



AGENDA
NOTICE AND CALL OF SPECIAL MEETING
OF THE LAKEPORT CITY COUNCIL

Friday, February 26, 2016

8:30 a.m.

**Front Conference Room, City Hall, 225 Park Street, Lakeport, California
95453**

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

NOTICE IS HEREBY GIVEN that a Special Meeting of the Lakeport City Council is hereby called to be held on **Friday, February 26, 2016, at 8:30 a.m.** in the Front Conference Room in City Hall located at 225 Park Street, Lakeport, California, for the purpose of discussing and acting on the following:

WORKSHOP: Discuss and set goals for Fiscal Year 2016/2017.

Dated: February 24, 2016

Hilary Britton, Deputy City Clerk

2015-16

Department: Community Development
Division: Building

Near-term (1 year)	Goal	Status Update
	<ol style="list-style-type: none">1. Formally adopt the current building Codes adopted by the State of California and revise the City's adoption process to streamline future Building Code Updates.2. Building Official to pursue certification through state as a Certified Access Specialist.3. Training and implementation of new building permit/code enforcement software including migration of existing data to the new software system.4.5.	<p>In process. Text for formal adoption completed. Working with City Attorney on a strategy to deal with the numerous references to previously adopted building Codes scattered throughout the Lakeport Municipal Code.</p> <p>Building Official has completed necessary training for CASp certification and plans to sit for examination in July 2016.</p> <p>Building Official working with SmartGov systems on the integration of existing electronic records system. Staff training on new system expected in Summer 2016 with full integration scheduled for fiscal year 2016/17.</p>
Intermediate-term (2-3 years out)	Goal	Status Update
	<ol style="list-style-type: none">1. Building Official to pursue certification by the International Code Council.2. Revise Flood Damage Prevention Ordinance to comply with current FEMA regulations.3. Implement a records management system for all Building related records.	<p>Building Official has attended and completed three mandatory training sessions this fiscal year, pre-requisites to ICC certification.</p> <p>City has worked closely with FEMA this past year at drafting revisions to the Flood Damage Prevention Ordinance. Formal adoption on hold until FEMA completes its current rule amendments.</p> <p>Building Official working with SmartGov systems on the integration of existing electronic records system. Staff training on new system expected in Summer 2016 with full integration scheduled for fiscal year 2016/17.</p>
Long-term (4+ years out)	Goal	Status Update
	<ol style="list-style-type: none">1. Plan for Succession2.3.	<p>In the process of formulating the jobdescription for CDD tech position which includes majority of responsibilities within the Building Division. Currently in the process of developing a policies and procedures manual for the CDD which will assist in facilitating greater succession ability within the Building Division.</p>

2016-17

Department: Community Development
Division: Building

Near-term (1 year)	Goal	Comments
	<ol style="list-style-type: none">1. Building Official to pursue certification through state as a Certified Access Specialist.2. Training and implementation of new building permit/code enforcement software including migration of existing data to the new software system. / Implementation of records management system3. Comprehensive Review of Development Fees and improvement of how fee information is provided to a potential developer.4.5.6.	
Intermediate-term (2-3 years out)	Goal	Comments
	<ol style="list-style-type: none">1. Building Official to pursue certification by the International Code Council.2. Revise Flood Damage Prevention Ordinance to comply with current FEMA regulations.3. Website Update4.5.6.	
Long-term (4+ years out)	Goal	Comments

1. Electronic Submittal
2. Plan for Succession
- 3.
- 4.
- 5.
- 6.

2015-16

Department: Administration
Division: City Clerk

Near-term (1 year)	Goal	Status Update
	1. Reorganize Traffic Safety Committee including updating ordinance to be in line with other committees/commissions.	Staff has been actively recruiting vacant positions and will return with an ordinance that aligns terms with other commissions to make recruitments and appointments more efficient. Anticipate completion by June 30, 2016.
	2. Work with City Attorney on a Sidewalk Maintenance Ordinance.	Staff is currently obtaining and reviewing sample ordinances. Estimate completion late in 2016.
	3. Adopt new Records Retention Policy and conduct staff training on how to use it.	The Policy was developed and adopted. Staff received hands-on training during the Carnegie clean-up project. Ongoing training will be provided.
	4. Develop database for contracts and develop a contracts cover sheet.	Database construction was started but needs beta-testing. A cover sheet and procedure still need to be created.
	5. Prepare Procedures Manual for City Clerk's Office.	Not completed. Moved to long-term goals.
Intermediate-term (2-3 years out)		Status Update
	1. Develop grant writing skills in order to research and apply for grants.	Not completed.
Long-term (4+ years out)		Status Update
	1. Continue to make the Department as streamlined and efficient as possible.	Ongoing.

