



# 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, September 19, 2023 6:00 p.m.**

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

**See Teleconferencing Instructions Below**

**If you cannot attend in person, and would like to speak on an agenda item, you can access the **Zoom** meeting remotely:**

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

Please click this URL to join. <https://zoom.us/j/97368201787?pwd=a2NvVnN6MEFjQ2Exc2pTZkpldU1sQT09>

Passcode: 477973

Or join by phone:

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

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

Webinar ID: 973 6820 1787

Passcode: 477973

International numbers available: <https://zoom.us/u/abNyiaqY1I>

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

To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to **3:30 p.m. on Tuesday, September 19, 2023.**

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

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

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



# 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, September 19, 2023, 6:00 p.m.**

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

*\*All references to "City Council" include those other agencies which are listed above*

*The City Council may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described. The council may establish and make appointments to a Council committee (made up of two Councilmembers) with respect to any item appearing on this agenda.*

- I. **CALL TO ORDER & ROLL CALL:** 6:00 p.m.
- II. **PLEDGE OF ALLEGIANCE:**
- III. **ACCEPTANCE OF AGENDA/ URGENCY ITEMS:** Move to accept agenda as posted or move to add or delete items.  
*To add item, Council is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a 2/3rds determination that the need to take action arose subsequent to the agenda being posted.*
- IV. **CONSENT AGENDA:** *The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.*
  - A. Ordinances: Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per *Government Code* Section 36934.
  - B. Minutes: Approve minutes of the City Council regular meeting of September 5, 2023.
  - C. Warrants: Approve the Warrant Register of September 8, 2023.
  - D. Application 2024-001: Approve application 2024-001, with staff recommendations, for the 2024 Western Outdoor News (WON) Clear Lake Open bass tournament.
  - E. Application 2023-023: Approve application 2023-023, with staff recommendations, 2023 CLHS Homecoming Parade.
- 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. 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. Assistant City Manager
    - 1. Contract Award: Authorize the City Manager to execute the professional services agreement with Adams Ashby Group LLC, for grant administration.
  - B. Public Works Director
    - 1. Parking Resolution: Adopt the proposed resolution rescinding Resolution No. 2601 (2016) and designating the locations of Prohibited Parking Zones within the City of Lakeport
- VII. **CITY COUNCIL COMMUNICATIONS:**
  - A. Travel, Calendar, and Miscellaneous Reports, if any:

**VIII. ADJOURNMENT:**

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 225 Park Street, Lakeport, California, during normal business hours. Such documents are also available on the City of Lakeport's website, [www.cityoflakeport.com](http://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.

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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, September 5, 2023, 6:00 p.m.

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

*\*All references to "City Council" include those other agencies which are listed above*

*The City Council may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described. The council may establish and make appointments to a Council committee (made up of two Councilmembers) with respect to any item appearing on this agenda.*

- I. **CALL TO ORDER & ROLL CALL:** Mayor Mattina called the meeting to order at 6:00 p.m. with Council Members Costa, Disney, Froio, Parlet and Mayor Mattina present.
  
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Supervisor Green.
  
- III. **ACCEPTANCE OF AGENDA/ URGENCY ITEMS:** A motion was made by Council Member Disney, seconded by Council Member Parlet to accept the agenda as posted.
  
- IV. **CONSENT AGENDA:**

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

  - A. Ordinances: Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per *Government Code* Section 36934.
  - B. Minutes: Approve minutes of the City Council regular meeting of August 15, 2023.
  - C. Notice of Completion: Adopt the resolution accepting construction of the Natural High Building Demolition, by Unlimited Environmental Inc. and authorize the filing of the Notice of Completion.
  - D. Contract Amendment: Approve continuation of Crisis Intervention Responder Program and authorize the City Manager to sign an amendment to the memorandum of understanding with Lake Family Resource Center.

Vote on Consent Agenda: A motion was made by Council Member Parlet, seconded by Council Member Costa, and unanimously carried by voice vote 5-0-0-0 to approve the Consent Agenda, items A-D.
  
- V. **PUBLIC PRESENTATIONS/REQUESTS:**
  - A. Public Input: There was no input offered by the public.

**COUNCIL BUSINESS:**
  
- VI. A. City Manager
  - 1. Bi-Annual Traffic Safety Review: The staff report was presented by City Manager Ingram.
  
- B. Police Chief
  - 1. July Fourth After Action Report: The staff report was presented by Police Chief Rasmussen. Chief Reitz of Lakeport Fire Protection District provided additional input for the Council. Dennis Revell of Revell Communications on behalf of TNT Fireworks was available for questions.

Michael Green asked if the City Council would consider strengthening the fireworks ordinance or banning safe and sane fireworks. The ordinance could be changed to give the fire chief or police chief greater ability to shut down the sales in red flag conditions.

A motion was made by Council Member Parlet, seconded by Council Member Disney, and unanimously carried by voice vote 5-0-0-0 to receive and file the 2023 police after action report on the Independence Day Fireworks Operations.

2. Out-of-State Travel:

The staff report was presented by Police Chief Rasmussen.

A motion was made by Council Member Disney, seconded by Council Member Froio, and unanimously carried by voice vote 5-0-0-0 to approve out of state travel for Lt. Stoebe between January and March of 2024.

**VII. CITY COUNCIL COMMUNICATIONS:**

A. Travel, Calendar, and  
Miscellaneous Reports, if any:

Community Development Director Hejnowicz had nothing to report.

Chief Building Inspector Moss was not present.

City Attorney Ruderman advised that he has been appointed the representative on the CalCities Legal Advocacy Committee.

City Manager Ingram reported on events coming up in the City, including the Mental Health and Homeless Town Hall, National Night Out, and the Lakefront Park Grand Opening,

Police Chief Rasmussen updated the status of the 3 patrol cars that were ordered last year. He advised that one is now in stock here at the local dealership and the other 2 were somewhere between Michigan and her.

Utilities Director Harris was absent.

Public Works Director Ladd had no report.

Administrative Services Director Buendia advised that she will be attending the Clerks' Departmental meeting at the CalCities Conference and will miss the next Council meeting.

Assistant City Manager Walker was absent.

Council Member Disney had no report.

Council Member Froio attended the Redwood Empire Division meeting in Fortuna.

Council Member Parlet expressed his concerns regarding the wildfires in Lahaina on Maui.

Council Member Costa had no report.

Mayor Mattina had no report.

**VIII. ADJOURNMENT:**

Mayor Mattina adjourned the meeting at 7:14 p.m.

Attest:

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Stacey Mattina, Mayor

\_\_\_\_\_  
Kelly Buendia, City Clerk

# CITY OF LAKEPORT

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



9/11/2023

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.

A handwritten signature in blue ink, appearing to read "N. Walker", is positioned above a horizontal line.

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Nicholas Walker  
Finance Director



Lakeport

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 07/16/2023 - 09/08/2023

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Bank Account: 15-0352000798 - POOLED CASH BANK</b>							
07/17/2023		<a href="#">59954</a>	LAKEPORT DISPOSAL, INC.	Accounts Payable	Outstanding	Check	-102,338.99
07/20/2023		<a href="#">APA004020</a>	ACTION SANITARY, INC.	Accounts Payable	Outstanding	AP Automation	-1,270.25
07/20/2023		<a href="#">APA004021</a>	ADAMS ASHBY GROUP, LLC.	Accounts Payable	Outstanding	AP Automation	-7,225.00
07/20/2023		<a href="#">APA004022</a>	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	AP Automation	-1,090.00
07/20/2023		<a href="#">APA004023</a>	AmWINS GROUP BENEFITS, INC.	Accounts Payable	Outstanding	AP Automation	-45,312.00
07/20/2023		<a href="#">APA004024</a>	APEX TECHNOLOGY MGMT, INC.	Accounts Payable	Outstanding	AP Automation	-1,837.81
07/20/2023		<a href="#">APA004025</a>	ARAMARK UNIFORM SERVICES	Accounts Payable	Outstanding	AP Automation	-110.07
07/20/2023		<a href="#">APA004026</a>	ASBURY ENVIRONMENTAL SERVICES	Accounts Payable	Outstanding	AP Automation	-170.00
07/20/2023		<a href="#">APA004027</a>	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-699.84
07/20/2023		<a href="#">APA004028</a>	CALED	Accounts Payable	Outstanding	AP Automation	-740.00
07/20/2023		<a href="#">APA004029</a>	CLEAR LAKE ENVIRONMENTAL RESEARCH CENTER	Accounts Payable	Outstanding	AP Automation	-2,158.00
07/20/2023		<a href="#">APA004030</a>	CLEARLAKE REDI-MIX INC.	Accounts Payable	Outstanding	AP Automation	-705.55
07/20/2023		<a href="#">APA004031</a>	COLANTUONO, HIGHSMITH & WHATLEY, PC	Accounts Payable	Outstanding	AP Automation	-9,356.89
07/20/2023		<a href="#">APA004032</a>	COMMUNITY DEVELOPMENT SERVICES	Accounts Payable	Outstanding	AP Automation	-3,900.00
07/20/2023		<a href="#">APA004033</a>	COUNTY OF LAKE-ANIMAL CONTROL	Accounts Payable	Outstanding	AP Automation	-1,757.25
07/20/2023		<a href="#">APA004034</a>	DEPT OF JUSTICE	Accounts Payable	Outstanding	AP Automation	-66.00
07/20/2023		<a href="#">APA004035</a>	DKF SOLUTIONS GROUP, LLC	Accounts Payable	Outstanding	AP Automation	-796.25
07/20/2023		<a href="#">APA004036</a>	ENOVEN INDUSTRIES LLC	Accounts Payable	Outstanding	AP Automation	-293.49
07/20/2023		<a href="#">APA004037</a>	ENTERPRISE - EAN SERVICES, LLC	Accounts Payable	Outstanding	AP Automation	-118.73
07/20/2023		<a href="#">APA004038</a>	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	AP Automation	-31.43
07/20/2023		<a href="#">APA004039</a>	EVERBRIDGE, INC.	Accounts Payable	Outstanding	AP Automation	-6,450.00
07/20/2023		<a href="#">APA004040</a>	G & G PRINTING SERVICES	Accounts Payable	Outstanding	AP Automation	-34.80
07/20/2023		<a href="#">APA004041</a>	GARTON TRACTOR	Accounts Payable	Outstanding	AP Automation	-8,697.42
07/20/2023		<a href="#">APA004042</a>	HACH CHEMICAL COMPANY	Accounts Payable	Outstanding	AP Automation	-180.74
07/20/2023		<a href="#">APA004043</a>	ICE WATER DISTRIBUTORS INC.	Accounts Payable	Outstanding	AP Automation	-56.25
07/20/2023		<a href="#">APA004044</a>	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	AP Automation	-146.81
07/20/2023		<a href="#">APA004045</a>	KELSEYVILLE LUMBER	Accounts Payable	Outstanding	AP Automation	-313.98
07/20/2023		<a href="#">APA004046</a>	LAKE COUNTY BROADBAND SOLUTIONS	Accounts Payable	Outstanding	AP Automation	-99.00
07/20/2023		<a href="#">APA004047</a>	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	AP Automation	-138.30
07/20/2023		<a href="#">APA004048</a>	LAKE COUNTY TRIBAL HEALTH	Accounts Payable	Outstanding	AP Automation	-125.00
07/20/2023		<a href="#">APA004049</a>	LAKE COUNTY WASTE SOLUTIONS	Accounts Payable	Outstanding	AP Automation	-113.74
07/20/2023		<a href="#">APA004050</a>	LAKE FAMILY RESOURCE CENTER	Accounts Payable	Outstanding	AP Automation	-36,174.00
07/20/2023		<a href="#">APA004051</a>	LAKEPORT DISPOSAL, INC.	Accounts Payable	Outstanding	AP Automation	-2,202.61
07/20/2023		<a href="#">APA004052</a>	LEE'S SPORTING GOODS	Accounts Payable	Outstanding	AP Automation	-19.58
07/20/2023		<a href="#">APA004053</a>	LENAHAN, SLATER, PEARSE & MAJERNIK, LLP	Accounts Payable	Outstanding	AP Automation	-2,664.00
07/20/2023		<a href="#">APA004054</a>	LEXIS NEXIS RISK SOLUTIONS	Accounts Payable	Outstanding	AP Automation	-30.50

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/20/2023		<a href="#">APA004055</a>	LIGHTHOUSE BIS, LLC	Accounts Payable	Outstanding	AP Automation	-114.00
07/20/2023		<a href="#">APA004056</a>	MC ENGINEERING, INC	Accounts Payable	Outstanding	AP Automation	-1,257.50
07/20/2023		<a href="#">APA004057</a>	MEDIACOM	Accounts Payable	Outstanding	AP Automation	-1,470.90
07/20/2023		<a href="#">APA004058</a>	NUSO	Accounts Payable	Outstanding	AP Automation	-273.90
07/20/2023		<a href="#">APA004059</a>	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	AP Automation	-1,967.70
07/20/2023		<a href="#">APA004060</a>	PAPE MACHINERY	Accounts Payable	Outstanding	AP Automation	-250.15
07/20/2023		<a href="#">APA004061</a>	PAUL R. CURREN	Accounts Payable	Outstanding	AP Automation	-11,541.56
07/20/2023		<a href="#">APA004062</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-216.09
07/20/2023		<a href="#">APA004063</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-22.18
07/20/2023		<a href="#">APA004064</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-122.55
07/20/2023		<a href="#">APA004065</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-282.06
07/20/2023		<a href="#">APA004066</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-126.88
07/20/2023		<a href="#">APA004067</a>	PINNACLE PUBLIC FINANCE, INC.	Accounts Payable	Outstanding	AP Automation	-150,281.00
07/20/2023		<a href="#">APA004068</a>	POLYDYNE, INC.	Accounts Payable	Outstanding	AP Automation	-939.87
07/20/2023		<a href="#">APA004069</a>	PUBLIC AGENCY RISK MANAGEMENT ASSOCIATION	Accounts Payable	Outstanding	AP Automation	-300.00
07/20/2023		<a href="#">APA004070</a>	PYRO SPECTACULARS NORTH, INC.	Accounts Payable	Outstanding	AP Automation	-12,500.00
07/20/2023		<a href="#">APA004071</a>	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	AP Automation	-182.30
07/20/2023		<a href="#">APA004072</a>	REMIF	Accounts Payable	Outstanding	AP Automation	-87,871.80
07/20/2023		<a href="#">APA004073</a>	REMIF	Accounts Payable	Outstanding	AP Automation	-142.00
07/20/2023		<a href="#">APA004074</a>	REMIF	Accounts Payable	Outstanding	AP Automation	-34,978.00
07/20/2023		<a href="#">APA004075</a>	RICOH - WELLS FARGO VENDOR FIN SVCS, LLC	Accounts Payable	Outstanding	AP Automation	-807.14
07/20/2023		<a href="#">APA004076</a>	RICOH USA, INC.	Accounts Payable	Outstanding	AP Automation	-341.68
07/20/2023		<a href="#">APA004077</a>	SSA LANDSCAPE ARCHITECTS, INC.	Accounts Payable	Outstanding	AP Automation	-9,408.30
07/20/2023		<a href="#">APA004078</a>	STANLEY STEEMER	Accounts Payable	Outstanding	AP Automation	-392.00
07/20/2023		<a href="#">APA004079</a>	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	Accounts Payable	Outstanding	AP Automation	-1,109.92
07/20/2023		<a href="#">APA004080</a>	THE SHOE BOX	Accounts Payable	Outstanding	AP Automation	-200.00
07/20/2023		<a href="#">APA004081</a>	TOTAL COMPENSATION SYSTEMS, INC.	Accounts Payable	Outstanding	AP Automation	-1,125.00
07/20/2023		<a href="#">APA004082</a>	TRIEPEI SMITH & ASSOCIATES, INC.	Accounts Payable	Outstanding	AP Automation	-1,300.00
07/20/2023		<a href="#">APA004083</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	AP Automation	-3,667.45
07/20/2023		<a href="#">APA004084</a>	US BANK NATIONAL ASSOCIATION	Accounts Payable	Outstanding	AP Automation	-84,015.38
07/20/2023		<a href="#">APA004085</a>	USA BLUE BOOK	Accounts Payable	Outstanding	AP Automation	-504.47
07/20/2023		<a href="#">APA004086</a>	VERIZON WIRELESS	Accounts Payable	Outstanding	AP Automation	-756.98
07/20/2023		<a href="#">APA004087</a>	WALTER K. BARR, D.C.	Accounts Payable	Outstanding	AP Automation	-120.00
07/20/2023		<a href="#">APA004088</a>	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	AP Automation	-75.19
07/20/2023		<a href="#">APA004089</a>	WILDA SHOCK	Accounts Payable	Outstanding	AP Automation	-1,500.00
07/25/2023		59955	SLB BUSINESS MANAGEMENT	Accounts Payable	Outstanding	Check	-8,764.50
07/25/2023		59956	TODD STARKOVICH	Accounts Payable	Outstanding	Check	-200.00
07/27/2023		59965	BUILDER SOLUTIONS, INC.	Accounts Payable	Outstanding	Check	-696,642.30
07/27/2023		59966	PAUL HARRIS	Accounts Payable	Outstanding	Check	-1,099.98
07/27/2023		59967	RON KEAS PHOTOGRAPHY	Accounts Payable	Outstanding	Check	-660.00
07/27/2023		<a href="#">APA004090</a>	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	AP Automation	-4,485.00
07/27/2023		<a href="#">APA004091</a>	APEX TECHNOLOGY MGMT, INC.	Accounts Payable	Outstanding	AP Automation	-60.80
07/27/2023		<a href="#">APA004092</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-2,144.21

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/27/2023		<a href="#">APA004093</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-31.43
07/27/2023		<a href="#">APA004094</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-251.45
07/27/2023		<a href="#">APA004095</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-112.44
07/27/2023		<a href="#">APA004096</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-251.45
07/27/2023		<a href="#">APA004097</a>	CALIF INTERGOVERNMENTAL RISK AUTHORITY	Accounts Payable	Outstanding	AP Automation	-258,231.38
07/27/2023		<a href="#">APA004098</a>	CAPITAL ONE TRADE CREDIT	Accounts Payable	Outstanding	AP Automation	-227.48
07/27/2023		<a href="#">APA004099</a>	COUNTY OF LAKE-SHERIFF	Accounts Payable	Outstanding	AP Automation	-345.82
07/27/2023		<a href="#">APA004100</a>	DEEP VALLEY SECURITY	Accounts Payable	Outstanding	AP Automation	-262.85
07/27/2023		<a href="#">APA004101</a>	ENDEMIC ENVIRONMENTAL SERVICES, INC.	Accounts Payable	Outstanding	AP Automation	-3,140.00
07/27/2023		<a href="#">APA004102</a>	ENTERPRISE - EAN SERVICES, LLC	Accounts Payable	Outstanding	AP Automation	-192.97
07/27/2023		<a href="#">APA004103</a>	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	AP Automation	-146.30
07/27/2023		<a href="#">APA004104</a>	GRAINGER	Accounts Payable	Outstanding	AP Automation	-675.63
07/27/2023		<a href="#">APA004105</a>	GRANITE CONSTRUCTION COMPANY	Accounts Payable	Outstanding	AP Automation	-2,175.30
07/27/2023		<a href="#">APA004106</a>	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	AP Automation	-10.86
07/27/2023		<a href="#">APA004107</a>	LAKE CO OFFICE OF EDUCATION	Accounts Payable	Outstanding	AP Automation	-25.00
07/27/2023		<a href="#">APA004108</a>	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	AP Automation	-2,774.17
07/27/2023		<a href="#">APA004109</a>	LANGUAGE LINE SERVICES, INC.	Accounts Payable	Outstanding	AP Automation	-44.18
07/27/2023		<a href="#">APA004110</a>	MEDIACOM	Accounts Payable	Outstanding	AP Automation	-315.17
07/27/2023		<a href="#">APA004111</a>	MENDO MILL & LUMBER CO.	Accounts Payable	Outstanding	AP Automation	-1,103.20
07/27/2023		<a href="#">APA004112</a>	MYERS STEVENS & TOOHEY & CO.	Accounts Payable	Outstanding	AP Automation	-237.60
07/27/2023		<a href="#">APA004113</a>	ONLINE INFORMATION SERVICES	Accounts Payable	Outstanding	AP Automation	-39.05
07/27/2023		<a href="#">APA004114</a>	PACE ENGINEERING, INC.	Accounts Payable	Outstanding	AP Automation	-4,798.25
07/27/2023		<a href="#">APA004115</a>	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	AP Automation	-10,225.44
07/27/2023		<a href="#">APA004116</a>	PITNEY BOWES INC	Accounts Payable	Outstanding	AP Automation	-503.50
07/27/2023		<a href="#">APA004117</a>	PLAZA PAINT & SUPPLIES	Accounts Payable	Outstanding	AP Automation	-171.45
07/27/2023		<a href="#">APA004118</a>	R.B. PETERS	Accounts Payable	Outstanding	AP Automation	-218.79
07/27/2023		<a href="#">APA004119</a>	R.S. HUGHES	Accounts Payable	Outstanding	AP Automation	-283.62
07/27/2023		<a href="#">APA004120</a>	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	AP Automation	-559.14
07/27/2023		<a href="#">APA004121</a>	RB PEST CONTROL	Accounts Payable	Outstanding	AP Automation	-140.00
07/27/2023		<a href="#">APA004122</a>	REMIF	Accounts Payable	Outstanding	AP Automation	-94,397.40
07/27/2023		<a href="#">APA004123</a>	SANTA ROSA UNIFORM	Accounts Payable	Outstanding	AP Automation	-24.46
07/27/2023		<a href="#">APA004124</a>	SONOMA RSA, INC	Accounts Payable	Outstanding	AP Automation	-31,582.50
07/27/2023		<a href="#">APA004125</a>	THE SHOE BOX	Accounts Payable	Outstanding	AP Automation	-400.00
07/27/2023		<a href="#">APA004126</a>	TIRE HUB	Accounts Payable	Outstanding	AP Automation	-964.78
07/27/2023		<a href="#">APA004127</a>	USA BLUE BOOK	Accounts Payable	Outstanding	AP Automation	-3,649.89
07/27/2023		<a href="#">APA004128</a>	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	AP Automation	-4,353.54
07/28/2023		<a href="#">59957</a>	AFLAC	Accounts Payable	Outstanding	Check	-703.95
07/28/2023		<a href="#">59958</a>	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-184.61
07/28/2023		<a href="#">59959</a>	FRANCHISE TAX BOARD	Accounts Payable	Outstanding	Check	-150.00
07/28/2023		<a href="#">59960</a>	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-330.00
07/28/2023		<a href="#">59961</a>	LEGALSHIELD	Accounts Payable	Outstanding	Check	-255.45
07/28/2023		<a href="#">59962</a>	LPOA	Accounts Payable	Outstanding	Check	-560.00
07/28/2023		<a href="#">59963</a>	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-925.00

