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 SUCCESOR
AGENCY TO THE FORMER LAKEPORT REDEVELOPMENT AGENCY)
Tuesday, November 20, 2018
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 Legal Counsel; Anticipated Litigation (Gov. Code § 54956.9(d)(2) & (d)(3)) A point has been reached where, in the opinion of the City Council on the advice of its legal counsel, based on the below-described existing facts and circumstances, there is a significant exposure to litigation against the City:

Statement made at an open meeting of City (Gov. Code § 54956.9(e)(4)): Name of Person: Paul B. Albritton.


Number of potential cases: one (1)

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

II. PLEDGE OF ALLEGIANCE:

III. ACCEPTANCE OF AGENDA/URGENCY ITEMS: Move to accept agenda as posted, or move to add or delete 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 City Council regular meeting of November 20, 2018.

   C. Renew Emergency Resolution: Confirm the continuing existence of a local emergency in the City of Lakeport.

   D. Application 2019-002: Approve application 2019-002, with staff recommendations, for the 2019 Shipwreck Day event to be held in Library Park on May 4, 2019.

   E. Application 2019-003: Approve application 2019-003, with staff recommendations, for the 2019 Shakespeare at the Lake production of Taming of the Shrew to be held in Library Park on July 27-28, 2019.

   F. Notice of Completion: Adopt the resolution accepting construction of the Carnegie Library Accessibility Upgrade Project by R & C Construction and authorize the filing of the Notice of Completion.

V. PUBLIC PRESENTATIONS/REQUESTS:

   A. Public Input:

C. Presentation: Presentation of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting to Finance Director Nick Walker on behalf of the City of Lakeport.

VI. PUBLIC HEARING:
A. USDA Grant Application: Adopt the Resolution of the City Council of the City of Lakeport supporting the City of Lakeport application to the United States Department of Agriculture (USDA) Rural Development Communities Facilities Loan and Grant Program.

VI. COUNCIL BUSINESS:
A. City Manager
   1. Lakeport Fire Protection District: Adopt a resolution establishing the protocol for appointment of Directors to the Lakeport Fire Protection District Board.

VII. CITY COUNCIL COMMUNICATIONS:
A. Miscellaneous Reports, if any:

IX. ADJOURNMENT:
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 SUCCESSOR AGENCY TO THE FORMER LAKEPORT REDEVELOPMENT AGENCY)
Tuesday, November 20, 2018
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:
Mayor Turner called the meeting to order at 5:15 p.m.
Mayor Turner adjourned the meeting at 5:15 p.m. to Closed Session to consider the following: Threat to Public Services or Facilities (Gov. Code § 54957)
Name of Law Enforcement Agency: Lakeport Police Department
Title of Officer: Chief of Police

Report out of Closed Session:
Mayor Turner adjourned the meeting to open session at 6:06 p.m. with no reportable action out of closed session.

I. CALL TO ORDER & ROLL CALL:
Mayor Turner called the meeting to order at 6:06 p.m., with Council Member Barnes, Council Member Mattina, Council Member Parlet, Council Member Spurr and Mayor Turner present.

II. PLEDGE OF ALLEGIANCE:
The Pledge of Allegiance was led by Greg Scott.

III. ACCEPTANCE OF AGENDA/URGENCY ITEMS:
A motion was made by Council Member Mattina, seconded by Council Member Barnes, and unanimously carried by voice vote to accept agenda as 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 City Council regular meeting of November 6, 2018.

C. Warrants:
Approve the warrant register of November 14, 2018.

D. Renew Emergency Resolution:
Confirm the continuing existence of a local emergency in the City of Lakeport.

E. Amendment to Application 2018-008:
Approve an amendment to Application 2018-028, with staff recommendations, for additional street closures and the addition of a roller rink and slide for the Dickens Faire to be held November 24, 2018.

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

V. PUBLIC PRESENTATIONS/REQUESTS:
A. Public Input:
No input was provided by the public.

VI. COUNCIL BUSINESS:
A. Finance Director
   1. Investment Policy Review and Status Update:
The staff report was presented by Finance Director Walker.
A motion was made by Council Member Parlet, seconded by Council Member Barnes, and unanimously carried by voice vote to adopt a Resolution approving the City of Lakeport, City of Lakeport Municipal Sewer District and Lakeport Municipal Financing Agency of Lakeport Investment Policy for idle funds as recommended by staff.
B. Utilities Director

1. Bid Award: ¾ Ton Service Truck

   The staff report was presented Public Works Director Grider.

   A motion was made by Council Member Barnes, seconded by Council Member Mattina, and unanimously carried by voice vote to authorize the City Manager to sign a purchase order and supporting documents for the procurement of (1) ¾ Ton Utility Service Truck from Redwood Ford, the lowest bidder, for an amount not to exceed $32,078.68.

2. Bid Award: Small Utility Pickup

   The staff report was presented by Public Works Director Grider.

   A motion was made by Council Member Spurr, seconded by Council Member Parlet, and unanimously carried by voice vote to authorize the City Manager to sign a purchase order and supporting documents for the procurement of (1) Utility Pick-up Truck from Matt Mazzei, the lowest bidder, for an amount not to exceed $25,975.84.

C. Public Works Director

1. Bid Award: Sea Wall

   The staff report was presented by Public Works Director Grider.

   A motion was made by Council Member Barnes, seconded by Council Member Spurr, and unanimously carried by voice vote to approve and authorize the City Manager to choose an engineering firm for the Library Park Seawall Replacement Design and to execute a professional services agreement with that firm.