2016-17

Department: Administration
Division: City Clerk

Near-term (1 year)	Goal	Comments
	1. Finalize Sidewalk Maintenance Ordinance	
	2. Develop procedures and schedules for records management. Continue training staff on use of the Records Retention Policy.	
	3. Develop database for contracts and develop a contracts cover sheet.	
	4.	
Intermediate-term (2-3 years out)		Comments
	1. Increase transparency through improved website content and access.	
	2. Compile and enhance access to Administrative policies.	
	3. Develop an email retention policy.	
	4.	
	5.	
	6.	
Long-term (4+ years out)		Comments
	1. Prepare Procedures Manual for City Clerk's Office.	
	2.	
	3.	
	4.	
	5.	
	6.	

2015-16

Department: Legislative
Division: Council

Near-term (1 year) Goal Status Update

1. Complete Lakefront Strategic Plan
2. Complete Annexation of South Main Street and Soda Bay Road
3. Retain authorized police staffing and resubmission of SRO grant
4. Continue road projects as funds are available
5. Increase Neighborhood Watch and other community programs

Intermediate-term (2-3 years out) Status Update

- 1.
- 2.
- 3.

Long-term (4+ years out) Status Update

- 1.
- 2.
- 3.

2016-17

Department: Legislative
Division: Council

Near-term (1 year) Goal Comments

1. Include here in this section anything that you want to emphasize about your 16-17 goals
- 2.
- 3.
- 4.
- 5.
- 6.

Intermediate-term (2-3 years out) Comments

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Long-term (4+ years out) Comments

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

2015-16

Department: Administration
Division: City Manager

Near-term (1 year)	Goal	Status Update
	<ol style="list-style-type: none">1. Recruit and fill key positions in the organization2. Community outreach to neighborhoods to promote community involvement3. Enhanced participation in regional economic development4. Complete Lakefront Strategic Plan5. Contract for solar energy	<p>Key positions filled thus far, Utilities Superintendent, Engineering, Associate Planner, Water Supervisor. Working on strategies to fill vacancies in the PD. NNO cancelled due to fires. Downtown Main Street Project outreach is underway, and lakefront planning grant community outreach is in planning stage. Updates on the USDA projects have been provided for the community regularly. Sponsored and participated in 2nd Regional Leadership Summit. Participated in the 2016 LC Economic Profile and LC Economic Development Corporation Board. Appointed to CALED Board.</p> <p>RFP/RFQ to be awarded to consultant. Community meetings to begin by year. Financing options are being explored. Special Project Manager has worked with consultant on options for a power purchase agreement. The power requirements of the City have been established and the size of the system has been</p>
Intermediate-term (2-3 years out)		Status Update
	<ol style="list-style-type: none">1. Continue working with AOC on the Courthouse Development2. <p>Research opportunities for expanded partnerships with local colleges</p> <ol style="list-style-type: none">3. Continue researching opportunities for hotel and conference center development	<p>AOC is applying for \$6 million additional funding to complete project. City staff will meet with Court staff on development concerns.</p> <p>Worked with Mendo Lake Campus with Emergency training classes and management training. Staff has a seat on the Governance Board for the Lake Co Friends of Mendocino college.</p> <p>Working with Mendocino College on development of police candidate recruitment program. Continuing with intern programs city-wide.</p> <p>Working with Marymount through regional economic development group for ED projects.</p> <p>Working with local contractor to restore hotel rooms on Lake Shore Blvd. Nothing new on hotel & conference center. This will be a key component to the lake front planning project.</p>
Long-term (4+ years out)		Status Update
	<ol style="list-style-type: none">1. Reduce OPEB Liability (retiree health insurance)2. Create leadership development program for succession planning3. Implement lake front plans	<p>Working with League CM OPEB committee to explore options to reduce liability. Designing a program and create policy to give department heads opportunity to train as an Assistant City Manager.</p>

2016-17

Department: Administration

Division: City Manager

Near-term (1 year)	Goal	Comments
	<ol style="list-style-type: none">1. Retention and recruitment of staff, most notably recruitment and expansion of public safety personnel. Also included here is succession planning for executive management.2. Sidewalk policy for cooperative sidewalk project with property owners.3. Explore new revenue sources and options for public safety, parks, roads, and other City services.4.5.6.	
Intermediate-term (2-3 years out)		Comments
	<ol style="list-style-type: none">1. Annexation of South Main area.2. Continue working with AOC on the Courthouse Development3. Research opportunities for expanded partnerships with local colleges4. Continue researching opportunities for hotel and conference center development5.6.	
Long-term (4+ years out)		Comments
	<ol style="list-style-type: none">1. Reduce OPEB Liability (retiree health insurance)2. Create leadership development program for succession planning3. Implement lake front plans4.5.6.	

