit Account, please fill out and submit our Credit Application to our accounting department. FAX: 517.223.0815.

CREDIT CARDS: We accept Visa, MasterCard, Discover, and American Express. For amounts over $10,000, a 3% finance charge will be assessed on credit card payments.

CHECKS: Projects paid by check must clear the bank prior to shipment. Returned checks will be assessed a service charge of $25.00 and payment via wire transfer or cashier's check is required within 7 days of receipt or placed in collection.

QUOTATIONS: All quotes are valid for 60 days from date of quotation unless otherwise stated. We reserve the right to correct any typographical errors in pricing, descriptions, and terms. For International Quotes, prices do not include Duties, Customs, or Banking Fees.

INTERNATIONAL ORDERS: We will gladly accept any order outside of the U.S.A. and Canada. The only accepted form of payment for an international order is Wire Transfer. Please place your order, and we will email you the Order Amount Total including all Fees and Wire Transfer information. Your order will be shipped as soon as the funds are received.

TAXES: Taxes are additional. We collect taxes on orders from customers in AL, AZ, CA, FL, GA, IL, IN, MI, MD, MS, NC, NJ, NY, PA, SC, TN, TX, VA, and WA. If you are tax exempt from these states please submit a tax exempt certificate to TSS to ensure your account is setup as such. All applicable taxes will be charged for points of delivery if a tax exemption form is not on file. No refunds will be issued should sales tax be assessed and collected due to not having a form on file. If taxes were not collected and tax liability is later determined by a governmental taxing agency, the purchaser agrees to reimburse all taxes paid plus applicable penalties.

SHIPPING: All orders are subject to Freight Charges. All orders are FOB Shipping Point except as agreed in writing. We do our best to get you the best Freight Rate available and ship from the closest location to the customer. Freight charges will be prepaid or added to invoices for open accounts. Separate freight charges may apply if your order contains items shipping from multiple locations. Additional charges may be assessed for other special charges not communicated prior to shipping (i.e. lift-gate, 24 hr notice, reconsignment fees, etc.) TSS retains a security interest in each shipment of product until that shipment is paid in full.

SHIPPING CLAIMS: The customer is responsible for inspection of received goods on the date of delivery. Claims for short shipment or damaged goods must be noted on the carrier's delivery receipt. Do Not Throw Out The Shipping Carton - inspector must see the carton. TSS should be contacted immediately. TSS assumes no responsibility for delayed, lost, or damaged goods in transit. Claims for inaccurate order filing or concealed damage must be made in writing within 15 days of material receipt.

SPECIAL ORDERS: Items that are non-stocked, custom ordered and/or fabricated just for you are non-cancelable and non-returnable for any reason. Items ordered in unusually large quantities are also non-cancelable and non-returnable.

RETURNED GOODS: Returns or exchanges are relative to product condition and warranty. Approval for returning any item must have a Return Merchandise Authorization number (RMA Number) prior to return. Returns must be in new and unused condition in original packaging. Discontinued, shop and weather worn, and unboxed items are excluded and will not be eligible for credit. Returns must be shipped prepaid. Returns are subject to a restocking fee of 30%, depending upon the item and reason for return. Credits for returned goods will be issued less applicable handling and restocking charges. No returns after 30 days. Important – Items shipped without an RMA number will not be considered for credit.

MANUFACTURERS WARRANTY: TSS commits to being an advocate for the customer on all warranty issues. Our staff will work to resolve warranty issues in a timely and satisfactory manner. Purchaser shall not be entitled to recover from TSS any consequential damages, damages to property, damages for loss of use, loss of time, loss of profit or income, or any other incidental damages.

SIGNATURE: _______________________________ DATE: ____________________