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/28/2023		<a href="#">59964</a>	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-2,122.04
07/28/2023		<a href="#">DFT0003105</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,019.79
07/28/2023		<a href="#">DFT0003106</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-2,973.66
07/28/2023		<a href="#">DFT0003107</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,063.88
07/28/2023		<a href="#">DFT0003108</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,027.16
07/28/2023		<a href="#">DFT0003109</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,678.84
07/28/2023		<a href="#">DFT0003110</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-6,465.56
07/28/2023		<a href="#">DFT0003111</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,156.56
07/28/2023		<a href="#">DFT0003112</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,103.43
07/28/2023		<a href="#">DFT0003113</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-45.57
07/28/2023		<a href="#">DFT0003114</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-117.73
07/28/2023		<a href="#">DFT0003115</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-4,199.64
07/28/2023		<a href="#">DFT0003116</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-5,349.93
07/28/2023		<a href="#">DFT0003117</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-1,296.57
07/28/2023		<a href="#">DFT0003118</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-13,616.40
07/28/2023		<a href="#">DFT0003119</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-334.80
08/03/2023		<a href="#">59979</a>	ANTHONY CASANOVA	Accounts Payable	Outstanding	Check	-200.00
08/03/2023		<a href="#">59980</a>	MARK FETZER	Accounts Payable	Outstanding	Check	-200.00
08/03/2023		<a href="#">APA004129</a>	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	AP Automation	-1,475.00
08/03/2023		<a href="#">APA004130</a>	ARAMARK UNIFORM SERVICES	Accounts Payable	Outstanding	AP Automation	-36.69
08/03/2023		<a href="#">APA004131</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-214.00
08/03/2023		<a href="#">APA004132</a>	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-911.90
08/03/2023		<a href="#">APA004133</a>	BRIDGES CONSTRUCTION	Accounts Payable	Outstanding	AP Automation	-15,373.53
08/03/2023		<a href="#">APA004134</a>	BRIGHTLY SOFTWARE, INC	Accounts Payable	Outstanding	AP Automation	-18,958.35
08/03/2023		<a href="#">APA004135</a>	CALIF INTERGOVERNMENTAL RISK AUTHORITY	Accounts Payable	Outstanding	AP Automation	-6,313.20
08/03/2023		<a href="#">APA004136</a>	CIVICWELL	Accounts Payable	Outstanding	AP Automation	-1,076.25
08/03/2023		<a href="#">APA004137</a>	CONSOR	Accounts Payable	Outstanding	AP Automation	-4,303.10
08/03/2023		<a href="#">APA004138</a>	COUNTY OF LAKE-SPECIAL DIST	Accounts Payable	Outstanding	AP Automation	-76,069.92
08/03/2023		<a href="#">APA004139</a>	DEPT OF JUSTICE	Accounts Payable	Outstanding	AP Automation	-140.00
08/03/2023		<a href="#">APA004140</a>	DOKKEN ENGINEERING	Accounts Payable	Outstanding	AP Automation	-4,316.64
08/03/2023		<a href="#">APA004141</a>	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	AP Automation	-34.80
08/03/2023		<a href="#">APA004142</a>	GRAINGER	Accounts Payable	Outstanding	AP Automation	-880.32
08/03/2023		<a href="#">APA004143</a>	IMAGE SALES, INC.	Accounts Payable	Outstanding	AP Automation	-74.27
08/03/2023		<a href="#">APA004144</a>	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	AP Automation	-38.06
08/03/2023		<a href="#">APA004145</a>	LAKE CO OFFICE OF EDUCATION	Accounts Payable	Outstanding	AP Automation	-100.00
08/03/2023		<a href="#">APA004146</a>	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	AP Automation	-337.99
08/03/2023		<a href="#">APA004147</a>	LAKE COUNTY LOCK & SAFE	Accounts Payable	Outstanding	AP Automation	-125.00
08/03/2023		<a href="#">APA004148</a>	LAKEPORT GLASS & DOOR	Accounts Payable	Outstanding	AP Automation	-2,428.01
08/03/2023		<a href="#">APA004149</a>	LEE'S SPORTING GOODS	Accounts Payable	Outstanding	AP Automation	-92.27
08/03/2023		<a href="#">APA004150</a>	OCCU-MED, LTD.	Accounts Payable	Outstanding	AP Automation	-1,547.10
08/03/2023		<a href="#">APA004151</a>	O'REILLY AUTO PARTS	Accounts Payable	Outstanding	AP Automation	-4.88
08/03/2023		<a href="#">APA004152</a>	OUTDOOR CREATIONS, INC.	Accounts Payable	Outstanding	AP Automation	-5,513.64
08/03/2023		<a href="#">APA004153</a>	PACE ENGINEERING, INC.	Accounts Payable	Outstanding	AP Automation	-3,644.40

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/03/2023		<a href="#">APA004154</a>	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	AP Automation	-1,339.09
08/03/2023		<a href="#">APA004155</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-29.61
08/03/2023		<a href="#">APA004156</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-142.98
08/03/2023		<a href="#">APA004157</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-10.11
08/03/2023		<a href="#">APA004158</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-1,973.25
08/03/2023		<a href="#">APA004159</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-9,197.41
08/03/2023		<a href="#">APA004160</a>	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	AP Automation	-232.60
08/03/2023		<a href="#">APA004161</a>	RB PEST CONTROL	Accounts Payable	Outstanding	AP Automation	-330.00
08/03/2023		<a href="#">APA004162</a>	REMIFF	Accounts Payable	Outstanding	AP Automation	-161.88
08/03/2023		<a href="#">APA004163</a>	SANTA ROSA UNIFORM	Accounts Payable	Outstanding	AP Automation	-1,178.31
08/03/2023		<a href="#">APA004164</a>	SUN RIDGE SYSTEMS, INC.	Accounts Payable	Outstanding	AP Automation	-6,209.00
08/03/2023		<a href="#">APA004165</a>	THATCHER COMPANY OF CA., INC.	Accounts Payable	Outstanding	AP Automation	-9,271.70
08/03/2023		<a href="#">APA004166</a>	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	Accounts Payable	Outstanding	AP Automation	-1,039.53
08/03/2023		<a href="#">APA004167</a>	TIRE HUB	Accounts Payable	Outstanding	AP Automation	-399.65
08/03/2023		<a href="#">APA004168</a>	TRI-CITIES ANSWERING SERVICE	Accounts Payable	Outstanding	AP Automation	-258.70
08/03/2023		<a href="#">APA004169</a>	UNDERGROUND SERVICE ALERT	Accounts Payable	Outstanding	AP Automation	-1,032.70
08/03/2023		<a href="#">APA004170</a>	UNLIMITED ENVIRONMENTAL, INC.	Accounts Payable	Outstanding	AP Automation	-75,050.00
08/03/2023		<a href="#">APA004171</a>	VERIZON WIRELESS	Accounts Payable	Outstanding	AP Automation	-792.53
08/03/2023		<a href="#">APA004172</a>	WASSON MEMORIAL VETERINARY CLINIC	Accounts Payable	Outstanding	AP Automation	-221.71
08/03/2023		<a href="#">APA004173</a>	WMH CORPORATION	Accounts Payable	Outstanding	AP Automation	-11,803.60
08/03/2023		<a href="#">APA004174</a>	WYATT IRRIGATION SUPPLY INC	Accounts Payable	Outstanding	AP Automation	-369.02
08/03/2023		<a href="#">DFT0003120</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-279.61
08/08/2023		<a href="#">APA004003</a>	CALIFORNIA RURAL WATER ASSN Reversal	Accounts Payable	Outstanding	AP Automation Reversal	1,299.00
08/10/2023		<a href="#">59988</a>	CA BLDG STANDARDS COMMISSION	Accounts Payable	Outstanding	Check	-224.10
08/10/2023		<a href="#">59989</a>	DEPT OF CONSERVATION	Accounts Payable	Outstanding	Check	-713.35
08/10/2023		<a href="#">59990</a>	DIVISION OF STATE ARCHITECT	Accounts Payable	Outstanding	Check	-260.40
08/10/2023		<a href="#">59991</a>	RON HARPSTER	Accounts Payable	Outstanding	Check	-200.00
08/10/2023		<a href="#">59992</a>	SLB BUSINESS MANAGEMENT	Accounts Payable	Outstanding	Check	-6,322.60
08/11/2023		<a href="#">59981</a>	AFLAC	Accounts Payable	Outstanding	Check	-703.95
08/11/2023		<a href="#">59982</a>	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-184.61
08/11/2023		<a href="#">59983</a>	FRANCHISE TAX BOARD	Accounts Payable	Outstanding	Check	-150.00
08/11/2023		<a href="#">59984</a>	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-330.00
08/11/2023		<a href="#">59985</a>	LPOA	Accounts Payable	Outstanding	Check	-690.00
08/11/2023		<a href="#">59986</a>	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-925.00
08/11/2023		<a href="#">59987</a>	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-2,122.04
08/11/2023		<a href="#">DFT0003121</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,406.16
08/11/2023		<a href="#">DFT0003122</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,354.13
08/11/2023		<a href="#">DFT0003123</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,575.29
08/11/2023		<a href="#">DFT0003124</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,533.96
08/11/2023		<a href="#">DFT0003125</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,785.00
08/11/2023		<a href="#">DFT0003126</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-6,652.14
08/11/2023		<a href="#">DFT0003127</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,262.60
08/11/2023		<a href="#">DFT0003128</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,387.96

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/11/2023		<a href="#">DFT0003129</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-47.43
08/11/2023		<a href="#">DFT0003130</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-117.73
08/11/2023		<a href="#">DFT0003131</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-4,538.94
08/11/2023		<a href="#">DFT0003132</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-5,963.70
08/11/2023		<a href="#">DFT0003133</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-1,407.28
08/11/2023		<a href="#">DFT0003134</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-15,037.43
08/11/2023		<a href="#">DFT0003135</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-229.40
08/14/2023		<a href="#">59993</a>	BANNER BANK	Accounts Payable	Outstanding	Check	-190,211.25
08/15/2023		<a href="#">59994</a>	LAKEPORT DISPOSAL, INC.	Accounts Payable	Outstanding	Check	-96,001.52
08/15/2023		<a href="#">DFT0003136</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,400.00
08/16/2023		<a href="#">APA004175</a>	ADAMS ASHBY GROUP, LLC.	Accounts Payable	Outstanding	AP Automation	-1,000.00
08/16/2023		<a href="#">APA004176</a>	AmWINS GROUP BENEFITS, INC.	Accounts Payable	Outstanding	AP Automation	-22,656.00
08/16/2023		<a href="#">APA004177</a>	ARAMARK UNIFORM SERVICES	Accounts Payable	Outstanding	AP Automation	-73.38
08/16/2023		<a href="#">APA004178</a>	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-646.17
08/16/2023		<a href="#">APA004179</a>	CARTEGRAPH SYSTEMS, INC.	Accounts Payable	Outstanding	AP Automation	-22,440.97
08/16/2023		<a href="#">APA004180</a>	COMMUNITY DEVELOPMENT SERVICES	Accounts Payable	Outstanding	AP Automation	-2,025.00
08/16/2023		<a href="#">APA004181</a>	CONSER LAND SURVEYING	Accounts Payable	Outstanding	AP Automation	-491.25
08/16/2023		<a href="#">APA004182</a>	COUNTY OF LAKE - INFO TECH	Accounts Payable	Outstanding	AP Automation	-2,790.25
08/16/2023		<a href="#">APA004183</a>	ENTERPRISE - EAN SERVICES, LLC	Accounts Payable	Outstanding	AP Automation	-57.49
08/16/2023		<a href="#">APA004184</a>	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	AP Automation	-782.49
08/16/2023		<a href="#">APA004185</a>	FLOWERS BY JACKIE LAKEPORT	Accounts Payable	Outstanding	AP Automation	-135.94
08/16/2023		<a href="#">APA004186</a>	HEDGE APPLIANCE & HEDGE REFRIGERATION	Accounts Payable	Outstanding	AP Automation	-100.00
08/16/2023		<a href="#">APA004187</a>	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	AP Automation	-205.53
08/16/2023		<a href="#">APA004188</a>	LAKE COUNTY BROADBAND SOLUTIONS	Accounts Payable	Outstanding	AP Automation	-99.00
08/16/2023		<a href="#">APA004189</a>	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	AP Automation	-580.43
08/16/2023		<a href="#">APA004190</a>	LAKE COUNTY RECORD BEE	Accounts Payable	Outstanding	AP Automation	-1,016.35
08/16/2023		<a href="#">APA004191</a>	LANGUAGE LINE SERVICES, INC.	Accounts Payable	Outstanding	AP Automation	-10.34
08/16/2023		<a href="#">APA004192</a>	LEE'S SPORTING GOODS	Accounts Payable	Outstanding	AP Automation	-91.25
08/16/2023		<a href="#">APA004193</a>	LEXIS NEXIS RISK SOLUTIONS	Accounts Payable	Outstanding	AP Automation	-30.00
08/16/2023		<a href="#">APA004194</a>	LIGHTHOUSE BIS, LLC	Accounts Payable	Outstanding	AP Automation	-264.00
08/16/2023		<a href="#">APA004195</a>	MANAGEMENT CONNECTIONS	Accounts Payable	Outstanding	AP Automation	-13,953.51
08/16/2023		<a href="#">APA004196</a>	MEDIACOM	Accounts Payable	Outstanding	AP Automation	-1,470.90
08/16/2023		<a href="#">APA004197</a>	MENDO MILL & LUMBER CO.	Accounts Payable	Outstanding	AP Automation	-773.59
08/16/2023		<a href="#">APA004198</a>	MUNISERVICES	Accounts Payable	Outstanding	AP Automation	-51.62
08/16/2023		<a href="#">APA004199</a>	MYERS STEVENS & TOOHEY & CO.	Accounts Payable	Outstanding	AP Automation	-237.60
08/16/2023		<a href="#">APA004200</a>	NICK BARBIERI TRUCKING, LLC	Accounts Payable	Outstanding	AP Automation	-1,869.74
08/16/2023		<a href="#">APA004201</a>	NTU TECHNOLOGIES INC	Accounts Payable	Outstanding	AP Automation	-4,144.00
08/16/2023		<a href="#">APA004202</a>	NUSO	Accounts Payable	Outstanding	AP Automation	-277.85
08/16/2023		<a href="#">APA004203</a>	ONLINE INFORMATION SERVICES	Accounts Payable	Outstanding	AP Automation	-46.15
08/16/2023		<a href="#">APA004204</a>	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	AP Automation	-598.54
08/16/2023		<a href="#">APA004205</a>	PAPE MACHINERY	Accounts Payable	Outstanding	AP Automation	-1,322.78
08/16/2023		<a href="#">APA004206</a>	PEOPLE SERVICES, INC.	Accounts Payable	Outstanding	AP Automation	-200.00
08/16/2023		<a href="#">APA004207</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-712.65

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08/16/2023		<a href="#">APA004208</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-142.11
08/16/2023		<a href="#">APA004209</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-312.77
08/16/2023		<a href="#">APA004210</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-26,826.11
08/16/2023		<a href="#">APA004211</a>	PITNEY BOWES BANK INC PURCHASE POWER	Accounts Payable	Outstanding	AP Automation	-559.75
08/16/2023		<a href="#">APA004212</a>	PLAZA PAINT & SUPPLIES	Accounts Payable	Outstanding	AP Automation	-269.27
08/16/2023		<a href="#">APA004213</a>	PRINTING SYSTEMS	Accounts Payable	Outstanding	AP Automation	-299.13
08/16/2023		<a href="#">APA004214</a>	RICOH - WELLS FARGO VENDOR FIN SVCS, LLC	Accounts Payable	Outstanding	AP Automation	-315.91
08/16/2023		<a href="#">APA004215</a>	RICOH USA, INC.	Accounts Payable	Outstanding	AP Automation	-97.49
08/16/2023		<a href="#">APA004216</a>	ROD OR BECKY MITCHELL	Accounts Payable	Outstanding	AP Automation	-226.28
08/16/2023		<a href="#">APA004217</a>	SANTA ROSA JUNIOR COLLEGE	Accounts Payable	Outstanding	AP Automation	-120.00
08/16/2023		<a href="#">APA004218</a>	SANTA ROSA UNIFORM	Accounts Payable	Outstanding	AP Automation	-11.96
08/16/2023		<a href="#">APA004219</a>	SHRED-IT USA LLC	Accounts Payable	Outstanding	AP Automation	-266.46
08/16/2023		<a href="#">APA004220</a>	STANDARD PRINTING COMPANY	Accounts Payable	Outstanding	AP Automation	-562.13
08/16/2023		<a href="#">APA004221</a>	THATCHER COMPANY OF CA., INC.	Accounts Payable	Outstanding	AP Automation	-8,289.86
08/16/2023		<a href="#">APA004222</a>	THE UPS STORE #5161	Accounts Payable	Outstanding	AP Automation	-411.29
08/16/2023		<a href="#">APA004223</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	AP Automation	-3,962.58
08/16/2023		<a href="#">APA004224</a>	U.S. BANK	Accounts Payable	Outstanding	AP Automation	-18,048.50
08/16/2023		<a href="#">APA004225</a>	US BANK NATIONAL ASSOCIATION	Accounts Payable	Outstanding	AP Automation	-226,860.71
08/16/2023		<a href="#">APA004226</a>	US POSTMASTER - ARIZONA	Accounts Payable	Outstanding	AP Automation	-1,197.08
08/16/2023		<a href="#">APA004227</a>	VALLEY TOXICOLOGY SERVICES INC	Accounts Payable	Outstanding	AP Automation	-340.00
08/16/2023		<a href="#">APA004228</a>	VERIZON WIRELESS	Accounts Payable	Outstanding	AP Automation	-8,535.55
08/16/2023		<a href="#">APA004229</a>	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	AP Automation	-4,229.62
08/16/2023		<a href="#">APA004230</a>	WILDA SHOCK	Accounts Payable	Outstanding	AP Automation	-1,500.00
08/16/2023		<a href="#">APA004231</a>	YOLO COUNTY FLOOD CONTROL	Accounts Payable	Outstanding	AP Automation	-4,362.12
08/24/2023		<a href="#">60009</a>	BUILDER SOLUTIONS, INC.	Accounts Payable	Outstanding	Check	-638,702.91
08/24/2023		<a href="#">60010</a>	SWRCB	Accounts Payable	Outstanding	Check	-90.00
08/24/2023		<a href="#">60011</a>	TODD STARKOVICH	Accounts Payable	Outstanding	Check	-150.00
08/25/2023		<a href="#">59995</a>	AFLAC	Accounts Payable	Outstanding	Check	-703.95
08/25/2023		<a href="#">59996</a>	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-184.61
08/25/2023		<a href="#">59997</a>	FRANCHISE TAX BOARD	Accounts Payable	Outstanding	Check	-150.00
08/25/2023		<a href="#">59998</a>	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-330.00
08/25/2023		<a href="#">59999</a>	LEGALSHIELD	Accounts Payable	Outstanding	Check	-345.25
08/25/2023		<a href="#">60000</a>	LPOA	Accounts Payable	Outstanding	Check	-690.00
08/25/2023		<a href="#">60001</a>	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-925.00
08/25/2023		<a href="#">60002</a>	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-2,122.04
08/25/2023		<a href="#">APA004232</a>	4LEAF, INC.	Accounts Payable	Outstanding	AP Automation	-1,760.00
08/25/2023		<a href="#">APA004233</a>	ADAMS ASHBY GROUP, LLC.	Accounts Payable	Outstanding	AP Automation	-8,000.00
08/25/2023		<a href="#">APA004234</a>	AQUA PRODUCTS	Accounts Payable	Outstanding	AP Automation	-45.68
08/25/2023		<a href="#">APA004235</a>	ASBURY ENVIRONMENTAL SERVICES	Accounts Payable	Outstanding	AP Automation	-100.00
08/25/2023		<a href="#">APA004236</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-2,602.05
08/25/2023		<a href="#">APA004237</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-112.44
08/25/2023		<a href="#">APA004238</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-251.45
08/25/2023		<a href="#">APA004239</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-31.43

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/25/2023		<a href="#">APA004240</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-251.45
08/25/2023		<a href="#">APA004241</a>	COLANTUONO, HIGHSMITH & WHATLEY, PC	Accounts Payable	Outstanding	AP Automation	-12,981.56
08/25/2023		<a href="#">APA004242</a>	COPWARE, INC.	Accounts Payable	Outstanding	AP Automation	-705.00
08/25/2023		<a href="#">APA004243</a>	DEPT OF JUSTICE	Accounts Payable	Outstanding	AP Automation	-32.00
08/25/2023		<a href="#">APA004244</a>	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	AP Automation	-809.89
08/25/2023		<a href="#">APA004245</a>	FERRELLGAS	Accounts Payable	Outstanding	AP Automation	-249.05
08/25/2023		<a href="#">APA004246</a>	FLOCK SAFETY	Accounts Payable	Outstanding	AP Automation	-1,250.00
08/25/2023		<a href="#">APA004247</a>	INTERSTATE BATTERY SYSTEM	Accounts Payable	Outstanding	AP Automation	-397.81
08/25/2023		<a href="#">APA004248</a>	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	AP Automation	-110.21
08/25/2023		<a href="#">APA004249</a>	LAKE COUNTY CHAMBER OF COMMERCE	Accounts Payable	Outstanding	AP Automation	-6,000.00
08/25/2023		<a href="#">APA004250</a>	LAKE COUNTY ECONOMIC DEVELOPMENT CORP	Accounts Payable	Outstanding	AP Automation	-8,000.00
08/25/2023		<a href="#">APA004251</a>	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	AP Automation	-262.69
08/25/2023		<a href="#">APA004252</a>	LAKE COUNTY RECORD BEE	Accounts Payable	Outstanding	AP Automation	-451.17
08/25/2023		<a href="#">APA004253</a>	LIGHTHOUSE BIS, LLC	Accounts Payable	Outstanding	AP Automation	-759.50
08/25/2023		<a href="#">APA004254</a>	MANAGEMENT CONNECTIONS	Accounts Payable	Outstanding	AP Automation	-8,146.41
08/25/2023		<a href="#">APA004255</a>	MEDIACOM	Accounts Payable	Outstanding	AP Automation	-315.17
08/25/2023		<a href="#">APA004256</a>	NAPA AUTO - LAKE PARTS	Accounts Payable	Outstanding	AP Automation	-1,270.87
08/25/2023		<a href="#">APA004257</a>	NICK BARBIERI TRUCKING, LLC	Accounts Payable	Outstanding	AP Automation	-1,843.94
08/25/2023		<a href="#">APA004258</a>	NIXON-EGLI EQUIPMENT CO.	Accounts Payable	Outstanding	AP Automation	-551.86
08/25/2023		<a href="#">APA004259</a>	NTU TECHNOLOGIES INC	Accounts Payable	Outstanding	AP Automation	-4,144.00
08/25/2023		<a href="#">APA004260</a>	OWEN EQUIPMENT SALES	Accounts Payable	Outstanding	AP Automation	-378.82
08/25/2023		<a href="#">APA004261</a>	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	AP Automation	-1,337.49
08/25/2023		<a href="#">APA004262</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-3,760.39
08/25/2023		<a href="#">APA004263</a>	POLESTAR COMPUTERS	Accounts Payable	Outstanding	AP Automation	-8,319.23
08/25/2023		<a href="#">APA004264</a>	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	AP Automation	-466.40
08/25/2023		<a href="#">APA004265</a>	RICOH - WELLS FARGO VENDOR FIN SVCS, LLC	Accounts Payable	Outstanding	AP Automation	-491.23
08/25/2023		<a href="#">APA004266</a>	RICOH USA, INC.	Accounts Payable	Outstanding	AP Automation	-194.82
08/25/2023		<a href="#">APA004267</a>	ROTARY CLUB OF LAKEPORT	Accounts Payable	Outstanding	AP Automation	-217.00
08/25/2023		<a href="#">APA004268</a>	SAFETY-KLEEN CORPORATION	Accounts Payable	Outstanding	AP Automation	-245.99
08/25/2023		<a href="#">APA004269</a>	SHRED-IT USA LLC	Accounts Payable	Outstanding	AP Automation	-190.94
08/25/2023		<a href="#">APA004270</a>	SSA LANDSCAPE ARCHITECTS, INC.	Accounts Payable	Outstanding	AP Automation	-7,911.17
08/25/2023		<a href="#">APA004271</a>	SUTTER LAKESIDE HOSPITAL	Accounts Payable	Outstanding	AP Automation	-50.00
08/25/2023		<a href="#">APA004272</a>	THE SHOE BOX	Accounts Payable	Outstanding	AP Automation	-200.00
08/25/2023		<a href="#">APA004273</a>	THE UPS STORE #5161	Accounts Payable	Outstanding	AP Automation	-25.00
08/25/2023		<a href="#">APA004274</a>	TRI-CITIES ANSWERING SERVICE	Accounts Payable	Outstanding	AP Automation	-212.80
08/25/2023		<a href="#">APA004275</a>	VERIZON WIRELESS	Accounts Payable	Outstanding	AP Automation	-1,503.68
08/25/2023		<a href="#">DFT0003137</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,394.04
08/25/2023		<a href="#">DFT0003138</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,342.19
08/25/2023		<a href="#">DFT0003139</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,666.65
08/25/2023		<a href="#">DFT0003140</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,630.63
08/25/2023		<a href="#">DFT0003141</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,729.51
08/25/2023		<a href="#">DFT0003142</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-6,554.60
08/25/2023		<a href="#">DFT0003143</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,267.27