VII. CITY COUNCIL COMMUNICATIONS:

A. Miscellaneous Reports, if any:

   City Manager Silveira invited the Council and public to the Dickens Faire. She reminded them about a joint meeting of the City Council, the Lake County Board of Supervisors and the Clearlake City Council on December 3.

   City Attorney di Cristina thanked the Council for making him feel welcome today.

   Public Works Director Grider stated the Lakeshore ER project is 99% complete and the striping project is making progress which may be slowed by inclement weather.

   Finance Director Walker wished everyone a Happy Thanksgiving.

   Utilities Superintendent Harris was not in attendance.

   Chief Rasmussen wished everyone a Happy Thanksgiving.

   Community Development Director Ingram wished everyone a Happy Thanksgiving.

   Administrative Services Director/City Clerk Buendia gave no report.

   Council Member Barnes wished everyone a Happy Thanksgiving.

   Council Member Parlet was appreciative of all the work Public Works Director Grider has put in on the FEMA Seawall Replacement Project.

   Council Member Mattina is looking forward to the Dickens Faire on Saturday and thanked staff who assisted in putting the event together.

   Council Member Spurr gave no report.

   Mayor Turner wished everyone a Happy Thanksgiving.

IX. ADJOURNMENT:

   Mayor Turner adjourned the meeting at 6:47 p.m.
Mireya G. Turner, Mayor

Kelly Buendia, City Clerk
STAFF REPORT

RE: Continuation of Local Emergency Declaration

SUBMITTED BY: Margaret Silveira, City Manager

PURPOSE OF REPORT: Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to review the need to continue the proclamation declaring a Local State of Emergency due to conditions of extreme peril as a result of the River Fire, re-named along with the Ranch Fire, the Mendocino Complex fire and provide direction.

BACKGROUND/DISCUSSION:

On July 28, 2018, the Director of Emergency Services for the City of Lakeport declared a local State of Emergency in connection with the conditions of extreme peril to the safety of persons and property within the city as a result of the River Fire, re-named the Mendocino Complex fire in combination with the Ranch Fire. In accordance with the Emergency Services Act Section 8630(b) and Lakeport Municipal Code section 2.28.130, the City Council ratified the declared emergency on July 30, 2018 under Resolution 2679 (2018). Under Lakeport Municipal Code section 2.28.150, the City Council shall review, at least every 14 days, the need for continuing the emergency declaration until the local emergency is terminated.

The City Council, at a Special Meeting on August 13, 2018, continued the emergency declaration via Resolution 2680 (2018). The City Council subsequently continued the emergency declaration on August 21, 2018, September 18, 2018, October 2, 2018, October 16, 2018, November 6, 2018, and November 20, 2018. Since a need still exists for the declaration, Council is asked to review and continue the declaration. Should the need continue, staff will return this item at the next regularly scheduled City Council meeting.

OPTIONS:

Approve the need for the continuation of the proclamation declaring a Local State of Emergency due to Mendocino Complex fire; or proclaim the termination of the Local State of Emergency

FISCAL IMPACT:

Budgeted Item? Yes No

Budget Adjustment Needed? Yes No

If yes, amount of appropriation increase: $
Comments:

**SUGGESTED MOTIONS:** Move to confirm the continuing existence of a local emergency in the City of Lakeport.

*Attachments:*

1. Resolution No. 2679 (2018)
RESOLUTION NO. 2679 (2018)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT RATIFYING THE DIRECTOR OF EMERGENCY SERVICES’ PROCLAMATION OF A LOCAL EMERGENCY IN THE CITY OF LAKEPORT

WHEREAS, Chapter 2.28 of the Lakeport Municipal Code, adopted as Ordinance Number 832 of the City of Lakeport empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of Lakeport is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this City as a result of a fire commencing on or about 1:01 p.m. on the 27th day of June, 2018, called the River Fire and later re-named the Mendocino Complex along with the Ranch Fire, which commenced on or about 12:05 p.m. on the 27th day of July, 2018, at which time the City Council of the City of Lakeport was not in session; and

WHEREAS, the City Manager, acting as the Director of Emergency Services of the City of Lakeport, did proclaim the existence of a local emergency within the City on the 28th day of July, 2018; and

WHEREAS, the Governor of the State of California proclaimed a state of emergency in the Lake County as a result of the Mendocino Complex on the 28th day of July, 2018; and

WHEREAS, the City Council does hereby find that aforesaid conditions of extreme peril did warrant and necessitate the proclamation of existence of a local emergency.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that the City Council hereby proclaims a local emergency due to the existence or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City of Lakeport; and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Services’ Proclamation of Existence of a Local Emergency is hereby ratified and confirmed; and

IT IS FURTHER RESOLVED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Lakeport; and

IT IS FURTHER RESOLVED AND ORDERED that during the existence of this local emergency the powers, functions and duties of the Disaster Council of the City of Lakeport and its Director of Emergency Services shall be those prescribed by state law, and by the ordinances and resolutions of this City; and
IT IS FURTHER ORDERED that a copy of this Resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER ORDERED that Margaret Silveira, Director of Emergency Services of the City of Lakeport, is hereby designated as the authorized representative of the City of Lakeport for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance.

This resolution shall be effective upon its adoption.