2015-16

Department: Public Works
Division: CLMSD Special Projects

Near-term (1 year) Goal Status Update

1. Engage in solar project. Identify vendor, establish financing, address all environmental and planning concerns, and prepare for construction. Consultants engaged in solar project. Financing options being considered.
- 2.
- 3.
- 4.
- 5.

Intermediate-term (2-3 years out) Status Update

1. Complete solar project construction.
- 2.
- 3.

Long-term (4+ years out) Status Update

- 1.
- 2.
- 3.

2016-17

Department: Public Works
Division: CLMSD Special Projects

Near-term (1 year) Goal Comments

1. Include here in this section anything that you want to emphasize about your 16-17 goals
- 2.
- 3.
- 4.
- 5.
- 6.

Intermediate-term (2-3 years out) Comments

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Long-term (4+ years out) Comments

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

2015-16

Department: Administration
 Division: Economic Development

Near-term (1 year)	Goal	Status Update
	1. Promote City's business loan program with outreach to businesses and media	Outreach has assisted in one loan completed and three are in the application process.
	2. Engage community in new use(s) of Carnegie Library	Completed study. Awaiting completion of plans for ADA lift to schedule additional public input workshops regarding potential uses.
	3. Implement LEDAC goals: Art murals in the community, art displays in City Hall. Continued support of regional economic development initiatives and engagement of City employees in the Certified Tourism Ambassador (CTA) program.	LEDAC is in the process of updating the City's 5-year economic development strategic plan. Policy/guidelines completed for art displays. Hardware installed in city hall for displays. 20+ employees have completed the CTA training. Lakeport continues to take leadership in the regional economic development efforts, such as the annual Leadership Summit and other regional projects. City ED Specialist continues to be the liaison with other entities and events.
	4.	
	5.	
Intermediate-term (2-3 years out)	Goal	Status Update
	1. Support City staff with updates to Economic Development pages of City website	The City is currently working with a web design consultant to update the City's Vacant Commercial Property & Lands index. The revised index would allow property owners and real estate agents the ability to list and revise information on available vacant properties in real time and make that information available on the City website.
	2. Attract and support development of full service hotel and conference center	Completion of lakefront planning grant would identify specific sites and zoning for hotel & conference center.
	3. Expand businesses attraction efforts; support one-stop permit process	Ongoing. Recent approval of ordinances to streamline permitting and development process.
Long-term (4+ years out)	Goal	Status Update
	1. Full-time permanent position: Economic Development Director	
	2.	
	3.	

2016-17

Department: Administration
 Division: Economic Development

Near-term (1 year)	Goal	Comments
	1. Engage Community in new use(s) of Carnegie Library	
	2. Economic Development website update	
	3. Update City of Lakeport economic development strategic plan	
	4.	
	5.	
	6.	
Intermediate-term (2-3 years out)	Goal	Comments
	1. Attract and support development of full service hotel and conference center	
	2. Expand business attraction efforts; support one-stop permit process, formalize business outreach program	
	3. Continue support of regional economic development and transition to Lake County Economic Development Corporation.	
	4.	
	5.	
	6.	
Long-term (4+ years out)	Goal	Comments
	1. Recruit full-time Economic Development Director.	
	2. Implementation of Lakefront Planning Grant.	
	3.	
	4.	
	5.	
	6.	

2015-16

Department: Engineering

Division: N/A

Near-term (1 year) Goal

Status Update

1. Develop and implement plan for the provision of City Engineering Services
2. On-going management and public outreach for capital projects (i.e. Lakeshore Boulevard Emergency Repair project, Downtown Main Street, Westside Park waterline, Carnegie Library ADA upgrades, Bevins improvements, etc.)
3. Pursue transportation funding for local projects through Lake APC.
- 4.
- 5.

City has contracted with a consulting engineer for 20 hours a week, including one day with office hours in City Hall. Day to day administration handled through the Community Development Department. Great strides made in getting all currently scheduled Capital Improvement projects back on track. Lakeshore ER project expected to be completed in Fall of 2016, Bid awarded for construction of Downtown Phase II Improvements and scheduled to be completed by the end of Summer 2016, Carnegie Library ADA improvements project out of bid, Bevins road repair project scheduled for completion during the calendar year 2016 and new bathrooms to be installed at the 5th Street Boat Ramp in lieu of the Westside Park waterline project which was determined to be infeasible with the available grant monies from CDBG. Representative from CDD and Public Works attending regular Lake APC Technical Advisory Committee meetings. Proposed Lake APC work program for 2016/17 includes monies for City Sign Inventory and exploratory project to examine possible improvements along the 11th Street Corridor. Staff also working towards getting the South Main Street/Lakeport Boulevard round-about project back on track through the requesting of Environmental and Pre-Engineering funding from the California Transportation Commission in July.

