



# 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, February 20, 2024 5:00 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, February 20, 2024.**

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, February 20, 2024, 5:00 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.*

**CLOSED SESSION:** **5:00 p.m.**

- 1. Conference with Legal Counsel; Initiation of Litigation (Gov. Code § 54956.9(d)(4))

Number of Potential Cases: One (1)

**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 February 6, 2024 and the special meeting of February 13, 2024.
- C. Application 2024-008: Approve application 2024-008, with staff recommendations, for reserved parking on Forbes Street for the March 5, 2024, election.
- D. Design Approval Authority: Adopt an Ordinance of the City Council of the City of Lakeport amending Section 2.10.110 of Chapter 2.10 of Title 2 of the Lakeport Municipal Code to authorize City Manager to sign written contracts and conveyances and have design approval authority.

**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. City Manager
  - 1. Traffic Safety Update: Receive and file the Traffic Safety Related Complaints Report.

B. Administrative Services Director

- 1. Communications Update: Receive an update on the 2023 Communications Team Activity

C. Public Works Director:

- 1. Hartley Culvert and Forbes Creek Headwall Project: Receive an update on the Forbes Creek Headwall and Hartley Street Culvert ER Projects.

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.

\_\_\_\_\_  
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, February 6, 2024, 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 Froio called the meeting to order at 6:00 p.m. with Council Members Costa, Disney, Mattina, Parlet and Mayor Froio present.
- II.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Bob Santana.
- III.

**ACCEPTANCE OF AGENDA/ URGENCY ITEMS:**

A motion was made by Council Member Mattina, seconded by Council Member Parlet, and unanimously carried by voice vote 5-0-0-0 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 January 16, 2024 and the special meeting of January 29, 2024.

C.

Application 2024-003:

Approve application 2024-003, with staff recommendations, for the 2024 Shakespeare at the Lake event.

D.

Application 2024-004:

Approve application 2024-004, with staff recommendations, for the 2024 Children’s Festival event.

E.

Application 2024-005:

Approve application 2024-005, with staff recommendations, for the Home Winemakers event.

F.

Application 2024-006:

Approve application 2024-006, with staff recommendations, for the 2024 Cinco de Mayo event.

G.

Application 2024-007:

Approve application 2024-007, with staff recommendations, for the 2024 Mental Health Matters event.

H.

Notice of Completion:

Adopt the resolution accepting construction of the Storm Drain Slip Line Project, Bid 22-09 by Miskis Services Inc. and authorize the City Manager to execute and file the Notice of Completion with the Lake County Clerk.

I.

Notice of Completion:

Adopt the resolution accepting installation of the Lakefront Park Fence Project by Humboldt Fence Company and authorize the City Manager to execute and file the Notice of Completion with the Lake County Clerk.

J.

Measure Z Advisory Committee (MZAC):

Receive and file the draft minutes of the January 17, 2024, meeting of the Measure Z Advisory Committee (MZAC).

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-J.

V. **PUBLIC PRESENTATIONS/REQUESTS:**

- A. Public Input:

Mark Lipps, President of the Lakeport Rotary Club, provided an update on Rotary projects and activities, including the installation of a 100-year old curfew bell in Xabatin Park.
- Don Baze apologized to the City Council for his outburst at a recent meeting but stood by his opinions on cannabis.

VI. **PUBLIC HEARINGS:**

- A. Design Immunity Ordinance:

The staff report was presented by Administrative Services Director Buendia.
- Mayor Froio opened the public hearing at 6:19 p.m. With no input offered by the public, Mayor Froio closed the public hearing at 6:19 p.m.
- A motion was made by Council Member Costa, seconded by Council Member Disney, and unanimously carried by voice vote 5-0-0-0 to Introduce an Ordinance of the City Council of the City of Lakeport amending Section 2.10.110 of Chapter 2.10 of Title 2 of the Lakeport Municipal Code to authorize City Manager to sign written contracts and conveyances and have design approval authority.

VII. **COUNCIL BUSINESS:**

City Manager

- A. 1. LFPD Ambulance Donation:

The staff report was presented by City Manager Ingram.
- Chief Reitz stated the Department could put the vehicle back in service in short order and could use a backup vehicle.
- A motion was made by Council Member Disney, seconded by Council Member Mattina, and unanimously carried by voice vote 5-0-0-0 to adopt a resolution authorizing the legal transfer of the surplus ambulance vehicle title to the Lakeport Fire Protection District.
- B. Assistant City Manager
1. Annual Comprehensive Financial Report (ACFR):

The staff report was presented by Assistant City Manager Walker.
- A motion was made by Council Member Mattina, seconded by Council Member Parlet, and unanimously carried by voice vote 5-0-0-0 to accept the ACFR and Single Audit for the fiscal year ended June 30, 2023.
- C. Community Development Director
1. HOME Grant and Program Income:

The staff report was presented by Community Development Director Hejnowicz. Grant consultant, Lorie Adams, provided additional explanation.
- Bob Santana asked if this was for low income and was it for rental or home purchase. He stated he was in favor of the project.
- A motion was made by Council Member Mattina, seconded by Council Member Parlet, and unanimously carried by voice vote 5-0-0-0 to approve the proposed resolution authorizing the submittal of an application to the California State Department of Housing and Community Development for funding under the HOME Investment Partnership Program and authorizing the City Manager, Assistant City Manager or Community Development Director to sign.

VIII. **CITY COUNCIL COMMUNICATIONS:**

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

Community Development Director had no report.

Acting City Attorney Anderson had no report.

City Manager Ingram expressed his appreciation for the staff response to the weekend storm. He also advised that he will be attending the City Managers conference this week and Assistant City Manager Walker will be Acting City Manager in his absence.

Police Chief Rasmussen had no report.

Public Works Director Ladd reported on the storm damage and the Public Works, Utilities & Police staff efforts during the weekend clean up.

Administrative Services Director Buendia had no report.

