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, February 21, 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.

CLOSED SESSION:
5:30 P.M.
1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code §54956.8): Property Address: 902 Bevins Court; Agency Negotiator: Margaret Silveira, City Manager; Negotiating Parties: City of Lakeport and Lake County Tribal Health; Under Negotiation: Price and Terms of Payment

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

II. PLEDGE OF ALLEGIANCE:

III. ACCEPTANCE OF AGENDA:
Move to accept agenda as posted, or move to add or delete items.

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 February 7, 2017.

C. Warrants:
Approve the warrant register of February 13, 2017.

D. Application 2017-009:

E. USDA Sludge Removal Project:
Authorize the acceptance of the Sludge Removal Project and to record a Notice of Completion with the County of Lake.

F. Out of State Travel Request:
Authorize the out-of-state travel for two Public Works Department employees to attend the CONEXPO-CON/AGG exposition in Las Vegas, Nevada on March 9 and 10, 2017.

V. PUBLIC PRESENTATIONS/REQUESTS:

A. Citizen Input:

V. COUNCIL BUSINESS:

A. Finance Director

1. Mid-Year Budget Review
Approve the amendment to the fiscal year 2016-17 City budget as recommended by staff.

VI. 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
MINUTES
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 SUCCESOR AGENCY TO THE LAKEPORT REDEVELOPMENT AGENCY)
Tuesday, February 7, 2017

CLOSED SESSION: Mayor Mattina called the meeting to order at 5:30 p.m. Council Members Barnes, Parlet, Spurr, were present and Council Member Turner was absent.

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code § 54956.8): Property Address: 2025 South Main Street; Agency Negotiator: Margaret Silveira, City Manager; Negotiating Parties: City of Lakeport and John Everett; Under Negotiation: Price and Terms of Payment

REPORT FROM CLOSED SESSION: There was no reportable action out of Closed Session.

I. CALL TO ORDER & ROLL CALL: Mayor Mattina called the meeting to order at 6:04 p.m. Council Members Barnes, Parlet, Spurr, and Turner were present.

II. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by City Clerk Buendia.

III. ACCEPTANCE OF AGENDA: A motion was made by Council Member Turner, seconded by Council Member Barnes, and unanimously carried by voice vote, to accept agenda as posted.

Urgency Items: There were no urgency items.

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 Section 36934.
B. Minutes: Approve minutes of the regular City Council meeting of January 17, 2017.
D. Application 2017-005: Approve Application No. 2017-005 with staff recommendations for the Quagga Mussel Outreach program at events at Library Park throughout the summer.
E. Application 2017-007: Approve Application No. 2017-007 with staff recommendations for the Annual Memorial Day Parade to be held May 27, 2017.
F. Application 2017-008: Approve Application No. 2017-008 with staff recommendations for the Annual Oktoberfest event to be held October 7, 2017.

Vote on Consent Agenda: A motion was made by Council Member Turner, seconded by Council Member Parlet, and unanimously carried by voice vote, to approve the Consent Agenda, items A-F.

V. PUBLIC PRESENTATIONS/REQUESTS:
A. Citizen Input: There was no citizen input offered by the public.

VI. COUNCIL BUSINESS:
A. Finance Director
   1. Debt Management Policy The staff report was presented by Finance Director Walker, with Bond Counsel Weist available via telephone for questions.

A motion was made by Council Member Parlet, seconded by Council Member Turner, and unanimously carried by voice vote, to adopt the proposed joint Resolution of the City Council of the City of Lakeport, and the Boards of Directors of the Lakeport Municipal Sewer District, The Municipal Financing Agency of Lakeport and the Successor Agency to the Redevelopment Agency of the City of Lakeport approving the City of Lakeport Debt Management Policy.
2. City of Lakeport Municipal Sewer District (CLMSD) Refunding

The staff report was presented by Finance Director Walker, with Bond Counsel Weist available via telephone for questions.

A motion was made by Council Member Barnes, seconded by Council Member Parlet, and unanimously carried by voice vote, to authorize and direct the issuance of the 2017 Bonds and the corresponding Refunding the Prior Bonds, and adopt the following associated proposed Resolutions:

1. Declaring Intention to Levy Reassessments and to Issue Refunding Bonds for Reassessment District No. 2017-1 and Providing for other Matters Properly Related Thereto;
2. Approving the Reassessment Report, Confirming and Ordering Reassessments for Reassessment District No. 2017-1, and Authorizing and Directing Related Actions;
3. Authorizing the Issuance, Sale and Delivery of Limited Obligation Refunding Bonds for Reassessment District No. 2017-1; Approving the Forms of and Authorizing and Directing Execution and Delivery of Fiscal Agent Agreement and Irrevocable Refunding Instructions, all Pertaining to said Refunding Bonds; and Providing for other Matters Properly Related Thereto.

3. Bank Signatories

The staff report was presented by Finance Director Walker.

A motion was made by Council Member Spurr, seconded by Council Member Turner, and unanimously carried by voice vote, to adopt a proposed Resolution authorizing signatories to the City’s checking, payroll and investment funds accounts.

B. Administrative Services Director

1. Classification Update:

The staff report was presented by Administrative Services Director Buendia.

A motion was made by Council Member Parlet, seconded by Council Member Barnes, and unanimously carried by voice vote, to update the Mechanic I/II classification and authorize staff to fill the vacant Electrical Mechanical Controls (EMC) Supervisor position with a full-time Mechanic.

C. Police Lieutenant

1. Application 2017-006:

The staff report was presented by Chief Rasmussen.

Event sponsor Jack Long was available for question and comment. Nancy Ruzicka suggested utilizing additional TOT funds to pay for police staffing.

A motion was made by Council Member Parlet, seconded by Council Member Spurr, and unanimously carried by voice vote, to authorize the Lakeport Sprint Boat Grand Prix event with staff recommendations.