THIS RESOLUTION was passed by the City Council of the City of Lakeport at a special meeting thereof on the 30th day of July, 2018, by the following vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

MIREYA G. TURNER, Mayor

ATTEST:

KELLY BUENDIA, City Clerk
**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:

<table>
<thead>
<tr>
<th>Application Received (Date):</th>
<th>11/06/2018</th>
<th>Application No.</th>
<th>2019-002</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$15.00 Application Fee Paid</strong></td>
<td></td>
<td>For Council Meeting of (Date):</td>
<td>12/04/2018</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Suzanne Lyons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>2035 Lakeshore Blvd, Lakeport, CA 95453</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>(707) 262-1967</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:dandylyons0057@sbcglobal.net">dandylyons0057@sbcglobal.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Shipwreck Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Event:</td>
<td>Costume pirate theme. Family, music, food, vendor booths, costume parade (sidewalk), flea market (inside).</td>
</tr>
</tbody>
</table>

Specific Location of Event (Map Must be Attached):

Does this use involve public right of way, streets, or sidewalk? [ ] Yes [ ] No

If yes, please indicate specific location:

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

No street closures - parking for food vendors on Park St.

S66 attached map with vendor parking North of Dietz.

Date(s) of Event: May 4, 2019

Total Number of Days: 1

Set Up Time: 7 am
Time of Event: 10 am - 5 pm
Tear Down Time: 5 pm

Specify anticipated number of people (both participants and the public): 600

Will any vendors be present? [ ] Yes [ ] No
Will any food booths be present? [ ] Yes [ ] No

Requirements:
- [ ] Electricity (cannot be guaranteed by City)
- [ ] Barricades
- [ ] Street/Sidewalk Closures
- [ ] No irrigation in park prior to event
- [ ] Other (please specify): Parking lot (paving) 666 Map with vendor parking

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

Specific City Staff Needs:
- [ ] Police
- [ ] Parks
- [ ] Other (please specify):

The City reserves the right to bill applicant for related City costs.

Insurance Information:

Specify Insurance Company: Lincoln Lovett
Policy Number: Expiration Date: 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:

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

Staff Name: Hilary Britton
Department: Administration

□ No Fiscal Impact
□ Fiscal Impact
(Describe/Include Estimated Costs)
□ Police
□ Public Works
□ Parks
□ Other (please specify):

The following will be Required:
□ Business License
☑ ABC License
□ Health Department Permit
□ Other (Specify): LPD EtOH Permit

Staff Comments:

Applicant will need to submit the following prior to the event:

1. Insurance Certificate
2. Alcohol Permit - Issued by Lakeport Police Department*

Applicant will be advised:
1. No stakes allowed to anchor pop-ups
2. Special Requests – Electricity, Barricades and Bathrooms can be coordinated with the Public Works Department at 707-263-0751.

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

Considered at Council Meeting (Date):
□ Application Approved
□ Application Denied
□ Application Approved With Conditions (See Below)

Conditions of Approval:

□ Attachments (specify):
APPLICATION FOR USE OF LIBRARY PARK GAZEBO

This section to be completed by City:

<table>
<thead>
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</table>

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<thead>
<tr>
<th>Applicant Name:</th>
<th>Organization Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Lyons</td>
<td>Lake County Theater Co.</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>2035 Lakeshore Blvd</td>
<td></td>
</tr>
<tr>
<td>Lakeport</td>
<td>Co. 95453</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone:</td>
</tr>
<tr>
<td>(707) 263-1967</td>
<td>59416</td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:stanlyons0057@skyglobal.net">stanlyons0057@skyglobal.net</a></td>
<td></td>
</tr>
</tbody>
</table>

Description of Event Proposed: Shipwreck Day

Date of Event: May 4, 2019

Set Up Time: 7 AM  PM

Time of Event: 10 AM  PM to 5 PM  AM  PM

Tear Down Time: 5 AM  PM

Specify anticipated number of people (both participants and the public): 600 approx.

Requirements:

☑ Electricity (cannot be guaranteed by City)
☐ No water in park prior to event
☐ Other (please specify):

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

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.

OTHER INFORMATION: Sidewalk parade led by My Divas

dress your dog as pirate contest

HOLD HARMLESS AGREEMENT: In consideration of allowing the events above, 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 forgoing event(s).

Signature of Applicant: Suzanne Lyons

Date: 11/5/18
* Set up Parking 7:00am to 10:45am.

* Barriers to include No Alcohol beyond this point.

* Activities
  - Food & Beverages
  - Booths

* Activities have

* Shipwreck Day

* Clear Lake

* City of Lakeport

* Library Park
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:

STAFF RESPONSE

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

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

The following will be Required:

□ Business License
□ ABC License

Health Department Permit □ Other (Specify): |

Staff Comments:

All food vendors must have a temporary health permit to sell or give away food at this event and must submit their application 7 days prior to the event. The event sponsor must submit their sponsor temporary health permit application 14 days prior to the event.

Tina Ruby
11/13/18

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

| Considered at Council Meeting (Date): | □ Application Approved |
| | □ Application Denied |
| | □ Application Approved With Conditions (See Below) |

Conditions of Approval:

□ Attachments (specify):
Thank you! NO comments from transit.

Wanda Gray
Director Regional Operations
Paratransit Services
Operators of Lake Transit

"Providing Quality Coordinated Transportation and community services since 1980"

Direct: (707) 994-3384 ext 5
Cell: (707) 994-3387
Fax: (707) 994-3387
Email: WLG@paratransit.net

Please consider the environment before printing this email.