Assistant City Manager Walker attended the California Municipal Finance Officers conference last week. They discussed updates regarding the ballot initiative proposed by the California Business Roundtable group.

Utilities Superintendent Harris had no report.

Council Member Parlet commented on food bank giveaways and the impact on retail businesses.

Council Member Costa expressed her appreciation for staff response to the weekend storm.

Council Member Disney had no report.

Council Member Mattina had no report.

Mayor Froio expressed his appreciation for the staff response to the weekend storm.

IX. **ADJOURNMENT:**

Mayor Froio adjourned the meeting at 7:01 p.m.

Attest:

\_\_\_\_\_  
Michael Froio, Mayor

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



# MINUTES

## SPECIAL MEETING OF THE LAKEPORT CITY COUNCIL

Tuesday, February 13, 2024

6:00 p.m.

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

### Call to Order

Mayor Froio called the meeting to order at 6:02 p.m. with Council Members Disney, Mattina, Parlet, Costa and Mayor Froio present.

### Emergency Resolution:

Public Works Director Ladd provided an update on the February Storm event including initial damage estimates.

A motion was made by Council Member Disney, seconded by Council Member Costa, and unanimously carried by voice vote 5-0-0 to adopt a Resolution Confirming the Existence of a Local Emergency due to February Storms.

### Adjournment

Mayor Froio adjourned the meeting at 6:11 p.m.

Attest:

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Michael Froio, Mayor

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Kelly Buendia, City Clerk



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): 02/09/2024	Application No. 2024-008
<input type="checkbox"/> \$15.00 Application Fee Paid	For Council Meeting of (Date): 02/20/2024

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

Applicant Name: Maria Valadez		Organization Name: Lake County Registrar of Voters
Address: 325 N Forbes St, Lakeport CA 95453		Address: 325 N Forbes St, Lakeport CA 95453
Home Phone:	Work Phone: (707) 263-2372	Mobile Phone:
Email Address: elections@lakecountycalifornia.gov		Website/Facebook Page:
Other Contact: Lourdes Pantaleon		Phone for Other Contact: (707) 263-2372
Organization is: <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization Other: Government		

Name of Event: Voting hours and Election Day.		
Description of Event: Parking for voters who will be visiting the Registrar of Voters office during peak times of voting.		
Public Area of Use: <input type="checkbox"/> Main Street <input type="checkbox"/> Library Park <input type="checkbox"/> Silveira Community Center Parking Lot <input type="checkbox"/> Xabatín Community Park		
Specific Location of Event (Map Must be Attached): The street parking in front of the Registrar of Voters office		
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:		
Date(s) of Event: 2/26/2024 through 3/5/2024	Total Number of Days: 9	Set Up Time: 7 AM Time of Event: 8 AM - 5 PM each day 7 AM - 5 PM election Day Tear Down Time: N/A

Specify anticipated number of people (both participants and the public): 50+	
Will any vendors be present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Will any food booths be present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Requirements: <input type="checkbox"/> Electricity (cannot be guaranteed by City) <input type="checkbox"/> Barricades <input 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	Specific City Staff Needs: <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 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, including Waiver of Subrogation. The insurance provided to the City as an additional insured shall be primary to, and non-contributory with any insurance or self-insurance program maintained by the City. The minimum coverage amount required is \$2,000,000. The certificate and endorsements must also be in a form acceptable to risk management and available for review 15 working days prior to the scheduled event.



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

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

#### HOLD HARMLESS AGREEMENT

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

#### 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: 2/9/2024

#### STAFF RESPONSE

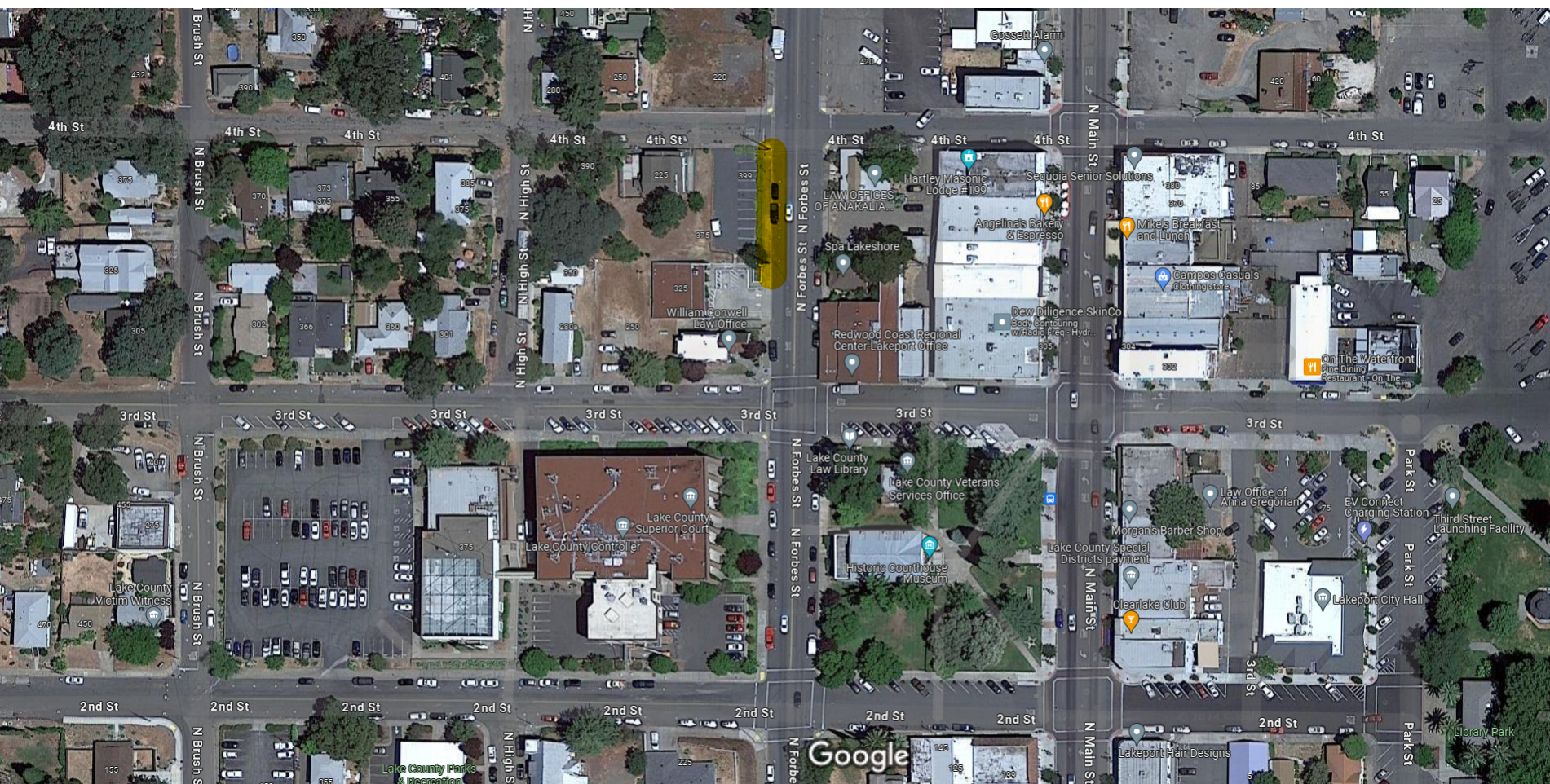
This section to be completed by City and Other Affected Agencies:

