I. **CALL TO ORDER & ROLL CALL:**

6:00 p.m.

II. **PLEDGE OF ALLEGIANCE:**

Move to accept agenda as posted, or move to add or delete items.

III. **ACCEPTANCE OF AGENDA/ URGENCY ITEMS:**

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

IV. **CONSENT AGENDA:**

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

A. Ordinances:

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

B. Minutes:

Approve minutes of the City Council regular meeting of October 1, 2019.

C. Renew Emergency Resolution:

Mendocino Complex Fire

Confirm the continuing existence of a local emergency for the Mendocino Complex Fire.

D. Renew Emergency Resolution: February 2019 Storms

Confirm the continuing existence of a local emergency for the February 2019 Storms.

E. Application 2019-027:

Approve application 2019-027, with staff recommendations, for the 2019 Halloween Costume Parade on October 31, 2019.

F. Application 2020-001:

Approve application 2020-001, with staff recommendations, for the 2020 Home Wine and Beer Makers Festival in Library Park.

G. Lakeport Hazard Mitigation Plan (LHMP)

Approve the adoption of the LHMP.

V. **PUBLIC PRESENTATIONS/REQUESTS:**

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

VI. **COUNCIL BUSINESS**

A. Police Chief

1. Vehicle Purchase

Authorize the City Manager to follow the procurement policy and grant guidelines to purchase a general police patrol vehicle and a police K9 vehicle for an amount not to exceed $108,854.

B. Community Development Director

1. Contract Award:

Authorize the Community Development Director to enter into a Professional Service Agreement with De Novo Planning Group for the completion of the City of Lakeport’s 6th Cycle Housing Element Update in the amount of $33,240.

C. Administrative Services Director

1. Committees and Commissions:

Adopt a resolution of the City Council of the City of Lakeport establishing an Ad Hoc Selection Advisory Committee for the selection of the members of its Committees and Commissions with terms expiring in 2019, to be comprised of two City Council Members.

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

VIII. 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
I. CALL TO ORDER & ROLL CALL:

Mayor Barnes called the meeting to order at 6:00 p.m. with Council Members Mattina, Parlet, Spurr, and Turner present.

II. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Community Development Director Ingram.

III. ACCEPTANCE OF AGENDA/ URGENCY ITEMS:

A motion was made by Council Member Mattina, seconded by Council Member Turner, and unanimously carried by voice vote, to accept the 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 September 3, 2019.

C. Warrants: Approve the warrant register of September 23, 2019.

D. Renew Emergency Resolution: Mendocino Complex Fire Confirm the continuing existence of a local emergency for the Mendocino Complex Fire.


F. Application 2019-018: Amendment 1 Approve amendment 1 to event application 2019-018, Pumpkin Festival, with staff recommendations, to change the street closure start time to 7:00 a.m.

G. Gann Limit Calculation: Approve the corrected appropriations limit of $12,352,299 in Fiscal Year 2018-19 and $12,886,871 in Fiscal Year 2019-20 for the City of Lakeport and adopt the proposed resolution.

H. Contract Extension: Tyler Technologies InCode Authorize the City Manager to execute the contract amendment with Tyler Technologies.

I. League of California Cities Annual Conference: Direct the City of Lakeport’s voting delegate to the League of California Cities Annual Conference to support the two (2) Resolutions provided in the Annual Conference Resolutions Packet.

J. Meeting Cancellation: Authorize the cancellation of the regular meeting of October 15, 2019.


V. PUBLIC PRESENTATIONS/REQUESTS:

A. Public Input: There was no public input.

B. Presentation: Barbara Bruenig and Panette Talia of the Lakeport Main Street Association presented the winners of the People’s Choice awards from the Taste of Lake County event.

C. Proclamation: The Mayor read a proclamation declaring the month of October as Domestic Violence Awareness month in the City of Lakeport. Representatives from Lake Family Resource Center received the proclamation.
VI. PUBLIC HEARING:
   A. City Manager
      1. Underground Utility District: City Attorney Ruderman announced that Mayor Pro Tem Spurr and Council Member Parlet would recuse themselves from discussion and vote on the item due to potential conflicts of interest. Mayor Pro Tem Spurr and Council Member Parlet left the dias and the room.

      The staff report was presented by Community Development Director Ingram.

      Mayor Barnes opened the public hearing at 6:24 p.m.

      Nancy Ruzicka asked that High Street be included and was therefore opposed.

      Mayor Barnes closed the public hearing at 6:26 p.m.

      A motion was made by Council Member Turner, seconded by Council Member Mattina, and unanimously carried by voice vote, to adopt a resolution forming the Eleventh Street and North Main Street Underground Utility District, with Mayor Pro Tem Spurr and Council Member Parlet abstaining.

VII. COUNCIL BUSINESS
   A. Police Chief
      1. Community Policing Operations Update: Chief Rasmussen presented a report regarding the current status of the USDOJ COPS Grant and how the police department is using the grant to complete community policing operations in the City of Lakeport.

   B. Utilities Superintendent
      1. Utility Vehicle Purchase: The staff report was presented by Public Works Director Grider.

      A motion was made by Council Member Turner, seconded by Council Member Mattina, and unanimously carried by voice vote, to authorize the City Manager to sign the purchase order with Mazzei Chevrolet and supporting documents for the procurement of a service truck for the Public Works department.

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

      City Manager Silveira stated that construction starts Friday, October 4 on City Hall.

      City Attorney Ruderman gave no report.

      Finance Director Walker gave no report.

      Public Works Director Grider reported the city was notified that the city is eligible to apply for a hazard mitigation grant with CalOES. The City will file for $500,000 for generators.

      Police Chief Rasmussen announced the Coffee with a Cop event at Rene’s Cafe and that the city has received a $10,000 grant from the Shawn Walsh Memorial Foundation for the canine program.

