



AGENDA

REGULAR MEETING OF THE LAKEPORT CITY COUNCIL

(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT and THE SUCCESSOR AGENCY TO THE FORMER LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, June 18, 2019

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

Any person may speak for three (3) minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, extended at the discretion of the City Council. This rule does not apply to public hearings. Non-timed items may be taken up at any unspecified time.

CLOSED SESSION:

5:30 p.m.

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code § 54956.8)
Property Address: 916 N. Forbes Street, Lakeport (APN: 026-274-07)
Agency Negotiator: Margaret Silveira
Under Negotiation: Price and Terms of Payment

6:00 p.m.

I. CALL TO ORDER & ROLL CALL:

II. PLEDGE OF ALLEGIANCE:

III. ACCEPTANCE OF AGENDA/ URGENCY ITEMS:

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

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

IV. CONSENT AGENDA:

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

- A. Ordinances: Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per *Government Code* Section 36934.
- B. Minutes: Approve minutes of the City Council regular meeting of June 4, 2019.
- C. Warrants: Approve the warrant register of June 12, 2019.
- D. Renew Emergency Resolution: Mendocino Complex Fire Confirm the continuing existence of a local emergency for the Mendocino Complex Fire.
- E. Renew Emergency Resolution: February 2019 Storms Confirm the continuing existence of a local emergency for the February 2019 Storms.
- F. Master Salary Schedule: Approve a Resolution rescinding Resolution 2681 (2019) and revising the Master Pay Schedule in conformance with California Code of Regulations, Title 2, Section 570.5.
- G. Meeting Cancellation: Authorize the cancellation of the regular meeting of July 2, 2019.

V. PUBLIC PRESENTATIONS/REQUESTS:

- A. Public Input:

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. Community Development Director:

1. Parking:

Adopt the proposed resolution rescinding Resolution No. 2431 (2011) and designating the locations of Two (2) Hour Limited Parking Zones within the City of Lakeport.

2. Weed Abatement:

Approve the proposed resolution declaring dry weeds, brush and similar vegetation creating a fire hazard upon vacant and large lots throughout the City to constitute a public nuisance and direct staff to utilize the Administrative

Citation procedures outlined in Chapter 8.30 of the Lakeport Municipal Code to abate said public nuisance weeds.

B. Finance Director

1. FY 2019/20 Budget:

Adopt the recommended budget for the City of Lakeport and its component units authorize the City Manager to expend the appropriations found therein for the fiscal year 2019-20.

2. FY 2019/20 Gann Limit:

Approve the appropriations limit of \$12,842,004 in Fiscal Year 2019-20 for the City of Lakeport and adopt the proposed resolution.

C. Utilities Superintendent

1. Dam Inundation Emergency Action Plan (EAP):

Receive, review and comment on the draft Lakeport Dam Emergency Action Plan and direct staff to incorporate comments/concerns received at tonight's public meeting into the EAP before it is completed and submitted to the State for final approval.

2. Generator Purchase:

Authorize the City Manager to purchase an 80 KW Generator for the Lakeport Blvd. Lift Station for an amount not to exceed \$40,000.

VII. CITY COUNCIL COMMUNICATIONS:

A. Miscellaneous Reports, if any:

VII. ADJOURNMENT:

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 225 Park Street, Lakeport, California, during normal business hours. Such documents are also available on the City of Lakeport's website, www.cityoflakeport.com, subject to staff's ability to post the documents before the meeting.

The City of Lakeport, in complying with the *Americans with Disabilities Act (ADA)*, requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office, (707) 263-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.

Hilary Britton, Deputy City Clerk

MINUTES

REGULAR MEETING OF THE LAKEPORT CITY COUNCIL

(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT and THE SUCCESSOR AGENCY TO THE FORMER LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, June 4, 2019

BUDGET WORKSHOP:

Mayor Barnes called the workshop to order at 5:31 p.m.

Finance Director Walker presented the draft budget for review and discussion by the City Council.

I. CALL TO ORDER & ROLL CALL:

Mayor Barnes called the regular meeting to order at 6:06 p.m. with Council members Mattina, Turner, Parlet, and Spurr present.

II. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Nick Walker.

III. ACCEPTANCE OF AGENDA/ URGENCY ITEMS:

A motion was made by Council Member Spurr, seconded by Council Member Mattina, and unanimously carried by voice vote to accept agenda as posted.

IV. CONSENT AGENDA:

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

A. Ordinances:

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

B. Minutes:

Approve minutes of the City Council regular meeting of May 21, 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. Grand Jury:

Approve response to the Lake County Grand Jury regarding Lampson Field.

Vote on the Consent Agenda:

A motion was made by Council Member Mattina, seconded by Council Member Parlet, and unanimously carried by voice vote to approve the Consent Agenda, items A-E.

V. PUBLIC PRESENTATIONS/REQUESTS:

A. Public Input:

Suzanne Lyons spoke about new benches at Library Park which need installation.

B. Presentation:

Margaret Silveira presented the City of Lakeport Employee's Scholarship to Madison Ferguson.

VI. COUNCIL BUSINESS:

A. Administrative Services Director:

1. Electronic Content
Management Software:

The staff report was presented by Administrative Services Director/City Clerk Buendia. Deputy City Clerk Britton was available for follow up questions.

A motion was made by Council Member Turner, seconded by Council Member Mattina, and unanimously carried by voice vote to approve the purchase of Laserfiche software and authorize the City Manager to sign a licensing agreement and the first year's annual maintenance and support agreement with Synapse in the amount of \$35,194.53.

2. New Job Classifications:

The staff report was presented by Administrative Services Director/City Clerk Buendia.
Suzanne Lyons and Michael Froio were opposed to the addition of the Assistant City Manager position.

A motion was made by Council Member Turner, seconded by Council Member Mattina, and unanimously carried by voice vote to approve a new Police Lieutenant and Captain classification series; approve monthly salary ranges of \$6,965 to \$8,466 for the Lieutenant, \$7,679 to \$9,334 for the Captain and \$10,833 per month for the Police Chief, all effective July 2, 2019.

A motion was made by Council Member Spurr, seconded by Council Member Turner, and unanimously carried by voice vote to approve a Deputy City Clerk III-Records Supervisor classification at salary range 44, effective July 1, 2019.

3. Planning Commission:

The staff report was presented by Administrative Services Director/City Clerk Buendia.

Kip Knorr spoke in favor of himself for the position of Planning Commissioner. Michael Froio spoke in favor of Kip Knorr for the position of Planning Commissioner.

A motion was made by Council Member Spurr to appoint Kip Knorr to the Planning Commission to terms effective immediately, to a term expiring December 31, 2022. The motion failed for the lack of a second.

A motion was made by Council Member Mattina and seconded by Council member Turner to appoint Brandon Disney to the Planning Commission to terms effective immediately, to a term expiring December 31, 2022. The motion failed 2-3, with Council Members Barnes, Spurr and Parlet opposed.

Staff was instructed to continue advertising for applicants to serve on the Planning Commission.

B. City Manager:

1. Martin Street Housing Project Impact Fees:

The staff report was presented City Manager Silveira.

A motion was made by Council Member Turner, seconded by Council Member Mattina, and unanimously carried by voice vote to approve a proposed deferral and authorize the City Manager to sign all documents.

VII. CITY COUNCIL COMMUNICATIONS:

A. Miscellaneous Reports, if any:

City Manager Silveira announced that the Bank of America building dedication takes place on Friday, June 7, 2019 at 2:00 p.m.

City Attorney Ruderman gave no report.

Public Works Director Grider was absent.

Finance Director Walker stated public Wi-Fi is now installed in Library Park.

Chief Rasmussen reported that he and City Manager Silveira attended the state wide emergency preparedness summit in Sacramento.

Community Development Director Ingram had no report.

Administrative Services Director/City Clerk Buendia reminded the City Council about the upcoming benefits fair.

Mayor Barnes had no report.

Council Member Parlet reported that Forrest Stogner will be inducted into the CLMA Hall of Fame for his contributions as an outstanding coach and referee.

Council Member Mattina gave no report.

Council Member Spurr said that the League Transportation Committee will be meeting in Sacramento next week. The committee is opposing AB 516 (Chiu) "Authority to Remove Vehicles" bill.

Council Member Turner Senior Center encouraged people to attend the Senior Center Sunday breakfast. She also announced the Emergency Preparedness for Businesses Workshop to be held June 17, 2019 at City Hall.

VII. ADJOURNMENT:

Mayor Barnes adjourned the meeting at 7:11 p.m.

Attest:

Tim Barnes, Mayor

Kelly Buendia, City Clerk

CITY OF LAKEPORT

*Over 125 years of community
pride, progress and service*



6/13/2019

I hereby certify that the attached list of warrants has been audited, extensions are proper, purchase orders have been issued, and department heads have been given the opportunity to review and sign claim forms.

Nicholas Walker
Finance Director



Lakeport

Bank Transaction Report

Transaction Detail

Issued Date Range: 05/15/2019 - 06/12/2019

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: 15-0352000798 - POOLED CASH BANK							
05/16/2019		55316	LAKEPORT DISPOSAL, INC.	Accounts Payable	Outstanding	Check	-41,906.02
05/16/2019		55317	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Check	-1,082.14
05/23/2019		DFT0001320	CALPERS	Accounts Payable	Outstanding	Bank Draft	-200.00
05/24/2019		55318	AFLAC	Accounts Payable	Outstanding	Check	-705.42
05/24/2019		55319	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-507.74
05/24/2019		55320	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-375.00
05/24/2019		55321	LEGALSHIELD	Accounts Payable	Outstanding	Check	-212.35
05/24/2019		55322	LPOA	Accounts Payable	Outstanding	Check	-460.00
05/24/2019		55323	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-985.00
05/24/2019		55324	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-2,619.75
05/24/2019		55328	ADAMS ASHBY GROUP, LLC.	Accounts Payable	Outstanding	Check	-2,275.00
05/24/2019		55329	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	Check	-4,694.00
05/24/2019		55331	AmWINS GROUP BENEFITS, INC.	Accounts Payable	Outstanding	Check	-18,368.24
05/24/2019		55332	APPLIED DEVELOPMENT ECONOMICS	Accounts Payable	Outstanding	Check	-1,915.50
05/24/2019		55333	AQUA PRODUCTS	Accounts Payable	Outstanding	Check	-19.58
05/24/2019		55334	ARAMARK UNIFORM SERVICES	Accounts Payable	Outstanding	Check	-22.14
05/24/2019		55335	AT&T	Accounts Payable	Outstanding	Check	-346.86
05/24/2019		55336	AT&T CALNET3	Accounts Payable	Outstanding	Check	-548.46
05/24/2019		55337	B & B INDUSTRIAL SUPPLY, INC.	Accounts Payable	Outstanding	Check	-830.21
05/24/2019		55338	BONNIE SHARP	Accounts Payable	Outstanding	Check	-30.29
05/24/2019		55339	BRUCE MAXWELL	Accounts Payable	Outstanding	Check	-500.00
05/24/2019		55340	CARROT-TOP INDUSTRIES, INC.	Accounts Payable	Outstanding	Check	-159.60
05/24/2019		55341	CINQUINI & PASSARINO INC.	Accounts Payable	Outstanding	Check	-2,353.75
05/24/2019		55342	CLEARLAKE LAVA, INC.	Accounts Payable	Outstanding	Check	-308.88
05/24/2019		55343	CLEARLAKE REDI-MIX INC.	Accounts Payable	Outstanding	Check	-1,094.45
05/24/2019		55344	CLINE INVESTIGATIONS, LLC	Accounts Payable	Outstanding	Check	-1,847.56
05/24/2019		55345	CODE PUBLISHING	Accounts Payable	Outstanding	Check	-708.50
05/24/2019		55346	COLANTUANO, HIGHSMITH &	Accounts Payable	Outstanding	Check	-6,929.50
05/24/2019		55347	COMMUNITY DEVELOPMENT SERVICES	Accounts Payable	Outstanding	Check	-9,031.25
05/24/2019		55347	COMMUNITY DEVELOPMENT SERVICES Reversal	Accounts Payable	Outstanding	Check Reversal	9,031.25
05/24/2019		55348	COUNTY OF LAKE - INFO TECH	Accounts Payable	Outstanding	Check	-1,450.75
05/24/2019		55349	COUNTY OF LAKE-ANIMAL CONTROL	Accounts Payable	Outstanding	Check	-878.50
05/24/2019		55350	DAVIS TIRE & AUTO REPAIR	Accounts Payable	Outstanding	Check	-50.00
05/24/2019		55351	DEBRA ENGLAND	Accounts Payable	Outstanding	Check	-675.00
05/24/2019		55352	DEEP VALLEY SECURITY	Accounts Payable	Outstanding	Check	-2,893.83
05/24/2019		55353	DEPT OF JUSTICE	Accounts Payable	Outstanding	Check	-137.00

Bank Transaction Report
Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/24/2019		55354	ENTERPRISE - EAN SERVICES, LLC	Accounts Payable	Outstanding	Check	-781.80
05/24/2019		55355	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	Check	-302.17
05/24/2019		55356	FERRELLGAS	Accounts Payable	Outstanding	Check	-133.27
05/24/2019		55357	GARY R. BUCHHOLZ	Accounts Payable	Outstanding	Check	-840.50
05/24/2019		55358	GLOBAL DIVING & SALVAGE, INC	Accounts Payable	Outstanding	Check	-35,000.00
05/24/2019		55359	HACH CHEMICAL COMPANY	Accounts Payable	Outstanding	Check	-632.57
05/24/2019		55360	INDUSTRIAL ELECTRIC MOTORS	Accounts Payable	Outstanding	Check	-12,348.61
05/24/2019		55361	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	Check	-320.40
05/24/2019		55362	LAKE COUNTY CHAMBER OF COMMERCE	Accounts Payable	Outstanding	Check	-610.00
05/24/2019		55363	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	Check	-631.10
05/24/2019		55364	LAKE COUNTY LOCK & SAFE	Accounts Payable	Outstanding	Check	-431.78
05/24/2019		55365	LAKE COUNTY RECORD BEE	Accounts Payable	Outstanding	Check	-2,132.33
05/24/2019		55366	LAKE COUNTY WASTE SOLUTIONS	Accounts Payable	Outstanding	Check	-17.05
05/24/2019		55367	LAKEPORT CAMPER & TRUCK	Accounts Payable	Outstanding	Check	-1,572.40
05/24/2019		55368	LEXIS NEXIS RISK SOLUTIONS	Accounts Payable	Outstanding	Check	-30.00
05/24/2019		55369	MARK CLEMENTI, PH.D.	Accounts Payable	Outstanding	Check	-685.00
05/24/2019		55370	MATT MAZZEI CHRYSLER DODGE JEEP	Accounts Payable	Outstanding	Check	-297.73
05/24/2019		55371	MELISSA BEDFORD	Accounts Payable	Outstanding	Check	-25.00
05/24/2019		55372	MENDO MILL & LUMBER CO.	Accounts Payable	Outstanding	Check	-1,769.27
05/24/2019		55373	MUNI SERVICES	Accounts Payable	Outstanding	Check	-386.72
05/24/2019		55374	MYERS STEVENS & TOOHEY & CO.	Accounts Payable	Outstanding	Check	-297.00
05/24/2019		55375	N & S TRACTOR	Accounts Payable	Outstanding	Check	-120.70
05/24/2019		55376	NATE'S ELECTRIC	Accounts Payable	Outstanding	Check	-750.00
05/24/2019		55377	NETWORK INNOVATIONS, INC.	Accounts Payable	Outstanding	Check	-104.00
05/24/2019		55378	NORTH COAST COMMUNITY PLANNING	Accounts Payable	Outstanding	Check	-2,531.25
05/24/2019		55379	NUSO	Accounts Payable	Outstanding	Check	-241.09
05/24/2019		55380	OCCUPATIONAL HEALTH CENTERS OF CALIF	Accounts Payable	Outstanding	Check	-266.50
05/24/2019		55381	PACE ENGINEERING, INC.	Accounts Payable	Outstanding	Check	-166.00
05/24/2019		55382	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	Check	-5,691.63
05/24/2019		55383	PAUL R. CURREN	Accounts Payable	Outstanding	Check	-8,488.75
05/24/2019		55384	PEOPLE SERVICES, INC.	Accounts Payable	Outstanding	Check	-225.00
05/24/2019		55385	PG&E	Accounts Payable	Outstanding	Check	-29,059.03
05/24/2019		55386	PITNEY BOWES PURCHASE POWER	Accounts Payable	Outstanding	Check	-558.94
05/24/2019		55387	PLAZA PAINT & SUPPLIES	Accounts Payable	Outstanding	Check	-44.23
05/24/2019		55388	POLESTAR COMPUTERS	Accounts Payable	Outstanding	Check	-4,064.65
05/24/2019		55389	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	Check	-198.76
05/24/2019		55390	RB PEST CONTROL	Accounts Payable	Outstanding	Check	-140.00
05/24/2019		55391	REBEKAH DOLBY	Accounts Payable	Outstanding	Check	-180.00
05/24/2019		55392	REMIF	Accounts Payable	Outstanding	Check	-144.84
05/24/2019		55393	REMIF	Accounts Payable	Outstanding	Check	-56,674.20
05/24/2019		55394	REMIF	Accounts Payable	Outstanding	Check	-37,231.00
05/24/2019		55395	RICOH USA, INC.	Accounts Payable	Outstanding	Check	-38.25
05/24/2019		55396	RICOH, USA	Accounts Payable	Outstanding	Check	-1,297.76

Bank Transaction Report
Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/24/2019		55397	ROY HASTINGS	Accounts Payable	Outstanding	Check	-2,000.00
05/24/2019		55398	SPEEDO CHECK	Accounts Payable	Outstanding	Check	-450.00
05/24/2019		55399	SWRCB	Accounts Payable	Outstanding	Check	-70.00
05/24/2019		55400	THE UPS STORE #5161	Accounts Payable	Outstanding	Check	-26.20
05/24/2019		55401	THE WORKS INC/MLS - LSQ FUNDING GROUP	Accounts Payable	Outstanding	Check	-3,405.48
05/24/2019		55402	TRIPEPI SMITH & ASSOCIATES, INC.	Accounts Payable	Outstanding	Check	-1,035.00
05/24/2019		55403	USA BLUE BOOK	Accounts Payable	Outstanding	Check	-547.40
05/24/2019		55404	VALLEY TOXICOLOGY SERVICES INC	Accounts Payable	Outstanding	Check	-85.00
05/24/2019		55405	VERIZON CONNECT NWF, INC.	Accounts Payable	Outstanding	Check	-189.50
05/24/2019		55406	VERIZON WIRELESS	Accounts Payable	Outstanding	Check	-1,287.91
05/24/2019		55407	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	Check	-388.38
05/24/2019		DFT0001305	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,931.27
05/24/2019		DFT0001306	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,953.96
05/24/2019		DFT0001307	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,236.97
05/24/2019		DFT0001308	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,448.88
05/24/2019		DFT0001309	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,929.56
05/24/2019		DFT0001310	CALPERS	Accounts Payable	Outstanding	Bank Draft	-5,211.06
05/24/2019		DFT0001311	CALPERS	Accounts Payable	Outstanding	Bank Draft	-986.07
05/24/2019		DFT0001312	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,046.32
05/24/2019		DFT0001313	CALPERS	Accounts Payable	Outstanding	Bank Draft	-43.71
05/24/2019		DFT0001314	CALPERS	Accounts Payable	Outstanding	Bank Draft	-7.64
05/24/2019		DFT0001315	IRS	Accounts Payable	Outstanding	Bank Draft	-3,347.40
05/24/2019		DFT0001316	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-3,476.51
05/24/2019		DFT0001317	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-1,142.24
05/24/2019		DFT0001318	IRS	Accounts Payable	Outstanding	Bank Draft	-10,584.03
05/24/2019		DFT0001319	IRS	Accounts Payable	Outstanding	Bank Draft	-300.08
05/30/2019		55408	COUNTY OF LAKE-RECORDER	Accounts Payable	Outstanding	Check	-181.00
05/30/2019		55409	FIRST AMERICAN TITLE COMPANY	Accounts Payable	Outstanding	Check	-1,125.00
05/30/2019		55410	R. EMMETT JONES	Accounts Payable	Outstanding	Check	-10,000.00
05/30/2019		55411	WESTAMERICA BANK	Accounts Payable	Outstanding	Check	-37,114.45
06/04/2019		55418	LAKEPORT DISPOSAL, INC.	Accounts Payable	Outstanding	Check	-45,555.96
06/07/2019		55412	AFLAC	Accounts Payable	Outstanding	Check	-705.42
06/07/2019		55413	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-507.74
06/07/2019		55414	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-375.00
06/07/2019		55415	LPOA	Accounts Payable	Outstanding	Check	-510.00
06/07/2019		55416	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-985.00
06/07/2019		55417	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-2,619.75
06/07/2019		DFT0001322	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,442.22
06/07/2019		DFT0001323	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,470.93
06/07/2019		DFT0001324	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,218.60
06/07/2019		DFT0001325	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,428.76
06/07/2019		DFT0001326	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,929.86
06/07/2019		DFT0001327	CALPERS	Accounts Payable	Outstanding	Bank Draft	-5,211.45

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
06/07/2019		DFT0001328	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,021.45
06/07/2019		DFT0001329	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,119.74
06/07/2019		DFT0001330	CALPERS	Accounts Payable	Outstanding	Bank Draft	-44.64
06/07/2019		DFT0001331	CALPERS	Accounts Payable	Outstanding	Bank Draft	-7.64
06/07/2019		DFT0001332	IRS	Accounts Payable	Outstanding	Bank Draft	-3,563.90
06/07/2019		DFT0001333	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-3,860.14
06/07/2019		DFT0001334	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-1,228.89
06/07/2019		DFT0001335	IRS	Accounts Payable	Outstanding	Bank Draft	-11,492.00
06/07/2019		DFT0001336	IRS	Accounts Payable	Outstanding	Bank Draft	-127.72
06/10/2019		DFT0001337	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1.05
06/12/2019		55490	ALL IN ONE AUTO REPAIR & TOWING	Accounts Payable	Outstanding	Check	-870.00
06/12/2019		55491	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	Check	-1,388.00
06/12/2019		55493	ARAMARK UNIFORM SERVICES	Accounts Payable	Outstanding	Check	-11.07
06/12/2019		55494	AT&T	Accounts Payable	Outstanding	Check	-183.37
06/12/2019		55495	AT&T CALNET3	Accounts Payable	Outstanding	Check	-1,113.19
06/12/2019		55496	BRIAN DENTON	Accounts Payable	Outstanding	Check	-840.00
06/12/2019		55497	CA BLDG STANDARDS COMMISSION	Accounts Payable	Outstanding	Check	-63.90
06/12/2019		55498	CALED	Accounts Payable	Outstanding	Check	-100.00
06/12/2019		55499	CALIF POLICE CHIEFS' ASSN.	Accounts Payable	Outstanding	Check	-348.00
06/12/2019		55500	CLEARLAKE LAVA, INC.	Accounts Payable	Outstanding	Check	-617.76
06/12/2019		55501	COLANTUANO, HIGHSMITH &	Accounts Payable	Outstanding	Check	-7,738.20
06/12/2019		55502	COMMUNITY DEVELOPMENT SERVICES	Accounts Payable	Outstanding	Check	-2,250.00
06/12/2019		55503	COUNTY OF LAKE-SHERIFF	Accounts Payable	Outstanding	Check	-76,470.50
06/12/2019		55504	COUNTY OF LAKE-SPECIAL DIST	Accounts Payable	Outstanding	Check	-22,690.62
06/12/2019		55505	DAVIS TIRE & AUTO REPAIR	Accounts Payable	Outstanding	Check	-486.57
06/12/2019		55506	DEEP VALLEY SECURITY	Accounts Payable	Outstanding	Check	-267.85
06/12/2019		55507	DUST BUNNIES	Accounts Payable	Outstanding	Check	-1,875.00
06/12/2019		55508	ENTERPRISE - EAN SERVICES, LLC	Accounts Payable	Outstanding	Check	-67.35
06/12/2019		55509	ENTERRA ENVIRONMENTAL	Accounts Payable	Outstanding	Check	-1,231.50
06/12/2019		55510	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	Check	-64.91
06/12/2019		55511	GHD, INC.	Accounts Payable	Outstanding	Check	-8,878.89
06/12/2019		55512	GRANITE CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-1,818.10
06/12/2019		55513	HECTOR HEREDIA	Accounts Payable	Outstanding	Check	-101.00
06/12/2019		55514	HIGH COUNTRY SECURITY	Accounts Payable	Outstanding	Check	-165.00
06/12/2019		55515	IMAGE SALES, INC.	Accounts Payable	Outstanding	Check	-34.64
06/12/2019		55516	JONES TOWING	Accounts Payable	Outstanding	Check	-300.00
06/12/2019		55517	KELLY BUENDIA	Accounts Payable	Outstanding	Check	-96.72
06/12/2019		55518	KEVIN M. INGRAM	Accounts Payable	Outstanding	Check	-105.87
06/12/2019		55519	KEY SERVICES CORPORATION	Accounts Payable	Outstanding	Check	-60.00
06/12/2019		55520	KITT MURRISON, PH. D.	Accounts Payable	Outstanding	Check	-400.00
06/12/2019		55521	L. N. CURTIS & SONS	Accounts Payable	Outstanding	Check	-1,317.80
06/12/2019		55522	LAKE CO OFFICE OF EDUCATION	Accounts Payable	Outstanding	Check	-25.00
06/12/2019		55523	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	Check	-342.21

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
06/12/2019		55524	LAKE COUNTY LOCK & SAFE	Accounts Payable	Outstanding	Check	-110.00
06/12/2019		55525	LONE STAR SIX, INC.	Accounts Payable	Outstanding	Check	-300.00
06/12/2019		55526	MANUEL MARTINEZ	Accounts Payable	Outstanding	Check	-213.00
06/12/2019		55527	MEDIACOM	Accounts Payable	Outstanding	Check	-2,304.90
06/12/2019		55528	NFP NATIONAL ACCOUNT SERVICES	Accounts Payable	Outstanding	Check	-1,039.04
06/12/2019		55529	NORTH COAST COMMUNITY PLANNING	Accounts Payable	Outstanding	Check	-4,725.00
06/12/2019		55530	NUSO	Accounts Payable	Outstanding	Check	-244.46
06/12/2019		55531	OE PUBLIC & MISC EE'S	Accounts Payable	Outstanding	Check	-12,407.00
06/12/2019		55532	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	Check	-1,744.73
06/12/2019		55533	PAUL R. CURREN	Accounts Payable	Outstanding	Check	-12,038.94
06/12/2019		55534	PEOPLE SERVICES, INC.	Accounts Payable	Outstanding	Check	-200.00
06/12/2019		55535	PG&E	Accounts Payable	Outstanding	Check	-4,223.79
06/12/2019		55536	PITNEY BOWES GLOBAL FINANCIAL SVCS	Accounts Payable	Outstanding	Check	-166.01
06/12/2019		55537	PLAZA PAINT & SUPPLIES	Accounts Payable	Outstanding	Check	-59.97
06/12/2019		55538	PUBLIC AGENCY RISK MANAGEMENT ASSOCIATION	Accounts Payable	Outstanding	Check	-150.00
06/12/2019		55539	RB PEST CONTROL	Accounts Payable	Outstanding	Check	-310.00
06/12/2019		55540	ROBERT NISHIYAMA INVESTIGATIONS	Accounts Payable	Outstanding	Check	-1,496.26
06/12/2019		55541	SAMUEL EUSTON	Accounts Payable	Outstanding	Check	-117.00
06/12/2019		55542	SHRED-IT USA LLC	Accounts Payable	Outstanding	Check	-59.15
06/12/2019		55543	STANDARD PRINTING COMPANY	Accounts Payable	Outstanding	Check	-1,330.27
06/12/2019		55544	STAPLES CREDIT PLAN	Accounts Payable	Outstanding	Check	-2,131.39
06/12/2019		55546	SUTTER LAKESIDE HOSPITAL	Accounts Payable	Outstanding	Check	-87.00
06/12/2019		55547	THATCHER COMPANY OF CA., INC.	Accounts Payable	Outstanding	Check	-3,859.91
06/12/2019		55548	THE CA ACADEMY FOR ECONOMIC DEVELOPMENT	Accounts Payable	Outstanding	Check	-1,300.00
06/12/2019		55549	THE WORKS INC/MLS - LSQ FUNDING GROUP	Accounts Payable	Outstanding	Check	-9,278.16
06/12/2019		55550	TOM CARLTON	Accounts Payable	Outstanding	Check	-227.87
06/12/2019		55551	U.S. BANK	Accounts Payable	Outstanding	Check	-11,721.26
06/12/2019		55552	UMPQUA BANK	Accounts Payable	Outstanding	Check	-145,702.50
06/12/2019		55553	US POSTMASTER - ARIZONA	Accounts Payable	Outstanding	Check	-945.57
06/12/2019		55554	USA BLUE BOOK	Accounts Payable	Outstanding	Check	-71.06
06/12/2019		55555	VALLEY TOXICOLOGY SERVICES INC	Accounts Payable	Outstanding	Check	-85.00
06/12/2019		55556	VERIZON WIRELESS	Accounts Payable	Outstanding	Check	-62.42
06/12/2019		55557	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	Check	-3,388.23
06/12/2019		55558	WILDA SHOCK	Accounts Payable	Outstanding	Check	-1,500.00
06/12/2019		55559	XYLEM WATER SOLUTIONS U.S.A., INC.	Accounts Payable	Outstanding	Check	-2,060.63
06/12/2019		55560	YOLO COUNTY FLOOD CONTROL	Accounts Payable	Outstanding	Check	-496.52
Bank Account 15-0352000798 Total: (201)							-855,011.24
Report Total: (201)							-855,011.24

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
15-0352000798 POOLED CASH BANK	201	-855,011.24
Report Total:	201	-855,011.24

Cash Account	Count	Amount
998 998-0000-101000 POOLED CASH - WEST AMERICA	201	-855,011.24
Report Total:	201	-855,011.24

Transaction Type	Count	Amount
Bank Draft	32	-82,014.69
Check	168	-782,027.80
Check Reversal	1	9,031.25
Report Total:	201	-855,011.24



CITY OF LAKEPORT

City Council ☒
City of Lakeport Municipal Sewer District ☐
Lakeport Redevelopment Successor Agency ☐
Lakeport Industrial Development Authority ☐
Municipal Financing Agency of Lakeport ☐

STAFF REPORT

RE: Continuation of Local Emergency Declaration – Mendocino Complex Fires

MEETING DATE: 06/18/2019

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 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 and June 4, 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:

☐ 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 confirm the continuing existence of a local emergency in the City of Lakeport.

☒ **Attachments:** 1. Resolution No. 2679 (2018)

RESOLUTION NO. 2679 (2018)

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

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

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this City as a result of a fire commencing on or about 1:01 p.m. on the 27th day of ~~June~~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



CITY OF LAKEPORT

City Council ☒
City of Lakeport Municipal Sewer District ☐
Lakeport Redevelopment Successor Agency ☐
Lakeport Industrial Development Authority ☐
Municipal Financing Agency of Lakeport ☐

STAFF REPORT

RE: Continuation of Local Emergency Declaration – February Storms

MEETING DATE: 06/18/2019

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/DISCUSSION:

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 and June 4, 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:

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

☒ **Attachments:** 1. Resolution No. 2704 (2019)

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.

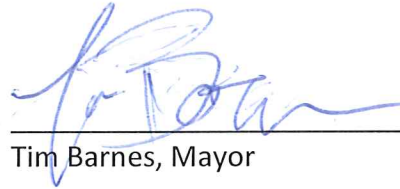
THIS RESOLUTION was passed by the City Council of the City of Lakeport at a regular meeting thereof on the 5th day of March, 2019, by the following vote:

AYES: Mayor Barnes, Council Members Mattina, Parlet, Spurr and Turner

NOES: None

ABSTAINING: None

ABSENT: None



Tim Barnes, Mayor

ATTEST:



Kelly Buendia, City Clerk



CITY OF LAKEPORT

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

STAFF REPORT

RE: Resolution Revising the City of Lakeport Master Pay Schedule **MEETING DATE:** 6/18/2019

SUBMITTED BY: Kelly Buendia, Administrative Services Director

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Staff recommends that the City Council adopt a Resolution revising the City of Lakeport's (City) master pay schedule for all represented employee classifications and all unrepresented employees covered by a Compensation Plan so that the City is in compliance with the requirements of the California Code of Regulations section 570.5 and the California Public Employees' Retirement System (CalPERS) relating to publically available pay schedules.

BACKGROUND/DISCUSSION:

CalPERS, pursuant to their interpretation of California Code of Regulations section 570.5, recommends all CalPERS employers maintain their compensation levels in a publicly available pay schedule, approved and adopted by the governing body.

Changes for cost of living adjustments have been made for previously approved agreements and contracts with the Lakeport Employees' Association, Unrepresented Management, and Confidential employees'. The revised schedule includes the addition of a Deputy City Clerk III/Records Supervisor classification; the addition of a Police Captain; changes to the Police Lieutenant pay and changes to the Police Chief pay as adopted by the City Council at the June 4, 2019 meeting. The Police position changes are effective 7/2/2019 and all others effective 7/1/2019.

In compliance with California Code of Regulations section 570.5, the revised schedule will be made publically available on the city's website.

OPTIONS:

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

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 a Resolution rescinding Resolution 2681 (2019) and revising the Master Pay Schedule in conformance with California Code of Regulations, Title 2, Section 570.5.



Attachments:

1. Resolution Rescinding Resolution 2681 (2019) and Revising the Master Pay Schedule in Conformance with California Code of Regulations, Title 2, Section 570.5

RESOLUTION NO. (2019)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT RESCINDING RESOLUTION 2681 (2018) AND REVISING THE MASTER PAY SCHEDULE IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

WHEREAS, at its June 4, 2019 meeting, the City Council approved classification changes with the addition of a Deputy City Clerk III/Records Supervisor; the addition of a Police Captain; changes to the Police Lieutenant pay and changes to the Police Chief pay, and;

WHEREAS, at its August 21, 2018 meeting, the City Council approved a Memorandum of Understanding with the Lakeport Police Officers' Association, and;

WHEREAS, at its March 6, 2018 meeting, the City Council approved agreements with the Lakeport Employees' Association, the Unrepresented Management unit and the Confidential employees' unit, and;

WHEREAS, the City now desires to revise the Master Pay Schedule to reflect salary adjustments approved in the agreements with an effective date of July 1, 2019, and;

WHEREAS, the City now desires to revise the Master Pay Schedule to reflect the addition of a Deputy City Clerk III classification with an effective date of July 1, 2019, and;

WHEREAS, the City now desires to revise the Master Pay Schedule to reflect the addition of a Police Captain; changes to the Police Lieutenant pay and changes to the Police Chief pay, with an effective date of July 2, 2019, and;

WHEREAS, the California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with title 2 of the California Code of Regulations, section 570.5, and meeting all of the following requirements thereof:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;

7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the pay rate; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEPORT, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1.

Resolution 2681 (2018) is rescinded.

SECTION 2.

The City Council affirms the previously approved separate compensation levels for represented Bargaining Unit positions and the Compensation Plans for the unrepresented positions through, by and with the adoption of the single Master Pay Schedule attached hereto as Exhibit A.

SECTION 3. The City Council affirms the single Master Pay Schedule attached hereto meets all of the requirements of title 2 of the California Code of Regulations, section 570.5, including but not limited to directing staff to post it at the City and make available for public review during normal business hours and/or post on the City's internet website and be retained by the City and available for public inspection for not less than five years.

SECTION 4. This Resolution is effective upon its adoption.

DULY AND REGULARLY ADOPTED on this 18th day of June, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tim Barnes, Mayor

ATTEST:

KELLY BUENDIA, City Clerk

CITY OF LAKEPORT
MASTER PAY SCHEDULE
MONTHLY RATES WITH STEPS
Effective 7/01/2019
(or 7/02/2019 as noted)

Job Classification	Class Range	Unit	Steps					
			A	B	C	D	E	F
Office Specialist I	29	LEA	2,471	2,589	2,751	2,839	2,975	3,122
Maintenance Worker I	31	LEA	2,663	2,790	2,925	3,066	3,215	3,368
Parks Maintenance Worker I	31	LEA	2,663	2,790	2,925	3,066	3,215	3,368
Equipment Mechanic I	32	LEA	2,776	2,910	3,048	3,197	3,352	3,509
Wastewater Systems Operator I	32	LEA	2,776	2,910	3,048	3,197	3,352	3,509
Water Systems Operator I	32	LEA	2,776	2,910	3,048	3,197	3,352	3,509
*Administrative Specialist I	33	LEA	2,883	3,023	3,166	3,322	3,478	3,648
Financial Services Specialist I	33	LEA	2,883	3,023	3,166	3,322	3,478	3,648
Parks Maintenance Worker II	33	LEA	2,883	3,023	3,166	3,322	3,478	3,648
Utility Operator I	33	LEA	2,883	3,023	3,166	3,322	3,478	3,648
Community Service Officer	34.7	LEA	2,992	3,109	3,256	3,412	3,575	3,752
*Deputy City Clerk I	35	LEA	3,124	3,272	3,432	3,600	3,822	3,957
Equipment Mechanic II	36	LEA	3,247	3,409	3,569	3,744	3,923	4,118
Financial Services Specialist II	36	LEA	3,247	3,409	3,569	3,744	3,923	4,118
Maintenance Worker II	36	LEA	3,247	3,409	3,569	3,744	3,923	4,118
*Administrative Specialist II	37	LEA	3,393	3,556	3,726	3,904	4,091	4,298
Engineering Technician I	37	LEA	3,393	3,556	3,726	3,904	4,091	4,298
Maintenance Worker III	37	LEA	3,393	3,556	3,726	3,904	4,091	4,298
Wastewater Systems Operator II	37	LEA	3,393	3,556	3,726	3,904	4,091	4,298
Water Systems Operator II	37	LEA	3,393	3,556	3,726	3,904	4,091	4,298
Police Records Supervisor	37.7	LEA	4,238	4,450	4,679	4,905	5,145	5,397
*Deputy City Clerk II	38	LEA	3,538	3,712	3,889	4,082	4,279	4,484
Maintenance Worker III	38	LEA	3,538	3,712	3,889	4,082	4,279	4,484
Parks Leadworker	38	LEA	3,538	3,712	3,889	4,082	4,279	4,484
Permit Technician	38	LEA	3,538	3,712	3,889	4,082	4,279	4,484
Utility Operator II	38	LEA	3,538	3,712	3,889	4,082	4,279	4,484
Utility Operator/MWII	38	LEA	3,538	3,712	3,889	4,082	4,279	4,484
Police Officer I	38.6	POA	4,148	4,355	4,574	4,802	5,042	5,294
Police Officer II	39.6	POA	4,340	4,557	4,785	5,025	5,275	5,540
EMC Supervisor	40	LEA	3,846	4,034	4,228	4,434	4,651	4,872
Engineering Technician II	40	LEA	3,846	4,034	4,228	4,434	4,651	4,872
Parks Maintenance Foreman	40	LEA	3,846	4,034	4,228	4,434	4,651	4,872
Utilities Maintenance Supervisor	40	LEA	3,846	4,034	4,228	4,434	4,651	4,872
Police Officer III	40.6	POA	4,539	4,766	5,005	5,255	5,518	5,795
Housing Specialist	41	LEA	4,023	4,204	4,410	4,623	4,846	5,081
Utility Operator III	41	LEA	4,023	4,204	4,410	4,623	4,846	5,081
Financial Services Specialist III	42	LEA	4,178	4,368	4,582	4,803	5,036	5,280
Wastewater Systems Supervisor I	43	LEA	4,369	4,580	4,800	5,034	5,281	5,541
Water Operations Supervisor I	43	LEA	4,369	4,580	4,800	5,034	5,281	5,541
Police Detective	43.6	POA	5,187	5,446	5,718	6,004	6,304	6,619
Police Sergeant	43.6	POA	5,187	5,446	5,718	6,004	6,304	6,619
Associate Planner	44	LEA	4,562	4,783	5,017	5,259	5,512	5,787
*Deputy City Clerk III - Records Supervisor	44	LEA	4,562	4,783	5,017	5,259	5,512	5,787
Electrical Mechanical Technician (EMT)	44	LEA	4,562	4,783	5,017	5,259	5,512	5,787
Public Works Foreman	45	LEA	4,741	4,971	5,214	5,469	5,738	6,018
Wastewater Systems Supervisor II	45	LEA	4,741	4,971	5,214	5,469	5,738	6,018
Water Operations Supervisor II	45	LEA	4,741	4,971	5,214	5,469	5,738	6,018
Building Official	E-1	UM	5,380	5,650	5,932	6,327	6,647	n-a
Compliance Coordinator I	E-1	UM	5,380	5,650	5,932	6,327	6,647	n-a
Government Accountant	E-1	UM	5,380	5,650	5,932	6,327	6,647	n-a
Planning Services Manager	E-1	UM	5,380	5,650	5,932	6,327	6,647	n-a
Compliance Coordinator II	E-2	UM	5,932	6,230	6,542	6,976	7,329	n-a
Utilities Superintendent I	E-2	UM	5,932	6,230	6,542	6,976	7,329	n-a
Police Lieutenant	E-2B	UM	6,230	6,542	6,867	7,325	7,696	n-a
Public Works Superintendent	E-3	UM	6,391	6,711	7,047	7,516	7,896	n-a
Utilities Superintendent II	E-3	UM	6,391	6,711	7,047	7,516	7,896	n-a
**Police Lieutenant	E-3B	UM	6,965	7,313	7,679	8,063	8,466	n-a
Administrative Services Director/City Clerk	E-4	UM	7,043	7,398	7,766	8,285	8,702	n-a
Community Development Director	E-4	UM	7,043	7,398	7,766	8,285	8,702	n-a
Finance Director	E-4	UM	7,043	7,398	7,766	8,285	8,702	n-a
Public Works Director	E-4	UM	7,043	7,398	7,766	8,285	8,702	n-a
Police Chief	E-4B	UM	7,537	7,913	8,308	8,863	9,309	n-a
**Police Captain	E-4B	UM	7,679	8,063	8,466	8,889	9,334	n-a
City Engineer/Public Works Director	E-5	UM	8,348	8,765	9,203	9,817	10,312	n-a
**Police Chief	E-5B	UM	10,833	n-a	n-a	n-a	n-a	n-a
City Manager	n-a	contract	11,737	n-a	n-a	n-a	n-a	n-a

HOURLY AT-WILL EMPLOYEES			
Lifeguard	n-a	n-a	10.00 - 11.58 per hour
Head Lifeguard	n-a	n-a	12.20 - 14.12 per hour
Swim Instructor	n-a	n-a	11.10 - 11.58 per hour
Pool Office Assistant	n-a	n-a	10.00 - 11.58 per hour
Pool Manager	n-a	n-a	16.50 - 20.00 per hour
Part-time Help Property and Evidence	n-a	n-a	18.00 per hour
Part-time Help Records	n-a	n-a	18.50 per hour

LEA = Lakeport Employees' Association, salaries effective 7/1/2019
UM = Unrepresented Management, salaries effective 7/1/2019
POA = Lakeport Police Officers' Association, salaries effective 7/1/2019
*Classifications may include Confidential employees [See Resolution 2657 (2018)]
**Effective 7/2/2019



CITY OF LAKEPORT

City Council ☒
Lakeport Redevelopment Agency ☐
City of Lakeport Municipal Sewer District ☐
Lakeport Industrial Development Authority ☐
Municipal Financing Agency of Lakeport ☐

STAFF REPORT

RE: Cancel Meeting of July 2, 2019

MEETING DATE: 06/18/2019

SUBMITTED BY: Margaret Silveira, City Manager

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

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

The City Council is being asked to approve the cancellation of the regular meeting scheduled for July 2, 2019.

BACKGROUND:

The Council meets regularly on the first and third Tuesday of each month.

DISCUSSION:

The first meeting in July is on July 2, 2019, which precedes the Fourth of July City holiday. As such, staff will be preparing for the holiday.

At this time we have no pending agenda items for that meeting. Should an urgent item arise, we can call a special meeting the following week. We will be scheduling a special meeting on July 30, 2019 for the annexation application approval.

OPTIONS:

Authorize cancellation of the July 2, 2019, Council meeting or do not authorize the cancellation.

FISCAL IMPACT:

☒ None ☐ \$ ☐ Account Number: Comments:

SUGGESTED MOTIONS:

Move to authorize the cancellation of the regular meeting of July 2, 2019.

☐ Attachments:



CITY OF LAKEPORT

City Council ☒
City of Lakeport Municipal Sewer District ☐
Lakeport Redevelopment Successor Agency ☐

STAFF REPORT

RE: Revision of Prohibited Parking Zones

MEETING DATE: 07/19/2016

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 adopt the attached resolution revising the Two (2) Hour Limited Parking Zones within the City to include street frontage along the east side of North Main Street between Eleventh and Tenth Streets fronting businesses located at 1050, 1052 and 1054 North Main Street.

BACKGROUND/DISCUSSION:

The owners of the Lakeport Bait & Tackle shop, located at 1050 North Main Street have requested that the City of Lakeport consider restricting parking in front of their and two other retail shop fronts in the immediate vicinity to 2-hours. Lakeport Bait & Tackle note that employees of a nearby restaurant and patrons of nearby hotels will frequently park vehicles in front of this location for multiple hours severely limiting access to the retail shops at this location. The shop owners have stated that they have had conversations with the restaurant and hotel operators requesting employee and hotel patron parking not utilize this area for long-term parking but the problem continues to persist.

City staff has reviewed this request and note that although not located directly in the downtown core, which has limited 2-hour parking, the development pattern and parking situation are very similar. As such, staff believes that the designation of an approximately 75 foot area—extending from the southern boundary of this property to the driveway serving the Lucky Four Trailer Park and Sanducci's Cottage Restaurant—as a two (2) hour restricted parking area may be warranted. It should also be noted that the Lakeport Bait & Tackle shop is also a participant in the County's Quagga Mussel Boat Inspection program and the ability of a truck and trailer to utilize this area is often impossible due to the current unrestricted parking situation.

This request was reviewed by the Traffic Safety and Advisory Committee at their regular meeting of March 11, 2019 and a recommendation to City Council to designate this area as a prohibited parking area was approved unanimously. A location map and street view elevation showing the proposed two (2) hour limited parking areas is attached to this report.

OPTIONS:

1. Adopt the attached resolution revising the locations of Two (2) Hour Limited Parking Zones within the City.
2. Do not adopt the attached resolution thus keeping the Two (2) Hour Limited Parking Zones within the City.

FISCAL IMPACT:

☐ None ☒ \$250.00 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: Signage and poles delineating the area as a two (2) hour limited parking area.

SUGGESTED MOTIONS:

Move to adopt the proposed resolution rescinding Resolution No. 2431 (2011) and designating the locations of Two (2) Hour Limited Parking Zones within the City of Lakeport.

☒ **Attachments:**

- A. Proposed Resolution
- B. Site Map
- C. Street View Elevation

RESOLUTION NO. _____ (2019)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT DESIGNATING THOSE SPECIFIC PLACES WHERE PARKING SHALL BE LIMITED TO TWO (2) CONSECUTIVE HOURS BETWEEN 6:00 A.M. AND 6:00 P.M. OF ANY DAY EXCEPT SUNDAYS AND HOLIDAYS

BE IT RESOLVED by the City Council of the City of Lakeport that, pursuant to section 10.12.090 of the Lakeport Municipal Code, the following locations are designated as Two-Hour Parking Zones with parking limited to two hours between the hours of 6:00 a.m. and 6:00 p.m., Sundays and holidays excepted:

1. Second Street along the south side from Park Street to Forbes Street;
2. Second Street along the north side from Park Street to 115 feet west of Park Street;
3. Second Street along the north side from Main Street to Brush Street;
4. Third Street along the south side from Park Street to Forbes Street;
5. Third Street along the north side from Park Street to Forbes Street;
6. Fourth Street along the south side from Main Street to Forbes Street;
7. Fifth Street along the south side from Main Street to Forbes Street;
8. Forbes Street along the west side from Second Street to Seventh Street;
9. Forbes Street along the east side from First Street to Sixth Street;
10. Main Street along the west side from Armstrong Street to Sixth Street;
11. Main Street along the east side from 150 feet south of Martin Street to 100 feet north of Sixth Street;
12. The city parking lot located at the southwest corner of Third Street and Park Street, also known as Assessor's Parcel Number 025-411-02, address 75 Third Street;
13. Main Street along the west side from Campbell Lane to Industrial Avenue;
14. ***North Main Street along the east side from 41 feet south of eleventh Street to 96 feet north of Tenth Street.***

THIS RESOLUTION was passed by the City Council of the City of Lakeport at a regular meeting thereof on the 18th day of June, 2019, by the following vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

TIM BARNES, Mayor

ATTEST:

KELLY BUENDIA, City Clerk



Projected coordinate system name: NAD 1983 State Plane California II FIPS 0402 Feet
Geographic coordinate system name: GCS North American 1983

Lakeport Bait & Tackle 2-hour Parking Request

1050 North Main St.

Request for Two Hour Parking Designation

ATTACHMENT 3

Legend



Proposed 2 Hour Parking Zone





CITY OF LAKEPORT

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

STAFF REPORT

RE: Presence of Dry Vegetation Creating Fire Hazard Conditions
on Properties throughout the City of Lakeport

MEETING DATE: 6/18/2019

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 requested to consider and adopt a resolution declaring the presence of dry weeds, brush and similar vegetation upon lots throughout the City a public nuisance and direct staff to pursue the abatement of said lots through the use of the Administrative Citation procedures outlined in Chapter 8.30 of the Lakeport Municipal Code.

BACKGROUND/DISCUSSION:

As observed by the devastating impacts of the devastating wildland fire events of the past four (4) years, destroying more than 2,000 homes and structures in Lake County and resulting in the mandatory evacuation of the City of Lakeport for nearly a week last summer, urban areas such as Lakeport are not immune from the destructive capabilities of wildland fires. In an effort to reduce the risk of the occurrence of wildland fire within the community of Lakeport, staff from both the City and Lakeport Fire Protection District have been working closely together to gain better compliance from local property owners to remove and abate dry vegetation from vacant and larger lots throughout the City.

Last year Chapter 8.28 of the Municipal Code was amended, changing the date in which hazardous vegetation creating a fire hazard risk be abated from the first business day following the 4th of July holiday to June 1st consistent with CALFIRE recommendations. Beginning the first week of May, the Lakeport Fire Protection District sent out a courtesy letter to several hundred property owners in the City of Lakeport reminding them of the need to abate and control hazardous vegetation creating a fire hazard risk by the June 1st deadline. Following the June 1st deadline, City staff performed city-wide review and identified properties which had not yet abated vegetation. Staff is happy to report that compliance with this June 1st deadline is greater than years past, however in large part due to late rains there are just over 100 properties citywide which still require the abatement of hazardous vegetation.

Per the process outlined in Chapter 8.28 of the Municipal Code. The City Council must first adopt a resolution declaring a nuisance involving weeds constituting a fire menace to exist (LMC 8.28.02) in order to allow City staff begin abatement procedures. Exhibit A of the proposed resolution identifies all properties identified by City staff on June 3rd which have not yet abated hazardous vegetation. Upon passage of the resolution, a notice to affected property's directing the abatement of public nuisance weeds is mailed out containing required information outlined in LMC 8.28.030, including the ability to request a protest hearing in front of the City Council.

Upon completion of the protest hearing the City Council may order City staff to begin abatement upon those properties failing to comply with the order to remove public nuisance weeds (LMC 8.28.040). The City must coordinate the completion of the abatement work and keep detailed accounting of costs for each individual lot (LMC 8.28.060). Upon completion of the abatement procedures an assessment hearing before the City Council is required to confer the amounts of liens to be placed upon individual property owners where abatement by the City was required (LMC 8.28.070). The lien information is then turned over to the County auditor to be placed upon the tax rolls.

If the procedure outlined within Chapter 8.28 of Municipal Code was initiated today the likelihood of achieving timely abatement of current dry weeds and brush creating fire hazard risk would likely not be achieved within the current fire season. As such, staff is again seeking direction from the City Council to utilize the Administrative Citation procedures outlined in Chapter 8.30 of Lakeport Municipal Code. In working with the Lakeport Fire Protection District over the past couple of years, the utilization of the administrative citation process has resulted in a more timely and effective compliance program as compared to engaging in the cumbersome formal abatement process.

Following direction from City Council, City staff is prepared to issue notices to all identified property owners. A sample notice is provided as a part of this staff report (Attachment 2) and provides 10 days for property owners to abate hazardous weeds prior to the issuance of an administrative citation with a \$100 fine.

OPTIONS:

1. Adopt the proposed resolution and direct staff to utilize the Administrative Citation procedures to abate dry weeds, brush and similar vegetation which endangers public safety through the creation of a fire hazard.
2. Direct staff to make modifications or revisions to the proposed Resolution.
3. Take no action or take action to deny the proposed Resolution, alternatively, the City Council could provide other direction.

FISCAL IMPACT:

☐ None ☐ \$ Budgeted Item? ☐ Yes ☒ No

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

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

Comments: None

SUGGESTED MOTION:

Move to approve the proposed resolution declaring dry weeds, brush and similar vegetation creating a fire hazard upon vacant and large lots throughout the City to constitute a public nuisance and direct staff to utilize the Administrative Citation procedures outlined in Chapter 8.30 of the Lakeport Municipal Code to abate said public nuisance weeds.

- ☒ **Attachments:**
1. Draft Resolution to Abate Weeds Constituting a Fire Hazard
 2. Sample Notice of Violation Letter

RESOLUTION NO. _____ (2019)

A RESOLUTION OF THE LAKEPORT CITY COUNCIL DECLARING THE PRESENCE OF DRY WEEDS, BRUSH AND SIMILAR VEGETATION ON VACANT AND LARGE LOTS WITHIN THE CITY TO BE A PUBLIC NUISANCE

WHEREAS, the devastating wildland fires of the past four (4) years have destroyed more than 2000 homes and structures in Lake County; and

WHEREAS, the 2018 Mendocino Complex Fire necessitated the mandatory evacuation of the entire City of Lakeport for nearly a week; and

WHEREAS, wildland fires have destroyed homes and structures within the city limits of Lakeport in the past; and

WHEREAS, the presence of dry weeds, brush and similar vegetation on vacant and large lots contribute to a heightened risk of fire danger within the community of Lakeport threatening public safety; and

WHEREAS, weeds which attain such a large growth as to become a fire menace when dry, or which are otherwise noxious or dangerous may be declared to be a public nuisance by the city council and may be abated as provided in Chapter 8.28 of the Lakeport Municipal Code; and

WHEREAS, the property determined to be nuisance by reason of such growth of weeds, etc., as described and defined in Section 39560, et seq., of the Government Code, is described in Exhibit "A" attached hereto and by this reference made a part hereof.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. All rubbish, refuse, dirt and weed growing upon the street or sidewalk, and upon private property adjacent thereto, in the City of Lakeport, hereinafter described in Exhibit "A", are hereby declared a public nuisance, pursuant to Section 39560, et seq., of the Government Code and Chapter 8.28 of the Lakeport Municipal Code.
2. The Community Development Department shall provide Notice of Violations to those property owners who have failed to comply with earlier correspondence from the Lakeport Fire Protection District to abate dry weeds, brush and similar vegetation directing them to remove and abate public nuisance weeds as described in Exhibit "A".