<b>Staff Name:</b>		<b>Department:</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):
<b>The following will be Required:</b>			
<input type="checkbox"/> Business License <input type="checkbox"/> ABC License		<input type="checkbox"/> Health Department Permit <input type="checkbox"/> Other (Specify):	
<b>Staff Comments:</b>			

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

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

☐ Attachments (specify):





## RE: Application 2024-008 - LC Registrar of Voters - Polling Place Parking

Jim Kennedy <jkennedy@cityoflakeport.com>

Wed 2/14/2024 7:13 AM

To: Hilary Britton <hbritton@cityoflakeport.com>; Amanda Frazell <Dean.Eichelmann@lakecountycalifornia.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <lorip@co.lake.ca.us>; Pheakdey Preciado <pheakdey.preciado@lakecountycalifornia.gov>; Ron Ladd <rladd@cityoflakeport.com>; Sheriff's Dept <records@lakecountycalifornia.gov>; Dale Stoebe <dstoebe@lakeportpolice.org>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmos@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountycalifornia.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>; lakeportfire@lakeportfire.com <lakeportfire@lakeportfire.com>; Patrick Reitz <preitz@lakeportfire.com>; Linda Sobieraj <lsobieraj@cityoflakeport.com>; Matt Hartzog <mhartzog@cityoflakeport.com>; Michelle Humphrey <mhumphrey@cityoflakeport.com>; Ryan Cooley <rcooley@lakeportpolice.org>

We don't have a problem with it they will have to place signs.

Jim Kennedy  
City of Lakeport  
Public Works Superintendent  
(707) 263-3578 Ext. 601  
[jkennedy@cityoflakeport.com](mailto:jkennedy@cityoflakeport.com)

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**From:** Hilary Britton <hbritton@cityoflakeport.com>

**Sent:** Tuesday, February 13, 2024 8:09 AM

**To:** Amanda Frazell <Dean.Eichelmann@lakecountycalifornia.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <lorip@co.lake.ca.us>; Pheakdey Preciado <pheakdey.preciado@lakecountycalifornia.gov>; Ron Ladd <rladd@cityoflakeport.com>; Sheriff's Dept <records@lakecountycalifornia.gov>; Dale Stoebe <dstoebe@lakeportpolice.org>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmos@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountycalifornia.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>; lakeportfire@lakeportfire.com; Patrick Reitz <preitz@lakeportfire.com>; Jim Kennedy <jkennedy@cityoflakeport.com>; Linda Sobieraj <lsobieraj@cityoflakeport.com>; Matt Hartzog <mhartzog@cityoflakeport.com>; Michelle Humphrey <mhumphrey@cityoflakeport.com>; Ryan Cooley <rcooley@lakeportpolice.org>

**Subject:** Application 2024-008 - LC Registrar of Voters - Polling Place Parking

Hi all,

Please find attached application 2024-008 from the Registrar of Voters requesting on-street parking for the upcoming election for your review and comments.

We would like to submit this for City Council approval at the 02/20/2024 Council meeting, so please have your comments back to me by 02/15/2024.

Thank you for your input!

Hilary Britton

Deputy City Clerk/Records Supervisor

## Re: Application 2024-008 - LC Registrar of Voters - Polling Place Parking

Bethany Moss <bmosse@cityoflakeport.com>

Tue 2/13/2024 8:28 AM

To: Hilary Britton <hbritton@cityoflakeport.com>

Good morning Hilary,

No issues on my end.

Thank you!



**Bethany Moss Childers, CBO**

Chief Building Official, City of Lakeport

225 Park Street Lakeport, Ca 95453

P: 707-263-5615 x202 F: 707-263-8584

Online Building Permit Portal: [lakeportca.portal.opengov.com](https://lakeportca.portal.opengov.com)

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**From:** Hilary Britton <hbritton@cityoflakeport.com>

**Sent:** Tuesday, February 13, 2024 8:09 AM

**To:** Amanda Frazell <Dean.Eichelmann@lakecountyca.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <lorip@co.lake.ca.us>; Pheakdey Preciado <pheakdey.preciado@lakecountyca.gov>; Ron Ladd <rladd@cityoflakeport.com>; Sheriff's Dept <records@lakecountyca.gov>; Dale Stoebe <dstoebe@lakeportpolice.org>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmosse@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountyca.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>; lakeportfire@lakeportfire.com <lakeportfire@lakeportfire.com>; Patrick Reitz <preitz@lakeportfire.com>; Jim Kennedy <jkennedy@cityoflakeport.com>; Linda Sobieraj <lsobieraj@cityoflakeport.com>; Matt Hartzog <mhartzog@cityoflakeport.com>; Michelle Humphrey <mhumphrey@cityoflakeport.com>; Ryan Cooley <rcooley@lakeportpolice.org>

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Thank you for your input!