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/25/2023		<a href="#">DFT0003144</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,400.51
08/25/2023		<a href="#">DFT0003145</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-47.43
08/25/2023		<a href="#">DFT0003146</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-117.73
08/25/2023		<a href="#">DFT0003147</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-4,409.94
08/25/2023		<a href="#">DFT0003148</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-5,415.64
08/25/2023		<a href="#">DFT0003149</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-1,361.84
08/25/2023		<a href="#">DFT0003150</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-13,839.07
08/25/2023		<a href="#">DFT0003151</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-303.80
08/25/2023		<a href="#">REFAPA0003922</a>	PETERSON TRUCKS, INC.	Accounts Payable	Outstanding	Bank Draft Reversal	1,251.83
08/31/2023		<a href="#">APA004276</a>	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	AP Automation	-870.00
08/31/2023		<a href="#">APA004277</a>	APEX TECHNOLOGY MGMT, INC.	Accounts Payable	Outstanding	AP Automation	-1,979.18
08/31/2023		<a href="#">APA004278</a>	CALIF INTERGOVERNMENTAL RISK AUTHORITY	Accounts Payable	Outstanding	AP Automation	-1,190.00
08/31/2023		<a href="#">APA004279</a>	CLEAR LAKE ENVIRONMENTAL RESEARCH CENTER	Accounts Payable	Outstanding	AP Automation	-2,117.00
08/31/2023		<a href="#">APA004280</a>	DAVIS TIRE & AUTO REPAIR	Accounts Payable	Outstanding	AP Automation	-1,841.69
08/31/2023		<a href="#">APA004281</a>	DEEP VALLEY SECURITY	Accounts Payable	Outstanding	AP Automation	-262.85
08/31/2023		<a href="#">APA004282</a>	FED EX	Accounts Payable	Outstanding	AP Automation	-10.14
08/31/2023		<a href="#">APA004283</a>	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	AP Automation	-198.74
08/31/2023		<a href="#">APA004284</a>	MANAGEMENT CONNECTIONS	Accounts Payable	Outstanding	AP Automation	-7,997.19
08/31/2023		<a href="#">APA004285</a>	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	AP Automation	-4,891.61
08/31/2023		<a href="#">APA004286</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-23.82
08/31/2023		<a href="#">APA004287</a>	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	AP Automation	-54.04
08/31/2023		<a href="#">APA004288</a>	REMIF	Accounts Payable	Outstanding	AP Automation	-105,378.24
08/31/2023		<a href="#">APA004289</a>	REMIF	Accounts Payable	Outstanding	AP Automation	-139.16
08/31/2023		<a href="#">APA004290</a>	ROSS RECREATION EQUIPMENT, INC	Accounts Payable	Outstanding	AP Automation	-2,957.68
08/31/2023		<a href="#">APA004291</a>	STANDARD PRINTING COMPANY	Accounts Payable	Outstanding	AP Automation	-562.73
08/31/2023		<a href="#">APA004292</a>	STAPLES BUSINESS CREDIT-BUSINESS ADVANTAGE	Accounts Payable	Outstanding	AP Automation	-1,537.98
08/31/2023		<a href="#">APA004293</a>	SUN RIDGE SYSTEMS, INC.	Accounts Payable	Outstanding	AP Automation	-17,379.75
08/31/2023		<a href="#">APA004294</a>	TIRE HUB	Accounts Payable	Outstanding	AP Automation	-345.83
08/31/2023		<a href="#">APA004295</a>	TRUIST GOVERNMENTAL FINANCE	Accounts Payable	Outstanding	AP Automation	-203,300.50
08/31/2023		<a href="#">APA004296</a>	UCC RENTALS	Accounts Payable	Outstanding	AP Automation	-302.52
08/31/2023		<a href="#">APA004297</a>	US POSTMASTER - ARIZONA	Accounts Payable	Outstanding	AP Automation	-1,198.48
08/31/2023		<a href="#">APA004298</a>	VERIZON WIRELESS	Accounts Payable	Outstanding	AP Automation	-38.01
08/31/2023		<a href="#">APA004299</a>	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	AP Automation	-1,742.17
08/31/2023		<a href="#">APA004300</a>	WILLDAN FINANCIAL SERVICES	Accounts Payable	Outstanding	AP Automation	-2,419.00
08/31/2023		<a href="#">APA004301</a>	XYLEM WATER SOLUTIONS U.S.A., INC.	Accounts Payable	Outstanding	AP Automation	-21,577.05
09/08/2023		<a href="#">60012</a>	AFLAC	Accounts Payable	Outstanding	Check	-703.95
09/08/2023		<a href="#">60013</a>	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-184.61
09/08/2023		<a href="#">60014</a>	FRANCHISE TAX BOARD	Accounts Payable	Outstanding	Check	-150.00
09/08/2023		<a href="#">60015</a>	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-315.00
09/08/2023		<a href="#">60016</a>	LPOA	Accounts Payable	Outstanding	Check	-690.00
09/08/2023		<a href="#">60017</a>	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-925.00
09/08/2023		<a href="#">60018</a>	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-2,122.04
09/08/2023		<a href="#">60021</a>	JOEY HEJNOWICZ	Accounts Payable	Outstanding	Check	-1,004.97

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/08/2023		<a href="#">60022</a>	MARIA MOSQUEDA	Accounts Payable	Outstanding	Check	-450.00
09/08/2023		<a href="#">60023</a>	MATT MAZZEI CHRYSLER DODGE JEEP	Accounts Payable	Outstanding	Check	-44,086.76
09/08/2023		<a href="#">60024</a>	SARAH HARDISTY	Accounts Payable	Outstanding	Check	-207.00
09/08/2023		<a href="#">60025</a>	UNLIMITED ENVIRONMENTAL, INC.	Accounts Payable	Outstanding	Check	-9,450.00
09/08/2023		<a href="#">APA004302</a>	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	AP Automation	-545.00
09/08/2023		<a href="#">APA004303</a>	ARAMARK UNIFORM SERVICES	Accounts Payable	Outstanding	AP Automation	-146.76
09/08/2023		<a href="#">APA004304</a>	AT&T	Accounts Payable	Outstanding	AP Automation	-224.00
09/08/2023		<a href="#">APA004305</a>	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-807.11
09/08/2023		<a href="#">APA004306</a>	B & B INDUSTRIAL SUPPLY, INC.	Accounts Payable	Outstanding	AP Automation	-151.60
09/08/2023		<a href="#">APA004307</a>	B & M SUPPLIERS	Accounts Payable	Outstanding	AP Automation	-75.00
09/08/2023		<a href="#">APA004308</a>	DEPT OF JUSTICE	Accounts Payable	Outstanding	AP Automation	-140.00
09/08/2023		<a href="#">APA004309</a>	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	AP Automation	-342.49
09/08/2023		<a href="#">APA004310</a>	FED EX	Accounts Payable	Outstanding	AP Automation	-41.99
09/08/2023		<a href="#">APA004311</a>	FRANK HAAS	Accounts Payable	Outstanding	AP Automation	-1,540.00
09/08/2023		<a href="#">APA004312</a>	GRANITE CONSTRUCTION COMPANY	Accounts Payable	Outstanding	AP Automation	-16,876.20
09/08/2023		<a href="#">APA004313</a>	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	AP Automation	-26.66
09/08/2023		<a href="#">APA004314</a>	LANGUAGE LINE SERVICES, INC.	Accounts Payable	Outstanding	AP Automation	-23.50
09/08/2023		<a href="#">APA004315</a>	LIGHTHOUSE BIS, LLC	Accounts Payable	Outstanding	AP Automation	-264.00
09/08/2023		<a href="#">APA004316</a>	OCCUPATIONAL HEALTH CENTERS OF CALIF	Accounts Payable	Outstanding	AP Automation	-102.00
09/08/2023		<a href="#">APA004317</a>	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	AP Automation	-4,535.45
09/08/2023		<a href="#">APA004318</a>	PAUL R. CURREN	Accounts Payable	Outstanding	AP Automation	-10,290.44
09/08/2023		<a href="#">APA004319</a>	PEOPLE SERVICES, INC.	Accounts Payable	Outstanding	AP Automation	-200.00
09/08/2023		<a href="#">APA004320</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-264.33
09/08/2023		<a href="#">APA004321</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-31,421.03
09/08/2023		<a href="#">APA004322</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-722.92
09/08/2023		<a href="#">APA004323</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-4,777.41
09/08/2023		<a href="#">APA004324</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-312.45
09/08/2023		<a href="#">APA004325</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-120.29
09/08/2023		<a href="#">APA004326</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-10.23
09/08/2023		<a href="#">APA004327</a>	PG&E	Accounts Payable	Outstanding	AP Automation	-1,358.56
09/08/2023		<a href="#">APA004328</a>	PITNEY BOWES GLOBAL FINANCIAL SVCS	Accounts Payable	Outstanding	AP Automation	-169.20
09/08/2023		<a href="#">APA004329</a>	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	AP Automation	-25.73
09/08/2023		<a href="#">APA004330</a>	RICH-TED TRUCKING, INC.	Accounts Payable	Outstanding	AP Automation	-930.00
09/08/2023		<a href="#">APA004331</a>	SHN CONSULTING ENGINEERS & GEO	Accounts Payable	Outstanding	AP Automation	-4,328.75
09/08/2023		<a href="#">APA004332</a>	THATCHER COMPANY OF CA., INC.	Accounts Payable	Outstanding	AP Automation	-4,198.66
09/08/2023		<a href="#">APA004333</a>	U.S. BANK	Accounts Payable	Outstanding	AP Automation	-10,414.36
09/08/2023		<a href="#">APA004334</a>	UKIAH PAPER SUPPLY, INC.	Accounts Payable	Outstanding	AP Automation	-3,627.99
09/08/2023		<a href="#">APA004335</a>	US BANK NATIONAL ASSOCIATION	Accounts Payable	Outstanding	AP Automation	-222,315.51
09/08/2023		<a href="#">APA004336</a>	USA BLUE BOOK	Accounts Payable	Outstanding	AP Automation	-581.36
09/08/2023		<a href="#">APA004337</a>	VERIZON WIRELESS	Accounts Payable	Outstanding	AP Automation	-493.41
09/08/2023		<a href="#">APA004338</a>	VISIT LAKE COUNTY CALIFORNIA	Accounts Payable	Outstanding	AP Automation	-9,447.38
09/08/2023		<a href="#">APA004339</a>	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	AP Automation	-3,080.31
09/08/2023		<a href="#">APA004340</a>	WILDA SHOCK	Accounts Payable	Outstanding	AP Automation	-1,500.00

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/08/2023		<a href="#">DFT0003152</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,371.02
09/08/2023		<a href="#">DFT0003153</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,319.53
09/08/2023		<a href="#">DFT0003154</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,515.36
09/08/2023		<a href="#">DFT0003155</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,474.58
09/08/2023		<a href="#">DFT0003156</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,729.51
09/08/2023		<a href="#">DFT0003157</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-6,554.60
09/08/2023		<a href="#">DFT0003158</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,267.61
09/08/2023		<a href="#">DFT0003159</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,401.39
09/08/2023		<a href="#">DFT0003160</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-46.50
09/08/2023		<a href="#">DFT0003161</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-117.73
09/08/2023		<a href="#">DFT0003162</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-4,354.52
09/08/2023		<a href="#">DFT0003163</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-5,319.21
09/08/2023		<a href="#">DFT0003164</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-1,350.08
09/08/2023		<a href="#">DFT0003165</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-13,712.75
09/08/2023		<a href="#">DFT0003166</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-198.40
<b>Bank Account 15-0352000798 Total: (438)</b>							<b>-4,474,597.74</b>
<b>Report Total: (438)</b>							<b>-4,474,597.74</b>

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
<a href="#">15-0352000798 POOLED CASH BANK</a>	438	-4,474,597.74
<b>Report Total:</b>	<b>438</b>	<b>-4,474,597.74</b>

Cash Account	Count	Amount
<a href="#">998 998-0000-101000 POOLED CASH - WEST AMERICA</a>	438	-4,474,597.74
<b>Report Total:</b>	<b>438</b>	<b>-4,474,597.74</b>

Transaction Type	Count	Amount
AP Automation	321	-2,432,447.92
AP Automation Reversal	1	1,299.00
Bank Draft	62	-225,641.92
Bank Draft Reversal	1	1,251.83
Check	53	-1,819,058.73
<b>Report Total:</b>	<b>438</b>	<b>-4,474,597.74</b>



USE OF ALCOHOL: Is a permit for alcoholic beverages requested?  Yes  No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

### HOLD HARMLESS AGREEMENT

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport and its agents and "employees" from and against any injury, damage, claims, actions or suits arising out of the herein described Event, including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Lakeport from and against any injury, damage, claims, actions or suits arising out of or connected with the foregoing event(s).

### COVID-19 WAIVER

I, the undersigned, acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that myself and others attending my event may be exposed to or infected by COVID-19. I agree to having all attendees follow CDC and Lake County Department of Public Health recommendations for enhanced health and safety measures related to COVID-19 and follow all posted instructions while using City facilities; including requirements for social distancing, wearing of face coverings, participant grouping, types of activities allowed, and potential limits on event size.

  
Signature of Applicant  
Responsible Official of Applicant Organization

Dated: 8/11/23

### STAFF RESPONSE

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

Staff Name: <b>Hilary Britton</b>		Department: <b>Admin Services</b>	
<input type="checkbox"/> No Fiscal Impact	<input type="checkbox"/> Fiscal Impact (Describe/Include Estimated Costs)	<input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Parks	<input type="checkbox"/> Other (please specify):
The following will be Required:			
<input checked="" type="checkbox"/> Business License	<input checked="" type="checkbox"/> Health Department Permit		
<input checked="" type="checkbox"/> ABC License	<input type="checkbox"/> Other (Specify):		
Staff Comments: <b>Sponsor indicated that he will work with the Chamber regarding serving/selling alcohol</b>			

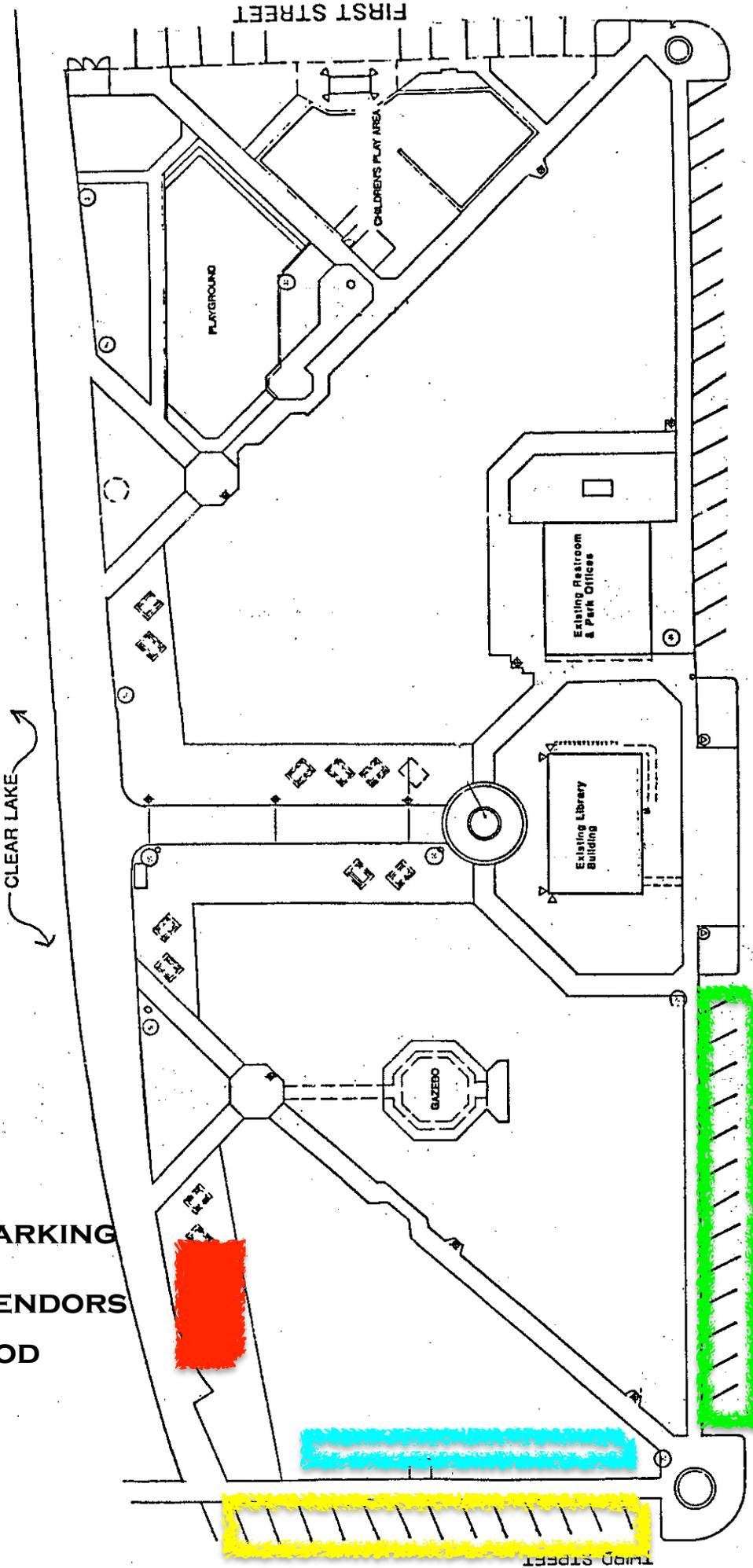
This section to be completed by City Clerk following Council meeting:

Considered at Council Meeting (Date):	<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied <input type="checkbox"/> Application Approved With Conditions (See Below)
Conditions of Approval:	

Attachments (specify):

# LIBRARY PARK CITY OF LAKEPORT

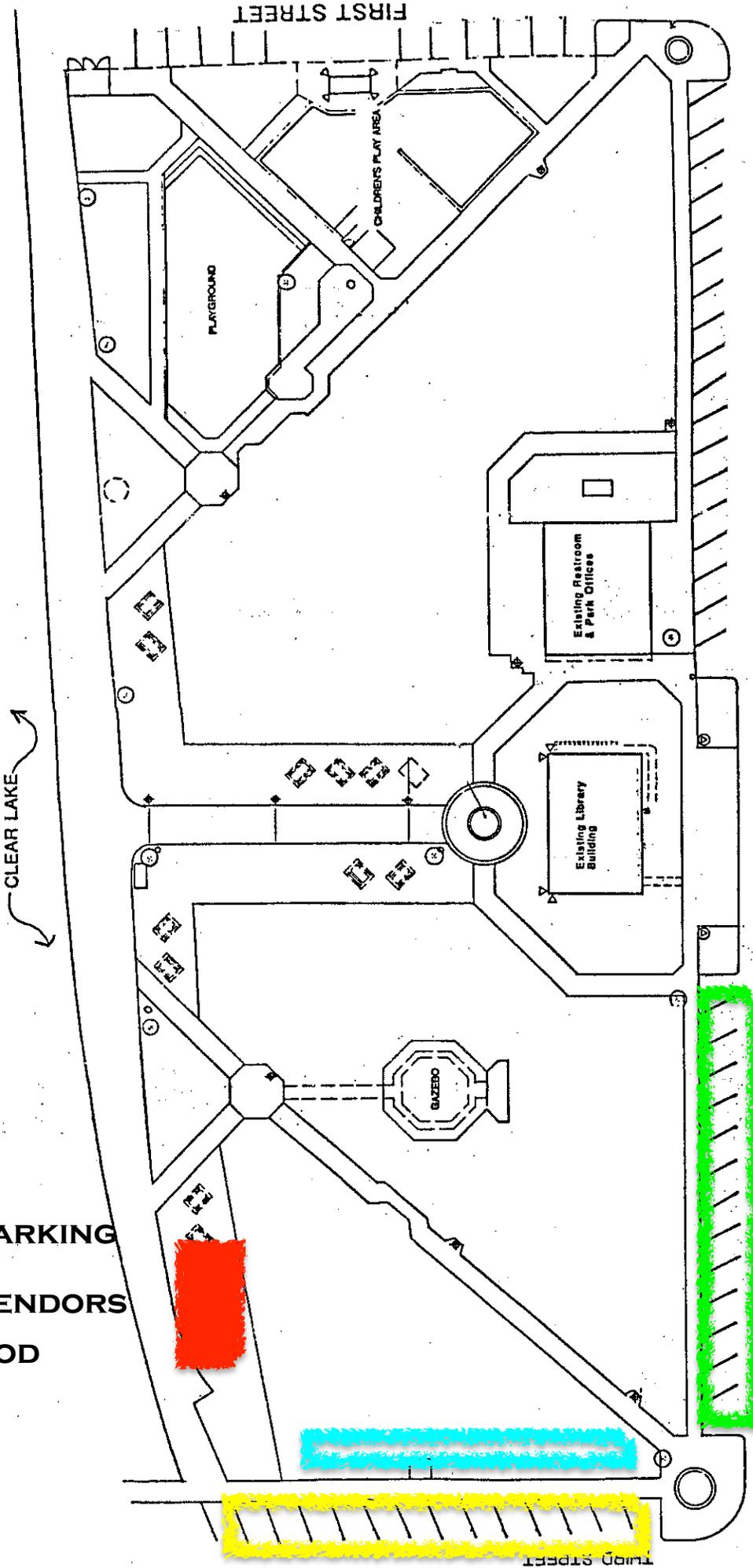
-  STAGE
-  STAFF PARKING
-  FOOD VENDORS
-  ALT FOOD



N  
No Scale

# LIBRARY PARK CITY OF LAKEPORT

-  STAGE
-  STAFF PARKING
-  FOOD VENDORS
-  ALT FOOD



N  
No Scale



225 Park Street  
Lakeport, CA 95453

# CITY OF LAKEPORT

Please Note:  
Bounce Houses and Waterslides are prohibited

Phone: (707) 263-5615, Ext. 102  
Fax: (707) 263-8584

## APPLICATION FOR USE OF PUBLIC AREAS

Please note: City Council meetings are held the **FIRST** and **THIRD TUESDAY** of the month. Application forms require City Council approval and must be completed and submitted to the City Clerk at least one month prior to the Council meeting at which they will be considered.