      Community Development Director Ingram stated that a workshop will be hosted for downtown merchants related to signage.

      Administrative Services Director/City Clerk Buendia gave no report.

      Mayor Barnes gave no report.

      Council Member Parlet gave no report.

      Council Member Mattina gave no report.

      Council Member Spurr gave no report.
Council Member Turner invited everyone to the Konocti Challenge and the Pumpkin Festival this weekend.

IX. **ADJOURNMENT:**

Mayor Barnes adjourned the meeting at 6:52 p.m.

________________________________________

Tim Barnes, Mayor

Attest:

________________________________________

Kelly Buendia, City Clerk
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, November 20, 2018, December 4, 2018, December 18, 2018, January 15, 2019, February 5, 2019, February 19, 2019, March 5, 2019, March 19, 2019, April 2, 2019, April 16, 2019, May 7, 2019 May 21, 2019, June 4, 2019, June 18, 2019, July 16, 2019, August 6, 2019, September 3, 2019, September 17, 2019 and October 1, 2019. 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:  $

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

Comments:

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

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/July, 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
STAFF REPORT

RE:  Continuation of Local Emergency Declaration – February Storms

MEETING DATE:  10/22/2019

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 review the need to continue the proclamation declaring a Local State of Emergency due to conditions of extreme peril as a result of the February 2019 Storms and provide direction.

BACKGROUND/DISCUSION:

On February 28, 2019, 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 February 2019 storms. 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 March 5, 2019, March 19, 2019, April 2, 2019, April 16, 2019, May 7, 2019, May 21, 2019, June 4, 2019, June 18, 2019, July 16, 2019, August 6, 2019, September 3, September 17, 2019, and October 1, 2019 under Resolution 2704 (2019). 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.

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 the February 2019 storms; or proclaim the termination of the Local State of Emergency.

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:

Meeting Date:  10/22/2019
SUGGESTED MOTIONS: Move to confirm the continuing existence of a local emergency in the City of Lakeport.

RESOLUTION NO. 2704 (2019)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT CONFIRMING EXISTENCE OF A LOCAL EMERGENCY

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 rain storms, wind, and flooding commencing on or about February 26, 2019, at which time the City Council of the City of Lakeport was not in session; 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; and

WHEREAS, 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 February, 2019; and

WHEREAS, the Governor of the State of California proclaimed a state of emergency in Lake County due to atmospheric river storm systems, which caused widespread damage and flooding; 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 regular meeting thereof on the 5th day of March, 2019, by the following vote:

AYES: Mayor Barnes, Council Members Mattina, Parlet, Spurr and Turner
NOES: None
ABSTAINING: None
ABSENT: None

Tim Barnes, 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>10/13/2019</th>
<th>Application No.</th>
<th>2019-02-Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15.00 Application Fee Paid</td>
<td></td>
<td>For Council Meeting of (Date):</td>
<td>10/12/2019</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Organization Name: Lakeport Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>2508 Howard Ave, Lakeport</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone: 707-262-3005 Mobile Phone:</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:hamzian@lakeport.k12.ca.us">hamzian@lakeport.k12.ca.us</a></td>
</tr>
<tr>
<td>Other Contact:</td>
<td>Phone for Other Contact: 262-3000</td>
</tr>
<tr>
<td>Organization is:</td>
<td>Nonprofit Organization For Profit Organization</td>
</tr>
</tbody>
</table>

Name of Event: Halloween Parade

Description of Event: 400-1st-3rd grade students parade down Main St. in their Halloween costumes. This an annual event.

Specific Location of Event (Map Must be Attached): Start @ Natural High - down to 2nd St. & return to Natural

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: October 31, 2019

Total Number of Days: 1

Set Up Time: Time of Event: 12:30-1:15 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.
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]

Dated: 6/13/19

Responsible Official of Applicant Organization

STAFF RESPONSE

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

Staff Name: ___________________________  Department: ___________________________

☐ No Fiscal Impact  ☐ Fiscal Impact  ☐ Police  ☐ Other (please specify):
   (Describe/Include Estimated Costs)  ☐ Public Works  ☐ Parks
   ☐ 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): _________________________________________________________
# Certificate of Coverage

## General Liability
- **Type of Coverage:** General Liability
  - General Liability
  - Claims Made
  - Government Codes
  - Errors & Omissions
- **Coverage Documents:** NCR 00108-33
- **Effective/Expiration Date:**
  - 7/1/2019
  - 7/1/2020
- **Member Retained Limit / Deductible:**
  - $25,000
  - $2,000,000

## Automobile Liability
- **Type of Coverage:** Automobile Liability
  - Any Auto
  - Hired Auto
  - Non-Owned Auto
  - Garage Liability
  - Auto Physical Damage
- **Coverage Documents:** NCR 00108-33
- **Effective/Expiration Date:**
  - 7/1/2019
  - 7/1/2020
- **Member Retained Limit / Deductible:**
  - $25,000
  - $1,000,000

## Property
- **Type of Coverage:** Property
  - All Risk
  - Excludes Earthquake & Flood
  - Builder's Risk
- **Coverage Documents:** NCR 00108-33
- **Effective/Expiration Date:**
  - 7/1/2019
  - 7/11/2020
- **Member Retained Limit / Deductible:**
  - $25,000
  - $250,250,000

## Student Professional Liability
- **Type of Coverage:** Student Professional Liability
- **Coverage Documents:** NCR 00108-33
- **Effective/Expiration Date:**
  - 7/1/2019
  - 7/1/2020
- **Member Retained Limit / Deductible:**
  - $25,000
  - Included

## Workers Compensation
- **Type of Coverage:** Workers Compensation
  - Employers' Liability
- **Coverage Documents:** PIPS 00122-16
- **Effective/Expiration Date:**
  - 7/1/2019
  - 7/1/2020
- **Member Retained Limit / Deductible:**
  - $1,000,000
  - E.L. Each Accident
  - $1,000,000
  - E.L. Disease - Each Employee
  - $1,000,000
  - E.L. Disease - Policy Limits