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

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

\*For Public Records Act requests, please visit our [online public records request system](#)



## RE: Application 2024-008 - LC Registrar of Voters - Polling Place Parking

Ryan Cooley <rcooley@lakeportpolice.org>

Tue 2/13/2024 8:46 AM

To: Hilary Britton <hbritton@cityoflakeport.com>

Hello Hilary,

I do not have any questions or concerns with this permit.

Thanks,

Ryan Cooley  
Police Sergeant  
Lakeport Police Department  
2025 S Main St.  
Lakeport, CA 95453  
(707)263-5491 ext 124

CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

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**From:** Hilary Britton <hbritton@cityoflakeport.com>

**Sent:** Tuesday, February 13, 2024 8:09 AM

**To:** Amanda Frazell <Dean.Eichelmann@lakecountycalifornia.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <lorip@co.lake.ca.us>; Pheakdey Preciado <pheakdey.preciado@lakecountycalifornia.gov>; Ron Ladd <rladd@cityoflakeport.com>; Sheriff's Dept <records@lakecountycalifornia.gov>; Dale Stoebe <dstoebe@lakeportpolice.org>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmos@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountycalifornia.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>; lakeportfire@lakeportfire.com; Patrick Reitz <preitz@lakeportfire.com>; Jim Kennedy <jkennedy@cityoflakeport.com>; Linda Sobieraj <lsobieraj@cityoflakeport.com>; Matt Hartzog <mhartzog@cityoflakeport.com>; Michelle Humphrey <mhumphrey@cityoflakeport.com>; Ryan Cooley <rcooley@lakeportpolice.org>

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Hilary Britton

Deputy City Clerk/Records Supervisor

City of Lakeport

225 Park Street

Lakeport, CA 95453

(707) 263-5615 x102

[hbritton@cityoflakeport.com](mailto:hbritton@cityoflakeport.com)

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## FW: Application 2024-008 - LC Registrar of Voters - Polling Place Parking

Lake County Sheriff - Records <records@lakecountyca.gov>

Thu 2/15/2024 10:55 AM

To: Hilary Britton <hbritton@cityoflakeport.com>

Please see Sheriffs Office response below

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**From:** Richard Ward <Richard.Ward@lakecountyca.gov>

**Sent:** Thursday, February 15, 2024 10:23 AM

**To:** Lake County Sheriff - Records <records@lakecountyca.gov>

**Subject:** RE: Application 2024-008 - LC Registrar of Voters - Polling Place Parking

No concerns from the Sheriff's Office.

### Lieutenant Rich Ward

Lake County Sheriff's Office

1220 Martin St.

P.O. Box 489

Lakeport, Ca. 95453

(707) 262-4081 Desk

(707) 262-4220 Fax

(707) 262-4200 Administration

[richard.ward@lakecountyca.gov](mailto:richard.ward@lakecountyca.gov)

[www.lakesheriff.com](http://www.lakesheriff.com)



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**From:** Lake County Sheriff - Records <[records@lakecountyca.gov](mailto:records@lakecountyca.gov)>

**Sent:** Wednesday, February 14, 2024 4:44 PM

**To:** Richard Ward <[Richard.Ward@lakecountyca.gov](mailto:Richard.Ward@lakecountyca.gov)>

**Subject:** FW: Application 2024-008 - LC Registrar of Voters - Polling Place Parking

Please review.





Respectfully,  
LCSO Records

Phone: 707-262-4200  
Fax: 707-262-4204  
Dispatch: 707-263-2690

1220 Martin St.  
Lakeport, CA 95453  
[www.lakesheriff.com](http://www.lakesheriff.com)

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**From:** Hilary Britton <[hbritton@cityoflakeport.com](mailto:hbritton@cityoflakeport.com)>

**Sent:** Tuesday, February 13, 2024 8:09 AM

**To:** Dean Eichelmann <[Dean.Eichelmann@lakecountyca.gov](mailto:Dean.Eichelmann@lakecountyca.gov)>; Johnnie Lindsey <[jjl@paratransit.net](mailto:jjl@paratransit.net)>; Lisa Davey-Bates <[ldaveybates@dbcteam.net](mailto:ldaveybates@dbcteam.net)>; Lori Price <[Lori.Price@lakecountyca.gov](mailto:Lori.Price@lakecountyca.gov)>; Pheakdey Preciado <[Pheakdey.Preciado@lakecountyca.gov](mailto:Pheakdey.Preciado@lakecountyca.gov)>; Ron Ladd <[rladd@cityoflakeport.com](mailto:rladd@cityoflakeport.com)>; Lake County Sheriff - Records <[records@lakecountyca.gov](mailto:records@lakecountyca.gov)>; Dale Stoebe <[dstoebe@lakeportpolice.org](mailto:dstoebe@lakeportpolice.org)>; Victor Fernandez <[vfernandez@cityoflakeport.com](mailto:vfernandez@cityoflakeport.com)>; Bethany Moss <[bmoss@cityoflakeport.com](mailto:bmoss@cityoflakeport.com)>; Katie Carpenter <[Katie.Carpenter@lakecountyca.gov](mailto:Katie.Carpenter@lakecountyca.gov)>; Kelly Buendia <[kbuendia@cityoflakeport.com](mailto:kbuendia@cityoflakeport.com)>; [lakeportfire@lakeportfire.com](mailto:lakeportfire@lakeportfire.com); Patrick Reitz <[preitz@lakeportfire.com](mailto:preitz@lakeportfire.com)>; Jim Kennedy <[jkennedy@cityoflakeport.com](mailto:jkennedy@cityoflakeport.com)>; Linda Sobieraj <[lsobieraj@cityoflakeport.com](mailto:lsobieraj@cityoflakeport.com)>; Matt Hartzog <[mhartzog@cityoflakeport.com](mailto:mhartzog@cityoflakeport.com)>; Michelle Humphrey <[mhumphrey@cityoflakeport.com](mailto:mhumphrey@cityoflakeport.com)>; Ryan Cooley <[rcooley@lakeportpolice.org](mailto:rcooley@lakeportpolice.org)>

**Subject:** [EXTERNAL] Application 2024-008 - LC Registrar of Voters - Polling Place Parking

Hi all,

Please find attached application 2024-008 from the Registrar of Voters requesting on-street parking for the upcoming election for your review and comments.