This section to be completed by City:

Application Received (Date): 9/14/23	Application No.
<input type="checkbox"/> \$15.00 Application Fee Paid	For Council Meeting of (Date):

This section to be completed by Applicant (please answer all questions with as much detail as possible):

Applicant Name: Kelsey Williams	Organization Name: Clear Lake High School	
Address: 350 Lange St. Lakeport, CA	Address:	
Home Phone:	Work Phone: (707) 262-3010	Mobile Phone: (951) 514-7987
Email Address:	Website/Facebook Page:	
Other Contact: Danielle Costa	Phone for Other Contact: (707) 262-3010	
Organization is: <input checked="" type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization		

Name of Event: Homecoming Parade		
Description of Event: Parade of sports & floats on Main Street		
Specific Location of Event (Map Must be Attached): Main Street		
Does this use involve public right of way, streets, or sidewalk? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate specific location:		
If requesting closure of streets, sidewalk, etc., please describe notification procedure for affected businesses and/or residences: N/A		
Date(s) of Event: 10/13/23	Total Number of Days: 1	Set Up Time:
		Time of Event: 4:00 -
		Tear Down Time: 5:30

Specify anticipated number of people (both participants and the public): 200

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

<b>Requirements:</b> <input checked="" type="checkbox"/> Electricity (cannot be guaranteed by City) by museum Main St. <input checked="" type="checkbox"/> Barricades <input checked="" type="checkbox"/> Street/Sidewalk Closures <input type="checkbox"/> No irrigation in park prior to event <input type="checkbox"/> Other (please specify): Coordination of these requirements must be made through the Public Works Department: (707) 263-0751	<b>Specific City Staff Needs:</b> <input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other (please specify): The City reserves the right to bill applicant for related City costs.
---	--

**Insurance Information:**

Specify Insurance Company:

Policy Number: Expiration Date: Limits of Coverage:

**INSURANCE CERTIFICATE REQUIRED**

Note: The insurance certificate provided to the City by your organization's insurance company must name the City of Lakeport as an additional insured for the event specified in this application and must include a copy of any endorsements. The minimum coverage amount required is \$2,000,000. The certificate and endorsements must also be in a form acceptable to risk management and available for review 15 working days prior to the scheduled event.

**USE OF ALCOHOL: Is a permit for alcoholic beverages requested?**  Yes  No

*If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.*

**HOLD HARMLESS AGREEMENT**

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**COVID-19 WAIVER**

*I, the undersigned, acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that myself and others attending my event may be exposed to or infected by COVID-19. I agree to having all attendees follow CDC and Lake County Department of Public Health recommendations for enhanced health and safety measures related to COVID-19 and follow all posted instructions while using City facilities; including requirements for social distancing, wearing of face coverings, participant grouping, types of activities allowed, and potential limits on event size.*



Signature of Applicant

Responsible Official of Applicant Organization

Dated: 9/14/23

**STAFF RESPONSE**

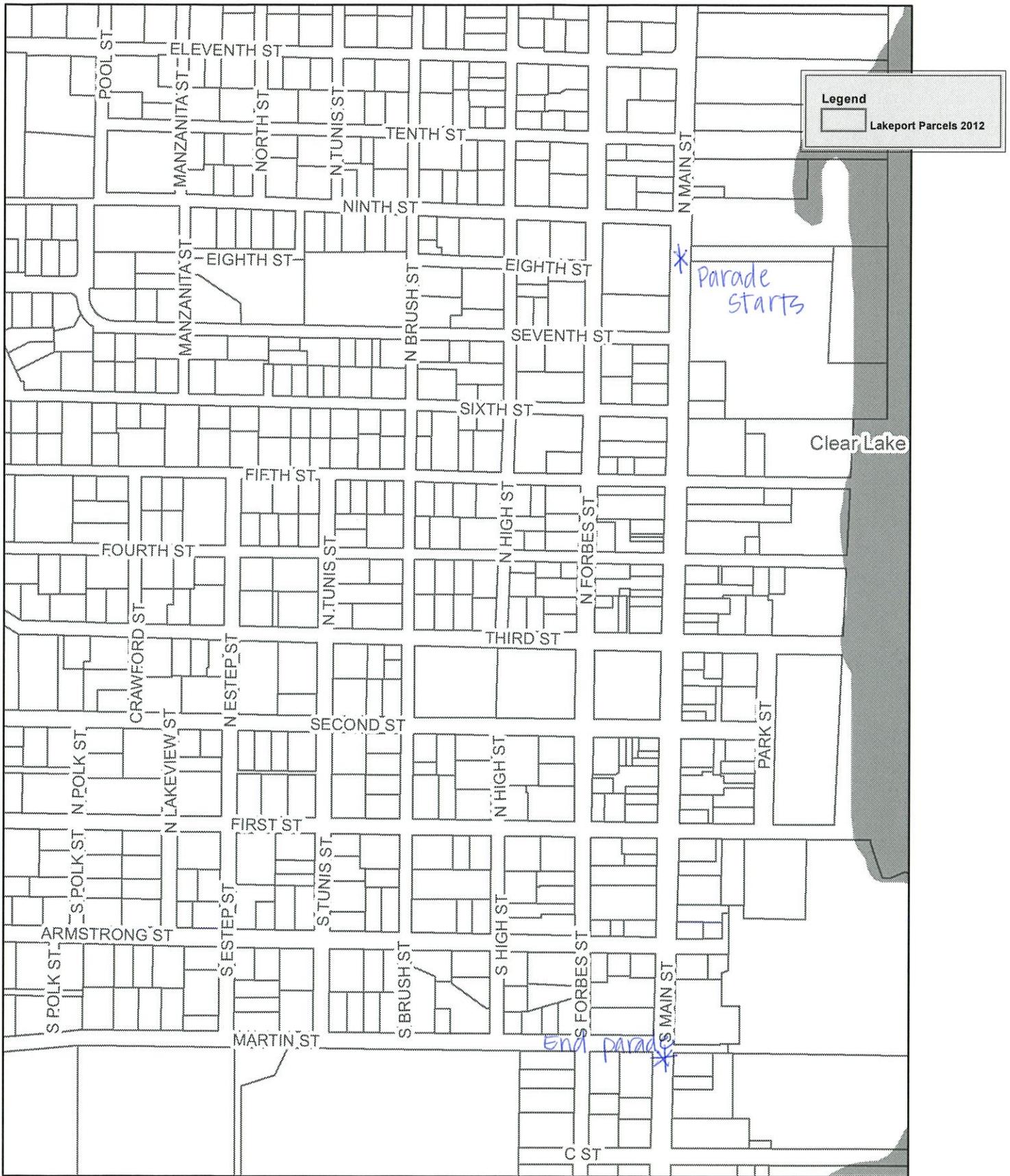
*This section to be completed by City and Other Affected Agencies:*

Staff Name:		Department:	
<input type="checkbox"/> No Fiscal Impact	<input type="checkbox"/> Fiscal Impact (Describe/Include Estimated Costs)	<input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Parks	<input type="checkbox"/> Other (please specify):
<b>The following will be Required:</b>			
<input type="checkbox"/> Business License		<input type="checkbox"/> Health Department Permit	
<input type="checkbox"/> ABC License		<input type="checkbox"/> Other (Specify):	
Staff Comments:			

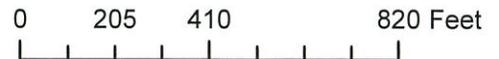
*This section to be completed by City Clerk following Council meeting:*

Considered at Council Meeting (Date):	<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied <input type="checkbox"/> Application Approved With Conditions (See Below)
Conditions of Approval:	

Attachments (specify):



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



1 inch = 414 feet

This map was prepared for information purposes only. No liability is assumed for the accuracy of the data shown.



Map Prepared by City of Lakeport  
 Community Development Department  
 abritton@cityoflakeport.com



# CITY OF LAKEPORT

City Council

City of Lakeport Municipal Sewer District

Lakeport Industrial Development Authority

Municipal Financing Agency of Lakeport

<b>STAFF REPORT</b>	
<b>RE:</b> Professional Services Agreement with Adams Ashby Group LLC for Grant Administration	<b>MEETING DATE:</b> 09/19/2023
<b>SUBMITTED BY:</b> Nicholas Walker, ACM/ Finance Director	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

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

The City Council is being asked to authorize the City Manager to execute the professional services agreement with Adams Ashby Group LLC, for federal grant administration.

### BACKGROUND/DISCUSSION:

The City issued a request for proposal (RFP) for state and federal grant administration, including Community Development Block Grant (CDBG). The RFP was sent to 12 consulting firms and posted on the City website. We received one proposal, and two other consultants acknowledged the bid invitation, but declined to participate. The selection committee selected Adams Ashby.

Lorie Adams of Adams Ashby Group has been assisting the City with the writing and implementation of various federal grant applications and administration over the years. Adams Ashby has had a contract with the City to provide grant writing and implementation services which has expired. Adams's experience with federal applications and administration are needed to make sure the City is complying with all the federal regulations, documentation, federal and state labor compliance, and ongoing administration of federal awards. Adams also facilitates communication between the City, granting agencies, loan underwriters, contract engineers and any contractors involved in the grant projects, to make sure all parties are complying with federal standards and regulations.

Under the proposed contract Adams Ashby will be able to perform the planning work associated with the 2022 CDBG City of Lakeport Housing Program Implementation Plan.

### OPTIONS:

1. Authorize the City Manager to execute the professional services agreement with Adams Ashby Group LLC, for grant administration.
2. Provide staff with direction.

### FISCAL IMPACT:

None  \$100,000 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: Various Grant Special Revenue Funds

Comments:

**COUNCIL PRIORITIES:**



Priority #1: Public Safety & Crisis Response



Priority #2: Disaster Resiliency



Priority #3: Good Governance & Fiscal Stability



Priority #4: Capital Infrastructure Improvement



Priority #5: Safe, Sustainable & Attractive Neighborhoods



Priority #6: Economic Development

**SUGGESTED MOTIONS:**

Move to authorize the City Manager to execute the professional services agreement with Adams Ashby Group LLC, for grant administration.

**Attachments:**

1. Proposed Professional Services Agreement
2. Links to CDBG Grant Agreements (Exhibit D to PSA):
  - a. [CDBG Standard Agreement – 2018 CDBG-DR](#)
  - b. [CDBG Standard Agreement – 2021 CDBG](#)
  - c. [CDBG Standard Agreement – 2022 CDBG](#)
  - d. [CDBG Standard Agreement – CDBG-CV2 & 3](#)

**PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES**  
(City of Lakeport / Adams Ashby Group, LLC)

**1. IDENTIFICATION**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into as of the last date indicated below by and between the City of Lakeport, a California municipal corporation (“City”), and Adams Ashby Group, LLC, a California limited liability company (“Consultant”) (collectively, “parties”).

**2. RECITALS**

- 2.1 City has determined that it requires the following professional services from a consultant: general administration services for the City’s State Community Development Block Grant and other state and federal programs.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

**3. DEFINITIONS**

- 3.1 “Scope of Services” means such professional services as are set forth in and the City’s Request for Proposal issued on August 14, 2023, and Consultant’s August 28, 2023, proposal to City, attached hereto as “Exhibit A” and fully incorporated herein by this reference.
- 3.2 “Approved Fee Schedule” means such compensation rates as are set forth in Consultant’s August 28, 2023, fee schedule to City attached hereto as “Exhibit B” and fully incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.3 “Commencement Date” means October 1, 2023.
- 3.4 “Termination Date” means September 30, 2026
- 3.5 “City Agreement Administrator” means Kevin Ingram

**3.6** “Consultant Project Administrator” means Lorie Adams.

#### **4. TERM**

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended in writing by mutual agreement of the parties or terminated earlier in accordance with Section 18 (“Termination”) below. Upon the written mutual consent of the parties, the parties may extend the term of this Agreement in one (1) year increments provided the total term of this Agreement does not exceed five (5) years from the Commencement Date.

#### **5. CONSULTANT’S SERVICES**

**5.1** Time is of the essence in Consultant’s performance of services under this Agreement.

**5.2** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of One Hundred Thousand Dollars (\$100,000) unless specifically approved in advance and in writing by City. Consultant shall notify the City Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the maximum amount payable above. Consultant shall concurrently inform the City Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the maximum amount payable above.

**5.3** Consultant shall perform all work to the highest standards of Consultant’s profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*) and other Grant Provisions hereto attached and identified as Exhibit C and Exhibit D and by this reference a part of this contract.

**5.4** Consultant represents that it has advised City in writing prior to the date of signing this Agreement of any known relationships with third parties, City Council Members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section

1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

- 5.5** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.6** Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Jeff Lucas shall be the Consultant Project Administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No other person shall serve as Consultant Project Administrator without City's prior written consent.
- 5.7** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 5.8** Consultant shall be responsible to City for all services to be performed under this Agreement. All subconsultants shall be approved by the City Agreement Administrator and their billing rates identified in the Approved Fee Schedule, Exhibit B. City shall pay Consultant for work performed by its subconsultants (including labor) only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subconsultants performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subconsultants.
- 5.9** Consultant shall notify the City Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.
- 5.10** This Agreement is subject to prevailing wage law, as applicable, for all work performed under the Agreement for which the payment of prevailing wages is

required under the California Labor Code and/or Department of Labor. In particular, Consultant acknowledges that prevailing wage determinations are available for the performance of inspection and survey work.

## **6. COMPENSATION**

- 6.1** City agrees to compensate Consultant for the services provided under this Agreement and any amendments thereto, and Consultant agrees to accept payment in accordance with the Approved Fee Schedule in full satisfaction for such services.
- 6.2** Consultant shall submit to City an invoice, on a monthly basis or less frequently but not less than quarterly, for services performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable above, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall include a copy of each subconsultant invoice for which reimbursement is sought in the invoice.
- 6.3** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 6.4** Payments for any services requested by City and not included in the Scope of Services may be made to Consultant by City on a time-and-materials basis pursuant to the Approved Fee Schedule and without amendment of this Agreement, so long as such payment does not cause the maximum amount payable above to be exceeded.

## **7. OWNERSHIP OF WRITTEN PRODUCTS**

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

## **8. RELATIONSHIP OF PARTIES**

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

Under no circumstances shall Consultant look to the City as its employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation, and other applicable federal and state taxes.

## **9. AGREEMENT ADMINISTRATOR**

In performing services under this Agreement, Consultant shall coordinate all contact with City through its City Agreement Administrator. City reserves the right to change this designation upon written notice to Consultant. All services under this Agreement shall be performed at the request of the City Agreement Administrator, who will establish the timetable for completion of services and any interim milestones.

## **10. INDEMNIFICATION**

**10.1** The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the parties intend the provisions of this indemnity provision to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.

**10.2** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury

to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other expenses of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

- 10.3** City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 of this Agreement and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4** The obligations of Consultant under this Section 10 of this Agreement are not limited by the provisions of any workers' compensation or similar statute. Consultant expressly waives its statutory immunity under such statutes as to City, its officers, agents, employees and volunteers.
- 10.5** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in Section 10 of this Agreement from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others, Consultant agrees to indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.6** City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply whether or not any insurance policies apply to a claim, demand, damage, liability, loss, cost or expense.

- 10.7** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 10.8** Notwithstanding any federal, state, or local policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in CalPERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

## **11. INSURANCE**

- 11.1** During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement.
- 11.2** Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements or limits shall be available to City as an Additional Insured as provided below. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured.
- 11.3** Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:
- 11.3.1** Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate, including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

- 11.3.2** Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.3.3** Worker's Compensation insurance if and as required by the laws of the State of California.
- 11.3.4** Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.
- 11.4** Consultant shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement provided however, that the City Agreement Administrator may waive the provision of Errors and Omissions Insurance by subconsultants in his or her sole discretion.
- 11.5** The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.6** Consultant agrees that if it does not keep the insurance coverages required by this Agreement in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Consultant's expense.
- 11.7** At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the required coverages are in effect and naming City and its officers, employees, agents and volunteers as Additional Insureds. Prior to commencement of work under this Agreement, Consultant shall file with City's Risk Manager such certificate(s) and Forms CG 20 10 07 04 and CG 20 37 07 04 or the substantial equivalent showing City as an Additional Insured.
- 11.8** Consultant shall provide proof that policies of insurance required by this Agreement expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.9** The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as Additional Insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be

canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

- 11.10** The insurance provided by Consultant shall be primary to any other coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.11** All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.12** Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.
- 11.13** Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.
- 11.14** Consultant may be self-insured under the terms of this Agreement only with express written approval from the City.
  - 11.14.1** All self-insured retentions (SIR) must be disclosed to the City for approval and shall not reduce the limits of liability.
  - 11.14.2** Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or the City.
- 11.15** City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

## **12. MUTUAL COOPERATION**

- 12.1** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2** If any claim, action, or proceeding is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim, action, or proceeding.

### **13. CONFIDENTIALITY**

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

### **14. RECORDS AND INSPECTIONS**

Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law and/or grant funding requirements/regulations, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City, HCD and or HUD. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

### **15. PERMITS AND APPROVALS**

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

### **16. NOTICES**

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Kevin Ingram  
City of Lakeport  
225 Park Street  
Lakeport, CA 95453  
Telephone: (707) 263-5615  
Facsimile: (707) 263-8584

If to Consultant:

Lorie Adams  
Adams Ashby Group, LLC  
832 Richland Road  
1000 Lincoln Road Suite H-212  
Yuba City, CA 95993  
Telephone: (916) 449-3944  
Facsimile: (916) 449-3934

With courtesy copy to:

David J. Ruderman, City Attorney  
Colantuono, Highsmith & Whatley, PC  
420 Sierra College Drive, Suite 140  
Grass Valley, California 95945-5091  
Telephone: (530) 432-7357  
Facsimile: (530) 432-7356

## 17. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 10, Section 13, Paragraph 12.2 and Section 14 of this Agreement shall survive the expiration or termination of this Agreement.

## 18. TERMINATION

- 18.1** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be promptly returned to City upon the termination or expiration of this Agreement.
- 18.2** If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to

receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement as provided in Section 5.2 above and as otherwise provided in this Agreement.

- 19. GENERAL PROVISIONS.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 19.2.** In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.
- 19.3.** The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph shall govern construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular and vice versa, in any place or places herein in which the context requires such substitution(s).
- 19.4.** The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of any other term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party to be charged with the waiver.
- 19.5.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 19.6.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the party prevailing in such action, whether or not reduced to

judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees expended in the action. The venue for any litigation shall be Lake County, California and Consultant hereby consents to jurisdiction in Lake County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

- 19.7.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 19.8.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 19.9.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and those of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on behalf of the City and Consultant.
- 19.10.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training, Consultant agrees to post in conspicuous places, available to

employees and applicants for employment, the provisions of this nondiscrimination clause.

**19.11.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument. The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed or emailed versions of an original signature, electronically scanned and transmitted versions (e.g., via pdf) of an original signature, or a digital signature.

**TO EFFECTUATE THIS AGREEMENT,** the parties have caused their duly authorized representatives to execute this Agreement as of the last date indicated below:

“City”

“Consultant”

**Adams Ashby Group, LLC**

By \_\_\_\_\_

By: \_\_\_\_\_

*[insert name], insert title]*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_

*[insert name], insert title]*

By \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By \_\_\_\_\_

David J. Ruderman, City Attorney

Date: \_\_\_\_\_

**“EXHIBIT A”  
SCOPE OF WORK**



# REQUEST FOR PROPOSAL

*State and Federal Grant Administration*

Date Issued: August 14, 2023

Deadline for Submission: August 30, 2023, 5:00pm

Electronic Submittals must be submitted to [nwalker@cityoflakeport.com](mailto:nwalker@cityoflakeport.com) prior to the deadline

## CITY OF LAKEPORT

*Finance Department*



# REQUEST FOR PROPOSAL

## *State and Federal Grant Administration*

### 1. INTRODUCTION

The City of Lakeport, California (“City”), requests for proposals (“Proposals”) from qualified firms (“Respondents”) to provide administration services (“Services”) for the City’s state and federal grants (“Project”). The City is currently seeking administration assistance for the following existing grants: California Housing and Community Development (HCD) Community Development Block Grants (CDBG) and HOME Investment Partnership Program (HOME) and United States Rural Development (RD) United States Department of Agriculture (USDA) grants.

Questions or objections relating to the RFP, the RFP procedures, or the required Services may only be submitted via email to [nwalker@cityoflakeport.com](mailto:nwalker@cityoflakeport.com) by August 23, 2023. Any questions or objections that are not submitted within the time and manner specified will be deemed waived. The City will not be bound by the oral representations of any City employees or officials. The City reserves the right to issue addenda responding to such questions or objections, which will become part of the RFP. Addenda will be posted on the City’s website at: [https://www.cityoflakeport.com/bid\\_opportunities.php](https://www.cityoflakeport.com/bid_opportunities.php)

Each Respondent is solely responsible for reviewing any and all addenda before submitting its Proposal.