## Excess Workers Compensation
- **Type of Coverage:** Employers' Liability
- **Coverage Documents:**
- **Effective/Expiration Date:**
  - 7/1/2019
  - 7/1/2020
- **Member Retained Limit / Deductible:**
  - $25,000

## Other
- **Type of Coverage:**
- **Coverage Documents:**
- **Effective/Expiration Date:**
- **Member Retained Limit / Deductible:**

## Description of Operations/Locations/Vehicles/Restrictions/Special Provisions:
As respects to the use of Main Street Lakeport from Natural High to 2nd Street and back to Natural High by Lakeport Elementary School for their Halloween Costume Parade on 10/31/2019, 12:30 p.m. - 1:15 p.m.

## Certificate Holder:
City of Lakeport
225 Park Street
Lakeport CA 95453

## Authorized Representative:
John Stephens

## Cancellation:
Should any of the above described coverages be canceled before the expiration date thereof, the issuing entity/jpa will endeavor to mail a 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the entity/jpa, its agents or representatives.

[Signature]
John Stephens
ENDORSEMENT

ADDITIONAL COVERED PARTY

<table>
<thead>
<tr>
<th>COVERED PARTY</th>
<th>COVERAGE DOCUMENT</th>
<th>ADMINISTRATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakeport Unified School District SIGNAL II</td>
<td>NCR 00108-33</td>
<td>Keenan &amp; Associates</td>
</tr>
</tbody>
</table>

Subject to all its terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under “as respects” below.

Additional Covered Party:
City of Lakeport
225 Park Street
Lakeport CA 95453

As Respects:
As respects to the use of Main Street Lakeport from Natural High to 2nd Street and back to Natural High by Lakeport Elementary School for their Halloween Costume Parade on 10/31/2019, 12:30 p.m. - 1:15 p.m.

The City of Lakeport is included as an Additional Covered Party.

Authorized Representative

Issue Date: 8/13/2019
Thank you no comment from Lake transit.

Wanda Gray
Director Regional Operations
Paratransit Services
Operators of Lake Transit

"Providing Quality Coordinated Transportation and community services since 1980"

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> 10/10/2019 10:29 AM >>>

Hi all,

Please find attached application 2019-027 for the annual Halloween Parade for your review and comments.

We would like to submit this for Council approval at the 10/22/2019 special Council meeting, so please have your comments back to me by 10/18/2019.

Thank you for your input.

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

E-mail correspondence and attachments with the City of Lakeport may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the Act.
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]

Signature of Applicant
Responsible Official of Applicant Organization
Dated: 6/13/19

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

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

Staff Comments:
EH has no concerns, no food vendors present

[Signature]
Ana Rabin
10/10/19

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):
Good morning Hilary,

I have reviewed the above subject permit application. It does not appear that this event will impact County maintained roadways. Public Works has no comments or concerns to add to this permit.

Thank you for allowing us to review and comment.

Lori Price
Secretary III
Lake County Department of Public Works
255 N. Forbes Street, Rm 309
Lakeport, CA 95453
(707) 263-2341
lorip@co.lake.ca.us

Hi all,

Please find attached application 2019-027 for the annual Halloween Parade for your review and comments.

We would like to submit this for Council approval at the 10/22/2019 special Council meeting, so please have your comments back to me by 10/18/2019.

Thank you for your input.
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): 07/25/2019  Application No.: 2020-001
☐ $15.00 Application Fee Paid  For Council Meeting of (Date): 10/01/2019

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

Applicant Name: David Velasquez  Organization Name: Lake County Symphony Ass’n
Address: 1490 N. Main St., Lakeport, CA 95453  Address: PO Box 974, Lakeport, CA 95453
Home Phone:  Work Phone:  Mobile Phone: 651-238-2833
Email Address: djvelasquez@citlink.net
Other Contact: Ed Bublitz  Phone for Other Contact: 707-289-4163
Organization is:  ☑ Nonprofit Organization  ☐ For Profit Organization

Name of Event: Home Wine and Beer Makers Festival
Description of Event: Tasting of amateur beer and wine with food/arts and crafts; annual fundraiser for LCSA
Specific Location of Event (Map Must be Attached): Library Park, Lakeport

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: June 20, 2020  Total Number of Days: 1  Set Up Time: 10 AM
Time of Event: 12 – 5 PM  Tear Down Time: 5 PM

Specify anticipated number of people (both participants and the public): 300
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): Gazebo electricity will be provided

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: Lincoln-Leavitt/Nova Casualty Co.
Policy Number: CF1-ML-10000646-OI  Expiration Date: 4/15/20 will renew  Limits of Coverage: $2,000,000

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 and its agents and “employees” from and against any injury, damage, claims, actions or suits arising out of the herein described Event, including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Lakeport from and against any injury, damage, claims, actions or suits arising out of or connected with the foregoing event(s).

Signature of Applicant

[Signature]

Responsible Official of Applicant Organization

Dated: July 25, 2019

STAFF RESPONSE

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

Staff Name: ____________________________ Department: ____________________________

☐ No Fiscal Impact

☐ Fiscal Impact

☐ Police

☐ Other (please specify):

☐ (Describe/Include Estimated Costs)

☐ Public Works

☐ Health Department Permit

☐ Parks

☐ Other (Specify):

The following will be Required:

☐ Business License

☐ Application Approved

☐ ABC License

☐ Application Denied

☐ Other (please specify):

☐ Parks

☐ Application Approved With Conditions (See Below)

Staff Comments:

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

Considered at Council Meeting (Date):

☐ Application Approved

☐ Application Approved With Conditions (See Below)

☐ Application Denied

☐ Conditions of Approval:

☐ Attachments (specify):
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES 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 SUBROGAION 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

INSURED
Lake County Symphony Association, Inc.
PO Box 974
Lakeport CA 95453

CONTACT NAME: Kimberly Rose
PHONE: (707) 263-7162
FAX: (707) 263-5018
E-MAIL: kimberly-rose@leavitt.com

INsurer(A) AFFORDING COVERAGE
INsurer B:
INsurer C:
INsurer D:
INsurer E:
INsurer F:

NAIC # 42552

COVERAGEs CERTIFICATE NUMBER: CL194402121
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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 PURCHASE, 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.