D. Public Works Director

1. Emergency Pump Replacement

The staff report was presented by Public Works Director Grider.

A motion was made by Council Member Barnes, seconded by Council Member Turner, and unanimously carried by voice vote, to authorize the City Manager or her designee to transfer funds and purchase the Lift Station pump.

VII. CITY COUNCIL COMMUNICATIONS

A. Miscellaneous Reports, if any:

City Manager Silveira gave no report.

Finance Director Walker gave no report.

Public Works Director Grider reported that severe weather is anticipated which will raise lake levels. Staff is working to prepare for flood conditions.

City Clerk Buendia reported that the City would be soliciting applications for the Measure Z Advisory Committee.
Police Chief Rasmussen thanked staff and Council for support during the death of a family member.

Council Member Barnes gave no report.

Council Member Parlet reported that the Abandoned Vehicle Abatement committee met recently. He further reported that the APC & LTA meetings are this week.

Council Member Spurr reported that he met with the Solid Waste Committee where they discussed capacity issues.

Council Member Turner gave no report.

Mayor Mattina gave no report.

VIII. **ADJOURNMENT:**

Mayor Mattina adjourned the meeting at 7:16 p.m.

_______________________________________
Stacey Mattina, Mayor

Attest:

________________________________________
Kelly Buendia, City Clerk
2/13/2017

I hereby certify that the attached list of warrants has been audited, extensions are proper, purchase orders have been issued, and department heads have been given the opportunity to review and sign claim forms.

Nicholas Walker
Finance Director
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Bank Account 15-0352000798 Total: (96) -419,627.03
Report Total: (96) -419,627.03
## Summary

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**Report Total:** 96  -419,627.03

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**Report Total:** 96  -419,627.03

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**Report Total:** 96  -419,627.03
# Application for Use of Public Areas

**CITY OF LAKEPORT**

225 Park Street  
Lakeport, CA 95453

**APPLICATION FOR USE OF PUBLIC AREAS**

*Please note: City Council meetings are held the FIRST and THIRD TUESDAY of the month. Application forms require City Council approval and must be completed and submitted to the City Clerk at least ten working days before the Council meeting at which they will be considered.*

**This section to be completed by City:**

- **Application Received (Date):** 1/30/2017  
- **Application No.:** 2017-009  
- **For Council Meeting of (Date):** 2/21/2017

**This section to be completed by Applicant (please answer all questions):**

- **Applicant Name:** Victor Hall / Carol Hayes  
- **Organization Name:** Soper Reese Theatre  
- **Address:** 275 S. Main St.  
  Lakeport, CA 95453  
- **Home Phone:** 799-5306  
- **Work Phone:** 263-0577  
- **Mobile Phone:** 495-0228  
- **Email Address:** rhytmking42@gmail.com  
- **Phone for Other Contact:** info@soperreese-theatre.com

**Organization is:**

- Nonprofit Organization  
- For Profit Organization

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>MardiGras Carnival</th>
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</thead>
<tbody>
<tr>
<td>Description of Event:</td>
<td>Gathering in Library Park to form a parade in celebration of Mardi Gras. Parade will start on sidewalk moving from 3rd St to 4th St. and proceed north on the west side of Main St, concluding at the Soper Reese Theatre.</td>
</tr>
</tbody>
</table>

Does this use involve public right of way, streets, or sidewalks? Yes  
If yes, please indicate specific location: Streets

If requesting closure of streets, sidewalk, etc., please describe notification procedure for affected businesses and/or residences: 

---

**Date(s) of Event:**  
Saturday, Feb. 25, 2017  
**Total Number of Days:** 1  
**Set Up Time:** 5:00 PM  
**Time of Event:**  
**Tear Down Time:** 5:30 PM

Specify anticipated number of people (both participants and the public): 50

Will any vendors be present? Yes  
Will any food booths be present? Yes

**Requirements:**

- Electricity (cannot be guaranteed by City)  
- Barricades  
- Street/Sidewalk Closures  
- No Irrigation in park prior to event  
- Other (please specify): None

**Specific City Staff Needs:**

- Police  
- Parks  
- Other (please specify): None

**Coordination of these requirements must be made through the Public Works Department: (707) 263-0751**

**Insurance Information:**

- **Specify Insurance Company:** Nonprofits Insurance Alliance  
- **Policy Number:** 2016-044-26-NP  
- **Expiration Date:** 8-22-2017  
- **Limits of Coverage:**

**INSURANCE CERTIFICATE REQUIRED**

*Note: The insurance certificate provided to the City by your organization's insurance company must name the City of Lakeport as an additional insured for the event specified in this application and must include a copy of any endorsements. The minimum coverage amount required is $2,000,000. The certificate and endorsements must also be in a form acceptable to risk management and available for review 15 working days prior to the scheduled event.*
**USE OF ALCOHOL:** Is a permit for alcoholic beverages requested? □ Yes □ No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

**HOLD HARMLESS AGREEMENT**

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event(s).

Signature of Applicant

Responsible Official of Applicant Organization

Dated: 1-17-17

---

**STAFF RESPONSE**

This section to be completed by City and Other Affected Agencies:

<table>
<thead>
<tr>
<th>Staff Name:</th>
<th>Department:</th>
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<tbody>
<tr>
<td>□ No Fiscal Impact</td>
<td>□ Fiscal Impact (Describe/Include Estimated Costs)</td>
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<tr>
<td>□ Police</td>
<td>□ Other (please specify):</td>
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<tr>
<td>□ Public Works</td>
<td>□ Parks</td>
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</table>

The following will be Required:

□ Business License

□ ABC License

□ Health Department Permit

□ Other (Specify):

Staff Comments:

---

This section to be completed by City Clerk following Council meeting:

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<thead>
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<th>Considered at Council Meeting (Date):</th>
<th>□ Application Approved</th>
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<td>□ Application Denied</td>
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<td>□ Application Approved With Conditions (See Below)</td>
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Conditions of Approval:

□ Attachments (specify):
Mardi Gras Starts A Little Early in Lakeport

On Saturday, February 25, “Mardi Gras Carnaval” begins at Library Park with a New Orleans-style parade at 5:30 pm. Revelers are encouraged to dress in purple, green, and gold, and adorn themselves with long beads. Or turn up the fun with masks, decorated umbrellas and feather boas. The procession ends at the Soper Reese Theatre where the celebration continues at 6:00 pm with a show starring Gator Nation and Midnight Sun Massive, Cajun and Reggae party bands well known to fans in the tri-county area.

