



AGENDA

NOTICE AND CALL OF SPECIAL MEETING OF THE LAKEPORT CITY COUNCIL

Monday, July 24, 2017

5:15 p.m.

City Council Chambers, 225 Park Street, Lakeport, California 95453

TO THE MEMBERS OF THE CITY COUNCIL OF THE CITY OF LAKEPORT:

NOTICE IS HEREBY GIVEN that a Special Meeting of the Lakeport City Council is hereby called to be held on **Monday, July 24, 2017, at 5:15 p.m.** in the Council Chambers located at 225 Park Street, Lakeport, California, for the purpose of discussing and acting on the following:

**ASSISTANT CITY MANAGER
ASSIGNMENT STIPEND:**

Approve a stipend in the amount of \$500 per month for an Executive Manager assigned as Assistant City Manager.

**20TH STREET TRAFFIC
MITIGATION PLAN:**

Authorize the City Manager to sign a contract with Striping Graphics not to exceed \$17,010 for the installation of thermoplastic striping on a portion of the 20th Street roadway.

**CARNEGIE LIBRARY
ACCESSIBILITY PROJECT:**

Receive an update on the Carnegie Library Accessibility Project.

CLOSED SESSION:

CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6):
Name of City Negotiator to Attend Closed Session: Margaret Long and Administrative Services Director Kelly Buendia;
Employee Organizations: Lakeport Employee Association and the Unrepresented Employee Group.

Dated: July 21, 2017

Hilary Britton, Deputy City Clerk



CITY OF LAKEPORT

- City Council
City of Lakeport Municipal Sewer District
Lakeport Redevelopment Successor Agency
Lakeport Industrial Development Agency
Municipal Financing Agency of Lakeport

STAFF REPORT

RE: Assistant City Manager Assignment Stipend

MEETING DATE: 07/24/2017

SUBMITTED BY: Margaret Silveira, City Manager

PURPOSE OF REPORT: Information only Discussion Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve a stipend in the amount of \$500 per month for an Executive Manager assigned as Assistant City Manager.

BACKGROUND/DISCUSSION:

As part of the City Council's stated goals to plan for succession, the purpose of the Assistant City Manager assignment is to provide training opportunities for staff that may be interested in the City Manager position in the future. The successful applicant would be expected to attend training, meetings and receive assignments that are outside of their area of expertise in any of the following disciplines: Government Administration; Human Resources & Public Employment; City Clerk; Economic Development; Housing; Building; Planning; Government Finance; Policing; and Public Works (Engineering, Streets, Parks, Water, and Wastewater).

Additionally, the Assistant City Manager would be responsible to provide support directly to the City Manager by serving as a liaison on major projects; act as a point of contact with elected officials, including explaining city programs, policies, and activities; develop and/or assist in the implementation of city-wide goals; provide support to a variety of boards, commissions, and community groups; and perform the duties of City Manager, as assigned, during the City Manager's absence.

At the discretion of the City Manager the assignment would be set at six-months and may be extended for an additional six month period. After one-year the assignment could be re-advertised to other interested Executive Management staff. Because the Assistant City Manager assignment would be offered to Executive Management staff as a collateral assignment in conjunction with existing duties, the City Manager is requesting a monthly stipend of \$500 to offset the additional responsibilities. The City Manager will evaluate the effectiveness of the program annually.

OPTIONS:

The Council could deny this request and provide other direction to staff.

FISCAL IMPACT:

\$6,000/annually \$ Budgeted Item? Yes, in 2017-2018 proposed budget 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:

Move to approve to approve a stipend in the amount of \$500 per month for an Executive Manager assigned as Assistant City Manager.

Attachments:



CITY OF LAKEPORT

- City Council
- City of Lakeport Municipal Sewer District
- Lakeport Redevelopment Successor Agency
- Lakeport Industrial Development Agency
- Municipal Financing Agency of Lakeport

STAFF REPORT	
RE: 20 th Street Traffic Mitigation Plan	MEETING DATE: 7/24/2017
SUBMITTED BY: Douglas Grider, Public Works Director	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Manager to sign a contract with Striping Graphics to install durable street striping on a portion of the 20th Street roadway.

BACKGROUND/DISCUSSION:

The Fiscal Year 2016-2017 budget for the Public Works Department included a \$10,000 expenditure for the installation of durable street striping graphics on 20th Street west of the Hartley Street intersection. This project is related to the City’s desire to mitigate and reduce traffic speeds on this section of roadway.

The City Engineer determined that standard paint striping will not be sufficiently durable and recommended thermoplastic striping. A final plan was prepared and bid package was distributed. The City received three bids from striping contractors:

Striping Graphics	\$17,010.00
Fine Line	\$17,912.50
Apply-A Line Inc.	\$23,851.40

According to the attached memorandum from the City Engineer, the high prices reflect the remote location of Lakeport which leads to higher costs to mobilize. The limited scope of this project and the large volume of available work related to last winter’s storm damage are additional factors according to the memorandum.

OPTIONS:

Authorize or deny the request to authorize the City Manager to sign a contract with Striping Graphics.

FISCAL IMPACT:

None \$17,010 Budgeted Item? Yes No

Budget Adjustment Needed? Yes No if yes, amount of appropriation increase: \$7,010.00

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

Comments: Account # 110-3020-990

SUGGESTED MOTION:

Move to authorize the City Manager to sign a contract with Striping Graphics not to exceed \$17,010 for the installation of thermoplastic striping on a portion of the 20th Street roadway.



Attachment:

1. City Engineer memorandum / 20th St. Traffic Mitigation

20th Street Traffic Mitigation

This project was prompted by the increase speed limit (25 mph to 30 mph) on 20th Street due to the latest radar study. This raised concerns with residents of 20th Street regarding how to mitigate and reduce traffic speeds. Options were explored by staff to determine the most economical and practical approach. With no visible striping now, the roadway appears very wide and unrestricted. Placing a new double yellow centerline and placing fog lines at the edge of the travel way would visually narrow the travel way. The natural reactions of drivers is to decrease speed when the roadway narrows. This approach was discussed at the City Council meeting on December 6, 2017. A preliminary budget for \$10,000 was approved at that time.

Based on City Council direction, a plan was prepared to install a new centerline and wider than normal edge lines (6 inch in lieu of 4 inch) to visually narrow the roadway to decrease vehicle speeds based on the narrow visual clues from the new lines. In addition, a new ladder type cross walks is designed for the west leg of 20th Street at Hartley. No parking is eliminated due to the changes.

The early ball park estimate at the time of discussion was approximately \$10,000. The original estimate was based on paint. In reviewing the street, it is apparent that paint will not be durable and thermoplastic is required. When the plan was prepared and reviewed, the engineer's estimate was \$15,500. The project was put out to a minor bid with 4 striping companies. The following three bids were received:

Striping Graphics	\$17,010.00
Fine Line	\$17,912.50
Apply-A Line Inc.	\$23,851.40

The high prices reflect the remote location of Lakeport with increased cost to mobilize for a limited scope of work and the large volume of available work due to the storm damage last year.

It is recommended that if the City Council desires to proceed with this work, the funds need to be allocated and the work awarded to Striping Graphics prior the expiration of the bids.