INsurer TYPE OF INSURANCE ADDL/SUBR POLICY NUMBER POLICY EFF POLICY EXP LIMITS
LTHR INS/WD POLICY NDW

A COMMERCIAL GENERAL LIABILITY

X COMMERCIAL GENERAL LIABILITY

X CLAIMS-MADE

X OCCUR

GEN. AGGREGATE LIMIT APPLIES PER:

X POLICY

PROJECT

LOC

OTHER

POLICY NUMBER CP1-HL-10000646-01

POLICY EFF 4/15/2019

POLICY EXP 4/15/2020

LIMITS

EACH OCCURRENCE $1,000,000

DAMAGE TO RENTED PREMISES (EA occurrence) $100,000

MED EXP (Any one person) $5,000

PERSONAL & ADV INJURY $1,000,000

GENERAL AGGREGATE $2,000,000

PRODUCTS COMPLIANT AGG $2,000,000

AUTOMOBILE LIABILITY

ANY AUTO

SCHEDULED AUTOS

NON-OWNED AUTOS

ANY OWNED AUTOS

UMBRELLA LIABILITY

EXCESS LIABILITY

CLAIMS-MADE

OCCUR

DEP:

RETENTION $ N/A

WORKERS COMPENSATION AND EMPLOYERS’ LIABILITY

ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?

(Mandatory in NH) Y/N

N/A

DESCRIPTION OF OPERATIONS below

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

Certificate holder is included as additional insured with regards to General Liability per the attached form.

CERTIFICATE HOLDER

City of Lakeport

Attn: Hilary Britton

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

Kimberly Rose/KIRose

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ACORD 25 (2014/01)

INS025 (201/401)
USE OF ALCOHOL: Is a permit for alcoholic beverages requested?  ☑ Yes  ☐ No

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Signature of Applicant

Responsible Official of Applicant Organization

Dated: July 25, 2019

STAFF RESPONSE

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

Staff Name:  
Department:

☐ No Fiscal Impact  ☑ Fiscal Impact (Describe/Include Estimated Costs)

☐ Overtime $500

☐ Police  ☐ Public Works  ☑ Parks

☐ Other (please specify):

The following will be Required:

☐ Business License  ☐ Health Department Permit

☐ ABC License  ☐ Other (Specify):

Staff Comments:  This event is held on Saturday morning immediately following the Friday Night Concert In The Park event and requires extra Staff in the morning to prepare the area for set up. Also held on the same day is the V.W. Camp & Shine Car Show. This is why overtime is necessary.

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):
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.

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Signature of Applicant

Responsible Official of Applicant Organization

Dated: July 25, 2019

STAFF RESPONSE

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

Staff Name:

Department:

☐ No Fiscal Impact  ☐ Fiscal Impact (Describe/Include Estimated Costs)  ☐ Police  ☐ Other (please specify):

☐ Public Works  ☐ Parks

☐ Business License  ☐ Health Department Permit

☐ ABC License  ☐ 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 Rubin  EH
9/24/19

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 Hilary! No comments or concerns from LTA.

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

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> 9/23/2019 3:51 PM >>>
Hi all,

Please find attached application 2020-001 for the 2020 Home Wine & Beer Makers Fest for your review and comments.

We would like to submit this for Council approval at the 10/01/2019 Council meeting, so please have your comments back to me by 09/26/2019.
**STAFF REPORT**

<table>
<thead>
<tr>
<th>RE:</th>
<th>Adoption of Lakeport Hazard Mitigation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEETING DATE:</strong></td>
<td>10/22/2019</td>
</tr>
<tr>
<td><strong>SUBMITTED BY:</strong></td>
<td>Doug Grider, Public Works Director</td>
</tr>
<tr>
<td><strong>PURPOSE OF REPORT:</strong></td>
<td>Information only</td>
</tr>
</tbody>
</table>

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

The City Council is being asked to approve the adoption of the Lakeport Hazard Mitigation Plan.

**BACKGROUND/DISCUSSION:**

A Local Hazard Mitigation Plan was developed by the City of Lakeport and Foster Morrison. Fires, drought, floods, and severe weather are just a few of the hazards that are addressed in the plan. While hazards such as these cannot be prevented, a Hazard Mitigation Plan forms the foundation for a community's long-term strategy to reduce disaster losses by breaking the repeated cycle of disaster damage and reconstruction.

Additionally, only communities with a FEMA-approved Hazard Mitigation Plan are eligible to apply for both pre- and post-disaster mitigation grant funding. In order to fully implement the Plan, it must be formally adopted and a resolution be put in place to implement it into the Safety Element of the General Plan.

In 2006, the state adopted Assembly Bill (AB) 2140 which added provisions specifying what is to be included in a Local Hazard Mitigation Plan (LHMP) and requiring a linkage between a local jurisdiction’s LHMP and the Safety Element of their General Plan. AB 2140 requires a jurisdiction to adopt the LHMP into the Safety Element of the General Plan in order to be fully eligible for disaster relief funding under the California Disaster Assistance Act. AB 2140 can be met by either including the LHMP language specific to AB 2140 as part of the Safety Element or to incorporate the LHMP by reference into the Safety Element of the General Plan.