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Hi all,

Please find attached application 2019-002 for the Shipwreck Day event to be held in Library Park on May 4, 2019, for your review and comments.

We would like to submit this for Council approval at the 12/04/2018 City Council meeting, so please have your comments back to me by 11/27/2018.

Thank you for your input!

Hilary Britton
Deputy City Clerk
City of Lakeport
225 Park Street
Lakeport, CA  95453
(707) 263-5615 x102
hbritton@cityoflakeport.com

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(Click button to register online)
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:

<table>
<thead>
<tr>
<th>Application Received (Date): 11/15/2018</th>
<th>Application No. 2019-003</th>
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</thead>
<tbody>
<tr>
<td>☐ $15.00 Application Fee Paid</td>
<td>For Council Meeting of (Date): 12/04/2018</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Applicant Name: Debra Polak</th>
<th>Organization Name: Mendocino College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1000 Hensley Creek Road</td>
<td>Address: Ukiah, CA 95482</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone: 707-468-3068</td>
</tr>
<tr>
<td>Email Address: <a href="mailto:cchapman@mendocino.edu">cchapman@mendocino.edu</a></td>
<td>Mobile Phone:</td>
</tr>
<tr>
<td>Other Contact: Judy Kanavle</td>
<td>Phone for Other Contact: 707-468-3280</td>
</tr>
<tr>
<td>Organization is: ☑ Nonprofit Organization ☐ For Profit Organization</td>
<td></td>
</tr>
</tbody>
</table>

Name of Event: Shakespeare At The Lake

Description of Event: Theatrical Production of Taming of the Shrew

Specific Location of Event (Map Must be Attached):

Does this use involve public right of way, streets, or sidewalk? ☑ Yes ☐ No If yes, please indicate specific location:

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

Date(s) of Event: July 27 & 28, 2019 (shows); Set-up starting July 24

Total Number of Days: 5

Set Up Time:

Time of Event:

Tear Down Time:

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

Will any vendors be present? Yes ☑ No ☐

Will any food booths be present? Yes ☑ No ☐

Requirements:

☑ Electricity (cannot be guaranteed by City)
☐ Barricades
☐ Street/Sidewalk Closures
☐ No irrigation in park prior to event
☐ Other (please specify):

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

Specific City Staff Needs:

☐ Police
☐ Public Works
☐ Parks
☐ Other (please specify):

The City reserves the right to bill applicant for related City costs.

Insurance Information:

Specify Insurance Company:

Policy Number: Expiration Date: 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.

Sent for Comments 11/29/2018
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).

Debra Polak  Dated:
Signature of Applicant
Responsible Official of Applicant Organization

---

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

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

The following will be Required:

| ☐ Business License | ☐ Health Department Permit |
| ☐ ABC License | ☐ Other (Specify): |

Staff Comments:

---

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

Considered at Council Meeting (Date):  ☐ Application Approved  ☐ Application Denied  ☐ Application Approved With Conditions (See Below)

Conditions of Approval:

☐ Attachments (specify):
Hello Hilary,

Please find the application for use of Library Park for the annual Shakespeare at the Lake event attached. I would like to cut a personal check and be reimbursed by my district to speed up the payment process. Where should I mail the check to? We will provide a Certificate of Insurance after July 1, as our insurer only issues for current fiscal year.

The Lake County Friends of Mendocino College will be handing the wine sales and Wilda Shock (cc’d) is the person to contact regarding permits required or any other follow-up around alcohol sales.

Please let me know if you have any questions!

Thanks so much!

Judy Kanavle
Interim Director Mendocino College Lake Center

Hi Judy,
Attached is the Shakespeare application digitally signed by Debra. Please forward to the City of Lakeport along with the $15 filing fee. Also remind them that the insurance certificate will not be issued until the first week of July 2019 with the new fiscal/academic year certificates. We have done this for the past two summers so they are familiar with the timing of the certificate of insurance. Let me know if you need anything else.

Cindy
Hello Everyone:

I am just following up, has this application been signed yet/ sent in?

From: Judith Kanavle
Sent: Thursday, November 01, 2018 8:00 AM
To: Debra Polak (dpolak@mendocino.edu) <dpolak@mendocino.edu>; Amanda Xu <axu@mendocino.edu>; Cindy Chapman <cchapman@mendocino.edu>
Subject: Shakespeare Application
Importance: High

Good Morning,

I refilled out the application for Shakespeare on the Lake with Debra’s name instead of Eileen’s. Please sign and return ASAP. We need to reserve this weekend way in advance.

Thanks so much!

Judith Kanavle
Interim Director, Mendocino College Lake Center
707-468-3280
jkanavle@mendocino.edu

2565 Parallel Drive
Lakeport 95453
Hilary,

We are good on the transit end.

Thank you,

Wanda Gray

Director Regional Operations
Paratransit Services
Operators of Lake Transit

"Providing Quality Coordinated Transportation and community services since 1980"

Direct: (707) 994-3384 ext 5
Cell: (707)951-6403
Fax: (707) 994-3387

Email: WLG@paratransit.net

https://urldefense.proofpoint.com/v2/url?u=http-3A__www.paratransit.net&d=DwIFAg&c=euGIZstcaTDIlvimEN8b7jXrwqOv-v5A_CdpgnVfiIMM&r=-SIUJP1f77PB9b9OKMFTYkEe1bpwlIQNWFAi_lFWrY8&m=ux7-pcNae3ytN3qDA5-vAULYNX4SL6_fm_UpfM3CQ&s=9KCsZkhwZ4Nen_e1gXvS9Qf9kJoN1z54aRHoKQeTXM&c=

Please consider the environment before printing this email.