Intermediate-term (2-3 years out)

Status Update

1. Implementation of a comprehensive records management system.
2. Construction of roundabout at Lakeport Boulevard and South Main Street
3. Adoption of City-wide design standards guide.

Staff has recently completed indexing all current and historical Engineering Department records. Engineering records will also be integrated within new Building Division electronic records system. Staff working with Lake APC to claim programmed monies for Fiscal Year 2016/17 for the completion of Environmental and Pre-Engineering from the California Transportation Commission. Consulting Engineer working with CDD and Public Works on the development of an action plan for the development of Road Design Standards and the updating of water, sewer and storm drainage plans. Action plans to be added to the City's Capital Improvements Plan with emphasis placed on the completion of Water and Storm Drain plans.

Long-term (4+ years out)

Status Update

1. Development of a long-range funding source for City Engineering Services
- 2.
- 3.

Plan to evaluate long-term needs for the City Engineer position after another year.

2016-17

Department: Engineering

Division: N/A

Near-term (1 year) Goal

Comments

1. On-going management and public outreach for capital projects (i.e. Lakeshore Boulevard Emergency Repair project, Downtown Improvements Phase II, Carnegie Library ADA upgrades, Bevins improvements, etc.)
2. Downtown Improvements Phase II Implementation
3. Pursue transportation funding for local projects through Lake APC.
- 4.
- 5.

6.

Intermediate-term (2-3 years out)

Comments

1. Update and develop City-wide design standard guidelines (e.g. sewer, water, stormwater & streets).
2. Pursue alternative sources for transportation funding.
3. Construction of roundabout at Lakeport Boulevard and South Main Street
- 4.
- 5.
- 6.

Long-term (4+ years out)

Comments

1. Improve circulation and pedestrian facilities along on Eleventh Street
2. Implement an electronic records keeping and document retrieval system for engineering & capital improvements projects
- 3.
- 4.
- 5.
- 6.

2015-16

Department: Finance & IT

Division: N/A

Near-term (1 year)	Goal	Status Update
	<ol style="list-style-type: none">1. Promote and encourage Finance staff to attend regular training and professional development opportunities to maintain and enhance skill sets.2. Upgrade A/V system in council chambers and conference rooms, including presentation management, audio, video, and online streaming capability.3. Complete installation of new phone system, City-wide.4.5.	<p>Ongoing. Staff has expressed interest in attending Excel training. Underway. Audio system upgrade is near completion. Next will be the presentation component. RFP scheduled to be issued in February.</p>
Intermediate-term (2-3 years out)		Status Update
	<ol style="list-style-type: none">1. Complete recommendations to changes to user fees.2. Complete execution of strategies to reduce liability costs.3. Standardizing City IT across all Departments.	<p>No action beyond discussion on this goal to date. Significant progress, including restructuring of CalPERS UAAL. Looking at restructuring other existing obligations. Progress made. All IT requests go through clearinghouse with Finance. All planning is done in coordination with Finance & IT.</p>
Long-term (4+ years out)		Status Update
	<ol style="list-style-type: none">1. Develop social media presence to promulgate succinct, easy to understand financial information to the community and interested citizens.2. Prepare the City to adapt to new technologies that benefit the organization and community.3. Work with administration on electronic records management system.	<p>Annual report issued online in 2015. New issue out 2016. Planning comprehensive review of current and future needs, including cost reduction strategies. Nothing to report yet.</p>

2016-17

Department: Finance & IT

Division: N/A

Near-term (1 year)	Goal	Comments
	<ol style="list-style-type: none">1. Complete various accounting projects, including asset schedule updates and accounts receivable deployment to PD and PW.2. Focus on staff cross training and professional development.3. Research and make recommendations on new revenue sources.4.5.6.	
Intermediate-term (2-3 years out)		Comments
	<ol style="list-style-type: none">1. Develop asset tracking system.2. Complete development of a policy and procedures binder.3. Develop long-term CIP financing strategy.4.5.6.	
Long-term (4+ years out)		Comments
	<ol style="list-style-type: none">1. Support Administration's efforts to develop a records management system.2.3.4.5.6.	