Staff has made a determination that the project is exempt from environmental review per CEQA Guidelines under the General Rule (Section 15061 (b)(3)). Additionally, this plan is statutorily exempt from CEQA per section 15262 as it is a planning study and future implementation actions would be subject to further CEQA review.

**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 approve the adoption of the LHMP
Attachments:

1. FEMA Acceptance Memo (9/3/2019)
2. Adoption Resolution
September 3, 2019

Michelle Humphrey
Administrative Specialist
City of Lakeport Engineering
225 Park Street
Lakeport, California 95453

Dear Ms. Humphrey:

We have completed our review of the City of Lakeport 2019 LHMP and have determined that this plan is eligible for final approval pending its adoption by the City of Lakeport and all participating jurisdictions. Please see the enclosed list of approvable pending adoption jurisdictions.

Formal adoption documentation must be submitted to the FEMA Region IX office by the lead jurisdiction within one calendar year of the date of this letter, or the entire plan must be updated and resubmitted for review. We will approve the plan upon receipt of the documentation of formal adoption.

If you have any questions regarding the planning or review processes, please contact the FEMA Region IX Hazard Mitigation Planning Team at fema-r9-mitigation-planning@fema.dhs.gov.

Sincerely,

[Signature]

Juliette Hayes
Director
Mitigation Division
FEMA, Region IX

Enclosure

cc: Adam Sutkus, Hazard Mitigation Planning Chief, California Governor’s Office of Emergency Services
Jennifer Hogan, State Hazard Mitigation Officer, California Governor’s Office of Emergency Services
Status of Participating Jurisdictions as of September 3, 2019

Jurisdictions – Adopted and Approved

<table>
<thead>
<tr>
<th>#</th>
<th>Jurisdiction</th>
<th>Date of Adoption</th>
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<tbody>
<tr>
<td>1</td>
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Jurisdictions – Approvable Pending Adoption

<table>
<thead>
<tr>
<th>#</th>
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<tbody>
<tr>
<td>1</td>
<td>City of Lakeport</td>
</tr>
<tr>
<td>2</td>
<td>Lakeport Fire Protection District</td>
</tr>
<tr>
<td>3</td>
<td></td>
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<td>4</td>
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<td>5</td>
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<td>6</td>
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</tbody>
</table>
Appendix D  Adoption Resolution

Resolution # ______

Resolution: City of Lakeport

Adopting the City of Lakeport Local Hazard Mitigation Plan

Whereas, the City of Lakeport recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 ("Disaster Mitigation Act") emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments;

Whereas, an adopted Local Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the City of Lakeport fully participated in the FEMA-prescribed mitigation planning process to prepare this local hazard mitigation plan; and

Whereas, the California Office of Emergency Services and Federal Emergency Management Agency, Region IX officials have reviewed the City of Lakeport Local Hazard Mitigation Plan and approved it contingent upon this official adoption of the participating governing body;

Whereas, the City of Lakeport desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the City of Lakeport Local Hazard Mitigation Plan;

Whereas, adoption by the governing body for the City of Lakeport, demonstrates the jurisdiction’s commitment to fulfilling the mitigation goals and objectives outlined in this Local Hazard Mitigation Plan.

Whereas, adoption of this legitimacies the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

Now, therefore, be it resolved, that the City of Lakeport adopts the City of Lakeport Local Hazard Mitigation Plan as an official plan; and
Be it resolved, that the City of Lakeport adopts the City of Lakeport Local Hazard Mitigation Plan by reference into the safety element of their general plan in accordance with the requirements of AB 2140, and

Be it further resolved, the City of Lakeport will submit this adoption resolution to the California Office of Emergency Services and FEMA Region IX officials to enable the plan’s final approval in accordance with the requirements of the Disaster Mitigation Act of 2000 and to establish conformance with the requirements of AB 2140.

Passed: _____________________
             (date)

_____________________________________
Certifying Official
STAFF REPORT

RE: Authorization to purchase police vehicles

MEETING DATE: 10/22/19

SUBMITTED BY: Brad Rasmussen, Chief of Police

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize spending of up to $71,000 in general fund money, currently authorized in the 2019/2020 police department budget and up to $37,854.00 in United States Department of Agriculture (USDA) grant funds awarded to the city for a police dog program to purchase a K9 vehicle and a general patrol vehicle.

BACKGROUND/DISCUSSION:

The City Council approved the 2019/2020 police department budget with $71,000 for the purchase of automobiles and trucks. Additionally, earlier this year the City Council also accepted a USDA grant for a police K9 program with the funding being available for various parts of the program cost including the police K9 vehicle.

The police department recently started the vehicle purchase and associated equipment price review and requests for bids. Normally we have sufficient time to collect all of the needed information and bring the City Council a complete request for purchase with all associated bids. However we have just learned that one vehicle manufacturer we were set to use for the K9 vehicle has stopped all further orders for the current 2020 models and the other manufacturer we would use as an alternate for the K9 vehicle as well as the general patrol vehicle will stop orders on 2020 models by approximately November 13th.

Staff is working diligently to gather all needed information and bids but we do not expect to have it all completed in enough time to meet the deadline for this council meeting or the next meeting on November 5th.

Therefore, I am asking the City Council to authorize the spending of up to $108,854 in accordance to our procurement policy and grant guidelines for an amount that does not exceed $108,854. No orders would be placed until the City Manager and other necessary staff has reviewed all bids and final amounts.

Although the cost of the general patrol unit is expected to increase this year over last, the change in the type of K9 unit is expected to be less with the change in the model of vehicle selected. In any case, we expect the total amounts to be less than the budgeted amounts.

OPTIONS:

Authorize the purchase of a K9 vehicle and a general patrol vehicle;

Deny the request;
Provide other direction.