CONFIDENTIALITY NOTICE: This electronic mail transmission and any accompanying attachments contain information belonging to the sender which may be confidential and legally privileged. This information is intended only for the use of the individual or entity to whom this electronic mail transmission was sent as indicated above. If you are not the intended recipient, any disclosure, copying, distribution, or action taken in reliance on the contents of the information contained in this transmission is strictly prohibited. If you have received this transmission in error, please notify the sender immediately and destroy all copies of this transmission and all attachments. Thank you.

>>> Hilary Britton <hbritton@cityoflakeport.com> 11/19/2018 2:03 PM >>>

Hi all,

Please find attached application 2019-003 for the 2019 Shakespeare in the Park event for July 27th & 28th, 2019 in Library Park for your review and comments.
RE: Notice of Completion for the Carnegie Library Accessibility Upgrade Project, Bid No 18-01

MEETING DATE: 12/4/2018

SUBMITTED BY: Douglas Grider, Public Works Director

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt a resolution accepting the Carnegie Library Accessibility Upgrade Project, Bid No 18-01, as complete and authorize the City Manager to file a Notice of Completion.

BACKGROUND/DISCUSSION:

On February 20, 2018, the City Council awarded a construction contract to R & C Construction, for the Carnegie Library Accessibility Upgrade Project, Bid No 18-01, in the amount of $385,381.00.

The project provides ADA compliant access to Carnegie Library, an ADA compliant elevator to access the second floor and remodeling of both bathrooms making one ADA compliant. The project was completed on October 24, 2018.

The City of Lakeport Public Works Department has reviewed the project and determined that it has been completed in substantial compliance with the project plans and specifications. The total cost of the construction contract came out to $417,255.00.

Of the total contract amount approximately $245,000 of the costs were covered by CDBG program income and grant proceeds for the supplemental project. The council approved a budget amount of $162,000 in the general fund to cover the remaining costs of the project with the adoption of the 18/19 budget. Staff is requesting to an additional appropriation increase in the General Fund to cover the cost of this project in the amount of $80,000. Of this additional appropriation increase, approximately $32,000 is a result of contract increases and the remained a result of anticipated CDBG Program Income which was not earned as expected.

OPTIONS:

No other options recommended

FISCAL IMPACT:

☒ None ☐ $417,255 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☒ Yes ☐ No If yes, amount of appropriation increase: $80,000

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

**SUGGESTED MOTIONS:**

Move to adopt the resolution accepting construction of the Carnegie Library Accessibility Upgrade Project by R & C Construction and authorize the filing of the Notice of Completion.

**Attachments:**

1. Resolution
2. Notice of Completion
RESOLUTION NO. XXX___ (2018)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT ACCEPTING CONSTRUCTION OF THE CARNEGIE LIBRARY ACCESSIBILITY UPGRADE PROJECT, BID NO 18-01, AND AUTHORIZING THE FILING OF THE NOTICE OF COMPLETION

WHEREAS, the final inspection of the Carnegie Library Accessibility Upgrade Project, Bid No 18-01, was made by the City of Lakeport’s Public Works Department; and

WHEREAS, it was determined that the work for this project has been completed in substantial compliance with the project plans and specifications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEPORT AS FOLLOWS:

1. The City Council hereby accepts the work as completed on the Carnegie Library Accessibility Upgrade Project, Bid No 18-01.

2. The City Manager is authorized and directed to execute the Notice of Completion to be filed with the County of Lake.

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Lakeport held on the 4th day of December, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED:

___________________________
Mireya G. Turner, Mayor
City of Lakeport

ATTEST:

___________________________
Hilary Britton, Deputy City Clerk
City of Lakeport
Notice of Completion

NOTICE is hereby given that:
1. The Undersigned is owner of the interest stated below in the property hereinafter described:
2. The NAME (including that of the undersigned), ADDRESS and NATURE OF TITLE of every person owning any interest in such property is as follows:

| City of Lakeport | 225 Park St, Lakeport, CA 95453 | Fee Simple |

(NAME OF UNDERSIGNED)
3. The names and addresses of the transferors of the undersigned owner: (to be shown if the undersigned is a successor in interest of the owner who caused the improvement to be constructed, etc.)
4. A work of improvement on the property hereinafter described was COMPLETED ON 10/24/2018
5. The name of the CONTRACTOR for such work of improvement was R & C Construction
6. The property on which said work of improvement was completed is in the City of Lakeport, county of Lake, State of California, and is described as follows: installation of an ADA compliant elevator in Carnegie Library, remodel of bathrooms making one ADA compliant, new water and sewer lines to service the building, ADA compliant access to the building.
7. The street address of said property is: 200 Park St, Lakeport

Dated: 12/4/2018

Signature of Owner or Owners }

Margaret Silveira, City Manager

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the City Manager of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place (Signature of person signing on behalf of owner)
VERIFICATION OF CONTENT

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

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )
County of Lake ___)

On _____________, 20___, 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)
FOR IMMEDIATE RELEASE

11/07/2018

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)—The Certificate of Achievement for Excellence in Financial Reporting has been awarded to City of Lakeport by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.
City of Takeport, California

City of Takeport

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

presented this

of the United States and Canada

The Government Finance Officers Association of Canada and the U.S.A.
Certificate of Achievement for Excellence in Financial Reporting

Presented to
City of Lakeport
California

For its Comprehensive Annual Financial Report for the Fiscal Year Ended

June 30, 2017

Christopher P. Morrill
Executive Director/CEO
STAFF REPORT

RE: USDA Grant Funding for a Police Canine Program

SUBMITTED BY: Brad Rasmussen, Chief of Police

PURPOSE OF REPORT: □ Information only □ Discussion □ Action Item

MEETING DATE: 12/04/2018

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Approve a resolution supporting the City of Lakeport application to the United States Department of Agriculture (USDA) Rural Development Communities Facilities Loan and Grant Program.