### 2. PROFILE

The City is located on the western shore of Clear Lake, a natural lake with over 100 miles of shoreline, located in Lake County (County), California. Lakeport is located 120 miles north of San Francisco and 125 miles northwest of Sacramento, the state capital. This helps to support a higher level of commercial and retail businesses, yet over the years the County and City have seen a decline in visitors that has impacted the economic health of the area. Incorporated in 1888, Lakeport is a general law, partial service city with a population of approximately 5,0000 residents; however, it serves as the county seat for the County of Lake and, as such, serves a trade area of roughly 60,000 people during normal business hours. As the county seat, the City benefits from a higher percentage of employment in the public sector which tends to result in a stable workforce in the areas of legal services, healthcare occupations, administration support, financial occupations, community services, media, and forestry occupations. It provides basic municipal utility, police, administrative, planning, parks, public works services and water and wastewater utilities. It does not administer functions related to fire protection, library, or recreation. The City is governed by a five-member city council. Lakeport employs approximately 50 regular, full-time positions.



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## *State and Federal Grant Administration*

### 3. DEADLINE AND CONTACT INFORMATION

All interested parties should submit proposals no later than 5:00pm on August 30, 2023. Late proposals will not be considered. Proposers are responsible for ensuring that submissions are received before the stated due date and time. Electronic submittals are acceptable and should be submitted according to the timeline to the individual specified below.

All inquiries related to this RFP should be directed to the Assistant City Manager by means below:

Phone: 707-263-5615 ext 301  
Email: [nwalker@cityoflakeport.com](mailto:nwalker@cityoflakeport.com)

### 4. SCOPE OF SERVICES

The scope of services being requested includes all of the following:

1. Portfolio Management Support.
2. CDBG Program application(s) with subsequent General Administration and implementation as required by the approved applications.
3. HOME Program application(s) with subsequent General Administration and implementation as required by approved applications.
4. CDBG-DR project General Administration and implementation as required by approved applications.
5. USDA project application(s) with subsequent General Administration and implementation as required by approved applications.
6. Other State and Federal Grant project(s) applications with subsequent General Administration and implementation as required by approved applications as assigned by the City.
7. Multi-Family Housing Project monitoring/audits as required by the funding agency (Long Term Monitoring) pursuant to the City's Policies and Procedures
8. Update to City's Policies and Procedures related to the implementation of grant project(s) as needed to ensure compliance with State and Federal Regulations
9. eCivis Portal management including all reporting, draw and status updates are required by the Department of Housing and Community Development.
10. Program Income management for CDBG, HOME, CalHOME, Housing Trust Funds, RDA, and/or other funding revolving to the City.
11. Other duties as assigned during the term of the contract.



# REQUEST FOR PROPOSAL

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### 5. CONTENTS OF THE RESPONSE

Each Proposal must be submitted in compliance with the requirements of this RFP. Clarity and brevity are preferable to volume. Each Proposal must include the following, organized as Sections A through E:

#### A. Cover Letter

Section A of the SOQ shall be a cover letter that must be signed by an official authorized to bind the proposer contractually and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. All issued addenda should be acknowledged. The letter shall provide the following: name, title, address, telephone number and e-mail address of individuals with the authority to negotiate a contract and bind the consultant to the terms of the contract.

#### B. Executive Summary

Section B must summarize the key provisions of the Proposal, including proposed key personnel, price, and proposed schedule for providing the Services.

#### C. Respondent's Qualifications

Section C must include the number of years Respondent has been in business and a description of Respondent's qualifications, including contact information for general references.

#### D. Project Experience

Section D must identify projects Respondent has completed in the last 10 years that are similar in scope and nature to the City's Project. For each project, provide the project name, project owner, location, description of the services provided, final project cost, and contact information for reference.

#### E. Project Understand and Methodology

Section E must include Respondent's statement for performing the Services identified in the Scope of Services, including proposed schedule and sequencing, assignment of key personnel, and planned measures to ensure cost-effective delivery of the Services and Project completion. In part E of your Proposal, list each of the key personnel who will be assigned to provide the Services, including the following information for each:

1. Name and title
2. Years with your firm
3. Education and qualifications, including degrees, certifications, and licenses (provide license numbers)
4. Summarize relevant experience in relation to the Services
5. Identify proposed role in providing the Services

#### F. Schedule of Tasks

Section G must include a detailed schedule identifying major tasks to be undertaken to conduct the work and timeframe for each task. The schedule shall also identify all meetings, progress reports, deliverables, and the estimated staffing and hours to accomplish each task.



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### G. Budget

In a separate, sealed envelope, or electronic file, the proposed consultant shall submit their proposed fee schedule. The fee schedule shall be broken down by task, for the work to be performed. It shall itemize all items that will be charged to the project. The negotiated contract will be specified rates of compensation. The provided detailed cost proposal will be the basis of negotiations. Upon successful completion of fee negotiations, the Consultant shall submit a revised cost proposal to reflect the final agreement. This proposal shall be the basis of reviewing invoicing.

The fee schedule will not be used during the consultant selection process but may be used by the City of Lakeport during the negotiation process.

When invoicing, receipts are required to be submitted for all direct costs, other than fully weighted personnel costs. If sub-consultants are to be used, the breakdown of subcontract costs shall follow the same format as that for the prime consultant.

### 6. SCHEDULE

The following schedule is provided for planning purposes based on current information. However, all dates are subject to revision, including the Proposal deadline, and may be amended by addenda to this RFP:

<b>Activity</b>	<b>Planned Date</b>
RFP Issued	<i>August 14, 2023</i>
Request for Information Deadline	<i>August 23,, 2023</i>
Proposal Deadline	<i>August 30, 2023</i>
Notice of Selection	<i>Week of September 4<sup>th</sup> 2023</i>
Council Award of Agreement	<i>September 19, 2023</i>
Commence Services	<i>September 20, 2023</i>

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*State and Federal Grant Administration*



**7. SELECTION CRITERION**

Members of an evaluation team comprised of City staff will independently analyze each Proposal. The evaluation team may choose to interview top firms. Proposals will be evaluated using the following technical criteria

<b>Criteria</b>	<b>Points</b>
Clear understanding of the project requirements and work to be performed	20
Quality of staff and staffing plan, inclusive of subconsultants (Relevant experience and technical competence of the prime consultant and their proposed subconsultants, the personnel assigned to this project, and the degree of participation in the project by the key personnel)	20
Recent experience with similar kinds of projects, references	20
Organization of staffing plan, inclusive of subconsultants	5
Degree of promptness and commitment with which the consultant can commence and complete the work with demonstration of an aggressive and shorter project schedule completion date	10
Demonstrated technical ability and knowledge to perform scope of work	10
The responsiveness and overall quality of the technical Proposal	5
Price	10
Total	100

A contract will be negotiated with the individual or firm determined in the proposal evaluation process to be best suited to perform this project. If a contract cannot be negotiated with the individual or firm submitting the highest rated proposal which is in the best interests of the City of Lakeport, then staff will terminate negotiations with that firm and commence the negotiation process with the firm submitting the second highest rated proposal and with each successive highest rated proposer.

**8. DISCLAIMERS AND RESERVATION OF RIGHTS**

Upon receipt, each Proposal becomes the sole property of the City and will not be returned to the Respondent. At such time as City staff recommends an individual or firm and such recommendation, with any recommended contract appears on the City Council agenda, all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the proposer as business or trade secrets and plainly marked as "Trade Secret," "Confidential," or "Proprietary." Each Respondent is solely responsible for the costs it incurs to prepare and submit its Proposal. The City reserves, in its sole discretion, the right to reject any and all Proposals, including the right to cancel or postpone the RFP or the Project at any time, or to decline to award the Agreement to any of the Respondents. The City reserves the right to waive any immaterial irregularities in a Proposal or submission of a Proposal. The City reserves the right to reject any Proposal that is determined to contain false, misleading, or materially incomplete information.



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#### 9. CONFLICT OF INTEREST

City of Lakeport employees are prohibited from participating in the selection process for this RFP if they have any financial or business relationship with any Respondent. This RFP process will be conducted in compliance with all laws regarding political contributions, conflicts of interest, or unlawful activities, including, but not limited to, the City's Conflict of Interest Policy.

#### 10. MODIFICATION OR WITHDRAWAL OF PROPOSALS

Any proposal received prior to the date and time specified above for receipt of proposal may be withdrawn or modified by written request of the proposer. To be considered, however, any modified proposal must be received by the date and time specified above.

#### 11. PROTEST PROCEDURES

Any protest challenging the City's selection or the selection process must be submitted within five business days following the City's issuance of the Notice of Selection. The protest must be submitted in writing via email to [kingram@cityoflakeport.com](mailto:kingram@cityoflakeport.com), and must clearly specify the basis for the protest. The protest will be reviewed by the City Manager in consultation with the City Attorney, and their determination on the protest is final. No public hearing will be held on the protest. Time being of the essence, the City reserves the right to proceed with award of the Agreement and commencement of the Services notwithstanding any pending protest or legal challenge.

#### 12. AFFIRMATIVE ACTION

Prospective respondents should be aware that the Equal Employment Opportunity Requirement of Executive Order 11246, as amended by Executive Order 11275, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act and other federal and state laws pertaining to equal employment opportunity are applicable to any contract awarded by the City of Lakeport.

#### 13. FORM OF AGREEMENT

A copy of the City's standard Professional Services Agreement ("Agreement") is attached as Exhibit A to this RFP and incorporated herein. By submitting a Proposal, the Respondent agrees that it will enter into the Agreement using the attached form with no exceptions to the form of the Agreement.

#### 14. FUNDING AND GRANT REQUIREMENTS

##### **FEDERAL TERMS AND CONDITIONS:**

During the performance of the contract, the Contractor must agree to comply with all applicable Federal laws and regulations including but not limited to the following:

##### **AFFIRMATIVE ACTION:**

The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the United States Department of Agriculture and subject to 24 CFR 85.36(e). The City hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant



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to this advertisement, disadvantaged, minority and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for an award. Minority and women-owned and operated businesses encouraged to apply.

#### **NON-DISCRIMINATION CLAUSE:**

During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

#### **EQUAL OPPORTUNITY:**

During the performance of this Contract, the Contractor agrees as follows:

- A. The Contractor will comply with Executive Order 11246 of September 24, 1965 entitled Equal Employment Opportunity as amended by Executive Order 11375 of October 1967 as supplemented in Department of Labor regulations (41 CFR chapter 60).
- B. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion, transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.
- C. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.
- D. The Contractor will send to each labor union or representative of workers with which he has a

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collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- E. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No.11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No.11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24,1965, so that such provisions will *be* binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided, however,* that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- H. The Contractor shall file, and shall cause each of his subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed. Compliance Reports shall be filed within such times and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.
- I. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.
- J. Whenever the Contractor or subcontractor has a collective bargaining agreement or other Contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the Compliance Report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor may prescribe: *Provided,* That to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor as part of its Compliance Report and shall set forth what efforts he has made to obtain such information.



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- K. The Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the order. In the event that the union or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor may require.
- L. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

#### **INSURANCE:**

Maintenance, if so required by law, unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation, who may be injured or damaged by the contractor, or any subcontractor in performing the grant activity(ies) or any part of it.

#### **DISADVANTAGED/MINORITY/WOMEN BUSINESS ENTERPRISE FEDERAL REGULATORY REQUIREMENTS UNDER 24 CFR 85.36(e):**

The Contractor will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

- A. Affirmative steps shall include:
- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
  - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
  - v. Using the services/assistance of the Small Business Administration (SBA), and the Minority Business Development Agency (MBDA) of the Department of Commerce.

#### **REQUIREMENTS AND REGULATIONS PERTAINING TO DATA AND DESIGN:**

All data and design and engineering work created under this Agreement shall be owned by the City and shall not be subject to copyright protection. The rights to any invention which is developed in the course of this Agreement shall be the property of the City.

REQUEST FOR PROPOSAL  
*State and Federal Grant Administration*



**COMPLIANCE WITH CLEAN AIR ACT AND CLEAN WATER ACT:**

Contractor shall comply with all applicable standards, orders and requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)).

- A. Contractor shall comply with all applicable standards, orders and requirements issued under Section 508 of the Clean Air Act (33 U.S.C. 1368).
- B. Contractor shall comply with Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

**COMPLIANCE WITH ENERGY POLICY AND CONSERVATION ACT (Pub. L. 94-163, 89 Stat. 871):**

The Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Exhibit A Sample Professional Services Agreement (Consultant or Design specific to scope)

2023

# REQUEST FOR PROPOSAL

STATE AND FEDERAL GRANT ADMINISTRATION

CITY OF LAKEPORT, CA



*Community Development Consultants*

## Section A – Cover Letter

August 28, 2023

City of Lakeport  
Attn: Nicholas Walker  
225 Park Street  
Lakeport, CA 93433

Re: State and Federal Grant Administration – Request for Proposal

**Dear Mr. Walker,**

Thank you for the opportunity to continue our relationship with the City of Lakeport! Our team has enjoyed working with the City over the past several years and look forward to continuing our partnership in meeting the needs of your community.

Our team brings over 30 years of application preparation, management and implementation experience with State and Federal funds. We pride ourselves in the attention and detail that we provide our clients, and are excited to present our offer to your City for grant writing services coupled with administrative services as they relate to the State and Federal programs including the CDBG Program.

As you and your team review our proposal and qualification – we believe you will find that Adams Ashby Group provides the necessary technical experience and expertise, practical application and knowledge, and has the ability to take care of the details to ensure your programs operate at a high level of efficiency. This knowledge and skill will ensure a low impact on your already encumbered staff.

This letter certifies that all statements contained in the attached proposal are true and correct to the best of our knowledge, the standard contract included in the RFP is acceptable, and we agree to meet all State and Federal requirements listed in the RFP to the best of our ability.

We look forward to discussing this opportunity in more detail.

**Warmest regards,**



Lofie Ann Adams  
Principal



Paul Ashby  
Principal

## Section B: Executive Summary

## Section C: Qualifications

# Adams Ashby Group

Adams Ashby Group has been designed to meet the needs of our clients. We bring together a strong team – in an environment that will allow us to take care of the department and community concerns. The Adams Ashby Group has more than 30 years of experience in community development services and is ready to put this experience to work for you!

### **Mission Statement**

Our goal is to assist organizations in identifying funding resources, maneuver through state and federal overlay requirements, and deliver these funds to accomplish various programs and projects.

## Statement of Professional Qualification

Centrally located within the State – Adams Ashby Group has been designed to service clients from the inception of a project or program, through planning to design, access funding, and provide project coordination, administration and implementation. Lorie Ann Adams and Paul Ashby have assembled a team to include the industry's brightest talents to ensure your program or project is a success and meets required regulations.

We have been working together as Adams Ashby Group for over 15 years and bring over 30 years of community development experience and knowledge that is outlined in the following pages. The projects and program experiences outlined in this document were completed during our careers and we bring these experiences to the Adams Ashby Group.

We are a full-service firm, and our background will provide you with a broad knowledge base. Thank you for the opportunity to provide you with a preview of our firm and how we can effectuate success in your project. We look forward to the future and including you as a part of it!

### Adams Ashby Group, Inc.

832 Richland Road  
1000 Lincoln Road – Suite H-212  
Yuba City, CA 95993  
916.449.3944 t - 916.449.3934 f  
[www.adamsashbygroup.com](http://www.adamsashbygroup.com)

## Overview of Services

The Adams Ashby Group provides community development services throughout the State of California that is unsurpassed by any other firm. We provide organizations with services that will assist in obtaining state and federal funds, conducting the necessary planning and housing studies for your community to continue to thrive, labor compliance for public works projects, environmental studies, and many more services that may benefit your community. We have spent many years of building relationships and accessing resources to guide our clients in short and long-term project/ program planning and implementation. Below is a general outline of the service we offer:

<p><b>Grant /Program Management Services</b>            Program Income management            Portfolio management            Project management            Funding management            Long Term Monitoring - HOME</p> <p><b>Program and Project Implementation Services</b>            Housing rehabilitation programs            Home buyer programs            Housing Trust Fund            TBRA Programs            NSP Programs and Projects</p> <p><b>Planning and Community Studies</b>            Program design and development            Housing condition surveys            Special needs assessments            Income surveys            Public and community facilities</p> <p><b>Compliance/Overlay Requirement Services</b>            Federal and State            Labor Compliance</p> <p><b>Environmental Services</b>            NEPA            Combination CEQA/NEPA            Phase I /Phase II</p>	<p><b>Grant /Funding Services</b>            CDBG (DR)            PLHA            HOME            ESG            CalHOME            State bond programs            Small Community Grants Program            USDA – Rural Development            Department of Parks and Recreation            I Bank            Department of Water Resources            State Water Resources Control Board            CalRecycle            Department of Transportation            Environmental Protection Agency            Department of Homeland Security            Department of Justice            Environmental Protection Agency</p> <p><b>Project Development</b>            Recreational Trail            Park Development            Infrastructure Project Development                Water, Sewer, Storm Drainage, etc.            Lighting            Public Safety Facilities                Fire Station                Community/Senior Centers            Multi-Family Housing</p>
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## Grant Programs and Applications

The Adams Ashby Group recognizes the importance of securing financial assistance for municipalities and can provide your community with the necessary resources and expertise to secure both private and public funding. As with any program or project, locating and securing funding is the key component to success. Now more than ever, organizations must put priority projects and programs on the shelf due to the lack of available monies in budgets. As new sources are identified, our team monitors funding agencies and resources to ensure every available grant and loan program is examined to provide our clients with as many opportunities as possible. Our goal is to leverage funding to the highest extent possible.

The above table outlines the state and federal agencies that we have grant writing experience in and monitor to ensure funding announcements are distributed to our clients for identified projects. The Adams Ashby Group is your one stop resource for identifying and securing state and federal funds. We have provided more detailed application funding information in with our references and projects funded on page 21.

## Grant Administration/ Program Management Services

Managing grant programs and funding is essential to the success of a grant awarded to a community, as performance can determine future awards and grant management must be a priority. Maintaining files, records, and required public information binders are important factors in successful management. Our team works with staff to ensure the documentation is maintained for audit and reviews this information regularly as support to the team. Semi-annual audits of documents as well as close-out audits are conducted with staff to identify any missing information. This process ensures if a state audit is conducted, the files and staff are ready to provide the information with confidence.

The secondary component to the administration process is the reporting requirements. Currently, the CDBG program reporting processes are in flux as new processes are implemented and tested. Adams Ashby Group participates in the CDBG Advisory Committee and other strategic meetings in order to provide regular feedback to the State on the new changes and impacts of the changes implemented. We complete reports for our communities or provide oversight and review for staff as necessary. The value of our team is we work with numerous communities and representatives and are exposed to the various issues, concerns, and corrections that one can encounter in the reporting process. This exposure allows us to provide quick responses and solutions to the challenges we face during this current change.

The third, and sometimes forgotten, component of Grant Administration is once a program has been completed, residual management of Program Income, Portfolio's and Long-Term Monitoring are required and must continue. The Adams Ashby Group is trained and maintains certifications by HUD and other agencies to effectively provide these services to your agency and ensure compliance. Lorie and Paul have been instrumental in providing Program Income audit services, reporting, and working with clients to ensure reporting of these funds is accurate. Additionally, our team has developed and implemented numerous Loan Portfolio Management programs servicing from a few as 10 to more than 75 active loans. We provide services related to loan modifications, subordinations, loan payoffs, long term monitoring for multi-family projects and other title and loan related tasks that may arise during the term of loans made by the jurisdiction.

### **Program and Project Implementation Services**

There are a variety of programs and projects that can be implemented with grants funds depending on your community needs whether a housing program or public works project. Our goal is assisting in the development, visioning and implementation of your programs and projects. Adams Ashby Group is prepared to implement your programs and projects and assist you in accessing the required funding to meet the needs of your community.

### **Planning and Community Studies**

Planning is always the first step in any project or program and understanding the variety of factors are critical to accessing funding. The Adams Ashby Group will provide focus and assist your community in accessing funding to complete the appropriate studies that are a priority for your community. Our firm can assist you in the development and preparation of the following types of planning and community studies: environmental, special needs assessments, income surveys, and necessary design/engineering for your various public works and community projects. At the Adams Ashby Group we have been successful throughout our careers and have accessed more than \$1,500,000 in planning funds for communities, which has resulted in the construction and completion of many projects.

### **Environmental Services**

Throughout their professional years, Ms. Adams and Mr. Ashby have completed the necessary environmental clearances for a variety of projects and programs. Depending on your project needs, the following demonstrates the level of environmental services that the Adams Ashby Group can provide: CEQA Initial Study, NEPA Statutory Worksheet, Environmental Assessment, 8-Step Flood Impact Analysis, and HUD required environmental documents, and all public processes triggered by each. For high level CEQA and NEPA services Adams Ashby Group has developed relationships with firms to provide services based on the project needs.

### **Project Development**

Throughout our careers we have been instrumental in guiding municipal agencies in the development and implementation of various projects and programs. We understand the steps necessary to produce an idea from an initial thought to the actions needed to develop, fund, and construct. The Adams Ashby Group can assist you in developing ideas and visions into completed projects.

### **HOME Long Term Monitoring**

The HOME Program, State and Federal, requires compliance process known as Long Term Monitoring as a part of their Multi-Family Housing projects constructed using the HOME loan funds. Our team is well versed in the HOME requirements and provides training to each management team to ensure compliance at the highest level.

## The Team:

Lorie Adams will be the primary contact for the city. Lorie will provide grant management, program support and project coordination services for all programs and projects during the contract term. Lorie will be managing the process and Paul will be available as needed to assist with coordination or if she is not available Paul will provide necessary direction and support.

Ms. Adams and Mr. Ashby have over 30 years of combined experience working for and with local government agencies in the administration and implementation of grant funds. Both provide expertise of all intricacies related to grant programs and have managed and implemented these programs from application through close out with CDBG, HOME, USDA, and others. Ms. Adams and Mr. Ashby have been highly successful throughout their career in securing funding for communities across California and offer grant writing experience for over 15 state and federal agencies. Additionally, Mr. Ashby brings vast experience in environmental processes and procedures; ensuring that all federal and state regulations are followed and met for your projects.

In addition to the primary team contacts, Adams Ashby Group, Inc. will provide support staff as follows:

### Dawn McGee, Associate

Ms. McGee has been with Adams Ashby Group just over 5 years and manages our clients' loan portfolios and implements the HOME Long Term Monitoring Annual Audits. Her current portfolio represents 5 communities for Housing Loan Services and 48 Annual Audits for the HOME Long Term Monitoring processes. She has excellent customer service skills as well as guiding projects to solving issues and concerns to resolution. Ms. McGee works with clients to perform modifications, loan assumptions, payoffs and work outs when there are changes in occupancy. She is currently working to schedule the 2023 Annual Monitoring for multi-family projects and works with each project to implement the required regulations.

### Chris Lockhart, Labor Compliance Specialist

### Brenda Bogart, Labor Compliance Analyst

Mr. Lockhart and Ms. Bogart provide support to projects when implementing DOL and DIR Prevailing Wage requirements for a variety of funding sources. As a team they provide full implementation of the required regulations under HUD Department of Labor, DIR, and local requirements related to Labor Compliance. They work with each general contractor to obtain the required documentation, payrolls, training funds, posting of jobs for Section 3 compliance, and work observation and interviews to document the file for audit and monitoring by the funding agency. The team also works to provide information to the general and subs when wage discrepancies are found and to ensure restitution is paid accordingly. The goal of the team is to effectuate compliance and ensure the city is protected.