FISCAL IMPACT:

☐ None  ☑ $108,854  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: USDA Grant

Comments:

SUGGESTED MOTIONS:

Move to authorize the City Manager to follow the procurement policy and grant guidelines to purchase a general police patrol vehicle and a police K9 vehicle for an amount not to exceed $108,854.

☑ Attachments:
STAFF REPORT

RE: Housing Element Update Consultant Professional Services Agreement

MEETING DATE: 10/22/2019

SUBMITTED BY: Kevin M. Ingram, Community Development 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 authorize the Community Development Director to sign a professional services agreement with De Novo Planning Group to provide the City of Lakeport Community Development Department assistance with an update to the Housing Element for the 6th Cycle Housing Element.

BACKGROUND/DISCUSSION: The City of Lakeport needs to update the General Plan Housing Element for the 6th Cycle to comply with State Housing Element law. The City’s current Housing Element, adopted in August 2014, for the 5th Housing Cycle, expires this year. To comply with State Housing Law, a draft of the revised Housing Element will need to be provided to the California Housing and Community Development Department (HCD) by the end of the year and would cover the period of 2019-2023.

Currently there are appropriations of $35,000 in the 2019/2020 budget for the completion of this Housing Element Update. In compliance with the City Purchasing Ordinance (LMC Chapter 3.04) the Community Development Department solicited three consulting firms for pricing related to the completion of 6th Cycle Housing Element updates concentrating on firms with experience in working with Lakeport and/or other municipalities in the region whom share similar housing related issues. Bids were received from three firms and were as follows:

De Novo Planning Group $31,145 to $33,240
*completed the last two (2) City of Lakeport Housing Element Updates

Price Consulting Services $32,000 (pricing does not include completion of CEQA)
*recently completed City of Clearlake Housing Element Update as well as others in the region

Lisa Wise Consulting $75,000 to $80,000

Staff is recommending the selection of De Novo Planning Group. De Novo has completed the last two Housing Element Updates for the City of Lakeport. Due to this fact, the timeline for completion of background documentation and environmental would be significantly reduced compared to that of selecting a different firm. The range in pricing provided by De Novo includes an optional public workshop. At this time staff recommends the inclusion of this optional task. If it is determined at a later date that this workshop can be completed by City staff total costs may be slightly less than proposed.

Attached please a copy of De Novo Planning Group’s Proposal to the City of Lakeport. A proposed budget and schedule are provided on pages 8 and 9 of said attachment.
OPTIONS:
- Direct staff to enter into a Professional Service Agreement with De Novo Planning Group.
- Return to staff for further investigation.
- Take no action or alternatively, the City Council could provide other direction.

FISCAL IMPACT:
- Budgeted Item: Yes
- Budget Adjustment Needed: No
- Affected fund(s): General Fund
- Comments: The current Community Development Department budget includes $35,000 for the completion of the Housing Element Update this year.

SUGGESTED MOTIONS:
Move to authorize the Community Development Director to enter into a Professional Service Agreement with De Novo Planning Group for the completion of the City of Lakeport’s 6th Cycle Housing Element Update in the amount of $33,240.

Attachments:
1. De Novo Planning Group Housing Element Update Proposal
September 10, 2019

Daniel Chance  
Associate Planner  
City of Lakeport  
225 Park Street  
Lakeport, CA  95453  

Subject: Proposal to Update Lakeport's Housing Element

Dear Mark,  

Speaking on behalf of the entire De Novo Planning Team, I would like to thank you for the opportunity to submit this proposal to prepare a comprehensive update of the City's Housing Element to address requirements of State law.

Based on our, understanding of the City, and regional experience, we are confident that we can provide the City with a focused update project that addresses requirements of State law, including changes to State law since adoption of the City's current Housing Element, provides for coordination with HCD to address its concerns and comments, and addresses the City's needs and concerns under a very competitively priced budget.

We look forward to the opportunity to meet with you in person to further discuss our proposal and our approach to the preparation to updating your Housing Element. If you have any questions regarding this submittal, please do not hesitate to contact me at (916) 812-7927 or at bthompson@denovoplanning.com.

Sincerely,

[Signature]

DE NOVO PLANNING GROUP  
Beth Thompson, Principal
maps/exhibits, and materials as needed to provide complete information and to facilitate meaningful participation.

A community survey will be made available to allow the public an opportunity to participate in the process. De Novo will prepare a survey addressing specific housing issues to be used as a data source for the Housing Element Update. The surveys can be distributed via the City's website and the City's social media presence, as well as through hard copies provided at City Hall.

**Task 2.2 Public Hearings**

At the conclusion of the project, it will also be necessary to present the Housing Element Update to the Planning Commission and Council for their review and approval during a public hearing. Based on our experience with the City, we expect to hold one public hearing with Planning Commission and one with the City Council.

**Task 2.2 Public Hearings**

At the conclusion of the project, it will also be necessary to present the Housing Element Update to the Planning Commission and Council for their review and approval during a public hearing. Based on our experience with the City, we expect to hold one public hearing with Planning Commission and one with the City Council.

**PHASE 4 HOUSING ELEMENT UPDATE**

**Task 3.1 Draft Housing Element**

De Novo is committed to providing the City with a useful and understandable Housing Element Update that embodies the goals and priorities of the City and is consistent with state requirements (GC Section 65583(a)). Preparation of the Housing Element will include but not be limited to the following items:

**Evaluate the Current Housing Element**

De Novo will review the effectiveness of the current Housing Element, including: (1) actual results of the current Element compared to its goals, policies, and implementation measures; and (2) significant differences between objectives and actual achievements. De Novo will compare housing construction (single family, multi-family, affordable, and special needs) to the prior Regional Housing Needs Allocation and to the stated goals and projections of the current Housing Element.

Based both on the effectiveness of the existing document, input received from the community during the public participation process, and communication with City staff, we will identify policies and programs that should be retained as well as those that should be revised or replaced. The Housing Element Update will include a section that describes revisions to goals and policies based on identified achievements and shortcomings of the prior Element.