BACKGROUND/DISCUSSION:

In 2018 the Police Department identified a need to re-establish the police canine program. As part of the program the police department was approached by a local business owner who requested to work with the department to establish a non-profit to raise money to help offset the costs associated with developing and implementing the program.

The Police Department was notified by USDA regarding a grant opportunity to help fund all aspects and development of the program.

Since the mid 1980's the Police Department has successfully managed canine programs that were instrumental in providing safety to the community and officers alike. In 2009 the Department’s canine retired and the city was unable to commit to maintaining the program due to staffing and funding deficiencies. The Department is excited at the potential to bring the canine program back utilizing the assistance from USDA and the local non-profit group. This is an opportunity for our community to benefit from a police canine program with very little costs from local tax payers.

The USDA application is the first step in obtaining funding for the program and if successful, the grant would provide for $68,480.00 of needed funding to develop and operate the program. These funds will be used for equipment, the dog and training, with the largest expense being an outfitted vehicle. Additional funding of $50,000.00 is the approximated amount we anticipate receiving from the non-profit group.

The benefit of having a canine program includes the canine's superior senses, the ability to search for suspects and locate persons and alert to their presence without hearing or seeing them. All these facts contribute to ensuring community and officer safety. Additionally, the use of police service dogs can lessen the potential for the need to use lethal force. Canines are also instrumental in detecting and recovering contraband and evidence.
OPTIONS:
1. Approve the resolution
2. Do not approve the resolution
3. Provide other direction

FISCAL IMPACT:
☒ None ☐ $ Budgeted Item? ☐ Yes ☐ No
Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: $
Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:
Comments:

SUGGESTED MOTIONS:
Move to adopt the Resolution of the City Council of the City of Lakeport supporting the City of Lakeport application to the United States Department of Agriculture (USDA) Rural Development Communities Facilities Loan and Grant Program.

☒ Attachments: 1. Resolution supporting the City of Lakeport application to the United States Department of Agriculture (USDA) Rural Development Communities Facilities Loan and Grant Program.
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT SUPPORTING THE CITY OF LAKEPORT APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) RURAL DEVELOPMENT COMMUNITIES FACILITIES LOAN AND GRANT PROGRAM

WHEREAS, the City of Lakeport is required and has a responsibility to provide safety to the residents of the City of Lakeport; and

WHEREAS, numerous safety concerns have been identified by the City that are currently present at the existing police department where adding the value of a canine unit will address; because of the canine’s superior senses, searching for suspects is not only safer but more effective. Using their olfactory ability, a canine can locate a person and alert to their presence without hearing or seeing them. The use of police service dogs can also lessen the need for potentially lethal force used by officers; and

WHEREAS, public and officer health and safety is a top priority for the City of Lakeport; and

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City Council of the City of Lakeport hereby approves the application to USDA for the purchase and development of a Canine Program including purchase of the canine, equipment and training.

FURTHER BE IT RESOLVED AND ORDERED by the City Council of the City of Lakeport the City Manager is authorized to execute the required application and grant documents under this funding and all other required reporting forms as necessary.

I HEREBY CERTIFY the foregoing RESOLUTION was duly introduced, passed and adopted at a regular meeting of the City Council of the City of Lakeport, held on the 4th day of December, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:      APPROVED:

_______________________________  _________________________________
Hilary Britton, DEPUTY CITY CLERK   Mireya G. Turner, MAYOR
STAFF REPORT

RE: Resolution Establishing the Protocol for Appointment of Directors to the Lakeport Fire Protection District Board.  

MEETING DATE: 12/4/2018

SUBMITTED BY: Margaret Silveira, City Manager

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 adopt a resolution establishing a protocol for the appointment of Directors to the Lakeport Fire Protection District Board.

BACKGROUND/DISCUSSION:

The Lakeport Fire Protection District is an independent special district serving the greater Lakeport Area. Originally created around 1955, the Lakeport Fire Protection District (LFPD) annexed the City of Lakeport in 1999. To the extent the annexation resulted in the creation of a new board of directors for LFPD, Health and Safety Code section 13837 provides that the District board may be either elected or appointed by the county board of supervisors and the city councils in which the District is located. Those governing bodies appoint directors to that board according to the proportionate share of the population within the district.

The determination of whether the directors of a fire protection district shall be elected or appointed is made by a fire protection district. LFPD has not determined to change from an appointed board to an elected board.

In a 2004 agreement executed by LFPD and the City of Lakeport, the two entities agreed that the Board of Supervisors would appoint all the members of the LFPD Board as follows: Two persons residing within the city limits of Lakeport would be nominated by the city; Two members residing in the unincorporated area of the District would be appointed by the Board of Supervisors, and a fifth member would be nominated by the four District Board members.