Gator Nation, formerly Gator Beat, specializes in its own brand of South Louisiana music, combining traditional Cajun and Zydeco with New Orleans R&B. Most notable are the group’s original creations with a beat that bites. The flavor is always spicy, like a good gumbo, and bound to please. As one of their albums is titled, the crowd is always left hollering “Gimme Some Mo’.”

Opening for Gator Nation is Midnight Sun Massive, a 10-piece Affribbian Soul Rhythm and Roll music band that combines potent rhythms from around the world that move your body and mind. The group has shared the stage with such Reggae luminaries as Jimmy Cliff, Toots & The Maytals, Black Uhuru, and Sister Carol.

The event is a benefit for the Camp Fame music enrichment program headed by Victor Hall. Many of Victor’s students will perform at Carnaval including a drum line from Lower Lake school, youth from the Konocti Education Center, and Windsor Bloco Samba from Sonoma County. A silent auction, raffle, and Cajun and Caribbean snacks will be available, all to help with raising funds for the music programs.

The show is appropriate for all ages. Tickets are $30, $25 and $15. All seats reserved. Tickets are available online at SoperReeseTheatre.com or at The Travel Center, 1265 S. Main, Lakeport, Monday-Friday 9:00 am to 5:00 pm; or at the Theatre Box Office at 275 S. Main, Lakeport, on Fridays from 10:30 am to 5:30 pm. For more information call 707-263-0577 or send an email to info@soperreesetheatre.com.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFRMS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY(IES) BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Lincoln-Leavitt Insurance Agency, Inc.
650 N Main St
CA Lic. #0C73811
Lakeport CA 95453

CONTACT NAME: Kathleen Compton
PHONE (CA Lic, Exp): (707) 263-7162 FAX (707) 263-5018
E-MAIL: kathleen-compton@leavitt.com

INSURER(S) AFFORDING COVERAGE
INSURER: Nonprofits' Insurance Alliance Of NIAC

INSURED
Lake County Arts Council
P. O. Box 247
Lakeport CA 95453

COVERAGES CERTIFICATE NUMBER: 16/17 GL REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
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<tr>
<th>TYPE OF INSURANCE</th>
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<th>INSU. LIMIT</th>
<th>POLICY NUMBER</th>
<th>ISSUE DATE</th>
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LIMITS
- EACH OCCURRENCE: $1,000,000
- DAMAGE TO RENTED PREMISES (Ex occurrence): $500,000
- MED EXP (Any one person): $20,000
- PERSONAL & ADJURY: $1,000,000
- GENERAL AGGREGATE: $1,000,000
- PRODUCTS COMPL AGG: $1,000,000
- Liquor Liability: $1,000,000

OTHER:
- PROPERTY DAMAGE (Per occurrence)
- PERSONAL & ADJURY (Per occurrence)
- MED EXP (Any one person)
- DAMAGE TO RENTED PREMISES (Ex occurrence)

WORKERS COMPENSATION AND EMPLOYEES' LIABILITY
- CED RETENTION $0

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101), Additional Remarks Schedule, may be attached if more space is required.

Certificate holder is added as additional insured on the general liability policy per contract for: Feb 25, 2017 gathering at park

CERTIFICATE HOLDER
City of Lakeport
225 Park Street
Lakeport, CA 95453

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
K Compton/KACOMP

© 1988-2014 ACORD CORPORATION. All rights reserved.
USE OF ALCOHOL: Is a permit for alcoholic beverages requested?  [ ] Yes  [X] No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

HOLD HARMLESS AGREEMENT

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event(s).

Signature of Applicant
Responsible Official of Applicant Organization

Dated: 1-17-17

STAFF RESPONSE

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<td>[ ] Other (please specify):</td>
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<tr>
<td>[ ] Fiscal Impact (Describe/Include Estimated Costs)</td>
<td>[ ] Police</td>
</tr>
<tr>
<td>[ ] Public Works</td>
<td>[ ] Parks</td>
</tr>
</tbody>
</table>

The following will be Required:

[ ] Business License
[ ] ABC License
[ ] Health Department Permit
[ ] Other (Specify):

Staff Comments: Environmental Health has no concerns regarding the parade from Library Park to Soper Reese as no food vendors are present. At the Soper Reese Theatre, their description lists Cajun and Caribbean snacks will be available. A temporary health permit will be required for this portion of the event. Permit application will need to be submitted to Env'Hlth 7 days prior to the event.

[ ] Application Approved
[ ] Application Denied
[ ] Application Approved With Conditions (See Below)

Considered at Council Meeting (Date): 1-31-17

Conditions of Approval:

[ ] Attachments (specify):
Hillary,

As long as Police and Public works are comfortable with the parade from Library Park to Soper Reese, without crowd or traffic control.

Dan Chance

Hi all,

Please find attached application 2017-009 for a Mardi Gras gathering in Library Park, followed by a sidewalk parade to the Soper Reese Theatre, for your review,

We would like to submit this to the City Council at the February 21 meeting, so please have your comments back to me by February 14, 2017.

Thank you in advance for your input.

Hilary Britton
Deputy City Clerk
City of Lakeport
225 Park Street
Lakeport, CA 95453
(707) 263-5615 x12
hbritton@cityoflakeport.com
No police concerns.