**Housing Needs Assessment**

To prepare a meaningful Housing Element, existing conditions must be understood and documented. De Novo will assess the housing needs of the City's population based on the characteristics of the City's population and its existing housing inventory. De Novo will update
sources. Implementation measures will reflect recent legislation, and will address the following issues at a minimum:

- Conserve and Improve Existing Housing Stock
- Promote Housing Opportunities for All Persons in the City, including provision of adequate sites to accommodate the Regional Housing Needs Allocation
- Address Housing Needs of Special Needs Populations
- Preserve Assisted Housing
- Regional Housing Needs Determination and Quantified Objectives
- General Plan and Zoning Consistency
- Sustainability and Efficiency, including green building practices and progressive energy and water conservation approaches
- Removal of Constraints (where appropriate and feasible)

We will review proposed policies and implementation measures for internal consistency with all elements of the City’s General Plan. Should there be inconsistencies, we will identify the appropriate modifications that should be made to the proposed policies and measures or to the relevant element of the General Plan.

De Novo will provide the City with an Administrative Draft Housing Element for staff review. We will then incorporate the City’s comments on the Administrative Draft Housing Element and create a Public Review Draft Housing Element.

**Task 3.2 Public Review Housing Element**

De Novo will incorporate staff comments on the Administrative Draft Housing Element and create the Public Review Housing Element. The Public Review Housing Element will be provided to HCD for review and to the City for publication for public review.

**Task 3.3 Final Housing Element**

Following public and HCD review, De Novo will prepare a memo identifying proposed revisions to the Housing Element based on HCD comments and input from the public. During preparation of the memo, we will meet with HCD staff, if necessary, to discuss their comments and identify potential revisions to the Housing Element that would be supported and approved by HCD.

The memo will be presented to the Planning Commission and City Council for consideration. Based on final direction from the City Council, De Novo will revise the Housing Element and prepare a Final Housing Element for City Council adoption. The Final Housing Element will be submitted to HCD for certification and finding of compliance with State law.

**Task 3.4 Notice of Exemption**

De Novo expects that the Housing Element Update would not increase the density or intensity of planned growth within the City and would also not change the location of planned growth. We further anticipate that new or revised goals, policies, or actions would not remove any environmental protections provided by the current General Plan and would not create any new environmental concerns or impacts. Therefore, De Novo would prepare a Notice of Exemption to address the requirements of CEQA.

De Novo Planning Group
# BUDGET

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**Fee without Optional Workshop (Task 2.2)** $31,145

De Novo Planning Group reserves the right to reallocate budget among various consulting team members and between tasks, provided the overall project budget does not change. Additional reallocations are billed on time and materials basis.
WHAT IS BEING ASKED OF THE CITY COUNCIL/AGENCY/BOARD:

The City Council is being asked to establish an ad hoc committee that will make recommendations to the City Council for appointments to the City’s various Commissions and Committees with terms expiring in 2019.

BACKGROUND/DISCUSSION:

The City Council annually appoints members to its various advisory commissions and committees. In 2019, the following appointments are needed: one vacancy on the Planning Commission, three expiring seats on the Parks and Recreation Commission, three expiring seats on the Lakeport Economic Development Advisory Committee (LEDAC). The Council is also asked to recommend to the Lake County Board of Supervisors one City resident for appointment to the Lakeport Fire Protection District Board of Directors.

The City Clerk’s office typically begins recruitment for membership in the late fall by press release to all local media and by advertising on the City’s website. The City Council and staff, by word-of-mouth, also encourage interested parties to apply.

Staff is requesting that the City Council institute the formation of a temporary, Ad Hoc Selection Advisory Committee consisting of two (2) Council Members to interview applicants and make recommendations to the City Council as a whole regarding the aforementioned appointments. This process provides adequate time to interview candidates and determine suitability for the role(s).

As an ad hoc committee, the Council should select no more than two of its members to sit on the committee. The subcommittee shall have such support from the City Attorney and other City staff as the City Manager shall direct.

OPTIONS:

The Council, as a whole, could conduct interviews and/or direct staff with another process.

FISCAL IMPACT:

☒ None ☐ $ ☐ Account Number: Comments:

SUGGESTED MOTIONS:
Move to adopt a resolution of the City Council of the City of Lakeport establishing an Ad Hoc Selection Advisory Committee for the selection of the members of its Committees and Commissions with terms expiring in 2019, to be comprised of City Council Members ________________ and ________________.

Attachments:

1. Resolution of the City Council of the City of Lakeport Establishing an Ad Hoc Advisory Committee for the Selection of Members of The City's Various Committees and Commissions with Terms Expiring in 2019

2. 2019 Maddy Act List
RESOLUTION NO. ____ (2019)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT ESTABLISHING AN AD HOC ADVISORY COMMITTEE FOR THE SELECTION OF MEMBERS OF THE CITY’S VARIOUS COMMITTEES AND COMMISSIONS WITH TERMS EXPIRING IN 2019

WHEREAS, The City Council annually appoints members to its various advisory commissions and committees; namely, the Planning Commission, the Parks and Recreation Commission, the Traffic Safety Advisory Committee (TSAC), the Lakeport Economic Development Advisory Committee (LEDAC), the Measure Z Advisory Committee (MZAC), and, most recently, submits recommendations for appointment to the Lakeport Fire Protection District Board of Directors and;

WHEREAS, the City Clerk’s office begins recruitment for membership in the late fall by press release to all local media and by advertising on the City’s website, and;

WHEREAS, the City Council desires that candidates be appropriately interviewed to understand suitability for the various roles.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. An ad hoc advisory subcommittee is hereby established to be comprised of City Council Members ___________ and __________.