### Beth Dodd, Analyst - Grant Program Management

Ms. Dodd works in coordination with Lorie Adams and Paul Ashby to support the overall programs and project administration and application processes. Ms. Dodd works extensively with the overall funding program requirements and sub-recipient support and training. She provides the program sub-recipients with the Grant Management Training, annual monitoring support, onsite training, and report review and completion to support each program. Additionally, Ms. Dodd is instrumental in working with the eCivis grant application process and assisting in the development

of policies, procedures and other supportive components to ensure compliance with the various layers of requirements.

Steven Fawcett, Project Manager/OOR

Mr. Fawcett has been with our team over 12 years and brings a depth and proficiency to our firm that is unsurpassed. Steven's background and exposure to a variety of projects has prepared him for the complexities that exist in OOR projects as well as projects taken on by non-profit agencies. His ability to guide them through the process of design, bid, plan check, contractor selection, and the multiple factors of a construction project with such grace and ease is comforting. Mr. Fawcett is comfortable working with applicants, staff, and professionals and putting the information in terms that are understandable for the client. Although his work in this program for the City would be limited to training and bridging the gap between staff – he is proficient in providing the support as needed.

Roy Hastings, R.L. Hastings & Associates

Mr. Hastings is a sub consultant that works with Adams Ashby Group on multi-family projects and funding provided from HOME, USDA, TCAC, MHP and other project funding sources. Roy will provide support services as needed to the County when projects require his expertise. Mr. Hastings has been working with multi-family project under HCD and HUD for over 25 years and is well versed in the procedures, regulations, environmental processes, agreements, and other requirements that are critical to the success of these projects.



# Lorie Ann Adams

Principal

## Education

AA, Business Administration, Axia College/Yuba College  
BS, Business - Public Administration, University of Phoenix  
HUD HOME Expert Certification (2006)  
School of Real Estate Graduate (2001)

## Certifications

CDBG/HOME Annual Workshop/Training Programs (1992-Present)  
HUD Environmental Training Program (2001 - 2021)  
HUD Relocation Training (2002- 2009-2017)  
HUD Section 3 Training (2021-2022)  
HUD OIG Fraud Training (2022)  
Environmental Training Courses, University of Davis (2005,2006)  
AJI Network, Santa Clara CA (2005-2006)  
Labor Compliance Workshops HUD/DIR (2004-current)  
Landmark Education (2006,2007,2009)  
League of California Cities Annual Conference (2006-2013)  
CalTrans Local Assistance Training (2006-2009)

## Professional Affiliations

CDBG/HOME Advisory Task Force (1992-1995, Current)  
Live Oak Chamber of Commerce Board Member (1992-1995)  
Yuba Sutter Chamber of Commerce (2006-2008)  
Yuba City Planning Commissioner (Current)

## Project Experience

### **Maldonado Regional Park, City of Firebaugh**

7-acre regional park project totaling \$5.2 million dollars in funding from federal and state sources. Provided the city with funding from 8 sources to complete the project. All aspects of implementation were managed by to ensure compliance for each funding source including reporting, funding draws, environmental compliance, labor compliance, procurement and other Federal and State regulations. The facility now provides a skate park, splash park, three ball fields, regional soccer facilities, park and ride lot, basketball courts, community garden, and a quality of life to the residents.

### **Department of Water Resources, City of Firebaugh**

Assisted the community in updating an application previously submitted to obtain funds for the replacement of water infrastructure lines within the downtown. The project total was \$2.2 million in funding and has resulted in additional funds being awarded to the agency to expand the project. Provided the city with management of the project overlay requirements, procurement process, administration, labor compliance and environmental compliance for the project.

### **USDA Rural Utilities Services Program, City of Lakeport**

Completed pre-application and application for two projects totaling \$8.2 million in funding for the replacement and rehabilitation of the water and sewer infrastructure. The water project included: acquisition of land to secure existing well site; replacement of the Supervisory control and data acquisition (SCADA) system; looping of existing 14-inch water mains on Parallel Drive and South Main Street; replacement and installation of water meters and metering system. The sewer project included updating the SCADA system; repairs to the treatment ponds; replace lines to reduce I & I; as well us replacement and upsizing of collection pipes at Main Street from Clearlake Ave to Sixth Street. The project was completed on time and on budget.

### **Community Development Block Grant Program**

Have completed more than 90+ applications during my career under the General Allocation Programs and 35+ applications under the Planning Technical Assistance Program, each receiving award in excess of \$80 million in funding. Applications include Housing Rehabilitation, First-Time Homebuyer with or without Rehabilitation, Community Facilities, New Housing Construction, Public Works and various planning grants as outlined above. Also completed program administration, Labor Compliance, Section 3 and implementation of all environmental and other overlay requirements.

**HOME Investment Partnership Program**

Completed more than 50 applications under the HOME Program, each receiving award. Applications included Owner-Occupied Rehabilitation, First-Time Homebuyer, Tenant-Based Rental Assistance, and Renter-Occupied Rehabilitation. Completed program administration and implementation of all program requirements including environmental and other overlay requirements as outlined in the Federal Regulations.



# Paul Ashby

Principal

**Education**

BS, Community and Regional Development with an emphasis in Policy and Planning, University of California Davis (2006)

**Certifications**

CALED – Keys to Successful Economic Development Certification (2009)  
Redeveloping California’s Brownfields Workshop (2007,2008)  
CDBG/HOME Annual Workshop/Training Programs (2006-Present)  
HUD Environmental Training Program (2006 - Present)  
Department of Labor Davis Bacon (2010-Present)  
Section 3 Training (2015 – Current)

**Experience**

**Community Development Manager  
California Engineering Company**

April 2006 – May 2009

As community development manager, oversaw a staff of five and ensured project/program efficiency and completeness. Performed as the primary grant writer at the firm and successfully retained more than \$15 million for various clients throughout the state. Provided expertise to clients for grant funding from various state and federal agencies, including but not limited to: HCD, HUD, USDA, DWR, Caltrans, Parks and Recreation Department, and more. Additionally, oversaw the majority of proposals in response to Request for Proposals and Request for Qualifications for community development services.

**Project Experience**

**New Fire Station, City of Firebaugh**

Worked with city officials to apply for and receive over \$5 million in CDBG funding for the construction of a new fire station. Duties includes: Application development, project management, procurement of architect, assist with bidding process, NEPA clearance, prevailing wage compliance, financial management and all reporting to the State.

**Waterline Replacement Projects, City of Grover Beach**

Assisted the City with applying for and successfully obtaining grant funding in 2013, 2017 and 2020 to complete waterline replacement projects to eliminate aging infrastructure in the City's distribution system. All projects involved project management, NEPA clearance, federal procurement, Davis Bacon compliance, Section 3 compliance, financial management and federal/state reporting overlays.

**Community Development Block Grant Program – Non-Entitlement**

Completed well over 50 applications to the non-entitlement CDBG program which have included Housing Rehabilitation, First-Time Homebuyer with or without Rehabilitation, Community Facilities, New Housing Construction, Public Works and various planning grants as outlined above. Also completed program administration and implementation of all environmental and other overlay requirements for the majority of grants that have been funded.

**Community Development Block Grant Program – Entitlement**

Acted as the program administrator for multiple jurisdictions that participate in the HUD CDBG entitlement program. Well versed and experienced in the follow components of the entitlement program: IDIS management, vouchers, project/activity setups, Annual Action Plan, Consolidated Plan, CAPER, HEROS (NEPA compliance in HUD's portal) and much more.



# Dawn McGee

Associate

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Adams Ashby Group

**Professional History** Adams Ashby Group  
2016-Present

**Associate**

Management of client's loan portfolios and implementation of the HOME Long Term Monitoring Annual Audits. Current portfolio includes 5 communities for Housing Loan Services and 48 Annual Audits for the HOME Long Term Monitoring processes. Excels in customer service as well as guiding projects to solving issues and concerns to resolution. Provides required loan packages and information with clients to perform modifications, loan assumptions, payoffs, and solutions when there are changes in occupancy.

**Additional Professional Experience:**

**Realtor (Keller Williams):** Sacramento California. 2008-2016

**Wells Fargo Bank:** Concord California: 1998-2008. Online Banking Specialist, personal banker and first level technical support.

**Pacific Gas & Electric:** Marysville, Sacramento, & Woodland California. 1992-1998. Extensive customer service training. Meter Reader, payment processing and Customer Service in a call center setting.

**Safeway Inc:** Yuba City, California. 1980-1991 Journeyman Clerk



# Brenda Bray

Labor Compliance Analyst

**Education** Yuba College-Early Childhood Education  
San Diego Job Corps Vocations Trade School

**Professional History** Adams Ashby Group  
2021-Present

**Labor Compliance Analyst**

Supports clients when implementing DOL and DIR Prevailing Wage requirements for a variety of public infrastructure and facility projects. Oversees and implements the required regulations under HUD, DOL, DIR, and local requirements related to Labor Compliance. Attends pre-bid and pre-construction meetings to ensure that all expectations are made clear at the beginning of each project. Communicates with each General Contractor and subsequent Sub-Contractors to obtain the required documentation, payrolls, training funds, and apprenticeship certifications. Reviewed good faith efforts to ensure MBE/DBE and Section 3 compliance. Audits each payroll submitted for accuracy and to confirm the proper wages are being paid. Produce monthly reports outlining findings & required corrections to maintain compliance with the funding agency. Provide information to the general and subs when wage discrepancies are found and ensured restitution is paid accordingly. Should an audit occur I aid in gathering and organizing the requested information to expedite the audit process with minimal impact to ensure our clients remain in compliance and in good standing with the funding agency.

North Star Construction & Engineering  
2017-2021

**Payroll/Accounts Payable Clerk:**

Reviewed employee time and attendance records to ensure compliance with state regulations. Processed weekly payroll using QuickBooks and prepared certified payroll reports. Maintained employee/vendor information for accurate distribution. Monitored the status of accounts payable to facilitate efficient processing. Analyzed, audited, and resolved any AP/Payrolls discrepancy to ensure accurate and timely payment. Responsible for performing routine clerical work and preparation of payroll reports and account reconciliation reports. Continually screened for changes or updates to Federal and State prevailing wage standards and wage rates.

Marysville Joint Unified School District  
2014-2017

**Classroom Paraprofessional & School Librarian:**

Discussed and assigned duties daily with the classroom teacher to coordinate instructional efforts. Presented subject matter to students using lectures, discussions, and role-playing methods. Instructed in small groups to exercise letter sounds, words, colors, and basic social skills boosting their confidence and performance scores. Administer and assist students in classrooms, halls, cafeterias, school yards, gymnasiums, and on field trips. Utilized a variety of behavior management techniques and strategies to develop and promote desired behaviors. Processed the returning and checking out of books including sorting and shelving books as they came in and out of the library. Planned and organized regular Book Fairs. Instructed and monitored students in the use and care of equipment and materials in order to prevent damage and frustration.

Bank of the West  
2006-2011

**Assistant Customer Service Manager:**

Grew and nurtured customer relationships upon contact resulting in measurable customer value. Monitored the daily activities and effectively communicated with team members to maintain clearly defined expectations. Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of the bank. Assist the Customer Service Manager with branch personnel issues such as employee counseling, balancing cash drawers and the bank vault, and resolving any scheduling conflicts. Supported the Branch Manager in supervising branch personnel with sales and marketing and customer disputes.

American Equipment Rentals & Sales  
2002-2006

**Credit and Collection Manager:**

Established and implemented an accounts receivable process. Created a working policy for employees to follow to enable the protection of company assets. Organized and maintained all collection and court case files. Appeared in small claims court on behalf of the company, following through on the settlement of cases. Collaborated with attorneys as needed when larger court claims were needed. Filed and maintained all preliminary notices and lien releases and bankruptcy files. Prepared monthly debt and aging reports, conducted monthly meetings and audits, and modified contracts as needed.



# Christopher Lockhart, Sr.

Labor Compliance Specialist

Yuba College - A.S. Criminal Justice

**Education**  
**Professional History**

**Labor Compliance Specialist Adams Ashby Group**

2016 to Present

Provides support to municipal clients, their contractors, and subcontractors for prevailing wage projects with various government funding sources. Implements processes to ensure labor compliance regulations of state and federal agencies are adhered to. Collects and maintains all required documentation related to labor compliance as well as Certified Payrolls. Conducts on-site employee interviews and reviews certified payrolls to ensure correct classifications are used and wages/ fringe benefits paid follow the current wage determinations as required. Provides support to agencies conducting audits and monitoring. Communicates with contractors and their subcontractors if discrepancies are found and restitution payments to employees are necessary.

**Prior to 2016**

**Security Supervisor/Guard Instructor/NRA Firearms Instructor:**

Armed Guard Security Services, Chico, CA

**2012-2021**

**Field Service Project Supervisor:** Comcast Cable, Roseville, CA

**2004-2012**

**Field Service Project Manager:** DISH Network, Sacramento, CA

**2000-2004**

**Deputy Sheriff:** Yuba County Sheriff's Office, Marysville, CA

**1994-1999**

**US Army Service**

**US Navy Service, USS Abraham Lincoln (CVN-72)**

# Steven Fawcett

Inspector

- Education** Building Inspection Technology, Butte College  
Management and Business Administration, Sierra College
- Certifications** ICC certified Building Official, Plans Examiner, Building Inspector, and Residential Inspector  
California Association of Code Enforcement Officers (CACEO) certified Code Enforcement Officer (advanced)
- Experience** **Adams Ashby Group, Inc.**  
2011-Present  
Operation and management of the Housing Rehabilitation programs for multiple cities and counties programs. Principal point of contact for homeowners and construction professionals; exercise professional judgment, diplomacy, and decisions to achieve optimal program success; project preparation, development, monitoring and management; review and improve ineffective and/or inefficient policies and procedures; develop and oversee field, bid and contractor procedures and protocol; create and execute project and service contracts; establish and implement project work specifications; perform product, vendor, and program research; conduct bid walks and project inspections; produce reports; certify project approvals; justify and authorize payables; provide technical support and oversight; conduct clerical tasks; issue notices; ensure compliance with Federal and State Housing Rehabilitation and Lead Based Paint regulations; resolution of complex issues.
- Additionally, work with non-profit sub recipients to manage facility projects from inception of a project, through architectural design, planning and building approvals, revisions, through contractor selection and project buildout. Provide project management services as needed for the project to ensure compliance.
- City of Novato, CA**  
**Coastland Civil Engineering, Auburn, CA**  
**Willdan Engineering, Roseville, CA**  
**Bureau Veritas North America Inc, Sacramento, CA**  
November 2014 – December 2018
- Senior Building Inspector; Plan review, building inspection, administrative services, permit processing/issuance, supervise and assign inspection staff, operational oversight during absence of Building Official. Plan review, building inspection, administrative services, permit processing/issuance, housing rehab cost feasibility reviews.
- Code Compliance/Rehabilitation Specialist**  
**City of Grass Valley**  
1989 – 2011  
Principal point of contact for homeowners and construction professionals. Additionally, work completed for the City Code Enforcement program.

# Roy L. Hastings

R.L. Hastings & Associates, LLC

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Adams Ashby Group

## Education

### GRADUATE:

University of California at Davis  
Ph.D. program in Political Science

PROFESSIONAL: California State University, Sacramento  
M.P.P.A. - Master of Public Policy & Administration, 1995

UNDERGRADUATE: Northwest Christian College, Eugene, Oregon  
B.S. Psychology and Christian Ministry, 1984

## Professional History

### 2001 to Present:

Private consulting practice with an emphasis on affordable housing grant and loan programs, including the California State HOME Program, CDBG Program, Multifamily Housing Program (MHP), Tax Credit Allocation Committee (CTCAC), Joe Serna, Jr. Program, federal labor standards monitoring, relocation services and NEPA Environmental Assessment preparation. The firm also oversees the California Housing Authority Associations' collaborative effort with the California Department of Justice in providing sex offender registration information to public housing authorities in California.

### Prior to 2001:

**Graduate Student (Political Science Ph.D. Program):** University of California, Davis. 1996-2001

**Teaching Assistant (Political Science):** University of California, Davis. 1996-2001

**Adjunct Assistant Professor: California State University, Sacramento:** Taught in the Department of Politology at Far Eastern State University , Vladivostok, Russia from October-December 1995, appointed 10/1995 to 6/1996

**Graduate Student (Public Policy and Administration):** California State University, Sacramento, 1992-1995

**Jesse Marvin Unruh Assembly Fellow:** California State Assemblyman B.T. Collins, 1991-1992

**Undergraduate Student:** San Jose State University, San Jose, CA, 1989-1991

**English Conversation Instructor:** Osaka-Sakai YMCA Gakuin, Osaka, Japan, 1986-1988

## Resume for James Douglas Harsany Jr. (Doug), AICP

### Core competencies | Strengths | Expertise

- ❖ Complex real estate transactions
- ❖ Knowledge of NSP, CDBG, & HOME
- ❖ Policy & legal documents
- ❖ Demystifying federal regulations
- ❖ Building construction/development
- ❖ Performance evaluation
- ❖ Proformas/project finance
- ❖ Community/Economic Development
- ❖ Develop/manage staff
- ❖ Strengthening partnerships
- ❖ Strategic planning & decision making
- ❖ Managing risk/conflict

### Professional Experience

#### Founder & President

Harsany & Associates, LLC

2010 - Present

This firm exists to provide project/program management services, technical assistance, strategic planning guidance, research & analysis support, and training to state and local government entities involved in community revitalization, economic development, housing, and sustainability efforts. Examples of accomplishments for this firm include the following:

- ❖ Served as an NSP expert and TA provider for HUD, conducting multiple NSP trainings and clinics, and providing guidance and closeout assistance to multiple grantees across the country.
- ❖ Developed strategies, policies, processes, basic business and legal structures and contractual documents for the successful implementation of the \$200,000,000+ Neighborhood Stabilization Program (NSP) consortium for the State of Michigan, including 11 Cities.
- ❖ Provided technical assistance to the City of Canton, Ohio to strengthen their financial management systems for NSP. Following review of their systems and interviews with staff, solutions included our assistance in the development of tracking systems, dashboards, and other tools to help them to organize and expedite processes; staff mentoring/training; process mapping to clarify roles and timelines; reassignment of staff to better fit capabilities, personalities, and address staff overload; and meetings with other departments involved in the process to clarify expectations.
- ❖ Led and managed the process of recreating how the City of Lima, Ohio undertook housing development, from annual rehabilitation of a few homes, to successful use of HOME funding to leverage \$17 million in other funds (Low Income Housing Tax Credits, Federal/State Historic Tax Credits, private investment, etc.). Created project proforma, and managed the project throughout the development/construction process, including development of legal documents and financial tracking systems, review of draw requests, and setting up systems for project monitoring. The result is the redevelopment of a beautiful, historic, vacant, 11 story building into newly renovated commercial space and 47 apartments, part of them market rate, leveraging additional interest/activity in the downtown.
- ❖ Reviewed the current NSP program and practices and developed a policy and procedure manual for the City of Mesa, Arizona including detailed guidance and tools. Guided staff with implementation strategies.
- ❖ Served as a subject matter expert for the CDBG and HOME Ask-a Question sites for the U. S. Department of Housing and Urban Development. This included writing formal responses to Program questions raised by grantees across the country and required an in-depth knowledge of the HOME and CDBG regulations.
- ❖ At HUD's request, providing guidance to the State of Texas Department of Housing and Community Affairs regarding Land Banking challenges and to ensure that Federal requirements are being met.

## Cost Proposal

Costs are based on a flat fee cost and billed monthly. Hourly rates are provided for additional work and budget purposes. The actual costs are provided under Section G. Budget and under a separate electronic file issued upon request.

2023 Cost Schedule	Hourly Rate
Principal	\$125.00
Support Staff / Inspector	\$95.00



## Section D: Project Experience

### Grant Experience

The table below provides an outline of the various funding sources awarded to communities and managed by either Ms. Adams or Mr. Ashby during their career. The Adams Ashby Group brings together over 30 years of experience working with communities and managing over \$100,000,000 in projects.

<b>Funding Agency/Program</b>	<b>Funding Managed</b>
CalTrans Transportation Enhancement Program	\$294,000
CalTrans Safe Routes to School - State and Federal	\$1,715,000
CalTrans Bridge Replacement Program	\$428,000
CDBG - Project and Program Funds	\$80,000,000+
CDBG - Planning Technical Assistance	\$2,000,000
CDBG - Planning Technical Assistance - ED	\$1,500,000
CDBG-DR-MHP/MIT/PPS	\$65,000,000+
CalHOME - First Time Homebuyer Program	\$1,000,000
HOME - OOR, FTHB, and TBRA Programs	\$18,676,000
HOME - First Time Homebuyer Project	\$500,000
EHAP - Capital Development Project	\$1,000,000
California Integrated Waste Management Board - Tire Derived Grant Program	\$292,000
DWR - Prop 13 Water Project	\$2,300,000
DWR - Proposition 50 Funds	\$7,000,000
Department of Park and Recreation - Park/Trail Funding	\$973,000
USDA - Water and Sewer Infrastructure Program	\$7,700,000
Stewardship Council - Park Funds	\$300,000
First 5 - Fresno County - Park Funds	\$1,500,000
Board of Reclamation - Water Project	\$80,000
Joe Serna, Jr. Farmworker Housing Grant Program	\$2,000,000

Below we have included a list of references and a brief overview of projects completed by Adams Ashby Group. We welcome contacting any of these clients, as we believe our work ethic and integrity speaks for itself.

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### City of Firebaugh

Ben Gallegos, City Manager  
Rita Lazano, City Clerk  
1133 P Street  
Firebaugh, CA 93622  
Phone: (559) 659-2043

We have worked with the City for over a period of 13 years assisting with the implementation of the various housing programs and a variety of infrastructure projects in the City including Planning Studies as well as constructing a new fire station and community center/senior center and parks. We have prepared numerous applications for funding under DWR, Stewardship Council, RZH and Park Funds, HOME, CDBG, and Caltrans. We provide data and support information to ensure the housing element recommendations are implemented as well as development of strategies based on the current needs of the community. We provide full service to the City of Firebaugh including all Federal Overlays including but not limited to Labor Compliance, NEPA, procurement, and elements related to 2 CFR Part 200.