Jason Ferguson
Lieutenant
Lakeport Police Department
2025 S. Main St.
Lakeport, Ca. 95453
Office (707) 263-9654

A true hero is not defined simply by the uniform he or she is wearing but rather the person who's wearing it!

-----Original Message-----
From: Hilary Britton [mailto:hbritton@cityoflakeport.com]
Sent: Tuesday, January 31, 2017 02:04 PM
To: Amanda Frazell (Dean.Eichelmann@lakecountyca.gov), Cheryl Bennett (cheryl.bennett@lakecountyca.gov), 'Cynthia Ader', 'Daniel Chance', 'Doug Grider', 'Executive Management', 'Gary Basor', 'Jason Ferguson', 'Jim Kennedy', 'Linda Sobieraj', Lori Price (lorip@co.lake.ca.us), Mark Wall (mwaconsulting@comcast.net), 'Matt Hartzog', 'Mike Sobieraj', Pheakdey Preciado (pheakdey.preciado@lakecountyca.gov), 'Rebekah Dolby', 'Ron Ladd', Tina Rubin (Tina.Rubin@lakecountyca.gov)
Subject: Application 2017-009 - Mardi Gras (Soper Reese)

Hi all,

Please find attached application 2017-009 for a Mardi Gras gathering in Library Park, followed by a sidewalk parade to the Soper Reese Theatre, for your review,

We would like to submit this to the City Council at the February 21 meeting, so please have your comments back to me by February 14, 2017.

Thank you in advance for your input.

Hilary Britton
Deputy City Clerk
City of Lakeport
225 Park Street
Lakeport, CA 95453
(707) 263-5615 x12
hbritton@cityoflakeport.com
This email checked with McAfee SaaS.
STAFF REPORT

<table>
<thead>
<tr>
<th>RE: Acceptance of USDA Sludge Removal Project</th>
<th>MEETING DATE: 2/21/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMITTED BY: Doug Grider, Public Works Director</td>
<td>PURPOSE OF REPORT: Information only Discussion Action Item</td>
</tr>
</tbody>
</table>

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

The City Council is being asked to authorize acceptance of the Sludge Removal Project and to record a Notice of Completion with Lake County.

**BACKGROUND/DISCUSSION:**

The Sludge Removal Project is a USDA project which requires it to be accepted by the City Council when the work is completed, and a Notice of Completion to be filed with Lake County. This Project was completed in December of 2015.

**OPTIONS:**

Authorize the acceptance of the Sludge Removal Project and recording of Notice of Completion with Lake County, or provide direction.

**FISCAL IMPACT:**

- ☒ $35,621.91 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: Retention Release

**SUGGESTED MOTIONS:**

Move to authorize the acceptance of the Sludge Removal Project and to record a Notice of Completion with the County of Lake.

**Attachments:**

1. Certificate of Substantial Completion
2. Letter – Substantial Completion
3. Notice of Completion
Certificate of Substantial Completion

Project: Oxidation Ponds Sludge Removal Project

Owner: City of Lakeport

Contract: 

Owner's Contract No.: 

Engineer's Project No.: 523.32C

This Certificate of Substantial Completion applies to the following:

Oxidation Ponds Sludge Removal 12-1-15

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

Owner's Amended Responsibilities: N/A

Contractor's Amended Responsibilities: N/A

The following documents are attached to and made part of this Certificate:

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Executed by Engineer

[Signature]

Date 2-8-17

Accepted by Contractor

[Signature]

Date 2-8-17

Accepted by Owner

[Signature]

Date 2-14-17
February 8, 2017

523.32C

Paul Harris
City of Lakeport
Corporation Yard
591 Martin Street
Lakeport, CA 95453

Dear Paul,

Subject: Oxidation Ponds Sludge Removal Project

On December 1, 2015, a final inspection of the subject project was completed. The work was found to be generally complete and in accordance with the Contract Documents, and the City has taken beneficial use of all improvements.

No punch list items were noted, and therefore, nothing should prevent the City from accepting the project and allowing the 35-day lien release period to begin counting down. Therefore, we recommend the City accept the project and file the Notice of Completion.

Our records indicate that you have paid the Contractor a total of $676,816.34. Please verify that your past payments equal this amount. Final Pay Estimate No. 2 in the amount of $35,621.91 has been signed and after payment, will bring the total amount paid to the Contractor to $712,438.25.

We are enclosing two (2) copies of the Notice of Completion. This should be signed by the City and filed in the Office of the County Records. Thirty-five (35) days after filing of the Notice of Completion, the retention amount of $35,621.91 will be due and payable to the Contractor, provided that no liens or claims have been filed within that period.

By copy of this letter to Synagro, Inc., we are reminding them that they must submit to the Engineer and Owner a signed Release of Claims form before the Owner will release the retention funds.

We believe that this concludes the documents necessary to complete the project transactions. Please do not hesitate to call if you have any questions.

Sincerely,

Rickey Bowser
Project Engineer

RAB
Enclosures
c w/o enc: Courtney Rice, Synagro, Inc.
M:\Jobs\0523\0523.32C Oxidation Ponds Sludge Removal\Services During Construction\PROJECT CLOSEOUT\Letter - Substantial Completion.docx
RECORDING REQUESTED BY
City of Lakeport

WHEN RECORDED RETURN TO
City of Lakeport
225 Park Street
Lakeport, CA 95453

Complimentary recording requested pursuant to Government Code §27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

That the construction work hereinafter described was completed on the 1st day of December 2015.

That the work done consisted of completing the Oxidation Ponds Sludge Removal Project.

That the City of Lakeport, 255 Park Street, Lakeport, CA 95453 is said Owner of said work.

That the work of improvement was completed in Lake County, State of California, at the following location:

APN 005-035-060, Section 36, Township 14 North, Range 10 West

The name of the Contractor for said work is:

Synagro-WWT, Inc.
435 Williams Court, Suite 100
Baltimore, MD 21220

That the nature of the title of the stated Owner is in fee.