3. The Community Development Department may utilize the Administrative Citation procedures outlined within Chapter 8.30 of the Lakeport Municipal Code to assist the Lakeport Fire Protection District in the abatement of dry weeds, brush and similar vegetation on vacant and large lots throughout the City for those owners of property, described in Exhibit “A”, who fail to comply with Notice of Violation provisions.
4. This resolution is not intended to limit the discretion of the Community Development Department to use all lawful means to abate dry weeds, brush and similar vegetation and obtain cost recovery therefor.

THIS RESOLUTION was passed and adopted by the City Council of the City of Lakeport at a regular meeting held on the 18th day of June, 2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

TIM BARNES, MAYOR

ATTEST:

KELLY BUENDIA, City Clerk
City of Lakeport

EXHIBIT A

LIST OF PROPERTIES CONTAINING DRY WEEDS, BRUSH AND SIMILAR VEGETATION CONSTITUTING A FIRE MENACE NUISANCE

APN	SITE ADDRESS	ACRES
005-030-10	1320 CRAIG AVE	2.26
005-030-51	1310 CRAIG AVE	14.17
005-033-90	205 KIMBERLY LN	19.47
005-033-95	100 KIMBERLY LN	8.08
005-035-19	450 LINDA LN	28.98
005-038-35	20 QUEEN ANN WY	1.64
005-038-36	12 QUEEN ANN WY	1.27
005-038-37	8 QUEEN ANN WY	2.69
005-042-16	1329 TODD RD EXT	1.58
005-042-21	1319 TODD RD EXT	1.92
005-048-01	495 TODD RD	1.49
005-048-02	475 TODD RD	1.20
005-049-14	2225 SPECHT CT	0.89
005-049-15	2232 SPECHT CT	0.92
005-050-03	2240 S MAIN ST	4.79
005-050-06	2230 S MAIN ST	0.68
005-050-07	2210 S MAIN ST	3.38
005-051-01	2375 PARALLEL DR	6.05
005-051-02	2365 PARALLEL DR	1.00
005-051-03	2361 PARALLEL DR	0.34
005-051-06	2423 PARALLEL DR	0.99
005-051-07	2431 PARALLEL DR	0.50
005-051-08	2437 PARALLEL DR	1.22
005-051-11	305 CHESTER LN	0.38
005-051-12	2489 PARALLEL DR	11.39
005-051-13	2415 PARALLEL DR	1.95
005-051-14	2419 PARALLEL DR	0.54
005-052-16	2495 PARALLEL DR	2.47
005-052-28	2357 PARALLEL DR	0.78
005-053-17	2565 PARALLEL DR	30.78

025-033-01	1300 HEIGHT ST	3.29
APN	SITE ADDRESS	ACRES
025-035-03	1220 CENTRAL PARK AVE	0.86
025-062-24	1366 BERRY ST	1.91
025-082-01	1101 COMPTON ST	1.46
025-092-03	1301 BERRY ST	2.77
025-093-06	1201 BERRY ST	0.13
025-093-07	1209 BERRY ST	0.15
025-093-08	1217 BERRY ST	0.18
025-093-09	1225 122BERRY ST	0.19
025-093-10	1233 BERRY ST	0.22
025-093-11	1241 BERRY ST	0.25
025-093-12	1249 BERRY ST	0.23
025-093-13	1257 BERRY ST	0.27
025-093-14	1265 BERRY ST	0.27
025-093-16	1200 ARMSTRONG ST	7.09
025-191-01	801 MANZANITA ST	0.91
025-231-01	295 NINTH ST	0.29
025-234-02	601 N FORBES ST	0.46
025-301-01	575 FIRST ST	0.47
025-312-03	301 FIRST ST	0.16
025-368-08	695 FOURTH ST	0.24
025-431-12	520 SMITH ST	3.40
025-431-19	521 SMITH ST	1.23
025-441-08	1296 CRAIG AVE	4.37
025-441-25	1293 CRAIG AVE	2.45
025-441-38	1279 CRAIG AVE	3.73
025-501-46	2 C ST	3.83
025-653-01	575 THIRD ST	0.66
025-657-01	575 SECOND ST	0.15
025-657-07	105 N TUNIS ST	0.27
025-721-05	1165 BRYCE CT	0.32
026-021-08	1285 SHADY LN	4.51
026-021-09	1343 SHADY LN	3.66
026-021-10	1351 SHADY LN	3.66
026-021-11	1385 SHADY LN	2.41

026-021-17	2403 HARTLEY ST	4.14
APN	SITE ADDRESS	ACRES
026-021-23	950 TWENTY-FOURTH ST	1.53
026-021-34	2447 HARTLEY ST (IN PROCESS)	26.66
026-021-41	1343 SHADY LN	5.88
026-021-42	1343 SHADY LN	0.82
026-021-48	1170 BOGGS LN	1.38
026-021-49	1160 BOGGS LN	8.64
026-043-16	1986 HARTLEY ST	0.16
026-052-01	2382 HARTLEY ST	0.32
026-072-38	2324 LOCH DR	0.09
026-073-02	343 ROBLES DR	0.11
026-073-03	341 ROBLES DR	0.11
026-073-04	335 ROBLES DR	0.07
026-073-05	333 ROBLES DR	0.12
026-073-06	331 ROBLES DR	0.11
026-073-07	323 ROBLES DR	0.11
026-073-08	287 ROBLES DR	0.08
026-081-01	550 SUNSET DR	1.17
026-082-03	581 SUNSET DR	0.49
026-091-16	430 FAIRVIEW WY	0.11
026-122-01	1451 WILD OAK CT	6.00
026-122-05	1411 ALDEN AVE	5.48
026-122-09	1170 ELEVENTH ST	7.86
026-122-40	1090 PAGE DR	0.69
026-122-56	1310 ELEVENTH ST	4.16
026-151-37	656 CLEAR LAKE AVE	0.29
026-222-02	670 ELEVENTH ST	0.49
026-232-02	1110 N TUNIS ST	0.23
026-254-01	750 NINTH ST	0.96
026-301-09	955 POOL ST	0.99
026-301-13	1295 CENTRAL PARK AVE	2.63
026-301-14	1261 CENTRAL PARK AVE	0.60
026-301-20	1327 ELEVENTH ST	0.83
026-301-22	1265 CENTRAL PARK AVE	1.36
026-301-24	1275 CENTRAL PARK AVE	1.49

026-321-14	880 BOGGS LN	2.71
APN	SITE ADDRESS	ACRES
026-322-11	775 BOGGS LN	0.70
026-322-12	757 BOGGS LN	0.57
026-341-03	1180 BOGGS LN	1.62
026-341-10	1250 BOGGS LN	1.11
026-361-02	1101 TWENTIETH ST	5.29
026-461-01	1825 MELLOR DR	6.63
026-482-01	1316 MELLOR DR	0.59



CITY OF LAKEPORT
Community Development Department

225 PARK STREET
LAKEPORT, CALIFORNIA 95453

TELEPHONE 707.263.5615 x201
FAX 707.263.8584
E-MAIL kingram@cityoflakeport.com

NOTICE OF VIOLATION

10-DAY NOTICE

June 20, 2019

[OWNER]
[INCAREOF]
[MAILADDR]
[MAILCITY], [MAILST] [MAILZIP]

RE: Dry Vegetation Creating Fire Hazard Nuisance Condition at—
[SITUS NUM] [SITUSSTR], Lakeport, California (APN [PARCEL])

CONDITON CAUSING NUISANCE: A site visit performed on June 3, 2019 by City of Lakeport staff revealed the presence of dry weeds, brush and similar vegetation which endangers the public safety through the creation of a fire hazard (LMC 8.22.020). Said conditions constitute a nuisance and a violation of the Lakeport Municipal Code.

ORDER IS GIVEN TO COMMENCE ABATEMENT OF SAID NUISANCE CONDITIONS WITHIN TEN (10) DAYS, BUT NO LATER THAN JULY 5, 2019, AND CORRECT THE NUISANCE CONDITION DESCRIBED ABOVE BY TAKING THE FOLLOWING ACTIONS:


- 1) Clear all dry weeds, brush and similar vegetation to a height of six (6) inches or less. Cut weeds shall either be removed or mulched. (Abatement action does not apply to single specimens of trees, ornamental shrubbery or similar plans which are used as ground cover, if they do not form a means of rapidly transmitting fire from the native growth to any building or structure.
- 2) Weed abatement and brush clearing activities shall be conducted before 10:00 AM to reduce the risk of inadvertently starting a fire. Please consult the enclosed CALFIRE *Equipment Use Safety* handout for additional tips for the abatement of dry weeds, brush and vegetation safely.

Failure to comply with this order within the allotted time period will result in the issuance of an administrative fine not to exceed \$100.00 (LMC 8.30.020). Additional administrative penalties

may be assessed should failure to comply with this notice be ignored in the amount of \$200.00 for second violations and \$500.00 for each successive violation there after (LMC 8.30.020).

The City of Lakeport greatly appreciates your cooperation and attention to this matter. If you have any questions or concerns regarding this matter please do not hesitate to contact the Lakeport Community Development Department at (707) 263-5615 x205 or the Lakeport Fire Protection District at (707) 263-4396.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. M. Ingram", is positioned above the printed name.

Kevin M. Ingram
Community Development Director

Enclosures

Cc: Lakeport Fire Protection District



CITY OF LAKEPORT

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

STAFF REPORT

RE: 2019-20 Budget Adoption

MEETING DATE: 6/18/19

SUBMITTED BY: Margaret Silveira, City Manager
Nicholas Walker, Finance Director

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Adopt the operating and capital expenditure budget for the 2019-20 fiscal year and associated resolution.

BACKGROUND/DISCUSSION:

In the summer of 2018, the community of Lakeport, starred down a wall of fire and survived. This budget message could have been totally different had it not been for the thousands of people each doing their part to respond to a dynamic and high-risk situation. We give many thanks to all first responders in the City, County, and State and from all places that provided aid.

The citizens of our community are commended for heeding the warning from our emergency system and responding to public safety messages. Heeding these warnings not only protects the lives of our citizens, but also those responding to the emergency.

The Cities and the County have been working this past year in developing hazard mitigation plans to assist with prevention and preparedness for possible hazards and disasters. City employees have been and continue to be trained in emergency response and emergency operations management.

This summer we may also be affected by the PG&E Public Safety Power Shutoffs (PSPS). Please check the City's website for updated information and tips for preparedness at www.cityoflakeport.com/public_safety_power_shutoff.php. We are asking that residents be ready and to know your neighbors. If you have neighbors that you believe may need assistance, please check on them.

As it will be noted in the following pages, there were many projects completed in the 2018-19 fiscal year and some are still on-going.

Library Park repairs are finally getting wrapped up from the extensive damage created during the flood of 2017 and from additional damage during the flood of 2019. Almost all of the damage has been repaired at the park, all though the largest project, the seawall and walkway, is now under engineering and is planned to be completed by the fall of 2019. The delay in getting the \$2 million project completed is not only due to the recurring flood, but also to the extensive paperwork and approvals required to get the project funded through

FEMA and the City's insurance. In order to comply with the FEMA process the City could not move forward with any part of the project until all approvals were received.

2018-19 FISCAL YEAR IN REVIEW

One of the many other things the City is thankful for is the recent donation of the Bank of America financial center at 500 North Main Street. The unfortunate closing of the Bank of America financial center in Lakeport became a great opportunity for the City to have a community center, gifted to it. The City is planning for improvements for community use.

Fiscal year 2018-19, another busy year. We enhanced our public safety by filling almost all of our police staffing, which is at currently one vacancy and a strong possibility of all positions being filled within the first quarter of the fiscal year. This would be the first time in 10 years to have all positions filled. The approval of offering competitive salaries within Lake County has assisted greatly in the recruitment and retention of employees, especially in the police department.

The continued work on street repairs and paving as directed by the City Council goals has been on-going as seen below. This coming year roads that need repair or infrastructure replacement will have high priority; other high priority roads are those that will soon lose the ability to be resurfaced verses being rebuilt at an exponential cost.

These are some of the accomplishments my staff realized in 2018-19:

- **Road projects completed:**
 - Lakeshore Blvd (Lange Street to city limits at north end)
 - South Main Street (Lakeport Blvd to Peckham Court)
 - Eleventh Street (Highway 29 to North Main Street)
 - Restriping of arterial and collector streets throughout the city.
 - FEMA repair projects on Fairview Street, Page Street and North Main Street
 -
- **Public Safety:**
 - Four new police cars
 - SUV for Canine Unit (USDA Grant and fund raising)
 - Fencing for sally port at police department
 - Implemented an MOU with Behavioral Health to work within the office and patrol
- **Other city projects**
- Solar energy projects completed
 - Solar array at the wastewater treatment plant
 - Solar array at the water plant and public works yard
 - Solar array at the police department
 - Solar array at the community center
 - LED lighting for downtown lights and Library Park
 - Energy upgrades at the public works yard buildings, police department and City Hall.
 - Electric vehicle charging station at the City Hall parking lot.
- Beginning of the remodel of City Hall to provide improved customer service
- Repairs on Third Street crank-up docks
- Replaced the 5-12 year old play structure at Library Park

- Purchased main line camera van for I&I investigation
- Installed garage, security and camera system at wastewater treatment plant
- Replaced 3 portable generators for lift station power outages
- Replaced 7 aerators at the Wastewater Plant
- Completed new website content aimed at improving transparency and information access
- Funded Downtown and Library Park free public WiFi zone project
- The City received \$400,000 for CDBG funds for small business assistance loans
- Participated and helped fund the development and adoption of the Lake EDC's Path to Prosperity Economic Development Strategic Plan
- Contracted with Zoom Prospector through the Lake County Economic Development Corporation (Lake EDC) to update and maintain a listing of vacant commercial and industrial buildings/properties in the City
- Received Certificate of Achievement for Excellence in Financial Report and Budget
- Obtained CDBG Technical Planning Assistance Grant to develop storm water and right-of-way improvement projects adopted as part of the 2012 Forbes Creek Neighborhood Improvement Study
- The City of Lakeport continues to support regional economic development efforts through the Lake EDC.

With Council approval the South Main Street/Soda Bay Road annexation application will be filed with LAFCO by August of 2019.

The Martin Street housing project for 24 affordable family units is almost complete and the developer is working on the next phase of 46 units.

THE BUDGET YEAR, 2019-20

For upcoming budget year 2019-20, we are preparing to submit a major grant application for funds from California Prop. 68, for the lakefront park at the site known by the community as Natural High. There have been several community planning meetings on the details of the future park site. If funded we will be able to begin the implementation of the greater lakefront plan. The previous grant we received for our lakefront plan prepared us for the opportunity to apply for funds to implement portions of the plan.

This year we will again be focused on road projects and public safety, which couldn't be done without passage of Measures I and Z. As you will see later in my message, streets are being resurfaced, police staffing is at a higher level and police cars are being replaced. This year there will also be a focus on economic development with the acquisition of the community center and planning of the lakefront park at Natural High.

The City continues to invest in infrastructure to make our community a beautiful, safe place for our citizens and visitors to live, work, and play

During the Council-Management strategic planning and goals setting session in March 2019, City goals and objectives for the 2019-20 budget were developed:

1. Public safety
2. Road improvement
3. Amending sidewalk and right-of-way improvement ordinance to reduce costs of improvements and ensure infrastructure is being constructed in high priority areas.
4. Enhance the historic downtown and lakefront area through the adoption and consideration of: amendments to the Zoning Ordinance expanding visitor and recreational use types, increasing visibility of local businesses on social media, improving wayfinding signage downtown, transforming the former B of A into a community center, pursuing agreement with LUSD on use of Natural High property, and strengthening the programs with LMSA, such as Dickens Faire.
5. Implement a Downtown mural art project
6. Continue park improvements
7. Pursue full-time project manager
8. Complete annexation
9. Implement records management software
10. Succession planning
11. Recruit and maintain staffing, equipment, and special programs to accomplish community policing goals.
12. Continue marketing efforts outlined in the hotel feasibility study to attract national brand lodging facility.
13. Improve public relations and education

My job as the City Manager is to implement programs, activities, and directives to meet these goals. Department heads have tailored their individual departmental goals with these priorities in mind and structured their budgets accordingly. Additional priorities also were identified during the budget process, and we worked to finance those activities accordingly. Specifically, I have asked them to focus on activities that enhance public safety, streets, reduce costs (particularly in regard to long-term liabilities), and bolster civic engagement.

An important element of civic engagement includes increased participation in our neighborhoods. Efforts will continue to increase the number of Neighborhood Watch areas which has grown in the past few years. This is one of the primary areas where residents can help their neighborhoods be safe. No matter how many police officers any city employs the best defense for crime in a neighborhood is neighbors watching out for each other. The City will continue its National Night Out event with the hope of bringing more awareness to safety and community policing.

One of our greatest cost challenges in the 2019-20 and future budgets is in the realm of pensions and retiree health insurance obligations. We took bold steps to ensure the City is positioned well to meet those challenges successfully. Pension costs will be increasing due to the lack of investment returns for the Public Employee Retirement System (PERS), which is the statewide pension fund for public employees. These additional costs bring no increased benefits for employees; in fact the opposite, lower formulas have been imposed for new employees since 2012.

OPERATIONAL HIGHLIGHTS

In 2019-20, project completion will continue to be a focus, but strong emphasis will be placed on our people, recruiting and retaining the best our community can afford. The following are the highlights of what's to come:

Personnel. We continue to strive to fully staff our City ranks to relieve the heavy load on existing staff while providing the highest quality service possible. Although we all continue to wear many different hats, the goal is to prevent burn-out from overwork while maintaining a challenging work environment for all staff members. As other local communities are offering higher pay, Lakeport needs to keep in line with local salaries in order to keep trained staff to implement City Council goals and day-to-day operations.

In terms of total compensation, Lakeport had fallen behind its closest neighbors, the City of Clearlake and the County of Lake, and had lost its competitive edge in recruitment and retention in certain positions, especially those that need a higher level of training and education. It is a common theme across the state but particularly challenging in our region where local revenues are extremely limited but competition in the labor marketplace is fierce. We have addressed this issue for several positions.

Citizen engagement. We continue to strengthen enduring relationships with businesses and residents and interact with our community not as customers but as citizens. We work to better communicate with our community as we enhance customer service. We will be completing our City Hall remodel to provide better customer service with one- stop counter service.

Service delivery. Finding efficiencies in the manner and method of the services we provide has been a tenet of ours since my tenure as City Manager began. This year will be no different as we look to reduce costs through the implementation of best practices, including harnessing opportunities presented through advancements in technology, such as a records management software that will also help in providing quicker responses to public records requests in the future.

Maintaining a strong push for economic development. We must maintain our involvement in promoting not only our city, but the region. Collaboration has always been the key, and pushing forward will take strong will and determination from every stakeholder. We continue working with Lake EDC, Workforce Alliance, and local education. We intend to continue strong support for the Lakeport Main Street Association and the Lake County Chamber of Commerce.

FINACIAL HIGHLIGHTS

Presented here is a structurally-balanced operating budget for fiscal year 2019-20. Increased revenue projections resulting from the passage of Measure Z have provided a little breathing room in the general fund. However, increasing demands on public safety services and related personnel costs, increasing operating and construction costs and increasing pension costs will continue to make budgeting more complicated. Unfortunately, City resources are extremely limited, and costs had to be saved elsewhere to make this move possible. The following highlight the results of strategy as well as other items of note.

Use of the general fund. The use of general fund resources by department are proposed as the following:

Departmental Use	Recommended	% Share
Police	\$ 2,396,439	38.34%
Parks, Buildings, and Grounds	416,299	6.66%
Roads and Infrastructure	1,311,077	20.98%
Building	161,537	2.58%
Non-Departmental	422,857	6.77%
Planning	278,507	4.46%
Administration	442,834	7.09%
Finance and Information Technology	266,010	4.26%
PW Administration and Compliance	152,496	2.44%
Engineering	127,693	2.04%
Legislative	103,986	1.66%
Economic Development	108,000	1.73%
Westshore Pool	4,000	0.06%
City Attorney	58,000	0.93%
Total use	\$ 6,249,735	100.00%

REVENUES:

General revenues driven by sales tax continue to improve, albeit slowly. Sales tax is our most important revenue source and the reason our focus on economic development is so critical. We have taken a careful approach at estimating where these revenues might lead and monitor them quarterly.

- Total City-wide revenues are expected to be relatively stable with slight growth budgeted in sales and property tax.
- Sales tax revenues – including those derived from Measures I and Z – continue to trend positively. We estimate this source to increase slightly from the prior fiscal year. Measure Z is budgeted to provide \$1.4 million dollars in revenue.
- Property tax revenue in fiscal year 2019-20 is expected to be steady with little effective growth. It is the second most influential general revenue source but a distant one compared to sales tax. Regardless, as the housing market continues to improve, so does the City's fiscal well-being.
- State and federal public safety grants will be maintained in fiscal year 2019-20. This is a significant resource to support our police department, without which the City would face significant difficulty maintaining public safety service levels. We expect to continue receiving revenue from this source for the foreseeable future.
- Franchise fees, permit fees, fees for service, and other charges are expected to remain flat over the course of the fiscal year with possible decrease. These revenues go to support general City operations, such as building, engineering, and planning services.
- All other general fund revenues are estimated to remain relatively unchanged from the prior fiscal year.
- SB1 Fund revenue is budgeted at \$90,000. This is an \$11,000 increase over 2018-19. These will be used by the City for road improvement projects.

- HUTA monies for 2019/20 remain stable with moderate increases due to the Legislature's recent passage of the Road Recovery & Repair Act of 2017; the City expects to see moderate increases in HUTA monies in upcoming fiscal years.
- Water and sewer enterprise activities will continue to experience increased costs; the City plans to continue to study rates and costs and will continue to sustain these enterprise activities in the most efficient way possible while focusing on enhanced maintenance activities – including inflow and infiltration (I&I) identification/mitigation, infrastructure rehabilitation, and reserve building.
- We will continue to evaluate and recommend changes to the City's fee structure to ensure fiscal sustainability in those activities that have specific benefit to users. Also, we expect to reach finality on the issue of the South Main Street annexation and in other areas that promote responsible and effective community growth.

EXPENDITURES:

The management team has been diligent with expenditure control in making sure that the City's budget remains structurally balanced. Truly, it is a team effort.

The following are changes of note in fiscal year 2019-20 budget from 2018-19 estimated actuals:

- Salaries and benefits City-wide will be 14 percent higher from the end of fiscal year 2018-19 due to additional cost of living costs, the addition of .5 FTE, increased health care costs and, most notably, increasing CalPERS pension costs which are expected to increase \$238,000 or nearly 5% of the 2018-19 total costs of payroll. Please see the personnel schedule later in this document for additional details on recommended staffing changes.
- Operating expenditures City-wide are expected to continue to trend up at a moderate pace and the cost of utilities, goods and services continue to rise.
- Loans and grants funds will be available with the new CDBG dollars available for small businesses this coming fiscal year.

As a result of multiple refinancing opportunities capitalized on by the City to reduce interest payments and to recognize cash flow savings, debt service payments will continue to remain relatively stable. As time progresses, more of these costs will be applied toward principle and less toward interest.

CAPITAL HIGHLIGHTS

Since adoption of the City's first formal capital improvement budget in 2013, an incredible amount of work has been done. Many of the over 80 projects identified in the plan have been completed or are nearing completion, and staff is preparing an updated five-year plan for mid-year 2019-20. Our goal has been, and continues to be, to focus on those projects which will yield the greatest return on investment or that are in the most urgent need of attention.

I am recommending specific projects and capital outlays for 2019-20 that represent the most critical of the City's needs and the best use of resources for capital purposes. The following are some of particular note. A full list can be found in the Budget in Brief Section.

CAPITAL PROJECTS:

- Police car replacement-two new vehicles will be added in this budget and partially fund one vehicle as match to a USDA grant.
- Public safety cameras at Library Park
- First Street paving
- Second Street sidewalk reconstruction (paving in 2019-20 budget)
- Hartley Street – Safe Routes to School- \$1.5 million grant (planned starting spring of 2019)
- Carnegie Library ceiling repair
- New water truck
- Completion of City Hall remodel for better public service
- Waterfront promenade at Library Park
- Seawall and other flood damage projects
- New building permit software
- Electronic records management system
- Council Chambers technology upgrades
- Complete loop line from Parallel Drive to South Main Street
- Replace one aging pickup for Public Works
- Ongoing infrastructure to support our efforts to grow our local economy

ECONOMIC DEVELOPMENT

The Lakeport Economic Development Advisory Committee (LEDAC) completed an economic development strategic plan in 2017, which the Council has adopted. This Strategic Plan is an expansion of the objectives and policies outlined in the City of Lakeport's General Plan, *Economic Development Element*. The Strategic Plan identifies three core goals for the focus of the City's economic development efforts over the next five years:

- Promote and participate in regional economic development initiatives
- Expand and support business retention and attraction efforts
- Strive to enhance the historic downtown and lakefront areas

Through a thorough analysis of recently adopted plans and an identification of community resources this Strategic Plan outlines a course of actionable steps to be taken by the City of Lakeport and its economic development partners. The plan sets a course that seeks to maximize the effectiveness of the City's limited resources that are available for economic development endeavors. The Strategic Plan outlines achievable short-term (1-2 years), medium-term (2-5 years) and long-term actions.

As part of the Strategic Plan recommendations LEADAC members and City management staff visited over 100 businesses for the second year in Lakeport to assess the needs of local small businesses and collect data on various aspects of the Lakeport business environment to determine how best the City can be a partner to our local businesses. Most of the visits produced a positive feedback from the business community. Most businesses were doing better, though the community evacuation during the Mendocino Complex Fire caused many financial losses for our local small businesses.

The focus of our economic development efforts must remain on business retention. We must support our local businesses to sustain and possibly expand. This year staff has also focused on recruitment. An analysis was completed by Retail Strategies to confirm that the City's daytime population far exceeds the bedroom population. We realized that the number was quite higher, but didn't expect the average daytime population on a year's analysis would be approximately 57,000 daily. The full analysis can be found on the City's website www.cityoflakeport.com/economicdevelopment. The analysis was based on cell phone location data, which tracks not only the number of visitors, but also geographically where they are coming from.

The City also continues to work collaboratively in a regional approach through the Lake EDC, made up of board members from both cities, the county, schools, tribal health and the private sector.

FINANCIAL POSITION

During my tenure as Lakeport City Manager, my approach to the budget process has been conservative in estimating available resources and diligent in controlling spending. This has led to a current projected year-end surplus and fortification of the City's general fund reserve. We estimate the total reserves to begin the 2019-20 fiscal year at 74% of budgeted appropriations, with general fund reserves exceeding the requisite 25%, at approximately 60%. The Management Team has been dedicated to cost savings wherever possible and watchful of their expenditures so that the need to use reserves is limited, if necessary at all.

The end result is a slight estimated budgetary deficit of \$132,000, in the general fund after the consideration of project carryovers, or 2% of budgeted appropriations. This budgeted spending of reserves is for one-time only costs resulting in a structurally balanced budget. The current reserve is adequate to ensure financial stability.

Operating costs in the water enterprise fund have caught up with the last rate increases. A budget deficit in the water fund of \$128,000 is primarily the result of one-time costs totaling \$102,000. The difference, however, is a structural deficit of \$26,000, or 1% of appropriated expenditures decreasing fund reserves to 13%. This can be attributed primarily to increased pension costs described in the introduction of this message. The City will study rates and costs and will continue to sustain this enterprise activity in the most efficient way possible.

The sewer operating fund continues to stay in a very favorable financial position. While a budget deficit in the sewer fund of \$288,000 is being recommended, this amount is made up entirely of one-time expenditures resulting in a structurally balanced budget. Reserve levels at the end of the year are expected to be 87%. City will study rates and costs and will continue to sustain this enterprise activities in the most efficient way possible.

LOOKING AHEAD

My recommended 2019-20 budget is a prudent and careful expenditure plan focusing on project completion, enhancing public safety, enhancing street improvements, and positioning the City to strengthen its human capital.

From past polling and community meetings, we realize the greatest concerns and service demands for the citizens of Lakeport are public safety, roads and infrastructure, and a high quality of life. Not only do we serve this community as professionals, we live here and call Lakeport our hometown. This spending plan was developed in this context, and resources are being maximized to provide the greatest benefit possible to the community.

I again want to thank the entire staff of the City of Lakeport for the hard work and endurance they've demonstrated over the past year. During the Mendocino Complex Fire 98% of the City staff worked during the evacuation protecting the citizens first and property second. They continue to impress me by what they've achieved with such limited resources. To my Management Team, I owe a particular appreciation in the preparation of this budget, which would not have been possible without their planning efforts and willingness to work collaboratively with the City's best interests in mind.

And to the City Council, again I praise you for the leadership you have demonstrated and extend my sincerest gratitude for the trust you place in your professional management team. As always, your support makes our job more rewarding and compels us to perform at our best.

OPTIONS:

1. Approve and adopt the 2019-20 City budget as recommended.
2. Do not approve but provide direction to staff.

FISCAL IMPACT:

☐ None ☒ \$16,325,994 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: All other special revenue, debt service, capital improvement, proprietary, and fiduciary funds.

Comments:

SUGGESTED MOTIONS:

Move to adopt the recommended budget for the City of Lakeport and its component units authorize the City Manager to expend the appropriations found therein for the fiscal year 2019-20.

- ☒ **Attachments:**
1. Adopting Budget Resolution
 2. 2019-20 Budget Document (recommended)

RESOLUTION NO. [REDACTED] (2019)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LAKEPORT, THE SUCCESSOR AGENCY TO THE LAKEPORT
REDEVELOPMENT AGENCY, AND THE BOARD OF THE CITY
OF LAKEPORT MUNICIPAL SEWER DISTRICT
ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2019-20**

WHEREAS, the City Council of the City of Lakeport, the Successor Agency to the Lakeport Redevelopment Agency, and Board of the City of Lakeport Municipal Sewer District has reviewed the Annual Budget for the Fiscal Year 2019-20; and

WHEREAS, included in said budget are the necessary estimates of anticipated revenues and assessed evaluations for the properties subject to taxation by the City; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lakeport hereby adopts the budget for the City of Lakeport, the Successor Agency to the Lakeport Redevelopment Agency, and City of Lakeport Municipal Sewer District, including the recommended personnel schedules found therein, for the fiscal year beginning July 1, 2019, and ending June 30, 2020; and

THIS RESOLUTION was passed by the City Council of the City of Lakeport at a regular meeting thereof on the 18th day of June, 2019, by the following vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

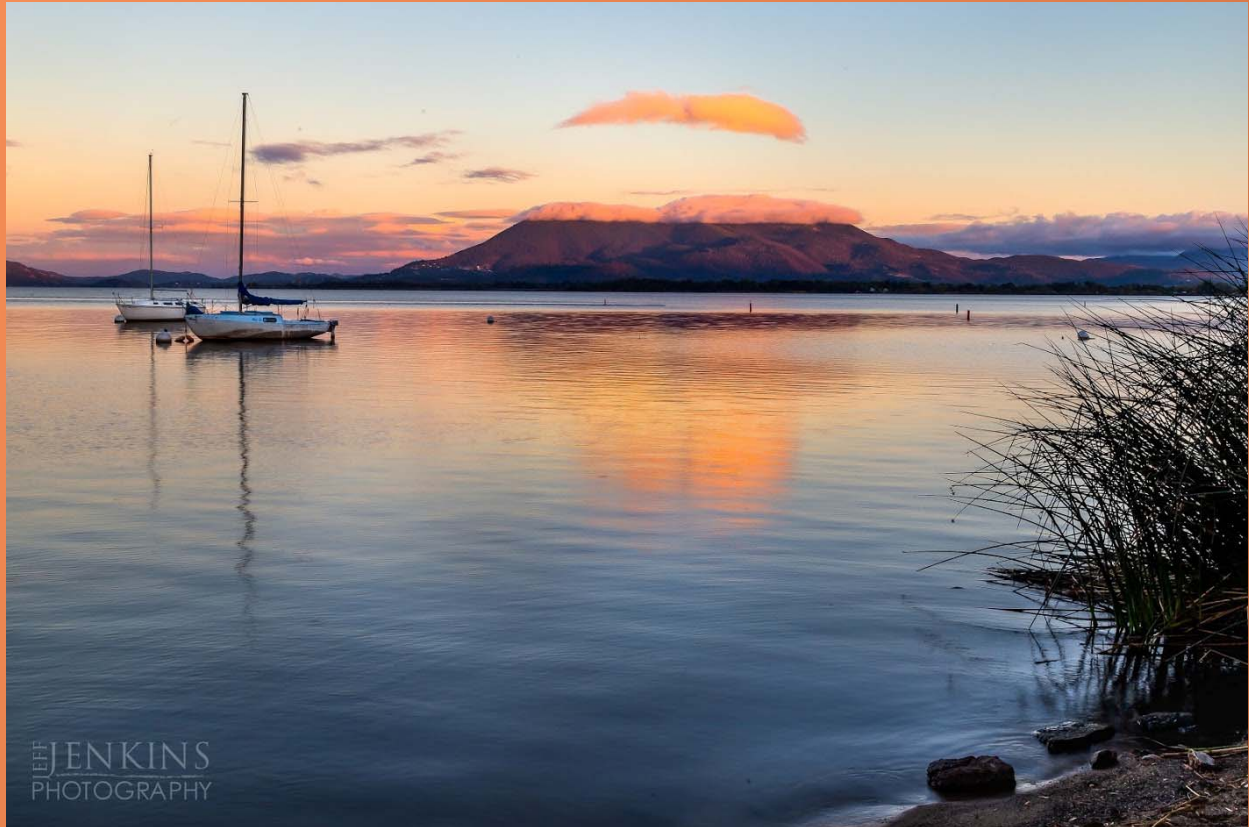
TIMOTHY BARNES, Mayor

ATTEST:

KELLY BUENDIA, City Clerk



Lakeport, California



CITY OF LAKEPORT “Expanding Our Horizons”

Annual Budget (RECOMMENDED)
Fiscal Year 2019-20

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CITY OF LAKEPORT, CALIFORNIA

ANNUAL BUDGET

FISCAL YEAR 2019-20



GOVERNING BODY

City Council
Redevelopment Successor Agency Board of Directors
Sewer District Board of Directors



Tim Barnes
Mayor and Boards Chair



George Spurr
*Mayor Pro Tem
Boards Vice Chair*



Kenneth Parlet
Council Member



Stacey Mattina
Council Member



Mireya Turner
Council Member

ADVISORY COMMITTEES/COMMISSIONS

Lakeport Planning Commission
Parks and Recreation Commission
Traffic Safety Advisory Committee
ADA Committee
Lakeport Economic Development Advisory Committee (LEDAC)
Measure Z Advisory Committee

EXECUTIVE MANAGEMENT TEAM

Margaret Silveira
City Manager

Kelly Buendia
Administrative Services Director/City Clerk

David Ruderman
City Attorney

Brad Rasumssen
Chief of Police

Doug Grider
Public Works Director

Nicholas Walker
Finance/IT Director

Kevin Ingram
Community Development Director

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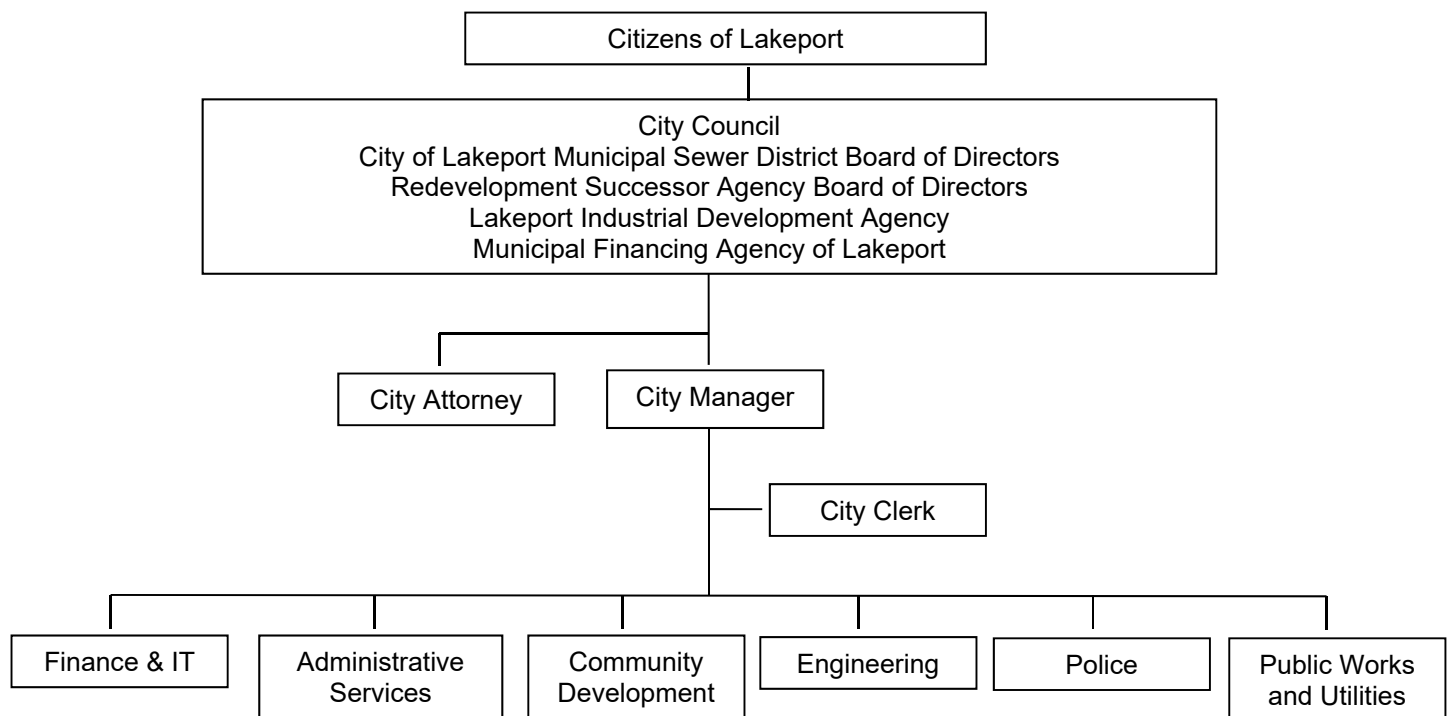
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CITY ORGANIZATIONAL CHART



MISSION AND VISION

MISSION

Lakeport is a beautiful community. We work to ensure it remains a wonderful place to raise a family, enjoy a retirement, recreate, and live a healthy, fulfilling life.

COMMUNITY VISION

The charm and values of the Lakeport community are what will endure for generations to come. Those attributes will be maintained, in part, through the effective delivery of municipal services.

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CITY MANAGER'S BUDGET MESSAGE

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2018-19 FISCAL YEAR IN REVIEW

One of the many other things the City is thankful for is the recent donation of the Bank of America financial center at 500 North Main Street. The unfortunate closing of the Bank of America financial center in Lakeport became a great opportunity for the City to have a community center, gifted to it. The City is planning for improvements for community use.

Fiscal year 2018-19, another busy year. We enhanced our public safety by filling almost all of our police staffing, which is at currently one vacancy and a strong possibility of all positions being filled within the first quarter of the fiscal year. This would be the first time in 10 years to have all positions filled. The approval of offering competitive salaries within Lake County has assisted greatly in the recruitment and retention of employees, especially in the police department.

The continued work on street repairs and paving as directed by the City Council goals has been on-going as seen below. This coming year roads that need repair or infrastructure replacement will have high priority; other high priority roads are those that will soon lose the ability to be resurfaced verses being rebuilt at an exponential cost.

These are some of the accomplishments my staff realized in 2018-19:

- **Road projects completed:**
 - Lakeshore Blvd (Lange Street to city limits at north end)
 - South Main Street (Lakeport Blvd to Peckham Court)
 - Eleventh Street (Highway 29 to North Main Street)
 - Restriping of arterial and collector streets throughout the city.
 - FEMA repair projects on Fairview Street, Page Street and North Main Street
 -
- **Public Safety:**
 - Four new police cars
 - SUV for Canine Unit (USDA Grant and fund raising)
 - Fencing for sally port at police department
 - Implemented an MOU with Behavioral Health to work within the office and patrol
- **Other city projects**
- Solar energy projects completed
 - Solar array at the wastewater treatment plant
 - Solar array at the water plant and public works yard
 - Solar array at the police department
 - Solar array at the community center
 - LED lighting for downtown lights and Library Park
 - Energy upgrades at the public works yard buildings, police department and City Hall.
 - Electric vehicle charging station at the City Hall parking lot.
- Beginning of the remodel of City Hall to provide improved customer service
- Repairs on Third Street crank-up docks
- Replaced the 5-12 year old play structure at Library Park
- Purchased main line camera van for I&I investigation
- Installed garage, security and camera system at wastewater treatment plant
- Replaced 3 portable generators for lift station power outages
- Replaced 7 aerators at the Wastewater Plant
- Completed new website content aimed at improving transparency and information access
- Funded Downtown and Library Park free public WiFi zone project
- The City received \$400,000 for CDBG funds for small business assistance loans
- Participated and helped fund the development and adoption of the Lake EDC's Path to Prosperity Economic Development Strategic Plan

- Contracted with Zoom Prospector through the Lake County Economic Development Corporation (Lake EDC) to update and maintain a listing of vacant commercial and industrial buildings/properties in the City
- Received Certificate of Achievement for Excellence in Financial Report and Budget
- Obtained CDBG Technical Planning Assistance Grant to develop storm water and right-of-way improvement projects adopted as part of the 2012 Forbes Creek Neighborhood Improvement Study
- The City of Lakeport continues to support regional economic development efforts through the Lake EDC.

With Council approval the South Main Street/Soda Bay Road annexation application will be filed with LAFCO by August of 2019.

The Martin Street housing project for 24 affordable family units is almost complete and the developer is working on the next phase of 46 units.

THE BUDGET YEAR, 2019-2020

For upcoming budget year 2019-20, we are preparing to submit a major grant application for funds from California Prop. 68, for the lakefront park at the site known by the community as Natural High. There have been several community planning meetings on the details of the future park site. If funded we will be able to begin the implementation of the greater lakefront plan. The previous grant we received for our lakefront plan prepared us for the opportunity to apply for funds to implement portions of the plan.

This year we will again be focused on road projects and public safety, which couldn't be done without passage of Measures I and Z. As you will see later in my message, streets are being resurfaced, police staffing is at a higher level and police cars are being replaced. This year there will also be a focus on economic development with the acquisition of the community center and planning of the lakefront park at Natural High.

The City continues to invest in infrastructure to make our community a beautiful, safe place for our citizens and visitors to live, work, and play

During the Council-Management strategic planning and goals setting session in March 2019, City goals and objectives for the 2019-20 budget were developed:

1. Public safety
2. Road improvement
3. Amending sidewalk and right-of-way improvement ordinance to reduce costs of improvements and ensure infrastructure is being constructed in high priority areas.
4. Enhance the historic downtown and lakefront area through the adoption and consideration of: amendments to the Zoning Ordinance expanding visitor and recreational use types, increasing visibility of local businesses on social media, improving wayfinding signage downtown, transforming the former B of A into a community center, pursuing agreement with LUSD on use of Natural High property, and strengthening the programs with LMSA, such as Dickens Faire.
5. Implement a Downtown mural art project

6. Continue park improvements
7. Pursue full-time project manager
8. Complete annexation
9. Implement records management software
10. Succession planning
11. Recruit and maintain staffing, equipment, and special programs to accomplish community policing goals.
12. Continue marketing efforts outlined in the hotel feasibility study to attract national brand lodging facility.
13. Improve public relations and education

My job as the City Manager is to implement programs, activities, and directives to meet these goals. Department heads have tailored their individual departmental goals with these priorities in mind and structured their budgets accordingly. Additional priorities also were identified during the budget process, and we worked to finance those activities accordingly. Specifically, I have asked them to focus on activities that enhance public safety, streets, reduce costs (particularly in regard to long-term liabilities), and bolster civic engagement.

An important element of civic engagement includes increased participation in our neighborhoods. Efforts will continue to increase the number of Neighborhood Watch areas which has grown in the past few years. This is one of the primary areas where residents can help their neighborhoods be safe. No matter how many police officers any city employs the best defense for crime in a neighborhood is neighbors watching out for each other. The City will continue its National Night Out event with the hope of bringing more awareness to safety and community policing.

One of our greatest cost challenges in the 2019-20 and future budgets is in the realm of pensions and retiree health insurance obligations. We took bold steps to ensure the City is positioned well to meet those challenges successfully. Pension costs will be increasing due to the lack of investment returns for the Public Employee Retirement System (PERS), which is the statewide pension fund for public employees. These additional costs bring no increased benefits for employees; in fact the opposite, lower formulas have been imposed for new employees since 2012.

OPERATIONAL HIGHLIGHTS

In 2019-20, project completion will continue to be a focus, but strong emphasis will be placed on our people, recruiting and retaining the best our community can afford. The following are the highlights of what's to come:

Personnel. We continue to strive to fully staff our City ranks to relieve the heavy load on existing staff while providing the highest quality service possible. Although we all continue to wear many different hats, the goal is to prevent burn-out from overwork while maintaining a challenging work environment for all staff members. As other local communities are offering higher pay, Lakeport needs to keep in line with local salaries in order to keep trained staff to implement City Council goals and day-to-day operations.

In terms of total compensation, Lakeport had fallen behind its closest neighbors, the City of Clearlake and the County of Lake, and had lost its competitive edge in recruitment and retention in certain positions, especially those that need a higher level of training and education. It is a common theme across the state but

particularly challenging in our region where local revenues are extremely limited but competition in the labor marketplace is fierce. We have addressed this issue for several positions.

Citizen engagement. We continue to strengthen enduring relationships with businesses and residents and interact with our community not as customers but as citizens. We work to better communicate with our community as we enhance customer service. We will be completing our City Hall remodel to provide better customer service with one- stop counter service.

Service delivery. Finding efficiencies in the manner and method of the services we provide has been a tenet of ours since my tenure as City Manager began. This year will be no different as we look to reduce costs through the implementation of best practices, including harnessing opportunities presented through advancements in technology, such as a records management software that will also help in providing quicker responses to public records requests in the future.

Maintaining a strong push for economic development. We must maintain our involvement in promoting not only our city, but the region. Collaboration has always been the key, and pushing forward will take strong will and determination from every stakeholder. We continue working with Lake EDC, Workforce Alliance, and local education. We intend to continue strong support for the Lakeport Main Street Association and the Lake County Chamber of Commerce.

FINANCIAL HIGHLIGHTS

Presented here is a structurally-balanced operating budget for fiscal year 2019-20. Increased revenue projections resulting from the passage of Measure Z have provided a little breathing room in the general fund. However, increasing demands on public safety services and related personnel costs, increasing operating and construction costs and increasing pension costs will continue to make budgeting more complicated. Unfortunately, City resources are extremely limited, and costs had to be saved elsewhere to make this move possible. The following highlight the results of strategy as well as other items of note.

Use of the general fund. The use of general fund resources by department are proposed as the following:

Departmental Use	Recommended	% Share
Police	\$ 2,396,439	38.34%
Parks, Buildings, and Grounds	416,299	6.66%
Roads and Infrastructure	1,311,077	20.98%
Building	161,537	2.58%
Non-Departmental	422,857	6.77%
Planning	278,507	4.46%
Administration	442,834	7.09%
Finance and Information Technology	266,010	4.26%
PW Administration and Compliance	152,496	2.44%
Engineering	127,693	2.04%
Legislative	103,986	1.66%
Economic Development	108,000	1.73%
Westshore Pool	4,000	0.06%
City Attorney	58,000	0.93%
Total use	\$ 6,249,735	100.00%

REVENUES:

General revenues driven by sales tax continue to improve, albeit slowly. Sales tax is our most important revenue source and the reason our focus on economic development is so critical. We have taken a careful approach at estimating where these revenues might lead and monitor them quarterly.

- Total City-wide revenues are expected to be relatively stable with slight growth budgeted in sales and property tax.
- Sales tax revenues – including those derived from Measures I and Z – continue to trend positively. We estimate this source to increase slightly from the prior fiscal year. Measure Z is budgeted to provide \$1.4 million dollars in revenue.
- Property tax revenue in fiscal year 2019-20 is expected to be steady with little effective growth. It is the second most influential general revenue source but a distant one compared to sales tax. Regardless, as the housing market continues to improve, so does the City's fiscal well-being.

- State and federal public safety grants will be maintained in fiscal year 2019-20. This is a significant resource to support our police department, without which the City would face significant difficulty maintaining public safety service levels. We expect to continue receiving revenue from this source for the foreseeable future.
- Franchise fees, permit fees, fees for service, and other charges are expected to remain flat over the course of the fiscal year with possible decrease. These revenues go to support general City operations, such as building, engineering, and planning services.
- All other general fund revenues are estimated to remain relatively unchanged from the prior fiscal year.
- SB1 Fund revenue is budgeted at \$90,000. This is an \$11,000 increase over 2018-19. These will be used by the City for road improvement projects.
- HUTA monies for 2019/20 remain stable with moderate increases due to the Legislature's recent passage of the Road Recovery & Repair Act of 2017; the City expects to see moderate increases in HUTA monies in upcoming fiscal years.
- Water and sewer enterprise activities will continue to experience increased costs; the City plans to continue to study rates and costs and will continue to sustain these enterprise activities in the most efficient way possible while focusing on enhanced maintenance activities – including inflow and infiltration (I&I) identification/mitigation, infrastructure rehabilitation, and reserve building.
- We will continue to evaluate and recommend changes to the City's fee structure to ensure fiscal sustainability in those activities that have specific benefit to users. Also, we expect to reach finality on the issue of the South Main Street annexation and in other areas that promote responsible and effective community growth.

EXPENDITURES:

The management team has been diligent with expenditure control in making sure that the City's budget remains structurally balanced. Truly, it is a team effort.

The following are changes of note in fiscal year 2019-20 budget from 2018-19 estimated actuals:

- Salaries and benefits City-wide will be 14 percent higher from the end of fiscal year 2018-19 due to additional cost of living costs, the addition of .5 FTE, increased health care costs and, most notably, increasing CalPERS pension costs which are expected to increase \$238,000 or nearly 5% of the 2018-19 total costs of payroll. Please see the personnel schedule later in this document for additional details on recommended staffing changes.
- Operating expenditures City-wide are expected to continue to trend up at a moderate pace and the cost of utilities, goods and services continue to rise.
- Loans and grants funds will be available with the new CDBG dollars available for small businesses this coming fiscal year.
- As a result of multiple refinancing opportunities capitalized on by the City to reduce interest payments and to recognize cash flow savings, debt service payments will continue to remain relatively stable. As time progresses, more of these costs will be applied toward principle and less toward interest.

CAPITAL HIGHLIGHTS

Since adoption of the City's first formal capital improvement budget in 2013, an incredible amount of work has been done. Many of the over 80 projects identified in the plan have been completed or are nearing completion, and staff is preparing an updated five-year plan for mid-year 2019-20. Our goal has been, and continues to be, to focus on those projects which will yield the greatest return on investment or that are in the most urgent need of attention.

I am recommending specific projects and capital outlays for 2019-20 that represent the most critical of the City's needs and the best use of resources for capital purposes. The following are some of particular note. A full list can be found in the Budget in Brief Section.

CAPITAL PROJECTS:

- Police car replacement-two new vehicles will be added in this budget and partially fund one vehicle as match to a USDA grant.
- Public safety cameras at Library Park
- Road striping with \$500,000 HSIP grant
- First Street paving
- Second Street sidewalk reconstruction (paving in 2019-20 budget)
- Hartley Street – Safe Routes to School- \$1.5 million grant (planned starting spring of 2019)
- Carnegie Library ceiling repair
- New water truck
- Completion of City Hall remodel for better public service
- Waterfront promenade at Library Park
- Seawall and other flood damage projects
- New building permit software
- Electronic records management system
- Council Chambers technology upgrades
- Complete loop line from Parallel Drive to South Main Street
- Replace one aging pickup for Public Works
- Ongoing infrastructure to support our efforts to grow our local economy

ECONOMIC DEVELOPMENT

The Lakeport Economic Development Advisory Committee (LEDAC) completed an economic development strategic plan in 2017, which the Council has adopted. This Strategic Plan is an expansion of the objectives and policies outlined in the City of Lakeport's General Plan, *Economic Development Element*. The Strategic Plan identifies three core goals for the focus of the City's economic development efforts over the next five years:

- Promote and participate in regional economic development initiatives
- Expand and support business retention and attraction efforts
- Strive to enhance the historic downtown and lakefront areas

Through a thorough analysis of recently adopted plans and an identification of community resources this Strategic Plan outlines a course of actionable steps to be taken by the City of Lakeport and its economic development partners. The plan sets a course that seeks to maximize the effectiveness of the City's limited resources that are available for economic development endeavors. The Strategic Plan outlines achievable short-term (1-2 years), medium-term (2-5 years) and long-term actions.

As part of the Strategic Plan recommendations LEADAC members and City management staff visited over 100 businesses for the second year in Lakeport to assess the needs of local small businesses and collect data on various aspects of the Lakeport business environment to determine how best the City can be a partner to our local businesses. Most of the visits produced a positive feedback from the business community. Most businesses were doing better, though the community evacuation during the Mendocino Complex Fire caused many financial losses for our local small businesses.

The focus of our economic development efforts must remain on business retention. We must support our local businesses to sustain and possibly expand. This year staff has also focused on recruitment. An analysis was completed by Retail Strategies to confirm that the City's daytime population far exceeds the bedroom population. We realized that the number was quite higher, but didn't expect the average daytime population on a year's analysis would be approximately 57,000 daily. The full analysis can be found on the City's website www.cityoflakeport.com/economicdevelopment. The analysis was based on cell phone location data, which tracks not only the number of visitors, but also geographically where they are coming from.

The City also continues to work collaboratively in a regional approach through the Lake EDC, made up of board members from both cities, the county, schools, tribal health and the private sector.