2015-16

Department: Community Development
Division: Housing

Near-term (1 year)	Goal	Status Update
	<ol style="list-style-type: none">1. Closeout current 2014/15 HOME grant2. Dedicate additional staff resources towards compliance reporting and management of records pertaining to issued Housing grants and loans by the City.3. Succession plan for Housing Division services4.5.	<p>Current HOME grant expired at the end of January 2016. Working with Housing Consultant on filing necessary grant closeout paperwork with HCD and finalizing remaining work on issued loans.</p> <p>Housing Consultant has audited and re-organized all City Housing Records. Department Administrative Specialist routinely following up on required loan compliance monitoring and reporting.</p> <p>Housing Consultant assisting with the closeout current Home grant and CDD staff following up on required loan compliance monitoring and reporting activities. Addition of CDD Tech would allow staff the ability to administer future Housing grant activities.</p>
Intermediate-term (2-3 years out)		Status Update
	<ol style="list-style-type: none">1. Pursue additional housing funds (CDBG and/or HOME grants)2. Obtain land use application for additional affordable senior housing project. (Possible second phase development related to recent approval of affordable senior housing at corner of Martin and Bevins Streets.)3.	<p>Working with developer to obtain grant monies to construct a second phase to the existing Martin Street Senior Housing complex. Larger Staff and Council discussion necessary in regards to whether or not to pursue a new First Time Homebuyer and/or Owner Occupied Remodel HOME grant.</p> <p>Land Use Entitlements granted for a second phase of the Martin Street Senior Housing project. Grant application filed with HOME and preliminarily awarded awaited decision by Washington to continue to fund this element of the HOME Program.</p>
Long-term (4+ years out)		Status Update
	<ol style="list-style-type: none">1. Pursue affordable housing project oriented towards families.2. Continual updates and annual reporting related to City Housing Element.3.	<p>No progress.</p> <p>Annual report for the last two years to be completed this spring.</p>

2016-17

Department: Community Development
Division: Housing

Near-term (1 year)	Goal	Comments
	<ol style="list-style-type: none">1. Completion of California Department of Housing and Community Development Department Annual Housing Report requirements2. Develop departmental procedures for State compliance monitoring and reporting for previously issued housing loans.3.4.5.6.	
Intermediate-term (2-3 years out)		Comments
	<ol style="list-style-type: none">1. Develop a 5-year strategic plan for Housing Services2. Pursue additional housing funds (CDBG and/or HOME grants)3. Construct second Phase of Martin Street Affordable Senior Housing Project4.5.6.	
Long-term (4+ years out)		Comments
	<ol style="list-style-type: none">1. Succession Planning	

- 2.
- 3.
- 4.
- 5.
- 6.

2015-16

Department: Administration
Division: Human Resources

Near-term (1 year)	Goal	Status Update
1.	Address general data management needs and new data management needs generated by the Affordable Healthcare Act. Includes development or purchase of tracking systems and complete implementation of Incode HR module and time tracking software.	The mandated Affordable Care Act reporting is in testing and should be completed by end of February 2016. Time tracking software has been implemented in all departments except Police. Incode HR module is still not fully implemented. Researched various recruitment options including use of Linkd In; use of recruiters; and utilization of social media. Conducted an intensive recruitment and testing for Police Officer Trainee. Finalized a recruitment marketing brochure to entice out of area applicants. Will continue to enhance the use of social media. Filled critical positions such as Water Operations Supervisor, Associate Planner, and Utilities Superintendent. The conversion is now complete with the exception of online city-access to make benefits changes.
2.	Maintain the highest possible standard for recruitment and retention of staff including hiring for succession, while filling critical vacancies. Includes increased participation in regional recruitment events and completion of a marketing brochure.	
3.	Process the conversion to self-funded medical plans.	

Intermediate-term (2-3 years out)	Goal	Status Update
1.	Complete records clean up and indexing for records stored at the Carnegie Library.	Hired records consultant and significant progress was made with over 130 boxes of unnecessary records destroyed. Clean-up efforts continue. Hiring has been highly focused on succession planning. Utilized interns to promote careers in government and expand the local job pool. Conversion to self-funded insurance helped to stabilize early-retire insurance costs. Movement to new prescription drug plan reduced costs. Finance Department has re-finance part of the long term CalPERS obligations. Will continue to explore options.
2.	Develop succession plans and leadership development for key positions in the agency, while increasing employee engagement.	
3.	Reduce or stabilize employee-related long-term financial obligations.	

Long-term (4+ years out)	Goal	Status Update
1.	Purchase and implement records management software.	

2016-17

Department: Administration
Division: Human Resources

Near-term (1 year)	Goal	Comments
1.	Enhance recruitment and retention practices, including hiring for succession. Fill all police vacancies. Increase the use of social media in recruitments.	
2.	Streamline process in risk management and benefits management, to include cross-training staff and documentation of procedures.	
3.	Complete records clean up and indexing for records stored at the Carnegie Library.	