City of Lakeport
Owner

By ____________________________
Owner’s Agent

VERIFICATION OF CONTENT
Page 1 of 2
The undersigned, being duly sworn says that she is City Manager of the aforesaid interest in the property described in the foregoing notice, that she has read the same, and knows the contents thereof, and that the facts stated therein are true.

________________________________________
Date Signed

Margaret Silveira, City Manager
City of Lakeport

State of California
County of Lake__________________

On ___________________ , 2017, before me, ________________________________ , personally appeared ________________________________ who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacities, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

__________________________
Date

________________________________________
Notary Public
(Seal)
RE: Out-of-State Travel Request

SUBMITTED BY: Douglas Grider, Public Works Director

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:
The City Council is being asked to authorize out-of-state travel for two Public Works Department employees to attend an upcoming exposition devoted to the construction and construction materials industries. The City’s Expense and Use of Public Resources Policy requires the City Council to approve out-of-state travel.

BACKGROUND/DISCUSSION:
The Fiscal Year 2016-2017 budget for the Public Works Department includes funds for travel and training. The upcoming 2017 CONEXPO-CON/AGG exposition in Las Vegas, Nevada is considered one of the nation’s most informative events focusing on construction and construction materials. Our staff will learn about the latest innovations, technologies, equipment, products and services related to the types of construction activities managed by the Public Works Department.

The CONEXPO-CON/AGG event also includes a comprehensive education program with session tracks devoted to aggregates; asphalt; concrete; cranes, rigging and aerial lifts; earthmoving; equipment management and maintenance; safety and regulations; and management/workforce development. More information about the event is available online: [http://www.conexpoconagg.com/visit/about-the-show/](http://www.conexpoconagg.com/visit/about-the-show/)

Out-of-state travel is requested due to the nature of this specific exposition and because there is not a comparable event that takes place in California.

The exposition runs from March 7 to March 11, 2017. The Public Works Construction Division Supervisor and a senior Maintenance Worker will attend the exposition on March 9 and 10 if this request is approved.

OPTIONS:
Authorize or deny the request for out-of-state travel for two Public Works Department employees to attend an upcoming construction exposition in Las Vegas, Nevada.

FISCAL IMPACT:
[ ] None  [$1,500 (estimate)]  Budgeted Item? [x] Yes  [ ] No

Budget Adjustment Needed?  [ ] Yes  [x] No  if yes, amount of appropriation increase:

Affected fund(s): [x] General Fund  [ ] Water OM Fund  [x] Sewer OM Fund  [ ] Other:

Comments: Account # 110-3020-933
SUGGESTED MOTIONS:

Move to authorize the out-of-state travel for two Public Works Department employees to attend the CONEXPO-CON/AGG exposition in Las Vegas, Nevada on March 9 and 10, 2017.

Attachments: 1. Expense and Use of Public Resources Policy
CITY OF LAKEPORT

ADMINISTRATIVE POLICY
Expense And Use Of Public Resources
Adopted May 2, 2006
Amended April 6, 2010
Amended February 15, 2011

Findings

Whereas, the City of Lakeport takes its stewardship over the use of its limited public resources seriously; and

Whereas, public resources should only be used when there is a substantial benefit to the City of Lakeport; and

Whereas, such benefits include:

1. The opportunity to discuss the community’s concerns with state and federal officials;

2. Participating in regional, state and national organizations whose activities affect the City of Lakeport.

3. Attending educational seminars designed to improve officials’ skill and information levels; and

4. Promoting public service and morale by recognizing such service; and

Whereas, 1) legislative and other regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the City of Lakeport’s policy concerns; and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law; and

Whereas, this policy provides guidance to elected and appointed officials on the use and expenditure of City of Lakeport resources, as well as the standards against which those expenditures will be measured; and

Whereas, this policy satisfies the requirements of Government Code Sections 53232.2 and 53233.3; and

Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources; and

Whereas, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws; and
Whereas, this policy also applies to any charges made to a city’s credit card, cash advances or other line of credit.

Authorized Expenses
City of Lakeport funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized City of Lakeport business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on the City of Lakeport’s adopted policy positions;

2. Attending educational seminars designed to improve officials’ skill and information levels;

3. Participating in regional, state and national organizations whose activities affect the City of Lakeport’s interests;

4. Recognizing service to the City of Lakeport (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);

5. Attending City of Lakeport events;

6. Implementing a city-approved strategy for attracting or retaining businesses to the City of Lakeport, which will typically involve at least one staff member; and

7. Meetings such as those listed above for which a meeting stipend is expressly authorized under this policy.

All other expenditures require prior approval by the City of Lakeport governing body.

The following expenses also require prior governing body approval:

1. International and out-of-state travel;

2. Expenses which exceed the annual limits established for each office holder; and

3. Expenses exceeding $2,500.00 per trip.

Examples of personal expenses that the City of Lakeport will not reimburse include, but are not limited to:

1. The personal portion of any trip;

2. Political or charitable contributions or events;

3. Family expenses, including partner’s expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

6. Personal losses incurred while on City of Lakeport business.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

Cost Control

To conserve the City of Lakeport’s resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the City of Lakeport will be limited to the costs that fall within the guidelines.

Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.

**Airfare.** Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), the California State Association of Counties (http://www.csac.counties.org/default.asp?id=635) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

**Automobile.** Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). For 2010, the rate is .50 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

**Car Rental.** The City has secured a government rate on rental car services through Enterprise Car Rental. If it is more cost efficient than using an existing city or personal vehicle (with mileage and fuel reimbursement based on the IRS rate mentioned above), City personnel shall utilize this service for all out of town travel requiring an overnight stay or greater than 50 miles in distance, one-way. The City Manager shall determine which method of ground transportation is most cost efficient.