FINANCIAL POSITION

During my tenure as Lakeport City Manager, my approach to the budget process has been conservative in estimating available resources and diligent in controlling spending. This has led to a current projected year-end surplus and fortification of the City's general fund reserve. We estimate the total reserves to begin the 2019-20 fiscal year at 74% of budgeted appropriations, with general fund reserves exceeding the requisite 25%, at approximately 60%. The Management Team has been dedicated to cost savings wherever possible and watchful of their expenditures so that the need to use reserves is limited, if necessary, at all.

The end result is a slight estimated budgetary deficit of \$132,000, in the general fund after the consideration of project carryovers, or 2% of budgeted appropriations. This budgeted spending of reserves is for one-time only costs resulting in a structurally balanced budget. The current reserve is adequate to ensure financial stability.

Operating costs in the water enterprise fund have caught up with the last rate increases. A budget deficit in the water fund of \$128,000 is primarily the result of one-time costs totaling \$102,000. The difference, however, is a structural deficit of \$26,000, or 1% of appropriated expenditures decreasing fund reserves to 13%. This can be attributed primarily to increased pension costs described in the introduction of this message. The City will study rates and costs and will continue to sustain this enterprise activity in the most efficient way possible.

The sewer operating fund continues to stay in a very favorable financial position. While a budget deficit in the sewer fund of \$288,000 is being recommended, this amount is made up entirely of one-time expenditures resulting in a structurally balanced budget. Reserve levels at the end of the year are expected to be 87%. City will study rates and costs and will continue to sustain this enterprise activities in the most efficient way possible.

LOOKING AHEAD


My recommended 2019-20 budget is a prudent and careful expenditure plan focusing on project completion, enhancing public safety, enhancing street improvements, and positioning the City to strengthen its human capital.

From past polling and community meetings, we realize the greatest concerns and service demands for the citizens of Lakeport are public safety, roads and infrastructure, and a high quality of life. Not only do we serve this community as professionals, we live here and call Lakeport our hometown. This spending plan was developed in this context, and resources are being maximized to provide the greatest benefit possible to the community.

I again want to thank the entire staff of the City of Lakeport for the hard work and endurance they've demonstrated over the past year. During the Mendocino Complex Fire 98% of the City staff worked during the evacuation protecting the citizens first and property second. They continue to impress me by what they've achieved with such limited resources. To my Management Team, I owe a particular appreciation in the preparation of this budget, which would not have been possible without their planning efforts and willingness to work collaboratively with the City's best interests in mind.

And to the City Council, again I praise you for the leadership you have demonstrated and extend my sincerest gratitude for the trust you place in your professional management team. As always, your support makes our job more rewarding and compels us to perform at our best.

Respectfully,



Margaret Silveira
City Manager

COMMUNITY PROFILE

LAKEPORT, CALIFORNIA

Incorporated

April 30, 1888

Government

Lakeport is a general law city operated under a council-manager form of government.

Location

Lakeport is located on the western shore of Clear Lake, 120 miles north of San Francisco and 125 miles northwest of Sacramento, the state capital.

County

Lake (Lakeport is the county seat)

Area

3.1 square miles

Elevation

Lakeport lies 1,335 feet above sea level.



The City

The City of Lakeport was incorporated on April 30, 1888 as a general law city. As the administrative seat for the County of Lake, and with a residential population of more than 4,780 in a 3.1 square-mile area, Lakeport is graced with a strong business base and a well-established residential community.

The City of Lakeport is a partial service city (as opposed to full service) in that it provides most typical municipal functions, including public safety, public works, community development and parks and recreation. In addition, the City provides water and wastewater services. It does not provide library or fire protection services, as those are activities of the County of Lake and the Lakeport Fire Protection District, respectively. Lakeport operates under a council-manager form of government, whereby the council serves as the legislative body and the City Manager its executive.

Governance

The Lakeport City Council consists of five members, elected at-large to four-year overlapping terms. Council members must be residents of the City. The positions of Mayor and Mayor Pro Tem are chosen by the Council through its own policy. The Mayor conducts the



Council meetings and represents the City in ceremonial occasions.

The City Council serves as the policy board for the municipality. It provides policy direction, establishes goals, and sets priorities for the City government. In addition to serving as the policy makers for the community, the City Council also is responsible for numerous land use decisions within its borders, including the General Plan. The City Council appoints the City Manager, City Attorney, City Clerk, and all members of advisory boards and commissions.



Local Economy

Lakeport is a travel and recreation-oriented community and fortunate to have a large area serving as a hub for recreational activities for Lake County.

The Lakeport business environment is positive and well organized. Driven by an active chamber of commerce, local businesses are community-oriented and engaged in City-business partnerships, including Main Street renovations, façade improvements, events and promotions.

The City's permanent retail trade area population is approximately 35,000 people with 45,000 within a 10-mile radius. Lakeport's historic downtown area is the center of commercial activity within the community, and is a *California Main Street City*. There are also commercial areas along Lakeport Boulevard, Parallel Drive, Eleventh Street, North High Street, and South Main Street.

Small Town Charm

Lakeport is located on the west shore of Clear Lake about two hours north of San Francisco and Sacramento. The City has a distinctive, small-town character with strong community values and an emphasis on promoting quality of life. As a tourist and recreational destination, the City hosts numerous activities and events year-round, including world-class bass fishing, wine festivals, cultural entertainment, and concerts in the park, biking, water sports, bird watching, museums, fine dining, and much more.

Lakeport is known for its beautifully restored historic downtown, inviting lakeside park, quiet residential neighborhoods and friendly people. Free public boat ramps, water sports equipment rentals, and a lively mix of restaurants, shops, B&Bs and vacation home rentals make the town an ideal place to visit.

As the oldest incorporated community in Lake County, and as the county seat, the City acts as the regional center of commerce and governmental activity for the area. State High - ways 20, 29, and 175 provide scenic access to



Annual Taste of Lake County



Cardboard Boat Races in Library Park

the area. Lampson Airport is located about two miles to the south.

Recreation and Entertainment

A year-long schedule of unique events includes summer concerts at the lakeside park, the annual Taste of Lakeport in mid-August, Oktoberfest, The Wine Adventure, the Children's Pet Parade, a duct tape boat race, an amphibious airplane fly-in, a wooden boat show, concerts, plays and films at the historic community theatre, and fireworks on the lake on the 4th of July.

Labor Force
Approximately 2,510

Largest Employment Sectors

Local government
Healthcare
Recreation
Energy
Agriculture (wine)

City of Lakeport, California
Principal Employers
Current Year

Employer	2017-18		
	Employees	Rank	Percentage of Top 10 Employment
County of Lake	795	1	22.5%
Sutter Lakeside Hospital	406	2	11.5%
Konocti Unified School District	398	3	11.3%
St. Helena Hospital	371	4	10.5%
Robinson Rancheria Resort & Casino	325	5	9.2%
Twin Pine Casino	283	6	8.0%
Calpine Corp.	280	7	7.9%
Wal-Mart	251	8	7.1%
Kelseyville Unified School District	226	9	6.4%
Middletown Unified School District	192	10	5.4%
Total	3,527		100.0%

Notes:

** Information presented is for the Lake County Region, Major Lake County Employers, since separate data is not available for the City of Lakeport.

Source: Lake County Marketing Program

Employment

Within ten miles, there is a diverse labor force specializing in such occupations as sales, technical and professional services, education and government services, and other specialties. The largest employment sectors in the Lakeport area are: government (federal, state, and local); education; and the service and retail trades. The agricultural and construction sectors are important and the transportation/public utilities, wholesale trade, finance/insurance/real estate and manufacturing sectors round out the employment picture.

Approximately 45% of all jobs in the county are located in the Lakeport area.

Live, Work, Play

Lakeport offers great access to Clear Lake —the largest natural lake located entirely within California—with numerous free public boat ramps, making it popular for fishing, bird watching, sailing, and other activities. Motels, bed-and-breakfast inns, campgrounds, and vacation rental accommodations are available.

With a broad array of entertainment, quality housing and accommodations, unique events, and friendly people, Lakeport offers plenty to young and old while maintaining the quintessential charm of a small town. Parents enjoy excellent schools and many extracurricular activities for their children. Additionally, Mendocino College offers a number of classes year-round at its Lakeport campus. Lakeport's wonderful weather and exceptional environment make it quite simply a great place to live, work, and play.



Quality of Life




BUDGET IN BRIEF

This is an introductory section meant to summarize information for the reader in a succinct and more readily comprehensible way.

CITY-WIDE COMPARED

This is a comprehensive summary of the City, as recommended in fiscal year 2019-20. All budgeted funds are included in this synopsis.

Fiscal Year 2019-20
City-Wide Comparison

Account Class	Fiscal Year Ended			
	2016-17 Actual	2017-18 Actual	2018-19 (Estimated) Actual	2019-20 Recommended
Revenue				
Taxes	4,733,258	5,296,995 	5,625,606	5,582,889
Franchise Fees	254,483	380,435	206,000	206,000
Licenses	870	680	750	750
Permits	71,507	185,803	72,500	72,500
Fines, Forfeitures, Penalties	18,544	22,854	15,500	15,500
Use of Money and Property	76,738	88,117	77,000	129,500
Other Agencies	240,041	237,676	446,906	272,117
Federal Funding	2,015,858	41,703	3,500	1,000
State Funding	194,776	727,494	925,941	350,500
Charges for Service	5,019,051	5,420,944	5,115,010	5,135,010
Interfund Services Provided	103,831	37,936	122,000	122,000
Other	286,643	1,867,923	868,546	818,694
Total	13,015,600	14,308,560	13,479,259	12,706,460
Expenditures				
Salaries and Benefits	4,071,234	4,176,431	4,958,992 	5,631,318 
Operations	3,181,221	3,282,897	3,714,035	4,073,022
Loans/Grants	166,462	5,054	-	-
Debt Service	1,240,618	982,319	1,628,170	1,572,507
CIP	2,841,719	1,881,851	3,177,643	5,049,147
Total	11,501,254	10,328,552	13,478,840	16,325,994
Change in total fund balance	\$ 1,514,346	\$ 3,980,008	\$ 419	\$ (3,619,534)

GENERAL FUND COMPARED

This is a comprehensive summary of the general fund, as proposed in fiscal year 2019-20.

Fiscal Year 2019-20 General Fund Comparison

Account Class	Fiscal Year Ended				Budget Share
	2016-17 Actual	2017-18 Actual	2018-19 (Estimated) Actual	2019-20 Recommended	
Revenue					
Taxes	\$ 3,738,758	\$ 4,463,199	\$ 4,797,040	\$ 4,827,250	81.30%
Franchise Fees	254,483	380,435	206,000	206,000	3.47%
Licenses	870	680	750	750	0.01%
Permits	71,507	185,803	72,500	72,500	1.22%
Fines, Forfeitures, Penalties	18,544	22,854	15,500	15,500	0.26%
Use of Money and Property	29,509	45,166	52,000	77,000	1.30%
Other Agencies	153,679	18,038	344,000	140,000	2.36%
Federal Funding	837	421	3,500	1,000	0.02%
State Funding	100,012	90,498	100,500	100,500	1.69%
Charges for Service	88,350	126,067	54,510	74,510	1.25%
Interfund Services Provided	103,831	-	84,000	84,000	1.41%
Other	103,929	140,534	163,060	308,994	5.20%
Use of Fund Balance	-	-	-	-	0.00%
Transfers In	18,850	35,500	29,500	29,500	0.50%
Total	4,683,159	5,509,195	5,922,860	5,937,504	100.00%
Expenditures					
Salaries and Benefits	2,494,885	2,427,939	2,789,066	3,286,313	52.58%
Operations	1,359,370	1,381,370	1,512,561	1,658,710	26.54%
Debt Service	74,229	37,114	37,115	37,115	0.59%
CIP	118,822	689,868	1,215,031	1,043,939	16.70%
Transfers Out	387,154	264,240	253,722	223,658	3.58%
Deductions From	-	-	-	-	0.00%
Total	4,434,460	4,800,531	5,807,495	6,249,735	100.00%
Surplus (Deficit)	\$ 248,699	\$ 708,664	\$ 115,365	\$ (312,231)	

Fiscal Year 2019-20 General Fund, Fund Balance Detail

Classification	Fiscal Year Ended			
	2016-17 Actual	2017-18 Actual	2018-19 (Estimated) Actual	2019-20 Recommended
Nonspendable:				
Interfund loan: other	\$ 289,481	\$ 289,481	\$ 289,481	\$ 289,481
Other	4,390	-	-	-
	293,871	289,481	289,481	289,481
Restricted:				
PD asset forfeiture - regular	18,048	7,866	7,866	7,866
PD asset forfeiture - gang	2,521	2,521	2,521	2,521
	20,569	10,387	10,387	10,387
Committed:				
Revenue stabilization	421,099	-	-	-
	421,099	-	-	-
Assigned:				
General reserves	1,874,707	1,199,455	322,998	322,998
Debt service reserve	110,000	111,000	111,000	110,000
Subsequent year's budget: appropriation of fund balance	186,999	-	312,231	-
Capital projects	-	2,000,000	2,000,000	2,000,000
Vehicle replacement	-	-	-	-
Prior-year encumbrances	-	-	-	-
	2,171,706	3,310,455	2,746,229	2,432,998
Unassigned:				
Unassigned fund balance	337,152	341,065	1,020,656	1,021,656
	337,152	341,065	1,020,656	1,021,656
Total fund balance	\$ 3,244,397	\$ 3,951,388	\$ 4,066,753	\$ 3,754,522

HISTORICAL REVENUE SUMMARY

This table illustrates from where and by how much revenues have come into the City over the last four years compared to fiscal year 2019-20.

Fiscal Year 2019-20 Revenue Summary by Fund

FUND NO.	FUND NAME	ACTUAL REVENUES 2015-16	ACTUAL REVENUES 2016-17	ACTUAL REVENUES 2017-18	ESTIMATED REVENUES 2018-19	BUDGET REVENUES 2019-20
110 -	GENERAL FUND	\$ 4,386,452	\$ 4,664,309	\$ 5,473,695	\$ 5,893,360	\$ 5,908,004
	<u>CAPITAL PROJECTS FUND</u>					
130 -	GENERAL CAPITAL IMPROVEMENT	33,169	-	-	-	-
	<u>DEBT SERVICE FUNDS</u>					
140 -	DEBT SERVICE FUND	-	-	-	-	-
	<u>SPECIAL REVENUE FUNDS</u>					
202 -	PARKLAND DEDICATION FUND	-	-	-	-	-
203 -	2105 GAS TAX FUND	136,636	86,876	114,087	108,847	132,117
207 -	PROP 172 PUBLIC SAFETY TAX	33,154	33,004	34,558	29,500	29,500
209 -	LAKEPORT HOUSING PROGRAM FUND	1,997	4,944	(22,247)	-	-
210 -	ECON RLF RE-USE FUND	11,223	33,202	(4,746)	-	-
211 -	BSCC LAW ENFORCEMENT GRANT	101,083	34,521	25	-	-
219 -	LOW-MOD HOUSING	3,017	6,812	248	-	-
228 -	HOUSING REVOLVING LOAN (RLA)	101,631	2,713	7,949	-	-
232 -	EMERGENCY HOUSING ASSIST FUND	76	1,628	766	-	-
233 -	ECON RLF REUSE MICRO RLA FUND	4	19	(20)	-	-
234 -	BUS LOAN STABILZ PROG FUND	1,811	4,220	3,214	-	-
238 -	CDBG HOUSING GRANT 2010	690	3,095	(698)	-	-
239 -	HOME PROGRAM INCOME	871	5,806	(191)	-	-
240 -	2012 HOME GRANT	131,691	(155)	1,996	-	-
241 -	CDBG ED GRANT 2014	-	440,000	46,610	-	-
401 -	TENTH ST DRAINAGE FUND	182	808	54	-	-
402 -	LAKEPORT BLVD IMPRVMT FUND	249	1,109	73	-	-
403 -	SOUTH MAIN ST IMPRVMT FUND	132	587	(14)	-	-
407 -	PARKSIDE TRAFFIC MITIG IMPACT	37	163	11	-	-
408 -	PARALLEL/BEVINS STORM MAINT	42	191	12	-	-
409 -	FORBES CREEK TRAIL FUND	-	-	-	-	-
410 -	LAKESHORE STORM DAMAGE RPR	14,454	61,102	494,383	180,000	-
411 -	SAFE ROUTES TO SCHOOLS	-	-	-	90,000	250,000
414 -	STORM DRAINAGE FUND	-	1,290	64	-	-
415 -	LAKESHORE BLVD HSPL (SAFETY)	-	-	5,012	550,000	-
420 -	2017 STORM CAPITAL PROJECT FUND	-	-	1,911,418	697,486	-
	Total special revenue	538,980	721,935	2,592,564	1,655,833	411,617
	<u>ENTERPRISE FUNDS</u>					
501 -	WATER UTILITY M & O FUND	1,830,518	3,322,206	2,305,406	2,278,000	2,278,000
502 -	WATER EXPANSION FUND	478	6,965	76,153	30,000	30,000
504 -	USDA WATER PROJECT FUND	3,170	466,259	-	-	-
601 -	CLMSD UTILITY M & O FUND	2,554,728	2,854,145	3,030,027	2,818,050	2,846,050
602 -	CLMSD EXPANSION FUND	1,728	25,885	91,261	50,500	50,500
604 -	USDA SEWER PROJECT FUND	-	-	-	-	-
605 -	CLMSD ASSMNT DIST 91-1 FUND	270,256	297,686	-	-	-
606 -	CLMSD ASSMNT DIST 2017-1 FUND	-	2,704	250,484	250,000	250,000
	Total enterprise	4,660,878	6,975,850	5,753,331	5,426,550	5,454,550
	<u>INTERNAL SERVICE FUNDS</u>					
701 -	RISK MANAGEMENT FUND	243,821	-	-	-	501,700
	<u>FIDUCIARY FUNDS</u>					
702 -	SPECIAL DEPOSIT FUND	-	3,907	(739)	-	-
705 -	RDA OBLIGATION RETIREMENT FUND	532,646	649,599	489,709	503,516	430,589
801 -	OPEB AGENCY FUND	-	-	-	-	-
	Total fiduciary	532,646	653,506	488,970	503,516	430,589
	Total	\$ 10,395,946	\$ 13,015,600	\$ 14,308,560	\$ 13,479,259	\$ 12,706,460

HISTORICAL EXPENDITURE SUMMARY

This table illustrates to where and by how much resources have been used by the City over the last four years compared to fiscal year 2019-20.

Fiscal Year 2019-20

Expenditure Summary by Fund

FUND NO.	FUND NAME	ACTUAL EXPENDITURES 2015-16	ACTUAL EXPENDITURES 2016-17	ACTUAL EXPENDITURES 2017-18	ESTIMATED EXPENDITURES 2018-19	BUDGET EXPENDITURES 2019-20
110	GENERAL FUND	\$ 4,825,270	\$ 4,047,306	\$ 4,536,291	\$ 5,553,773	\$ 6,026,077
<u>CAPITAL PROJECTS FUND</u>						
130	GENERAL CAPITAL IMPROVEMENT	930,796	2,108,382	-	-	-
<u>DEBT SERVICE FUNDS</u>						
140	DEBT SERVICE FUND	-	253,732	264,240	253,722	223,658
<u>SPECIAL REVENUE FUNDS</u>						
202	PARKLAND DEDICATION FUND	-	-	-	-	-
203	2105 GAS TAX FUND	1,086	483,830	36,676	-	95,000
207	PROP 172 PUBLIC SAFETY TAX	14,812	4,350	-	-	-
209	LAKEPORT HOUSING PROGRAM FUND	51,079	-	3,853	10,000	10,000
210	ECON RLF RE-USE FUND	12,686	18,688	241,792	-	-
211	BSCC LAW ENFORCEMENT GRANT	68,100	62,886	16,831	-	64,000
219	LOW-MOD HOUSING	-	-	37,071	-	-
228	HOUSING REVOLVING LOAN (RLA)	2,913	13,893	54,411	-	-
232	EMERGENCY HOUSING ASSIST FUND	1,149	16,462	2,638	-	-
233	ECON RLF REUSE MICRO RLA FUND	-	-	-	-	-
234	BUS LOAN STABILZ PROG FUND	-	-	7	-	-
238	CDBG HOUSING GRANT 2010	-	-	3,987	-	-
239	HOME PROGRAM INCOME	473	-	116,819	-	-
240	2012 HOME GRANT	131,891	-	13,766	10,000	10,000
241	CDBG ED GRANT 2014	-	249,209	270,889	25,000	25,000
401	TENTH ST DRAINAGE FUND	-	-	-	-	-
402	LAKEPORT BLVD IMPRVMT FUND	-	-	-	-	-
403	SOUTH MAIN ST IMPRVMT FUND	-	-	23,331	-	-
407	PARKSIDE TRAFFIC MITIG IMPACT	-	-	-	-	-
408	PARALLEL/BEVINS STORM MAINT	-	-	-	-	-
409	FORBES CREEK TRAIL FUND	-	-	-	-	-
410	LAKESHORE STORM DAMAGE RPR	23,770	61,102	550,105	200,000	-
411	SAFE ROUTES TO SCHOOLS	-	-	1,350	100,000	250,000
414	STORM DRAINAGE FUND	23,313	6,058	11,292	30,000	30,000
415	LAKESHORE BLVD HSIPL (SAFETY)	792	-	1,988	600,000	-
420	2017 STORM CAPITAL PROJECT FUND	-	15,602	29,451	50,000	2,500,000
	Total special revenue	332,064	932,080	1,416,257	1,025,000	2,984,000
<u>ENTERPRISE FUNDS</u>						
501	WATER UTILITY M & O FUND	1,732,507	1,487,745	1,535,722	2,322,680	2,461,777
502	WATER EXPANSION FUND	-	-	4,269	130,000	67,000
504	USDA WATER PROJECT FUND	2,190,577	-	-	-	-
601	CLMSD UTILITY M & O FUND	2,357,932	1,818,368	2,165,022	2,986,914	3,158,555
602	CLMSD EXPANSION FUND	-	-	9,503	50,500	230,500
604	USDA SEWER PROJECT FUND	272,347	(18,848)	-	-	-
605	CLMSD ASSMNT DIST 91-1 FUND	192,752	116,100	-	-	-
606	CLMSD ASSMNT DIST 2017-1 FUND	-	156,208	91,614	240,634	242,203
	Total enterprise	6,746,115	3,559,573	3,806,130	5,730,728	6,160,035
<u>INTERNAL SERVICE FUNDS</u>						
701	RISK MANAGEMENT FUND	243,821	-	-	498,908	501,700
<u>FIDUCIARY FUNDS</u>						
702	SPECIAL DEPOSIT FUND	-	-	-	-	-
705	RDA OBLIGATION RETIREMENT FUND	¹ 500,796	600,181	305,634	416,709	430,524
801	OPEB AGENCY FUND	² -	-	-	-	-
	Total fiduciary	500,796	600,181	305,634	416,709	430,524
Total		\$ 13,578,862	\$ 11,501,254	\$ 10,328,552	\$ 13,478,840	\$ 16,325,994

EXPENDITURES BY DEPARTMENT

This table illustrates how individual departments have been funded over the last four years as compared to fiscal year 2019-20. Non-Departmental accounts for all activities unrelated to a specific department, which typically include debt service for the water and sewer enterprises as well as the former redevelopment agency.

Fiscal Year 2019-20

Departmental Expenditure History Comparison

Name	Actual Expenditures 2016-17	Actual Expenditures 2017-18	Estimated Expenditures 2018-19	Budget Expenditures 2019-20
Non-Departmental	2,207,772	2,049,830	2,469,862	4,873,991
Legislative	136,037	87,224	108,724	129,432
Administration	462,834	506,919	576,875	818,995
Economic Development	287,349	97,178	108,000	133,000
City Attorney	87,470	103,178	111,500	111,500
Finance and IT	763,345	679,917	690,054	733,956
Community Development:				
Planning	248,068	209,580	328,145	324,165
Building	230,257	223,910	259,362	241,823
Housing	30,355	17,028	20,000	20,000
Engineering	76,685	177,658	849,624	255,717
Police	2,144,953	1,827,643	2,044,683	2,460,439
Public Works				
Administration and Compliance	479,997	460,069	533,237	579,139
Streets and Infrastructure	1,124,331	1,436,558	1,487,039	1,781,477
Parks, Buildings & Grounds	358,496	521,134	717,035	416,299
Westshore Pool	59,515	36,191	3,000	4,000
Water	1,160,826	774,084	1,355,098	1,352,253
Sewer	1,642,962.38	1,120,449	1,816,603	2,089,809
Total	\$ 11,501,254	\$ 10,328,552	\$ 13,478,840	\$ 16,325,994

DEPARTMENT EXPENDITURE DETAIL

This table illustrates how departments have used resources in the performance of their appropriated functions over time, compared the proposed appropriations for fiscal year 2019-20.

Fiscal Year 2019-20 Expenditure Detail by Department

Name	No.	Uses					Total
		Salaries and Benefits	Operations	Loans/ Grants	Debt Service	Capital Outlay	
Non-Departmental	0000	\$ 300,000	\$ 538,600	\$ -	\$ 1,535,392	\$ 2,500,000	\$ 4,873,992
City Council	1010	63,615	64,817	-	-	1,000	129,432
Administration	1020	685,792	90,506	-	-	42,696	818,994
Economic Development	1054	-	133,000	-	-	-	133,000
City Attorney	1030	-	111,500	-	-	-	111,500
Finance and IT	1041	462,493	218,157	-	-	53,306	733,956
Community Development:							
Planning	1050	156,794	164,621	-	-	2,750	324,165
Building	1051	200,685	38,643	-	-	2,495	241,823
Housing	1053	-	20,000	-	-	-	20,000
Engineering	1052	121,422	133,500	-	-	795	255,717
Police	2010	1,745,747	553,692	-	-	161,000	2,460,439
Public Works:							
Administration and Compliance	3010	551,729	27,410	-	-	-	579,139
Streets and Infrastructure	3020	244,858	264,003	-	37,115	1,235,501	1,781,477
Parks, Buildings & Grounds	3030	129,754	177,043	-	-	109,502	416,299
Westshore Pool	3050	-	4,000	-	-	-	4,000
Water O&M	3060	482,938	644,213	-	-	225,102	1,352,253
Sewer O&M	3070	485,491	889,318	-	-	715,000	2,089,809
CLMSD Special Projects	3071	-	-	-	-	-	-
Total		\$ 5,631,318	\$ 4,073,022	\$ -	\$ 1,572,507	\$ 5,049,147	\$ 16,325,994

SOURCES AND USES FOR FISCAL YEAR 2019-20

The following two tables illustrate where revenues are estimated to derive for each budgeted City fund and where those financial resources are recommended be applied, allocated by broad categories, such as salaries and benefits, operations, loans and grants, debt service, and capital improvements.

Such categories are characterized further as follows:

- Salaries and benefits include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations include costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service pertains to any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants are issued by the City through grant funding received from the state and federal governments. They typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

SOURCES

Fiscal Year 2019-20
Sources Detail by Fund

Fund	Description	Sources														Transfers In	Total
		Taxes	Franchise Fees	Licenses	Permits	Fines Forfeitures Penalties	Use of Money & Property	Other Agencies	Federal Funding	State Funding	Charges for Service	Interfund Services	Other	Use of Fund Balance	Additions		
110 - GENERAL FUND		\$ 4,827,250	\$ 206,000	\$ 750	\$ 72,500	\$ 15,500	\$ 77,000	\$ 140,000	\$ 1,000	\$ 100,500	\$ 74,510	84,000	\$ 308,994	\$ -	\$ -	\$ 29,500	\$ 5,937,504
Capital Projects Funds:																	
130 - GENERAL CAPITAL IMPROVEMENT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total capital project		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service Funds:																	
140 - DEBT SERVICE FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	223,658	223,658
Total debt service		-	-	-	-	-	-	-	-	-	-	-	-	-	-	223,658	223,658
Special Revenue Funds:																	
202 - PARKLAND DEDICATION FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
203 - 2105 GAS TAX FUND		-	-	-	-	-	-	132,117	-	-	-	-	-	-	-	-	132,117
207 - PROP 172 PUBLIC SAFETY TAX		29,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,500
209 - LAKEPORT HOUSING PROGRAM FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
210 - ECON RLF RE-USE FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
211 - BSCC LAW ENFORCEMENT GRANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
219 - LOW-MOD HOUSING		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
228 - HOUSING REVOLVING LOAN (RLA)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232 - EMERGENCY HOUSING ASSIST FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
233 - ECON RLF REUSE MICRO RLA FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
234 - BUS LOAN STABILZ PROG FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
238 - CDBG HOUSING GRANT 2010		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
239 - HOME PROGRAM INCOME		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
240 - 2012 HOME GRANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
241 - CDBG ED GRANT 2014		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
401 - TENTH ST DRAINAGE FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
402 - LAKEPORT BLVD IMPRVMT FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
403 - SOUTH MAIN ST IMPRVMT FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
407 - PARKSIDE TRAFFIC MITIG IMPACT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
408 - PARALLEL/BEVINS STORM MAINT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
409 - FORBES CREEK TRAIL FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
410 - LAKESHORE STORM DAMAGE RPR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
411 - SAFE ROUTES TO SCHOOLS		-	-	-	-	-	-	-	-	250,000	-	-	-	-	-	-	250,000
414 - STORM DRAINAGE FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
415 - LAKESHORE BLVD HSIPL (SAFETY)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
420 - 2017 STORM CAPITAL PROJECT FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Special Revenue Funds		29,500	-	-	-	-	-	132,117	-	250,000	-	-	-	-	-	-	411,617
Enterprise Funds:																	
501 - WATER UTILITY M & O FUND		-	-	-	-	-	-	-	-	-	2,265,000	13,000	-	-	-	-	2,278,000
502 - WATER EXPANSION FUND		-	-	-	-	-	-	-	-	-	30,000	-	-	-	-	-	30,000
504 - USDA WATER PROJECT FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
601 - CLMSD UTILITY M & O FUND		53,550	-	-	-	-	52,500	-	-	-	2,715,000	25,000	-	-	-	-	2,846,050
602 - CLMSD EXPANSION FUND		-	-	-	-	-	-	-	-	-	50,500	-	-	-	-	-	50,500
604 - USDA SEWER PROJECT FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
605 - CLMSD ASSMNT DIST 91-1 FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
606 - CLMSD ASSMNT DIST 2017-1 FUND		242,000	-	-	-	-	-	-	-	-	-	-	8,000	-	-	-	250,000
Total Enterprise Funds		295,550	-	-	-	-	52,500	-	-	-	5,060,500	38,000	8,000	-	-	-	5,454,550
Internal Service Funds:																	
701 - RISK MANAGEMENT FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	501,700	-	501,700
Total Internal Service Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	501,700	-	501,700
Fiduciary Funds:																	
702 - SPECIAL DEPOSIT FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
705 - RDA OBLIGATION RETIREMENT FUND		430,589	-	-	-	-	-	-	-	-	-	-	-	-	-	-	430,589
801 - OPEB AGENCY FUND		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Fiduciary Funds		430,589	-	-	-	-	-	-	-	-	-	-	-	-	-	-	430,589
Total		\$ 5,582,889	\$ 206,000	\$ 750	\$ 72,500	\$ 15,500	\$ 129,500	\$ 272,117	\$ 1,000	\$ 350,500	\$ 5,135,010	\$ 122,000	\$ 316,994	\$ -	\$ 501,700	\$ 253,158	\$ 12,959,618

CITY OF LAKEPORT
ANNUAL BUDGET
USES

FISCAL YEAR 2019-20

Fiscal Year 2019-20
Use Detail by Fund

Fund	Description	Uses							Total
		Salaries and Benefits	Operations	Loans/Grants	Debt Service	Capital Outlay	Deductions	Transfers Out	
110 - GENERAL FUND		\$ 3,286,313	\$ 1,658,710	\$ -	\$ 37,115	\$ 1,043,939	\$ -	\$ 223,658	\$ 6,249,735
Capital Projects Funds:									
130 - GENERAL CAPITAL IMPROVEMENT		-	-	-	-	-	-	-	-
Total capital project		-	-	-	-	-	-	-	-
Debt Service Funds									
140 - DEBT SERVICE FUND		-	-	-	223,658	-	-	-	223,658
Total debt service		-	-	-	223,658	-	-	-	223,658
Special Revenue Funds:									
202 - PARKLAND DEDICATION FUND		-	-	-	-	-	-	-	-
203 - 2105 GAS TAX FUND		-	-	-	-	95,000	-	-	95,000
207 - PROP 172 PUBLIC SAFETY TAX		-	-	-	-	-	-	29,500	29,500
209 - LAKEPORT HOUSING PROGRAM FUND		-	10,000	-	-	-	-	-	10,000
210 - ECON RLF RE-USE FUND		-	-	-	-	-	-	-	-
211 - BSCC LAW ENFORCEMENT GRANT		-	14,000	-	-	50,000	-	-	64,000
219 - LOW-MOD HOUSING		-	-	-	-	-	-	-	-
228 - HOUSING REVOLVING LOAN (RLA)		-	-	-	-	-	-	-	-
232 - EMERGENCY HOUSING ASSIST FUND		-	-	-	-	-	-	-	-
233 - ECON RLF REUSE MICRO RLA FUND		-	-	-	-	-	-	-	-
234 - BUS LOAN STABILZ PROG FUND		-	-	-	-	-	-	-	-
238 - CDBG HOUSING GRANT 2010		-	-	-	-	-	-	-	-
239 - HOME PROGRAM INCOME		-	-	-	-	-	-	-	-
240 - 2012 HOME GRANT		-	10,000	-	-	-	-	-	10,000
241 - CDBG ED GRANT 2014		-	25,000	-	-	-	-	-	25,000
401 - TENTH ST DRAINAGE FUND		-	-	-	-	-	-	-	-
402 - LAKEPORT BLVD IMPRVMT FUND		-	-	-	-	-	-	-	-
403 - SOUTH MAIN ST IMPRVMT FUND		-	-	-	-	-	-	-	-
407 - PARKSIDE TRAFFIC MITIG IMPACT		-	-	-	-	-	-	-	-
408 - PARALLEL/BEVINS STORM MAINT		-	-	-	-	-	-	-	-
409 - FORBES CREEK TRAIL FUND		-	-	-	-	-	-	-	-
410 - LAKESHORE STORM DAMAGE RPR		-	-	-	-	-	-	-	-
411 - SAFE ROUTES TO SCHOOLS		-	-	-	-	250,000	-	-	250,000
414 - STORM DRAINAGE FUND		-	10,000	-	-	20,000	-	-	30,000
415 - LAKESHORE BLVD HSIPL (SAFETY)		-	-	-	-	-	-	-	-
420 - 2017 STORM CAPITAL PROJECT FUND		-	-	-	-	2,500,000	-	-	2,500,000
Total special revenue		-	69,000	-	-	2,915,000	-	29,500	3,013,500
Enterprise Funds:									
501 - WATER UTILITY M & O FUND		1,121,241	783,452	-	338,526	218,558	-	-	2,461,777
502 - WATER EXPANSION FUND		-	-	-	-	67,000	-	-	67,000
504 - USDA WATER PROJECT FUND		-	-	-	-	-	-	-	-
601 - CLMSD UTILITY M & O FUND		1,123,813	1,038,587	-	422,005	574,150	-	-	3,158,555
602 - CLMSD EXPANSION FUND		-	-	-	-	230,500	-	-	230,500
604 - USDA SEWER PROJECT FUND		-	-	-	-	-	-	-	-
605 - CLMSD ASSMNT DIST 91-1 FUND		-	-	-	-	-	-	-	-
606 - CLMSD ASSMNT DIST 2017-1 FUND		-	11,000	-	231,203	-	-	-	242,203
Total enterprise funds		2,245,054	1,833,039	-	991,734	1,090,208	-	-	6,160,035
Internal Service Funds:									
701 - RISK MANAGEMENT FUND		-	501,700	-	-	-	-	-	501,700
Total internal service		-	501,700	-	-	-	-	-	501,700
Fiduciary Funds:									
702 - SPECIAL DEPOSIT FUND		-	-	-	-	-	-	-	-
705 - RDA OBLIGATION RETIREMENT FUND		99,952	10,572	-	320,000	-	-	-	430,524
801 - OPEB AGENCY FUND		-	-	-	-	-	-	-	-
Total fiduciary		99,952	10,572	-	320,000	-	-	-	430,524
Total		\$ 5,631,319	\$ 4,073,021	\$ -	\$ 1,572,507	\$ 5,049,147	\$ -	\$ 253,158	\$ 16,579,152

RECOMMENDED

PROPERTY TAX DISTRIBUTION

PT DISTRIBUTION (TOP)

PT DISTRIBUTION (BOTTOM)

TO BE AVAILABLE IN THE FINAL VERSION

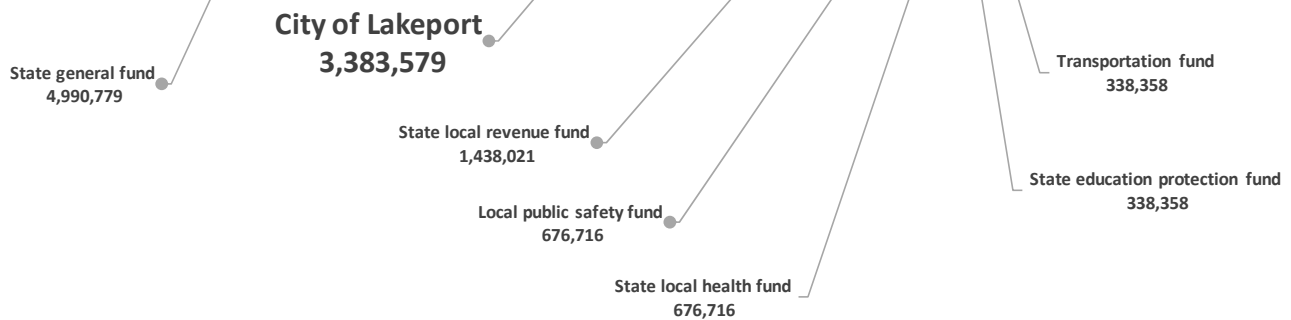
SALES TAX DISTRIBUTION

Sales Tax Distribution

Where does your money go?

2017-2018

Total collection		\$ 11,842,527
State general fund	42.14%	4,990,779
City of Lakeport	28.57%	3,383,579
State local revenue fund	12.14%	1,438,021
Local public safety fund	5.71%	676,716
State local health fund	5.71%	676,716
State education protection fund	2.86%	338,358
Transportation fund	2.86%	338,358
Total distribution (% rate)	1.00	\$ 11,842,527



MEASURE I

Fiscal Year 2019-20 Eligible Measure I Costs

Measure I: Transaction and Use Tax

Measure I, passed by a simple majority (50% plus 1) of Lakeport voters in November of 2004, is a general (unrestricted) transaction and use tax. A general, unrestricted tax is one that can be used to fund any program, function, service, or project at the discretion of the City Council. It is not a special, restricted tax, which would require approval of two-thirds of the voting public. Measure J, passed in conjunction with Measure I, was a distinctly separate, advisory measure indicating the voting public's preference for the use of Measure I proceeds. The language for the two ballot measure was as follows:

Ballot Measure "I":

"Shall the City of Lakeport enact a one-half cent sales tax for City facilities, services and programs?"

Advisory Measure "J":

"If Measure "I" is approved, should the proceeds fund repair and maintenance of City streets, park and community service facilities, and expand public services and programs?"

Estimated Revenue	2019-20				
Measure I: Transaction and Use Tax	\$740,000				
Fiscal Year 2019-20 Recommended Uses and Projects	Cost	General Fund Share	Other Financing Sources	Recommended Measure I Share	Total Funding
General road maintenance & rebuild	\$ 1,781,477	\$ 1,311,077	\$ 470,400	\$ 235,039	\$ 1,781,477
Parks, buildings and grounds	416,299	416,299	-	74,631	416,299
Westshore Pool	4,000	4,000	-	717	4,000
Public Safety - Police	2,460,439	2,396,439	30,000	429,613	2,426,439
	\$4,662,215	\$4,127,815	\$ 500,400	\$ 740,000	\$4,628,215

MEASURE Z

Fiscal Year 2019-20
Eligible Measure Z Costs

Measure Z: Transaction and Use Tax

Measure Z, passed by a simple majority (50% plus 1) of Lakeport voters in November of 20016, is a general (unrestricted) transaction and use tax. A general, unrestricted tax is one that can be used to fund any program, function, service, or project at the discretion of the City Council. It is not a special, restricted tax, which would require approval of two-thirds of the voting public. The language for the ballot measure was as follows:

Ballot Measure "Z":

"LAKEPORT PUBLIC SAFETY/ESSENTIAL CITY SERVICES MEASURE. To maintain/enhance general City services such as: recruiting, hiring, retaining qualified police officers to improve neighborhood patrols/maintain response to property, burglary, violent crimes; paving/repairing local streets/potholes; enhancing business attraction/youth recreational programs; keeping Lakeport's parks/pool safe/clean; shall the City enact a one-cent sales tax until ended by voters, providing about \$1,500,000 annually, requiring independent audits, citizens' oversight, all revenues controlled locally?"

Estimated Revenue	2019-20
Measure Z: Transaction and Use Tax	\$1,480,000
Net Decline in Other Tax and Other Revenue	(105,000)
Net Increase from Measure Z	\$1,375,000

Maintenance of Services:

Roads and Public Works Salaries Reallocated to General Fund	94,500
Additional Public Works/ Roads Employee	31,500
12th Police Officer Position	55,000
Police Officer SRO Position	25,000
Police Salary Increases for Improved Retention	100,000
Police Operational Costs	119,000
General Fund Employee and Operations Cost Increases	128,100
Total Maintenance of Services	553,100

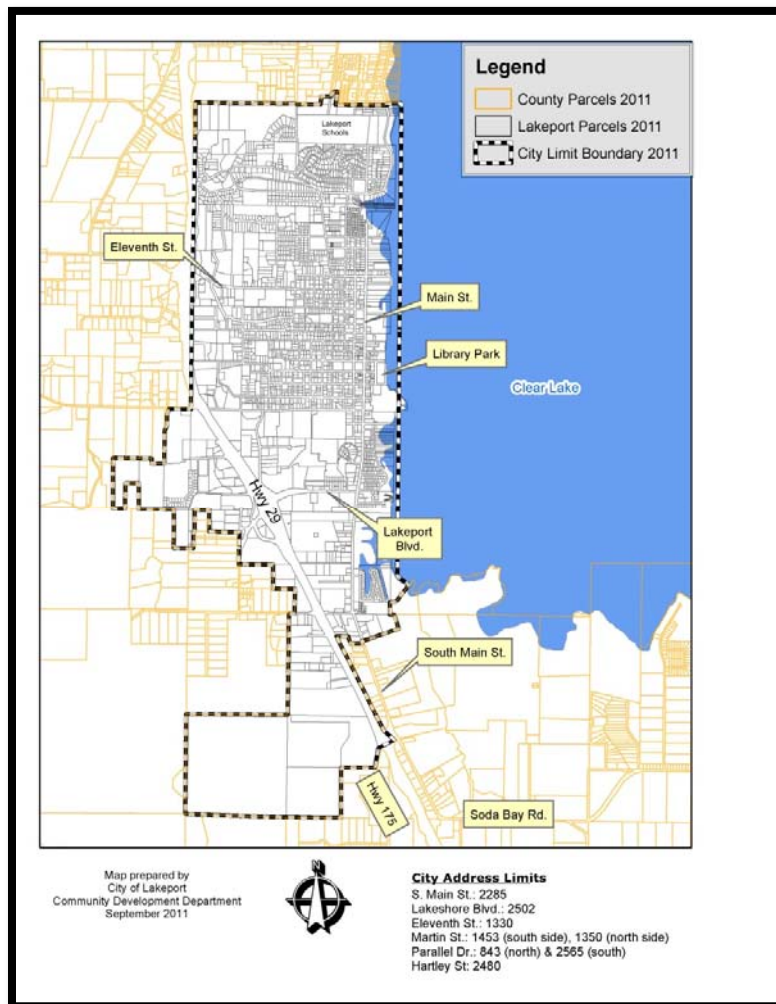
Measure Z Revenues Available for 19/20 Projects

\$821,900

Fiscal Year 2019-20 Recommended Uses and Projects	Cost	Other Financing Sources	Recommended Measure Z Share	Total Funding
2 Police Vehicles	\$ 110,000	\$ 39,000	\$ 71,000	\$ 110,000
Pick up for Road Crew	50,000	30,000	20,000	50,000
Public Safety Camera System at Library Park	25,000		25,000	25,000
Street Repair Material and In- House Road Improvements	326,400	-	326,400	326,400
9th St from Manzinita to Tunis				
9th St from Tunis to N. High				
Harry St from 6th to Central Park				
15th St from Mellor to Palm				
2nd St from Crawford to Estep				
Tables, Trash Receptacles and Bike Racks Downtown	20,000	-	20,000	20,000
Slip-In Water Tank for Dump Truck	45,000	22,500	22,500	45,000
South Main from Peckam Ct. to City Limits	350,000	13,000	337,000	350,000
	\$ 926,400	\$ 104,500	\$ 821,900	\$ 926,400

0

CAPITAL IMPROVEMENT PROGRAM (CIP)



CIP budget period: FYE 2020-2025

Total projects: 60

Total estimated cost: \$23.7 million

Sources of funding:

General fund:	14.2 million
Water fund :	7.1 million
Sewer fund :	2.4 million

The City of Lakeport Capital Improvement Program involves fiscal oversight of various City financial resources to be used for the acquisition, design and/or construction of major capital facilities within the City, including major projects to replace or construct portions of the City's physical infrastructure, such as its streets, buildings, parks, street lights, water treatment and distribution system, sewer collection and disposal system, and storm drains.

This section of the budget document identifies and provides an outline for major capital projects that are needed to meet City needs and City Council priorities. The program reflects long-range capital planning efforts by identifying specific projects, the timing of expenditures and the estimated impact on operating budgets for those projects needed to service infrastructure over a considerable period.

A capital project is usually considered a one-time expenditure but may be funded over several years. Management is recommending a five-year Capital Improvement Program budget to identify funding for multi-year projects and to provide budget forecasting for capital projects according to priority and available funding. By providing the budget in this format, the City Council can provide staff with appropriations and an expectation of when projects are to be completed. It also provides staff with a planning tool to help arrange and procure resources necessary to meet City Council and the public's expectations. I

The following schedules depict the City's Capital Improvement Plan:

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

CAPITAL EXPENDITURES

Fiscal Year 2017-18
PROJECT LIST by DEPARTMENT

Department	Project Name	Function	Funding Source(s)			Total Estimated Cost	Project Fiscal Years Ended June 30,					
			Source 1	Source 2	Source 3		2020	2021	2022	2023	2024	2025
Administration												
	Electronic Records Management System	General Administration	General Fund	Water Revenue	Sewer Revenue	80,000	40,000	40,000				
		Subtotal				80,000	40,000	40,000	-	-	-	-
Economic Development												
	Bank of America Building and Carnegie Use Study		General Fund			18,000	18,000					
		Subtotal				18,000	18,000	-	-	-	-	
IT												
	Council Chamber Technology Upgrades	IT	General Fund	Water Revenue	Sewer Revenue	25,000	25,000					
		Subtotal				25,000	25,000	-	-	-	-	
Engineering												
	South Main Street/Lakeport Blvd Intersection	Transportation Infrastructure	General Fund	State Grant		1,500,000				1,500,000		
	Road Reconstruction Orchid and Palm	Transportation Infrastructure	General Fund	Water Revenue	Sewer Revenue	30,000	30,000					
	High and Lakeshore Surface Treatment	Transportation Infrastructure	General Fund	Water Revenue	Sewer Revenue	20,000	20,000					
	Forbes Surface Treatment	Transportation Infrastructure	General Fund	Water Revenue	Sewer Revenue	20,000	20,000					
		Subtotal				1,570,000	70,000	-	-	1,500,000	-	-
Police												
	Vehicles Marked	Public Safety	General Fund	Federal Grant		180,000	90,000	90,000	-			
	Unmarked Police Vehicle	Public Safety	General Fund			40,000		40,000	40,000			
	Evidence Building	Public Safety	General Fund			30,000		30,000				
	Mobile RIMS	Public Safety	General Fund			25,000			25,000			
	Fence New PD	Public Safety	Prop 172			50,000	50,000					
	Public Safety Camera System	Public Safety	General Fund			50,000	25,000	25,000				
	Evidence Program	Public Safety	General Fund			10,000		10,000				
		Subtotal				385,000	165,000	195,000	65,000	-	-	-
Public Works: Roads & Infrastructure												
	2nd St Sidewalk and Paving	Infrastructure	SB1	HUTA		450,000	450,000					
	Hartley St - Safe Routes to Schools	Infrastructure	State Grant	General Fund		1,874,000	250,000	1,624,000				
	South Main Rehab Peckam Ct to City Limits	Infrastructure	General Fund			350,000	350,000					
	Road Reconstruction Orchid and Palm	Infrastructure	General Fund	Water Revenue	Sewer Revenue	1,800,000		1,800,000				
	High and Lakeshore Surface Treatment	Infrastructure	General Fund	Water Revenue	Sewer Revenue	500,000		500,000				
	Forbes Surface Treatment	Infrastructure	General Fund	Water Revenue	Sewer Revenue	500,000		500,000				
	2017 Flood Repairs	Infrastructure	Federal Grant	Insurance Proceeds	General Fund	2,500,000	2,500,000					
	Water Truck	PP&E	General Fund			150,000			150,000			
		Subtotal				8,234,000	3,550,000	4,424,000	150,000	110,000	-	-
Public Works: Parks, Buildings & Grounds												
	WS Park, Phase 1 soil	PP&E	General Fund			16,000	16,000					
	WS Park, Accessibility Project Phase 1	Infrastructure	General Fund			10,000	10,000					
	Thatcher/Seeder	PP&E	General Fund			10,000		10,000				
	Tables, Benches, Trash Receptacles	PP&E	General Fund			80,000		20,000	20,000	20,000	20,000	
	Waterfront Promenade	Park Infrastructure	General Fund			2,310,000	10,000		500,000			1,800,000
	Natural High Purchase	Park Infrastructure	General Fund			1,000,000		1,000,000				
	Downtown Street Furniture	Infrastructure	General Fund			100,000	20,000	25,000	25,000	25,000	5,000	
	Public Works Office Space	Infrastructure	General Fund	Water Revenue	Sewer Revenue	48,000		48,000				
	Public Works Crew Room Remodel	Infrastructure	General Fund	Water Revenue	Sewer Revenue	30,000	30,000					
	Tack Pot	PP&E	General Fund			25,000		25,000				
	Slip-In Water Tank	PP&E	General Fund	Water Revenue	Sewer Revenue	45,000	45,000					
	Corporation Yard Alarm/ Camera System	PP&E	General Fund	Water Revenue	Sewer Revenue	5,000		5,000				
	Repair & Paint Facia on City Hall	PP&E	General Fund			25,000	25,000					
	3rd St Restrooms					100,000		100,000				
	1st St Restrooms	Infrastructure	General Fund			100,000		100,000				
		Subtotal				3,904,000	156,000	1,333,000	545,000	45,000	25,000	1,800,000

(Continued)

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

CAPITAL EXPENDITURES

Public Works: Water O&M									
Install 2 new wells	Water Infrastructure	Bond/Loan	2,250,000		50,000			2,200,000	
Loop Water Main - South Lakeport	Water Infrastructure	Bond/Loan	1,800,000	1,800,000					
Ozone Generators	Water Infrastructure	Water Revenue	300,000		150,000	150,000			
Re-Coat Clear Well	Water Infrastructure	Water Revenue	100,000			80,000			
Green Ranch Rehab	Water Infrastructure	Water Revenue	50,000		50,000				
Replace Roof Tank Site	Water Infrastructure	Water Revenue	20,000	20,000					
2nd St Main	Water Infrastructure	Water Expansion	35,000	35,000					
9th St Main	Water Infrastructure	Water Revenue	600,000		600,000				
16th St Main	Water Infrastructure	Water Expansion	32,000	32,000					
Main Replacement (1000 ft./year)	Water Infrastructure	Water Revenue	1,900,000		380,000	380,000	380,000	380,000	380,000
Subtotal			7,087,000	2,082,000	1,230,000	610,000	380,000	2,580,000	380,000
Public Works: Sewer O&M									
Recap #1 pump replacement	Sewer Infrastructure	Sewer Revenue	25,000		25,000				
Clearlake Avenue Lift Station Pump	Sewer Infrastructure	Sewer Revenue	12,000	12,000					
Shed	PP&E	Sewer Revenue	15,000	15,000					
Backhoe	PP&E	Sewer Revenue	110,000			110,000			
Park St Main	Sewer Infrastructure	Sewer Revenue	70,000	70,000					
1st St Main	Sewer Infrastructure	Sewer Revenue	30,000	30,000					
2nd St Main	Sewer Infrastructure	Sewer Revenue	40,000	40,000					
9th St Main	Sewer Infrastructure	Sewer Revenue	600,000		600,000				
16th St Main	Sewer Infrastructure	Sewer Revenue	50,000		50,000				
Skid Steer	PP&E	Sewer Revenue	120,000	120,000					
Lateral Replacements	Sewer Infrastructure	Sewer Revenue	125,000		25,000	25,000	25,000	25,000	25,000
Manhole Rehabilitation	Sewer Infrastructure	Sewer Revenue	300,000	15,000	75,000	75,000	75,000	60,000	
Main Line Replacement	Sewer Infrastructure	Sewer Expansion	880,000		180,000	150,000	150,000	150,000	170,000
Subtotal			2,377,000	302,000	955,000	360,000	250,000	235,000	195,000
Total			\$ 23,655,000	\$ 6,383,000	\$ 8,177,000	\$ 1,730,000	\$ 2,285,000	\$ 2,840,000	\$ 2,375,000

PER CAPITA SPENDING

Per Capita Spending

General Fund (Discretionary)

	Entity (Population)	City of Lakeport 4,784	County of Lake 65,064	State of California 39,740,508
Public Safety		\$ 382.03	\$ 505.34	\$ -
Roads		219.30	-	-
Parks and recreation		67.46	29.90	-
General government		188.43	165.45	130.29
Education		-	3.03	1,495.85
Other		133.53	8.08	1,299.24
Total per capita spending		\$ 990.75	\$ 711.79	\$ 2,925.38

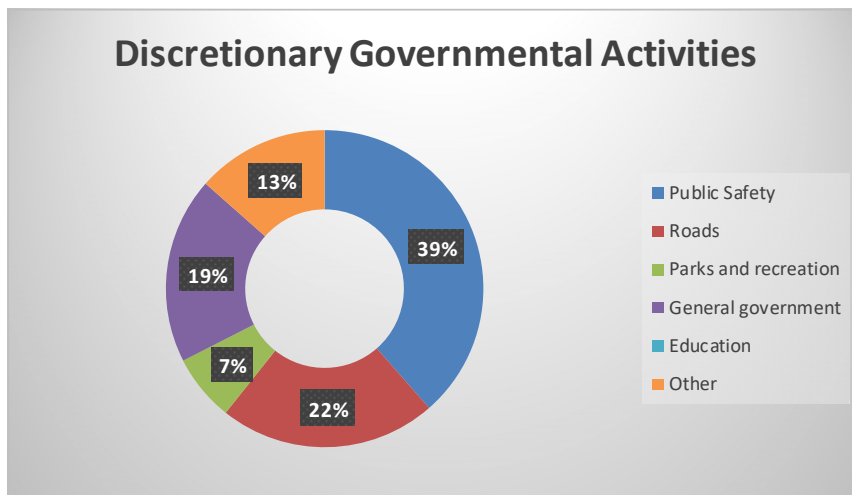
Sources:

City of Lakeport 2018 Comprehensive Annual Financial Report

County of Lake 2018 Comprehensive Annual Financial Report

State of California 2017 Comprehensive Annual Financial Report

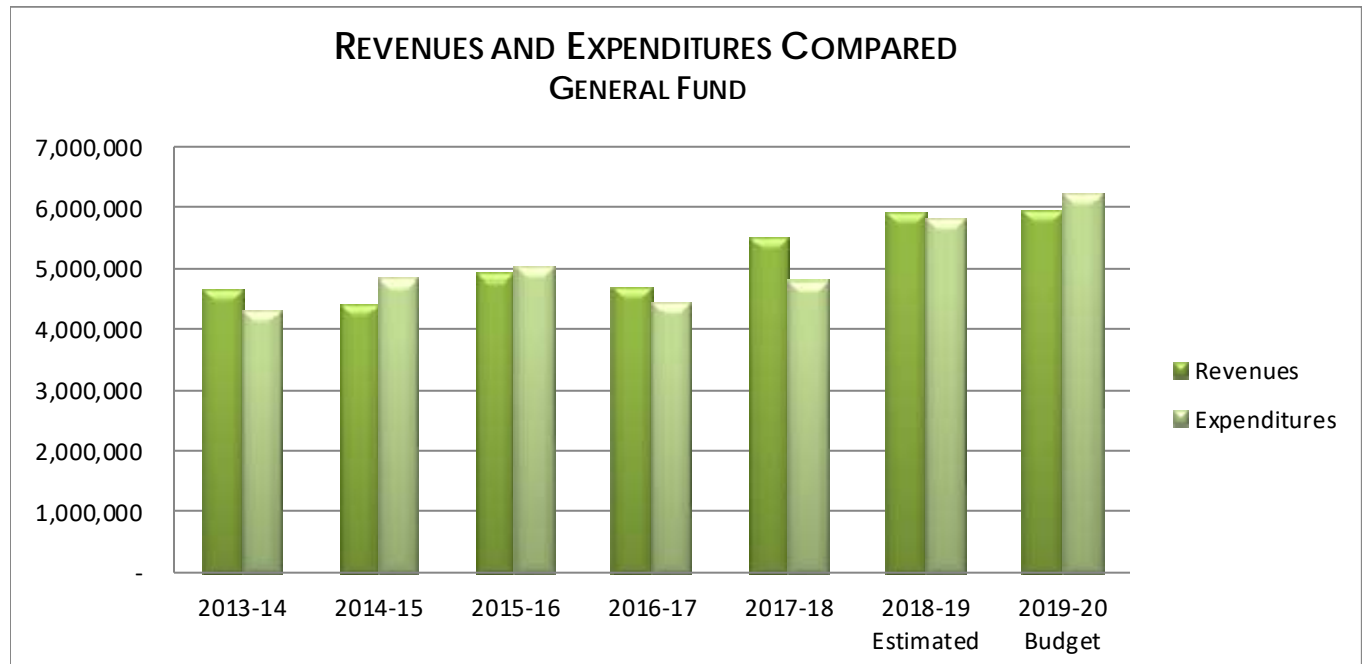
State Department of Finance 2018 Estimated Population Statistics



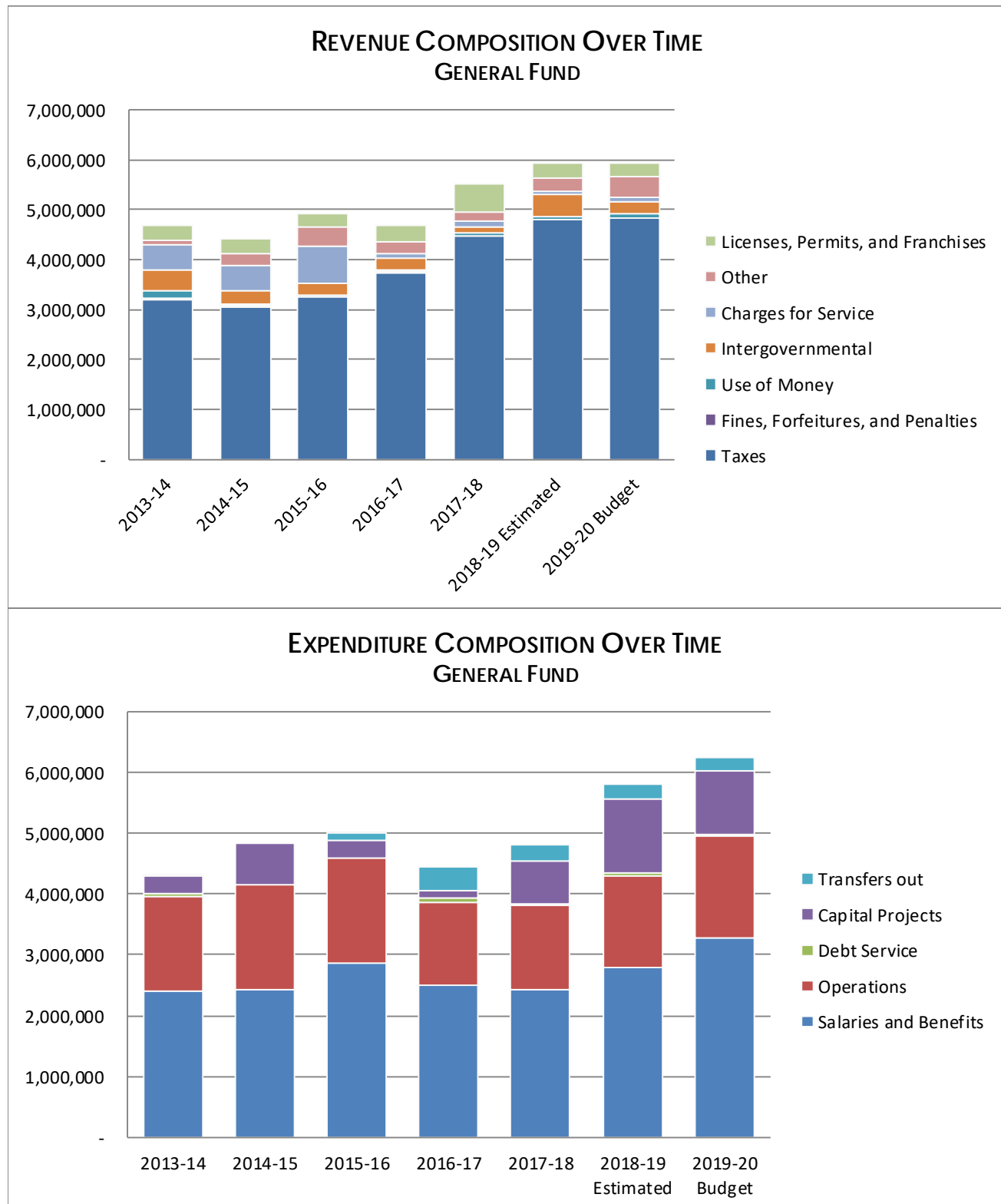
CHARTS AND GRAPHS

General revenues over the last seven years have followed a path traveled by most local governments throughout the state. It has been a slow and steady climb out the economic downturn which greatly affected the City's budget. The recent increases are due almost primarily to the passage of Measure Z.