We would like to submit this for City Council approval at the 02/20/2024 Council meeting, so please have your comments back to me by 02/15/2024.

Thank you for your input!

Hilary Britton

Deputy City Clerk/Records Supervisor

City of Lakeport

225 Park Street

Lakeport, CA 95453

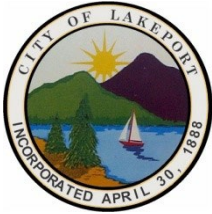
(707) 263-5615 x102

[hbritton@cityoflakeport.com](mailto:hbritton@cityoflakeport.com)

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\*For Public Records Act requests, please visit our [online public records request system](#)





# CITY OF LAKEPORT

City Council ☒

City of Lakeport Municipal Sewer District ☐

Lakeport Industrial Development Authority ☐

Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Second Reading and Adoption of an Ordinance Amending City Manager's Powers and Duties to Include Contract Signing and Design Approval Authority

**MEETING DATE:** 2/20/2024

**SUBMITTED BY:** Kelly Buendia, Administrative Services Director

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

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

Staff recommends that the City Council conduct a second reading and adoption of an Ordinance amending the City Manager's powers and duties to include design approval authority for public improvement projects and the power to sign written contracts and conveyances made or entered into by the city when expressly authorized.

### BACKGROUND/DISCUSSION:

This ordinance was introduced on February 6, 2024 and included a public hearing. A second reading of the ordinances is required by the Government Code. Once approved, the ordinance shall be published and go into effect in 30 days.

When projects are authorized to be advertised or bids are awarded by the City Council, language is typically included in the City Council action to approve plans and specifications. There are situations where the City Council does not approve plans and specifications, such as small projects, or there are change orders during construction. These situations would benefit from the ability of the City to respond quickly, without having to bring the matter before the City Council at a noticed public hearing.

Government Code Section 830.6 provides public agencies with a design immunity defense for any public works projects designed and constructed by the public agency, provided that the design was approved in advance of the construction by the agency's legislative body or by an employee authorized by the legislative body to give such design approval. If the City Council desires to authorize the City Manager or his or her designee to exercise design approval authority, staff recommends that to ensure the City retains the design immunity protection afforded by state law, the City Council codify the delegation to the City Manager or his or her designee in the City's Municipal Code.

It is important to note that the proposed Ordinance does not in any way impact or change the City Council's discretionary authority to approve projects and appropriate project funding pursuant to other applicable City policies and procedures. The Ordinance also does not circumvent other established project design review and approval processes.

Separately, Government Code Section 40602 provides that the City Council may authorize the City Manager to sign all written contracts and conveyances made or entered into by the City just as they may be signed by the

Mayor. Currently, the Municipal Code limits the City Manager signing authority to professional services agreements, unless specifically delegated signing authority by City Council motion or resolution. Staff recommends that the City Council codify this City Manager authorization so that either the City Manager or Mayor may sign approved written contracts and conveyances once the contract is approved by the Council. This authorization will protect the validity of executed contracts and conveyances in the event that the City Council neglects to specify the City Manager can sign, in a particular case.

This proposed amendment does not in any way impact or change the City Council's discretionary authority to approve written contracts or conveyances, or circumvent other established contract review and approval processes.

#### OPTIONS:

#### 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: None

#### 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 an Ordinance of the City Council of the City of Lakeport amending Section 2.10.110 of Chapter 2.10 of Title 2 of the Lakeport Municipal Code to authorize City Manager to sign written contracts and conveyances and have design approval authority.

#### ☒ Attachments:

1. Ordinance XXX amending Section 2.10.110 (Powers and duties of the city manager.) of Chapter 2.10 (City Manager) of Title 2 (Administration and Personnel) of the City of Lakeport Municipal Code.

## ORDINANCE NUMBER XXXX

### ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKEPORT AMENDING SECTION 2.10.110 OF CHAPTER 2.10 OF TITLE 2 OF THE LAKEPORT MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO SIGN WRITTEN CONTRACTS AND CONVEYANCES AND HAVE DESIGN APPROVAL AUTHORITY

**WHEREAS**, Government Code Section 830.6 provides that neither a public entity nor a public employee is liable for an injury caused by the plan or design of a construction of, or an improvement to, public property where such plan or design has been approved in advance of the construction or improvement by the legislative body of a public entity or by some other body or employee exercising discretionary authority to give such approval or where such plan or design is prepared in conformity with standards previously so approved;

**WHEREAS**, public interest and convenience and the retention of the design immunity protection under Government Code Section 830.6 require the City Council of the City of Lakeport to delegate by ordinance to the City Manager or to his or her designee the authority to approve plans and designs for City public improvement projects;

**WHEREAS**, such delegation of design approval authority does not change the City Council's discretion and authority to approve projects and appropriate project funding pursuant to other applicable City policies, procedures and codes, or circumvent other established project design review and approval processes;

**WHEREAS**, Government Code Section 40602 provides that the City Council may authorize the City Manager to sign all written contracts and conveyances made or entered into by the City as may be signed by the Mayor;

**WHEREAS**, public interest and convenience support authorization of the City Manager to sign written contracts and conveyances made or entered into by the City when authorized by appropriate resolution or motion of the City Council; and