Intermediate-term (2-3 years out)	Goal	Comments
1.	Purchase and implement records management software.	
2.	Research and implement employee performance management systems to increase participation and engagement.	
3.	Audit cafeteria plan for section 125 compliance	

Long-term (4+ years out)	Goal	Comments
1.	Conduct city-wide compensation and classification study.	
2.		
3.		
4.		

2015-16

Department: Public Works
Division: Parks, Buildings & Grounds

Near-term (1 year)	Goal	Status Update
	1. Establish a walking trails system: begin work on a walking trail at Library Park and Westside Park.	Park committee has provided input. Exercise equipment has been ordered for the trail.
	2. Westside Park Phase II: Work with Park Committees, Commission, and City Council regarding use of Phase II (BMX vs. Sand ball).	Council has approved sandball court at Westside Park. No new activity.
	3.	
	4.	
	5.	

Intermediate-term (2-3 years out)	Goal	Status Update
	1. Replace Playground Equipment at Library Park.	
	2.	
	3.	

Long-term (4+ years out)	Goal	Status Update
	1. Westside Park Phase III: begin development of Phase III.	
	2.	
	3.	

2016-17

Department: Public Works
Division: Parks, Buildings & Grounds

Near-term (1 year)	Goal	Comments
	1.	Include here in this section anything that you want to emphasize about your 16-17 goals
	2.	
	3.	
	4.	
	5.	
	6.	

Intermediate-term (2-3 years out)	Goal	Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

Long-term (4+ years out)	Goal	Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

2015-16

Department: Public Works
Division: Parks, Buildings & Grounds

Near-term (1 year)	Goal	Status Update
	1. Establish a walking trails system: begin work on a walking trail at Library Park and Westside Park.	Park committee has provided input. Exercise equipment has been ordered for the trail.
	2. Westside Park Phase II: Work with Park Committees, Commission, and City Council regarding use of Phase II (BMX vs. Sand ball).	Council has approved sandball court at Westside Park. No new activity.
	3.	
	4.	
	5.	

Intermediate-term (2-3 years out)		Status Update
	1. Replace Playground Equipment at Library Park.	
	2.	
	3.	

Long-term (4+ years out)		Status Update
	1. Westside Park Phase III: begin development of Phase III.	
	2.	
	3.	

2016-17

Department: Public Works
Division: Parks, Buildings & Grounds

Near-term (1 year)	Goal	Comments
	1.	Include here in this section anything that you want to emphasize about your 16-17 goals
	2.	
	3.	
	4.	
	5.	
	6.	

Intermediate-term (2-3 years out)		Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

Long-term (4+ years out)		Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

2015-16

Department: Community Development
Division: Planning

Near-term (1 year)	Goal	Status Update
	1. Fill existing CDD staff vacancies.	Hired a new Associate Planner in July. New job description drafted for CDD Tech and hope to begin recruitment process in the Spring of 2016.
	2. Improve perception of CDD in community through improvement of: customer service, access to pertinent permitting and development information and outreach to local business.	Implemented new department philosophy to improve realtions with the community. Amended Zoning Ordinance to improve transparency and better streamline the land use permitting process. Actively re-organizing paper and electronic records to speed access by staff and the public to requested information. Working directly with LEDAC on the development of a strategic pl for Economic Development. Revamping and updating CDDs website.
	3. Development of Departmental Policies and Procedures	Ongoing effort with highest priorit being given to customer service oriented actions (i.e. permit intake procedures, code enforcement processing, etc.) Currently in the process of inventoring and updating departmnetal forma and handouts in addition to creating new handouts on frequently asked questions. New forms and handouts will also be placed on the City's website.
	4.	
	5.	

Intermediate-term (2-3 years out)	Goal	Status Update
	1. Annexation of south Lakeport	Ongoing outreach to South Main Street/Soda Bay Road business and property owners within the annexation area. Completed revisions to the Lakeport Sphere of Influence through LAFCO. Currently putting together formal application for annexation. Awaiting future meetings with officials from the County of Lake to discuss annexation issues.
	2. Development of a One-Stop Permit Shop	Working on re-organizing electric and paer department records to allow for possible minor remodel of City Hall to facilitate the development of a One-Stop Permit Center. Efforts being made to place all permitting materials and handouts online.
	3. Conduct a review of Departmental fees and cost recovery options	

Long-term (4+ years out)	Goal	Status Update
	1. Plan for succession.	Positive spillover effects from the acheivement of near-term goals (filling departmnt vacancies and devfopement of procedures manual) contribute to succession planning efforts.
	2. Complete a Climate Action Plan	None. Remains a legitimate long-term goal.
	3. Update the General Plan	In the process of prpearing a General Plan Progress Report to be reviewed by the Planning Commission in the Summer of 2016.