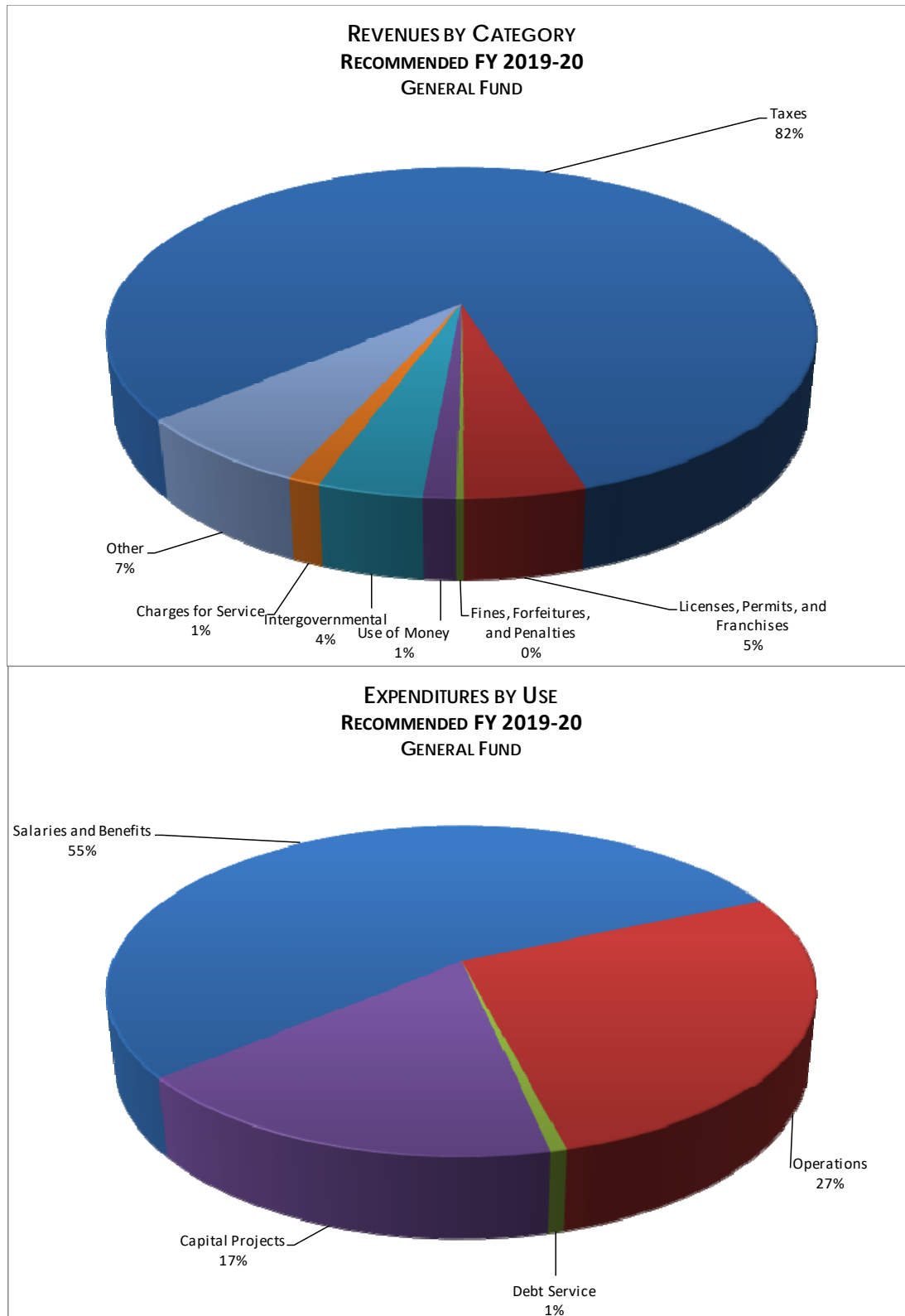
The graph below illustrates revenue and expenditure trends since 2013-14. This recommended budget for 2019-20 attempts to normalize the variance between the two and maximize available resources for specific priorities.



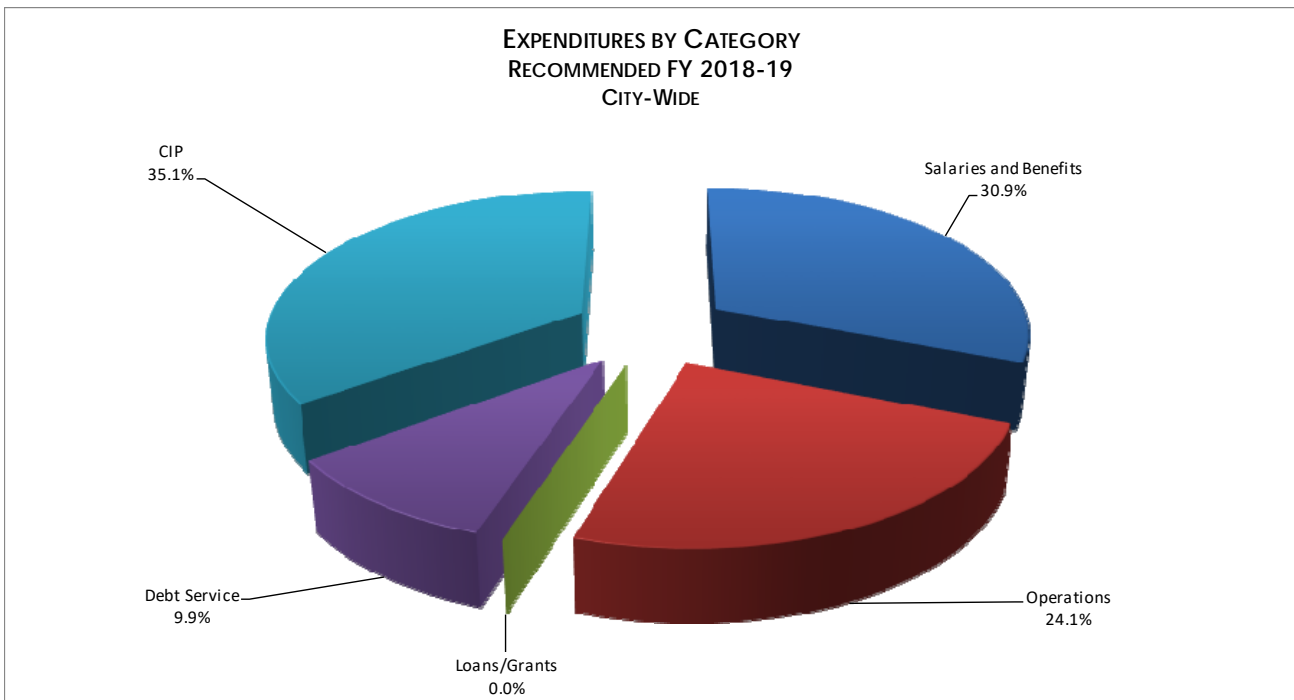
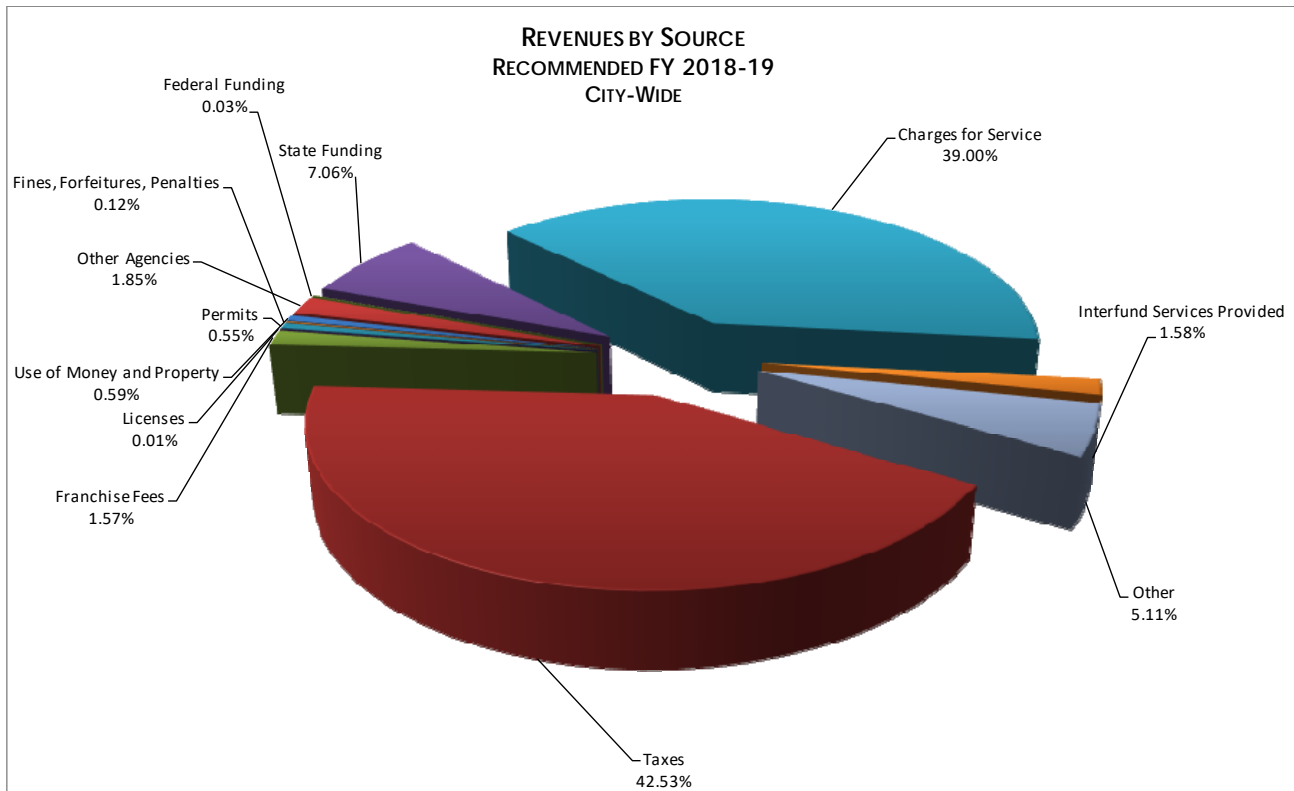
Below are several additional graphs that illustrate the composition of revenues and expenditures of the general fund, as well as general revenues and expenditures by category. These graphs are intended to help the reader understand where money comes and goes in the general fund.

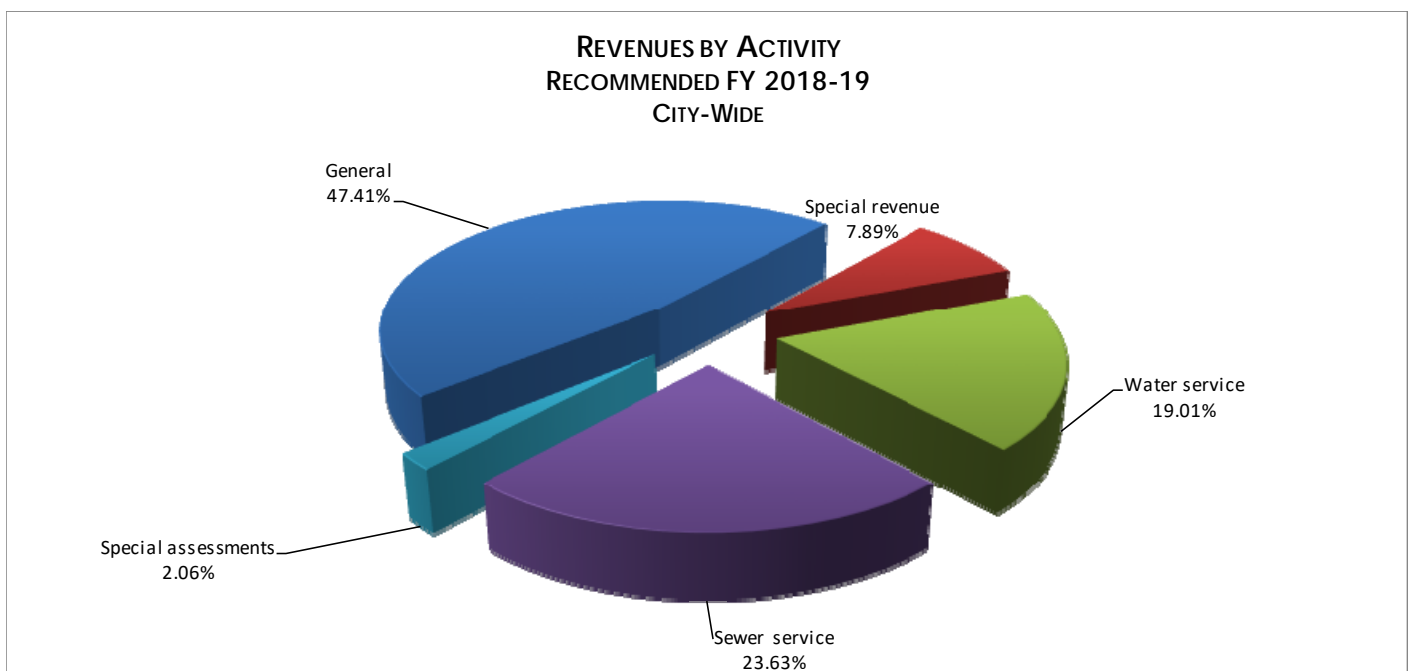
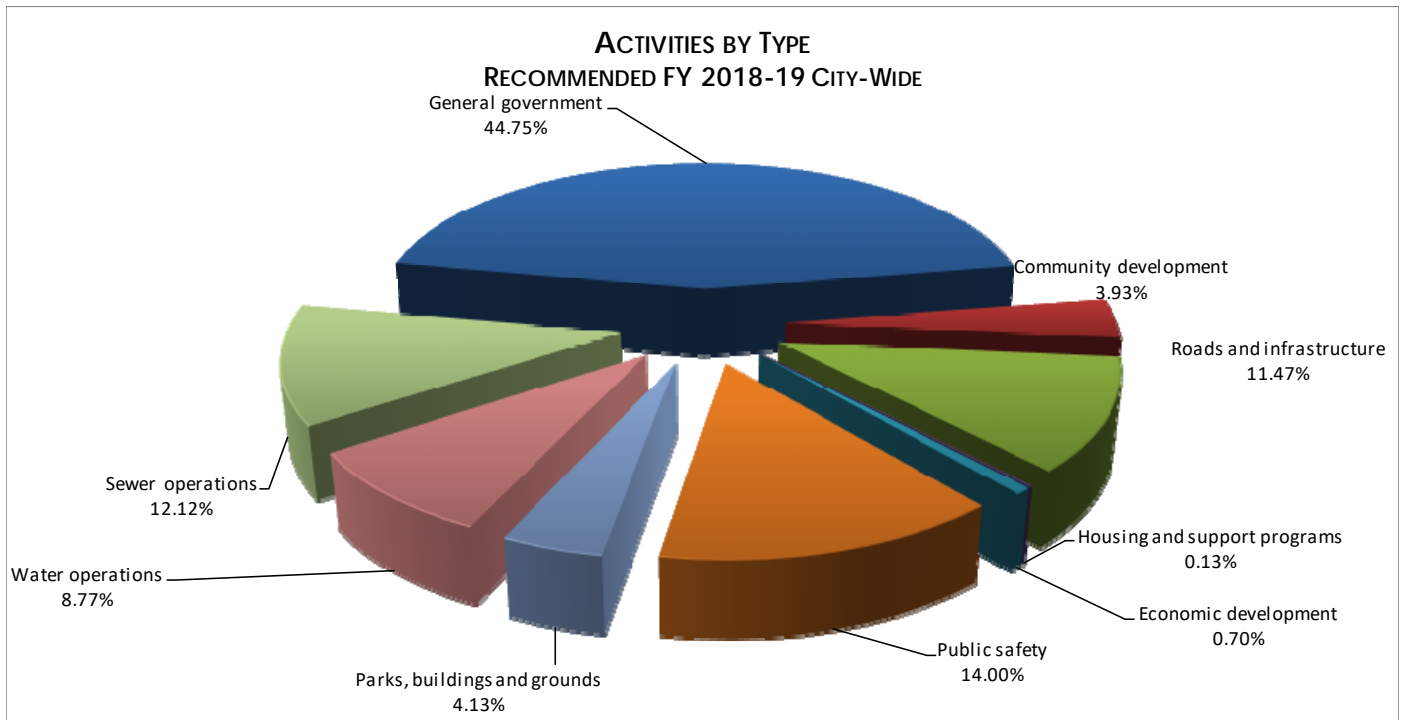


The following graph illustrates the sources of estimated revenues and uses of recommended appropriations in the general fund for fiscal year 2019-20.



The following graphs illustrate revenues and expenditures City-wide, encompassing the various special revenue funds maintained by the City for housing, economic development, and capital improvement activities, as well as enterprise services of water and sewer.





FUND SUMMARIES

Fiscal Year 2019-20
Projected Fund Balance

Fund Number - Fund Name		Begin of Year	Expected Change	Estimated Beginning FB	Revenue	Expenditures	Net Additions (Deductions)	Loan/Grant Proceeds	Use of Fund Balance	Net Transfers In (Out)	Proj YE FB
110 General Fund		\$ 3,951,388	\$ 115,365	\$ 4,066,753	\$ 5,908,004	\$ 6,026,077	-	\$ -	\$ -	\$ (194,158)	\$ 3,754,522
Capital Project Funds:											
130 General Capital Improvement		-	-	-	-	-	-	-	-	-	-
Total capital project funds		-	-	-	-	-	-	-	-	-	-
Debt Service Funds:											
140 Governmental Debt Service		-	-	-	-	223,658	-	-	-	223,658	-
Total debt service funds		-	-	-	-	223,658	-	-	-	223,658	-
Special Revenue Funds:											
202 Parkland Dedication Fund		(175,140)	-	(175,140)	-	-	-	-	-	-	(175,140)
203 HUTA Fund		164,253	108,847	273,100	132,117	95,000	-	-	-	-	310,217
207 Prop 172 Public Safety		108,422	-	108,422	29,500	-	-	-	-	(29,500)	108,422
209 Lakeport Housing Program Fund		329,941	(10,000)	319,941	-	10,000	-	-	-	-	309,941
210 CDBG ED PI		-	-	-	-	-	-	-	-	-	-
211 BSCC Law Enforcement Grant		81,898	-	81,898	-	64,000	-	-	-	-	17,898
219 Low-Mod Housing		-	-	-	-	-	-	-	-	-	-
228 CDBG Housing PI		19	-	19	-	-	-	-	-	-	19
232 Emergency Housing Assist Fund		-	-	-	-	-	-	-	-	-	-
233 CDBG Micro Enterprise PI		-	-	-	-	-	-	-	-	-	-
234 Bus Loan Stabiliz Prog Fund		-	-	-	-	-	-	-	-	-	-
238 CDBG Housing Grant 2010		-	-	-	-	-	-	-	-	-	-
239 Home Program Income		-	-	-	-	-	-	-	-	-	-
240 2012 Home Grant		1,584,479	(10,000)	1,574,479	-	10,000	-	-	-	-	1,564,479
241 CDBG ED Grant 2014		898,121	(25,000)	873,121	-	25,000	-	-	-	-	848,121
401 Tenth St Drainage Fund		86,249	-	86,249	-	-	-	-	-	-	86,249
402 Lakeport Blvd Imprvmnt Fund		118,265	-	118,265	-	-	-	-	-	-	118,265
403 South Main St Imprvmnt Fund		39,271	-	39,271	-	-	-	-	-	-	39,271
407 Parkside Traffic Mitig Impact		17,463	-	17,463	-	-	-	-	-	-	17,463
408 Parallel/Bevins Storm Maint		20,191	-	20,191	-	-	-	-	-	-	20,191
409 Forbes Creek Trail Fund		-	-	-	-	-	-	-	-	-	-
410 Lakeshore Storm Damage Rpr		(55,053)	(20,000)	(75,053)	-	-	-	-	-	-	(75,053)
411 Safe Routes to School Fund		(1,350)	(10,000)	(11,350)	250,000	250,000	-	-	-	-	(11,350)
414 Storm Drainage Fund		135,517	(30,000)	105,517	-	30,000	-	-	-	-	75,517
415 Lakeshore Blvd Safety (HSIPL)		3,026	(50,000)	(46,974)	-	-	-	-	-	-	(46,974)
420 2017 Storm Damage Fund		1,866,365	647,486	2,513,851	-	2,500,000	-	-	-	-	13,851
Total special revenue funds		5,221,937	601,333	5,823,270	411,617	2,984,000	-	-	-	(29,500)	3,221,387
Enterprise Funds*:											
501 Water Utility M & O Fund		568,888	(44,680)	524,208	2,278,000	2,461,777	-	-	-	-	340,431
502 Water Expansion Fund		173,658	(100,000)	73,658	30,000	67,000	-	-	-	-	36,658
504 USDA Water Project Fund		-	-	-	-	-	-	-	-	-	-
601 Sewer Utility M & O Fund		3,234,508	(168,864)	3,065,644	2,846,050	3,158,555	-	-	-	-	2,753,139
602 Sewer Expansion Fund		936,488	-	936,488	50,500	230,500	-	-	-	-	756,488
604 USDA Sewer Project Fund		-	-	-	-	-	-	-	-	-	-
605 CLMSD Assmnt Dist 1993-1 Fund		-	-	-	-	-	-	-	-	-	-
606 CLMSD Assmnt Dist 2017-1 Fund		336,170	9,366	345,536	250,000	242,203	-	-	-	-	353,333
Total enterprise funds		5,249,712	(304,178)	4,945,534	5,454,550	6,160,035	-	-	-	-	4,240,049
Internal Service Funds*:											
701 Risk Management Fund		-	-	-	501,700	501,700	-	-	-	-	-
Total internal service funds		-	-	-	501,700	501,700	-	-	-	-	-
Fiduciary Funds**:											
702 Special Deposit Fund		415,932	-	415,932	-	-	-	-	-	-	415,932
705 RDA Obligation Retirement Fund		697,980	86,807	784,787	430,589	430,524	-	-	-	-	784,852
801 OPEB Agency Fund		-	-	-	-	-	-	-	-	-	-
Total fiduciary funds		1,113,912	86,807	1,200,719	430,589	430,524	-	-	-	-	1,200,784
Total City funds		\$15,536,949	\$ 499,327	\$12,084,888	\$12,706,460	\$16,325,994	\$ -	\$ -	\$ -	\$ -	\$12,416,742

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GOVERNMENTAL FUNDS

Governmental funds are those that account for governmental activities funded by general revenues (i.e. taxes and fees) and special revenues (i.e. grants, subventions, special assessments, etc.). The categories of governmental funds are the general fund, capital projects special revenue, debt service, and permanent funds. The numbers in parenthesis indicate the fund number in the City's financial management system.

GENERAL FUND (110)

The General Fund is used for all the general revenues of the City not specifically levied or collected for other City funds, and the related expenditures. The major revenue sources for this fund are property taxes, sales taxes, franchise fees, business licenses, unrestricted revenues from the state, fines and forfeitures and interest income. Expenditures are made for community development, public safety, public works, and other services.

Capital Projects Funds

GENERAL CAPITAL PROJECT FUND (130)

Used to account for funds received for capital projects. Most notably, this fund is used to track projects funded from the former redevelopment agency, consisting of unspent bond proceeds meant for the renovation of blighted areas in the redevelopment project area. In fiscal years 2014-15 through 2017-18 the fund was used to track expenditures related to the new Police Department facility and the Downtown Project.

2017 STORM CAPITAL PROJECT FUND (420)

Used to account for funds received for capital projects associated with damages caused by the 2017 winter storms. Insurance proceeds and FEMA/CalOES public assistance grant funds will be used for to complete these projects.

Debt Service Funds

DEBT SERVICE FUND (140)

Used to account for general obligations, most notably loan payments for the newly acquired Police Department facility and proposed pension obligations bonds.

Special Revenue Funds

Parkland Dedication Fund (202)

State law and General Plan provide for new development to fund expansion of park system to compensate for added demand of growth. Fees are collected at time of recordation of parcel and subdivision maps. (See Section 16.16.040 Lakeport Municipal Code). No activity is expected in this fund in fiscal year 2017-18 and, therefore, a detail budget page was not prepared.

Gas Tax Fund (203)

Established to account for revenues and expenditures on road-related projects in the City of Lakeport. Financing is provided by the City's share of the statewide tax on gasoline and other fuels.

Prop 172 Public Safety Fund (207)

A city or county that received Prop 172 funds must place the revenues in a special revenue fund to be expended only on public safety services as defined in Government Code Section 30052. Maintenance of effort provision in the statute requires the City to maintain funding levels to public safety functions.

Lakeport Housing Fund (209)

A special revenue fund established for the provision of affordable housing. The fund has no expenditure activity but does maintain several long-term receivable housing loans for which it collects payments.

Economic Development Revolving Loan Fund (210)

This fund receives payments on prior year's business loans. Expenditures from this fund must comply with adopted reuse plan. \$15,000 is allocated for economic development activities and \$12,000 for administrative support provided by planning staff.

BSCC Law Enforcement Grant (211)

This fund is used to track additional appropriations from the state for special law enforcement activities conducted by cities. Funds received are distributed between the Cities of Lakeport and Clearlake. Funds received are administered by the City Lakeport.

Successor Agency Low-Mod Housing Fund (219)

This fund tracks the housing activities of the former Lakeport Redevelopment Agency. The fund is controlled by the City, and its assets may be used to carry on housing activities, as directed by the City Council.

Housing Revolving Loan Fund (228)

This fund is used for reinvestment into housing programs from program income generated by past housing grants, (i.e., CDBG, HOME Grant, etc.)

Emergency Housing Loan Fund (232)

Emergency and special assistance funds from federal CDBG funds restricted for housing.

Micro Enterprise Revolving Loan Fund (233)

Business loans to micro businesses that meet the Target Income Group (TIG) requirement.

Business Stabilization Loan Fund (234)

Business loans to businesses provided during the economic downturn of 2008. This fund has no expenditure activity but does maintain several long-term receivable business loans for which it collects payments.

2010 Housing Grant PI Fund (238)

Home loan program for low income borrowers to be used for first-time buyer assistance and existing residential rehabilitation.

HOME Program Income Fund (239)

Fund to track all home loans made by the City using HOME 2007 and 2009 grant awards. Income received is in this fund consists of principal and interest payments made by borrowers. No activity is expected in this fund in fiscal year 2017-18 and, therefore, a detail budget page was not prepared.

2012 CDBG Housing Grant Fund (240)

Fund set up to track activities funded by a new 2012 housing grant from CDBG. Potential activities could include home rehabilitation and relocation assistance. This is a two-year grant award.

CDBG ED Grant 2014 (241)

Grant award from the California Department of Housing and Community Development for business loan creation, lakefront plan design, and ADA improvements to City facilities.

Tenth Street Drainage Fund (401)

Restricted fund/set aside by developer of Willow Tree Shopping Center.

Lakeport Blvd Improvement Fund (402)

Special assessment of developer to mitigate traffic impacts of K-Mart (now Bruno's) development in 1987. No activity is expected in this fund in fiscal year 2017-18 and, therefore, a detail budget page was not prepared.

South Main Street Improvement Fund (403)

Special assessment of developer to mitigate traffic impacts of K-Mart.

Parkside Traffic Mitigation Fund (407)

Traffic mitigation fees are required as a mitigation measure for Parkside Subdivision.

Parallel/Bevins Storm Maintenance Fund (408)

Special fee to fund storm water improvements designed to mitigate the impact of development.

Lakeshore Storm Damage Repair Fund (410)

On Lakeshore Boulevard from 75' south of Sayre Street north through Jones Street; clear concrete debris from below the existing sea wall, reinforce the embankment with sheet pile and backfill the wall. Repair the roadway, curb, and gutter failure by cutting out failed sections and replacing the base rock and AC paving. Funds provided by the Federal government through Caltrans' administration of the Emergency Relief (ER) program.

Safe Routes to Schools (411)

On Hartley from 20th St north to the City limits, pedestrian improvements including curb, gutter and sidewalk. This project is primarily funded by Caltrans.

Storm Drainage Fund (414)

Assessments are made against larger properties to pay for prior and future storm drain projects. See Chapter 3.16 Lakeport Municipal Code.

City Wide HSIP (415)

Traffic striping and pavement marking on all major arterials and collectors throughout the City. This project is primarily funded by Caltrans.

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

GENERAL FUND

Fiscal Year 2019-20
Fund: 110
Name: General Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	3,738,758	4,463,199	4,749,040	4,797,040	4,827,250	4,827,250	4,875,523	4,924,278
Franchises	254,483	380,435	206,000	206,000	206,000	206,000	208,060	210,141
Licenses	870	680	1,550	750	750	750	758	765
Permits	71,507	185,803	72,500	72,500	72,500	72,500	73,225	73,957
Fines, forfeitures, and penalties	18,544	22,854	15,500	15,500	15,500	15,500	15,655	15,812
Use of money and property	29,509	45,166	52,000	52,000	52,000	77,000	77,770	78,548
Income from other agencies	153,679	18,038	140,000	344,000	140,000	140,000	141,400	142,814
Federal funding	837	421	3,500	3,500	1,000	1,000	1,010	1,020
State funding	100,012	90,498	100,500	100,500	100,500	100,500	101,505	102,520
Charges for service	88,350	126,067	54,510	54,510	74,510	74,510	75,255	76,008
Interfund services provided	103,831	-	169,000	84,000	84,000	84,000	84,840	85,688
Other revenue	103,929	140,534	163,060	163,060	308,994	308,994	312,084	315,205
Total revenue	4,664,309	5,473,695	5,727,160	5,893,360	5,883,004	5,908,004	5,967,084	6,026,755
Expenditures								
Salaries and benefits	2,494,885	2,427,939	2,939,066	2,789,066	3,286,313	3,286,313	3,614,944	3,976,439
Operations	1,359,370	1,381,370	1,535,561	1,512,561	1,690,995	1,658,710	1,700,178	1,742,682
Debt service	74,229	37,114	37,115	37,115	37,115	37,115	-	-
Capital outlay/CIP	118,822	689,868	1,420,031	1,215,031	1,123,938	1,043,939	417,576	104,394
Total expenditures	4,047,306	4,536,291	5,931,773	5,553,773	6,138,361	6,026,077	5,732,698	5,823,515
Financing Sources (Uses)								
Transfers in	44,932	35,500	29,500	29,500	29,500	29,500	14,750	14,898
Transfers (out)	(387,154)	(264,240)	(253,722)	(253,722)	(223,658)	(223,658)	(219,185)	(214,801)
Net sources (uses)	(342,222)	(228,740)	(224,222)	(224,222)	(194,158)	(194,158)	(204,435)	(199,904)
Resources - Use								
Surplus (deficit)	274,781	708,664	(428,835)	115,365	(449,515)	(312,231)	29,951	3,336

Estimated Beginning Fund Balance	4,066,753	\$	4,066,753	\$	3,754,522	\$	3,784,473	
Inflows	5,912,504		5,937,504		5,981,834		6,041,653	
Outflows	6,362,019		6,249,735		5,951,883		6,038,316	
Change to fund balance	(449,515)		(312,231)		29,951		3,336	
Anticipated Ending Fund Balance	\$	3,617,238	\$	3,754,522	\$	3,784,473	\$	3,787,810

Departmental Use	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	Requested	Recommended
Non-Departmental	735,680	596,818	474,721	451,721	422,857	422,857
Legislative	112,054	72,859	92,556	92,556	105,986	103,986
Administration	177,555	267,343	325,171	313,171	451,019	442,834
Economic Development	82,011	61,045	83,000	83,000	110,000	108,000
City Attorney	47,249	50,468	58,000	58,000	58,000	58,000
Finance and Information Technology	151,790	238,940	237,338	237,338	272,010	266,010
Community Development:						
Planning	200,101	166,112	270,453	270,453	286,507	278,507
Building	204,781	147,392	170,522	170,522	162,637	161,537
Housing	-	-	-	-	-	-
Engineering	73,447	144,198	137,974	137,974	127,693	127,693
Police	1,853,099	1,827,643	2,229,683	2,044,683	2,446,439	2,396,439
Public Works:						
Administration and Compliance	64,905	118,394	136,603	136,603	152,496	152,496
Roads and Infrastructure	358,725	786,600	1,275,439	1,133,439	1,336,076	1,311,077
Parks, Buildings, and Grounds	295,937	286,528	691,035	675,035	426,299	416,299
Westshore Pool	59,515	36,191	3,000	3,000	4,000	4,000
Solid Waste Management	-	-	-	-	-	-
Water O&M	17,611	-	-	-	-	-
Total use	4,434,460	4,800,531	6,185,495	5,807,495	6,362,019	6,249,735

CAPITAL PROJECTS

Fiscal Year 2019-20

Fund: 130

Name: General Capital Improvement

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	-	-	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	2,108,382	-	-	-	-	-	-	-
Total expenditures	2,108,382	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	454,084	-	-	-	-	-	-	-
Transfers (out)	-	(6,000)	-	-	-	-	-	-
Loan/Bond Proceeds	1,095,000	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	1,549,084	(6,000)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	(559,298)	(6,000)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	6,000	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	1,820,877	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	287,505	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	2,108,382	6,000	-	-	-	-

2017 STORM CAPITAL PROJECTS

Fiscal Year 2019-20

Fund: 420

Name: 2017 Storm Capital Project Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-	-	-
Income from other agencies	-	111,225	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	132,173	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	1,668,020	-	697,486	-	-	-	-
Total revenue	-	1,911,418	-	697,486	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	15,602	29,451	2,500,000	50,000	2,500,000	2,500,000	-	-
Total expenditures	15,602	29,451	2,500,000	50,000	2,500,000	2,500,000	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	(15,602)	1,881,967	(2,500,000)	647,486	(2,500,000)	(2,500,000)	-	-

Estimated Beginning Fund Balance	2,513,851	\$	2,513,851	\$	13,851	\$	13,851
Inflows	-		-		-		-
Outflows	2,500,000		2,500,000		-		-
Change to fund balance	(2,500,000)		(2,500,000)		-		-
Anticipated Ending Fund Balance	\$ 13,851	\$	13,851	\$	13,851	\$	13,851

Departmental Use	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	Requested	Recommended
Non-Departmental	15,602	29,451	2,500,000	50,000	2,500,000	2,500,000
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	15,602	29,451	2,500,000	50,000	2,500,000	2,500,000

DEBT SERVICE

Fiscal Year 2019-20

Fund: 140

Name: Governmental Debt Service

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	-	-	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	253,732	264,240	253,722	253,722	223,658	223,658	212,475	201,851
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	253,732	264,240	253,722	253,722	223,658	223,658	212,475	201,851
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	253,732	264,240	253,722	253,722	223,658	223,658	212,475	201,851
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	253,732	264,240	253,722	253,722	223,658	223,658	212,475	201,851
Resources - Use								
Surplus (deficit)	-	-	-	-	-	-	0	0
Estimated Beginning Fund Balance					- \$	- \$	- \$	0
Inflows					223,658	223,658	212,475	201,851
Outflows					223,658	223,658	212,475	201,851
Change to fund balance					-	-	0	0
Anticipated Ending Fund Balance					\$ -	\$ -	\$ 0	\$ 0
Departmental Use	2016-17	2017-18	2018-19	2018-19				
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended		
Non-Departmental	253,732	264,240	253,722	253,722	223,658	223,658		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	-	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	-	-	-	-		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	-	-	-	-	-		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	253,732	264,240	253,722	253,722	223,658	223,658		

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

PARKLAND DEDICATION FUND

Fiscal Year 2019-20

Fund: 202

Name: Parkland Dedication Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	-	-	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	-	-	-	-	-	-	-	-
Estimated Beginning Fund Balance					(175,140) \$	(175,140) \$	(175,140) \$	(175,140)
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$ (175,140)	\$ (175,140)	\$ (175,140)	\$ (175,140)
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	-	-	-	-	-	-	-
Legislative	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-	-	-
Community Development:								
Planning	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works:								
Administration and Compliance	-	-	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-	-	-
Total use	-	-	-	-	-	-	-	-

HIGHWAY USER TAX (HUTA)

Fiscal Year 2019-20

Fund: 203

Name: HUTA Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	515	233	500	500	-	-	-	-
Income from other agencies	86,361	108,413	102,906	102,906	132,117	132,117	138,723	145,659
Federal funding	-	-	-	-	-	-	-	-
State funding	-	5,441	5,441	5,441	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	86,876	114,087	108,847	108,847	132,117	132,117	138,723	145,659
Expenditures								
Salaries and benefits	88,868	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	394,962	36,676	95,000	-	95,000	95,000	95,000	95,000
Total expenditures	483,830	36,676	95,000	-	95,000	95,000	95,000	95,000
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	(396,954)	77,411	13,847	108,847	37,117	37,117	43,723	50,659
Estimated Beginning Fund Balance					273,100	\$ 273,100	\$ 310,217	\$ 353,940
Inflows					132,117	132,117	138,723	145,659
Outflows					95,000	95,000	95,000	95,000
Change to fund balance					37,117	37,117	43,723	50,659
Anticipated Ending Fund Balance					\$ 310,217	\$ 310,217	\$ 353,940	\$ 404,599
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	-	-	-	-	-		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	-	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	-	-	-	-		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	28,311	-	-	-	-	-		
Roads and Infrastructure	455,519	36,676	95,000	-	95,000	95,000		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	483,830	36,676	95,000	-	95,000	95,000		

PROP 172 PUBLIC SAFETY

Fiscal Year 2019-20

Fund: 207

Name: Prop 172 Public Safety

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	32,022	34,422	29,500	29,500	29,500	29,500	29,500	29,500
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	982	136	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	33,004	34,558	29,500	29,500	29,500	29,500	29,500	29,500
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	4,350	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	4,350	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(29,500)	(29,500)	(29,500)	(29,500)	(29,500)	(29,500)	(29,500)
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	(29,500)	(29,500)	(29,500)	(29,500)	(29,500)	(29,500)	(29,500)
Resources - Use								
Surplus (deficit)	28,654	5,058	-	-	-	-	-	-
Estimated Beginning Fund Balance					108,422	\$	108,422	\$
Inflows					29,500		29,500	
Outflows					29,500		29,500	
Change to fund balance					-		-	
Anticipated Ending Fund Balance					\$	108,422	\$	108,422
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	29,500	29,500	29,500	29,500	29,500		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	-	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	-	-	-	-		
Engineering	-	-	-	-	-	-		
Police	4,350	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	-	-	-	-	-		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	4,350	29,500	29,500	29,500	29,500	29,500		

LAKEPORT HOUSING PROGRAM (HUD)

Fiscal Year 2019-20

Fund: 209

Name: Lakeport Housing Program Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	(4)	542	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	4,948	(22,789)	-	-	-	-	-	-
Total revenue	4,944	(22,247)	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	3,853	10,000	10,000	10,000	10,000	10,000	10,000
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	3,853	10,000	10,000	10,000	10,000	10,000	10,000
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	437,946	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	437,946	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	4,944	411,846	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Estimated Beginning Fund Balance					319,941	\$	319,941	\$
Inflows					-		-	
Outflows					10,000		10,000	
Change to fund balance					(10,000)		(10,000)	
Anticipated Ending Fund Balance					\$	309,941	\$	289,941
Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	3,853	-	-	-	-		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	-	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	10,000	10,000	10,000	10,000		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	-	-	-	-	-		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	-	3,853	10,000	10,000	10,000	10,000		

CDBG ECONOMIC PROGRAM INCOME

Fiscal Year 2019-20

Fund: 210

Name: CDBG ED PI

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	328	(401)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	12,021	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	20,853	(4,345)	-	-	-	-	-	-
Total revenue	33,202	(4,746)	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	18,688	241,792	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	18,688	241,792	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(236,846)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	(236,846)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	14,514	(483,384)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	470,544	-	-	-	-	-	-
Legislative	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Economic Development	18,688	8,094	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-	-	-
Community Development:								
Planning	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works:								
Administration and Compliance	-	-	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-	-	-
Total use	18,688	478,638	-	-	-	-	-	-

FISCAL YEAR 2019-20

Fiscal Year 2019-20

Name: BSCC Law Enforcement Grant

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LOW-MOD HOUSING

Fiscal Year 2019-20

Fund: 219

Name: Low-Mod Housing

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	398	(458)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	6,414	706	-	-	-	-	-	-
Total revenue	6,812	248	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	37,071	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	37,071	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	(33,000)	(396,911)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	(33,000)	(396,911)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	(26,188)	(433,734)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	33,000	433,982	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	33,000	433,982	-	-	-	-

CDBG HOUSING PROGRAM INCOME

Fiscal Year 2019-20

Fund: 228

Name: CDBG Housing PI

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	313	(344)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	2,400	8,293	-	-	-	-	-	-
Total revenue	2,713	7,949	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	13,893	54,411	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	13,893	54,411	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(298,224)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	8,862	-	-	-	-	-	-	-
Net sources (uses)	8,862	(298,224)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	(2,318)	(344,686)	-	-	-	-	-	-

Estimated Beginning Fund Balance	19	\$	19	\$	19	\$	19
Inflows	-		-		-		-
Outflows	-		-		-		-
Change to fund balance	-		-		-		-
Anticipated Ending Fund Balance	\$	19	\$	19	\$	19	\$

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	(8,862)	340,688	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	13,893	11,947	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	5,031	352,635	-	-	-	-

EMERGENCY HOUSING ASSISTANCE

Fiscal Year 2019-20

Fund: 232

Name: Emergency Housing Assist Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	428	(434)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	1,200	1,200	-	-	-	-	-	-
Total revenue	1,628	766	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	1,571	-	-	-	-	-	-
Grants/Loans	16,462	1,067	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	16,462	2,638	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	33,000	-	-	-	-	-	-	-
Transfers (out)	-	(29,680)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	33,000	(29,680)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	18,166	(31,552)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	31,251	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	16,462	1,067	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	16,462	32,318	-	-	-	-

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

CDBG MICROENTERPRISE FUND

Fiscal Year 2019-20

Fund: 233

Name: CDBG Micro Enterprise PI

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	19	(20)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	19	(20)	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(1,819)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	(1,819)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	19	(1,839)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	1,819	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:	-	-	-	-	-	-
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:	-	-	-	-	-	-
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	1,819	-	-	-	-

BUSINESS STABILIZATION LOAN FUND

Fiscal Year 2019-20

Fund: 234

Name: Bus Loan Stabilz Prog Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	85	(87)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	4,135	3,301	-	-	-	-	-	-
Total revenue	4,220	3,214	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	7	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	7	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(74,818)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	(74,818)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	4,220	(71,611)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$
Departmental Use								
2016-17	2017-18	2018-19	2018-19					
Actual	Actual	Budget	Actual (Est)	Requested	Recommended			
Non-Departmental	-	74,825	-	-	-			
Legislative	-	-	-	-	-			
Administration	-	-	-	-	-			
Economic Development	-	-	-	-	-			
City Attorney	-	-	-	-	-			
Finance and Information Technology	-	-	-	-	-			
Community Development:								
Planning	-	-	-	-	-			
Building	-	-	-	-	-			
Housing	-	-	-	-	-			
Engineering	-	-	-	-	-			
Police	-	-	-	-	-			
Public Works:								
Administration and Compliance	-	-	-	-	-			
Roads and Infrastructure	-	-	-	-	-			
Parks, Buildings, and Grounds	-	-	-	-	-			
Westshore Pool	-	-	-	-	-			
Water O&M	-	-	-	-	-			
Sewer O&M	-	-	-	-	-			
CLMSD Special Projects	-	-	-	-	-			
Total use	-	74,825	-	-	-			

2010 CDBG HOUSING GRANT PI

Fiscal Year 2019-20

Fund: 238

Name: CDBG Housing Grant 2010

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	661	(698)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	2,434	-	-	-	-	-	-	-
Total revenue	3,095	(698)	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	3,987	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	3,987	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(357,269)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	(357,269)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	3,095	(361,954)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	357,269	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	3,987	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	361,256	-	-	-	-

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

HOME PI

Fiscal Year 2019-20

Fund: 239

Name: Home Program Income

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	1,166	(1,227)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	4,640	1,036	-	-	-	-	-	-
Total revenue	5,806	(191)	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	116,819	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	116,819	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(1,333,895)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	(1,333,895)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	5,806	(1,450,905)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	1,450,686	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	28	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	1,450,714	-	-	-	-

2012 HOME GRANT PI

Fiscal Year 2019-20

Fund: 240

Name: 2012 Home Grant

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	(155)	1,846	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	150	-	-	-	-	-	-
Total revenue	(155)	1,996	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	13,766	10,000	10,000	10,000	10,000	10,250	10,506
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	13,766	10,000	10,000	10,000	10,000	10,250	10,506
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	1,412,005	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	1,412,005	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	(155)	1,400,235	(10,000)	(10,000)	(10,000)	(10,000)	(10,250)	(10,506)
Estimated Beginning Fund Balance					1,574,479	\$ 1,574,479	\$ 1,564,479	\$ 1,554,229
Inflows					-	-	-	-
Outflows					10,000	10,000	10,250	10,506
Change to fund balance					(10,000)	(10,000)	(10,250)	(10,506)
Anticipated Ending Fund Balance					\$ 1,564,479	\$ 1,564,479	\$ 1,554,229	\$ 1,543,723
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	13,766	-	-	-	-		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	-	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	10,000	10,000	10,000	10,000		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	-	-	-	-	-		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	-	13,766	10,000	10,000	10,000	10,000		

CITY OF LAKEPORT ANNUAL BUDGET

FISCAL YEAR 2019-20

CDBG ED GRANT 2014

Fiscal Year 2019-20

Fund: 241

Name: CDBG ED Grant 2014

	Prior FYs		Current		Proposed		Projections					
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22				
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected				
Revenue Sources												
Taxes	-	-	-	-	-	-	-	-				
Franchises	-	-	-	-	-	-	-	-				
Licenses	-	-	-	-	-	-	-	-				
Permits	-	-	-	-	-	-	-	-				
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-				
Use of money and property	-	-	-	-	-	-	-	-				
Income from other agencies	-	-	-	-	-	-	-	-				
Federal funding	440,000	41,281	-	-	-	-	-	-				
State funding	-	-	-	-	-	-	-	-				
Charges for service	-	-	-	-	-	-	-	-				
Interfund services provided	-	-	-	-	-	-	-	-				
Other revenue	-	5,329	-	-	-	-	-	-				
Total revenue	440,000	46,610	-	-	-	-	-	-				
Expenditures												
Salaries and benefits	-	-	-	-	-	-	-	-				
Operations	36,650	36,283	25,000	25,000	25,000	25,000	25,625	26,266				
Grants/Loans	150,000	-	-	-	-	-	-	-				
Debt service	-	-	-	-	-	-	-	-				
Capital outlay/CIP	62,559	234,606	-	-	-	-	-	-				
Total expenditures	249,209	270,889	25,000	25,000	25,000	25,000	25,625	26,266				
Financing Sources (Uses)												
Use of fund balance	-	-	-	-	-	-	-	-				
Transfers in	-	879,508	-	-	-	-	-	-				
Transfers (out)	-	-	-	-	-	-	-	-				
Loan/Bond Proceeds	-	-	-	-	-	-	-	-				
Additions to	-	-	-	-	-	-	-	-				
Deductions from	150,000	-	-	-	-	-	-	-				
Net sources (uses)	150,000	879,508	-	-	-	-	-	-				
Resources - Use												
Surplus (deficit)	340,791	655,229	(25,000)	(25,000)	(25,000)	(25,000)	(25,625)	(26,266)				
Estimated Beginning Fund Balance					873,121	\$	873,121	\$	848,121	\$	822,496	
Inflows					-		-		-		-	
Outflows					25,000		25,000		25,625		26,266	
Change to fund balance					(25,000)		(25,000)		(25,625)		(26,266)	
Anticipated Ending Fund Balance					\$	848,121	\$	848,121	\$	822,496	\$	796,230