The Board of Supervisors adopted a resolution on November 20, 2018 to establish a protocol for appointment of the board members of the LFPD which is consistent with the mandates of state law while still compatible with the desires of the City of Lakeport and LFPD as expressed in the above-referenced 2004 agreement. The protocols adopted by this Board Resolution will not take effect unless and until the Lakeport City Council agrees to the appointment of directors to the LFPD by the Board of Supervisors and by the Lakeport City Council according to the proportionate share described below:

- The Lake County Board of Supervisors shall appoint three (3) members to a five (5) member board of directors for the Lakeport Fire Protection District.
• The City Council for the City of Lakeport shall appoint two (2) members to the board of directors for the Lakeport Fire Protection District.

The proposed protocol also includes the following considerations:

• Any board of directors for LFPD may make non-determinative recommendations for member appointments to either the Board of Supervisors and/or the City Council.
• The appointments to be made by the County and the City have been determined according to each entity’s proportionate share of population with the Lakeport Fire Protection District based upon the 2010 census. Should updated population information become available the County and the City will meet and confer to determine whether a change in the proportionate number of appointments to the LFPD board is needed.
• Each member of the LFPD board shall be a resident of the District.
• The term of office of each member of the LFPD board shall be four (4) years and shall be staggered with initial appointments as follows:
  o There will be two (2) vacancies on the District Board as of January 1, 2019, one of which will be filled by an appointment made by the County and one of which will be filled by an appointment made by the City.
  o The remaining three (3) District Board members shall continue on the District Board until January 1, 2020, at which time their terms shall expire.

OPTIONS:

1. The City Council could approve the proposed resolution.
2. The City Council could amend the resolution and forward to the Lake County Board of Supervisors for consideration.
3. The City Council could provide other direction.

FISCAL IMPACT:

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

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

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

Comments:

SUGGESTED MOTIONS:

Move to adopt a resolution establishing the protocol for appointment of Directors to the Lakeport Fire Protection District Board.

☒ Attachments:  
  1. City of Lakeport Resolution
  2. Board of Supervisors Resolution
RESOLUTION NO. ____ (2018)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT ESTABLISHING A PROTOCOL FOR THE APPOINTMENT OF DIRECTORS TO THE LAKEPORT FIRE PROTECTION DISTRICT BOARD

WHEREAS, the Lakeport Fire Protection District, an independent special district, was originally created in or about 1955;

WHEREAS, a resolution authorizing the Lakeport Fire Protection District to Annex the City of Lakeport was adopted in 1999;

WHEREAS, to the extent such an annexation resulted in the creation of a new board of directors for the Lakeport Fire Protection District, Health and Safety Code section 13837 provides that the district board for that District may be either elected or appointed by the county board of supervisors and the city councils in which the District is located;

WHEREAS, Health and Safety Code section 13837 further provides that if a fire protection district board is to be appointed, the board of supervisors and the city council or councils shall appoint directors to that board according to the proportionate share of the population of that portion of the county and each city within the district, provided that the board of supervisors and each city council shall appoint at least one director;

WHEREAS, the determination of whether the directors of a fire protection district shall be elected or appointed is made by a fire protection district at the time of district formation and, the Lakeport Fire Protection District has not determined to change from an appointed board to an elected board as authorized by Health and Safety Code section 13848;

WHEREAS, in a 2004 agreement executed by the Lakeport Fire Protection District and the City of Lakeport, the two entities agreed to the appointment of district board members as follows: Two persons residing within the city limits of Lakeport would be nominated by the city; Two members residing in the unincorporated area of the District would be appointed by the County Board of Supervisors, and a fifth member would be nominated by the four District Board members; and

WHEREAS, the City Council wishes to establish a protocol for appointment of the board members of the Lakeport Fire Protection District which is consistent with the mandates of state law while still compatible with the desires of the City of Lakeport and the Lakeport Fire Protection District as expressed in the above-referenced 2004 agreement between the two parties.

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

Section 1: The Recitals are adopted as true and correct.
Section 2: The protocols established by this Resolution shall not take effect unless and until the Lake County Board of Supervisors agrees to the appointment of directors to the Lakeport Fire Protection District by the City Council and the Board of Supervisors according to the proportionate share described below.

Section 3: The Lakeport City Council shall appoint two (2) members to a five (5) member board of directors for the Lakeport Fire Protection District and the remaining three (3) members shall be appointed by the Lake County Board of Supervisors. Any then-existing board of directors for the Lakeport Fire Protection District may make recommendations for member appointments to either or both the Lakeport City Council and/or the Lake County Board of Supervisors. Said recommendations shall be considered by the City Council, but shall not be determinative. The appointments to be made by the County and the City have been determined according to each entity’s proportionate share of population with the Lakeport Fire Protection District based upon the 2010 census and redistricting data available. When updated census data or other reliable population information becomes available in the future, each entity’s proportionate share of population may change; in such case, the County and the City shall meet and confer in good faith to determine whether such change necessitates a change in the proportionate number of appointments to be made by each entity.

Section 4: The appointment of two (2) of the five (5) Lakeport Fire Protection District board members by the City Council shall follow the standard practice of the City to advertise and seek applications from interested members of the public who are eligible to serve.

Section 5: Pursuant, to Health and Safety Code section 13841, each member of the Lakeport Fire Protection District board shall be a resident of the District.