**Taxis/Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
Lodging
Lodging expenses will be reimbursed or paid for when travel on official City of Lakeport business reasonably requires an overnight stay.

Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.

Other Lodging. Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at http://www.catravelsmart.com/lodguideframes.htm. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

Option #1 (Median Hotel Cost): In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.priceline.com or an equivalent service shall be considered reasonable and hence reimbursable.

Option #2 (Flat Cap): In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed $150 per night are presumed reasonable and hence reimbursable.

Option #3 (IRS Rates): In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the IRS per diem rates for a given area are presumed reasonable and hence reimbursable.
Meals

All travel requiring an overnight stay, or of such duration that a meal is required, shall be reimbursable or subject to a per diem as is follows:

**Attendance of a local or out of town conference, training, or special event (no overnight stay required).** Any member of staff or City official (“Traveler”) shall receive a per diem, as defined in the Per Diem rates below, for all required meals as part of a scheduled out of town travel. Each staff person shall be required to submit a per diem request to their respective department head for review and approval prior to travel. All other Travelers must submit a per diem request to the City Clerk for approval by the City Manager. Unless special accommodations are necessary and irreconcilable (e.g., dietary restrictions that cannot be met by the meal options available), any meals provided in the cost or course of the event in question must be considered in the per diem request. The City shall not include in the approved per diem the cost of a meal provided therein.

Approved per diems shall be paid to the Traveler in advance, unless otherwise requested by the Traveler. Each Traveler is responsible to convey that preference to the Finance Department no later than 14 days before travel, unless otherwise permitted by the City Manager or designee.

**Attendance of a conference, training, or special event requiring overnight stay.** Any Traveler shall receive a per diem for three meals per day (breakfast, lunch, and dinner) as defined in the Per Diem rates below. Each staff person shall be required to submit a per diem request to their respective department head for review and approval prior to travel. All other Travelers must submit a per diem request to the City Clerk for approval by the City Manager. Unless special accommodations are necessary and irreconcilable (e.g., dietary restrictions that cannot be met by the meal options available), any meals provided in the cost or course of the event in question must be considered in the per diem request. The City shall not include in the approved per diem the cost of any meal provided therein.

Approved per diems shall be paid to the Traveler in advance, unless otherwise requested by the Traveler. Each Traveler is responsible to convey that preference to the Finance Department no later than 14 days before travel, unless otherwise permitted by the City Manager or designee.

**Unanticipated or unscheduled trainings or special events requiring a meal.** Staff, City Official, or other City representative may receive reimbursement for a meal resulting from an unexpected or unscheduled event. Such reimbursement shall be in accordance with the provisions of this policy and subject to the approval of the responsible department head or the City Manager.

**Per Diem Rates.** Eligible meals shall qualify for per diem or reimbursement at the following rates:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$13</td>
</tr>
<tr>
<td>Lunch</td>
<td>$20</td>
</tr>
<tr>
<td>Dinner</td>
<td>$38</td>
</tr>
</tbody>
</table>

Per IRS rules, business meals eaten during day trips (travel without overnight stay) may qualify for reimbursement on a tax-free basis if the Traveler is in continuous travel for 12 hours or more. Travelers must indicate on the travel reimbursement form the time travel began and the time travel ended to document 12 hour travel status, if no overnight lodging is listed; otherwise, the meal will not be
reimbursed. Should travel be for 12 hours or more, the full reimbursable amount shall not exceed the
total of the sums listed for meals above, and the meals will not need to be broken down as set forth
above.

Such amounts will be annually adjusted to reflect changes in the cost of living in accordance with
Index, all urban consumers for the San Francisco Metropolitan Area. (The annual adjustment will be
based on this area whether travel is within the area or not.)

Receipt of a per diem shall not preclude reimbursement for an unexpected or unscheduled meal,
pursuant to the provisions of this policy.

The City of Lakeport will not pay for alcohol/personal bar expenses.

**Telephone/Fax/Cellular**
Officials will be reimbursed for actual telephone and fax expenses incurred on City of Lakeport business.
Unless otherwise directed by the City Manager, telephone bills should identify which calls were made on
City of Lakeport business. For cellular calls when the official has a particular number of minutes included
in the official’s plan, the official can identify the percentage of calls made on public business.

**Internet**
Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to
exceed $15.00 per day, if Internet access is necessary for City of Lakeport-related business.

**Airport Parking**
Long-term parking must be used for travel exceeding 24-hours.

**Other**
Baggage handling fees of up to $1 per bag and gratuities of up to 15 percent will be reimbursed.
Expenses for which City of Lakeport officials receive reimbursement from another agency are not
reimbursable.

**Cash Advance Policy**
From time to time, it may be necessary for an official to request a cash advance to cover anticipated
expenses while traveling or doing business on the City of Lakeport’s behalf. Such request for an advance
should be submitted to the City Manager 14 days prior to the need for the advance with the following
information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of the City of Lakeport;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and
   transportation expenses); and
4. The dates of the expenditure(s).
Any unused advance must be returned to the City of Lakeport treasury within two business days of the official’s return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

In the event City Manager or his/her designee is uncertain as to whether a request complies with this policy, such individual must seek resolution from the City Council of the City of Lakeport.

**Credit Card Use Policy**

Pursuant to Administrative Policy (Credit Card Procedures), adopted July 6, 2010, The City of Lakeport issues credit cards only to staff members and City officials determined necessary by the City Manager. These officials may use the City of Lakeport credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the City of Lakeport credit card and compliance with this policy must be submitted within five business days of use.

City of Lakeport credit cards may not be used for personal expenses, even if the official subsequently reimburses the City of Lakeport.

**Expense Report Content And Submission Deadline**

Except for approved per diem allowances, all cash advance expenditures, Credit Card expenses, and expense reimbursement requests must be submitted on an expense report form provided by the City of Lakeport. This form shall include the following advisory:

“*All expenses reported on this form must comply with the City of Lakeport’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the city/county/district’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.*”

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the City of Lakeport’s adopted legislative positions and priorities.

Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

The manner in which per diem requests are made, reviewed, and approved shall be at the discretion of each department head and/or the City Manager. Approved per diem requests shall be submitted to the Finance Department in writing no later than 14 days before the event or travel, unless otherwise permitted by the City Manager or designee. The Finance Department shall provide the appropriate form for such submissions to be made.

In the event that a per diem was approved and paid to a Traveler who did not attend the conference, training, or special event for which the per diem was granted, that Traveler must return the per diem in
full to the City within 21 days from issue of the per diem. Failure to do so shall constitute a violation of this policy and subject the Traveler to reciprocity outlined herein below.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

**Audits of Expense Reports**
All expenses are subject to verification that they comply with this policy.

**Reports to Governing Board**
At the following City of Lakeport City Council meeting, each official shall briefly report on meetings attended at City of Lakeport expense. If multiple officials attended, a joint report may be made.

**Compliance with Laws**
City of Lakeport officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

**Violation of This Policy**
Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges; 2) a demand for restitution to the City of Lakeport; 3) the agency’s reporting the expenses as income to the elected official to state and federal tax authorities; 4) civil penalties of up to $1,000 per day and three times the value of the resources used; and 5) prosecution for misuse of public resources.
STAFF REPORT

RE: Mid-Year Review and Budget Amendment, FY 2016-17
MEETING DATE: 2/21/2017

SUBMITTED BY: Margaret Silveira, City Manager
Nicholas Walker, Finance Director

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:
1. Review mid-year budget review and quarterly financial update.
2. Review and approve the budget amendment.

BACKGROUND/DISCUSSION:

Budget Amendment:

According to City policy, budget control rests at the fund level. This means that expenditures for any particular, budgeted fund should not exceed what has been appropriated by the City Council for the fund as a whole in any given fiscal year, unless the Council increases the appropriation. In line with this policy - and based on past practice - the City Manager (CM) could exercise budget control within the fund but typically reports to Council any changes between major expenditures characters each fiscal year (e.g., salaries and benefits, operations, or capital outlay). In other words, expenditures could be reduced within one major category, object, or sub-object and increased in another at the CM level to accommodate operating changes, so long as the total appropriation for the fund remained unchanged.

The adopted 2016-17 budget identifies expenditures by what are known as characters, summarized groupings of expenditure accounts which share similar purpose. The City budgets for its departments in four main characters: salaries and benefits, operations, capital improvements (CIP), and debt service. This facilitates a working understanding of where financial resources are allocated in a broader policy making context. Essentially, presenting information in this way allows decision makers to focus more on what they want to get done and less on the specifics of how to do it. This year, the budget focus was on goals - specifically, three City-wide goals on which to apply resources. This was based on input from the Council and staff. Those City-wide goals are identified in the budget document and further detailed within the discussion of each department.

The budget process begins with the identification of goals and priorities of both the City Council and management. The CM aligns that information and instructs executive management to calculate costs and bring forward appropriation requests. The Finance Department provides the CM with revenue estimates for all major operating funds, which provide the available resources to pay for these requests. The CM works with executive management to refine a spending plan and subsequently brings her recommendations to the Council for review
and approval. Council can then revise the spending plan or adopt it as recommended. This becomes the adopted budget.

An adopted budget gives legal spending authority to the CM to implement the activities identified therein. But the plan is based largely on estimates. Those estimates often require revision throughout the year. Priorities sometimes are modified, and activities may be refined due to changes in resources. Budget adjustments are necessary to realign the original intent of the spending plan to account for these changing variables.

Adjustments of all amounts are tracked by the Finance Department and those of significance are reported to the City Council regularly, if and when they occur. For simplicity, most adjustment are made during the mid-year review. As of December 31, 2015, only one formal budget amendments was processed by the CM or the Council, which includes the following:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Item</th>
<th>Character</th>
<th>Appropriations</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Sales Tax Measure Z Professional Services - Public Education and Outreach</td>
<td>Operations</td>
<td>25,000</td>
</tr>
<tr>
<td>General</td>
<td>Sales Tax Measure Z Professional Services - Public Opinion Research and Feasibility Assessment</td>
<td>Operations</td>
<td>25,000</td>
</tr>
<tr>
<td>Sewer O &amp; M</td>
<td>Replace two aging generators</td>
<td>Capital Outlay</td>
<td>65,931</td>
</tr>
<tr>
<td>General</td>
<td>Correct account budget for input error; budgeted at $5k should be $50k</td>
<td>Capital Outlay</td>
<td>45,000</td>
</tr>
<tr>
<td>Various</td>
<td>Amendment to the JJACAP audit contract for CAFR preparation</td>
<td>Operations</td>
<td>5,000</td>
</tr>
<tr>
<td>Various</td>
<td>Amendment to the JJACAP audit contract for CAFR Financial Transaction Report preparation</td>
<td>Operations</td>
<td>2,000</td>
</tr>
<tr>
<td>General</td>
<td>20th Street Traffic Control Measures: Striping</td>
<td>Capital Outlay</td>
<td>10,000</td>
</tr>
<tr>
<td>General</td>
<td>Estimated BOE administrative costs for Measure Z - sales tax measure</td>
<td>Operations</td>
<td>25,000</td>
</tr>
<tr>
<td>Sewer O &amp; M</td>
<td>To purchase sewer pump</td>
<td>Capital Outlay</td>
<td>27,553</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>Purchase and installation of safety glass at new PD Building</td>
<td>Capital Outlay</td>
<td>34,032</td>
</tr>
</tbody>
</table>

Net Increase (Decrease) $ 264,516

It is a primary goal of management to ensure Council is aware of where money has been or is planned to be spent. Therefore, significant budget adjustments at the character level - whether implemented by the CM or the Council - are reported to the Council. This ensures accountability and transparency for the benefit of the Council and community.