2016-17

Department: Community Development
Division: Planning

Near-term (1 year)	Goal	Comments
	1. Development of a Lakefront Master Plan	
	2. Review City land use classification mapping to resolve existing inconsistencies between Zoning and General Plan.	
	3. Improve perception of CDD in community through improvement of: customer service, access to pertinent permitting and development information and outreach to local business. (re-vamp website, review and amend Architectural and Design Review procedures, increase business site visits & update vacant land and building listing)	
	4.	
	5.	
	6.	

Intermediate-term (2-3 years out)**Comments**

1. Annexation of south Lakeport
2. Development of a One-Stop Permit Shop
3. Development of Departmental Policies and Procedures
- 4.
- 5.
- 6.

Long-term (4+ years out)**Comments**

1. Plan for succession.
2. Ordinance & Plan Updates: Sign Ordinance Revisions, explores changes to the Marijuana Cultivation Ordinance in light of amendments to recent State legislative changes, continue to monitor and review progress towards the implementation of the General Plan.
3. Explore alternative financing strategies for the completion of Right-of-Way & stormwater Improvements associated with single family home construction (i.e. cost amortization via property assessments, benefit assessment districts and grants)
- 4.
- 5.
- 6.

2015-16

Department: Police

Division: N/A

Near-term (1 year)	Goal	Status Update
	<ol style="list-style-type: none">1. Retain current authorized staffing (11) sworn positions including detective and evidence room tech. Continue follow up on SRO grant/school funding for 12th position.2. Continue crime reduction tactics through community policing, increase patrol and enforcement sweeps and maintain appropriate equipment for operations3. Establish cost recovery programs for DUI enforcement, parking enforcement and administration citation enforcement. Recover costs for associated fees with other avenues of funding, legally obtainable.4.5.	<p>City has conducted continuous recruitment of officers with new emphasis on police officer trainee recruitment. We have not been successful in procuring an SRO grant.</p> <p>In progress. Ongoing social media updates - solved crimes. NIXLE program updated.</p> <p>Have not been able to implement cost recovery programs due to staffing shortage.</p>
Intermediate-term (2-3 years out)		Status Update
	<ol style="list-style-type: none">1. Continued effort to increase staffing levels, through grant opportunities or any special funding sources.2. Increase Neighborhood Watch and Community Programs. Restore town hall meetings and implement other police/community partnership programs3. Replace aging patrol vehicle fleet as well as unmarked vehicle fleet*	<p>Ongoing.</p> <p>Ongoing, but limited staffing has delayed restoration of town hall meetings. Procured two unmarked vehicles.</p>
Long-term (4+ years out)		Status Update
	<ol style="list-style-type: none">1. Continued training toward succession planning for all staff.2. Continue to seek funding sources such as fees, grants and cost recovery.3. Maintain a quality, attainable, capital improvement budget for the police dept	<p>Ongoing. Focus on filling immediate needs.</p> <p>Ongoing.</p> <p>Ongoing. New PD station move-in scheduled by year end.</p>

2016-17

Department: Police

Division: N/A

Near-term (1 year)	Goal	Comments
	<ol style="list-style-type: none">1. Focus on enhanced recruitment and retention strategies and maintain current authorized staffing.2. Continue crime reduction tactics through community policing programs including enforcement and outreach including social media, neighborhood watch, town hall meetings and engagement with community members, businesses and groups.3. Focus on funding and revenue sources for increased staffing opportunities including a new community policing grant strategy. Work with school district for SRO funding opportunities4.5.6.	<p>Include here in this section anything that you want to emphasize about your 16-17 goals</p>
Intermediate-term (2-3 years out)		Comments
	<ol style="list-style-type: none">1. Establish cost recovery programs for DUI enforcement, parking enforcement and administration citation enforcement. Recover costs for associated fees with other avenues of funding, legally obtainable.2. Replace aging patrol vehicle fleet as well as unmarked vehicle fleet.3. Continue succession planning for all staff.4.5.6.	
Long-term (4+ years out)		Comments
	<ol style="list-style-type: none">1. Update and maintain quality capital improvement plan for police.2. Obtain staffing to return special positions including narcotics, grants and SRO.3. Produce updated written strategic, succession and training plan for police.	

- 4.
- 5.
- 6.