	2016-17	2017-18	2018-19	2018-19		
Departmental Use	Actual	Actual	Budget	Actual (Est)	Requested	Recommended
Non-Departmental	(150,000)	8,243	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	186,650	28,040	25,000	25,000	25,000	25,000
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	62,559	234,606	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	99,209	270,889	25,000	25,000	25,000	25,000

TENTH STREET DRAINAGE

Fiscal Year 2019-20

Fund: 401

Name: Tenth St Drainage Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	808	54	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	808	54	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	808	54	-	-	-	-	-	-

Estimated Beginning Fund Balance	86,249	\$	86,249	\$	86,249	\$	86,249	
Inflows	-		-		-		-	
Outflows	-		-		-		-	
Change to fund balance	-		-		-		-	
Anticipated Ending Fund Balance	\$	86,249	\$	86,249	\$	86,249	\$	86,249

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	-	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	-	-	-	-	-

LAKEPORT BLVD IMPROVEMENT

Fiscal Year 2019-20

Fund: 402

Name: Lakeport Blvd Imprmnt Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	1,109	73	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	1,109	73	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	1,109	73	-	-	-	-	-	-

Estimated Beginning Fund Balance	118,265	\$	118,265	\$	118,265	\$	118,265	
Inflows	-		-		-		-	
Outflows	-		-		-		-	
Change to fund balance	-		-		-		-	
Anticipated Ending Fund Balance	\$	118,265	\$	118,265	\$	118,265	\$	118,265

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	-	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	-	-	-	-	-

SOUTH MAIN IMPROVEMENT

Fiscal Year 2019-20

Fund: 403

Name: South Main St Imprvmnt Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	587	(14)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	587	(14)	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	23,331	-	-	-	-	-	-
Total expenditures	-	23,331	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	587	(23,345)	-	-	-	-	-	-
Estimated Beginning Fund Balance					39,271	\$ 39,271	\$ 39,271	\$ 39,271
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$ 39,271	\$ 39,271	\$ 39,271	\$ 39,271

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	-	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	23,331	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	23,331	-	-	-	-

PARKSIDE TRAFFIC MITIGATION

Fiscal Year 2019-20

Fund: 407

Name: Parkside Traffic Mitig Impact

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	163	11	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	163	11	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	163	11	-	-	-	-	-	-

Estimated Beginning Fund Balance	17,463	\$	17,463	\$	17,463	\$	17,463	
Inflows	-		-		-		-	
Outflows	-		-		-		-	
Change to fund balance	-		-		-		-	
Anticipated Ending Fund Balance	\$	17,463	\$	17,463	\$	17,463	\$	17,463

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	-	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	-	-	-	-	-

PARALLEL/BEVINS STORM WATER MAINTENANCE

Fiscal Year 2019-20

Fund: 408

Name: Parallel/Bevins Storm Maint

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	191	12	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	191	12	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	191	12	-	-	-	-	-	-
Estimated Beginning Fund Balance					20,191	\$ 20,191	\$ 20,191	\$ 20,191
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$ 20,191	\$ 20,191	\$ 20,191	\$ 20,191

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	-	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	-	-	-	-	-

LAKESHORE STORM DAMAGE REPAIR

Fiscal Year 2019-20

Fund: 410

Name: Lakeshore Storm Damage Rpr

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	61,102	494,383	180,000	180,000	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	61,102	494,383	180,000	180,000	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	61,102	550,105	200,000	200,000	-	-	-	-
Total expenditures	61,102	550,105	200,000	200,000	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	-	(55,722)	(20,000)	(20,000)	-	-	-	-
Estimated Beginning Fund Balance					(75,053)	\$ (75,053)	\$ (75,053)	\$ (75,053)
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$ (75,053)	\$ (75,053)	\$ (75,053)	\$ (75,053)
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	-	-	-	-	-	-	-
Legislative	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-	-	-
Community Development:	-	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works:	-	-	-	-	-	-	-	-
Administration and Compliance	-	-	-	-	-	-	-	-
Roads and Infrastructure	61,102	550,105	200,000	200,000	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-	-	-
Total use	61,102	550,105	200,000	200,000	-	-	-	-

SAFE ROUTES TO SCHOOLS

Fiscal Year 2019-20

Fund: 411

Name: SAFE ROUTES TO SCHOOLS

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	90,000	90,000	90,000	250,000	1,500,000	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	-	-	90,000	90,000	90,000	250,000	1,500,000	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	1,350	100,000	100,000	250,000	250,000	1,624,000	-
Total expenditures	-	1,350	100,000	100,000	250,000	250,000	1,624,000	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	-	(1,350)	(10,000)	(10,000)	(160,000)	-	(124,000)	-
Estimated Beginning Fund Balance					(11,350) \$	(11,350) \$	(11,350) \$	(135,350)
Inflows					90,000	250,000	1,500,000	-
Outflows					250,000	250,000	1,624,000	-
Change to fund balance					(160,000)	-	(124,000)	-
Anticipated Ending Fund Balance					\$ (171,350)	\$ (11,350)	\$ (135,350)	\$ (135,350)
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	-	-	-	-	-		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	-	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	-	-	-	-		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	1,350	100,000	100,000	250,000	250,000		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	-	1,350	100,000	100,000	250,000	250,000		

CITY OF LAKEPORT ANNUAL BUDGET

FISCAL YEAR 2019-20

STORM DRAINAGE

Fiscal Year 2019-20

Fund: 414

Name: Storm Drainage Fund

	Prior FYs		Current		Proposed		Projections					
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22				
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected				
Revenue Sources												
Taxes	-	-	-	-	-	-	-	-				
Franchises	-	-	-	-	-	-	-	-				
Licenses	-	-	-	-	-	-	-	-				
Permits	-	-	-	-	-	-	-	-				
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-				
Use of money and property	1,290	64	-	-	-	-	-	-				
Income from other agencies	-	-	-	-	-	-	-	-				
Federal funding	-	-	-	-	-	-	-	-				
State funding	-	-	-	-	-	-	-	-				
Charges for service	-	-	-	-	-	-	-	-				
Interfund services provided	-	-	-	-	-	-	-	-				
Other revenue	-	-	-	-	-	-	-	-				
Total revenue	1,290	64	-	-	-	-	-	-				
Expenditures												
Salaries and benefits	-	-	-	-	-	-	-	-				
Operations	6,058	4,630	10,000	10,000	10,000	10,000	10,250	10,506				
Grants/Loans	-	-	-	-	-	-	-	-				
Debt service	-	-	-	-	-	-	-	-				
Capital outlay/CIP	-	6,662	20,000	20,000	20,000	20,000	4,000	4,000				
Total expenditures	6,058	11,292	30,000	30,000	30,000	30,000	14,250	14,506				
Financing Sources (Uses)												
Use of fund balance	-	-	-	-	-	-	-	-				
Transfers in	-	-	-	-	-	-	-	-				
Transfers (out)	(97,669)	-	-	-	-	-	-	-				
Loan/Bond Proceeds	-	-	-	-	-	-	-	-				
Additions to	-	-	-	-	-	-	-	-				
Deductions from	-	-	-	-	-	-	-	-				
Net sources (uses)	(97,669)	-	-	-	-	-	-	-				
Resources - Use												
Surplus (deficit)	(102,437)	(11,228)	(30,000)	(30,000)	(30,000)	(30,000)	(14,250)	(14,506)				
Estimated Beginning Fund Balance					105,517	\$	105,517	\$	75,517	\$	61,267	
Inflows					-		-		-		-	
Outflows					30,000		30,000		14,250		14,506	
Change to fund balance					(30,000)		(30,000)		(14,250)		(14,506)	
Anticipated Ending Fund Balance					\$	75,517	\$	75,517	\$	61,267	\$	46,761

	2016-17	2017-18	2018-19	2018-19		
Departmental Use	Actual	Actual	Budget	Actual (Est)	Requested	Recommended
Non-Departmental	97,669	-	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	6,058	11,292	30,000	30,000	30,000	30,000
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	103,727	11,292	30,000	30,000	30,000	30,000

LAKESHORE BLVD HSIPL (SAFETY)

Fiscal Year 2019-20

Fund: 415

Name: CITY WIDE HSIP

	Prior Fys		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	12	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	5,000	550,000	550,000	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	-	5,012	550,000	550,000	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	1,988	600,000	600,000	-	-	-	-
Total expenditures	-	1,988	600,000	600,000	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	-	3,024	(50,000)	(50,000)	-	-	-	-
Estimated Beginning Fund Balance					(46,974) \$	(46,974) \$	(46,974) \$	(46,974)
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					(46,974) \$	(46,974) \$	(46,974) \$	(46,974)
Departmental Use								
2016-17	2017-18	2018-19	2018-19					
Actual	Actual	Budget	Actual (Est)	Requested	Recommended			
Non-Departmental	-	-	-	-	-			
Legislative	-	-	-	-	-			
Administration	-	-	-	-	-			
Economic Development	-	-	-	-	-			
City Attorney	-	-	-	-	-			
Finance and Information Technology	-	-	-	-	-			
Community Development:								
Planning	-	-	-	-	-			
Building	-	-	-	-	-			
Housing	-	-	-	-	-			
Engineering	-	1,988	600,000	600,000	-			
Police	-	-	-	-	-			
Public Works:								
Administration and Compliance	-	-	-	-	-			
Roads and Infrastructure	-	-	-	-	-			
Parks, Buildings, and Grounds	-	-	-	-	-			
Westshore Pool	-	-	-	-	-			
Water O&M	-	-	-	-	-			
Sewer O&M	-	-	-	-	-			
CLMSD Special Projects	-	-	-	-	-			
Total use	-	1,988	600,000	600,000	-	-		

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PROPRIETARY

Proprietary funds account for City operations financed and operated in a manner similar to a private business enterprise.

Enterprise Funds

The City maintains several enterprise funds responsible for budgeting and tracking expenses in the delivery of water and sewer services. The intent of the City is that the cost of providing goods and services be financed primarily through user charges.

Water Operations and Maintenance (501)

Chapter 13.04 of the Lakeport Municipal Code provides the authority for City to operate water system. Revenues (fees and charges) are collected to pay for service (water) received.

Water Expansion Fund (502)

Assessments on new development to pay for distribution system, plant preservation and system capacity expansion.

USDA Water Project Fund (504)

Created to track the expenses associated with the pending application to the USDA for low interest, long-term financing for capital projects in the water system. This fund ultimately will convert to a debt service fund when repayment begins.

Sewer Operations and Maintenance (601)

Chapter 13.20 of the Lakeport Municipal Code provides the authority for the City to operate sewer system. Revenues (fees and charges) are collected to pay for availability of collection, transportation, treatment, and disposal system. In addition, grazing lease payments, LACOSAN payments for flows, tax revenues, FEMA storm damage reimbursement, OES storm damage reimbursement, and insurance rebates have been credited to this fund.

City of Lakeport Municipal Sewer District Expansion Fund (602)

New construction is assessed connection fee to provide for major repair, improvement, and expansion of sewer collection, transmission, treatment, and disposal facilities. See Lakeport Municipal Code Section 13.20.030.

USDA Sewer Project Fund (604)

Created to track the expenses associated with the pending application to the USDA for low interest, long-term financing for capital projects in the sewer system. This fund will ultimately convert to a debt service fund when repayment begins.

City of Lakeport Municipal Sewer District Assessment District 91-1 Fund (605)

A debt service fund used to track repayment of a bond secured by a land-based assessment to pay for sewer expansion project completed in 1991.

City of Lakeport Municipal Sewer District Assessment District 2017-1 Fund (606)

A debt service fund used to track repayment of a bond secured by a land-based assessment to pay for sewer expansion project completed in 1991 and refinanced in 2017

Internal Service Fund

Internal service funds are designed to track expenses common to most, if not all, City departments. The City maintains a single internal service fund to track expenses related to risk management (liability and worker's comp insurance).

Risk Management and Insurance Internal Service Fund (701)

This fund tracks expenses related to medical, liability and workers' comp insurance premiums; deductibles; and direct charges. The City is an associate member of the Redwood Empire Municipal Insurance Fund (REMIF), which manages its claims and other risk management activities.

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

WATER O&M

Fiscal Year 2019-20

Fund: 501

Name: Water Utility M & O Fund

	Prior FYs		Current		Proposed		Projections					
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22				
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected				
Revenue Sources												
Taxes	-	-	-	-	-	-	-	-				
Franchises	-	-	-	-	-	-	-	-				
Licenses	-	-	-	-	-	-	-	-				
Permits	-	-	-	-	-	-	-	-				
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-				
Use of money and property	5,256	1,007	-	-	-	-	-	-				
Income from other agencies	-	-	-	-	-	-	-	-				
Federal funding	1,096,530	-	-	-	-	-	-	-				
State funding	-	-	-	-	-	-	-	-				
Charges for service	2,210,924	2,276,193	2,265,000	2,265,000	2,265,000	2,265,000	2,287,650	2,310,527				
Interfund services provided	-	26,438	13,000	13,000	13,000	13,000	13,390	13,792				
Other revenue	9,496	1,768	-	-	-	-	-	-				
Total revenue	3,322,206	2,305,406	2,278,000	2,278,000	2,278,000	2,278,000	2,301,040	2,324,318				
Expenditures												
Salaries and benefits	619,330	829,794	1,047,143	1,047,143	1,121,241	1,121,241	1,233,365	1,356,702				
Operations	605,294	477,504	756,191	686,191	783,452	783,452	803,038	823,114				
Grants/Loans	-	-	-	-	-	-	-	-				
Debt service	211,307	142,709	347,937	347,937	338,526	338,526	321,600	305,520				
Capital outlay/CIP	51,814	85,715	290,909	241,409	269,556	218,558	43,712	4,371				
Total expenditures	1,487,745	1,535,722	2,442,180	2,322,680	2,512,775	2,461,777	2,401,715	2,489,707				
Financing Sources (Uses)												
Use of fund balance	-	-	-	-	-	-	-	-				
Transfers in	-	4,403,584	-	-	-	-	-	-				
Transfers (out)	-	-	-	-	-	-	-	-				
Loan/Bond Proceeds	-	-	-	-	-	-	-	-				
Additions to	-	-	-	-	-	-	-	-				
Deductions from	(229,877)	(327,401)	-	-	-	-	-	-				
Net sources (uses)	(229,877)	4,076,183	-	-	-	-	-	-				
Resources - Use												
Surplus (deficit)	1,604,584	4,845,867	(164,180)	(44,680)	(234,775)	(183,777)	(100,675)	(165,389)				
Estimated Beginning Fund Balance					524,208	\$	524,208	\$	340,431	\$	239,756	
Inflows					2,278,000		2,278,000		2,301,040		2,324,318	
Outflows					2,512,775		2,461,777		2,401,715		2,489,707	
Change to fund balance					(234,775)		(183,777)		(100,675)		(165,389)	
Anticipated Ending Fund Balance					\$	289,433	\$	340,431	\$	239,756	\$	74,367

Departmental Use	2016-17	2017-18	2018-19	2018-19		
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended
Non-Departmental	53,707	523,588	410,437	410,437	403,926	403,926
Legislative	11,390	7,189	8,084	8,084	12,723	12,723
Administration	100,738	96,905	115,528	103,528	152,685	152,685
Economic Development	-	-	-	-	-	-
City Attorney	18,680	25,019	26,000	26,000	26,000	26,000
Finance and Information Technology	191,742	199,332	202,666	202,666	209,309	209,309
Community Development:						
Planning	22,327	21,766	28,096	28,096	22,829	22,829
Building	11,211	38,331	44,420	44,420	40,133	40,133
Housing	-	-	-	-	-	-
Engineering	1,490	16,203	52,699	52,699	64,012	64,012
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	186,979	160,356	196,952	196,952	211,957	211,957
Roads and Infrastructure	102,430	4,473	11,200	3,700	32,950	32,950
Parks, Buildings, and Grounds	-	-	21,000	21,000	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	1,016,127	769,961	1,325,098	1,225,098	1,336,251	1,285,253
Sewer O&M	801	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	1,717,622	1,863,123	2,442,180	2,322,680	2,512,775	2,461,777

WATER EXPANSION

Fiscal Year 2019-20

Fund: 502

Name: Water Expansion Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	(138)	202	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	7,103	75,951	30,000	30,000	30,000	30,000	31,500	33,075
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	6,965	76,153	30,000	30,000	30,000	30,000	31,500	33,075
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	4,269	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	130,000	130,000	67,000	67,000	70,350	73,868
Total expenditures	-	4,269	130,000	130,000	67,000	67,000	70,350	73,868
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	6,965	71,884	(100,000)	(100,000)	(37,000)	(37,000)	(38,850)	(40,793)
Estimated Beginning Fund Balance					73,658	\$	73,658	\$
Inflows					30,000		30,000	
Outflows					67,000		67,000	
Change to fund balance					(37,000)		(37,000)	
Anticipated Ending Fund Balance					\$	36,658	\$	36,658
							\$	(2,192)
								\$ (42,985)
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	4,269	-	-	-	-		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	-	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	-	-	-	-		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	-	-	-	-	-		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	130,000	130,000	67,000	67,000		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	-	4,269	130,000	130,000	67,000	67,000		

USDA WATER PROJECT

Fiscal Year 2019-20

Fund: 504

Name: USDA Water Project Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	(211)	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	466,470	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	466,259	-	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(4,403,584)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	(4,403,584)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	466,259	(4,403,584)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	4,403,584	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	4,403,584	-	-	-	-

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2019-20

SEWER O&M

Fiscal Year 2019-20

Fund: 601

Name: Sewer Utility M & O Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	121,343	66,699	53,550	53,550	53,550	53,550	56,228	57,914
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	28,494	39,280	24,500	24,500	24,500	52,500	53,813	55,427
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	2,686,108	2,853,729	2,715,000	2,715,000	2,715,000	2,715,000	2,742,150	2,769,572
Interfund services provided	-	11,498	25,000	25,000	25,000	25,000	25,750	26,523
Other revenue	18,200	58,821	-	-	-	-	-	-
Total revenue	2,854,145	3,030,027	2,818,050	2,818,050	2,818,050	2,846,050	2,877,940	2,909,435
Expenditures								
Salaries and benefits	703,166	848,600	1,045,920	1,045,919	1,123,814	1,123,813	1,236,194	1,359,814
Operations	943,813	847,128	985,100	930,100	1,038,587	1,038,587	1,064,552	1,091,165
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	143,045	247,195	444,192	444,192	422,005	422,005	400,905	380,860
Capital outlay/CIP	28,344	222,099	618,703	566,703	574,150	574,150	229,660	183,728
Total expenditures	1,818,368	2,165,022	3,093,915	2,986,914	3,158,556	3,158,555	2,931,311	3,015,567
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	2,705,862	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	(685,516)	(793,722)	-	-	-	-	-	-
Net sources (uses)	(685,516)	1,912,140	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	350,261	2,777,145	(275,865)	(168,864)	(340,506)	(312,505)	(53,371)	(106,132)

Estimated Beginning Fund Balance	3,065,644	\$	3,065,644	\$	2,753,139	\$	2,699,768	
Inflows	2,818,050		2,846,050		2,877,940		2,909,435	
Outflows	3,158,556		3,158,555		2,931,311		3,015,567	
Change to fund balance	(340,506)		(312,505)		(53,371)		(106,132)	
Anticipated Ending Fund Balance	\$	2,725,138	\$	2,753,139	\$	2,699,768	\$	2,593,636

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	3,867	1,228,548	509,693	509,692	490,405	490,405
Legislative	11,390	7,176	8,084	8,084	12,723	12,723
Administration	100,738	96,560	115,528	103,528	151,635	151,635
Economic Development	-	-	-	-	-	-
City Attorney	20,490	24,994	26,000	26,000	26,000	26,000
Finance and Information Technology	203,976	197,686	207,710	207,710	214,353	214,353
Community Development:						
Planning	22,327	21,702	28,096	28,096	22,829	22,829
Building	11,210	38,187	44,420	44,420	40,153	40,153
Housing	-	-	-	-	-	-
Engineering	1,489	15,269	52,699	52,699	64,012	64,012
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	199,803	181,319	199,682	199,682	214,686	214,686
Roads and Infrastructure	140,497	22,731	59,900	19,900	62,450	62,450
Parks, Buildings, and Grounds	-	-	21,000	21,000	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	127,088	4,123	-	-	-	-
Sewer O&M	1,661,009	1,120,449	1,821,103	1,766,103	1,859,309	1,859,309
CLMSD Special Projects	-	-	-	-	1	-
Total use	2,503,884	2,958,744	3,093,915	2,986,914	3,158,556	3,158,555

SEWER EXPANSION

Fiscal Year 2019-20

Fund: 602

Name: Sewer Expansion Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	(681)	2,258	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	26,566	89,003	50,500	50,500	50,500	50,500	52,015	53,575
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	25,885	91,261	50,500	50,500	50,500	50,500	52,015	53,575
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	9,503	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	50,500	50,500	230,500	230,500	46,100	46,100
Total expenditures	-	9,503	50,500	50,500	230,500	230,500	46,100	46,100
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	25,885	81,758	-	-	(180,000)	(180,000)	5,915	7,475
Estimated Beginning Fund Balance					936,488	\$ 936,488	\$ 756,488	\$ 762,403
Inflows					50,500	50,500	52,015	53,575
Outflows					230,500	230,500	46,100	46,100
Change to fund balance					(180,000)	(180,000)	5,915	7,475
Anticipated Ending Fund Balance					\$ 756,488	\$ 756,488	\$ 762,403	\$ 769,878

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	9,503	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	50,500	50,500	230,500	230,500
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	9,503	50,500	50,500	230,500	230,500

USDA SEWER PROJECT

Fiscal Year 2019-20

Fund: 604

Name: USDA Sewer Project Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	-	-	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	(18,848)	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	(18,848)	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	(2,705,862)	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	(2,705,862)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	18,848	(2,705,862)	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	-	2,705,862	-	-	-	-		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	-	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	-	-	-	-		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	-	-	-	-	-		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	(18,848)	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	(18,848)	2,705,862	-	-	-	-		

91-1 CLMSD SEWER ASSESSMENT DISTRICT

Fiscal Year 2019-20

Fund: 605

Name: CLMSD Assmnt Dist 91-1 Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	291,684	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	(689)	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	6,691	-	-	-	-	-	-	-
Total revenue	297,686	-	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	6,475	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	109,625	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	116,100	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	(372,980)	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	(372,980)	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	(191,394)	-	-	-	-	-	-	-
Estimated Beginning Fund Balance					- \$	- \$	- \$	-
Inflows					-	-	-	-
Outflows					-	-	-	-
Change to fund balance					-	-	-	-
Anticipated Ending Fund Balance					\$	- \$	- \$	- \$
Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	482,605	-	-	-	-	-		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	6,475	-	-	-	-	-		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	-	-	-	-		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	-	-	-	-	-		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	489,080	-	-	-	-	-		

2017-1 CLMSD SEWER ASSESSMENT DISTRICT

Fiscal Year 2019-20

Fund: 606

Name: CLMSD Assmnt Dist 2017-1 Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	244,918	242,000	242,000	242,000	242,000	229,900	218,405
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	1,009	321	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	1,695	5,245	8,000	8,000	8,000	8,000	7,600	7,220
Total revenue	2,704	250,484	250,000	250,000	250,000	250,000	237,500	225,625
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	129,386	10,819	11,000	11,000	11,000	11,000	11,275	11,557
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	26,822	80,795	229,634	229,634	231,203	231,203	219,643	208,661
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	156,208	91,614	240,634	240,634	242,203	242,203	230,918	220,218
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	372,980	-	-	-	-	-	-	-
Transfers (out)	(15,000)	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	357,980	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	204,476	158,870	9,366	9,366	7,797	7,797	6,582	5,407
Estimated Beginning Fund Balance					345,536	\$ 345,536	\$ 353,333	\$ 359,915
Inflows					250,000	250,000	237,500	225,625
Outflows					242,203	242,203	230,918	220,218
Change to fund balance					7,797	7,797	6,582	5,407
Anticipated Ending Fund Balance					\$ 353,333	\$ 353,333	\$ 359,915	\$ 365,322
Departmental Use								
	2016-17	2017-18	2018-19	2018-19	Requested	Recommended		
	Actual	Actual	Budget	Actual (Est)				
Non-Departmental	41,822	80,795	229,634	229,634	231,203	231,203		
Legislative	-	-	-	-	-	-		
Administration	-	-	-	-	-	-		
Economic Development	-	-	-	-	-	-		
City Attorney	-	-	-	-	-	-		
Finance and Information Technology	129,386	10,819	11,000	11,000	11,000	11,000		
Community Development:								
Planning	-	-	-	-	-	-		
Building	-	-	-	-	-	-		
Housing	-	-	-	-	-	-		
Engineering	-	-	-	-	-	-		
Police	-	-	-	-	-	-		
Public Works:								
Administration and Compliance	-	-	-	-	-	-		
Roads and Infrastructure	-	-	-	-	-	-		
Parks, Buildings, and Grounds	-	-	-	-	-	-		
Westshore Pool	-	-	-	-	-	-		
Water O&M	-	-	-	-	-	-		
Sewer O&M	-	-	-	-	-	-		
CLMSD Special Projects	-	-	-	-	-	-		
Total use	171,208	91,614	240,634	240,634	242,203	242,203		

INTERNAL SERVICE FUND – RISK MANAGEMENT AND INSURANCE

Fiscal Year 2019-20

Fund: 701

Name: Risk Management Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	-	-	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	498,908	498,908	501,700	501,700	514,243	527,099
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	498,908	498,908	501,700	501,700	514,243	527,099
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	498,908	498,908	501,700	501,700	514,243	527,099
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	498,908	498,908	501,700	501,700	514,243	527,099
Resources - Use								
Surplus (deficit)	-	-	-	-	-	-	-	0

Estimated Beginning Fund Balance	-	\$	-	\$	-	\$	-	\$
Inflows	501,700		501,700		514,243		527,099	
Outflows	501,700		501,700		514,243		527,099	
Change to fund balance	-		-		-		-	
Anticipated Ending Fund Balance	\$	-	\$	-	\$	-	\$	-

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	-	498,908	498,908	501,700	501,700
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	-	498,908	498,908	501,700	501,700

FIDUCIARY

These funds account for assets held by the City as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the Government-wide financial statements, but are presented in the separate Fiduciary Fund financial statements.

Agency Funds

Special Deposit Fund (702)

This fund tracks deposits made by developers, community members, and others that are to be held in a custodial capacity by the City. Resources in this fund are not available to City unless surrendered to the City and transferred to its general fund. This fund is not presented in detail.

Private Purpose Trust Fund

Redevelopment Obligation Retirement Fund (705)

This fund is responsible to track expenses and debt service related to the dissolution of the former Lakeport Redevelopment Agency.

SPECIAL DEPOSIT FUND

Fiscal Year 2019-20

Fund: 702

Name: Special Deposit Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	-	-	-	-	-	-	-	-
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	3,907	(739)	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-
Total revenue	3,907	(739)	-	-	-	-	-	-
Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	(354)	-	-	-	-	-	-
Net sources (uses)	-	(354)	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	3,907	(1,093)	-	-	-	-	-	-

Estimated Beginning Fund Balance	415,932	\$	415,932	\$	415,932	\$	415,932	
Inflows	-		-		-		-	
Outflows	-		-		-		-	
Change to fund balance	-		-		-		-	
Anticipated Ending Fund Balance	\$	415,932	\$	415,932	\$	415,932	\$	415,932

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	-	354	-	-	-	-
Legislative	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-
Finance and Information Technology	-	-	-	-	-	-
Community Development:						
Planning	-	-	-	-	-	-
Building	-	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	-	354	-	-	-	-

REDEVELOPMENT OBLIGATION RETIREMENT FUND

Fiscal Year 2019-20

Fund: 705

Name: RDA Obligation Retirement Fund

	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Revenue Sources								
Taxes	549,453	487,756	503,516	503,516	430,589	430,589	409,060	388,607
Franchises	-	-	-	-	-	-	-	-
Licenses	-	-	-	-	-	-	-	-
Permits	-	-	-	-	-	-	-	-
Fines, forfeitures, and penalties	-	-	-	-	-	-	-	-
Use of money and property	539	1,298	-	-	-	-	-	-
Income from other agencies	-	-	-	-	-	-	-	-
Federal funding	-	-	-	-	-	-	-	-
State funding	-	-	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-	-	-
Interfund services provided	-	-	-	-	-	-	-	-
Other revenue	99,607	655	-	-	-	-	-	-
Total revenue	649,599	489,709	503,516	503,516	430,589	430,589	409,060	388,607
Expenditures								
Salaries and benefits	164,983	70,098	76,865	76,865	99,952	99,952	109,947	120,942
Operations	13,207	25,271	105,274	20,274	10,572	10,572	-	-
Grants/Loans	-	-	-	-	-	-	-	-
Debt service	421,860	210,265	315,570	315,570	320,000	320,000	304,000	288,800
Capital outlay/CIP	131	-	4,000	4,000	-	-	-	-
Total expenditures	600,181	305,634	501,709	416,709	430,524	430,524	413,947	409,742
Financing Sources (Uses)								
Use of fund balance	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers (out)	(177,993)	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-
Additions to	-	-	-	-	-	-	-	-
Deductions from	-	-	-	-	-	-	-	-
Net sources (uses)	(177,993)	-	-	-	-	-	-	-
Resources - Use								
Surplus (deficit)	(128,575)	184,075	1,807	86,807	65	65	(4,887)	(21,135)

Estimated Beginning Fund Balance	784,787	\$	784,787	\$	784,852	\$	779,965	
Inflows	430,589		430,589		409,060		388,607	
Outflows	430,524		430,524		413,947		409,742	
Change to fund balance	65		65		(4,887)		(21,135)	
Anticipated Ending Fund Balance	\$	784,852	\$	784,852	\$	779,965	\$	758,830

Departmental Use	2016-17	2017-18	2018-19	2018-19	Requested	Recommended
	Actual	Actual	Budget	Actual (Est)		
Non-Departmental	605,514	223,687	404,470	319,470	323,900	323,900
Legislative	1,202	-	-	-	-	-
Administration	83,803	46,110	56,648	56,648	71,841	71,841
Economic Development	-	-	-	-	-	-
City Attorney	1,051	2,697	1,500	1,500	1,500	1,500
Finance and Information Technology	79,976	33,140	31,339	31,339	33,283	33,283
Community Development:						
Planning	3,314	-	1,500	1,500	-	-
Building	3,055	-	-	-	-	-
Housing	-	-	-	-	-	-
Engineering	259	-	6,252	6,252	-	-
Police	-	-	-	-	-	-
Public Works:						
Administration and Compliance	-	-	-	-	-	-
Roads and Infrastructure	-	-	-	-	-	-
Parks, Buildings, and Grounds	-	-	-	-	-	-
Westshore Pool	-	-	-	-	-	-
Water O&M	-	-	-	-	-	-
Sewer O&M	-	-	-	-	-	-
CLMSD Special Projects	-	-	-	-	-	-
Total use	778,174	305,634	501,709	416,709	430,524	430,524

OPERATING BUDGETS

DEPARTMENTS

NON-DEPARTMENTAL

LEGISLATIVE

ADMINISTRATION:

CITY MANAGER

CITY CLERK

ADMINISTRATIVE SERVICES

ECONOMIC DEVELOPMENT

CITY ATTORNEY

FINANCE & INFORMATION TECHNOLOGY (IT)

COMMUNITY DEVELOPMENT:

PLANNING

BUILDING

HOUSING

ENGINEERING

POLICE

PUBLIC WORKS:

ROADS & INFRASTRUCTURE

PARKS, BUILDINGS & GROUNDS

WESTSHORE POOL

WATER OPERATIONS & MAINTENANCE (O&M)

SEWER OPERATIONS & MAINTENANCE (O&M)

NON-DEPARTMENTAL

This activity accounts for the costs of support services needed to run the general City Hall operations. It also accounts for the cost of various items, which are not directly attributable to a specific department. These items typically include bank fees and charges, costs associated with property tax administration fees by the county, fees charged by the State Board of Equalization for administration of sales tax collection, most debt service, transfers to other funds, and certain capital project budgets.

LEGISLATIVE

The legislative body for the City of Lakeport is the City Council. The same body acts as the governing authority for the Successor Agency to the City of Lakeport Redevelopment Agency and the City of Lakeport Municipal Sewer District (CLMSD). The City Council is advised by the following standing commissions and committees:

- Lakeport Planning Commission
- Parks and Recreation Committee
- Traffic Safety Advisory Committee
- ADA Committee
- Lakeport Economic Development Advisory Committee (LEDAC)
- Measure Z Advisory Committee

The City Council for the City of Lakeport, comprised of five council members, provides policy direction to the City Manager. The Council adopts ordinances to control the affairs of the City. The Council oversees the fiscal affairs of the City and approves and adopts the annual City budget. The Council also provides policy direction for the enforcement of City ordinances and may pass emergency ordinances for the immediate preservation or protection of public health, property, or safety. The Council enters into contracts and cooperative or joint activities with other government bodies.

The City of Lakeport Planning Commission is a permanent committee of five persons appointed by the Lakeport City Council to review matters related to planning and development. The Planning Commission meets on the second Wednesday of every month at 6:00 p.m. in the City Council Chambers at Lakeport City Hall, 225 Park Street, Lakeport, California, for the purpose of considering City land use matters. Included on the agendas are such things as the General Plan, Re-zonings, Use Permits, Subdivisions, Architectural and Design Review, planning policy matters, and interpretations.

The Parks and Recreation Committee is a standing committee that considers issues and concerns related to City parks and their uses. It consists of a mix of elected officials, community members, and appointed staff. The Committee reports to the City Council.

The Traffic Safety Advisory Committee addresses issues and concerns regarding transportation in the City of Lakeport. The powers, duties and responsibilities of the TSAC are to make recommendations to the City Council regarding traffic safety, pedestrian safety, and parking as it relates to traffic safety.

The ADA Committee, a sub-committee of the Traffic Safety Advisory Committee, meets to address and make recommendations regarding ADA (Americans with Disabilities Act) issues on City streets and sidewalks.

The Lakeport Economic Development Advisory Committee (LEDAC) is a standing committee formed by the City Council in 2010. The primary function of the LEDAC is to consider issues pertaining to business retention and expansion and advise the City Council and staff on developing potential programs and strategies for economic development in the City; establishing and maintaining regular communication between the City and the business community; evaluating community needs and desires for economic development; and focusing on commerce solutions that enhance the quality of life for the Lakeport community.

The Measure Z Advisory Committee is a five-member independent citizens' advisory committee that has been created and shall meet annually to review the expenditure of revenues generated by the tax imposed by Measure Z and to make recommendations to the city council regarding those expenditures. Members of the committee will be appointed to terms of not more than four years by the city council. The independent citizens' advisory committee shall meet publicly on at least a quarterly basis to review all revenues and expenditures of the transactions and use tax imposed by this chapter, review annual audit reports related to the tax, and make at least one written annual report to the city council at a public meeting summarizing the independent citizens' advisory committee's findings and including any appropriate recommendations.

GOALS

Goals

1. Public Safety
2. Road improvement
3. Amending sidewalk and right-of-way improvement ordinance to reduce costs of improvements and ensure infrastructure is being constructed in high priority areas.
4. Enhance the historic downtown and lakefront area through the adoption and consideration of: amendments to the Zoning Ordinance expanding visitor and recreational use types, increasing visibility of local businesses on social media, and improving wayfinding signage downtown, transform the former B of A into a community center, pursuing agreement with LUSD on use of Natural High property, and strengthening the programs with LMSA, such as Dickens Faire.
5. Downtown mural art project
6. Continue park improvements
7. Pursue full-time project manager
8. Complete annexation
9. Implement records management software.
10. Succession Planning
11. Recruit and maintain staffing, equipment, and special programs to accomplish community policing goals.
12. Continue marketing efforts outlined in the hotel feasibility study to attract national brand lodging facility.
13. Improve public relations and education

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2019-20
Department Detail
Dept Legislative
No. 1010

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Funding Sources								
110 GENERAL FUND	112,054	72,859	92,556	92,556	105,986	103,986	109,595	116,552
501 WATER UTILITY M & O FUND	11,390	7,189	8,084	8,084	12,723	12,723	13,409	14,260
601 CLMSD UTILITY M & O FUND	11,390	7,176	8,084	8,084	12,723	12,723	13,409	14,260
705 RDA OBLIGATION RETIREMENT FUND	1,202	-	-	-	-	-	-	-
Total Resources	136,036	87,224	108,724	108,724	131,432	129,432	136,414	145,073
Department Expenditures								
Salaries and benefits	41,814	34,225	40,418	40,418	63,615	63,615	69,977	76,974
Operations	94,222	52,999	67,306	67,306	66,817	64,817	66,437	68,098
Debt service	-	-	-	-	-	-	-	-
Capital outlay	-	-	1,000	1,000	1,000	1,000	-	-
Total Expenditures	136,036	87,224	108,724	108,724	131,432	129,432	136,414	145,073
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

ADMINISTRATION

Administration is the principal link between the City Council, City staff, and the public. The role of the Department is to provide the best public service possible to all involved with the City, whether they are residents, business, staff, or the City Council.

The City's Administration Department consists of the City Manager, Assistant City Manager, City Clerk, and the Administrative Services Director. The City Manager's Office is also responsible for the City's economic development program.

CITY MANAGER

The City Manager's role is to leverage available resources, whether fiscal, social, or political, towards uses that maximize benefits to the community. In doing so, the City Manager spurs the organization to accomplish Council goals and leads to a high level of citizen satisfaction by providing strong administrative leadership and fostering successful working relationships between the City Council, the public and the staff.

As the City's Chief Executive Officer, the City Manager and staff pursue excellence and professionalism in providing leadership to and management for all departments and services by maintaining transparency, flexibility, clarity, and accountability of the organization to the Council, to the public, and to other agencies. The City Manager is responsible for the enforcement of all laws and City ordinances; appointment of department heads; submission of the annual budget to the City Council and ensure projects are successfully completed to achieve City goals. In addition, the City Manager and staff recommend policies and programs to the City Council based on sound research and advocate Council policy and City interests. A significant portion of the City Manager's Office time is spent representing the City in local, regional, and statewide venues.

The City Manager's Office will:

- Translate Council policy direction, vision and decisions into reality
- Develop the annual operating budget and present it to the City Council for consideration
- Execute the programs, projects and activities appropriated in the annual budget
- Support the Council's policy making role by ensuring that the Council is provided with timely, accurate, and complete information based on sound research
- Drive fiscal performance to exceed citizen expectations
- Provide support and guidance to City departments
- Direct evaluation aimed at increasing the responsiveness of government
- Direct the development of special programs that are aligned with the priorities established by the community and the City Council
- Hire and develop City department heads and staff and ensure work performance
- Coordinate an ambitious range of activities that serve Lakeport residents
- Provide leadership in solving community issues and challenges
- Negotiate contracts for the City, such as: street maintenance, solid waste, and animal control
- Provide legislative analysis, legislative relations, and coordination of National and California League of Cities events and information sharing
- Provide public education and communicate relevant information to the public, City Council and staff about goals, accomplishments, plans and activities

OUTCOMES/ACCOMPLISHMENTS

2018-19 Achievements and Accomplishments

1. Application for the annexation of South Main completed
2. Most FEMA projects have been approved and completed
3. Successful EOC operation by all staff during Mendocino Complex Fire
4. Completed ADA project at Carnegie Library
5. Completed acquisition of Natural High property
6. Completed application for Prop 68 funding to implement portions of the Lakefront Revitalization Plan
7. Completed donation of Bank of America Building

GOALS

(1 year) Goal

1. Succession planning
2. Complete community center reuse plan and renovation
3. Completion of Carnegie Library ceiling repair and reuse plan
4. Develop Citizens Academy

Intermediate-term (2-4 years out)

1. Continued implementation of the Lakefront Revitalization Plan
2. OPEB reduction

Long-term (5+ years out)

1. Continued implementation of the Lakefront Revitalization Plan
2. Hire ED Director
3. Implementation of 11th Street upgrades

CITY CLERK

The City Clerk is appointed by the City Council to perform various functions required by the Government Code of the State of California, as well as other duties to provide efficient administration of City services. The Office of the City Clerk has a broad range of responsibilities, including the following:

City Council Support Services

- Prepares City Council Agendas (including internal distribution of agenda packets, which contain all related reports and documents)
- Provides agendas to subscribers via mail and e-mail and uploads agendas on the City's website
- Prepares minutes of the City Council meetings
- Provides clerical support to the Mayor and the City Council including correspondence, reservations, expenses, proclamations and certificates
- Conducts recruitment for various City committees and commissions
- Coordinates annual City Council Reorganization
- Maintains a database of all commission and committee memberships including: the Parks & Recreation Commission, the Westside Park Committee, the Traffic Safety Advisory Committee, and the ADA Committee.
- Facilitates the commission and committee application process for all advisory boards

City Administration Support Services

- Provides clerical support to the City Manager
- Processes applications for use of City parks and facilities
- Answers citizen inquiries made by mail, telephone, or in person
- Acts as Secretary to the Traffic Safety Advisory Committee and the Oversight Board to the former Lakeport Redevelopment Agency
- Acts as the City's agent for service of process
- Receives and processes all claims filed against the city
- Is responsible for the codification of city ordinances into the municipal code, including quality checks and distribution of the code
- Processes requests under the California Public Records Act

Election Services

- Provides prospective City Council members with candidate filing packets
- Coordinate with the County of Lake Elections Department to conduct City elections
- Administers the filings for all appointed and elected officials identified in the Political Reform Act and the City's Conflict of Interest Code

Records Management Services (Shared with Administrative Services)

- Maintain official City records, available in various media
- Updates the City of Lakeport Municipal Code
- Track insurance for Council approved projects and agreements
- Acts as custodian of records and of the City Seal

- Certifies the accuracy and validity of certain City documents as official records by signature and by affixing the seal of the City of Lakeport
- Develops and maintains the city's records retention schedule to ensure the proper storage, maintenance, and disposal of municipal records city-wide

ADMINISTRATIVE SERVICES – HUMAN RESOURCES

Under the management and general direction of the City Manager's Office, the Administrative Services Director plays a major role in creating a collaborative team of City employees and contract staff that provide high quality service to the community. With this being said, the City is committed to maintaining and attracting a talented team of qualified employees.

Aside from providing the City with talented and motivated employees, the division is responsible for developing and maintaining a high-quality of work life, adhering to equitable and ethical personnel standards, updating and composing job descriptions for City positions, and providing employee development opportunities. Human Resources staff ensures that performance is appropriately rewarded and that employees receive salary and benefits competitive with the marketplace. The mission of Human Resources is to develop a staff and workforce philosophy that embraces the City Council's vision, citywide goals and core values in daily decision making.

Ongoing responsibilities include:

- Maintain a classification plan that contains accurate and up-to-date job descriptions for City positions
- Work closely with departments to assess staffing needs and coordinate the recruitment and selection process to attract hard working, talented and engaged employees that fit within our culture
- Orient new employees, prepare personnel action documentation and maintain employee records in accordance with established regulations
- Ensure that the established salary ranges for City job classes remain competitive with the marketplace
- Evaluate and provide training on an effective performance management and employee development program to encourage excellence, provide valuable feedback and opportunities for professional growth and ensure superior performance is recognized and appropriately rewarded
- Develop the City's workforce by assessing departmental training needs and delivering professional growth opportunities for staff including: skills enhancement training, management and supervisory training, safety training and mandated training
- Administer the City's benefit program including contract renewals and maintenance of the contract for the City's health insurance and retirement program with the California Public Employees Retirement System
- Administer the annual benefits fair
- Provide proactive leadership and clear advice to support departments when employee relations issues arise and provide guidance on personnel policies and regulations
- In support of the City culture, maintain a high level of communication, cooperation and understanding among all levels of City staff with regard to Human Resources policies and programs
- Review and maintain policies, employee guidelines, procedures and forms necessary to the effective and legal operation of the organization
- Coordinates the worker's compensation program and administer a leave of absence program, adhering to federal and state guidelines
- Administer volunteer and student internship program
- Maintain confidential personnel and position control data in the payroll accounting software (Incode)

OUTCOMES/ACCOMPLISHMENTS

2018-19 Achievements and Accomplishments

1. Completed new website content aimed at improving transparency and information access. Assisted all departments with style and content formatting for consistency.
2. Prepared actuarial data and charts to facilitate the development of a succession plan. Facilitated succession plan discussions with Executive Management.
3. Conducted extensive research on various Electronic Content Management software products; attended trainings; and participated in a 30 day trial. (Purchase is anticipated by FYE.)
4. Facilitated and participated in records cleanup project with the Community Development Department, resulting in the destruction of 54 boxes of records that had exceeded their useful life and indexing of over 54 rolled maps & plans.
5. Prepared for and processed 2018 Elections and subsequent Council appointments.
6. Continued to assess risk management processes including the adoption of an ADA Grievance policy and procedure.
7. Negotiated a three year MOU with the Police Officers Association.
8. Attained 100% city-wide compliance on mandated FEMA training.
9. Completed Anti-Harassment Training for supervisory staff and developed an Anti-Harassment Training program for AB1661 compliance for non-supervisory staff.
10. 2018-2019 Administrative Services statistics (to date):
 - ~45 Agendas and minutes prepared and meetings attended.
 - ~22 Commission/Committee candidates recruited, filling 14 seats.
 - ~40 Contracts processed.
 - ~28 Event applications handled.
 - ~30 Records requests answered, a 57% increase over last year.
 - ~ 7 Police recruitments conducted with 10 backgrounds resulting in 1 new hire.

GOALS

(1 year)	Goal
	<ol style="list-style-type: none">1. Continue records cleanup at City Hall to facilitate the remodel project; records cleanup at Carnegie Library, specifically rolled maps and plans2. Implement records management software to digitize city records for HR and Clerk Divisions and support the Police Department in the same:<ul style="list-style-type: none">- Develop project implementation road map- Project kick off- Needs assessment- Clean up files stored on server and migrate content to repository- Set up security- Train users3. Develop and adopt a CA compliant "Trusted System" policy to enable destruction of hard copies of permanent records once digital copies are captured in the ECM repository.4. Develop and adopt an electronic signature policy to enhance paperless solutions via the ECM.
Intermediate-term (2-4 years out)	
	<ol style="list-style-type: none">1. Continue implementation of records management software as needed across departments (i.e. Police). Explore opportunities to integrate ECM with departmental proprietary software (i.e. SmartGov, InCode).2. Automate processes, including performance evaluation, employee onboarding and job recruitments, agenda management, contracts management, event application, PRA requests and FPPC filing management.3. Update Personnel Rules and Regulations for compliance with new laws and rulings.
Long-term (5+ years out)	
	<ol style="list-style-type: none">1. Prepare Procedures Manual for City Clerk and Human Resources processes.2. Update employee job descriptions.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department, which includes the City Manager, City Clerk, and Administrative Services (HR). Expenditures are detailed by character or function within the department to give the reader a fundamental understanding a where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2019-20
Department Detail
Dept Administration
No. 1020

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	177,555	267,343	325,171	313,171	451,019	442,834	458,053	500,096
501 WATER UTILITY M & O FUND	100,738	96,905	115,528	103,528	152,685	152,685	157,932	172,428
504 USDA WATER PROJECT FUND	-	-	-	-	-	-	-	-
601 CLMSD UTILITY M & O FUND	100,738	96,560	115,528	103,528	151,635	151,635	156,846	171,243
604 USDA SEWER PROJECT FUND	-	-	-	-	-	-	-	-
705 RDA OBLIGATION RETIREMENT FUND	83,803	46,110	56,648	56,648	71,841	71,841	74,310	81,131
Total Resources	462,834	506,918	612,875	576,875	827,180	818,995	847,141	924,897
Department Expenditures								
Salaries and benefits	403,406	427,512	484,960	484,960	685,793	685,793	754,372	829,810
Operations	56,969	78,906	87,065	87,065	98,691	90,506	92,769	95,088
Debt service	-	-	-	-	-	-	-	-
Capital outlay	2,459	500	40,850	4,850	42,696	42,696	-	-
Total Expenditures	462,834	506,918	612,875	576,875	827,180	818,995	847,141	924,897
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

ECONOMIC DEVELOPMENT

The Lakeport City Council and staff understand the importance of Lakeport as a regional economic center and have sought over the years to strengthen and expand the City's role in the economic well-being of the County, in spite of competitive outside forces. There are many factors that come into play and have an impact on the Lakeport economy and thus affect the whole of the County. These factors range from the provision of basic public infrastructure to the adoption and implementation of governmental economic development objectives, policies, and programs to having a sophisticated knowledge of the US/world economy and how Lakeport fits within it.

OUTCOMES/ACCOMPLISHMENTS

2018-19 Achievements and Accomplishments

1. Aided in the facilitation of the Downtown and Library Park free public WiFi zone project.

Participated and helped fund the development and adoption of the Lake EDC's Path to Prosperity Economic Development Strategic Plan.
2. LEDAC expanded the city's annual business in-person site visits (Business Walk Program) to include a small survey and presentation on business trends and needs to the City Council.
3. Contracted with Zoom Prospector through the Lake County Economic Development Corporation (Lake EDC) to update and maintain a listing of vacant commercial and industrial buildings/properties in the City.
4. Targeted membership within LEDAC to include partners from local employers, education representatives and workforce assistance programs to identify and implement programs that will aid in job creation and strengthen the local economy.
5. Aided the Community Development Department in the development of a comprehensive "Guide to Doing Business in Lakeport."
6. Continue to market the City's 2017 Hotel Feasibility Study and work with potential hotel developers to attract a hotel with modern resort amenities to the lakefront area.
7. Assisted the County and area hotels/resorts in the creation of a Tourism Improvement District and participate directly as a board member.
8. Update to the City's Economic Development website pages with emphasis on providing information and links to partner pages for existing programs and funding sources.

GOALS

(1 year)

Goal

1. Populate the new Commercial Site Finder software program "Zoom Prospector" with all vacant and for lease commercial properties throughout the City and engage in public outreach campaign to develop stakeholder groups on the availability of data.
2. Continue marketing efforts outlined in the Hotel Feasibility Study to attract a full service lodging facility with dining and conference amenities.
3. Enhance the historic downtown and lakefront area through the adoption and consideration of: Amendments to the Zoning Ordinance expanding visitor and recreational use types, increasing the visibility of local businesses on social media, improving wayfinding signage downtown, transform former BofA building into a community center, pursuing agreement with LUSD on use of Natural High property, and strengthening the programs of the LMSA.

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 within the county, extension of broadband services and facilitation of basic public infrastructure to Lampson Airport.
2. Promote the development of greater arts, cultural and community facilities including but not limited to the Soper Reese Theatre renovation project and re-opening Carnegie Library for public use.
3. Work with the California Judicial Council, Lake County Tribal Health and the County of Lake to secure a new courthouse location within the City of Lakeport.
4. Build upon updated City Economic Development website incorporating best practices from other municipal and regional economic development agencies.

Long-term (5+ years out)

1. Identify funding sources for the hiring of a full time Economic Development Director.
2. Consider the development of shopping center revitalization plan to assist struggling local shopping centers (e.g. Vista Point and High Street Village).
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.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding a where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

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Fiscal Year 2019-20
Department Detail
Dept Economic Development
No. 1054

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	82,011	61,045	83,000	83,000	110,000	108,000	110,700	113,468
210 ECON RLF RE-USE FUND	18,688	8,094	-	-	-	-	-	-
233 ECON RLF REUSE MICRO RLA FUND	-	-	-	-	-	-	-	-
241 CDBG ED GRANT 2014	186,650	28,040	25,000	25,000	25,000	25,000	25,625	26,266
Total Resources	287,349	97,179	108,000	108,000	135,000	133,000	136,325	139,733
Department Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	137,349	97,179	108,000	108,000	135,000	133,000	136,325	139,733
Grants/Loans	150,000	-	-	-	-	-	-	-
Total Expenditures	287,349	97,179	108,000	108,000	135,000	133,000	136,325	139,733
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

CITY ATTORNEY

The City Attorney is responsible for providing legal advice to the City Council and staff in carrying out their duties in the operations of the City government. The Attorney, or special counsel supervised by the Attorney, defends the City in all legal actions and brings about suits on behalf of the City.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding a where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
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Fiscal Year 2019-20
Department Detail
Dept Legal
No. 1030

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Funding Sources								
110 GENERAL FUND	47,249	50,468	58,000	58,000	58,000	58,000	59,450	60,936
501 WATER UTILITY M & O FUND	18,680	25,019	26,000	26,000	26,000	26,000	26,650	27,316
601 CLMSD UTILITY M & O FUND	20,490	24,994	26,000	26,000	26,000	26,000	26,650	27,316
705 RDA OBLIGATION RETIREMENT FUND	1,051	2,697	1,500	1,500	1,500	1,500	1,538	1,576
Total Resources	87,470	103,178	111,500	111,500	111,500	111,500	114,288	117,145
Department Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	87,470	103,178	111,500	111,500	111,500	111,500	114,288	117,145
Debt service	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	87,470	103,178	111,500	111,500	111,500	111,500	114,288	117,145
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

FINANCE & IT

The Finance Department is responsible for the fiscal health of the City as well as the collection and expenditure of funds in accordance with all applicable laws and regulations. This includes managing the processes and recording for day-to-day transactions, providing accurate reporting to the City Council, City Manager and other departments as well as performing high level, broad fiscal analysis of current activities, and evaluating economic trends affecting the local economy. As such, the Department is best viewed as providing two levels of service: internal operations and fiscal analysis and advisory services.

In 2015, the Department incorporated the function of information technology, providing services to City departments to ensure that technology resources function optimally.