**WHEREAS**, such delegation of signatory authority does not change the City Council's discretion and authority to approve written contracts and conveyances pursuant to applicable City policies, procedures and codes, or circumvent other established contract review and approval processes.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEPORT DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1. AMENDMENT OF CODE.** Section 2.10.110 [Powers and duties of city manager.] of Chapter 2.10 [City Manager] of Title 2 [Administration and Personnel] of the City of Lakeport Municipal Code is hereby amended to read as follows, with additions denoted by underlined text and deletions denoted by ~~struck through~~ text:

#### **2.10.110 Powers and duties of city manager.**

The city manager shall be the chief administrative officer of the city and the city of Lakeport municipal sewer district, and the executive director of the Lakeport redevelopment agency, and other duties as assigned. The manager may head one or more departments and shall be responsible to the city council for the proper administration of all affairs of the city. To that end, he/she shall have the power and shall be required to, and shall be the duty and responsibility to:

- A. Authority Over Employees. Control, order, and give directions to all department heads (with the exception of the city attorney) and to subordinate officers and employees of the city under his/her jurisdiction through their department heads;
- B. Appointment and Removal of Employees. Oversee, appoint, remove, promote, demote, suspend, or dismiss all officers and employees of the city under him/her through their department heads (except the city attorney), subject to all applicable laws and personnel rules and regulations;
- C. Departmental Cooperation. All subordinate officers, including the city attorney, shall assist the city manager in administering the affairs of the city efficiently, economically, and harmoniously. Department heads and the city clerk responsible to the city manager shall take direction only from the city manager;
- D. Administrative Reorganization. Conduct studies and recommend to the city council administrative reorganization of offices, positions, or units under his/her direction as may be indicated in the interest of efficient, effective, and economical conduct of the city's business;
- E. Enforcement of Laws. Insure that all laws, ordinances, and policies of the city are duly enforced and that all franchises, permits, and privileges granted by the city are faithfully observed, as well as state and federal laws;
- F. Representation of City. Represent the city in its negotiations and working relationships with the state, the county, and other governmental jurisdictions; provided that any contracts negotiated for the exchange of services from any such other governmental jurisdiction shall be subject to approval by the city council;
- G. Performance of Duties of City Auditor. Perform or have performed by a properly qualified certified public accountant all the duties and powers imposed by law on a city auditor;
- H. Attendance at Council Meetings. Attend meetings of the city council unless excused therefrom by the council, except when his/her removal is under consideration by the council;
- I. Recommended Activities. Recommend to the city council adoption of such measures, including ordinances and resolutions, as he/she may deem necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services;
- J. Advise as to Finances. Keep the city council at all times fully advised as to the financial conditions and needs of the city;
- K. Preparation of the Budget. Prepare and submit to the city council the proposed annual budget;
- L. Purchase of Supplies. Enforce and supervise, subject to and in accordance with the city purchasing policy, the purchase and acquisition in any lawful manner of all property, equipment, services, material, and supplies for the city and for all departments and divisions thereof, provided the purchase or acquisition thereof has been approved by the city council or is included in a budget which has been approved and adopted by the city council. No expenditure shall be submitted or recommended to the city council except on report or approval of the city manager;
- M. Investigation of City Affairs and Complaints. Investigate the affairs of the city or any department or division thereof. Investigate all complaints in relation to matters concerning the administration of the government of the city, and in regard to service maintained by the public utilities in the city, and see that all franchises, permits, and privileges granted by the city are faithfully performed and observed;

N. Supervision of Public Property. Exercise general supervision over all public buildings, public parks, and all other public property which is under the control and jurisdiction of the city council;

O. Hours of Employment. Devote the entire working time of the city manager to the duties of this office, as assigned by the city council, and shall be granted administrative leave compensation for time spent as provided by the city council;

P. Performance of Delegated Duties. Perform such other duties and exercise such other powers as may be delegated to the city manager from time to time by ordinance or resolution or other action of the city council;

Q. Attendance at Commission and Board Meetings. Attend any and all meetings of any commissions or boards heretofore or hereafter created by the city council upon the city manager's own volition or upon direction of the city council. The city manager shall be heard by such commissions and boards as to all matters upon which he/she wishes to address;

R. Authorization for Written Contracts and Conveyances. Professional Services. Approve and sign contracts for any special and professional services as authorized by the city council. To sign written contracts and conveyances made or entered into by the city when expressly authorized by appropriate resolution or motion of the city council in particular cases, as may be signed by the mayor, and as authorized pursuant to Government Code section 40602. Either the city manager or mayor may sign if so authorized;

S. Personnel Plan. Oversee the preparation and update of the personnel rules and regulations and procedures and classification plans and establish proper administrative policies and directives and handle all negotiations, grievances, and personnel actions;

T. Preparation of Compensation Plan. Oversee the preparation and submission of, and the recommendation to the city council, a compensation plan for all appointed officers and employees of the city;

U. Leadership in Civic Activities. Provide leadership, participate, and be involved in civic activities designated to benefit the residents of the city;

V. Communications. Provide periodic reports keeping the city council informed of his/her activities and involvement with individual council members.

W. Approval of Plans and Designs. To exercise directly or through his or her designee discretionary approval of plans, designs and any design amendments or addenda for public improvement projects. The city manager or his or her designee shall sign the plans and designs.

**SECTION 2. SEVERABILITY.** If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

**SECTION 3. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION.** The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly.

SECTION 4. EFFECTIVE DATE AND PUBLISHING. This ordinance shall take effect 30 days after adoption. The City Clerk shall cause publication of the ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the city or, if none, the posting of the ordinance in at least three public places in the City. Within 15 days after the adoption of the ordinance amendment, a summary of the amendment shall be published with the names of the Council members voting for and against the amendment.

INTRODUCED on this 6<sup>th</sup> day of February, 2024.