2015-16

Department: Public Works

Division: Pool

Near-term (1 year)	Goal	Status Update
	1. Replace chemical controller	District's planto demo existing pool has changed this goal. No activity planned.
	2.	
	3.	
	4.	
	5.	
Intermediate-term (2-3 years out)		Status Update
	1. Update pool facilities	District's planto demo existing pool has changed this goal. No activity planned.
	2. Continue positive working relationship with the school district to provide this benefit to the community.	Ongoing.
	3.	
Long-term (4+ years out)		Status Update
	1. Maintain pool availability to the community.	New operating MOU with District and County will need to be considered moving forward.
	2.	
	3.	

2016-17

Department: Public Works

Division: Pool

Near-term (1 year)	Goal	Comments
	1.	Include here in this section anything that you want to emphasize about your 16-17 goals
	2.	
	3.	
	4.	
	5.	
	6.	
Intermediate-term (2-3 years out)		Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
Long-term (4+ years out)		Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

2015-16

Department: Public Works
Division: Roads & Infrastructure

Near-term (1 year)	Goal	Status Update
	<ol style="list-style-type: none">1. Bevins Street: Have project designed and out to bid, and complete paving within FY 15/16.2. Main Street: Support contract activities on Main Street (Sewer main, storm drain, Redevelopment project).3.4.5.	Out to bid by year end. Scheduled for construction next fiscal year. Sewer main is complete. Storm drain is complete. Continuing support of the project.
Intermediate-term (2-3 years out)		Status Update
	<ol style="list-style-type: none">1. Repave South Main Street: Repave South Main Street from Lakeport Blvd to City Limits.2. Repave Giselman: Repave Giselman after replacement of water main.3.	Design of project is complete.
Long-term (4+ years out)		Status Update
	<ol style="list-style-type: none">1. Execute highest priority items identified in 5-year CIP as funding is available.2.3.	

2016-17

Department: Public Works
Division: Roads & Infrastructure

Near-term (1 year)	Goal	Comments
	<ol style="list-style-type: none">1.2.3.4.5.6.	Include here in this section anything that you want to emphasize about your 16-17 goals
Intermediate-term (2-3 years out)		Comments
	<ol style="list-style-type: none">1.2.3.4.5.6.	
Long-term (4+ years out)		Comments
	<ol style="list-style-type: none">1.2.3.4.5.6.	

2015-16

Department: Public Works

Division: Sewer O&M

Near-term (1 year)	Goal	Status Update
	1. Completion of remaining USDA project elements, including: SCADA Project, Clearlake Ave Sewer Pump Station, Main Street Sewer upsizing, Hwy 29 sewer force main, Treatment Pond Sludge Removal.	Clearlake Ave pump station is installed. Main Street upsizing is complete. Hwy 29 force main is in planning stage. Treatment pond sludge removal is nearing completion.
	2.	
	3.	
	4.	
	5.	

Intermediate-term (2-3 years out)	Goal	Status Update
	1. Water Balance: engineering study of capacity of wastewater treatment facilities.	
	2.	
	3.	

Long-term (4+ years out)	Goal	Status Update
	1. Update Master Plan from 2008.	
	2.	
	3.	

2016-17

Department: Public Works

Division: Sewer O&M

Near-term (1 year)	Goal	Comments
	1.	Include here in this section anything that you want to emphasize about your 16-17 goals
	2.	
	3.	
	4.	
	5.	
	6.	

Intermediate-term (2-3 years out)	Goal	Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

Long-term (4+ years out)	Goal	Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

2015-16

Department: Public Works
Division: Water O&M

Near-term (1 year)	Goal	Status Update
	<ol style="list-style-type: none">1. Completion of remaining USDA project elements, namely the SCADA Project.2. Completion of water main replacement on Giselman or well improvements in Scotts Creek, whichever is determined to be highest priority.3.4.5.	SCADA project scheduled for completion by year end. Project is designed. Construction planned for next fiscal year, pending review of available resources.
Intermediate-term (2-3 years out)		Status Update
	<ol style="list-style-type: none">1. Storage/Treatment Tank Repairs: need to clean and repair WTP storage tanks and ozone contactors.2.3.	No activity.
Long-term (4+ years out)		Status Update
	<ol style="list-style-type: none">1. Update the 2008 Water Master Plan.2.3.	Scheduled for 2018.

2016-17

Department: Public Works
Division: Water O&M

Near-term (1 year)	Goal	Comments
	<ol style="list-style-type: none">1.2.3.4.5.6.	Include here in this section anything that you want to emphasize about your 16-17 goals
Intermediate-term (2-3 years out)		Comments
	<ol style="list-style-type: none">1. Update the 2008 Water Master Plan.2.3.4.5.6.	
Long-term (4+ years out)		Comments
	<ol style="list-style-type: none">1.2.3.4.5.6.	