From the analysis and advisory perspective, the Finance department is charged with the following roles and tasks:

- Primary advisor to the City Manager and City Council on fiscal and financial matters
- Long range financial planning, including forecasting and budgeting
- Ongoing investigation and identification of fiscal opportunities such as significant sources of new revenues or expense reductions
- Maintaining training and awareness of Industry Best Practices and identify opportunities for effecting change
- Provide leadership in the development and implementations citywide financial policies
- Administer the City's Investment and Debt Portfolios

On the internal operations side, the Finance Department performs the following functions:

- General accounting services including recording and reporting transactions in accordance with Generally Accepted Accounting Principles (GAAP)
- Providing timely financial detail and summary reports to City management and the City Council to assist them in managing the activities of their respective departments
- Design and implementation of an effective system of internal controls for the purpose of safeguarding the City's assets
- Annual budget analysis and document preparation
- Preparation for and management of annual independent fiscal audits
- Preparation of the City's Comprehensive Annual Financial Report (CAFR) in accordance with GAAP and GFOA accounting and financial reporting standards
- Grant compliance and reporting
- Internal auditing of City operations
- Workings with City Management to ensuring fees are set at the appropriate levels to ensure the City is justly compensated for services provided
- Management support, which includes not only providing reports to departments but meeting with the various departments to discuss their performance to the budget on a regular basis throughout each fiscal year
- Utility billing and customer service operations
- Housing and business loan servicing
- Business license administration
- Redevelopment Successor Agency fiscal dissolution administration

- Payroll processing
- Providing contract and basic procurement administration
- Provide IT services to City staff and departments.

OUTCOMES/ACCOMPLISHMENTS

2018-19 Achievements and Accomplishments

1. Closed solar project financing deal for the General, Water and Wastewater Funds.
2. Collaborated with all departments to facilitate the construction of a new City- wide website.
3. Received Certificate of Achievement for Excellence in Financial Report and Budget.
4. Re-assembled the investment committee and purchased investments alternative to LAIF.
5. Implemented GAAP related to GASB 75.
6. Implemented new loan servicing software including policies and procedures.
7. Purchased equipment for the development of an asset tracking system.
8. Contracted service provider to develop public WiFi at downtown and Library Park via a broadband network.

GOALS

(1 year) Goal

1. Develop long-term CIP financing strategy.
2. Implement streamlined budget and financial statement preparation process.
3. Update Fee Schedule.
4. Continue to improve emergency management procedures and upgrade the Emergency Operations Center.

Intermediate-term (2-4 years out)

1. Develop a department-wide policy and procedures manual.
2. Develop and implement strategy to decrease Unfunded Actual Liabilities for Pensions and OPEB.
3. 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.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2019-20
Department Detail
Dept Finance & IT
No. 1041

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Projected	Projected
Funding Sources								
110 GENERAL FUND	151,790	238,940	237,338	237,338	272,010	266,010	265,429	285,894
501 WATER UTILITY M & O FUND	191,742	199,332	202,666	202,666	209,309	209,309	208,852	224,954
504 USDA WATER PROJECT FUND	-	-	-	-	-	-	-	-
601 CLMSD UTILITY M & O FUND	203,976	197,686	207,710	207,710	214,353	214,353	213,885	230,375
604 USDA SEWER PROJECT FUND	-	-	-	-	-	-	-	-
605 CLMSD ASSMNT DIST 91-1 FUND	6,475	-	-	-	-	-	-	-
606 CLMSD ASSMNT DIST 2017-1 FUND	129,386	10,819	11,000	11,000	11,000	11,000	10,976	11,822
701 RISK MANAGEMENT FUND	-	-	-	-	-	-	-	-
702 SPECIAL DEPOSIT FUND	-	-	-	-	-	-	-	-
705 RDA OBLIGATION RETIREMENT FUND	79,976	33,140	31,339	31,339	33,283	33,283	33,210	35,771
Total Resources	763,345	679,917	690,053	690,053	739,955	733,955	732,352	788,817
Department Expenditures								
Salaries and benefits	440,455	381,831	424,885	424,885	462,492	462,492	508,741	559,615
Operations	318,495	251,860	200,116	200,116	224,157	218,157	223,611	229,201
Debt service	-	-	-	-	-	-	-	-
Capital outlay	4,395	46,226	65,052	65,052	53,306	53,306	-	-
Total Expenditures	763,345	679,917	690,053	690,053	739,955	733,955	732,352	788,817
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

COMMUNITY DEVELOPMENT

The Community Development Department is comprised of three divisions: Planning, Building and Housing. The department is responsible for a wide variety of functions including the review and approval of new development projects; building permit applications and inspections; code enforcement and nuisance abatement; and housing support services. The department also carries out activities related to business licensing, including working with new businesses on remodeling and sign issues and the collection of business license fees.

OUTCOMES/ACCOMPLISHMENTS

2018-19 Achievements and Accomplishments

1. Submittal of application to LAFCO for the annexation of the South Lakeport Area.
2. Completion of accessibility upgrades to the Carnegie Library and issuance of an RFP for the repair of second story ceiling and lighting.
3. Construction of City solar array and energy efficiency projects.
4. Building permits issued for Martin Affordable Housing Project, Phase I and land use entitlements granted for Martin Affordable Housing Project, Phase II.
5. Purchase of new commercial site finder software program in conjunction with County, City of Clearlake through the Lake EDC.
6. Completion of the "Guide to Doing Business in Lakeport."
7. Project specifications developed for One-Stop Customer Service Center (City Hall remodel) and RFP soliciting bids for construction issued.
8. Obtained CALTRANS Sustainability Grant to conduct a feasibility study for the Eleventh Street corridor.
9. Obtained CDBG Technical Planning Assistance Grant to develop stormwater and right-of-way improvement projects adopted as part of the 2012 Forbes Creek Neighborhood Improvement Study.
10. Update to the City's Community Development Department website pages with emphasis on making a greater number of department documents and materials available online.
11. Planning Commission approval of corrections to City's land use mapping resolving several inconsistencies between the General Plan and Zoning Ordinance map designations (expected presentation to City Council Summer 2019).
12. Strengthened hazardous weed abatement program through the adoption of an amendment to the Lakeport Municipal Code changing abatement date from early July to June 1.
13. Development of a Right of Way Vegetation Management Program to reduce vegetation obstructions to pedestrians and motorists throughout the City.
14. Working closely with the County of Lake Water Resources Department to improve compliance with State stormwater, TMDL and waterway trash regulations; includes the re-establishment of the County's Cleanwater Program with County and City of Clearlake.
15. Significant progress made toward the archiving of Building Division permit records.

GOALS

(1 year)	Goal
	<ol style="list-style-type: none"> 1. Review and revise land use designation mapping and the Resort/Residential (R-5) zoning district regulations consistent with recommendations in the Lakeport Lakefront Revitalization Plan (<i>Planning Commission & LEDAC</i>). 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. Complete required updates to the Lakeport General Plan Housing, Safety and Conservation Elements consistent with State housing law and the City's Local Hazard Mitigation Plan (Planning Commission). 4. Update the Lakeport Municipal Code incorporating the upcoming changes outlined in the 2019 California Building Codes update. 5. Implement the U.S. Census Complete Count outreach strategic plan for Lake County to ensure a more accurate enumeration of the Lakeport community as part of the 2020 Census. 6. Completion of the One-Stop Customer Service Center (City Hall remodel) project.
Intermediate-term (2-4 years out)	
	<ol style="list-style-type: none"> 1. Improve public access to general mapping services through the development of an interactive public GIS portal on the City's website. 2. Continue to work with Lake APC to complete the Eleventh Street Corridor Multimodal Engineered Feasibility Study (TSAC). 3. Comprehensive update of the Zoning Ordinance with specific emphasis on reviewing the sign ordinance, telecommunication standards and inclusion of greater uses creating a more economically sustainable and vibrant downtown (<i>Planning Commission & LEDAC</i>). 4. Continue to archive and organize Building Division records. 5. Update Community Development Department Policies and Procedures Manual including the updating of department handouts and applications (LEDAC).
Long-term (5+ years out)	
	<ol style="list-style-type: none"> 1. Consider the adoption of a Commercial Property Maintenance Ordinance. 2. Development of a strategic plan for the provision of City's Housing Services program. 3. Implementation of an electronic records archiving and retrieval system. 4. Ongoing succession planning and employee training/certification. 5. Review and consider software to facilitate the submittal and payment of building and land use permits online.

PLANNING

The Planning Division is responsible for implementing policies that direct the physical development of the City. This is accomplished through administration of the City's development codes and regulations including the Zoning Ordinance; Subdivision Ordinance; local, State and Federal environmental regulations; the Lakeport General Plan; and related ordinances and policies adopted by the City.

Planning staff has responsibility for numerous work priorities, including:

- Answering public inquiries for information related to allowable land uses (zoning), property characteristics, availability of utilities, site history/prior permits, and other related issues.
- Processing land use applications such as zoning permits, use permits, lot line adjustments, parcel mergers, architectural and design review, fencing requests, new business signs and commercial painting projects.
- Coordination of Planning Commission activities including meeting agendas, public notices, staff reports, meeting minutes, minute orders and other administrative support.
- General Plan updates and implementation of General Plan policies and programs.
- Code Enforcement & Nuisance Abatement including nuisance vehicle abatement.
- Environmental Review and Mitigation Monitoring.
- Development and enforcement of storm water regulations including working with the Lake County Clean Water Program to ensure compliance with State and Federal clean water requirements (NPDES).
- Support Lakeport Main Street Association activities including membership in the Association's Design Subcommittee.
- Maintenance and enhancement of the City's Geographical Information System (GIS).
- Maintenance and enhancement of the Community Development Department's web pages.

The above activities are produced through the following major functions:

Advance Planning – Taking the lead in advance planning projects that guide development activities in Lakeport toward the community vision desired by the City Council and our residents.

Current Planning – Managing the development application review process effectively and efficiently to process land use applications and implement the City Council's vision and policies for urban growth. Current planning also includes answering public inquiries related to land use issues in a timely and thorough manner.

Environmental Review – Providing a full range of services related to complying with local, State and Federal environmental laws. When warranted, additional consultant resources are obtained to augment the Division's limited staff resources.

General Plan Implementation – Work in conjunction with other City departments to implement the policies and programs set forth in the City's General Plan.

Regional Coordination – Providing ongoing representation within regional forums to promote regional coordination and to support Lakeport's regional interests. Planning staff works with the County of Lake, the Area Planning Council and other groups to further these goals.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2019-20
Department Detail
Dept Community Development: Planning
No. 1050

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	200,101	166,112	270,453	270,453	286,507	278,507	293,151	311,594
130 GENERAL CAPITAL IMPROVEMENT	2,489,177	-	-	-	-	-	-	-
501 WATER UTILITY M & O FUND	22,327	21,766	28,096	28,096	22,829	22,829	24,029	25,541
601 CLMSD UTILITY M & O FUND	22,327	21,702	28,096	28,096	22,829	22,829	24,029	25,541
705 RDA OBLIGATION RETIREMENT FUND	3,314	-	1,500	1,500	-	-	-	-
Total Resources	2,737,246	209,580	328,145	328,145	332,165	324,165	341,210	362,676
Department Expenditures								
Salaries and benefits	186,227	141,591	174,206	174,206	156,794	156,794	172,473	189,721
Operations	59,618	66,785	151,689	151,689	172,621	164,621	168,737	172,955
Debt service	-	-	-	-	-	-	-	-
Capital outlay	2,491,401	1,204	2,250	2,250	2,750	2,750	-	-
Total Expenditures	2,737,246	209,580	328,145	328,145	332,165	324,165	341,210	362,676
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

BUILDING

The Building Division is responsible for enforcement of Title 24 of the California Code of Regulations, also referenced as the California Building Standards Code, and is established by state law as a code enforcement agency under the administrative and operational control of the Building Official, who is authorized and directed to administer and enforce all the provisions of the Codes with all the powers of a law enforcement officer.

Additionally, the current Building Official is designated as the Floodplain Administrator and is charged with enforcement of the City's Floodplain Management Ordinance.

The Building Codes are state laws enacted for the purpose of establishing "the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and first responders during emergency operations". Numerous additional state laws enforced by the Building Division are contained in various sections of the Health and Safety Code, Government Code, Education Code, Public Resources Code, Code of Civil Procedure, Business and Professions Code, Civil Code and Water Code. Federal Laws enforced include the Americans with Disabilities Act and the Clean Water Act.

The Building Division reviews all applications for permits to ensure that submittals are complete and in compliance with the Codes and local ordinances. State law requires swift processing of permit applications. When necessary to expedite reviewing of plans, or for complex or large project applications, an outside plan-review consultant is occasionally needed. The emphasis is always to keep projects and revenues "in-house" whenever possible. Where appropriate, applications are routed to other city departments and to other agencies, including Environmental Health, the Air Quality Management District, Army Corps of Engineers and Water Resources for approvals.

The Building Official determines and calculates all building permit fee amounts, communicates with Fire Department and School District offices to establish corresponding fees, and determines amounts to be collected for utility expansion fees for sewer and water connections. All City fee amounts are set by the City Council. Historically, Building Division expenditures have typically exceeded revenues as confirmed by the fee study performed by a consultant several years ago. Additional fees enacted by state agencies are collected, reported and forwarded as required.

The Building Division reviews permit applications, drawings and specifications, and, once approved, issues the permits. Inspections of the work are made for compliance with the various codes and with any Planning Division project conditions. Upon completion of a new structure a Certificate of Occupancy is issued. When buildings have not been maintained and/or kept safe for occupancy, the Building Official initiates proceedings to order appropriate action. Records of all permits, drawings, Notices and Orders, and all related activities are maintained and kept in archives. Records of all permitted activities occurring within Special Flood Hazard Areas are maintained for FEMA/DWR review.

Other activities include updating of codes and ordinances, periodic inspections of fire-life safety equipment, responding to tenant / landlord / nuisance complaints, inquiries regarding code interpretation, flood zone determinations, property history, and related information. The Building Division's use of the City's GIS system is critical and essential for effective time management.

The Building Official also reviews and inspects City owned properties, reviews all improvement plans for city owned buildings and properties, occasionally prepares drawings and specifications for same, and issues no-fee permits to ensure compliance with codes.

The Building Division / Community Development Department staff continues to administer the City's Business License Program.

The state of the Building Division appears to be improving, as shown by latest economic reports and by substantial increases in numbers of permits issued, valuations, and building activity in general. On January 1, 2014, the new edition of Title 24 standards will be effective. The latest revisions should make California's building regulations less complicated for out-of-state designers and developers, particularly as applied to disabled access laws.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding a where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
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- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2019-20
Department Detail
Dept Community Development: Building
No. 1051

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	204,781	147,392	170,522	170,522	162,637	161,537	173,921	189,329
501 WATER UTILITY M & O FUND	11,211	38,331	44,420	44,420	40,133	40,133	43,210	47,038
601 CLMSD UTILITY M & O FUND	11,210	38,187	44,420	44,420	40,153	40,153	43,231	47,061
705 RDA OBLIGATION RETIREMENT FUND	3,055	-	-	-	-	-	-	-
Total Resources	230,257	223,910	259,362	259,362	242,923	241,823	260,363	283,428
Department Expenditures								
Salaries and benefits	215,959	183,659	214,599	214,599	200,685	200,685	220,754	242,829
Operations	12,074	38,730	27,768	27,768	39,743	38,643	39,609	40,599
Debt service	-	-	-	-	-	-	-	-
Capital outlay	2,224	1,521	16,995	16,995	2,495	2,495	-	-
Total Expenditures	230,257	223,910	259,362	259,362	242,923	241,823	260,363	283,428
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

HOUSING

Since its establishment in 1986, the City's Housing Division has assisted dozens of low income, financially responsible residents with housing rehabilitation activities as well as home buying opportunities for first-time homebuyers.

In 2010 the Division applied for and received a \$400,000 CDBG grant for the rehabilitation of dilapidated homes owned by low-income residents. This grant was successfully implemented and nearly all of the funds have been spent. Nine low-income households applied for assistance and were granted low interest, deferred loans for housing rehabilitation projects which included a wide variety of improvements such as weatherization; new roofs; ramps and other access improvements for handicapped residents; handicapped-accessible bathtubs and showers; electrical improvements and removal of electrical hazards; hot water heaters; heating and cooling systems and other improvements.

In 2012 the Division successfully applied for a \$700,000 HOME grant which will provide funding for housing rehabilitation projects and a First Time Homebuyers program. Implementation of this grant will begin in 2013.

The Division coordinates an Emergency Housing program which provides small loans and grants to income-qualified residents faced with severe emergencies which pose an imminent threat to their health and safety.

The Division also utilizes "program income" from prior CDBG loans as another source of housing repair funds for low income residents.

BUDGET DETAIL

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Fiscal Year 2019-20
Department Detail
Dept Community Development: Housing
No. 1053

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	-	-	-	-	-	-	-	-
209 LAKEPORT HOUSING PROGRAM FUND	-	-	10,000	10,000	10,000	10,000	10,250	10,506
219 LOW-MOD HOUSING	-	-	-	-	-	-	-	-
228 HOUSING REVOLVING LOAN (RLA)	13,893	11,947	-	-	-	-	-	-
232 EMERGENCY HOUSING ASSIST FUND	16,462	1,067	-	-	-	-	-	-
238 CDBG HOUSING GRANT 2010	-	3,987	-	-	-	-	-	-
239 HOME PROGRAM INCOME	-	28	-	-	-	-	-	-
240 2012 HOME GRANT	-	-	10,000	10,000	10,000	10,000	10,250	10,506
Total Resources	30,355	17,029	20,000	20,000	20,000	20,000	20,500	21,013
Department Expenditures								
Salaries and benefits	-	-	-	-	-	-	-	-
Operations	13,893	11,975	20,000	20,000	20,000	20,000	20,500	21,013
Grants/Loans	16,462	5,054	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	30,355	17,029	20,000	20,000	20,000	20,000	20,500	21,013
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

ENGINEERING

The City of Lakeport Engineering provides pre-development engineering information to builders and developers (the City maintains an extensive GIS system to map our utilities and infrastructure); develops and maintains standards for public facility installation by developers; reviews and recommends action on proposed subdivisions of land; provides engineering review of developer plans and specifications for public and semi-public improvements including grading, drainage, and streets, as well as inspecting such improvements when installed; and provides engineering design of projects as directed by the City Manager and the City Council. The Department supervises the maintenance of engineering drawings and files for and within the City limits, which are located at City Hall.

The primary functions of the Engineering Department are to:

- Provide various engineering services, surveying services, and technical assistance to the various City departments
- Provide timely engineering review for proposed development projects
- Provide engineering review and inspection oversight for projects constructed on public property
- Provide floodplain administration, solid waste disposal administration and associated public information services
- Provide consultation regarding city engineering for the City Manager and the City Council

BUDGET DETAIL

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- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

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Fiscal Year 2019-20
Department Detail
Dept Engineering
No. 1052

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	73,447	144,197	137,974	137,974	127,693	127,693	135,026	143,404
130 GENERAL CAPITAL IMPROVEMENT	-	-	-	-	-	-	-	-
410 LAKESHORE STORM DAMAGE RPR	-	-	-	-	-	-	-	-
414 STORM DRAINAGE FUND	-	-	-	-	-	-	-	-
415 LAKESHORE BLVD HSIPL (SAFETY)	-	1,988	600,000	600,000	-	-	-	-
501 WATER UTILITY M & O FUND	1,490	16,203	52,699	52,699	64,012	64,012	67,688	71,888
504 USDA WATER PROJECT FUND	-	-	-	-	-	-	-	-
601 CLMSD UTILITY M & O FUND	1,489	15,269	52,699	52,699	64,012	64,012	67,688	71,888
604 USDA SEWER PROJECT FUND	-	-	-	-	-	-	-	-
705 RDA OBLIGATION RETIREMENT FUND	259	-	6,252	6,252	-	-	-	-
Total Resources	76,685	177,657	849,624	849,624	255,717	255,717	270,402	287,179
Department Expenditures								
Salaries and benefits	14,404	120,454	147,489	147,489	121,422	121,422	133,564	146,921
Operations	62,281	50,824	96,340	96,340	133,500	133,500	136,838	140,258
Debt service	-	-	-	-	-	-	-	-
Capital outlay	-	6,379	605,795	605,795	795	795	-	-
Total Expenditures	76,685	177,657	849,624	849,624	255,717	255,717	270,402	287,179
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

POLICE

At the Lakeport Police Department, we are dedicated to working as a partner with our community and City government to provide a safe environment to live, work, visit, run a business or raise a family. Our City enjoys a very low crime rate and provides an exceptional quality of life. We are very proud to be a part of the team effort that has contributed to that success.

The Department is committed to providing high quality law enforcement services, consistent with professional standards and best police practices, and to protecting and respecting the rights of all citizens. The Department provides 24-hour police services to the Lakeport community. Services include uniformed patrol and traffic enforcement, parking enforcement, criminal investigations, school resource officer services, animal control, property & evidence control, records & support services and community relations & crime prevention.

The Lakeport Police Department focuses efforts on producing the following desired outcomes:

- Order and civility in public places
- Reduction of crime and victimization
- Offenders held accountable
- Efficient and effective use of resources (operational and financial)
- Quality service and customer satisfaction

In an ongoing effort to reduce crime and increase public safety, the department uses community policing methods and programs which include Police Volunteers, Neighborhood Watch, DARE program and community outreach through social media, presentations and personal contacts.

OUTCOMES/ACCOMPLISHMENTS

2018-19 Achievements and Accomplishments

1. Increased traffic enforcement
2. Purchased 4 new police vehicles
3. Developed a contract with DATA ticket for parking citation cost recovery
4. Implemented an MOU with Behavioral Health to work within the office and patrol
5. Completed USDA grant for Canine Officer position to include cost of vehicle, dog, training and equipment
6. Successfully implemented a new dispatch contract with the Sheriff's Department
7. Field Training Officer manual

GOALS

(1 year)

Goal

1. Continue to provide quality community policing services in the face of the most difficult recruiting and retention challenges and most drastic changes in laws and litigation affecting policing that law enforcement in California has faced in the past three decades.
 - o Responding to changes in laws and significant records requests
 - o Records destruction and records management system through Administrative Services
2. Increase and maintain staffing, equipment, and special programs to accomplish community policing goal.
 - o Hiring and retaining officers and a supervisor and adding a community services officer
 - o Equipment, park and downtown cameras and purchase 3 additional patrol vehicles and police K9 program
3. Continue succession planning and advanced training to accomplish community policing goal.
 - o Policy updates due to case law and policy updates
 - o Training

Near-term (2-4 years)

1. Continue succession planning
2. Evidence tracking software programs
3. Evidence storage and car storage
4. Parking program/staffing parking enforcement officer
5. Traffic enforcement programs
6. Neighborhood policing by officer

Long-term (5 years)

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

BUDGET DETAIL

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Fiscal Year 2019-20
Department Detail
Dept Police
No. 2010

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	1,853,099	1,827,643	2,229,683	2,044,683	2,446,439	2,396,439	2,423,143	2,623,999
130 GENERAL CAPITAL IMPROVEMENT	287,505	-	-	-	-	-	-	-
207 PROP 172 PUBLIC SAFETY TAX	4,350	-	-	-	-	-	-	-
211 BSCC LAW ENFORCEMENT GRANT	-	-	44,000	-	64,000	64,000	64,713	70,077
Total Resources	2,144,954	1,827,643	2,273,683	2,044,683	2,510,439	2,460,439	2,487,856	2,694,077
Department Expenditures								
Salaries and benefits	1,480,352	1,283,388	1,516,057	1,366,057	1,745,747	1,745,747	1,920,322	2,112,354
Operations	365,801	345,643	495,626	481,626	558,692	553,692	567,534	581,723
Debt service	-	-	-	-	-	-	-	-
Capital outlay	298,801	198,612	262,000	197,000	206,000	161,000	-	-
Total Expenditures	2,144,954	1,827,643	2,273,683	2,044,683	2,510,439	2,460,439	2,487,856	2,694,077
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

PUBLIC WORKS

To enhance services to the community while reducing costs, the City of Lakeport Public Works Department has been merged with the Utilities Department to incorporate the enterprise activities of water and sewer services. The restructured Public Works Department now consists of six distinct divisions, each with its own unique function and purpose. The six divisions are as follows:

1. Administration and Compliance
2. Roads and Infrastructure
3. Parks, Buildings and Grounds,
4. Westshore Pool
5. Water Operations and Maintenance
6. Sewer Operations and Maintenance

OUTCOMES/ACCOMPLISHMENTS

2018-19 Achievements and Accomplishments

1. Completed initial FEMA process and began construction phase on some projects
2. Completed roadway surface treatments on 11th and South Main Streets
3. Overlay from Lange Street to north City limits
4. Implemented Integrated Pest Management Plan (owl box project at Westside Park)
5. Completed purchase and installation of new play structure in Library Park
6. Applied and received Local Hazard Mitigation Grant
7. Began the Local Hazard Mitigation Plan process

GOALS

(1 year)	Goal
	1. Complete funded FEMA projects and follow through on appeals
	2. Continue paving projects including 1st Street from Main Street to Park St, South Main Street from Peckam Court to the city limits, Orchid Way, Palm Dr and sidewalks, curbs and gutter on 2nd Street from Main Street to Park St
	3. Continue park improvements
	4. Continue Local Hazard Mitigation Grant process
	5. Continue the Mendo Complex Fire damage claim process
	6. Begin disaster preparedness projects
	7. Pursue full time project manager
	8. Begin the Federal Highways E.R. process for flood 2019 damage

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 upon approval of our LHMP Plan
3. Continue disaster preparedness projects
4. Close out all FEMA flood 2017 projects

Long-term (5+ years out)
1. Reassess paving needs
2. Fund additional drainage rehabilitation

ADMINISTRATION AND COMPLIANCE

BUDGET DETAIL

Fiscal Year 2019-20
Department Detail
Dept. Public Works: Admin and Compliance
No. 3010

	DEPARTMENT DETAIL							
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	64,905	118,394	136,603	136,603	152,496	152,496	167,204	183,370
203 2105 GAS TAX FUND	28,311	-	-	-	-	-	-	-
501 WATER UTILITY M & O FUND	186,979	160,356	196,952	196,952	211,957	211,957	232,400	254,869
601 CLMSD UTILITY M & O FUND	199,803	181,319	199,682	199,682	214,686	214,686	235,393	258,151
Total Resources	479,998	460,069	533,237	533,237	579,139	579,139	634,997	696,390
Department Expenditures								
Salaries and benefits	478,122	426,090	509,375	509,375	551,729	551,729	606,902	667,592
Operations	1,876	33,979	23,862	23,862	27,410	27,410	28,095	28,798
Debt service	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	479,998	460,069	533,237	533,237	579,139	579,139	634,997	696,390
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

ROADS AND INFRASTRUCTURE

The Roads and Infrastructure Division of Public Works provides for the maintenance and minor construction of all City streets, curbs and gutters, drainage systems and structures, and right-of-way improvements. This includes asphalt overlays and repairs, street signs, pavement markings, culvert maintenance and replacement, and other street related projects. This division also manages construction activities and maintenance of the City's storm sewer collection system. Additionally, it provides other public service functions, including traffic control devices for parades and other special events, installing decorative or informational signage along City streets, and assisting other City departments with manpower for use in heavy lifting.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2019-20
Department Detail
Dept Public Works: Roads & Infrastructure
No. 3020

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	358,725	786,600	1,275,439	1,133,439	1,336,076	1,311,077	424,688	449,489
203 2105 GAS TAX FUND	455,519	36,676	95,000	-	95,000	95,000	30,773	32,570
403 SOUTH MAIN ST IMPRV/MINT FUND	-	23,331	-	-	-	-	-	-
410 LAKESHORE STORM DAMAGE RPR	61,102	550,105	200,000	200,000	-	-	-	-
414 STORM DRAINAGE FUND	6,058	11,292	30,000	30,000	30,000	30,000	9,718	10,285
501 WATER UTILITY M & O FUND	102,430	4,473	11,200	3,700	32,950	32,950	10,673	11,297
601 CLMSD UTILITY M & O FUND	140,497	22,731	59,900	19,900	62,450	62,450	20,229	21,410
Total Resources	1,124,331	1,436,558	1,771,539	1,487,039	1,806,476	1,781,477	577,062	610,761
Department Expenditures								
Salaries and benefits	287,309	121,538	236,289	236,289	244,858	244,858	269,344	296,278
Operations	240,869	231,556	277,735	277,735	264,003	264,003	270,603	277,368
Debt service	74,229	37,114	37,115	37,115	37,115	37,115	37,115	37,115
Capital outlay	521,924	1,046,350	1,220,400	935,900	1,260,500	1,235,501	-	-
Total Expenditures	1,124,331	1,436,558	1,771,539	1,487,039	1,806,476	1,781,477	577,062	610,761
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

PARKS, BUILDINGS AND GROUNDS

The Parks, Buildings, and Grounds Division provides for the operation and maintenance of Library and Westside Community Parks, special use areas, City Hall, and the Police Station. This Division provides administration and supervision of contract providers and park and building maintenance staff for landscaping, grounds, and building maintenance, including electrical and plumbing repairs, vandalism repairs, painting, custodial services, and litter abatement.

BUDGET DETAIL

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- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2019-20
Department Detail
Dept Public Works: Parks, Buildings & Grounds
No. 3030

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	295,937	286,528	691,035	675,035	426,299	416,299	324,198	343,008
241 CDBG ED GRANT 2014	62,559	234,606	-	-	-	-	-	-
501 WATER UTILITY M & O FUND	-	-	21,000	21,000	-	-	-	-
601 CLMSD UTILITY M & O FUND	-	-	21,000	21,000	-	-	-	-
Total Resources	358,496	521,134	733,035	717,035	426,299	416,299	324,198	343,008
Department Expenditures								
Salaries and benefits	126,481	116,965	125,346	125,346	129,754	129,754	142,729	157,002
Operations	128,605	117,483	174,688	174,688	177,043	177,043	181,469	186,006
Debt service	-	-	-	-	-	-	-	-
Capital outlay	103,410	286,686	433,001	417,001	119,502	109,502	-	-
Total Expenditures	358,496	521,134	733,035	717,035	426,299	416,299	324,198	343,008
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

WESTSHORE POOL

The Westshore Pool is part of the City's Parks and Recreation Program. The operation and maintenance of the pool is a shared responsibility between the City, Lakeport Unified School District, and local community groups.

BUDGET DETAIL

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Fiscal Year 2019-20
Department Detail
Dept Public Works: Pool
No. 3050

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	59,515	36,191	3,000	3,000	4,000	4,000	4,100	4,203
Total Resources	59,515	36,191	3,000	3,000	4,000	4,000	4,100	4,203
Department Expenditures								
Salaries and benefits	34,462	26,045	-	-	-	-	-	-
Operations	25,053	10,146	3,000	3,000	4,000	4,000	4,100	4,203
Debt service	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	59,515	36,191	3,000	3,000	4,000	4,000	4,100	4,203
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

UTILITIES

OUTCOMES/ACCOMPLISHMENTS

2018-19 Achievements and Accomplishments

1. Upgrades to our SCADA system that are currently underway will enhance our ability to analyze data and promote operational efficiency.
2. Procurement of staff and equipment has allowed us to aggressively investigate I&I.
3. Forming a Countywide wastewater agency has been well-received by other agencies and a kick-off meeting is planned for Spring.
4. Currently working with Water Boards to secure funding through SRF for the Loop Line project.

GOALS

(1 year) Goal

1. Enhance our outreach for water conservation and FOG related issues utilizing our website and publication materials at various events.
2. Replace undersized leaky water main on 16th Street.
3. Development of a 20-Year CIP for water and sewer.
4. Examine rate stability and depreciation.

Intermediate-term (2-4 years out)

1. Investigate long-term disposal options for future growth at WWTP.
2. Continued I&I identification and mitigation efforts.

Long-term (5+ years out)

1. Continuation of main replacement projects. Target: 1,000' per year
2. Relocation of Lakeport Blvd. Liftstation to accommodate proposed round-a-bout.

WATER OPERATIONS AND MAINTENANCE

The Water Operations and Maintenance (O&M) Division is responsible for the treatment and delivery of safe, reliable drinking water to the citizens of Lakeport. It provides 24-hour service and support to the public by responding to customer concerns, emergency water breaks/repairs, and ensuring the City has high quality drinking water in adequate supply for firefighting, domestic, and commercial use. The division operates and maintains 4 ground water wells, a surface water treatment facility, and a distribution system to private meters. The division also works with developers and customers on water service issues during project design to ensure water delivery is never in short supply.

The division continuously monitors the quality of the water that it provides to its residents and proudly maintains the distinction of providing the safest, clearest, and best tasting drinking water in Lake County.

Construction is an important activity of the Water O&M Division. The construction crew installs and maintains new and existing water and sewer systems to private property and within dedicated easements throughout the City. The crew works on emergency water breaks and sewer stoppages when they happen, and schedules the repair or replacement of water distribution and collection system (I&I) deficiencies.

BUDGET DETAIL

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Fiscal Year 2019-20
Department Detail
Dept Public Works: Water O&M
No. 3060

		DEPARTMENT DETAIL							
		Prior FYs		Current		Proposed		Projections	
		2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources									
110 GENERAL FUND		17,611	-	-	-	-	-	-	-
501 WATER UTILITY M & O FUND		1,016,127	769,961	1,325,098	1,225,098	1,336,251	1,285,253	1,132,512	1,198,694
502 WATER EXPANSION FUND		-	-	130,000	130,000	67,000	67,000	59,038	62,488
504 USDA WATER PROJECT FUND		-	-	-	-	-	-	-	-
601 CLMSD UTILITY M & O FUND		127,088	4,123	-	-	-	-	-	-
Total Resources		1,160,826	774,084	1,455,098	1,355,098	1,403,251	1,352,253	1,191,550	1,261,181
Department Expenditures									
Salaries and benefits		419,365	330,696	468,296	468,296	482,938	482,938	531,232	584,355
Operations		477,525	369,107	635,202	565,202	644,213	644,213	660,318	676,826
Grants/Loans		-	-	-	-	-	-	-	-
Debt service		-	-	-	-	-	-	-	-
Capital outlay		263,936	74,281	351,600	321,600	276,100	225,102	-	-
Total Expenditures		1,160,826	774,084	1,455,098	1,355,098	1,403,251	1,352,253	1,191,550	1,261,181
Resources - Use									
Surplus (Deficit)		-	-	-	-	-	-	-	-

SEWER OPERATIONS & MAINTENANCE

The Sewer Operations and Maintenance (O&M) Division provides collection, treatment, and disposal of sewage in a manner compliant with the health and safety needs of the community and the environment. Delivering this service in the safest, most reliable method possible is the highest concern of the Public Works Department.

The Sewer division provides 24-hour service and support to the public by responding to customer concerns, emergency sewer stoppages, and ensures sewer system functionality. The division operates and maintains eight sewer lift stations, a secondary treatment and disposal facility, and a collection system to the customer's property line.

The division works with developers and customers on sewer service issues during project design, service installation, and future needs. The division also inspects the collection system for Inflow and Infiltration (I&I) problems that require remediation to restore system capacity.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

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- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2019-20
Department Detail
Dept. Public Works: Sewer O&M
No. 3070

DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed		Projections	
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual (Est)	2019-20 Requested	2019-20 Recommended	2020-21 Projected	2021-22 Projected
Funding Sources								
110 GENERAL FUND	-	-	-	-	-	-	-	-
501 WATER UTILITY M & O FUND	801	-	-	-	-	-	-	-
601 CLMSD UTILITY M & O FUND	1,661,009	1,120,449	1,821,103	1,766,103	1,859,309	1,859,309	1,286,146	1,353,935
604 USDA SEWER PROJECT FUND	(18,848)	-	-	-	-	-	-	-
Total Resources	1,642,962	1,120,449	1,871,603	1,816,603	2,089,809	2,089,809	1,445,591	1,521,784
Department Expenditures								
Salaries and benefits	181,107	325,391	467,072	467,072	485,491	485,491	534,040	587,444
Operations	770,094	604,417	844,331	789,331	889,318	889,318	911,551	934,340
Debt service	-	-	-	-	-	-	-	-
Capital outlay	691,761	190,641	560,200	560,200	715,000	715,000	-	-
Total Expenditures	1,642,962	1,120,449	1,871,603	1,816,603	2,089,809	2,089,809	1,445,591	1,521,784
Resources - Use								
Surplus (Deficit)	-	-	-	-	-	-	-	-

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ATTACHMENTS

BUDGET RESOLUTION

GANN LIMIT RESOLUTION

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BUDGET RESOLUTION

RESOLUTION NO. XXX (2019)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LAKEPORT, THE SUCCESSOR AGENCY TO THE LAKEPORT
REDEVELOPMENT AGENCY, AND THE BOARD OF THE CITY
OF LAKEPORT MUNICIPAL SEWER DISTRICT
ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2019-20**

WHEREAS, the City Council of the City of Lakeport, the Successor Agency to the Lakeport Redevelopment Agency, and Board of the City of Lakeport Municipal Sewer District has reviewed the Annual Budget for the Fiscal Year 2019-20; and

WHEREAS, included in said budget are the necessary estimates of anticipated revenues and assessed evaluations for the properties subject to taxation by the City; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lakeport hereby adopts the budget for the City of Lakeport, the Successor Agency to the Lakeport Redevelopment Agency, and City of Lakeport Municipal Sewer District, including the recommended personnel schedules found therein, for the fiscal year beginning July 1, 2019, and ending June 30, 2020; and

THIS RESOLUTION was passed by the City Council of the City of Lakeport at a regular meeting thereof on the 18th day of June, 2019, by the following vote:

AYES:

NOES: None

ABSTAINING: None

ABSENT: None

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GANN LIMIT RESOLUTION

RESOLUTION NO. XXXX (2019)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT
APPROVING THE FISCAL YEAR 2019-20 APPROPRIATIONS LIMIT
FOR THE CITY OF LAKEPORT**

WHEREAS, pursuant to California *Government Code* Section 7910, the City Council must, by resolution, establish its appropriations limit for each fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT the appropriations limit for the City of Lakeport for the 2019-20 Fiscal Year shall be Twelve Million, Eight Hundred Forty-Two Thousand, Four Dollars (\$12,842,004).

This resolution was adopted by the City Council of the City of Lakeport at a regular meeting thereof on the 18th day of June 2019, by the following vote:

AYES:

NOES: None

ABSTAINING: None

ABSENT: None

GANN LIMIT CALCULATION

Gann Limit Calculation

FY 2019-20

Per Capita Cost of Living Change =	3.85 percent	
Population Change (City) =	0.46 percent	
Per Capita Cost of Living converted to a ratio:	$\frac{3.85 + 100}{100}$	= 1.0385
Population converted to a ratio:	$\frac{(0.46) + 100}{100}$	= 1.0046
Calculation of factor for FY 2019-20:	1.0385×1.0046	= 1.0433
Appropriations Limit, Fiscal Year 2018-19	\$ 12,309,294	
Appropriations Limit, Fiscal Year 2019-20	\$ 12,842,004	
(\$10,537,127 x 1.0319)		

FY 2019-20 appropriations subject to Gann Limit

FISCAL YEAR 2019-20	Budget Estimates
Property Taxes	\$ 1,184,339
Sales Taxes	3,630,000
Special Taxes	161,617
State Subventions	100,000
Franchise Taxes	206,000
Business License Taxes	95,000
	\$ 5,376,956

Percentage Use of Appropriations Limit 41.87%

APPENDICES

TRANSFERS SCHEDULE

DEBT SCHEDULE

PERSONNEL SCHEDULE

GLOSSARY OF TERMS

ACCOUNTING STRUCTURE

BUDGET POLICIES

FINANCIAL MANAGEMENT POLICIES

BUDGET SCHEDULE

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TRANSFERS SCHEDULE

Fiscal Year 2019-20
[SCHEDULE OF TRANSFERS](#)

Fund Transferring From (Transfers Out)			Fund Transferring To (Transfers In)			Comments
Fund Number	Fund Name	Amount	Fund Number	Fund Name	Amount	
211	BSCC Law Enforcement Grant	\$ 29,500	110	General Fund	\$ 29,500	To support miscellaneous PD activities
110	General Fund	223,658	140	Governmental Debt Service	223,658	To cover debt service costs
Total Transfers Out		<u>\$ 253,158</u>	Total Transfers In		<u>\$ 253,158</u>	
General Fund			General Fund			
		<u>\$ 223,658</u>			<u>\$ 29,500</u>	

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DEBT SCHEDULES

The following are the debt obligations for which the City is responsible for or is acting as a fiduciary to service.

Governmental fund activities:

USDA Police Station Bond

Police Station Bond with USDA Rural Development was issued in June 2017 to assist in the purchase and renovation of a new police station. Total issue \$1,095,000. Annual principal and interest payments starting at approximately \$45,000, at an interest rate of 2.38%, are due December 1 each year, semiannual interest payments are due June 1 and December 1 each year. Payments are secured by the real property. The obligation matures in the year 2056.

Balance due \$ 1,055,000

Pension Obligation Bonds

On June 22, 2017, the City entered into an agreement with Umpqua bank to obtain a loan in the amount of \$3,184,000 to pay their PERS side fund obligation at an interest rate of 4.25% maturing in 17 years on January 1, 2033. Interest is payable semi-annually on January 1 and July 1. The obligation is payable from revenues received from the General, Water and Sewer Funds, 62% of the payments charged to governmental activities and the remaining 38% split between the Water and Sewer Funds.

Balance due \$ 2,753,110

Proprietary (enterprise) fund activities:

2016 USDA Water Revenue Bonds

Water Revenue Bonds were issued with USDA Rural Development was issued in September 2016 to assist completing water infrastructure upgrade projects. Total issue \$3,182,000. Annual principal and interest payments at approximately \$110,000, at an interest rate of 1.63%, are due August 1, with semiannual interest payments due February 1 and August 1 each year. Payments are secured by water enterprise revenues. The obligation matures in the year 2056.

Balance due \$ 4,793,849

Pinnacle Water Loan

Series 2000 COPs bond with USDA Rural Development was refunded in June 2016 and replaced with the Pinnacle Water Loan. Total issue \$2,587,000. Annual principal and interest payments of approximately \$175,250, at an interest rate of 2.65%, are due February 1 and August 1 each year. Payments are secured by water fund revenue. The obligation matures in the year 2035.

Balance due \$ 2,587,000

2017 CLMSD Sewer District Assessment Bonds

2017-1 Sewer Assessment bonds. Total issue \$2,854,000. Annual principal payments of approximately \$230,000, at interest rate of 2.85%, are due March 2 and September 2 each year, secured by Municipal Sewer District No.1 revenue from the South Assessment District 91-1 area. The total obligation matures in the year 2032

Balance due \$ 2,854,000

Wastewater Revenue Bonds, 2007 Series A

2007 Series A, total issue \$3,060,000. Annual principal is due on September 1 and interest payments at 5.31% are due September 1 and March 1 each year, which are secured by wastewater fund revenue. The total obligation matures in the year 2037.

Fiduciary activities:

2016 Tax Allocation Bond

2016 Tax Allocation Bond, Total issue \$4,120,000. Annual principal is due on September 1 and interest payments are due semi-annually, September 1 and March 1 each year. Payment are secured by redevelopment tax increment revenue, maturing in year 2034.

Balance due _____ \$ 4,120,000

2004 Series B Bonds

2004 Series B bond, total issue \$1,170,000. Annual principal is due on September 1 and interest payments are due semi-annually, at an annual interest rate of 5.31%, September 1 and March 1 each year. Payments are secured by redevelopment tax increment revenue, maturing in year 2035.

Balance due _____ \$ 690,000

PERSONNEL SCHEDULES

POSITION SUMMARY

City of Lakeport
Fiscal Year 2019-20
Position Summary

Classification Title	2016-17	2017-18	2018-19	Change	Proposed 2019-20
	FTE	FTE	FTE		FTE
Admin Services Director/ City Clerk	1.00	1.00	1.00	-	1.00
Administrative Specialist	4.00	2.50	3.00	-	3.00
Assistant City Manager	-	-	-	0.50	0.50
Associate Planner	1.00	1.00	1.00	-	1.00
Chief Building Official	1.00	1.00	1.00	-	1.00
City Clerk	0.80	-	-	-	-
City Manager	1.00	1.00	1.00	-	1.00
Community Development Director	1.00	1.00	1.00	-	1.00
Community Development Technician	1.00	0.50	1.00	-	1.00
Compliance Officer	1.00	1.00	1.00	-	1.00
Deputy City Clerk		1.00	1.00		1.00
EMC Supervisor	1.00	1.00	-	-	-
Electrical Mechanic Technician	-	-	1.00	-	1.00
Equipment Mechanic	0.67	0.67	1.00	-	1.00
Finance Director	1.00	1.00	1.00	-	1.00
Financial Services Specialist	4.00	4.00	3.00		3.00
Government Accountant	-	-	1.00		1.00
Housing Specialist	0.50	-	-	-	-
Intern	0.25	-	-	-	-
Maintenance Worker	7.00	6.00	7.00	-	7.00
Parks Foreman	-	-	1.00	-	1.00
Parks Leadworker	1.00	1.00	-	-	-
Parks Maintenance Worker	1.00	1.00	1.00	-	1.00
Police Chief	1.00	1.00	1.00	-	1.00
Police Lieutenant/ Captain	1.00	1.00	1.00	1.00	2.00
Police Officer	7.00	7.00	8.00	(1.00)	7.00
Police Officer (School Resource Officer)	-	1.00	1.00	-	1.00
Police Part-time Help	1.00	1.00	1.00		1.00
Police Records Supervisor	1.00	1.00	1.00	-	1.00
Police Reserve Officer	0.90	0.25	-	-	-
Police Sergeant	2.00	3.00	2.00		2.00
Pool Lifeguard	2.25	2.25	-	-	-
Pool Manager	0.50	0.50	-	-	-
Public Works Director	1.00	1.00	1.00	-	1.00
Public Works Extra Help	0.25	0.25	1.25	-	1.25
Public Works Foreman	1.00	1.00	1.00	-	1.00
Public Works Superintendent	1.00	1.00	-	-	-
Utilities Superintendent	1.00	1.00	1.00	-	1.00
Wastewater Facilities Supervisor	1.00	1.00	1.00	-	1.00
Wastewater Operator / Utilities Operator	1.00	1.00	2.00	-	2.00
Water Supervisor	1.00	1.00	1.00	-	1.00
Water Systems Operator / Utilities Operator	2.00	2.00	2.00	-	2.00
Total FTE	54.12	51.92	52.25	0.50	52.75

GLOSSARY OF TERMS

Adopted budget

The city council approved annual budget establishing the legal authority for the expenditure of funds as set forth in the appropriation resolution.

Accrual/accrual basis of accounting

A method of accounting that recognizes the financial effect of transactions, events and inter-fund activities when they occur, regardless of the timing of related cash flows.

Annual financial report

A financial report applicable to a single fiscal year.

Appropriation

An authorization made by the city council, which permits officials to incur obligations against and to make expenditures of resources. Appropriations are usually made to fixed amounts and are typically granted for a one-year period.

Assessed valuation

A valuation set upon real estate or other property by a government as a basis for a tax levy.

Audit

A view of the city accounts by an independent auditing firm to substantiate year-end fund, salaries, reserves and cash on hand.

Beginning/ending fund balance

Appropriated resources available in a fund from the prior/current year after payment of the prior/current year's Expenses. This is not necessarily cash on hand.

Bond

A city may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specified rate.

Budget

A plan of financial operation embodying an estimate of proposed appropriations for a given period of time and the Proposed means of financing them.

Budgetary basis

The method of accounting applied to the budgetary accounts and process.

Budgetary control

The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of appropriations and available resources.

Budget message or budget transmittal letter

A general discussion of the proposed budget as presented in writing by the city manager to the city council. The message contains an explanation of principal budget items and summaries found in the prepared budget relative to the current year adopted budget.

Budgetary basis the form of accounting utilized throughout the budget process.

C.O.P.

Community oriented policing

Debt service

Payment of interest and repayment of principal to holders of the city's debt instruments (bonds).

Debt service fund

Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit an excess of expenditures or expenses over resources.

Department

An operational and budgetary unit designated by the city council to define and organize city operations.

Depreciation

The portion of the cost of a fixed-asset charged as an expense prorated over the estimated life of the asset.

Encumbrance

An amount of money committed for the payment of goods and services not yet received or paid for. A purchase order is a common encumbrance.

Estimated revenues

The budgeted, projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the Planned expenditures.

Expenditure the actual payment for goods and services.

Expenses

The incurrence of liabilities or the consumption of assets arising from the delivery or production of goods, rendering Services or carrying out other activities that constitute the entity's ongoing major or central operation. The term applies to the city's enterprise and internal service funds.

Fiscal year (FY)

A 12-month period of time to which the budget applies. For the city of Lakeport, it is July 1 through June 30.

Fixed asset

A long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include land, buildings, equipment, improvements to other assets and infrastructure (i.e., streets, highways, bridges, etc.).

Full time equivalent (FTE) position

The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year (2,080 hours).

Fund

An accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund balance

The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed to) for a fund. It also represents the accumulated net resources of a fund available for reservation, designation or for appropriation.

Gann

Refers to the last name of the individual who championed proposition 13 and secured the passage of the constitutional amendment that led to the property tax rollback in the 1970's.

GASB

Governmental Accounting Standards Board.

Generally accepted accounting principles (GAAP)

Uniform minimum standards and guidelines for accounting and reporting. These standards govern the form and content of the annual financial statements of an entity. The primary authoritative body on the application of GAAP to state and local governments is the governmental accounting standards board (GASB).

General fund

The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund.

General plan

A comprehensive, long-range policy guide intended to promote efficient and desirable growth in the community.

Governmental funds

Distinguished by their measurement focus on determining financial position and changes in financial position.

Grants

Contributions of gifts or cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

Infrastructure

Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, Public buildings, parks and airports.

Interfund transfers

Monies moved from one fund to another. The money is transferred to finance the operations of another fund or to Reimburse the fund for expenses.

Line item

The description of an object of expenditure, i.e. Salaries, supplies, professional services and other operational costs.

Maintenance & operation (M&O) costs

The day-to-day operating and maintenance costs of a municipality. These costs include personnel, gas, electric utility bills, telephone expense, reproduction costs, and postage and vehicle maintenance

Modified accrual

An adaptation of the accrual basis of accounting for governmental funds types. Revenues and other financing Resources are recognized when they become available to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred.

Notes

A paper that acknowledges a debt and promises payment to a specified party of a specific sum, describing a time of maturity that is either definite or will become definite.

Object an individual expenditure account.

Objective

A measurable output that an organization strives to achieve within a designated time frame. The achievement of the Objective advances an organization toward a corresponding goal.

Operating budget

Plans of current expenditures and the proposed means of financing them. The annual operating budget, as distinguished from the capital program budget, is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating deficit the deficiency of operating revenues under expenditures.

Operating expenses

Expenditures for materials, supplies and services which are ordinarily consumed within a fiscal year and which are not included in the program inventories.

Operating surplus

The excess of operating revenues over operating expenditures.

Ordinance

A formal legislative enactment by the city council. It is the full force and effect of law within the city boundaries unless preempted by a higher form of law.

Performance measures

Measurement of service performance indicators that reflect the amount of money spent on services and the resulting outcomes at a specific level of services provided.

Program

A group of related activities performed by one or more organizational units for the purpose of accomplishing a city Responsibility.

Proposed budget

This refers to the status of an annual budget, which has been submitted to the city council by the city manager and is pending public review and city council adoption. Also referred to as the "preliminary budget".

Reserve

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations.

Resolution

A special order of the city council, which has a lower legal standing than an ordinance.

Resources

Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.

Retained earnings

An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

Revenue

Income received through such sources as taxes, fines, fees, grants or service charges that can be used to finance Operations or capital assets.

Risk management

An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

Self-insurance

A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or the activity of the agency. It is distinguished from the transfer of risk to a third party (insurance company).

Service effort a measure of expected output by a budgetary program.

Special revenue funds

A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.

Subventions

Revenues collected by the state (or other level of government), which are allocated to the city on a formula Basis. The major subventions received by the city come from the state of California and include motor vehicle in-lieu and gas tax.

Tax allocation bonds

A bond issued that has a specific tax revenue source that backs the payment of the debt. In the city, these are not Issued for general fund purposes.

Transfer in/out

Movement of resources between two funds. Example: an interfund transfer would include the transfer of operating Resources from the general fund to an enterprise fund.

Transient occupancy tax (tot)

This revenue source originates in a tax placed on lodging facilities for the occupancy of a room. Lakeport has a 10% tax for such occupancies.

Trust funds

Funds held by the city that are subject to the terms of the trust that created the source of funding.

User charges

The payment of a fee in direct receipt of a public service by the party who benefits from the service.

Workload indicators

Statistical information that indicates the demands for services within a given department or division. Workload indicators are a type of performance measure utilized by departments or divisions to assess its level of service.

ACCOUNTING STRUCTURE

City Government Services

The City provides the following municipal services directly:

- Building Permit/Plan Approval
- Planning, Zoning and Land Use
- Engineering
- Public Safety (Fire provided by Lakeport Fire Protection District)
- Street Maintenance
- Economic Development
- Housing Services
- Water and Sewer Utilities
- Solid Waste Management (Waste collection handled by franchise trash hauler, Lakeport Disposal)

Accounting System and Budgetary Control

In developing and evaluating the City's accounting system, consideration is given to the adequacy of internal accounting controls, managerial reporting, purchasing, and budgetary control. Controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability. The concept of reasonable assurance recognizes that the cost of a specific control feature should not exceed the benefits likely to be derived and the evaluation of costs and benefits require estimates and judgments by management. The City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

Basis of Accounting

The budgets of all governmental fund types are prepared on a modified accrual basis. Under the modified accrual basis, revenue is recognized when it becomes measurable and available. "Measurable" means the amount can be determined and "available" means collectible within the current period or soon enough thereafter to pay current liabilities. This is generally within sixty (60) days after the end of the fiscal year. Expenditures are recognized when the related fund liability is incurred. The budgets of proprietary funds (water and sewer enterprise funds), as well as fiduciary funds (OPEB trust fund), are prepared on an accrual basis. Under this method, revenue is recognized when earned and expenses are recognized at the time the liability is incurred.

GASB 34

Beginning with the fiscal year ending on June 30, 2011, the City implemented the provisions of GASB 34 with the publication of our Annual Financial Report. The City intends to produce its first Comprehensive Annual Financial Report (CAFR) for this fiscal year. The CAFR presents the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to the way the City prepares its budget with the following exceptions:

- Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (budget).
- Principal payments on long-term debt within the enterprise funds are applied to the outstanding liability on a GAAP basis as opposed to being expended on a budget basis.
- Capital outlays within the enterprise funds are recorded as assets on a GAAP basis and expended on a budget basis.

Inventory for governmental activities is recorded as an expenditure at the time it is purchased. For business-type activities, inventory is expensed when used.

FINANCIAL/BUDGET POLICIES

Policy

The City Manager shall submit a proposed budget to the City Council each year for sufficient time to review and debate the budget before adoption. The proposed budget is balanced either through the matching of ongoing revenues with proposed expenditures or the use of existing reserves.