#### CDBG Experience:

09-STAR-6389: CDBG-R

Public Infrastructure Project

10-STBG-6714: Public Infrastructure Project

11-PTEC-7623: Planning Technical Assistance

12-CDBG-8389: Public Infrastructure Project

15-CDBG-10568: Public Infrastructure Project

17-CDBG-12016 – Public Infrastructure Project

18-CDBG-12995 – Public Infrastructure Project

18-CDBG-12911 – Public Infrastructure Project

20-CDBG-12000 – Community Facilities Project

20-CDBG-CV1/2/3 – Public Service Programs

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### City of Lakeport

Kevin Ingram, City Manager  
Nick Walker, ASM/Finance Director  
225 Park Street  
Lakeport, CA 95453  
Phone: (707) 263-8841

The Adams Ashby Group provides the City of Lakeport with support in administering and delivering the city's housing programs and public infrastructure projects using CDBG, CDBG-DR, HOME, and USDA funding for a total of \$10 million dollars. In the most recent CDBG award, we procured funding to complete a Planning Technical Assistance Project to complete the Forbes Street Neighborhood Study that is currently underway. Throughout our work with the City, we have provided the following: on-site training for staff, update and submission of program guidelines, complete environmental documents, Section 3 implementation, project reporting, and administration through closeout and program audit with no Findings.

#### CDBG Experience:

2010- CDBG: Neighborhood Improvement Study

2014- CDBG: Business Assistance Funds

2017- CDBG: Business Assistance

2017/2018 CDBG-DR: Multi Family Housing Program

CDBG Pi: Carnegie Hall and City Hall ADA Projects

2018 – CDBG: Infrastructure in support of Housing

2020 – CDBG CV 1/2/3 Facility Improvements

2021 CDBG: Economic Development Program

**County of San Joaquin**

Chris Becerra, Management Analyst III  
 1810 East Hazelton Avenue  
 Stockton, CA 95205  
 Phone: 209-468-3157

The County of San Joaquin is an “entitlement” community that received its CDBG funding directly from HUD. In addition, there are 5 participating cities within the County’s CDBG Program. We have worked with the County for approximately 4 years on a variety of administrative services to assist their staff who has seen significant turn over in recent years. Our firm has assisted their staff with the following activities: draft annual action plan, environmental processes, public hearings, managing over 40 sub-recipients, IDIS data input, housing program inspections and program review, CAPER, Program Income NOFA to expend additional funds and more. The County receives an allocation from HUD for nearly \$2.3 million and has expanded their services with the CARES Act and we are implementing their ESG funding along with the sub-recipient risk assessment and monitoring process to ensure compliance.

**City of Crescent City**

Bridgette Lacy, CDBG Manager  
 377 J St. Crescent City, CA 95531  
 Phone: (707) 464-7483

The City of Crescent city has an active CDBG portfolio, remote location, and projects that range from ED, community services and infrastructure all happening at once. We have worked to become an integral part of this dynamic team over the years and have provided value in access to CDBG funding sources and a fresh outlook on projects. Our main goal is to train staff and to manage compliance for the contracts.

**CDBG Experience:**

Program Income: PI Waiver Projects for Public Service

10-STBG-6708: Public Services

10-EDEF-7253: Business Assistance Programs

11-PTEC-7618: Planning Technical Assistance

12-CDBG-8380: Public Infrastructure

14-CDBG-9880: Public Infrastructure, PTA

16-CDBG-11136: Business Assistance, Public Service

17-CDBG-12092: Public Infrastructure, Public Service

**County of Calaveras**

Kris Redman  
 Fiscal Manager Department of Health and Human Services  
 509 East Saint Charles St.  
 San Andreas, CA 95249  
 (209) 754-6445

Adams Ashby Group is currently implementing CDBG Housing funding and has recently taken the lead role in their CDBG and HOME funding programs. In addition to this funding, we provide portfolio management services for their CDBG and HOME loan portfolio. We provide services related to payoffs, modifications, foreclosures, monthly and annual reviews to ensure taxes, insurance and occupancy are met in accordance with the Federal and State regulations.

## Program and Project Implementation and Awards

### City of Anderson:

09-STBG-6409  
09-STAR-6382  
10-STBG-6698  
CDBG-R  
20-CDBG-CV1 & CV2/3

### City of Capitola:

14-CDBG-9877  
20-CDBG-CV1 & CV2/3  
HOME LTM (1)

### City of Clearlake:

14-CDBG-Contract  
17-CDBG-Contract  
17-CDBG-DR-MHP  
CDBG-DR-INF/MIT  
HOME LTM (2)

### City of Colfax:

10-STBG-6708  
17-CDBG  
20-CDBG-CV1

### City of Crescent City:

10-STBG-6708  
10-EDEF-7253  
12-CDBG-8380  
14-CDBG-9880  
16-CDBG-11136  
17-CDBG-12092  
20-CDBG-CV1

### City of Dinuba:

15-CDBG-10560  
18-CDBG-12906  
20-CDBG-12005/06  
CDBG-CV1 & 2/3

### City of Firebaugh:

09-STAR-6389  
10-STBG-6714  
14-CDBG-Contract  
12-CDBG-8387  
15-CDBG-10568  
17-CDBG-12016  
18-CDBG-12911  
20-CDBG-1200  
20-CDBG-CV1 & CV 2/3  
06-HOME-2485  
07-HOME-3499  
08-HOME-6993  
11-HOME-7668  
18-HOME-Contract  
USDA Public Infrastructure  
USDA Community Facilities  
Safe Routes to School  
Roberti Z'Berg Harris  
ARRA  
CalHOME  
Caltrans Planning Grants

### City of Gilroy:

CAPER/Annual Plan  
CDBG Allocation  
HOME Allocation  
CDBG CV 1/2/3

### City of Grover Beach:

13-CDBG-8961  
17-CDBG-12027  
20-CDBG-12013/14  
20-CDBG-12061  
20-CDBG CV1 & CV2/3  
13-HOME-Contract

### City of Gustine:

USDA Public Infrastructure (2)  
USDA Community Facilities (2)

### City of Hollister:

13-CDBG-8956  
17-CDBG-12098  
20-CDBG-12015  
98-HOME-0308  
14-HOME-10035  
HOME LTM (2)

### City of Jackson:

USDA Allocation  
20-CDBG-CV1 & CV 2/3  
CDBG PI Lateral Program

### City of King:

17-CDBG-12024

20-CDBG-12002

20-CDBG-CV1 & CV2/3  
HOME LTM (1)

### City of Lakeport:

14-CDBG-Contract  
17-CDBG-12018  
09-HOME-6212  
12-HOME-8576  
21-CDBG-ED-10009  
17/18 CDBG-DR-MHP  
USDA Public Infrastructure (2)  
USDA Community Facilities (2)

### City of Lincoln:

13-CDBG-8950  
14-CalHOME-8202  
City of Livingston:  
13-CDBG-8960  
16-CDBG-11142  
20-CDBG-12003  
20-CDBG – CV1 & CV 2/3  
13-HOME-9014

### City of Marysville:

20-CDBG-12085  
20-CDBG-CV1 & CV 2/3

### City of Orange Cover

12-CDBG-8403  
13-CDBG-8961

### City of Red Bluff:

13-CDBG-8936  
20-CDBG-12035  
20-CDBG-CV 2/3  
CDBG PI  
14-HOME-Contract  
12-HOME-8567  
HOME LTM (3)

### City of San Joaquin:

14-CDBG-9886  
17-CDBG-12026  
21-CDBG-NH-20001  
USDA Public Infrastructure (2)

### City of Susanville:

16-CDBG-11145

### County of Calaveras:

16-CDBG-11148  
20-CDBG-12008/009  
20-CDBG-12076/77  
CDBG PI  
HOME PI

### County of Nevada:

2017-CDBG-  
2018-CalHOME  
2018-HOME-Contract

### County of Tehama:

10-STBG-6740  
13-CDBG-Contract  
18-CDBG-12935  
20-CDBG-CV & CV 2/3  
08-HOME-4709

### County of Tuolumne

2013 NSP/NDR

### County of Yolo:

12-CDBG 13-CDBG  
10-HOME-6838

### Entitlement Programs:

City of Gilroy City of Watsonville  
County of San Joaquin

### HOME LTM Only:

City of Avenal  
City of Chowchilla  
City of Gardena  
City of Grass Valley  
Town of Mammoth Lakes  
City of Newman  
City of Oroville  
City of Scotts Valley  
City of Soledad  
City of Tulare  
City of Wasco  
City of Willows  
City of Woodlake  
County of Del Norte  
County of Lake

## Sam.gov: Non-Debarment

Adams Ashby Group – Current Expiration 4/19/2024



### ADAMS ASHBY GROUP, INC.

Unique Entity ID <b>R9SSB9PUJNL5</b>	CAGE / NCAGE <b>7KTB6</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Submitted Registration</b>	Expiration Date <b>Apr 19, 2024</b>	
Physical Address <b>1000 Lincoln RD # H-212 Yuba City, California 95991-6598 United States</b>	Mailing Address <b>1000 Lincoln Road H-212 Yuba City, California 95991-6598 United States</b>	

### Small Business Designation

The Adams Ashby Group has received a **Small Business Designation** from the State of California. Certification #1059345 Effective from July 22, 2009 – Present

### General Insurance / Professional Insurance / Workers Compensation

Adams Ashby Group Insurance Coverage is provided by USAA Insurance Agency – Hartford Casualty Insurance Company. The policy information is as follows:

General Liability: 65 SBA NW 6130	Each Occurrence	\$2,000,000
Fire Damage \$300,000		
Med Exp \$10,000		
P & ADV \$1,000,000		
General Agg. \$2,000,000		
Products –Comp \$2,000,000		
Automobile Liability: 65 SBA NW6130	Combined Single	\$1,000,000
Errors & Omissions Insurance: 596466820	Single Limit	\$1,000,000
State Farm Workers Compensation Policy: 90-CL-E629-8	Each Occurrence	\$1,000,000

Updated annually. The next certification will be issued 6/1/2023

### EEO/Conflict of Interest Statement/Drug Free Workplace

Adams Ashby Group is an equal opportunity employer. Our policy is to recruit, hire, and promote on the basis of qualifications and merit without regard to race, color, ethnicity, national origin, religion, gender, sexual orientation, disability, or marital status.

Adams Ashby Group is in compliance with Executive Order 11246.

We are Drug-Free Workplace and maintain the requirement in force that meets required state and federal overlay regulations.

## Section E: Project Understanding and Methodology

### Section F: Schedule of Tasks

We have worked with numerous communities in developing local capacity and internal grant management and will continue to work with the City to ensure your team is current and up to date on processes and fill in where needed for compliance. We believe in a partnership of our team and the City's team to ensure the most efficient operation of grant funding and project management. Based on the current workload the city has the following funding in process with our firm:

CDBG DR MHP Projects (2 applications in process)

21- CDBG Economic Development Contract

22-CDBG Planning Grant Contract

20-CDBG-CV 1/2/3 Projects

CDBG Program Income Projects

HOME Program Income Program/Projects

HOME Long Term Monitoring Projects (2)

This list is composed of multiple types projects and programs and some are more labor intensive and complex than others. Additionally, the CDBG-DR MHP projects will likely require implementation of Labor Compliance and Section 3 which we are prepared to implement and manage on behalf of the city as needed.

During our work under the CDBG DR programs many of the policies and procedures have been established and the next step is ensuring they are implemented accordingly. The following are now in place:

Time Keeping Procedures

Section 3 Policy

Procurement Policy

Non-Discrimination Policy

Labor Compliance Policy

Financial Management Policy

Environmental Policy

Anti-Lobbying Policy

With recent audits we have also confirmed that the following are also up to date:

Equal Opportunity Policy

Drug Free Workplace Policy

LEP Policy

Furthering Fair Housing Policy

Conflict of Interest Policy

Portfolio Management Policy and tracking

On the next page we have outlined the tasks and staff assignments for your programs and projects.

Task	Staff Assigned
Portfolio Management	<p>Dawn McGee Associate 7 Years with AAG</p> <p>Ms. McGee provides all portfolio management services for our contracts and held an active real estate license for many years. She also has a background in customer service and working with clients.</p>
CDBG Application Preparation/Implementation including Program Income Projects	<p>Lorie Adams/Paul Ashby Principal 15 years with AAG</p> <p>Lorie will be the primary contact and Paul will provide support as necessary and based on the project load for the City. Lorie has over 30 years experience with State and Federal Funding programs from application through implementation.</p>
HOME Application Preparation/Implementation including Program Income Projects	<p>Lorie Adams/Paul Ashby Principal 15 years with AAG</p> <p>Roy Hastings Sub consultant</p> <p>Lorie will be the primary contact and Paul will provide support as necessary and based on the project load for the City. Lorie has over 30 years experience with State and Federal Funding programs from application through implementation.</p> <p>Mr. Hastings joins the AAG team when HOME applications include Multi-Family Housing projects. Mr. Hastings provides application, project management, closeout and environmental support for these projects. General Administration, Labor Compliance and Section 3 compliance will be provided by AAG.</p>
Long Term Monitoring	<p>Dawn McGee Associate 7 Years with AAG</p> <p>Chris Lockhart Senior Inspector</p>

	<p>11 years with AAG</p> <p>Ms. McGee provides all portfolio management services for our contracts and held an active real estate license for many years. She also has a background in customer service and working with clients. Dawn is intimately familiar with HOME regulations and income verifications processes to ensure compliance with the project and tenants for monitoring.</p> <p>Mr. Lockhart provides the inspection services for Long Term Monitoring and employee interviews for the Labor Compliance.</p>
CDBG – DR MHP	<p>Lorie Adams/Paul Ashby Principal 15 years with AAG</p> <p>Doug Harsany &amp; Associates Sub Consultant 3 years with AAG</p> <p>Lorie and Doug will be the contacts for the CDBG-DR MHP projects. Doug and his team have over 20 years of experience working with Federal funding with HUD and other major federal programs. Additionally, our team provides support to the city for development projects, underwriting, and compliance with the CDBG-DR program.</p>
USDA Project Application/Implementation	<p>Lorie Adams/Paul Ashby Principal 15 years with AAG</p> <p>Lorie will be the primary contact and Paul will provide support as necessary and based on the project load for the City. Lorie has over 30 years experience with State and Federal Funding programs from application through implementation.</p>
Policy & Procedures eCivis Portal Management	<p>Lorie Adams Principal 15 Years with AAG</p>

	<p>Beth Dodd Analyst 2.5 Years with AAG</p> <p>Lorie and Beth work as a team to complete the policy &amp; procedures, monitoring, audits and eCivis management. Beth is a recent graduate of San Deigo State University with a degree in Criminal Justice with a focus on Public Administration. She has excelled in working with HCD and HUD and is well versed in the 2 CFR part 200 regulations. Her focus when joining our team has been grant administration and compliance.</p>
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Task	Schedule
Portfolio Management	Monthly support and review
<p style="text-align: center;">CDBG Application Preparation/Implementation including Program Income Projects</p>	<p>Contracts: 20-CDBG-CV2/3-00359 Amendment completed Construction completion Closeout by 10/24/2024</p> <p>21-CDBG-ED-10009 eCivis Reports and GA Only Closeout by 10/13/2025</p> <p>22-CDBG-PL-20337 Pending acceptance Tasks outlined in the application will need to be reviewed and updated for kick off. First step – establish Stakeholders. Schedule meeting between now and November 2023. Closeout by 7/1/2026</p> <p>Program Income: Reporting is completed on a quarterly basis as received.</p> <p>Applications: Funding can be added to current contracts or standalone projects as identified. Public hearing(s) will be required to complete processes and will be assigned as needed and based on the funding requirements of projects and programs in process.</p> <p>Application Cycles: January 2024 - NOFA Public Hearing will be held to review and discuss applications for projects and programs. This will occur once the NOFA is released to avoid any additional changes by CDBG program staff. Application due April 2024</p>
<p style="text-align: center;">HOME Application Preparation/Implementation including Program Income Projects</p>	<p>Application Cycles: October/November 2024 The City has two projects in cue for CDBG-DR MHP that may possibly need HOME funding to support their development efforts. The developer team may be able to</p>

	<p>complete the application on behalf of the City. If this is not an option, our team will provide this support for the project. We anticipate the project application to be due in February 2024 but will wait for the NOFA to be released for final dates.</p> <p>Program Income: HOME Program Income funds will be wrapped into the application to support the CDBG-DR MHP project. If a separate application is required it will be provided at that time.</p>
Long Term Monitoring	Annually in December Martin Street Apartments New Project (2024)
CDBG – DR MHP	<p>Parkside Apartments Application submitted TCAC funding in cue Finalize underwriting and access to NTP for the project (November 2024) All funds must be expended no later than 8/31/2026</p> <p>Bevins Street Apartments Project is seeking other funding. HOME Project application with HOME Program Income will be move forward for this project with a second round of TCAC funding in March 2024. All funds must be expended no later than 8/31/2026</p>
USDA Project Application/Implementation	TBD
Policy & Procedures eCivis Portal Management	eCivis reporting occurs on a monthly basis and project draws as needed by no more than monthly and not less than quarterly.

**“EXHIBIT B”  
APPROVED FEE SCHEDULE**

## Section G: Budget

Task	Cost Proposal
Portfolio Management	\$1000.00 per month
CDBG Application Preparation	OTC Application: \$5000 Public Service Application: \$5000 Planning Application: \$3500
CDBG Implementation Costs	<p>Costs are provided at the time of application submittal and are based on the program or project making application. These costs are provided as a flat rate and billed for the period of the grant term. An example is provided below:</p> <p>Project Cost Sample:                      General Administration: \$3500 per month for a period of 18 months</p> <p>Labor Compliance: \$3500 per month for a period of 12 months</p> <p>Environmental - CEST: \$4500                      Environmental Assessment: \$8500                      (Does not include required studies related to biological, wetlands, etc)</p> <p>Program Cost Sample:                      General Administration: \$1200 per month for a period of 24 months</p>
HOME Application Preparation	Program Application: \$5000 each Project Application: \$10,500 each
HOME Implementation Costs	General Administration: this will be determined if a Program or project is approved. Adams Ashby Group does not provide any support to program Activities for OOR or FTHB. We will provide training and support to program providers and General Administration services.
Long Term Monitoring	Annual Audits: \$3500 per project
CDBG – DR MHP	Application Package: \$3500 each Underwriting: \$15,000 each Project Implementation: \$102,450 each approved project (Including labor compliance)

## Section G: Budget

USDA Project Application	Application Package: \$10,500
USDA Project Implementation	This will be determined based on the project that is selected at application.
Policy & Procedures eCivis Portal Management	These costs are included in the General Administration costs provided for each related program
Program Income CDBG HOME CalHOME Housing Trust Fund RDA Other	<p>Fees associated with Program Income Administration outside of a contract will be billed hourly as required.</p> <p>Costs for application submittal will follow the Application budgets provided excluding CalHOME. This will be billed hourly.</p> <p>If a contract is held only in Program Income funds a flat fee for administration and implementation will be developed during the project or program budget process.</p>
Other duties as assigned	The hourly rates provided will be used to determine the charges and contract total for all other duties as assigned. At times a flat fee will be provided or an hourly rate including time and materials will be provided as an amendment to the contract to outline the budget and parameters.

### Adams Ashby Group, Inc.

832 Richland Road  
 1000 Lincoln Road – Suite H-212  
 Yuba City, CA 95993  
 916.449.3944 † - 916.449.3934 ‡  
[www.adamsashbygroup.com](http://www.adamsashbygroup.com)

## “EXHIBIT C” GRANT PROVISIONS

### Department of Housing and Community Development Required Contract Language

For this Exhibit, the term “contractor” is defined as a party to a signed contract.

#### **FEDERAL TERMS AND CONDITIONS:**

During the performance of the contract, the Contractor must agree to comply with all applicable Federal laws and regulations including but not limited to the following:

#### **AFFIRMATIVE ACTION:**

The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the United States Department of Housing and Urban Development (HUD) and subject to 24 CFR 85.36(e). CITY hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged, minority and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for an award. Minority and women-owned and operated businesses encouraged to apply.

#### **SECTION 3:**

The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the HUD, Community Development Block Grant Program, and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low and moderate income persons residing within the project area and that the contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in the area of the project. Regulations for implementing the Section 3 clause are contained in 24 CFR 135, as amended, and as specified in the project specifications.

#### **NON-DISCRIMINATION CLAUSE:**

During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

## **EQUAL OPPORTUNITY:**

During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will comply with Executive Order 11246 of September 24, 1965 entitled Equal Employment Opportunity as amended by Executive Order 11375 of October 1967 as supplemented in Department of Labor regulations (41 CFR chapter 60).
2. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion, transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City Setting forth the provisions of this nondiscrimination clause.
3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.
4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
8. The Contractor shall file, and shall cause each of his subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed. Compliance Reports shall be filed within such times and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.
9. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.
10. Whenever the Contractor or subcontractor has a collective bargaining agreement or other Contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the Compliance Report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor may prescribe: Provided, That to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency shall refuse to furnish such information to the

contractor, the contractor shall so certify to the Secretary of Labor as part of its Compliance Report and shall set forth what efforts he has made to obtain such information.

11. The Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the order. In the event that the union or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor may require.

12. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**CONFLICT OF INTEREST OF MEMBERS, OFFICERS, OR EMPLOYEES OF CONTRACTORS, MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS:**

Pursuant to 24 CFR 570.611, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. The Grantee shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this Section.

**INSURANCE:**

Maintenance, if so required by law, unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation, who may be injured or damaged by the contractor, or any subcontractor in performing the grant activity(ies) or any part of it.

**DISADVANTAGED/MINORITY/WOMEN BUSINESS ENTERPRISE FEDERAL REGULATORY REQUIREMENTS UNDER 24 CFR 85.36(e):**

The Contractor will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

1. Affirmative steps shall include:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

v. Using the services/assistance of the Small Business Administration (SBA), and the Minority Business Development Agency (MBDA) of the Department of Commerce.

**COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874):**

Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

**COMPLIANCE WITH ALL FEDERAL LABOR STANDARD PROVISIONS:**

Contractor shall comply with all provisions contained in the form HUD-4010, Federal Labor Standards Provisions.

**COMPLIANCE WITH SECTIONS 103 AND 107 OF THE CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327-330):**

Contractor will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Requires the contracting officer to insert the clauses set forth in 29 CFR part 5, Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

**REQUIREMENTS AND REGULATIONS PERTAINING TO DATA AND DESIGN:**

All data and design and engineering work created under this Agreement shall be owned by the City and shall not be subject to copyright protection. The rights to any invention which is developed in the course of this Agreement shall be the property of the City.

**REQUIREMENTS AND REGULATIONS PERTAINING TO REPORTING:**

The City, State CDBG, HUD and the Comptroller General of the United States or any of their duly authorized representatives shall be granted access to any books, documents, papers and records of Contractor which are directly pertinent the contract.

**COMPLIANCE WITH CLEAN AIR ACT AND CLEAN WATER ACT:**

Contractor shall comply with all applicable standards, orders and requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)).

1. Contractor shall comply with all applicable standards, orders and requirements issued under Section 508 of the Clean Air Act (33 U.S.C. 1368).
2. Contractor shall comply with Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

**COMPLIANCE WITH ENERGY POLICY AND CONSERVATION ACT (Pub. L. 94-163, 89 Stat. 871):**

The Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163,89 Stat. 871).