SECTION 2. The subcommittee is charged with reviewing the applications for membership on the City’s various committees and commissions with terms expiring in 2019 and, at its discretion, allowing the applicants to make a short presentation detailing the applicant’s background, interests, and reasons the applicant would like to serve and can contribute to committee or commission’s mission. The subcommittee shall have such support from the City Attorney and other City staff as the City Manager shall direct.

SECTION 3. The subcommittee shall provide their recommendations to the City Council on or around January 1, 2020. Upon provision of its recommendation to the City Council, the subcommittee shall automatically be disestablished.

SECTION 4. As a temporary, ad hoc advisory committee comprised of less than a quorum of the City Council, the subcommittee may, but need not, comply with the Brown Act as authorized by Government Code section 54952, subdivision (b).

THIS RESOLUTION was passed and adopted by the City Council of the City of Lakeport at a special meeting held on the 22nd day of October, 2019.

AYES:  
NOES:  
ABSTAINING:  
ABSENT:
TIM BARNES, Mayor

ATTEST:

________________________
KELLY BUENDIA, City Clerk
### CITY OF LAKEPORT 2019 MADDY ACT LOCAL APPOINTMENTS LIST

**NOTICE:** In compliance with the requirements of the Maddy Act (Government Code §54970, et seq.), the following appointments list was posted on or before December 31, 2018, at the City Hall, City of Lakeport, 225 Park Street, Lakeport, CA 95453, and at the Lakeport Library, 1425 North High Street, Lakeport, CA 95453. The City Council of the City of Lakeport will make appointments to the positions below which will expire or will otherwise become vacant in 2019. Unless noted otherwise, all appointees must be residents of the City of Lakeport.

### PLANNING COMMISSION

The Planning Commission meets the second Wednesday of each month at 5:00 p.m. in the Council Chambers of City Hall. The city council may appoint one member who lives outside of the city limits but within the Lakeport zip code area.

<table>
<thead>
<tr>
<th>COMMISSIONER</th>
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<th>TERM ENDS</th>
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</thead>
<tbody>
<tr>
<td>Mark Mitchell</td>
<td>December 18, 2018</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Jeri Driver</td>
<td>December 18, 2018</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Michael Froio</td>
<td>December 18, 2018</td>
<td>December 31, 2022</td>
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<tr>
<td>Ken Wicks</td>
<td>December 20, 2016</td>
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<tr>
<td>Michael Green</td>
<td>December 20, 2016</td>
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### PARKS & RECREATION COMMISSION

The Parks & Recreation Commission meets on the second Thursday of each month at 3:00 p.m. in the Council Chambers at City Hall.

<table>
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<th>COMMISSIONER</th>
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<td>Jen Hanson</td>
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<td>Cindy Ustrud</td>
<td>March 20, 2018</td>
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<td>Ben Moore</td>
<td>March 20, 2018</td>
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<tr>
<td>Suzanne Lyons</td>
<td>December 18, 2018</td>
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<tr>
<td>Wayne Yahne</td>
<td>December 18, 2018</td>
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### TRAFFIC SAFETY ADVISORY COMMITTEE (TSAC)

The Traffic Safety Advisory Committee meets, every other month on the second Monday of the month at 4:00 p.m. in the City Council Chamber. The City Council may appoint two members who are non-residents.

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<tr>
<td>Ashley Barrett</td>
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<td>Vicki Cole</td>
<td>December 18, 2018</td>
<td>December 31, 2022</td>
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<tr>
<td>David Brown</td>
<td>December 18, 2018</td>
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<tr>
<td>Frank Dolloso</td>
<td>December 20, 2016</td>
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<tr>
<td>Nathan Maxman</td>
<td>December 20, 2016</td>
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### LAKEPORT ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (LEDAC)

This committee meets bimonthly, on the second Wednesday of the month, at 7:30 a.m. in the Conference Room at City Hall. Membership to this committee is open to anyone who lives, works, shops, or does business in the City of Lakeport, including those in the unincorporated areas of the Lakeport trade area.

<table>
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<th>COMMISSIONER</th>
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<td>Pam Harpster</td>
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<tr>
<td>Andy Lucas</td>
<td>February 20, 2018</td>
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<tr>
<td>Dan Peterson</td>
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<td>Denise Combs</td>
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<tr>
<td>William Eaton</td>
<td>December 18, 2018</td>
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<tr>
<td>Wilda Shock</td>
<td>December 18, 2018</td>
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<tr>
<td>Terre Logsdon</td>
<td>December 18, 2018</td>
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### MEASURE Z ADVISORY COMMITTEE

This committee meets quarterly to review all revenues and expenditures of the Measure Z transactions and use tax and make recommendations to the City Council regarding those expenditures.

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<td>Susan King</td>
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<td>Verna Schaffer</td>
<td>December 18, 2018</td>
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## LAKE COUNTY VECTOR CONTROL DISTRICT BOARD OF TRUSTEES

This Board of Trustees meets at 1:30 PM on the second Wednesday of each month at 410 Esplanade, Lakeport, CA. Members must be a voter in the City of Lakeport and reside within the district. Trustees serve a 2-year or 4-year term, at the discretion of the City Council.

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<th>DATE APPOINTED</th>
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<tbody>
<tr>
<td>George Spurr</td>
<td>December 15, 2015</td>
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## PUBLIC EDUCATIONAL GOVERNMENTAL (PEG) BOARD

General supervision of the Mediacom Public Education and Government (PEG) channel, or Lake County PEG TV, is under the control of the PEG Board, which consists of five directors, one of which is appointed by the Lakeport City Council. Meetings take place once a month with every other meeting located in the City of Clearlake. Board Members serve a 2-year term, which expires on the first Monday in January of every even-numbered year.

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<tr>
<td>Mireya Turner</td>
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## LAKEPORT FIRE PROTECTION DISTRICT BOARD

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