Budget Schedule A below is a summary of proposed adjustments required by the City Council at the fund level. It demonstrates the effects of proposed budget adjustments to appropriations for all affected funds.

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Budgeted Fund Balance</th>
<th>Increase (Decrease)</th>
<th>Estimated Ending Fund Balance</th>
<th>(1) Net effect represents the increase or (decrease) of fund balance/working capital.</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 General fund</td>
<td>After Approved Adjustments Revenue Appropriations Net Effect Fund Balance Amended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Feasibility Study</td>
<td>40,000</td>
<td>45,000</td>
<td>(5,000)</td>
<td>2,657,290</td>
</tr>
<tr>
<td>Delinquent TOT Collections</td>
<td>100,000</td>
<td>-</td>
<td>100,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Legal Services for South Main</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Interest and Principle Payment on Patch Truck</td>
<td>37,115</td>
<td>-</td>
<td>37,115</td>
<td></td>
</tr>
<tr>
<td>Paint interior of New PD Building</td>
<td>7,000</td>
<td>-</td>
<td>7,000</td>
<td></td>
</tr>
<tr>
<td>Various projects at new PD Building</td>
<td>3,815</td>
<td>3,815</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2,657,290</td>
<td>143,815</td>
<td>102,930</td>
<td>40,886</td>
</tr>
<tr>
<td>130 Capital projects fund</td>
<td>95,446</td>
<td>38,910</td>
<td>11,703</td>
<td>27,207</td>
</tr>
<tr>
<td>203 HUPA Fund</td>
<td>41,541</td>
<td>6,200</td>
<td>(6,200)</td>
<td>35,341</td>
</tr>
<tr>
<td>211 BCC C Law Enforcement</td>
<td>132,393</td>
<td>90,612</td>
<td>(90,612)</td>
<td>41,781</td>
</tr>
<tr>
<td>301 Water O&amp;M fund</td>
<td>240,971</td>
<td>15,000</td>
<td>(15,000)</td>
<td>225,971</td>
</tr>
<tr>
<td>601 Sewer O&amp;M fund</td>
<td>2,866,445</td>
<td>27,000</td>
<td>(27,000)</td>
<td>2,839,445</td>
</tr>
<tr>
<td>Net Increase (Decrease)</td>
<td>$ 182,725</td>
<td>$ 253,445</td>
<td>$ (70,720)</td>
<td></td>
</tr>
</tbody>
</table>

(1) Net effect represents the increase or (decrease) of fund balance/working capital.
(2) Estimated budget surplus (deficit) based on original estimates found in adopted 2015-16 budget plus any amendments to date.
(3) Water and sewer funds use working capital to approximate fund balance.

The following analysis illustrates the needs and purposes of the budgetary changes being requested.
- The Capital Project Fund is in need of amendment to cover costs of various projects related to the new PD building. This increase will be covered by a transfer of funds from the BSCC Law Enforcement Fund.

- The HUTA fund is in need of amendment. Changes within the HUTA fund are solely for personnel costs for increases in stand by and overtime costs due to unexpected events. This increase would require use of the reserve balance.

- The BSCC Law Enforcement fund is transferring out costs for various unbudgeted PD projects related to the new PD building on other miscellaneous department supplies and to increase the appropriation of the amount passed through to the City of Clearlake.

- Water operations and maintenance (O&M) funds are in need of amendment. Changes within the water fund are solely for personnel costs for increases in stand by and overtime costs due to unexpected events. Additionally, an appropriation increase is needed for legal services related to Ground Water Sustainability. Current revenues for both water and sewer will be used to fund these activities.

- Sewer operations and maintenance (O&M) funds are in need of amendment. Changes within the sewer fund are solely for personnel costs for increases in stand by and overtime costs due to unexpected events. Additionally, for a part time employee that was not originally budgeted. This increase would require use of the reserve balance.

Budget Schedule B below is a summary of these adjustments at the department level. This schedule flows to Schedule A by illustrating how total department adjustments correlate to the “Net Increase” of all funds.

<table>
<thead>
<tr>
<th>Department</th>
<th>No.</th>
<th>Salaries and Benefits</th>
<th>Operations</th>
<th>Loans/Grants</th>
<th>Debt Service</th>
<th>Capital Outlay</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>1010</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>1020</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>City Attorney</td>
<td>1030</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Finance and IT</td>
<td>1040</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Community Development:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td>1053</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>1051</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>1052</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Economic Development</td>
<td>1054</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>1055</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>2010</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Public Works:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration and Compliance</td>
<td>3010</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Streets and Infrastructure</td>
<td>3020</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Parks, Buildings &amp; Grounds</td>
<td>3030</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Solid Waste Management</td>
<td>3040</td>
<td>$</td>
<td></td>
<td></td>
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<td>$</td>
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</tr>
<tr>
<td>Westshore Pool</td>
<td>3050</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Water</td>
<td>3060</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td>3070</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
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</tr>
<tr>
<td>Non-Departmental</td>
<td>0000</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$8,200 $123,702 $</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$253,445</td>
</tr>
</tbody>
</table>

Meeting Date: 02/21/2017  Page 3  Agenda Item #VI.A.1.
OPTIONS:
1. Approve the budget amendment as recommended by staff.
2. Do not approve but provide direction to staff.

FISCAL IMPACT:
☐ None □ $182,725 in revenue and $253,445 in additional appropriation
☐ Budgeted Item? □ Yes □ No
☑ Budget Adjustment Needed? □ Yes □ No If yes, amount of appropriation increase: $70,720.
Affected fund(s): ☑ General Fund ☑ Water OM Fund ☑ Sewer OM Fund ☐ Other: Various special revenue and capital improvement funds
Comments:

SUGGESTED MOTIONS:
Move to approve the amendment to the fiscal year 2016-17 City budget as recommended by staff.

☑ Attachments: