



**AGENDA  
NOTICE AND CALL OF SPECIAL MEETING  
OF THE LAKEPORT CITY COUNCIL  
Tuesday March 9, 2021**

**5:00 p.m.**

**Location: See Teleconferencing Instructions Below**

**PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for **March 9, 2021** will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating telephonically and will not be physically present in the Council Chambers.

**If you would like to speak on an agenda item, you can access the Zoom meeting remotely:**

Join from a PC, Mac, iPad, iPhone, or Android device:

Please click on this URL to join: <https://zoom.us/j/95167697302?pwd=Y01UemVLUG54OWowQWxgWTcxK2hxZz09>

Passcode: 529272

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 951 6769 7302

Passcode: 529272

International numbers available: <https://zoom.us/j/95167697302>

The City wants you to know that you can also submit your comments by email to [virtualhost@cityoflakeport.com](mailto:virtualhost@cityoflakeport.com).

To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to **2:30 p.m. on Tuesday, March 9, 2021.**

Please indicate in the email Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on.

Comments that you want read to the Council will be subject to the three minute time limitation (approximately 350 words).

Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

The City of Lakeport thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.



**AGENDA**  
**NOTICE AND CALL OF SPECIAL MEETING**  
**OF THE LAKEPORT CITY COUNCIL**  
**Tuesday March 9, 2021**  
**5:00 p.m.**

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

**NOTICE IS HEREBY GIVEN** that a Special Meeting of the Lakeport City Council is hereby called to be held on Tuesday, **March 9, 2021, at 5:00 p.m.** for the purpose of discussing and acting on the following:

**Workshop:**

Conduct a Workshop to:

1. Receive department presentations of 2020-21 Fiscal Year Accomplishments and 2021-22 Fiscal Year Recommended Goals;
2. Receive public comment and
3. Discuss and direct staff.
  - Administrative Services Dept. by Director Kelly Buendia
  - Community Development Dept. by Director Jenni Byers
  - Economic Development Dept. by City Manager Kevin Ingram
  - Finance Dept. by Director Nick Walker
  - Police Dept. by Chief Brad Rasmussen and Lieutenant Stoebe
  - Public Works Dept. by Director Doug Grider
  - Utilities Division by Superintendent Paul Harris

**Adjournment:**

Dated:

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Hilary Britton, Deputy City Clerk



# Sprouting into a Brighter Future

## DEPARTMENT PRESENTATION: ADMINISTRATIVE SERVICES

Human Resources~City Clerk~Risk Management

### 2020-21 Achievements and Accomplishments

1. Elections completed with four candidates for three seats. Commissions and Committees recruited and seated with two committees temporarily suspended in favor of new Ad Hoc committees for the Lakefront Park and frontage improvement ordinance/program.
2. Digitized city records using LaserFiche with a primary focus on training in the system and getting a basic set-up in place. Consultant retained to assist with a document input plan. Permanent Clerk's office records digitized, which included developing naming conventions and indexing documents to maximize the search engine. The repository continues to be updated in conjunction with automation.  
  
Upgraded Laserfiche software to cloud format to acquire additional modules, licenses, and a repository portal.
3. Adopted a records management program and policy that lays out the procedures to be followed to meet the legal standards for protection, storage and retrieval of all City records, regardless of format.
4. Developed and adopted the following:
  - ~Electronic Signature Policy with purchase & implementation of e-signature software.
  - ~Drug & Alcohol Free Workplace Policy.
  - ~Affordable Care Act Implementation Program.
  - ~Return to Work Policy initial research.
  - ~Community Center Policy and Fee Schedule
  - ~Emergency Services Ordinance update
5. Responded to the COVID-19 pandemic with issuance of numerous employee directives and communications. Implemented policies in response to legislation, including FFCRA policy and a comprehensive COVID Prevention Plan. Activated the EOC; instituted multiple safety initiatives; moved to virtual meetings; developed COVID web pages; transitioned to virtual job interviews; moved to virtual conferences & trainings.
6. Contributed in the merger of the REMIF risk pool with the PARSAC risk pool through participation on various committees.
7. Communications task force developed and communications calendar started. Facilitated communications by creation of process that includes all necessary information for various platforms. Created a communications repository. Updates of News Page of city website underway.
8. 2020-21 Administrative Services Statistics (to date):
  - ~46 Agendas and minutes prepared and meetings attended.
  - ~16 Commission/Committee candidates recruited, filling 10 seats.
  - ~40 Contracts processed.
  - ~28 Event applications handled.
  - ~30 Records requests answered
  - ~7 Separate Recruitments, including a Community Development Director
  - ~Conducted continuous police officer trainee testing including Pellet B exams, physical agility exams, written exams and oral panel interviews, resulting in hiring three police officer trainees, two of which have completed the police academy and are now Police Officers.

### 2021-22 GOALS

#### Near-term (1 year)

#### Goal

1. Automate contract and employee evaluation processes through Laserfiche.
2. Continue to digitize city-wide vital records.
3. Contract and begin update of Personnel Rules and Regulations for compliance with new laws and rulings.
4. Begin implementation of Target Solutions, a training management software, as provided by the CIRA risk pool.
5. Development of a communications plan.

**Intermediate-term (2-4 years out)**

1. Continue implementation of records management software as needed across departments. Explore opportunities to integrate LaserFiche with departmental proprietary software (i.e. SmartGov, InCode).
2. Automate processes, including employee onboarding and job recruitments, agenda management, event application, community center application, PRA requests and FPPC filing management.
3. Implement Public Portal for greater access to records such as minutes, resolutions, ordinances, police training, police policies and for submission of forms, applications, and requests.

**Long-term (5+ years out)**

1. Prepare Procedures Manual for City Clerk and Human Resources processes.
2. Update employee job descriptions to include essential job functions.



## Sprouting into a Brighter Future

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### DEPARTMENT PRESENTATION: COMMUNITY DEVELOPMENT

BUILDING, PLANNING, AND HOUSING DIVISIONS

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#### 2020-21 Achievements and Accomplishments

1. Adoption of the Sixth Cycle Housing Element.
2. Adoption of the CEQA Mitigated Negative Declaration for the Lakefront Park Project (Implementation of Lakefront Revitalization Plan).
3. Implementation of SmartGov Permit Tracking System Phase 1 completed. Currently under contract to begin Phase 2, which includes e-submittal of building permits and business licenses.
4. Martin Street Apartments Phase I completed and occupied (24-units of affordable apartments). Phase II (48-units) under construction. Anticipate completion by summer.
5. Silveira Community Center acquired from Bank of America. Improvements for a commercial grade kitchen have been implemented through CDBG CV-1 grant. Replacement of the HVAC system is anticipated for later this spring, as well as provide business grants through CDBG CV-2 and 3 grant funds.
6. Submitted intent for application of the CDBG Disaster Recovery Funds.

#### 2020-21 GOALS

(year)

##### Goal

1. The 6th cycle Housing Element was adopted on July 7, 2020. Utilizing LEAP and REAP funds, a contract was entered with a consulting firm to provide Zoning Ordinance updates for compliance with State housing law.
2. Amend the current sidewalk and right-of-way improvement ordinance to reduce costs of improvements and ensure infrastructure is being constructed in high priority areas.
3. Establish policies to advance racial equity, diversity and inclusion.
4. Update City Stormwater program to be fully compliant with State Water Board Time Schedule Order.
5. Consider the adoption of a Property Maintenance Ordinance.

##### Intermediate-term (2-4 years out)

1. Continue to work with Lake APC to complete the Eleventh Street Corridor Multimodal projects identified in the Feasibility Study.
2. Update Building Division policies and procedures concerning Flood Plain Management, Stormwater and Landscape Efficiency to be consistent with revised State Mandates.
3. Comprehensive update of the Zoning Ordinance with specific emphasis on reviewing the sign ordinance, objective design standards, and inclusion of greater uses creating a more economically sustainable and vibrant downtown.
4. Update Community Development Department Policies and Procedures Manual including the updating of department handouts and applications.
5. Development of a strategic plan for the provision of City's Housing Services program.

##### Long-term (5+ years out)

1. Ongoing succession planning and employee training/certification.
2. Comprehensive review of development services fees.
3. Update Lakeport's Floodplain Management Program to included 44 CFR Section 65.34 and 44 CFR Section 60.3(b)(3).



# Sprouting into a Brighter Future

## DEPARTMENT PRESENTATION: ECONOMIC DEVELOPMENT

### 2020-21 Achievements and Accomplishments

1. Completed 2nd year contract with Retail Coach
2. Continued partnership with TID; major accomplishments include establishing marketing plan
3. Partnership with Blue Ribbon Committee and member of the Socioeconomic Subcommittee
4. Established outdoor dining and retail guidelines
5. Direct calls to businesses - over 100 made to provide assistance
6. LEDAC pivoted from annual business walk to direct COVID outreach approach with the Business Recovery Taskforce
7. Strengthened partnership with Lake EDC with the We Care campaign; aided in administration with CARES act grant funding and provided technical assistance
8. Furthered broadband implementation with the multi-jurisdictional Broadband master plan
9. Adoption of the Dig-Once ordinance
10. Worked with Cal-Cities to direct allocation of CARES Act monies to cities
11. Apply for annual non-entitlement CDBG funding
12. Completed allocation of business loans from the CDBG \*2017\* funding source

### 2020-21 GOALS

year)

#### Goal

1. Continued business outreach related to COVID recovery
2. Expand retail opportunities throughout the City with emphasis on clothing and general retail.
3. Continue efforts outlined in the Hotel Feasibility Study and Lakeport Lakefront Revitalization Plan to attract a full service lodging facility with dining and conference amenities.
4. Enhance the historic downtown and lakefront area through improving wayfinding signage downtown, rehabilitation of the Silveira Community Center to allow wider access by the community for events and programs, and support the efforts for the construction of the Lakefront Park.
5. Greater engagement with LMSA roles and activities; increase the visibility of local businesses on social media; encourage ways to increase foot-traffic to downtown businesses and fill vacant storefronts

### Intermediate-term (2-4 years out)

1. Support the implementation of the Lake EDC Path to Prosperity Plan including greater marketing of key commercial development sites with the county, extension of broadband services and facilitation of basic public infrastructure to Lampson Airport.
2. Promote the development of greater arts through the development of an Arts and Cultural Master Plan, and support of other community art organizations
3. Work with the California Judicial Council and the County of Lake to secure a new courthouse location within the City of Lakeport.
4. Update City Economic Development website incorporating best practices from other municipal and regional economic development agencies.
5. Update the Lakeport Economic Development Strategic Plan

### Long-term (5+ years out)

1. Identify funding sources for the hiring of a full time Economic Development Director.
2. Consider the development of a commercial center revitalization plan to assist struggling local shopping and business park centers.
3. Continued implementation of the Lakeport Lakefront Revitalization Plan and the Lakeport Economic Development Strategic Plan including the identification of partners and funding sources to assist in realizing the adopted community visions for the waterfront and downtown areas.



# Sprouting into a Brighter Future

## DEPARTMENT PRESENTATION: FINANCE AND IT

### 2020-21 Achievements and Accomplishments

1. Facilitated the adoption of a balanced budget with extreme economic uncertainty.
2. Contracted HdL to provide TOT collection and short-term rental compliance for city hoteliers.
3. Facilitated an update of the Emergency Operations Plan.
4. Upgrade security at City Hall and upgrade visual/audio in the council chambers for dual use as an EOC for the activation of emergency operations.
5. Coordinated COVID relief funding sources to develop a commercial kitchen at the Silveira Community Center and a Community Kitchen program to provide meals to the community.
6. Participated in Lake County Recreation Task Force to obtain a consultant to conduct a feasibility study on recreation opportunities.
7. Critical involvement of utility rate study and anticipated Proposition 218 process.
8. Participated as a negotiator in South Main St Annexation discussions.
9. Implemented MyCivicUtility Mobile App and Lockbox utility payment options.
10. Implemented InvoicePay to streamline Accounts Payable process.
11. Streamlined Accounts Receivable process and delinquent account collection procedures.
12. Participated on CalCities Revenue and Taxation Committee.
13. Participated on REMIF and CIRA transition finance committee.
14. Prepared CAFR with no audit findings.
15. Issued approximately \$350k in business loans.
16. Received Certificate of Achievement for Excellence in Financial Report and Budget.

### 2021-22

#### GOALS

##### Near-term (1 year)

###### Goal

1. Continue implementing streamlined budget and financial statement preparation process.
2. Facility solid waste rate study and anticipated Proposition 218 process.
3. Develop and implement strategy to decrease Unfunded Actual Liabilities for Pensions and OPEB.
4. Develop a department-wide policy and procedures manual including a comprehensive Reserve Policy.

##### Intermediate-term (2-4 years out)

1. Obtain financing for necessary infrastructure projects.
2. Develop long-term CIP financing strategy.
3. Evaluate IT needs.
4. Support Administration's efforts to develop a records management system.

##### Long-term (5+ years out)

1. Continuously seek revenue sources to improve budget position.
2. Focus on staff cross training, professional development and succession planning.
3. Continue to improve transparency of financial reporting to staff, council and the public.



# Sprouting into a Brighter Future

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## DEPARTMENT PRESENTATION: POLICE

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### 2020-21 Achievements and Accomplishments

1. Augmented Staffing shortage by: working with US DOJ to reconfigure Community Policing Grant to spread Operational Requirements across existing workforce, as well as the replacement of 2 trained Police officers. Staff received training and Policy updates regarding changes to laws and litigation. Sworn Staff received State certified De-Escalation and Crisis Intervention training complying with mandate. Combined Records and Evidence Division positions which addressed cross-over task redundancies.
2. Continued Community Policing Grant work with staffing shortfall. One local citizen was hired as a Police Trainee to fill one vacant position. We are in the process of hiring a second local citizen as a Police Trainee for another vacant position. We have established and initiated the process to promote internal staff to supervisory levels, credited largely to the Supervisor-In-Training program implemented in 2019. The addition of one police vehicle will be an achieved goal if the necessary funding becomes available. Initiated reboot of Police Canine program.
3. Reconfigured Management/Supervisory positions to promote advancement from within the department. Maintained required Supervision standard. Completed all required and "best practices" training in spite of COVID-19 and staffing level obstacles. Achieved full compliance with State legislated mandates.
4. Expanded the "Hire Local" campaign to further enhance Community Partnership.

### 2021-22

#### GOALS

#### Goal

#### Near-term (1 year)

1. Maintain appropriate Staffing in Police Operations, Records and Evidence Divisions and Technology needs related to the same.  
To address continued increases in requests for expansion of Police Services, Evidence integrity and Police Records. (Annexation, Legal mandates and change in "best practices") Federal and State mandates that increase workloads. (RIPA, CSAR Tiering, AB1950)
2. Complete Fleet Replacement Cycle (1 unmarked Vehicle, 1 marked vehicle)  
Would replace one 12 year marked Police vehicle and one 16 year old unmarked Police vehicle. This takes into consideration 1 marked police vehicle is funded in 2020-2021 budget year.
3. Implement Police Canine program and feasibility study of Mental Health/Homeless Position Study to further Community Policing Grant work.

#### Near-term (2-4 years)

1. Maintain and Augment Police Canine program with an additional Police Canine and assignment of Handler
2. Evidence Storage Building
3. Maintain Equipment and Technology with necessary upgrades (radios, handguns, PS camera, evidence inventory software)
4. Explore additional programs to further augment Community Policing Grant work (Evidence-based policing, Traffic Enforcement)
5. Review feasibility and develop implementation of deeper Law Enforcement-Behavioral Health collaboration in Police Services.
6. Deployment of Automated License Plate Reader System Program.

#### (5 years)

#### Long -term

1. Continue to build on current year and intermediate term goals.





# Sprouting into a Brighter Future

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## DEPARTMENT PRESENTATION: PUBLIC WORKS

Roads and Parks Divisions

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### 2020-21 Achievements and Accomplishments

1. 100% of the FEMA Projects are Completed and Project Close-out is in process
2. 2nd Street Project including Paving, Curb Gutter and Sidewalk from Main St. to Park St. is completed
3. Completed the City Emergency Operation Plan
4. Installation of OES Grant funded Generators at Corp Yard, City Hall and Police Department
5. Completed Mendocino Complex Fire Damage Fence Replacement Project.
6. Awarded a FEMA Grant for Hazard Mitigation - Generators
7. Design and Bid package for Lakefront Park completed.
8. Lead Department in the 11th Street Multimodal Corridor Study.

### 2021-22 GOALS

year)

#### Goal

1. Complete installation of Generators - PSPS
2. Complete Project Close Outs on all FEMA Projects.
3. Complete the Library Park Parking Lot Paving Project from 3rd St. to 5th Street
4. Complete the design and construction of the Hartley ATP Project
5. Complete the construction concept & design on North Main from 5th St. to Clearlake Ave.
6. Continue small paving projects in residential areas as funding allows.
7. Begin the construction phase of the 2 E.R. Projects, Hartley & Forbes Creek

### Intermediate-term (2-4 years out)

1. Continue to replace trucks and equipment to meet CARB law and production goals
2. Pursue Local Hazard Mitigation Project funding and update HMP as required
3. Continue disaster preparedness projects as funding becomes available
4. Begin Culvert Reline/Replace Projects
5. Continue paving projects design and construction
6. Begin GIS updating and adding new data

### Long-term (5+ years out)

1. Reassess paving needs and funding options
2. Fund additional drainage rehabilitation
3. Assess Disaster Preparedness and make adjustments as needed



# Sprouting into a Brighter Future

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## DEPARTMENT PRESENTATION: UTILITIES

Water and Sewer Divisions

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### 2020-21 Achievements and Accomplishments

1. Contracted with Willdan Financial Services to complete a comprehensive rate study for water and sewer enterprise funds.
2. Worked diligently with West Consultants to complete our Dam EAP submittal to Cal OES. It is currently under review and awaiting approval.
3. Made significant progress with updating Cartegraph to accurately reflect our infrastructure for effective asset management with the assistance of CivicSpark.
4. Slip lined two sewer mains that were prone to I&I based on pipe condition and proximity to Clear Lake.
5. Continued I&I inspections of the collection system where we continue to identify and mitigate issues.
6. In the process of completing upgrades to our SCADA servers for reliable operations and maximum protection from outside security threats.
7. Procured 4 generators under the PSPS grant which are currently being installed at the Corp Yard, Police Dept., City Hall and the Community Center. In the process of procuring 3 more for our water treatment plant, raw water intake and Scotts Creek wells funded by HMPG. All generators should be operational by July 1st.

### 2021-22 GOALS

year)

#### Goal

1. Analyze revenue requirements and implement rate stabilization.
2. Develop a smoke testing program for I&I investigation in our sewer collection system.
3. Complete a vulnerability/resiliency assessment and Emergency Action Plan for water (Regulatory Requirement)
4. Complete the conversion from gas chlorine to sodium hypochlorite at all treatment facilities.
5. Assist with the installation of the 9th St. sewer main replacement project

### Intermediate-term (2-4 years out)

1. Update GIS base maps of utility underground infrastructure and develop a public portal.
2. Continue work on I&I investigation and mitigation.
3. Complete projects in accordance to our CIP.

### Long-term (5+ years out)

1. Investigate long-term disposal options for future growth at WWTP