**D/MBE/WBE IMPLEMENTATION GUIDELINES:**

The following information, as applicable, shall be retained by Contractor and produced upon request by General Services if determined by General Services to be necessary to establish the bidder's "good faith efforts" to meet the Disadvantaged/Minority/Women Business Enterprise (D/M/WBE) requirements.

1. The names and dates of advertisement of each newspaper, trade paper, and minority- focus paper in which a request for D/M/WBE participation for this project was placed by the bidder.
2. The names and dates of notices of all certified D/M/WBEs solicited by direct mail for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the D/M/WBEs were interested.
3. The items of work for which the bidder requested subbids or materials to be supplied by D/M/WBEs, the information furnished interested D/M/WBEs in the way of plans, specifications and requirements for the work, and

any breakdown of items of work into economically feasible units to facilitate D/M/WBE participation. Where there are D/M/WBEs available for doing portions of the work normally performed by the bidder with his own forces, the bidder will be expected to make portions of such work available for D/M/WBEs to bid on.

4. The names of D/M/WBEs who submitted bids for any of the work indicated in (3) above, which were not accepted, a summary of the bidder's discussions and/or negotiations with them, the name of the subcontractor or supplier that was selected for that portion of work, and the reasons for the bidder's choice. If the reason for rejecting the D/M/WBE bid was price, give the price bid by the rejected D/M/WBE and the price bid by the selected subcontractor or supplier.

5. Assistance that the bidder has extended to D/M/WBEs identified in (4) above to remedy the deficiency in their sub-bids.

6. To find a D/M/WBE certified firm, you may call (916) 445-3520, go on-line to: <http://www.dot.ca.gov/hq/bep>, or via mail at: D/M/WBE Listing for County, CalTrans - Publications Distribution Unit, 1900 Royal Oaks, Sacramento, CA 95815-3800.

#### **AUDIT, RETENTION AND INSPECTION OF RECORDS:**

The Contractor agrees that the City, the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Contractor agrees to provide any relevant information requested and shall permit the City, the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with California Public Contract Code (PCC) Section 10115 et seq., Government Code (GC) Section 8546.7 and 2 CCR 1896.60 et seq.

The Contractor further agrees to maintain such records for a period of five (5) years after final payment under this Agreement or the resolution of any audit or lawsuit, whichever is later, and that on or before the end of the five (5) year audit/retention period, the Consultant shall release and deliver to the City all original records and related documentation.

“EXHIBIT D”  
CDBG CONTRACT

1. [CDBG Standard Agreement – 2018 CDBG-DR](#)
2. [CDBG Standard Agreement – 2021 CDBG](#)
3. [CDBG Standard Agreement – 2022 CDBG](#)
4. [CDBG Standard Agreement – CDBG-CV2 & 3](#)



# CITY OF LAKEPORT

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

<b>STAFF REPORT</b>	
<b>RE:</b> Revision of Prohibited Parking Zones	<b>MEETING DATE:</b> 09/19/2023
<b>SUBMITTED BY:</b> Ron Ladd, Public Works Director	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

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

The City Council is being asked to adopt the attached resolution revising the Prohibited Parking Zones within the City.

### BACKGROUND/DISCUSSION:

Due to pedestrian improvements and lane realignments completed with the Hartley Street Project it has been determined by staff that there is not adequate roadway width for safe traffic flow on Hartley Street to allow for parking along the west side of the street. Therefore, staff is recommending that the west side of Hartley Street from Boggs Lane north to the city limit be posted for "No Parking".

### OPTIONS:

No other options recommended.

### 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:

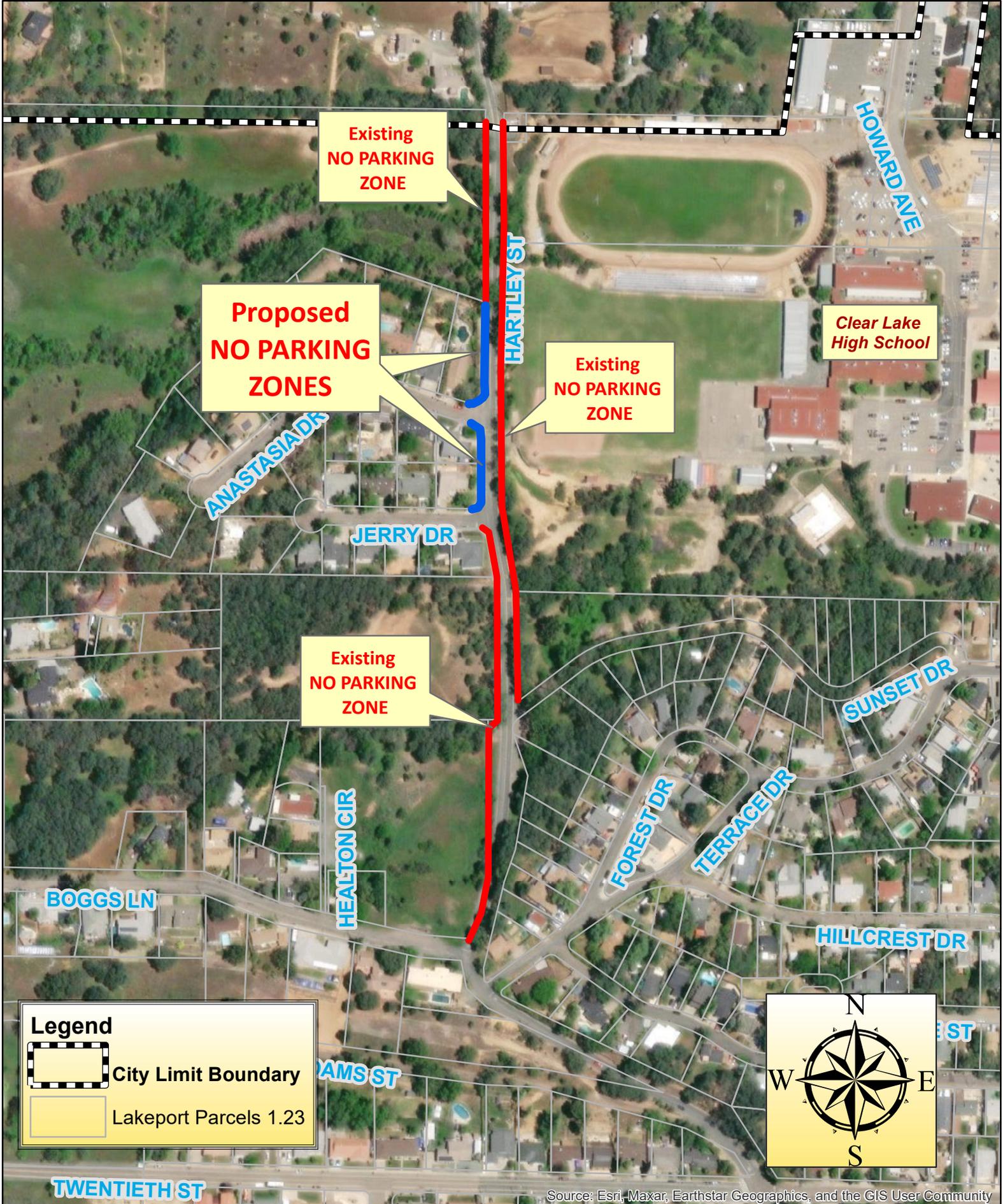
### COUNCIL PRIORITIES:

-   Priority #1: Public Safety & Crisis Response
-   Priority #2: Disaster Resiliency
-   Priority #3: Good Governance & Fiscal Stability
-   Priority #4: Capital Infrastructure Improvement
-   Priority #5: Safe, Sustainable & Attractive Neighborhoods
-   Priority #6: Economic Development

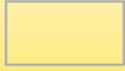
### SUGGESTED MOTIONS:

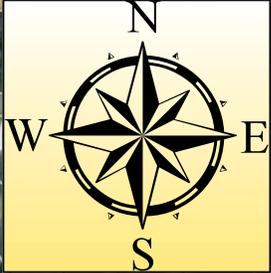
Move to adopt the proposed resolution rescinding Resolution No. 2601 (2016) and designating the locations of Prohibited Parking Zones within the City of Lakeport

- Attachments:**
1. Map
  2. Resolution



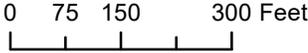
**Legend**

-  City Limit Boundary
-  Lakeport Parcels 1.23



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

**Hartley Street  
Prohibited Parking Areas**



Map Prepared by City of Lakeport  
Public Works Department  
abritton@cityoflakeport.com  
8.23.2023

**RESOLUTION NO. \_\_\_\_\_ (2023)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT  
RESCINDING RESOLUTION NO. 2601 (2016) AND DESIGNATING (1) THE LOCATIONS OF  
PROHIBITED PARKING ZONES AND (2) THE LOCATIONS OF COUNCIL AUTHORIZED  
EXCEPTIONS TO PROHIBITED PARKING ZONES PURSUANT TO THE PROVISIONS OF  
ORDINANCE NO. 356 (58) OF THE CITY OF LAKEPORT**

**BE IT RESOLVED** by the City Council of the City of Lakeport that Resolution No. 2601 (2016) designating (1) the locations of PROHIBITED PARKING ZONES and (2) the locations of COUNCIL AUTHORIZED EXCEPTIONS TO PROHIBITED PARKING ZONES is hereby rescinded in its entirety.

**BE IT FURTHER RESOLVED** by the City Council of the City of Lakeport that pursuant to the provisions of Ordinance No. 356, ARTICLE II, Section 7 and of ARTICLE III, Section 1 (a), **parking is prohibited** in the following locations:

A. At the following general locations:

1. Within twenty-five feet (25') of the nearest face of curb (edge of pavement where curb does not exist) of an intersecting street.
2. Within twenty feet (20') of a marked crosswalk.
3. Within six feet (6') of an alley or driveway.
4. Within fifteen feet (15') of a fire hydrant.

Distances may be reduced or increased where, at the discretion of the City Engineer, if conditions warrant.

B. At the following specific locations:

1. First Street - Along the north side of First Street extending east from North Main Street to Park Street.
2. First Street - Along the south side of First Street extending east from North Main Street to Clear Lake.
3. Second Street - Along the north side of Second Street extending west from one hundred feet (100') west of the face of the west curb on Crawford Street to one hundred feet (100') east of the face of the east curb on North Russell Street.
4. Third Street - Along the north side of Third Street extending east one hundred feet (100') from the face of the east curb on North Main Street.
5. Third Street - Along the south side of Third Street extending fifty four feet (54') east from one hundred nine feet (109') east of the face of the east curb on Park Street.
6. Fourth Street - Along the north side of Fourth Street extending west from the municipal parking lot to North High Street.
7. Fifth Street - Along the north side of Fifth Street extending from two hundred fifty feet (250') east of the face of the east curb on North Main Street to North Forbes Street.

8. Sixth Street - Along the north side of Sixth Street extending west from North Main Street to Shady Oak Street.
9. Sixth Street - Along the south side of Sixth Street extending west forty feet (40') from the face of the west curb on North Forbes Street.
10. Seventh Street - Along the north side of Seventh Street extending west from North Main Street to North Forbes Street.
11. Eleventh Street - Along the north side of Eleventh Street extending west from North Main Street to the west City limit.
12. Eleventh Street - Along the south side of Eleventh Street extending west from North Main Street to the west City limit.
13. Sixteenth Street - Along the north side of Sixteenth Street extending west from North Main Street to North High Street.
14. Twentieth Street - Along the south side of Twentieth Street extending west one hundred sixty feet (160') from the face of the west curb on North High Street.
15. Armstrong Street - Along the north side of Armstrong Street extending west one hundred fifty feet (150') from the face of the east curb on Smith Street.
16. Armstrong Street - Along the north side of Armstrong Street extending west seventy six feet (76') from one hundred fifteen feet (115') from the face of the west curb on Starr Street.
17. Bevins Court – Along the north side of the street extending east 100 feet from the face of the east curb on Bevins Street.
18. Bevins Street – Along the east side of the street extending north 220 feet from the face of the north curb on Bevins Court.
19. Bevins Street – Along the east side of the street extending north 750 feet from the curb return of the northeast corner of the intersection of Bevins Street and Lakeport Blvd.
20. Boggs Lane - Along the north side of Boggs Lane extending west from Will-O-View Circle to the eastern boundary of 1239 Boggs Lane (APN 26-342-01).
21. Boggs Lane - Along the south side of Boggs Lane extending west from Will-O-View Circle to the eastern boundary of 1239 Boggs Lane (APN 26-342-01).
22. Clear Lake Avenue – Along the north side of Clear Lake Avenue extending east from five hundred feet (500') east of the east curb on North Main Street to Clear Lake.
23. Esplanade - Along the north side of Esplanade extending east two hundred twenty-seven feet (227) from the face of the east curb on South Main Street.
24. Forbes Street - Along the east side of North Forbes Street extending south seventy-seven feet (77') from the face of the south curb on Eleventh Street.
25. Forbes Street - Along the east side of North Forbes Street extending north thirty-two feet (32') from the face of the north curb on Eleventh Street.
26. Forbes Street - Along the west side of North Forbes Street extending south forty-four feet (44') from the face of the south curb on Eleventh Street.

27. Forbes Street - Along the west side of North Forbes Street extending north forty-four feet (44') from the face of the north curb on Eleventh Street.
28. Forbes Street - Along the east side of South Forbes Street extending north one hundred feet (100') from the face of the north curb on Lakeport Boulevard.
29. Forbes Street - Along the west side of South Forbes Street extending north from Lakeport Boulevard to the north end of South Forbes Street.
30. Forest Drive – Along the north side of Forest Drive extending west from the western end of Lange Street to the eastern line of Loch Drive.
31. Forest Drive – Along the south side of Forest Drive extending west 30 feet (30') from the western property line of 275 Lange Street.
32. Forest Drive – Along the south side of Forest Drive extending west 220 feet from the west side of Terrace Drive.
33. Green Street – Along the east side of Green Street extending north from Sayre Street to Hillcrest Drive.
34. Hartley Street - Along the east side of Hartley Street extending north from Sunset Drive to the north City limit.
35. Hartley Street - Along the west side of Hartley Street extending north from Boggs Avenue to ~~Jerry Drive~~. [City Limit](#).
- ~~36. Hartley Street – Along the west side of Hartley Street extending north from two hundred thirty feet (230') north of Anastasia Drive to the north City limit.~~
36. High Street - Along the east side of North High Street extending south seventy-six feet (76') from one hundred twenty feet (120") south of the centerline of Second Street.
37. High Street - Along the west side of North High Street extending north from Seventh Street to Eighth Street.
38. High Street - Along the east side of North High Street extending north from Clear Lake Avenue to Lakeshore Boulevard.
39. High Street - Along the west side of North High Street extending north from Clear Lake Avenue to Lakeshore Boulevard.
40. Hillcrest Drive - Along the north side of Hillcrest Drive extending east from Terrace Drive to the eastern boundary of 410 Hillcrest Drive (APN 26-054-24).
41. K Street - Along the north side of K Street extending west from Esplanade to South Main Street.
42. Konocti Avenue - Along the north side of Konocti Avenue extending east fifty-five feet (55') from the face of the east curb on South Main Street.
43. Konocti Avenue - Along the south side of Konocti Avenue extending east one hundred thirty-five feet (135') from the face of the east curb on South Main Street.
44. Konocti Avenue - Along the north side of Konocti Avenue extending west from the eastern boundary of 527 Konocti Avenue (APN 25-622-18) to Larrecou Lane.

45. Konocti Avenue - Along the south side of Konocti Avenue extending west from South Forbes Street to the eastern boundary of 527 Konocti Avenue (APN 25-622-18).
46. Lakeport Boulevard - Along the north side of Lakeport Boulevard extending west from South Main Street to State Route 29.
47. Lakeport Boulevard - Along the south side of Lakeport Boulevard extending west from South Main Street to State Route 29.
48. Lakeshore Boulevard - Along the north and west side of Lakeshore Boulevard extending northeasterly from North High Street to the north City limit.
49. Lakeshore Boulevard - Along the south and east side of Lakeshore Boulevard extending northeasterly from North High Street to the north City limit.
50. Lange Street – Along the south side of Lange Street extending east fourteen feet (14') from one hundred thirty-two feet (132 ' ) east of the east face of curb on Giselman Street.
51. Larrecou Lane - Along the east side of Larrecou Lane extending north from Lakeport Boulevard to Konocti Avenue.
52. Larrecou Lane - Along the west side of Larrecou Lane extending north from Lakeport Boulevard to Konocti Avenue.
53. Lupoyoma Circle - Along the south and west side of Lupoyoma Circle extending northwesterly six hundred twenty-five feet (625') from Lupoyoma Heights.
54. Main Street - Along the east side of North Main Street between the entrance and exit driveways at 650 North Main Street (APN 25-601-08).
55. Main Street - Along the east side of North Main Street between the entrance and exit driveways at 500 North Main Street (APN 25-381-08).
56. Main Street - Along the west side of North Main Street extending north from seventy-two feet (72') north of the face of the north curb on Fourth Street to Fifth Street.
57. Main Street - Along the west side of South Main Street extending south forty-eight feet (48') from forty-two feet (42') south of the face of the south curb on D Street.
58. Main Street - Along the west side of South Main Street extending north three hundred thirty feet (330') from the face of the north curb on Lakeport Boulevard.
59. Main Street - Along the east side of South Main Street extending north from K Street to Konocti Avenue.
60. Main Street - Along the east side of South Main Street extending south sixty feet (60') from the face of the south curb on K Street.
61. Main Street - Along the east side of South Main Street extending south from one hundred fifty feet (150') south of the face of the south curb on Royale Avenue to the south City limit.
62. Main Street - Along the west side of South Main Street extending south one hundred twenty feet (120') from the face of the south curb on Peckham Court.
63. Martin Street - Along the north side of Martin Street extending west one hundred twenty feet (120') from the face of the west curb on South Main Street.

64. Martin Street - Along the north side of Martin Street extending west from South High Street to Forbes Creek.
65. Martin Street - Along the south side of Martin Street extending west from South Main Street to seventy feet (70') east of the face of the east curb on South Polk Street.
66. Martin Street – Along the south side of Martin Street extending east from Bevins Street to Starr Street.
67. Mellor Drive - Along the east side of Mellor Drive extending north one hundred forty feet (140') from the face of the north curb on Eleventh Street.
68. Mellor Drive - Along the west side of Mellor Drive extending north one hundred forty feet (140') from the face of the north curb on Eleventh Street.
69. Orchard Street – Along the west side of Orchard Street extending south from Armstrong Street to Martin Street.
70. Parallel Drive - Along the east side of Parallel Drive extending north from Lakeport Boulevard to Craig Avenue.
71. Parallel Drive – Along the west side of Parallel Drive extending north five hundred feet (500') from Westside Park Road.
72. Park Street - Along the east side of Park Street extending north from sixty-eight feet (68') south to fifty-two feet (52') north of the center of Second Street.
73. Peckham Court - Along the north side of Peckham Court extending west from South Main Street to State Route 29.
74. Peckham Court - Along the south side of Peckham Court extending west from South Main Street to State Route 29.
75. Pool Street - Along the east side of Pool Street extending north forty feet (40') from the face of the north curb on Eleventh Street.
76. Pool Street - Along the west side of Pool Street extending north from Eleventh Street to Clear Lake Avenue.
77. Pool Street – Along the west side of Pool Street extending south from two hundred and twenty-five feet (225') south to three hundred and ten feet (310') from the extension of the face of the south curb of Eleventh Street at the southwest corner of the Pool Street and Eleventh Street intersection.
78. Rose Avenue - Along the north side of Rose Avenue (alley) extending west from North Forbes Street to North High Street.
79. Rose Avenue - Along the south side of Rose Avenue (alley) extending west from North Forbes Street to North High Street.
80. Russell Street – Along the east side of South Russell Street extending north from Martin Street to Armstrong Street.
81. Russell Street - Along the west side of South Russell Street extending north from Martin Street to Armstrong Street.
82. Smith Street - Along the east side of Smith Street extending north from Martin Street to Armstrong Street.

83. Westside Community Park Driveway at 1145 Parallel Drive – along the south side of the driveway extending west from Parallel Drive to the paved parking lot entrance.
84. Westside Community Park Driveway at 1145 Parallel Drive – along the north side at the driveway extending west from Parallel Drive to the designated unpaved parking area.

**BE IT FURTHER RESOLVED** by the City Council of the City of Lakeport that pursuant to the provisions of Ordinance No. 356, ARTICLE III, Section 1 (a) the following prohibited parking locations may be used for parking by the use designated:

- A. The following is designated for “FIRE DEPT” use:
  1. Main Street - Along the west side of North Main Street extending north thirty-four feet (34’) from one hundred twelve feet (112’) north of the face of the north curb on Fourth Street.
- B. The following are designated for “BUS STOP” use:
  1. Third Street - Along the north side of Third Street extending east fifty feet (50’) from forty feet (40’) east of the east face of curb on North Main Street designated “BUS STOP.”
  2. High Street - Along the west side of North High Street extending north twenty-five feet (25’) from fifty-five feet (55’) north of the north face of curb on Fifteenth Street designated “BUS STOP.”
  3. High Street - Along the east side of North High Street extending south twenty-five feet (25’) from eighty feet (80’) south of the south face of curb on Via Del Lago designated “BUS STOP.”
  4. High Street - Along the west side of North High Street extending north twenty-five feet (25’) from ten feet (10’) north of the south face of curb on Via Del Lago designated “BUS STOP.”
  5. Lakeshore Boulevard - Along the west side of Lakeshore Boulevard extending north twenty-five feet (25’) from forty feet (40’) north of the north face of curb on Sayre Street designated “BUS STOP.”
  6. Lakeshore Boulevard - Along the east side of Lakeshore Boulevard extending south twenty-five feet (25’) from forty feet (40’) south of the south face of curb on Lange Street designated “BUS STOP.”
  7. Lakeshore Boulevard - Along the west side of Lakeshore Boulevard extending north twenty-five feet (25’) from three hundred feet (300’) north of the north face of curb on Lange Street designated “BUS STOP.”
  8. Main Street - Along the west side of North Main Street extending south ninety three feet (93’) from ten feet (10’) south of the south face of curb on Third Street designated “BUS STOP.”
  9. Main Street - Along the west side of South Main Street extending south forty-eight feet (48’) from forty-two feet (42’) south of the face of the north curb on D Street designated “BUS STOP.”

10. Main Street - Along the east side of South Main Street extending north forty feet (40') from sixty feet (60') north of the face of the north curb on K Street designated "BUS STOP."
11. Main Street - Along the east side of South Main Street extending north sixty-three feet (63') from four hundred sixteen feet (416') north of the south City limit designated "BUS STOP."

The foregoing Resolution was passed and adopted at a regular meeting of the City Council on the 19th day of September, 2023, by the following vote:

AYES:  
NOES:  
ABSTAINING:  
ABSENT:

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STACEY MATTINA, Mayor

ATTEST:

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KELLY BUENDIA, City Clerk