Section 6: Pursuant to Health and Safety Code section 13843, the term of office of each member of the Lakeport Fire Protection District board shall be four (4) years and the terms shall be staggered. Initially, appointments shall be made as follows: There will be two vacancies on the District Board as of January 1, 2019, one of which will be filled by an appointment made by the City and one of which will be filled by an appointment made by the County. The remaining three District Board members shall continue on the District Board until January 1, 2020, at which time their terms shall expire. The City shall then appoint one District Board member and the County shall appoint two District Board members to begin service at that time. Recommendations may be made by the District Board for any and all of the appointments to be made both initially and as to future terms.

Section 7. This Resolution is intended to modify Section VIII of the Agreement for Annexation of the City of Lakeport Fire Department by the Lakeport Fire Protection District made and entered into January 26, 2004. The City Council hereby authorizes the City Manager or her designee to execute an amendment to that Agreement with the Lakeport Fire Protection District consistent with the terms of this Resolution.

Section 8. This Resolution shall take effect immediately upon its adoption.
PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Lakeport held this 4th day of December, 2018.

AYES:
NOES:
ABSENT:
ABSTAIN:

MIREYA G. TURNER, Mayor

ATTEST:

HILARY BRITTON, Deputy City Clerk
RESOLUTION ESTABLISHING A PROTOCOL FOR THE APPOINTMENT OF
DIRECTORS TO THE LAKEPORT FIRE PROTECTION DISTRICT BOARD

WHEREAS, the Lakeport Fire Protection District, an independent special district,
was originally created in or about 1955; and

WHEREAS, a resolution authorizing the Lakeport Fire Protection District to annex
the City of Lakeport, an incorporated city, was adopted in 1999; and

WHEREAS, to the extent such an annexation resulted in the creation of a new board
of directors for the Lakeport Fire Protection District, Health and Safety Code section 13837
provides that the district board for that District may be either elected or appointed by the
county board of supervisors and the city councils in which the District is located; and

WHEREAS, Health and Safety Code section 13837 further provides that if a fire
protection district board is to be appointed, the board of supervisors and the city council or
councils shall appoint directors to that board according to the proportionate share of the
population of that portion of the county and each city within the district, provided that the
board of supervisors and each city council shall appoint at least one director; and

WHEREAS, the determination of whether the directors of a fire protection district
shall be elected or appointed is made by a fire protection district at the time of district
formation and, the Lakeport Fire Protection District has not determined to change from an
appointed board to an elected board as authorized by Health and Safety Code section 13848;
and

WHEREAS, in a 2004 agreement executed by the Lakeport Fire Protection District
and the City of Lakeport, those two entities agreed that the Board of Supervisors would
appoint all the members of the Lakeport Fire Protection District Board as follows: Two
persons residing within the city limits of Lakeport would be nominated by the city; Two
members residing in the unincorporated area of the District would be appointed by the
Board of Supervisors, and a fifth member would be nominated by the four District Board
WHEREAS, the Board of Supervisors wishes to establish a protocol for appointment
of the board members of the Lakeport Fire Protection District which is consistent with the
mandates of state law while still compatible with the desires of the City of Lakeport and the
Lakeport Fire Protection District as expressed in the above-referenced 2004 agreement
between those two parties.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of
Lake, State of California, that it finds, determines and hereby declares that:

1. That the Recitals hereinabove are adopted as true and correct.

2. That the protocols adopted by this Resolution shall not take effect unless and until
the City Council for the City of Lakeport agrees to the appointment of directors to the
Lake County Fire Protection District by the Board of Supervisors and by the
Lakeport City Council according to the proportionate share described hereinbelow.

3. That the Lake County Board of Supervisors shall appoint three (3) members to a five
(5) member board of directors for the Lakeport Fire Protection District and the
remaining two (2) members shall be appointed by the City Council for the City of
Lakeport. Any then-existing board of directors for the Lakeport Fire Protection
District may make recommendations for member appointments to either or both the
County Board of Supervisors and/or the Lakeport City Council. Said
recommendations shall be considered by the Lake County Board of Supervisors in
makings its appointments, but shall not be determinative. The appointments to be
made by the County and the City have been determined according to each entity’s
proportionate share of population with the Lakeport Fire Protection District based
upon the 2010 census and redistricting data presently available. When updated
census data or other reliable population information becomes available in the future,
each entity’s proportionate share of population may change; in such case, the County
and the City shall meet and confer in good faith to determine whether such change
necessitates a change in the proportionate number of appointments to be made by each entity,

4. That the appointments of three (3) of the five (5) Lakeport Fire Protection District board members by the Board of Supervisors shall follow the standard practice of the County to advertise and seek applications from interested members of the public who are eligible to serve.

5. That, pursuant to Health and Safety Code section 13841, each member of the Lakeport Fire Protection District board shall be a resident of the District.

6. That, pursuant to Health and Safety Code section 13843, the term of office of each member of the Lakeport Fire Protection District board shall be four (4) years and the terms shall be staggered. Initially, appointments shall be made as follows: There will be two vacancies on the District Board as of January 1, 2019, one of which will be filled by an appointment made by the County and one of which will be filled by an appointment made by the City. The remaining three District Board members shall continue on the District Board until January 1, 2020, at which time their terms shall expire. The County shall then appoint two District Board members and the City shall then appoint one District Board member to begin service at that time. Recommendations may be made by the District Board for any and all of the appointments to be made both initially and as to future terms.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Lake at a regular meeting thereof on the______day of ___________, 2018, by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

____________________________________

CHAIR, Board of Supervisors
ATTEST: Carol J. Huchingson
Clerk to the Board

APPROVED AS TO FORM:
Anita L. Grant
County Counsel

By: ______________________________

By: _________________________