Budget Basis

The budgets of general government type funds (for example, the general fund or gas tax funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the City are budgeted as expenditures, but revenues are recognized only when measurable and available.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to the way the City prepares the budget.

Responsibility

The departments are responsible for preparing their budgets in accordance with the guidelines provided by the City Manager and Finance Director. The Finance Department provides cost data related to staffing and other committed obligations. Departments provide cost information related to program and capital projects. The Finance Director prepares all revenue, debt service and reserve estimates.

Operating Budget

Ongoing operating costs should be supported by ongoing, stable revenue sources. This protects the City from fluctuating services levels and avoids crises when one-time revenues are reduced or removed. Listed below are some corollaries to this policy:

- Fund balances or contingency accounts should be used only for one-time expenditures, such as capital equipment and capital improvements.
- Ongoing maintenance costs, such as street resurfacing and other infrastructure improvements, should be financed through recurring operating revenues rather than through bond issuance.
- Fluctuating federal grants should not be used to fund ongoing programs.

Budget Review

During the budget review phase, the City Manager's Office, in conjunction with the Finance Department and Human Resources, analyzes new positions, operating and capital budget requests. This information is compiled, and the City Manager and Finance Director hold meetings with each department to review their estimated expenditures for the current fiscal year and the proposed baseline requests and enhancements for the proposed budget year.

At the completion of these meetings, the Finance Director again compiles all the financial data and presents the proposed budget to the City Manager for review.

Budget Adoption

The City Manager presents - via publicly noticed workshops - the budget to the City Council. Public hearings are held, and after modifications and revisions, the budget is adopted by resolution.

Budget Implementation

A budgetary control system is maintained to ensure compliance with the budget. The Finance Department is responsible for setting up the budget for tracking purposes and is charged with ensuring fund availability during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures are generated and sent to departments on a monthly basis.

Budget Revision

Actual expenditures may not exceed budgeted appropriations at the fund level. The City Manager or his/her designee is authorized to transfer budgeted amounts at the department and object (account) level. The City has the following programs accounted for through its governmental funds: City Council, Administration, City Attorney, Finance, Community Development, Police, Public Works and Non-Departmental. Use of unappropriated reserves must be specifically approved by the City Council.

FINANCIAL MANAGEMENT POLICIES

General Policies

- All current operating expenditures will be paid for with current revenues, unless the use of reserves is approved by the City Council.
- Budgetary emphasis will focus on providing high quality municipal services, recognizing the fundamental importance to the citizens of public safety and properly maintained infrastructure.
- The budget will strive to provide sufficient funding for adequate maintenance and orderly replacement of capital facilities and equipment.
- Future maintenance needs for all new capital facilities will be identified with the inclusion of the capital project.
- Encouraging cost savings and promoting efficiencies is an ongoing commitment.
- Strong customer service and productivity improvements with a focus on cost savings remain important budgetary goals.

Revenue Policies

- A diversified and stable revenue system will be maintained to shelter the City from temporary or one-time fluctuations in any single revenue source.
- Revenues will be conservatively estimated.
- Intergovernmental assistance in the form of grants and loans will be used to finance only:
 - Those capital improvements which can be maintained and operated over time; or
 - Operating programs that can either be sustained over time or have a limited horizon.
- In general, one-time revenues will be used only to support capital or other non-recurring expenditures. One-time revenues may be used for operating programs only after an examination determines if they are subsidizing an imbalance between operating revenues and expenditures; and then only if a long-term forecast shows that the operating deficit will not continue.
- Development process costs and related administrative expenses will be offset by development fees.
- The City will identify basic tax-provided services and will establish user fees and charges for services provided in excess of basic services and/or to non-taxpaying users.

Reserve Policies

- A minimum fund balance reserve in the General Fund will be maintained at all times. The minimal, optimal level required for this reserve will be 25% of the General Fund operating budget. The reserve will be drawn down as a funding source of last resort and used only after other reserve accounts have been accessed.
- The actual and final General Fund surplus will first be used to fully fund the required General Fund reserve. At the recommendation of the City Manager to the City Council, and remaining general fund surplus or balance may be transferred to any other governmental or proprietary fund.
- The unappropriated fund balance in the General Fund will be maintained at a level sufficient to provide adequate working capital and to accommodate required adjustments to other reserve accounts, including the reserves for advances to other funds, deposits and prepaid items.
- Funding levels of General Fund reserves will be reviewed during periods of economic stagnation to avoid reductions in operating service levels.
- Appropriations or use of funds from any designated reserves will require City Council approval.

Cash Management

- Investments and cash management will be the responsibility of the Finance Director.
- In accordance with Section 53646 of the Government Code, the City Council will review and update annually an investment policy. The primary purpose of this policy is to set forth the City's investment philosophy and objectives. The City's investment objectives are, in order of priority: safety; compliance with federal, state and local laws; liquidity; and yield. The policy also specifically outlines authorized investments, the maximum maturities allowed for each investment instrument, and the criteria used to determine qualified depositories and/or dealers.
- The City invests all idle cash as determined by analysis of anticipated cash flow needs. Specific emphasis will be placed on future cash requirements when selecting maturity dates to avoid forced liquidations and the potential corresponding loss of investment earnings.
- In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund that has a positive cash balance.
- The City will maintain the investment portfolio under the "Prudent Person Standard." The "Prudent Person Standard" is as follows: Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The investment officer, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for the credit risk of an individual security or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.
- To protect against potential losses by collapse of individual securities and/or dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City will be held in safekeeping by a third party bank trust department, acting as the City's agent.
- The Finance Director will generate a quarterly report to the City Council in accordance with all state laws and City investment policy requirements.

Debt Policy

- It is the intent of the City of Lakeport to issue debt in a manner that adheres to state and federal laws, existing bond covenants and prudent financial management.
- The General Fund currently does not have any general obligation bonds and does not anticipate issuing such debt.
- When the City finances capital projects by issuing bonds, it will pay back the bonds within a period that is consistent with the useful life of the project.
- The City will not use long-term debt financing for any recurring purpose such as current operating and maintenance expenditures. Short-term debt instruments such as revenue tax or bond anticipation notes shall be excluded from this limitation.
- The City will generally conduct debt financing on a competitive basis. However, negotiated issues may be used due to market volatility or the use of an unusual or complex financing or security structure.
- The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- The City will operate under the provisions of Proposition 13, the California Constitutional Amendment that limits the incurrence of "general obligation" debt. To incur this debt, the City must receive a two-thirds (2/3) vote of the voters at a general election.

Cost Allocation

- The City may establish internal service funds. These funds would be utilized to accumulate resources for specified needs and to fund those needs as they arise via transfers in and out to/from the General Fund.

Risk Management

- The City maintains a comprehensive risk assessment program and annual hazard survey to identify areas that may pose liability issues.
- The City has a policy of vigorously defending claims filed against the City of Lakeport and continues to maintain an excellent loss history.

Annual Audit

- Sound accounting practices dictate that the performance of an annual audit is a prudent business decision. It promotes accountability, transparency, and compliance with the adopted budget and the will of the citizens of Lakeport.
- The City requires an annual audit of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters by a qualified independent auditor.
- The independent auditing firm will be selected by the City based on a competitive proposal process. It is the policy of the City that the most qualified firm is selected and therefore the “lowest cost” approach is not the defining method of selecting an auditing firm.

The City shall issue a Request for Proposal for audit services at least every five years.

BUDGET SCHEDULE

Activity	Tasks	Start Date	Completion Date
CIP Update	<ul style="list-style-type: none"> Review and updated 5-year Capital Improvement Project list 	3/15/19	3/15/19
Begin Budget Prep for FY 18-19	<ul style="list-style-type: none"> Schedule budget meetings with Departments Distribute budget instructions Distribute budget workbooks 	3/8/19	3/20/19
City Council budget priority/goal setting workshop	<ul style="list-style-type: none"> Receive council/community communication Discuss priorities for the fiscal year Discuss capital projects Discuss goals and objectives 	3/22/19	3/22/19
Preliminary Budget Meetings	<ul style="list-style-type: none"> CM meets with individual department heads for initial budget requests and discussion 	4/1/19 - 4/5/19	4/12/19
City Manager review of budget requests	<ul style="list-style-type: none"> Review appropriation requests Meet with Finance for discussion/analysis 	4/12/19	4/19/19
Reconciled Budget Meetings with City Manager	<ul style="list-style-type: none"> Department head meetings with CM Discussion of appropriation requests Finalize initial appropriation requests 	4/19/19	4/26/19
Receipt of supplemental appropriation requests	<ul style="list-style-type: none"> Last opportunity for DHs to make appropriation request changes prior to Council hearings 	4/26/19	5/3//19
Finalize Draft Budget Document	<ul style="list-style-type: none"> Finalize revenue estimates Complete special revenue funds and trust/agency funds Circulate for review/edits 	5/31/19	5/29/19
First Budget Hearing with Council (special meeting/workshop)	<ul style="list-style-type: none"> Presentation of budget proposal Discussion of changes from prior year Take questions and requests from Council 	6/4/19	6/4/19
Public Hearing w Council – Adoption of either final or tentative	<ul style="list-style-type: none"> Final Q&A Final revisions Adoption – tentative or final 	6/18/19	
Final Budget workshop and hearing, if necessary	<ul style="list-style-type: none"> Final Q&A Final revisions Adoption 	6/25/19	



CITY OF LAKEPORT

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

STAFF REPORT

RE: Gann (Appropriations) Limit Review and Resolution Establishing the Fiscal Year 2019-20 Appropriations Limit

MEETING DATE: 6/18/19

SUBMITTED BY: Nicholas Walker, Finance Director

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is asked to review and approve the annual appropriations limit for the City of Lakeport and adopt the associated resolution.

BACKGROUND

The Gann Spending Limitation Initiative (Article XIII B of the California Constitution) adopted as Proposition 4 in June 1979 (and subsequently modified by Proposition 111 in June 1990) requires the City to annually adopt a resolution setting an "appropriation limit" for the upcoming fiscal year. The Gann Spending Limitation was intended to provide citizen control of government spending and taxation. The City's Fiscal Year 2019-20 Budget was approved by the City Council on June 18, 2019 (Resolution No. XXXX).

ANALYSIS

California Government Code, Section 7910 (a) "each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or noticed special meeting"

California Constitution, Article XIII B. Sec. 1 "The total annual appropriations subject to limitation of the State and of each local government shall not exceed the appropriations limit of the entity of government for the prior year adjusted for the change in the cost of living and the change in population , except as otherwise provided in this article.

The Gann Spending Limitation calculation is attached. This calculation used population and per capita personal income statistics provided by the California Department of Finance. The establishment of the Fiscal Year 2018-19 Appropriations Limit ("Gann Limit") is necessary to comply with Article XIII B of the State Constitution. The Gann Limit limits the amount of revenue classified as proceeds of taxes that can be appropriated in any fiscal year by a government entity. Certain exclusions are allowed including transfers, capital outlay and payments for debt service. The maximum allowable appropriation of revenues subject to limitations for Fiscal Year 2019-20 is \$12,842,004 and the FY 2019-20 Budget with the exclusions, referenced above, is within this limit. This maximum amount increases or decreases each year depending on the percentage change in the per capita personal income

(3.85%) and the percentage change in population (.46%). The California Department of Finance provides these estimates. For Fiscal Year 2019-20 the budgeted revenues subject to limitation total \$5,376,956, which is 41.87% the maximum allowed.

OPTIONS:

Approve the appropriations limit of \$12,842,004 in Fiscal Year 2019-20 for the City of Lakeport and authorize the Mayor to sign the associated resolution.

Do not approve the resolution and provide direction to staff.

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:

SUGGESTED MOTIONS:

1. Approve the appropriations limit of \$12,842,004 in Fiscal Year 2019-20 for the City of Lakeport and adopt the proposed resolution.

☒ **Attachments:**

1. Proposed Resolution
2. Gann Limit Calculation

RESOLUTION NO. XXXX (2019)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT
APPROVING THE FISCAL YEAR 2019-20 APPROPRIATIONS LIMIT
FOR THE CITY OF LAKEPORT**

WHEREAS, pursuant to California *Government Code* Section 7910, the City Council must, by resolution, establish its appropriations limit for each fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT the appropriations limit for the City of Lakeport for the 2019-20 Fiscal Year shall be Twelve Million, Eight Hundred Forty Two Thousand, Four Dollars (\$12,842,004).

This resolution was adopted by the City Council of the City of Lakeport at a regular meeting thereof on the 18th day of June 2019, by the following vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

TIMOTHY BARNES, Mayor

ATTEST:

KELLY BUENDIA, City Clerk

GANN LIMIT CALCULATION

Gann Limit Calculation

FY 2019-20

Per Capita Cost of Living Change =	3.85 percent	
Population Change (City) =	0.46 percent	
Per Capita Cost of Living converted to a ratio:	$\frac{3.85 + 100}{100}$	= 1.0385
Population converted to a ratio:	$\frac{(0.46) + 100}{100}$	= 1.0046
Calculation of factor for FY 2019-20:	1.0385×1.0046	= 1.0433
Appropriations Limit, Fiscal Year 2018-19	\$ 12,309,294	
Appropriations Limit, Fiscal Year 2019-20	\$ 12,842,004	
(\$10,537,127 x 1.0319)		

FY 2019-20 appropriations subject to Gann Limit

FISCAL YEAR 2019-20	Budget Estimates
Property Taxes	\$ 1,184,339
Sales Taxes	3,630,000
Special Taxes	161,617
State Subventions	100,000
Franchise Taxes	206,000
Business License Taxes	95,000
	\$ 5,376,956

Percentage Use of Appropriations Limit 41.87%



CITY OF LAKEPORT

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

STAFF REPORT

RE: Lakeport Dam Emergency Action Plan (Draft) Review

MEETING DATE: 06/18/2019

SUBMITTED BY: Paul Harris, Utilities Superintendent
Andrew Britton, Compliance Officer

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The governing board of the City of Lakeport Municipal Sewer District (CLMSD) is being asked to conduct a public meeting to review the Draft Emergency Action Plan (EAP) for Lakeport Dam and solicit input from affected public agencies and members of the public.

BACKGROUND/DISCUSSION:

The Lakeport Dam is an important component of the City's wastewater treatment system. The development and adoption of a site-specific emergency action plan for the Lakeport Dam is necessary to comply with recent State legislation ([SB 92, 2017](#)) approved in the wake of the Oroville Dam Spillway failure in February 2017. This legislation was aimed at enhancing dam safety by requiring inundation maps and emergency action plans for dams under State jurisdiction such as the Lakeport Dam.

The State's hazard potential classification system for dams consists of four classes: low hazard, significant hazard, high hazard and extremely high hazard. The Lakeport Dam has been classified as a high hazard facility [according to the State's Division of Safety of Dams](#). This classification is based solely on downstream hazard considerations, not the actual condition of the dam or its critical appurtenant structures. Dams in the high hazard category have the potential to cause loss of life and impacts to downstream property should they fail or undergo an uncontrolled release from the dam.

As noted above the Lakeport Dam is a component of the City's wastewater treatment system, owned by the City of Lakeport Municipal Sewer District (CLMSD). The earthen embankment dam was initially completed in 1980 and raised/expanded in 1990/1991. The dam is approximately 51 feet high with a crest length of 890 feet.

The dam retains treated effluent stored in a reservoir that has a maximum capacity of approximately 650-acre feet (nearly 212 million gallons). Treated wastewater is stored in the reservoir until such time that the effluent can be applied overland via a sprinkler irrigation system.

The City retained [WEST Consultants, Inc.](#) to help prepare the State-mandated dam inundation maps and an Emergency Action Plan. City staff worked closely with WEST's project team to develop the Draft EAP. A copy is attached to this memorandum. The EAP includes all components required by the State including:

- Dam ownership and emergency contact information;
- Technical details of the dam;
- A description of duties and responsibilities undertaken by jurisdictions and public safety agencies impacted by a failure of the Lakeport Dam;
- Notification Flowcharts for varying levels of dam-related emergencies;
- Detailed protocols related to detection and evaluation of dam issues and emergencies and subsequent implementation of appropriate response activities;
- Future review and maintenance of the EAP;
- Detailed inundation maps showing potential downstream impacts in the event of a catastrophic dam failure. The maps were approved for inclusion in the EAP by the State's Division of Safety of Dams (DSOD) in June 2019.

The document describes the EAP activation process and notes that the "City Council holds a supporting, non-decision-making role and will be available for emergency meetings as called by the City Manager." Specific emergency actions are described and vary depending on the nature and severity (emergency level) of the dam-related issue. The EAP also sets forth the process for terminating the emergency event and following up with the DSOD.

City staff circulated a previous version of the Draft EAP to public agencies responsible for EAP response activities and requested their input. Substantive comments from the County of Lake Office of Emergency Services were received and incorporated into the current document. The public meeting on June 18, 2019 is the final opportunity for the City to receive input from affected public agencies and the general public before the EAP is finalized and submitted to the Division of Safety of Dams for their review and approval.

Completion and submittal of the EAP and related inundation maps to the State's Office of Emergency Services (CalOES) are the next steps. If approved by the CalOES, the City will be in compliance with the applicable dam EAP regulations. As described in the EAP, future review and maintenance of the document is required and will be undertaken by Public Works Department staff.

OPTIONS:

Acknowledge receipt of the draft Lakeport Dam Emergency Action Plan and inundation maps and request input from affected public agencies and members of the public. Direct staff to incorporate any substantive comments/concerns into the EAP before it is completed and submitted to CalOES for final review and approval.

Provide staff direction regarding completion of the Lakeport Dam Emergency Action Plan.

FISCAL IMPACT:

☒ None ☐ _____ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: N/A

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

Comments:

SUGGESTED MOTION:

The Lakeport City Council acknowledges receipt of the draft Lakeport Dam Emergency Action Plan and directs staff to incorporate comments/concerns received at tonight's public meeting into the EAP before it is completed and submitted to the State for final approval.

- ☒ **Attachments:**
1. Draft Lakeport Dam Emergency Action Plan and Appendices

Emergency Action Plan (EAP) for Lakeport Dam *Lake County, California*

With assistance from:

Department of Water Resources
Division of Safety of Dams (DSOD)

Governor's Office of
Emergency Services



Dam Owner: City of Lakeport Municipal Sewer District



DSOD North Region

DSOD Dam No. 2021.000

National Inventory of Dams (NID) No. CA01230

Federal Energy Regulatory Commission (FERC) No. N/A

Copy __ of <Count>

Date Prepared: May 15, 2019

Date Revised: --

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Note

The purpose of this plan is to reduce the risk of human life loss and injury and to minimize property damage in the event of an actual or potential emergency situation associated with Lakeport Dam. This EAP was developed by the City of Lakeport to meet California Office of Emergency Services and other State of California requirements.

This EAP is included as an appendix to the City of Lakeport's Emergency Operations Plan.

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Dam Contact Information

Lakeport Dam

Physical Address:

795 Linda Ln

Lakeport, California, 95453

Dam Coordinates:

Latitude: 39° 0' 53.42" N

Longitude: 122° 55' 33.40" W

Dam Owner: City of Lakeport

Email: PWInfo@cityoflakeport.com

Phone: (707) 263-5615

EAP Coordinator: Andrew Britton, Compliance Officer

Email: abritton@cityoflakeport.com

Phone: (707) 263-5615 x403

Emergency Contact: Paul Harris, Utilities Superintendent

Email: pharris@cityoflakeport.com

Mobile Phone: (707) 533-9168

Alternate Phone: (707) 263-3578 (Answering Service 24/7)

PART I: EAP INFORMATION

Section 1: Introduction

1.1. Purpose

The Lakeport Dam is an earth fill dam constructed in 1980 that provides storage for the City of Lakeport Municipal Sewer District. The purpose of the Lakeport Dam Emergency Action Plan (EAP) is to establish policies, procedures and an organizational structure for response to an actual or potential major emergency situation associated with the dam. These situations include, but are not limited to, dam instability, felt earthquakes, extreme storm events, major spillway releases, overtopping of the dam, vandalism or sabotage, spillway failure, dam failure or major power outage.

1.2. Planning Team

The Safety/Risk Administrator will coordinate the Lakeport Dam emergency action planning efforts. Lakeport Dam management and operations/maintenance staff have helped plan the EAP and will suggest future revisions as needed.

On March 14, 2019, the City of Lakeport contacted, by email, the following local agencies to request review of the EAP:

- Lake County OES & Lake County Sheriff's Office
- City of Lakeport Police Department
- Lakeport Fire Protection District
- City of Lakeport Community Development Department

The EAP planning team is composed of representatives from the City of Lakeport and local agencies who were contacted and consulted during the development of this document. See Appendix J for the list of individuals and agencies involved in the planning of this EAP.

1.3. Acronyms

Although all acronyms are defined in the text upon their first use, many are employed throughout this plan. A concise list of the most commonly used acronyms is provided as Appendix K.

Section 2: Summary of EAP Responsibilities

2.1. Dam Owner Responsibilities

The City of Lakeport, through the City Manager or Department Director, is responsible for detecting and evaluating Lakeport Dam safety incidents, classifying the incidents, notifying emergency management authorities, and taking appropriate response actions.

The City of Lakeport's City Council authorizes the City Manager or Department Director to activate this plan under the authority of the City's Municipal Code. The City Council holds a supporting, non-decision-making role and will be available for emergency meetings as called by the City Manager.

2.2. Impacted Jurisdictions and Public Safety Agencies Responsibilities

Inundation maps of the downstream area of Lakeport Dam are maintained by and available from the County of Lake Office of Emergency Services (LCOES). Emergency response activities are coordinated closely with the LCOES. Additionally, LCOES maintains Operational Site-Specific Dam Failure Evacuation Data for Lakeport Dam.

The LCOES is responsible for alerting affected jurisdictions, notifying local, regional and state authorities, and coordinating multi-agency response activity. The following Jurisdictions are located downstream of Lakeport Dam:

- City of Lakeport
- Lake County

The law enforcement agencies are responsible for providing security, traffic control, evacuation and search and rescue operations within applicable jurisdictional areas. The Lake County Sheriff's Office (LCSO) is responsible for directing activities within the unincorporated areas as well as assisting city police departments in incorporated areas. The California Highway Patrol (CHP) is responsible for traffic law enforcement and traffic control on the State freeway system as well as all public roadways in the unincorporated areas. Local CHP will work in concert with LCSO in unincorporated areas. Law enforcement agencies are responsible for ensuring transportation for the disabled, the elderly and persons without vehicles.

Section 3: Notification Flowcharts

3.1. Notification Flowcharts

The City of Lakeport created notification flowcharts to appropriately identify who needs to be contacted and in what order based on the appropriate emergency level. The three different emergency levels are described in more detail in Section 5 of this EAP. The primary mode of communication by City of Lakeport personnel will be cellular phones. Handheld radios are an alternative internal communication system between staff at the Lakeport Dam and staff at the Emergency Operations Center (EOC) or the City's Corporation Yard.

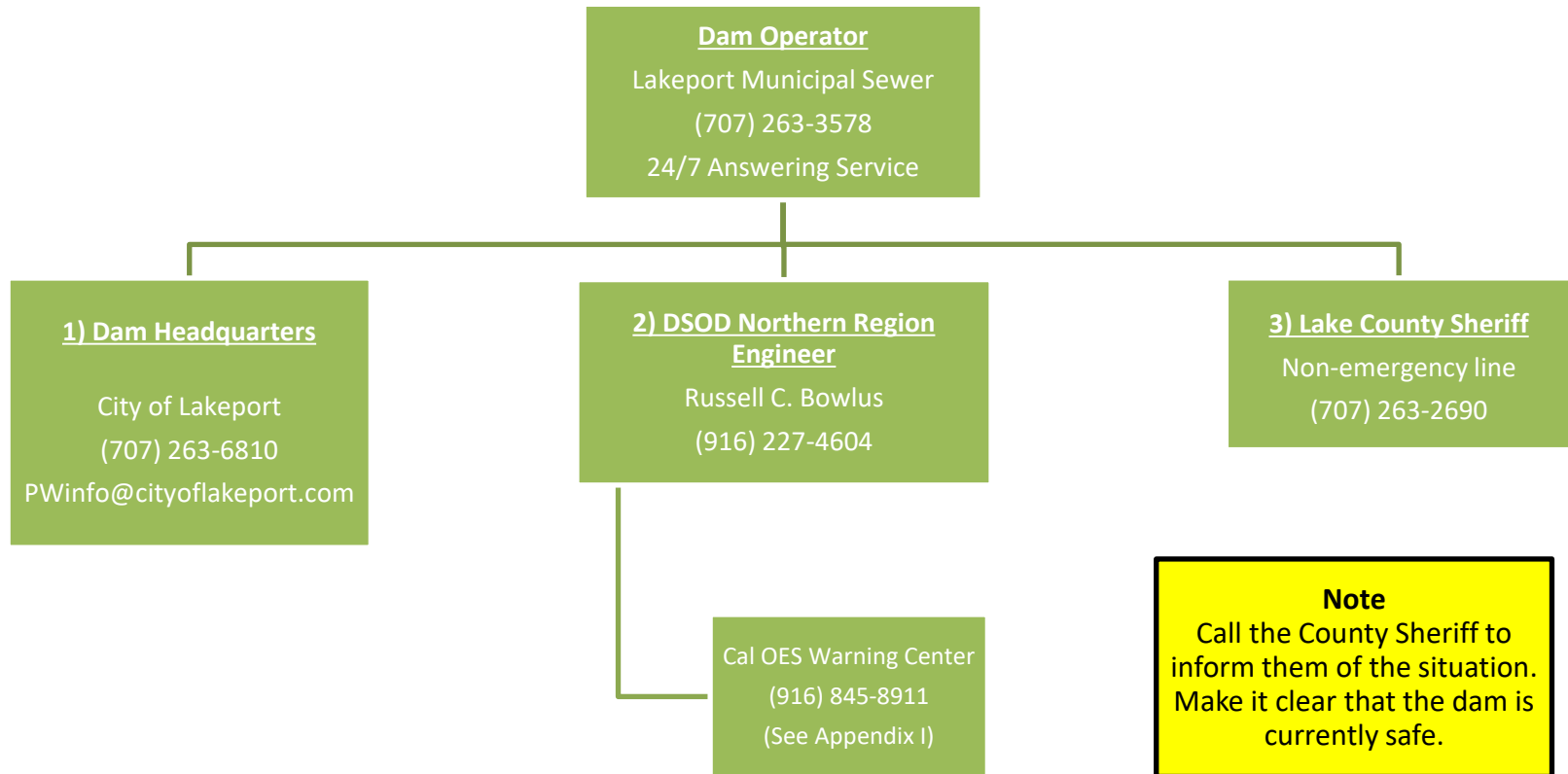
Table 3.1. Notification Flowchart for Emergency Level 1**Potential Hazard Slowly Developing Event**

Table 3.2. Notification Flowchart for Emergency Level 2
Potential Dam Failure, Rapidly Developing Event

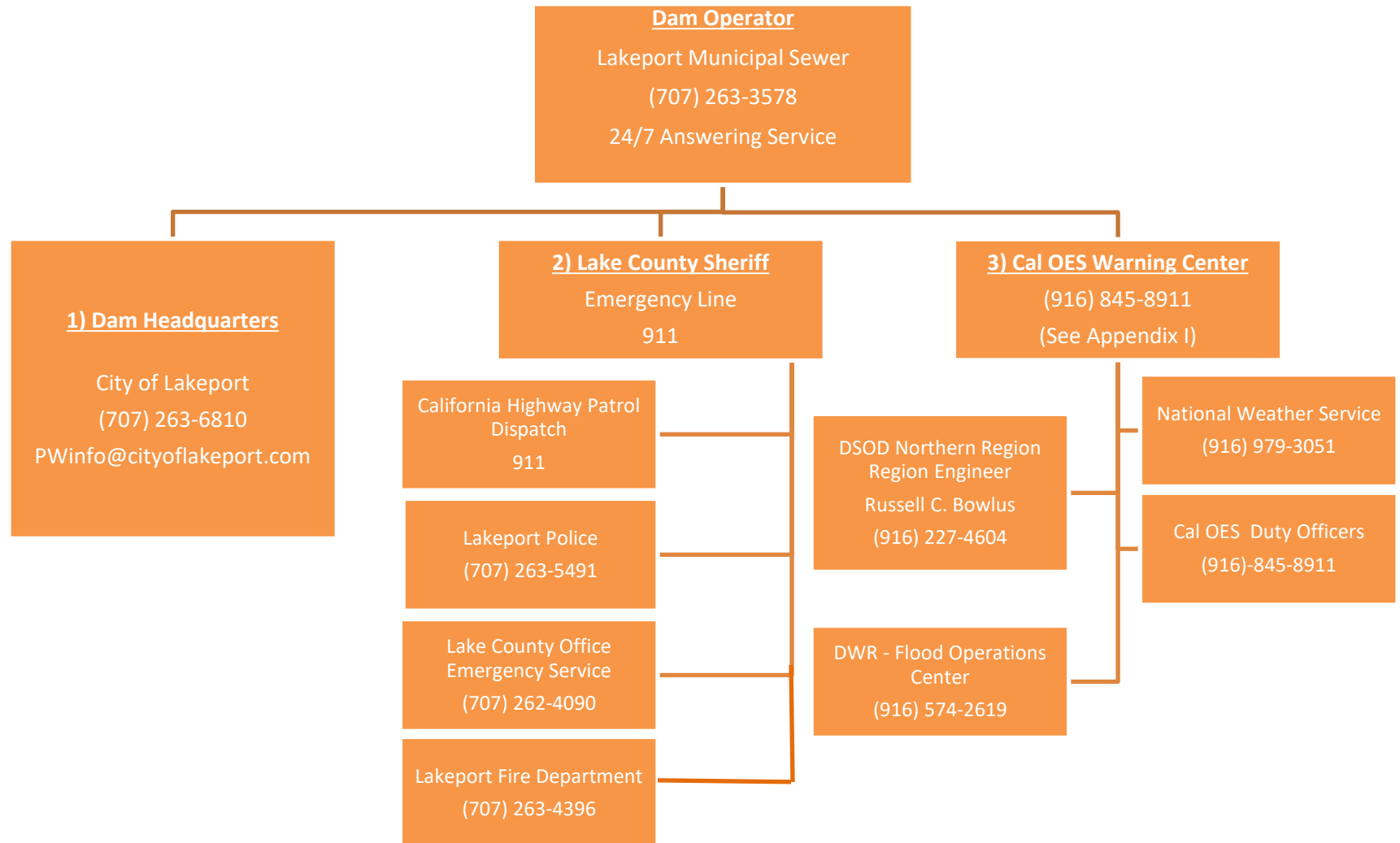
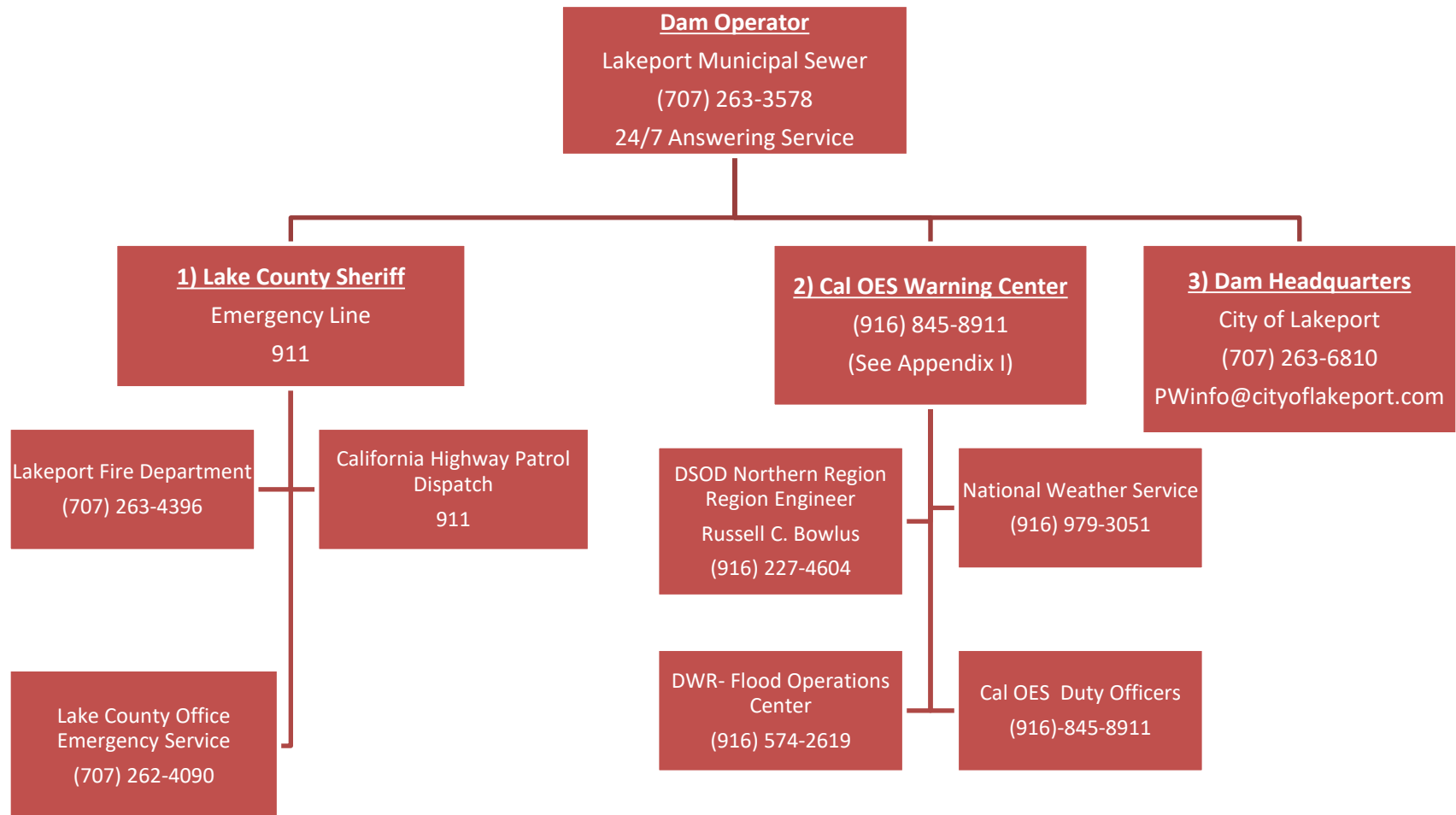


Table 3.3 Notification Flowchart for Emergency Level 3

Dam Failure Appears Imminent or Is In Progress



Section 4: Project Description

4.1. Dam Description and Statistics

The Lakeport Dam is an earth fill dam constructed in 1980. It provides storage of treated sewage effluent for the City of Lakeport Municipal Sewer District.

The Lakeport Dam crest length is 890 feet and the dam height is 51 feet. The spillway crest elevation of Lakeport Dam is at 1432 feet NAVD. The dam crest, or top of dam, is located at elevation 1436.75 feet with a total freeboard of 4.75 feet. (i.e. the difference between the top of dam elevation and spillway crest elevation is 4.75 feet.)

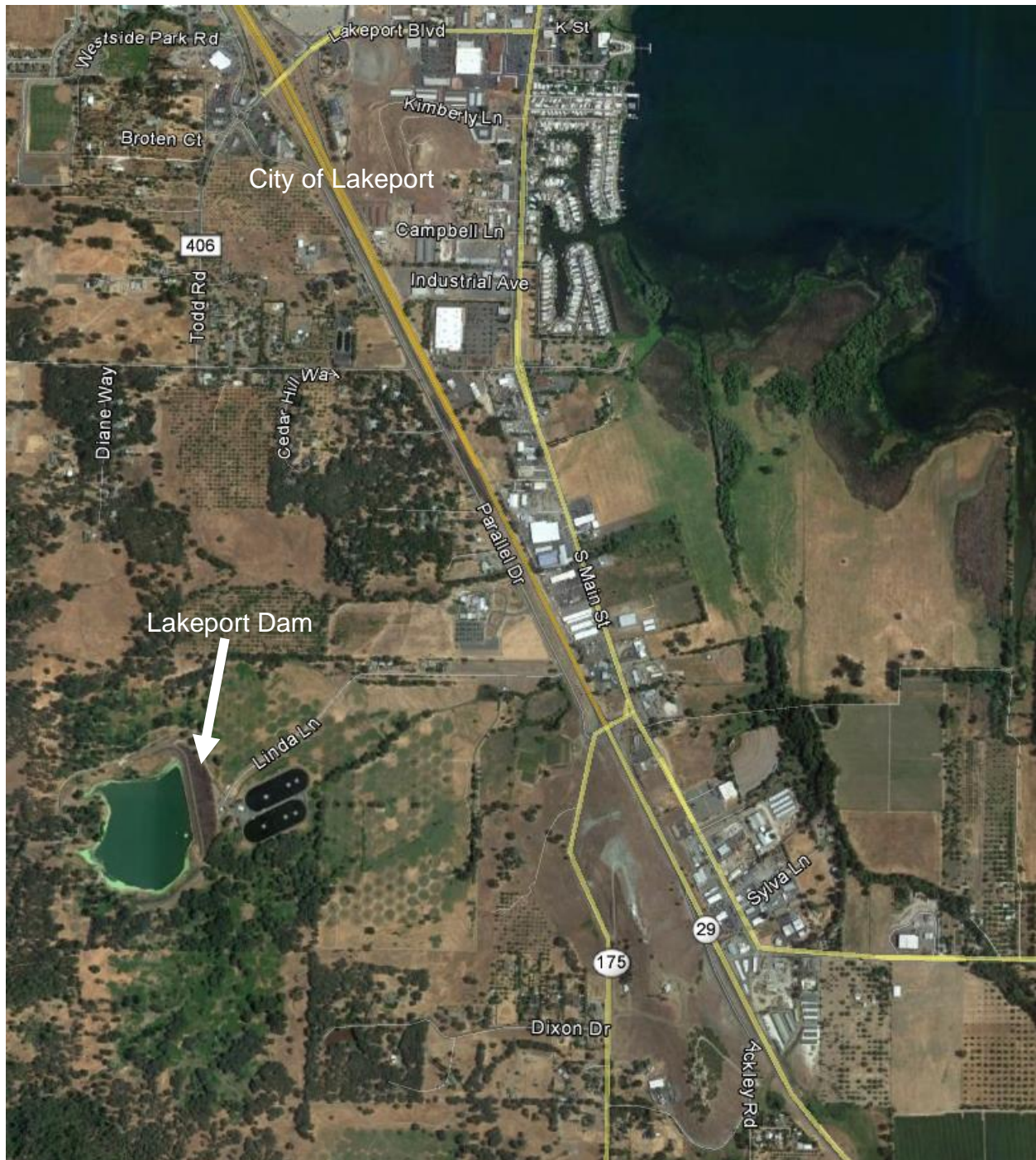
Total storage capacity of the Lakeport Dam is 650 acre-feet at spillway elevation, and the 12-foot-wide trapezoidal spillway has a capacity of approximately ~279 cfs.

The main outlet of Lakeport Dam is a Chute Spillway. Water is released into a concrete channel downstream of the dam to a small creek which terminates in Clear Lake approximately 1.5 miles downstream.

Portions of the City of Lakeport and unincorporated Lake County are downstream of the dam. Upstream of the dam are foothills and mountainous areas with few inhabitants.

Directions to access the dam are in Section 7.3.

Dam Name:	Lakeport Dam	Dam No:	2021.000	NID No:	CA01230
Dam Owner:	City of Lakeport Municipal Sewer City Number 1				
Lat:	39° 0' 36" N	Long:	122° 55' 48" W	Sec/T/R/Baseline:	S1-T13N-R10W
Stream:	N/A	County:	Lake County		
DSOD Region:	North				
Type of Dam:	Earth Fill	Year Constructed:	1980		
Dam Height (ft):	51	Dam Crest Length (ft):	890		
Crest Elev (ft):	1436.75	Spillway Crest Elevation (ft):	1432.0		
Drainage Area (sq mi):	1>	Federal Hazard Class:	High		
Total Freeboard (ft):	4.75	Storage Capacity (af):	650		
Spillway Type:	Chute Spillway	Peak Outflow (cfs):	279		
Estimated Evacuation (check one):	<input type="checkbox"/> <10	<input type="checkbox"/> 10-100	<input checked="" type="checkbox"/> 100-1000	<input type="checkbox"/> >1000	



Dam Location

4.2. Description of Potential Downstream Impacts

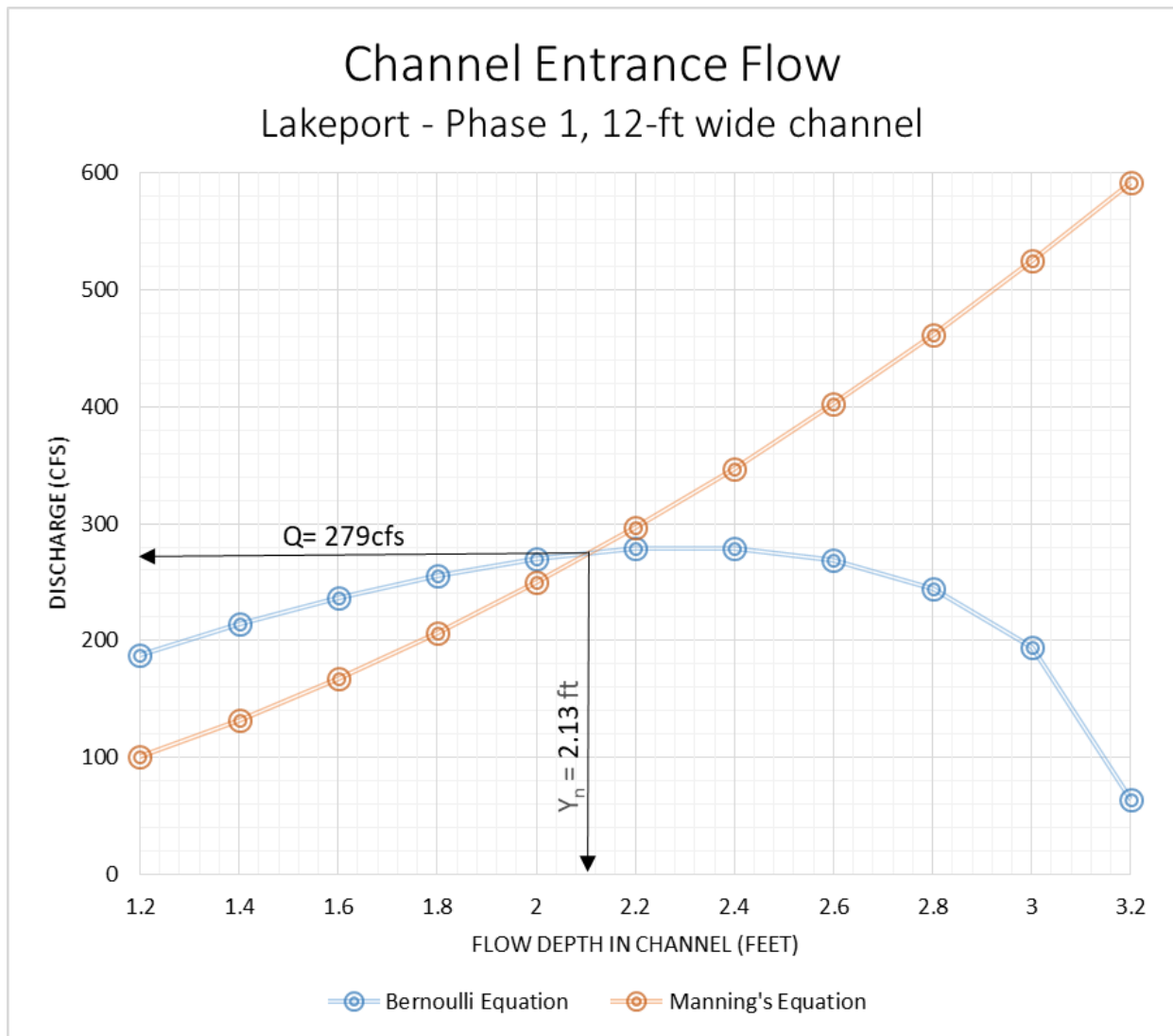
There is potential for inundation of part of the City of Lakeport. According to the flood inundation study, the flood wave would inundate structures within the southern portion of the City of Lakeport, between Lakeport Dam and Clear Lake, north of the CA-29/ Hwy 175 junction (near Jack-in the Box), and south of Peckham Ct (near the Lakeport Police Department). Notably, Mendocino College, Lakeport Branch would be inundated by the flood wave. Major roadways affected include: Parallel Drive, CA-29, and South Main Street.

There is also potential for inundation in a small portion of unincorporated Lake County. The flood wave may inundate the area along South Main Street that is south of the City limit boundary. This area is developed with a mixture of retail, service commercial and light industrial businesses. A notable portion of the projected inundation area east of South Main Street is undeveloped. Some of this vacant area is used for seasonal cattle grazing.

4.3. Schematic of Dam and Appurtenant Structures

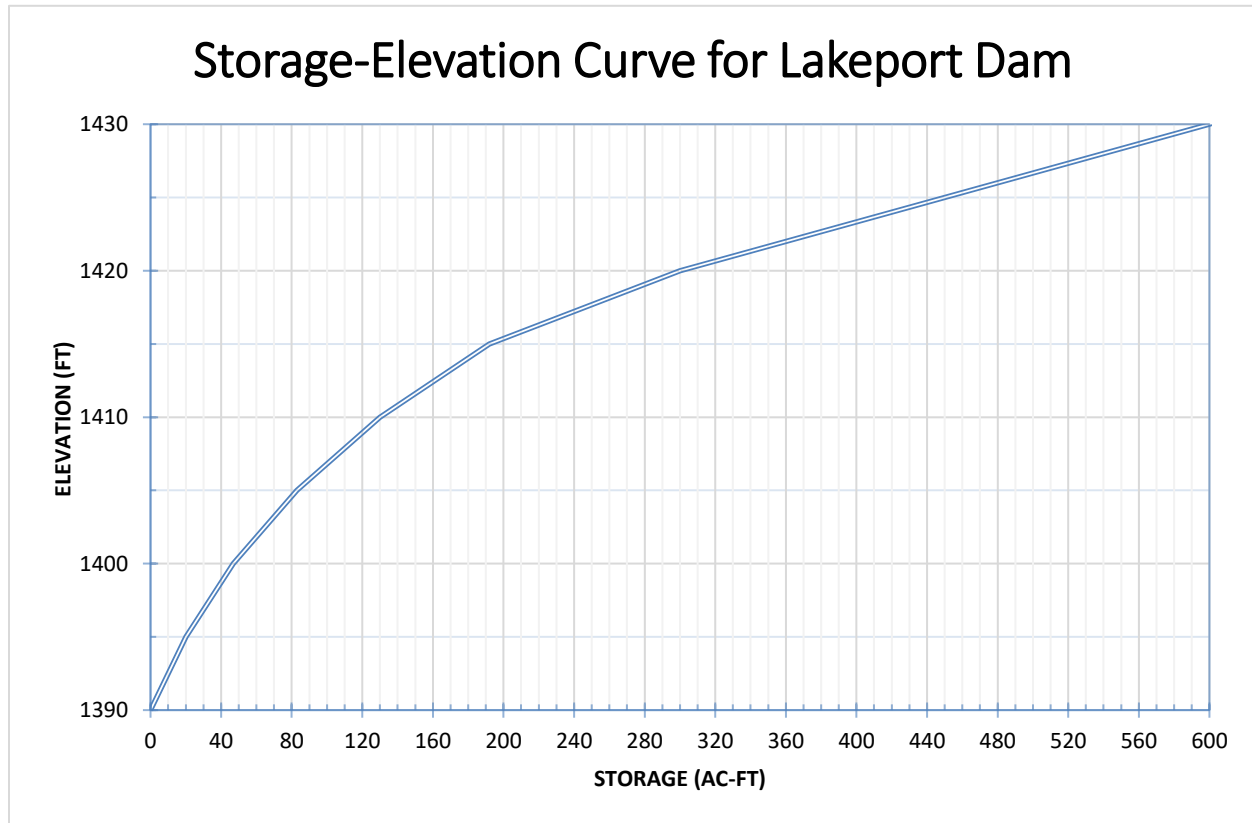


4.4. Spillway Rating Curve and Storage Elevation Curve



Spillway Channel Design Curve – Depth of Flow (feet) vs Discharge (cfs)

Note: Plot reproduced from Pace Engineering Design Calculations (1991)



Lakeport Dam Rating Curve (Elevation-Storage Relationship)

Section 5: EAP Response Process

5.1. Step 1: Incident Detection, Evaluation, and Emergency Level Determination

Step 1 involves emergency detection, evaluation, and incident classification. Regular, visual surveillance at the site will be used for detecting potential emergency situations. For conditions beyond the normal range of operations, the dam owner or operator will contact the Division of Safety of Dams (DSOD) for assistance with evaluation.

Each event or situation will be placed in one of the following classifications:

- i. **Emergency Level 1 - Unusual Event or Slowly Developing Situation**
This classification indicates a situation is developing; however, the dam is not in danger of failing. In many of these cases, these unusual events are remedied with no further action required. In some cases, flow over spillways could cause unexpected flooding downstream, but the dam is not endangered. In cases of spillway releases, downstream residents may need to be notified if flooding threatens life or property, but it should be made clear the dam is safe.
- ii. **Emergency Level 2 - Potential Failure**
This classification indicates that a situation is developing that could cause the dam to fail. A reasonable amount of time is available for analysis before deciding on evacuation of residents. Emergency responders in affected areas shall be alerted that an unsafe situation is developing.
- iii. **Emergency Level 3 - Imminent Failure**
This classification indicates dam failure is imminent or very possible which could threaten life and property. When it is determined that there is no longer time available to implement corrective measures to prevent failure, an order for evacuation of residents in potential inundation areas shall be issued by the Incident Commander or emergency responder.

Table 5 at the end of Section 5 provides guidance for determining the emergency level for a variety of events that could develop at the Lakeport Dam.

5.2. Step 2: Notification and Communication

Once a decision has been made to activate the EAP and the Emergency Level is defined, notifications will be made. Notification flowcharts have been prepared to assist personnel during an emergency for the various levels and are included in Section 3. The flowcharts identify who is to be notified, the prioritized order in

which individuals are to be notified; and who is responsible for notifying the identified representatives and/or emergency management officials;

The City makes the phone calls to deliver the message manually and through a tele-notification service. To assist in this step, this EAP includes pre-scripted messages to help the caller adequately describe the emergency situation to City personnel, emergency management agencies, and other notification recipients (see Appendix C.1-C.3).

Appendix E: Contact Log may be used to track the notifications that have been made or attempted. The contacts within the notification flowcharts will be reviewed annually.

5.3. Step 3: Emergency Actions

Step 3 provides the City of Lakeport's Representative with a set of potential preventative actions and steps to take for each emergency level. This set is not inclusive of all the steps that will need to be taken. Table 5 at the end of Section 5 contains preventative action guidelines for specific events that may occur at the Lakeport Dam. Appendix F: Emergency Incident Log may be used during the emergency event to document conditions, actions, and event progression.

- i. **Emergency Level 1**
For an unusual event that is slowly developing, follow the notification chart in Part 1, Section 3 (Notification Flowchart for Emergency Level 1) in this document, and provide the information outlined in Appendix I: Cal OES Warning Center Dam Incident Report. Then follow the expected actions outlined in Table 5.
- ii. **Emergency Level 2**
For a potential dam failure situation or a rapidly developing situation, make the necessary notifications in Part 1, Section 3 (Notification Flowchart for Emergency Level 2) in this document and provide the information outlined in Appendix I: Cal OES Warning Center Dam Incident Report. Then follow the expected actions outlined in Table 5.
- iii. **Emergency Level 3**
For a dam failure that is in progress or appears to be imminent, make the necessary notifications in Part 1, Section 3 (Notification Flowchart for Emergency Level 3) in this document, and provide the information outlined in Appendix I: Cal OES Warning Center Dam Incident Report. If dam failure is in progress or appears to be imminent, nothing further can be done to save the dam. Personal safety must take priority.

5.4. Step 4: Termination and Follow-up

Step 4 involves event termination and follow-up activities. Once conditions indicate that there is no longer an emergency at the dam site, the EAP operations must eventually be terminated and follow-up procedures completed.

The City of Lakeport's designated EOC Manager is responsible for terminating the emergency event and relaying this decision. The Emergency Termination Log (Appendix G) will be used to document this decision.

Prior to the termination of an Emergency Level 3 event that has not caused actual dam failure, DSOD will inspect the dam to determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage. If it is determined that conditions do not pose a threat to people or property, then the EOC Manager will terminate EAP operations as described above.

The Dam Owner's/Operator's Representative shall assure that Appendix F: Emergency Incident Log is completed to document the emergency event and all actions that were taken. The City of Lakeport shall distribute a copy of the completed report to DSOD. If the event escalates to a Level 2 response or greater, the City of Lakeport's Representative should also be involved with preparing an After-Action Report (Appendix H).

Table 5 – Example Situations, Emergency Levels and Guidance for Possible Actions

Below is a table of example situations, potential emergency levels for those situations and guidance for possible actions. Each dam and situation are unique and therefore judgment is needed when making decisions.

Dam Emergency Response Guide			
Event	Situation	Emergency Level	Possible Actions
Earthquakes	Measurable earthquake felt or reported within 50 miles of the dam.	1	Conduct visual observation. If no unusual conditions are noted, contact Treatment Plant to document initial report and subsequent inspection results. If unusual conditions are verified, immediately contact the City's Utilities Superintendent or Public Works Director. The contact receiving the report will notify the Executive Management Team and the EOC Damage Assessment Unit regarding the next course of action.
	Earthquake resulting in visible damage to the dam or appurtenances.	2	
	Earthquake resulting in uncontrolled release of water over the dam or rapidly developing flow through cracks or rapidly developing erosion through increased seepage	3	
Spillways	Principal spillway severely blocked with debris or structurally damaged.	1	Lower the water level in the reservoir by opening all gates and valves at a rate, and to an elevation that is considered

Emergency Action Plan

Dam Emergency Response Guide			
Event	Situation	Emergency Level	Possible Actions
	Principal spillway leaking with muddy flows.	1	safe. Consider pumping or siphoning if required.
	Emergency spillway severely blocked with debris, soil, or trees.	2	
	Principal spillway blocked with debris and pool is rapidly rising.	2	
	Spillway flowing (unplanned).	2	
	Spillway flowing with active erosion gullies	2	Provide temporary protection at the point of erosion by placing sandbags, riprap materials or plastic sheet weighted with sandbags. Consider pumps and siphons to help reduce the water level in the reservoir. When inflow subsides, lower water level in the reservoir to a safe level; continue operating at a lower level in order to minimize spillway flow.
	Spillway flowing with significant erosion and head cutting advancing rapidly towards reservoir	3	
Seepage	New seepage areas in or near the dam.	1	If the leak is originating from within the reservoir or the upstream embankment, plug the flow with whatever material is available (hay bales, bentonite, or plastic sheeting). Lower the water level in the reservoir until the flow decreases to a non-erosive velocity or until it stops. Place an inverted filter (a protective sand and gravel filter) over the exit area to hold materials in place. Continue lowering the water level until a safe elevation is reached; continue operating at a reduced level until repairs are made. Stabilize damaged areas on the downstream slope by weighting the toe area below the slide with additional soil, rock, or gravel.
	Boils observed downstream of dam.	1	
	New seepage areas with cloudy discharge or increasing flow rate.	2	
	Boils observed downstream of dam with cloudy discharge.	2	
	Seepage with discharge greater than ten gallons per minute.	3	
Sinkholes	Observation of a new sinkhole in reservoir area or on embankment.	2	Complete an immediate engineering exploration to determine the cause of the sinkhole and evaluate the damage sustained and the potential danger of failure. Determine exit point of flowing water. Implement temporary measures to protect the damaged structure, such as closing the inlet and lowering the water level in the reservoir to a safe level, until permanent repairs can be made.
	Rapidly enlarging sinkhole.	3	
Embankment Cracking	New cracks in the embankment greater than one-quarter inch wide without seepage.	1	Lower the water level by releasing it through the outlet or by pumping or siphoning. If necessary, restore freeboard. Lower water level in the reservoir to a safe level; continue operating at a reduced level until repairs are made.
	Cracks in the embankment with seepage	2	

Emergency Action Plan

Dam Emergency Response Guide			
Event	Situation	Emergency Level	Possible Actions
Embankment Movement	Visual shallow movement/slippage of embankment slope.	1	Lower the water level in the reservoir by opening all gates and valves at a rate, and to an elevation that is considered safe given the slide situation. If outlet is damaged or blocked, pumping or siphoning may be required.
	Visual deep-seated movement/slippage of the embankment slope.	2	
	Sudden or rapidly occurring slides of embankment slope.	3	
Security Threat	Unauthorized personnel are seen or reported to be at the dam.	1	Contact law enforcement and notify appropriate City management staff.
	Verified bomb threat that, if carried out, could result in damage to the dam.	2	
	Detonated bomb that has resulted in damage to the dam or appurtenances.	3	
Fire	Significant fire in the area that affects access to the dam.	1	Implement fire procedures (if applicable)
Sabotage / Vandalism	Damage to dam or appurtenances with no impacts on the functioning of the dam.	1	Contact law enforcement to help evaluate. If the embankment or spillway has been damaged, provide temporary protection in the damaged area. Lower water level by using outlet or pumps and siphons if necessary. If water supply has been contaminated, immediately close all inlets to the water supply system and notify appropriate authorities.
	Modification to the dam or appurtenances that could adversely impact the functioning of the dam.	1	
	Damage to dam or appurtenances that has resulted in seepage flow.	2	
	Damage to dam or appurtenances that has resulted in uncontrolled water release or rapidly developing erosion.	3	
Instrumentation Reading Abnormal	Instrumentation reading beyond predetermined values.	1	Conduct periodic inspections of the dam to check and record the following: reservoir elevation, rate at which the reservoir is rising, weather conditions, discharge conditions of creeks/rivers downstream, new or changed conditions associated with this event. Evaluate accuracy of instrumentation.
Outlet System Failure	Releases are causing erosion around the outlet.	1	Implement temporary measures to protect the damaged structure, such as closing the inlet. Lower the water level in the reservoir to a safe elevation possibly using pumps or siphons. Consider severity of flow through outlet and increased flows determining emergency level.
	Uncontrolled releases through the outlet.	2 or 3	

Section 6: General Responsibilities

6.1. Dam Owner Responsibilities

The dam owner responsibilities, through the designated personnel, include the following:

- i. As soon as an emergency event is observed or reported, immediately determine the emergency level:
 - Emergency Level 1: Unusual event, slowly developing
 - Emergency Level 2: Potential dam failure situation, rapidly developing
 - Emergency Level 3: Dam failure appears imminent or is in progress
- ii. Immediately notify the personnel in the order shown on the notification chart for the appropriate level.
- iii. Provide updates of the situation to the police/sheriff dispatcher to assist them in making timely and accurate decisions regarding warnings and evacuations.
- iv. Provide leadership to ensure the EAP is reviewed and updated annually and copies of the revised EAP are distributed to all who received copies of the original EAP.

6.2. Notification and Communication Responsibilities

The Public Works Director is responsible for initiating the Dam EAP by proclaiming an emergency condition exists. The Department Director will consult with the City Manager prior taking action unless the emergency involves public safety concerns or if the City Manager or designee is unavailable.

The EOC Manager will be responsible for all emergency activities, including development, implementation and review of strategic decisions, as well as post event assessments. The EOC Manager will also be responsible for protecting life and property, controlling personnel and equipment resources, maintaining accountability for responder and public safety, and establishing and maintaining effective communication with outside agencies and organizations. Duties may include the following:

- i. Establishing command.
- ii. Ensuring responder safety.
- iii. Assessing incident priorities.
- iv. Determining operational objectives.
- v. Developing and implementing the Incident Action Plan.

Emergency Action Plan

- vi. Developing an appropriate organizational structure.
- vii. Maintaining a manageable span of control.
- viii. Managing incident resources.
- ix. Coordinating overall emergency activities.
- x. Coordinating the activities of outside agencies.
- xi. Authorizing the release of information to the media.
- xii. Terminating the emergency.
- xiii. Participating in an annual review and update of the EAP.

California Office of Emergency Services (Cal OES) and the Warning Center

Cal OES plays dual roles in managing an emergency; one at the Regional level and the other at the State level. The Regions include North Region, Inland Region, Coastal Region, and Southern Region, while the State level constitutes the Executives and brokers resources between the Regions. The State level also interfaces with the National Response Framework, and informs the Governor, Legislature, and State Emergency Management stakeholders. Cal OES also implements State Level Media Policy, and provides the primary coordination with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) at the federal level.

The Lakeport Dam Owner/Operator will send a copy of the EAP Annual Review form (Appendix A) to Cal OES North Region. EAP updates will also be provided to Cal OES.

The Warning Center is the link for notifications between State and Federal agencies for this Emergency Action Plan. At the request of the Operational Area Manager or another State Agency, the Warning Center is able to gain rapid response from the proper personnel who would coordinate resources for response.

The Warning Center is operated 24/7 by Cal OES and, in extreme conditions, a Dam Operator/Owner may request the Warning Center provide notification to the Sheriff's Office on their behalf as a backup notification plan. The Lake County Sheriff would be the first agency notified if this were to be requested.

Immediate notifications would be provided to:

- DWR - Division of Safety of Dams
- National Weather Service
- Cal OES Duty Officers
- Flood Operations Center
- State Parks and Recreation and/or
- Others as dictated by the event or required by law

California Department of Water Resources (DWR) – Division of Safety of Dams (DSOD)

DSOD's mission is to protect people against loss of life and property from dam failure. The California Water Code entrusts this regulatory power to the Department of Water Resources which delegates the program to DSOD. In the event of an emergency at the Lakeport Dam, DSOD actions could include, but are not limited to the following:

- i. Advise the Dam Operator of the emergency level determination.
- ii. Advise the Dam Operator of remedial actions to take.
- iii. Inspect the dam during the emergency.

6.3. Evacuation Responsibilities

The Lakeport Police Department is responsible for evacuation notifications and related activities in the incorporated areas of Lakeport.

The Lake County Sheriff's Office is responsible for directing evacuation activities within the County's unincorporated areas as well as assisting the Lakeport Police Department in the incorporated area of Lakeport.

The California Highway Patrol (CHP) is responsible for traffic matters (traffic law enforcement and traffic control) on the State Highway system, as well as all public roadways in unincorporated areas of the State.

Evacuation warning and route alert information is coordinated by the County OES using its tele-notification system.

6.4. Monitoring, Security, Termination and Follow-up Responsibilities

The City of Lakeport is responsible for monitoring Lakeport Dam and its security. The Dam Operator is also responsible for termination of the EAP, and follow up after termination of the EAP as outlined in Section 5.4 of this document.

6.5. EAP Coordinator Responsibilities

The EAP Coordinator is responsible for coordinating the annual EAP review, preparing revisions to this EAP and providing updated copies of the EAP to the designated agencies.

Section 7: Preparedness

7.1. Surveillance and Monitoring

Regular surveillance and monitoring of Lakeport Dam are to be conducted by City of Lakeport personnel. City of Lakeport staff will regularly inspect and maintain the dam infrastructure by performing weekly visual inspections.

7.2. Evaluation of Detection and Response Timing

Any incidents warranting an emergency event at Lakeport Dam shall be reported to the Dam Operator immediately. The emergency level determination and emergency contacts should be made by the Dam Operator at their discretion after detection of the emergency event.

7.3. Access to the Site

Access to the site is restricted to City of Lakeport personnel, unless permitted and supervised by the City of Lakeport. There are primary and secondary access routes to the dam. Access directions to both are listed below.

Dam Located at **795 Linda Ln, Lakeport, California, 95453** past a locked gate.

Primary Access:

Approaching Lakeport from the North on CA-29 S:

Drive through Lakeport 2.5 miles past exit 103 for Scotts Valley Road/11th Street

Turn right onto Hwy 175 W/Hopland Rd

Take the next immediate Right after ~184 ft on to Parallel Drive

Take the next immediate Left after ~0.1 miles on to Linda Lane

Continue on Linda Lane for 0.7 miles past gate arrive at Lakeport Dam

Approaching Lakeport from the South on CA-29 N / Hwy 175 W:

Drive through Kelseyville Continue 5.5 miles

Turn Left onto Hwy 175 W/Hopland Rd

Take the next immediate Right after ~184 ft on to Parallel Drive

Take the next immediate Left after ~0.1 Miles on to Linda Lane

Continue on Linda Lane for 0.7 miles past gate arrive at Lakeport Dam

Approaching Lakeport from the West on Hwy 175 E:

From 101 junction continue on Hwy 175 E for 16.4 miles

Before CA-29, take a left onto Parallel Drive

Take the next immediate Left after ~0.1 Miles on to Linda Lane

Continue on Linda Lane for 0.7 miles past gate arrive at Lakeport Dam

Secondary Access to Lakeport Dam: First responders and emergency personnel can access the Lakeport Dam site via a driveway located at 3655 Highway 175. See Dam Location and Access map on following page for more details.

Approaching Lakeport from the North on CA-29 S:

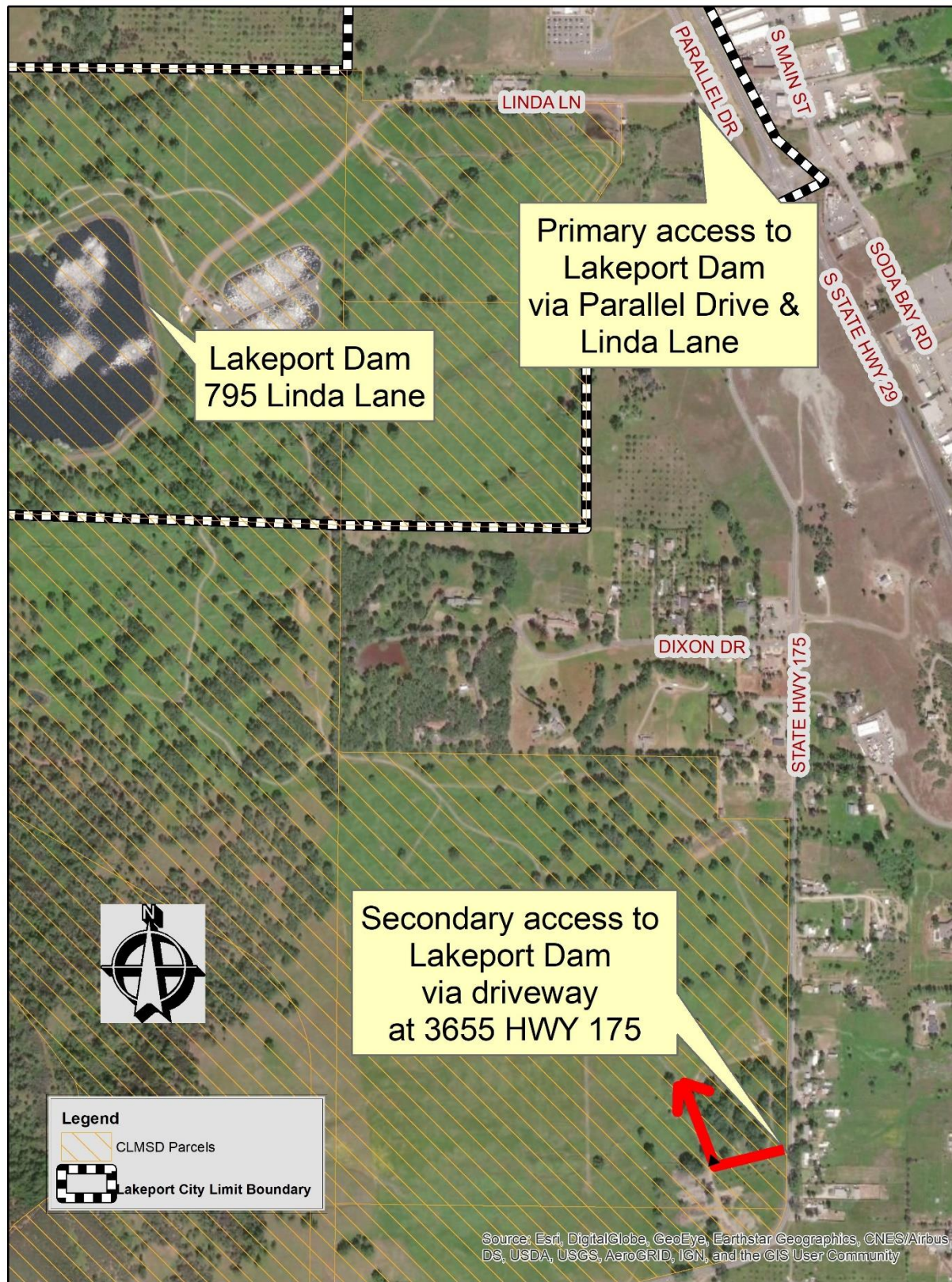
Drive through Lakeport 2.5 miles past exit 103 for Scotts Valley Road/11th St.
Turn Right onto Hwy 175 W/Hopland Rd
In 1.1 miles, turn Right onto driveway at 3655 Hwy 175
Continue on driveway to arrive at Lakeport Dam

Approaching Lakeport from the South on CA-29 N / Hwy 175 W:

Drive through Kelseyville Continue 5.5 miles
Turn Left onto Hwy 175 W/Hopland Rd
In 1.1 miles, turn Right onto driveway at 3655 Hwy 175
Continue on driveway to arrive at Lakeport Dam

Approaching Lakeport from the West on Hwy 175 E:

From 101 junction continue on Hwy 175 E for 15.4 miles
Turn Left onto driveway at 3655 Hwy 175
Continue on driveway to arrive at Lakeport Dam



Map of showing Lakeport Dam and Approach Roads

7.4. Response during Periods of Darkness

The City will deploy exterior emergency lighting as needed.

7.5. Response during Nights, Weekends and Holidays

No special instructions are deemed necessary for the execution of this EAP during nights, weekends and holidays. The City of Lakeport Utilities Division maintains on-call staff during nights, weekends and holidays. The phone number for the Dam Operator (707-263-3578) provided in the Notification Flowcharts in Section 3 is connected to a 24/7 answering service during nights, weekends and holidays.

7.6. Response during Adverse Weather

No special instructions are deemed necessary for the execution of this EAP during adverse weather.

7.7. Alternative Sources of Power

The City owns and maintains three standby diesel generators:

- One (1) 175 KW
- Two (2) 40 KW

7.8. Emergency Supplies and Information

In the event of an emergency, the following list of suppliers could be contacted:

Heavy Equipment Service and Rental	Sand and Gravel Supply	Ready-Mix Concrete Supply
Primary		
<i>UCC Rental & RV</i>	<i>Point Lakeview Rock & Redi-Mix</i>	<i>Point Lakeview Rock & Redi-Mix</i>
2590 S Main St Lakeport, CA 95453	13329 Point Lakeview Rd Lower Lake, CA 95457	13329 Point Lakeview Rd Lower Lake, CA 95457
(707) 263-6488	(707) 995-1515	(707) 995-1515
Secondary		
<i>R.B. Peters</i>	<i>Clearlake Redi-Mix</i>	<i>Clearlake Redi-Mix</i>
78 Soda Bay Rd Lakeport, CA 95453	99 Soda Bay Rd Lakeport, CA 95453	99 Soda Bay Rd Lakeport, CA 95453
(707) 263-3678	(707) 263-5297	(707) 263-5297

Pumps	Sand Bags	Road Maintenance
<i>Primary</i>		
<i>Lake County Pump</i>	<i>Point Lakeview Rock & Redi-Mix</i>	<i>A-T Wanzer Grading & Excavating</i>
808 Bevins St., Lakeport CA 95453	13329 Point Lakeview Rd Lower Lake, CA 95457	690 Todd Rd Lakeport, CA 95453
(707) 462-9080	(707) 995-1515	(707) 262-0799
<i>Secondary</i>		
<i>Cal Tech Pump</i>	<i>Kelseyville Lumber & Supply Co</i>	<i>R.B. Peters</i>
17930 Deer Hill Rd Hidden Valley Lake, CA 95467	3555 North Main St Kelseyville, CA 95451	78 Soda Bay Rd Lakeport, CA 95453
(707) 987-4488 or (707) 350-8106	(707) 279-4297	(707) 263-3678

7.9. Stockpiling Materials and Equipment

Stockpiling of materials and equipment on site are not deemed necessary. Materials and equipment suppliers are available near the site of the dam.

7.10. Coordination of Information

The EOC Manager will coordinate with public safety agencies directly as needed during the course of the emergency.

Actions taken to lower the reservoir water surface elevation are to be done at the discretion of the EOC Manager in consultation with Dam Operator and management staff.

Actions to be taken to reduce inflow to the reservoir from upstream structures are not applicable to Lakeport Dam.

Actions to reduce downstream flows are not applicable to Lakeport Dam in the event of a catastrophic dam failure.

7.11. Training and Exercise

All people involved in the EAP should be familiar with the elements of the plan, their responsibilities and duties outlined in the plan and, if applicable, the types and availability of equipment. Personnel should be familiar with problem detection and evaluation, and appropriate corrective measures.

The City's Safety/Risk Administrator will coordinate training for the Section Chiefs and Unit Leaders. Training will include the following:

- Role of the Section Chiefs and Unit Leaders in the City's Incident Command System (ICS).
- Role of the City's ICS in Multi-Agency Coordination Systems (MACS).
- SEMS and NIMS concepts, including the concept of operational area response.
- Role of the City's response procedures with regard to mutual aid agreements.

Section Chiefs and Unit Leaders will work with the Safety/Risk Administrator to ensure the training of all employees on their team, including staff involved in dam operations and weekend on-call staff. Section Chiefs and Unit Leaders may hold periodic meetings, such as tabletop discussions, to keep emergency response skills up to date. Section and unit checklists and other response activities for each section should be reviewed at least annually and revised as necessary.

Documentation of the annual EAP review will be submitted to Cal OES Safety Planning Division. A template for this document is included in Appendix A.

7.12. Alternative Systems of Communication

The City of Lakeport maintains portable radios as a supplemental communication system.

7.13. Public Awareness and Communication

The City will designate a Public Information Officer who will:

- Serve as the liaison to the news media and provide news releases and other information as approved by the EOC Manager, assuring that official statements are issued only by those administrators authorized to issue such statements.
- Provide information for the response to inquiries from the public relative to the disaster.
- Ensure that a multi-agency Joint Information Center (JIC) is staffed as required.
- Utilize the City's social media platforms for important disaster-related messages and information.

Section 8: Plan Maintenance

8.1. Plan Review

The City of Lakeport will review and, if needed, update the EAP at least once annually. This review will include calling all contacts to verify contact names and phone numbers are current. The review will also include calling local available resources to verify current phone numbers, addresses, and services. The review and update will be documented using the status form in Appendix A; this form will also be forwarded to Cal OES.

The Safety/Risk Administrator will coordinate City emergency operations planning efforts, including response drills and exercises as deemed necessary. Staff involved in the operation and management of the Lakeport Dam will help plan and carry out exercises and suggest revisions to the written EAP.

The City of Lakeport is responsible for updating the EAP document. The EAP document held by the City of Lakeport is the master document. When revisions occur, the City of Lakeport will update the revision summary page, found in Appendix B, and will distribute the revised version to all EAP document holders.

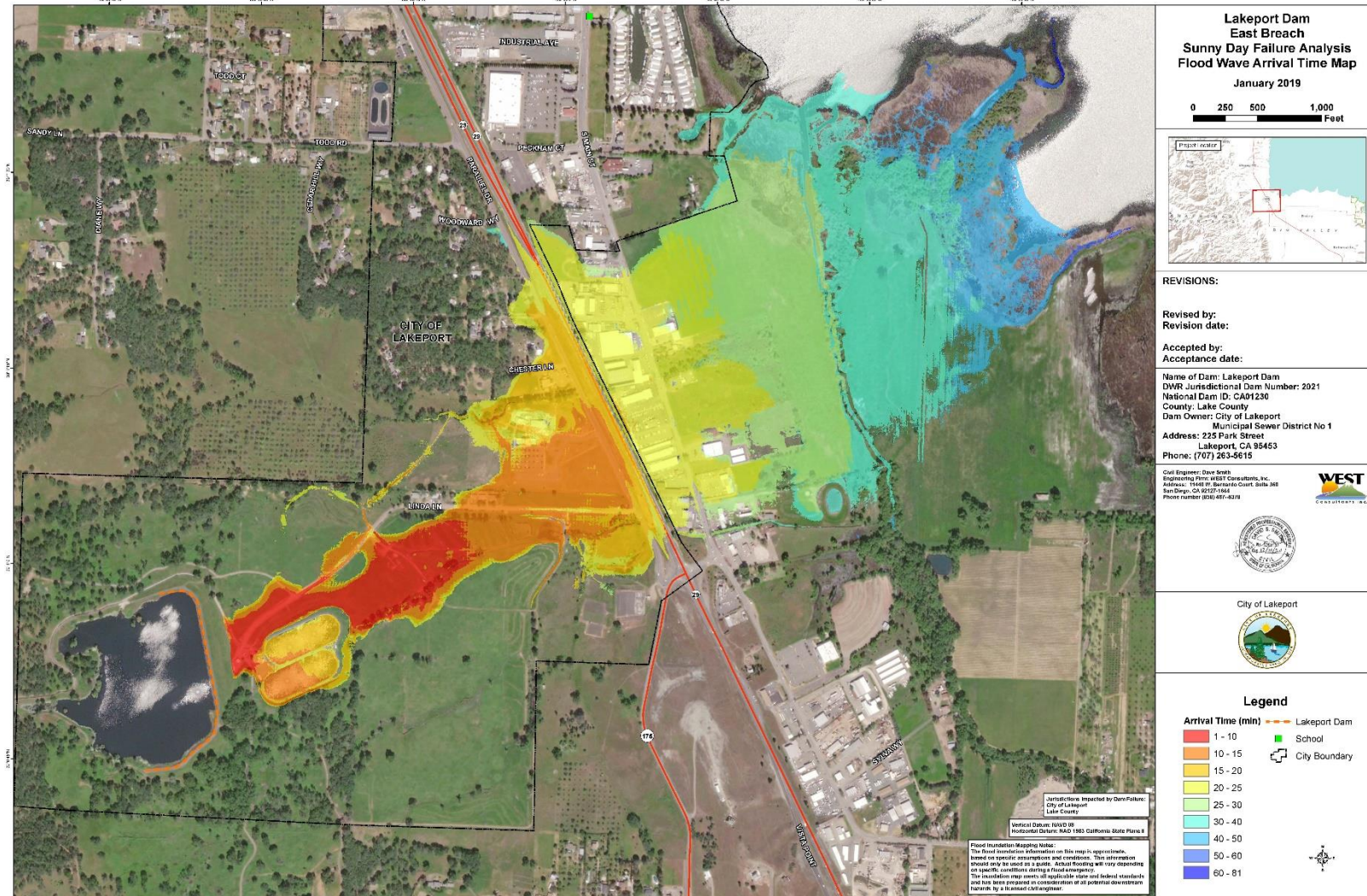
The document holders are responsible for replacing the outdated copy of the EAP whenever revisions are received. Outdated EAPs shall be immediately discarded to avoid any confusion with the revisions. The City of Lakeport has numbered the EAP copies prior to initial distribution (Appendix D).

8.2. Distribution

Copies of this Emergency Action Plan will be provided to all public agencies who are involved in the notification procedures for the Lakeport Dam. The holders of the copies of this EAP can be found in Appendix D of this document.

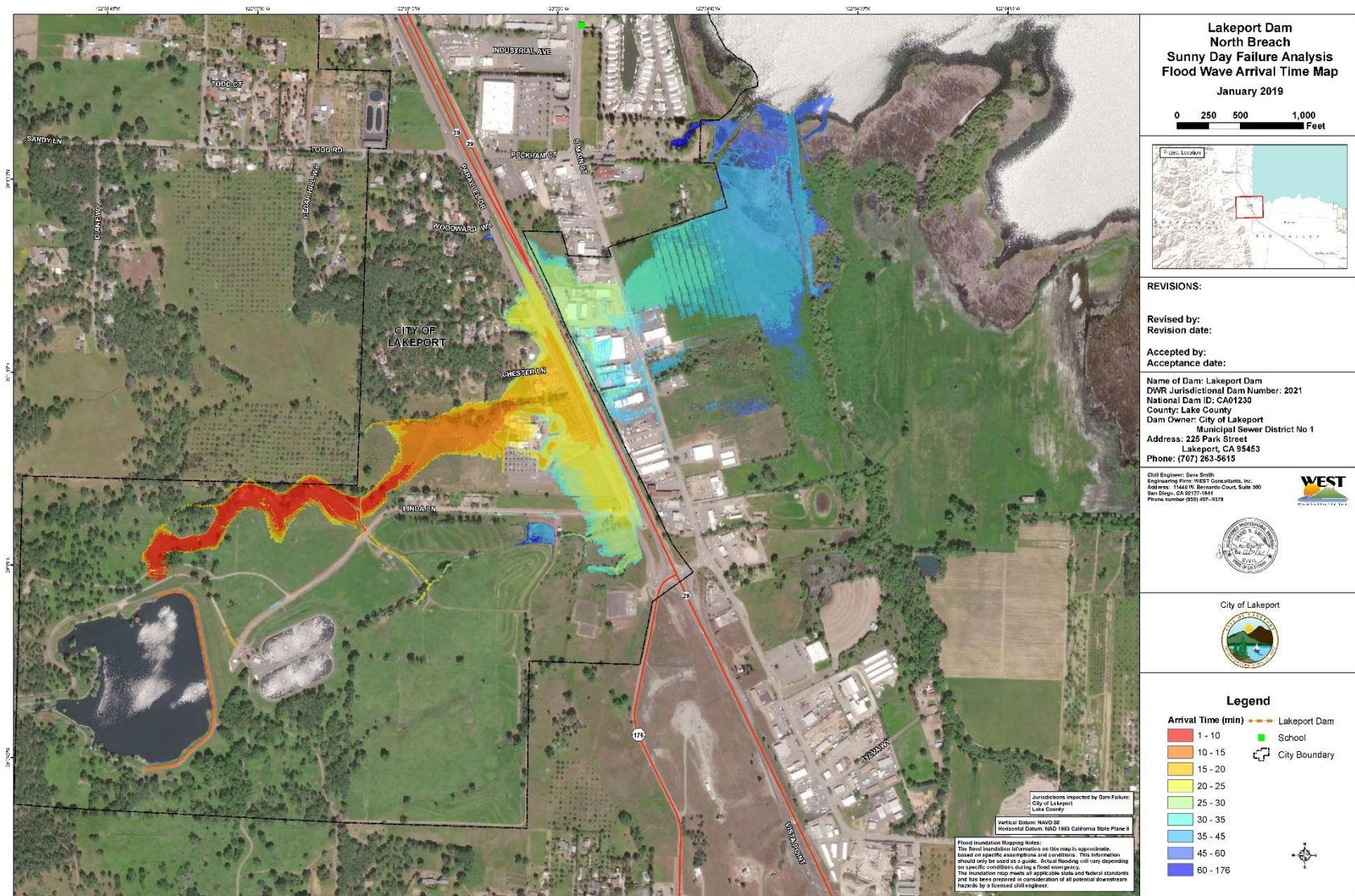
PART II: Inundation Maps

Arrival Time Map



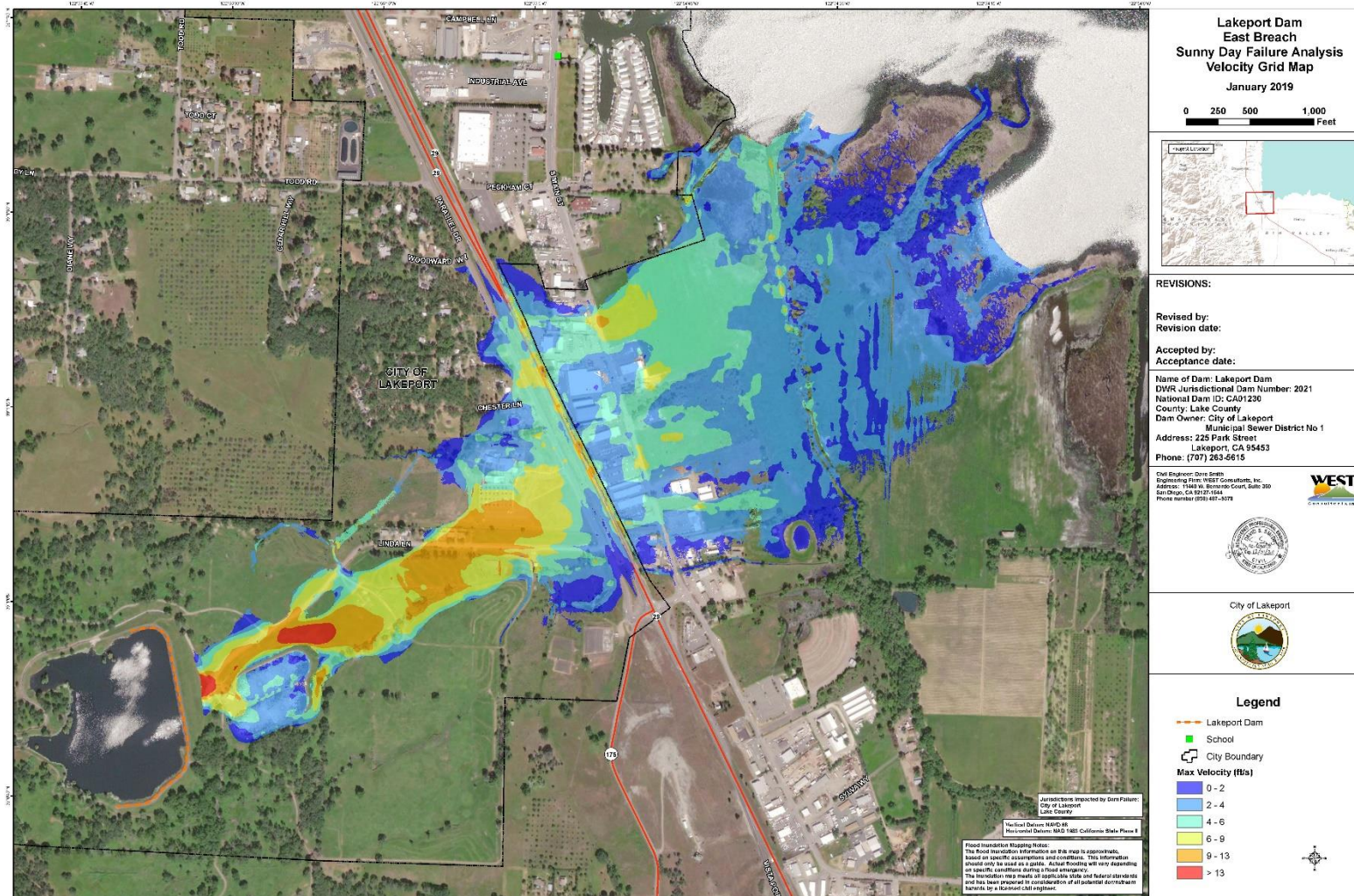
Arrival Time, East Failure Scenario

Emergency Action Plan



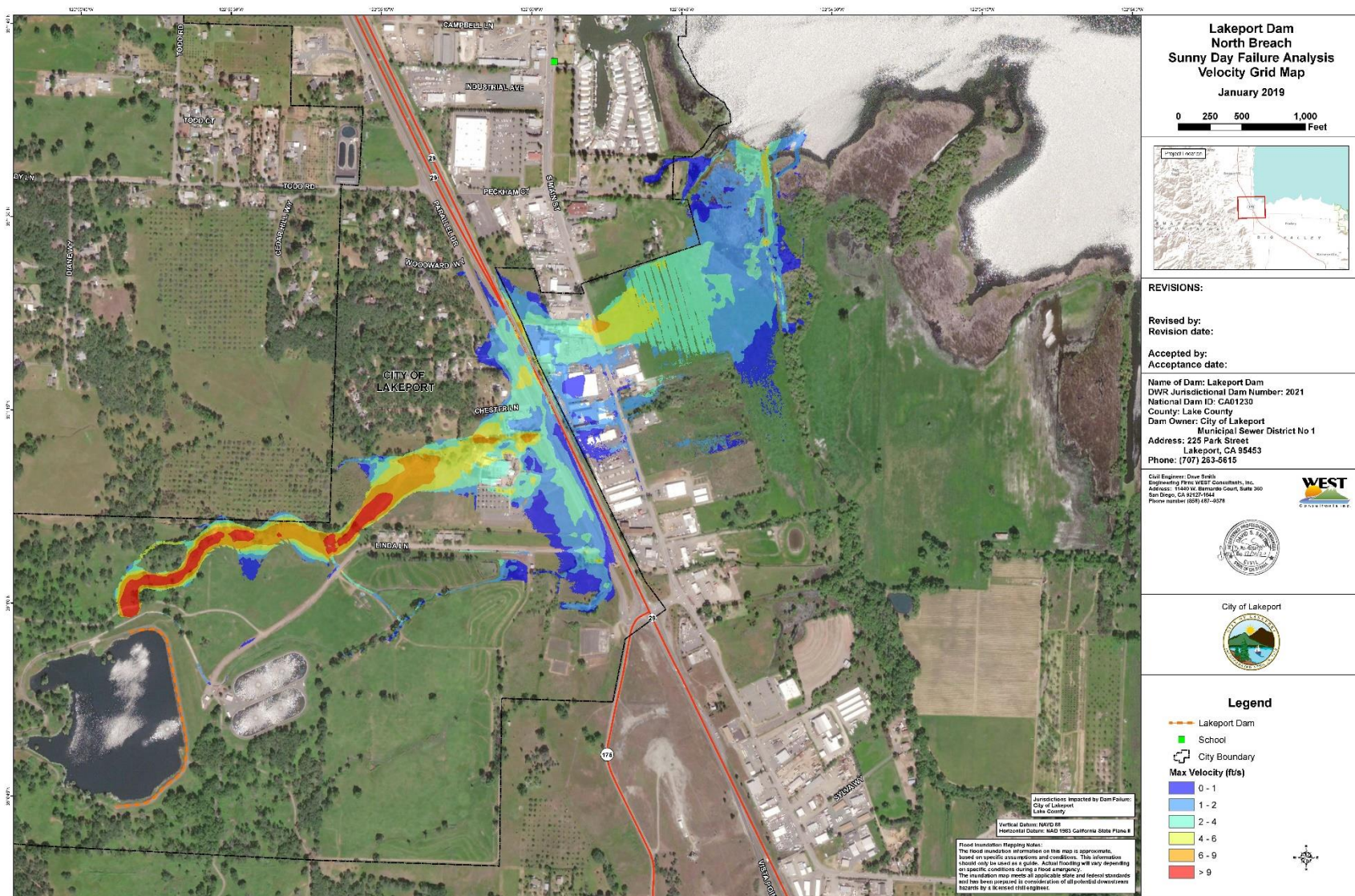
Arrival Time, North Failure Scenario

Maximum Velocity Map



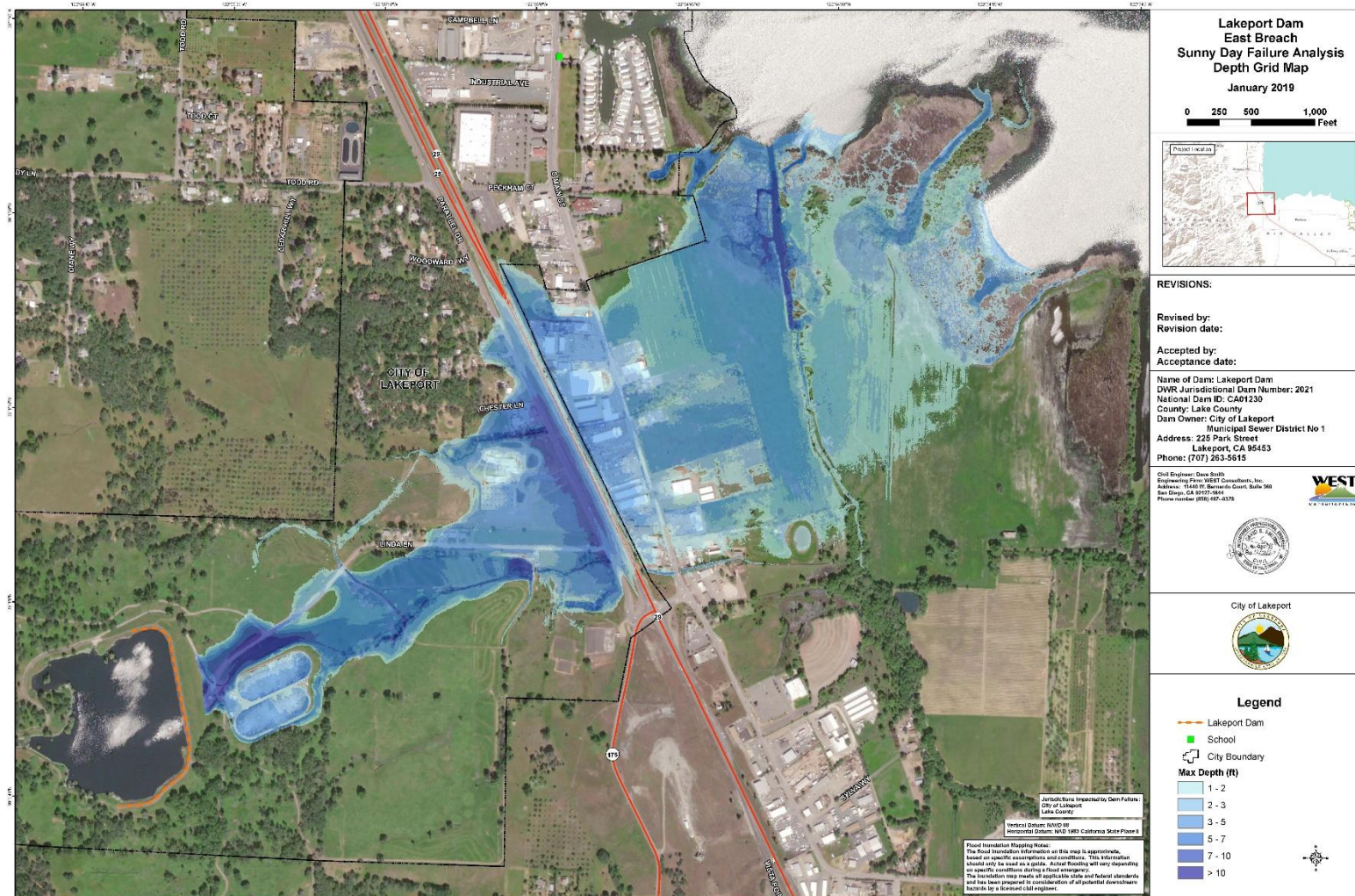
Maximum Velocity, East Failure Scenario

Emergency Action Plan



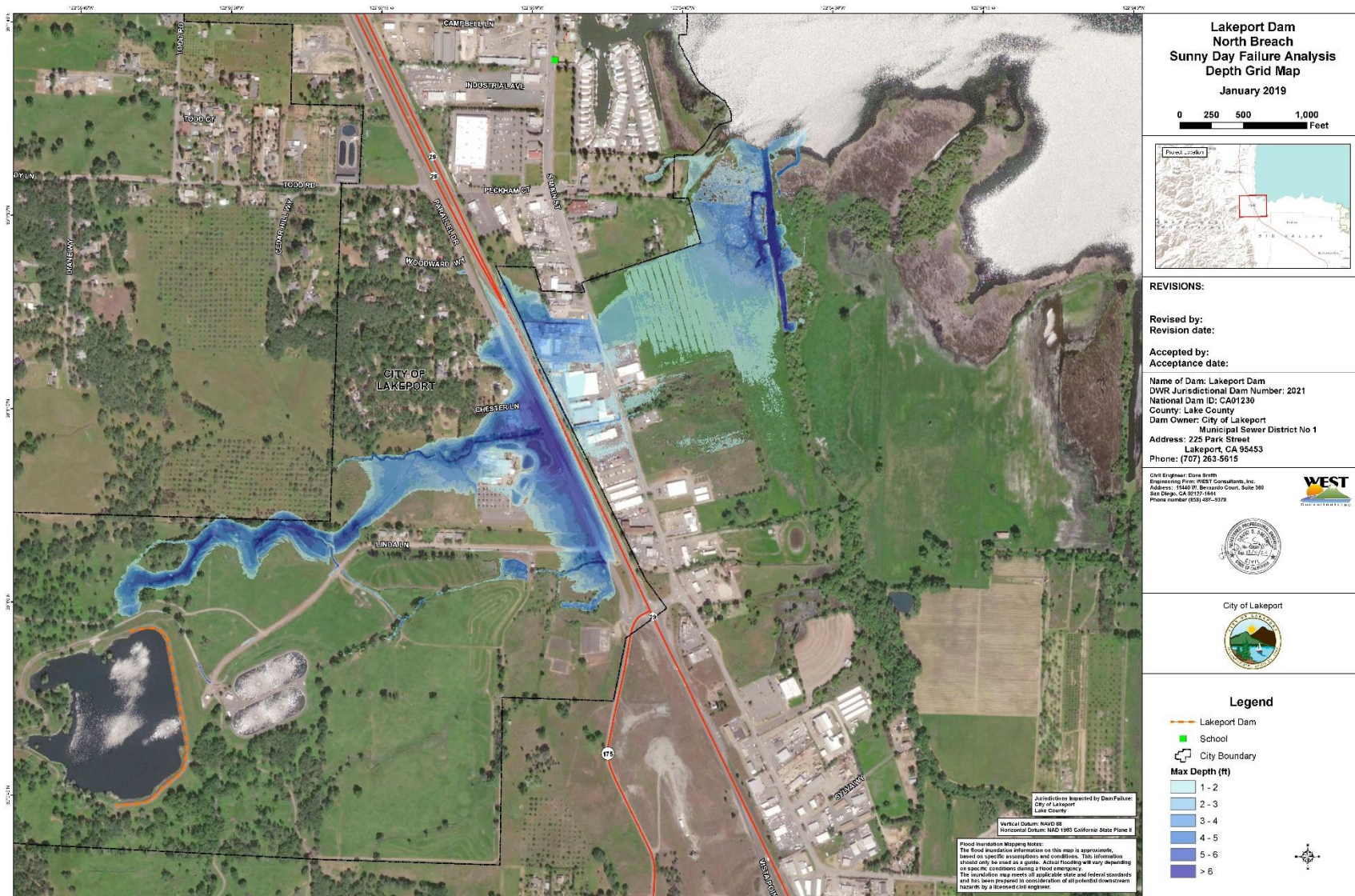
Maximum Velocity, North Failure Scenario

Inundation Map



Maximum Depth, East Failure Scenario

Emergency Action Plan



Maximum Depth, North Failure Scenario

PART III: Appendices

Appendix A: EAP Status Report (for Non-FERC dams)

EAP Status Report for Lakeport Dam, DSOD No. 2021-000

Annual EAP Review Performed:

Annual Update Sent to Plan Holders:

Prepared by:

Mail this document, or something similar, to the Cal OES Safety Planning Division:

Jose Lara, Chief
Dam Safety Planning Division
3650 Schriever Avenue
Mather, CA 95655

Or send it electronically to the Division at eap@caloes.ca.gov.

Appendix B: Record of EAP Revisions

Revision #	Date	Sections Reviewed or Revisions Made	By Whom
0		EAP Issued	City of Lakeport

Appendix C1: Notification Message – Level 1

Emergency Level 1 - Unusual Event or Slowly Developing Situation

The City of Lakeport has activated the Lakeport Dam Emergency Action Plan.

We are notifying local emergency management agencies and entities of changes in releases from the Dam. The current emergency level falls under Unusual or Slowly Developing Situations. The Lakeport Dam is NOT in danger of failing.

The current release from the Dam is _____ cfs and will increase to _____ cfs by _____ (time) _____ (date). These flow increases will be gradual over time.

The City of Lakeport will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event.

If you serve in an emergency management role and need additional information, please contact the Lakeport Dam Supervisor at (707) 263-3578.

Date Issued:

Time Issued:

Issued By:

Appendix C2: Notification Message – Level 2

Emergency Level 2 - Potential Dam Failure Situation or a Rapidly Developing Situation

The City of Lakeport has activated the Lakeport Dam Emergency Action Plan.

The Emergency Level at this time is (pick one: Potential Failure / Rapidly Developing Situation)

At _____ (time) on _____ (date) the City of Lakeport verified, determined, or observed that:

City of Lakeport is taking remediation measures to reduce the potential for failure.

We will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event. Please remain on alert for any further communication from the City or your local emergency management agencies.

If you serve in an emergency management role and need additional information, please contact the Lakeport Dam Supervisor at (707) 263-3578.

Date Issued:

Time Issued:

Issued By:

Appendix C3: Notification Message – Level 3

Emergency Level 3 – Imminent Failure (or Dam has Failed)

The City of Lakeport has activated the Lakeport Dam Emergency Action Plan.

The Emergency Level at this time is (pick one: Immanent Failure / Dam has Failed).

At _____ (time) on _____ (date) the City of Lakeport verified, determined, or observed that:

Based on this information, the City has determined the appropriate Emergency Level to be Imminent Failure.

It has been determined that no further measures can be taken to prevent the failure of and release of water behind the Lakeport Dam. City of Lakeport personnel are being directed to find appropriate locations and shelter from the dam breach and failure.

We will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event. Please remain on alert for any further communication from the City of Lakeport or the Lake County Office of Emergency Services.

If you serve in an emergency management role and need additional information, please contact the Lakeport Dam Supervisor at (707) 263-3578.

Date Issued:

Time Issued:

Issued By:

Appendix D: Record of Plan Holders

Record of Holders of Numbered EAP's for DSOD Dam # 2021.000

Copy Number	Organization	Person Receiving Copy
1	City of Lakeport	
2	CalOES	
3	DSOD	
4	County of Lake Sheriff / Office of Emergency Services	
5		
6		

Appendix E: Contact Log

Dam Name: Lakeport Dam		Date:	
NID #: CA01230	DSOD Dam #: 2021.000		FERC #: N/A
DSOD Region: North		County: Lake	
Emergency Level:		Incident/Exercise:	
After determining the emergency level, immediately contact the following agencies/entities. The person making the contact should initial and record the time of the call and who was contacted at each agency/entity.			
Agency/Entity	Person Contacted	Contact Time	Contacted By

Appendix F: Emergency Incident Log

Name:	Job Title:		
Incident Start Date:	Incident Start Time:		
Incident Description:			
Initial Incident Level:			
Incident Detection:			
When did you detect or learn about the incident?			
How did you detect or learn about the incident?			
LOG ALL NOTIFICATION AND ACTIVITY IN THE TABLE BELOW			
Date	Time	Action/Incident Progression	Action Taken By

Appendix G: Emergency Termination Log

Dam Name: Lakeport Dam	County: Lake
Dam Location: 750 Linda Lane Lakeport, California, 95453	Stream/River: N/A
Date/Time:	
Weather Conditions:	
General Description of Emergency Situation:	
Area(s) of Dam Affected:	
Extent of Damage to Dam and Possible Causes:	
Effect on Dam Operation:	
Initial Reservoir Elevation/Time: Maximum Reservoir Elevation/Time: Final Reservoir Elevation/Time:	
Description of Area Flooded Downstream/Damage/Loss of Life:	
Justification for Termination of Dam Safety Emergency:	
Other Data and Comments:	
Report Prepared By (Printed Name and Signature): Date:	

Appendix H: After Action Report

Background

Event Details

Type of Event:

Location:

Incident Period:

Brief Description of Event:

Response Activities

Summary of Successes

Summary of Recommended Improvements

Organizations Contributing to this Report

Appendix I: Cal OES Warning Center Dam Incident Report

DAM INCIDENT – CALIFORNIA STATE WARNING CENTER

EVENT TYPE:	<input type="checkbox"/> DRILL	<input type="checkbox"/> ACTUAL EVENT
DATE:	TIME:	
CALLER INFORMATION		
NAME/AGENCY: City of Lakeport	PHONE #:	
ALTERNATE CONTACT:	PHONE #:	
DAM INFORMATION		
DAM NAME: Lakeport Dam	DSOD DAM #: 2021.000	FERC: N/A
DSOD HAZARD CLASSIFICATION:		
LOCATION OF DAM		
DSOD REGION:	<input checked="" type="checkbox"/> NORTHERN <input type="checkbox"/> CENTRAL <input type="checkbox"/> SOUTHERN	
PHYSICAL ADDRESS: 750 Linda Ln, Lakeport, California, 95453		
LATITUDE: 39° 0' 53.42" N		LONGITUDE: 122° 55' 33.40" W
COUNTY: Lake	DOWNSTREAM JURISDICTIONS: City of Lakeport	
NEAREST CITY OR POPULATED AREA: City of Lakeport		
NEAREST OR AFFECTED HIGHWAY OR CROSS ROADS: Highway 29		
RIVER OR CREEK THAT FLOWS INTO RESERVOIR: N/A		
SITUATION		
ACTIVATION OF EAP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY LEVEL:	<input type="checkbox"/> High Flow <input type="checkbox"/> Non-Failure <input type="checkbox"/> Potential Failure <input type="checkbox"/> Imminent Failure	
EMERGENCY TYPE:		
<input type="checkbox"/> Earthquake <input type="checkbox"/> Outlet System Failure <input type="checkbox"/> Sinkholes <input type="checkbox"/> Embankment Cracking or Settlement <input type="checkbox"/> Sabotage/Vandalism <input type="checkbox"/> Storm Event <input type="checkbox"/> Embankment Movement <input type="checkbox"/> Sand Boils <input type="checkbox"/> Other: List Below <input type="checkbox"/> Erosion of Spillway <input type="checkbox"/> Security Threats <input type="checkbox"/> Instrumentation Reading (Abnormal) <input type="checkbox"/> Seepage, Springs, Piping		
OTHER:		
RESERVOIR LEVEL:	<input checked="" type="checkbox"/> Full	<input type="checkbox"/> Partially Full <input type="checkbox"/> Empty
		Approximate % Full (Acre-Feet):

Emergency Action Plan

WHEN/HOW EVENT WAS DETECTED:		
OBSERVER IN POSITION:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ADDITIONAL DETAILS:		
REPORTING PERSON NOTIFICATION		
	YES	NO
Was the County Sheriff Notified by Reporting Person?		
Were Downstream Jurisdictions Notified by Reporting Person?		

Appendix J: EAP Planning Team

The following people participated in the planning process for the Emergency Action Plan for Lakeport Dam:

Name	Title/Organization
Paul Harris	Utilities Superintendent, City of Lakeport
Andrew Britton	Compliance Officer II, City of Lakeport
Carlos Pradomerza	Wastewater Supervisor/Dam Operations Supervisor, City of Lakeport
Staff and Agencies Consulted	
Dale Carnathan,	Lake County Office of Emergency Services & Lake County Sheriff's Office
Brad Rasmussen	City of Lakeport Police Department
Rick Bergem	Lakeport Fire Protection District
Kevin Ingram	City of Lakeport Community Development Department

Appendix K: Acronym List

Cal OES	California Office of Emergency Services
CHP	California Highway Patrol
DSOD	California Division of Safety of Dams
DWR	California Department of Water Resources
EAP	Emergency Action Plan
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
ICS	Incident Command System
JIC	Joint Information Center
LCOES	Lake County Office of Emergency Services
LCSO	Lake County Sheriff's Office
MACS	Multi-Agency Coordination Systems
NAVD	North American Vertical Datum
NGVD	National Geodetic Vertical Datum
NID	National Inventory of Dams
NIMS	National Incident Management system
NWS	National Weather Service
OES	Office of Emergency Services
SCADA	Supervisory Data Control and Data Acquisition system
SEMS	Standardized Emergency Management System



CITY OF LAKEPORT

City Council ☒
City of Lakeport Municipal Sewer District ☐
Lakeport Redevelopment Successor Agency ☐

STAFF REPORT

RE: Lakeport Blvd Generator Procurement

MEETING DATE: 6/18/2019

SUBMITTED BY: Paul Harris, Utilities Superintendent

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

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve the purchase of an 80KW stationary generator for the Lakeport Blvd Lift Station

BACKGROUND/DISCUSSION:

The 2019/2020 Budget includes an 80 KW Stationary Generator for the Lakeport Blvd Lift Station. This lift station is high volume with very little capacity which becomes problematic during a power outage. We currently have to tow a portable generator to provide auxiliary power. This usually results in a race against time to prevent a Sanitary Sewer Overflow (SSO) from occurring. A stationary generator will start automatically once a power outage is detected.

This item is being expedited due to the recent implantation of the Public Safety Power Shutoff (PSPS) program by PG&E. The installation of this new generator will allow us to utilize the current portable for other facilities as needed, especially on the water side.

The PSPS program has created a buying frenzy with generator manufacturers. As a result, even obtaining a quote in a timely manner has proven to be difficult. Since time is of the essence, I would ask the Council to consider granting us the authority to purchase the generator in accordance to our procurement policy for an amount that does not exceed our budget of \$40,000.

OPTIONS:

Authorize the procurement of a stationary generator for Lakeport Blvd.

Provide Direction.

FISCAL IMPACT:

☐ None ☒ <\$40,000 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 authorize the City Manager to purchase an 80 KW Generator for the Lakeport Blvd. Lift Station for an amount not to exceed \$40,000.

☐ **Attachments:**