PASSED AND ADOPTED as an ordinance of the City of Lakeport at a regular meeting of said Council on this 20<sup>th</sup> day of February, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Michael Froio, Mayor

ATTEST:

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





# CITY OF LAKEPORT

City Council ☒

City of Lakeport Municipal Sewer District ☐

Lakeport Industrial Development Authority ☐

Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Periodic Review of Traffic Safety Related Complaints

**MEETING DATE:** 02/20/2024

**SUBMITTED BY:** Kevin M. Ingram, City Manager

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

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

The City Council is being asked to discuss and review observed trends in received traffic safety related complaints to the City of Lakeport.

### BACKGROUND/DISCUSSION:

City staff began formally tracking and logging traffic safety related complaints in June 2015 and more recently began providing periodic reviews of traffic complaints to the City Council. The purpose of the periodic review is to monitor developing trends with the intention of identifying potential future agenda items or projects for Council consideration.

### Summary of Traffic Safety Complaints (September 2023 to Present)

The City Council's last review of traffic safety complaints occurred in September 2023. Since then, a limited number of complaints have been received, without indicating any significant trends or identifying specific problem areas when compared to accident data. Most complaints were promptly addressed by City staff and mainly related to sidewalk issues, missing bus stop striping, crosswalk re-striping, and damaged or missing signage. A few traffic enforcement concerns were forwarded to the police department, with officers briefed to increase enforcement efforts.

One notable traffic safety issue during this period involved three separate complaints from the same individual regarding vehicles traveling in the wrong direction along a one-block section of High Street designated for one-way travel between Eleventh Street and Clear Lake Avenue. The complainant provided detailed documentation of numerous instances of wrong-way travel. City staff responded by relocating the 'Do Not Enter' signage to a more conspicuous location and even deployed a game camera at the site to monitor occurrences. While the video data yielded limited quantitative insights, it did capture at least one instance of wrong-way driving, seemingly by a resident or visitor to a nearby home. The issue primarily appears to stem from drivers seeking a shortcut to Eleventh Street rather than insufficient signage for one-way travel. Proposed mitigation measures recommended by the complainant, such as retractable spike strips or closure of block to through traffic, were deemed impractical by City staff. No verified accident data exists for this road section.

As the staffing levels of the Police Department improve, greater emphasis will be placed on traffic enforcement. This includes radar certification for speeding violations and enhanced monitoring of intersections prone to moving violations, such as those near schools, the Forbes and Eleventh Streets intersection, and the North

Main/Clear Lake/North High Corridor, including the aforementioned one-way section of High Street. Additionally, Lakeport PD is in the process of applying for grant to secure funding for the purchase of a mobile speed trailer/message board, which can be deployed to areas of speeding and related complaints and further support traffic safety enforcement efforts.

#### **Upcoming Traffic Safety Projects:**

- Enhanced crosswalk improvements at Eleventh and High Street through the installation of a pedestrian activated lighted crossing at this location.
- HSIP grant for the replacement and upgrade of street signage citywide.
- New pavement markings associated with the recently completed North Main Street paving project, including bike lane designation (will not include re-application of center line stripping per request of the neighborhood)
- Pedestrian improvements associated with the upcoming South Main Street paving project (between Lakeport Boulevard and First Street)
  - Construction of sidewalk in areas of the corridor where none exist.
  - ADA curb cut improvements to several locations along the corridor
  - Installation of two (2) pedestrian activated lighted crossings along the corridor
- Enhanced crosswalk improvements at the intersection of Lakeport Boulevard and Larrecou Lane associated with the new Lakeport Courthouse construction project to begin this upcoming summer.
- ADA curb cut and sidewalk improvements associated with the upcoming Green/Sayre/Loch pavement rehabilitation project.

City staff will continue to review received traffic safety related complaints on a quarterly basis to ensure minor issues are addressed timely and identify concerning trends early.

#### **OPTIONS:**

- 1) Receive and file report.
- 2) Provide additional staff direction.

#### **FISCAL IMPACT:**

☒ None      ☐ \$      Budgeted Item? ☐ Yes ☐ No

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

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

Comments: None

#### **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:**

None

☐ **Attachments:**      None



# CITY OF LAKEPORT

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

## STAFF REPORT

**RE:** Receive an Update on Communications Team Activity

**MEETING DATE:** 02-20-2024

**SUBMITTED BY:** Kelly Buendia, Administrative Services Director

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

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

The City Council is asked to receive an update on Communications Team activity for the calendar year 2023.

### BACKGROUND/DISCUSSION:

In 2023 the Communications Team, made up of members from key departments, met monthly to review prior month's communications and establish a calendar of upcoming items to share with the public. Each item was assessed on which media platform will be used, such as Facebook Accounts, Twitter, Instagram, Next Door, Nixle, press release to news outlets and/or publication in the Chamber newsletter, with the City website remaining a primary information hub. Improvements to the website are ongoing, with a separate task group meeting periodically to address website updating or enhancements.

In addition to scheduled communications, unscheduled items are addressed as received, particularly items related to public safety. The team actively finds and shares information from other entities that are of value to Lakeport residents and businesses.

The communications plan, adopted by the City Council, calls for periodic review of available analytics to verify the effectiveness of various outlets. Attached to this report is a listing of communications items released in 2023. This is not a comprehensive list as city administrators of social media regularly share posts from city partners that are not included in this listing. Analytics from City Facebook pages are also attached for Council review.

It is worthy of noting that the City's primary Facebook page reach in 2023 was more than **four times** the total reach from 2022.

### OPTIONS:

1. Receive and file the Communications Strategic Plan.
2. Do not receive and file the Communications Strategic Plan
3. Provide direction.

### FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

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

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

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:

None



#### Attachments:

1. 2023 City Communications (Non-Comprehensive List)
2. 2023 Social Media Metrics Memo from Andrew Britton
3. 2023 Social Media Metrics Memo from Brad Rasmussen
4. 2023 Website Analytics Memo from Hilary Britton

2023 COMMUNICATIONS

Non-Comprehensive List of Communications

Date	Subject	Date	Subject
1/4/2023	Escaping the Weather	7/6/2023	Medi-Cal Redetermination
1/17/2023	Military Equipment - Engagement Meeting	7/6/2023	Brian Sumpter /Mike Thompson Honors
1/31/2023	Tyre Nichols Death/Police	7/11/2023	Shakespeare at the Lake Metrics and post
2/14/2023	License Plate Theft	7/13/2023	Beat the Heat - County Post
2/15/2023	PD Recruitment & Retention Policy	7/13/2023	Parks Update
2/15/2023	Drone footage of restroom installation	7/20/2023	Farmers Market - Senior Nutrition Program
2/15/2023	Dog licensing renewal	7/24/2023	Shakespeare at the Lake Photo Contest
2/19/2023	Road Closure 11th & Tunis and opening	7/25 - 7/31/23	Shakespeare at the Lake multiple posts
2/20/2023	Fatal Vehicle v. Pedestrian	7/25/2023	Weed Abatement
2/24/2023	Winter Storm Advisory	7/26/2023	Calif Through My Lense - Lake County
2/25/2023	Storm Update	7/26/2023	Learn to Speak English - LC Library
2/26/2023	Storm Update & Hotline for Homebound	7/27/2023	Park Construction Updates
2/28/2023	Low temps icy roads	7/28/2023	Earthquake Awareness
2/28/2023	Search Warrant Fentanyl Arrest	7/28/2023	Funding on LC Museum Projects
2/25 thru 2/28	Multiple shared winter storm items from County & PGE	7/31/2023	Mendo College Registration
3/8/2023	LC Park & Rec, Trails Master Plan	8/1/2023	New Officers Request for Communication August 2023
3/8/2023	LC TID Extended 10 years	8/5/2023	Homeless Mental Illness Town Hall
3/13/2023	Arts and Culture Survey Results	8/8/2023	Back to School Driver Safety
3/15/2023	Share County Parks Survey (share)	8/10/2023	Beating the Heat - Options for Lake County Res
3/23/2023	Lakeport Disposal and Flood Area	8/16/2023	Public Health & Vector Control Strmt on West Nile Virus
4/2/2023	New Hospice Director	8/29/2023	Miss Barbara, Librarian Retires
4/3/2023	Butterfly & Moth Display	8/29/2023	Labor Day Office Closure
4/5/2023	Committee Appreciation	8/29/2023	Small Business Workshop - Specialty Food (share)
4/7/2023	Active Shooter Training	9/1/2023	Save Money with a Library Card/ Card Sign Up Month
4/8/2023	Honoring All Voices	9/7/2023	Lakefront Park Construction Update
4/11/2023	LAFCO Recruitment Public Member	9/7/2023	Car Wash Regs
4/11/2023	Hitch in Forbes Creek video	9/8/2023	Coastal Clean Up Day (multiple posts)
4/13/2023	RX Take Back Day	9/18/2023	Town Hall - Homelessness & Mental Health (multiple)
4/13/2023	Spring Clean Up Day	9/19/2023	Park Grand Opening
4/23/2023	Invasive Weed Tour	9/19/2023	CDD Director Post
4/26/2023	LCRA Call for Applicants	9/23/2023	Park Grand Opening Event Invite
4/27/2023	Police Recruitment Video	9/25/2023	Commission and Committee Recruitments
5/1/2023	National Small Business Week	9/26/2023	Town Hall Live Stream Link
5/2/2023	LCRA Call for Applicants	9/28/2023	Coastal Clean Up Day Follow Up
5/2/2023	LC Friends of Mendo County Events Calendar	9/28/2023	CDBG Business Loan Program Flyer (share)
5/2/2023	Woodland College Job Fair	9/28/2023	Business Walk program
5/3/2023	Follow up on Spring Clean Up	multiple	Summer Events (Taste, Splash-In, Fair, OldTimeCar)
5/3/2023	Concert in the Park	multiple	National Night Out (multiple)
5/13/2023	First Responder Ceremony (LPD FB)	9/2/2023	Lakeport Disposal Delivery/Maintenance Issues
5/17/2023	Olin Graduates K-9 Academy (LPD FB)	10/2/2023	National Night Out
5/18/2023	Proclamation: Building Safety Month	10/3/2023	Trucks on the Track
5/18/2023	Proclamation: Mendo College 50th	10/4/2023	Fall Street Sweeping Schedule
5/18/2023	California Tourism Month (TID)	10/4/2023	Lakeport Disposal collection Schedule
5/24/2023	Digital Equity Plan, Public Survey	10/5/2023	Recruitments Compliance Officer, Finance Specialist
5/24/2023	Cal-Fresh Awareness Month	10/11/2023	Cannibis discussion at PC
5/30/2023	Summer Reading at the Library	10/11/2023	Fall 2023 Cleanup Day (multiple)
5/30/2023	Farmer's Market (FB)	10/11/2023	City Launches Business Walk Program
5/30/2023	Broadband Business Survey	10/13/2023	Resources.Tools for Trespassing
5/30/2023	Pavement Management Plan/Roads 101/Cost v. Budget	10/15/2023	One Team One Dream
6/1/2023	Lakefront Park Update - Construction Video	10/17/2023	Pomo Dancers to be Featured at park GO
6/1/2023	International CTA of the Year	10/18/2023	Lakeport Disposal collection Scedule
6/5/2023	North Main Pavement Rehab	10/19/2023	Lakefront Park update -- sod installation
6/7/2023	Summer Concerts (boost Post from May)	10/20/2023	Senator McGuire at Xabatin
6/7/2023	Chipping Program	10/22/2023	Govt. 101 - Homelessness & Mental Health
6/7/2023	Library Literacy with State Park	10/23/2023	stormwater awareness - rainy season info
6/8/2023	Winemakers Festival	10/24/2023	New Name/Grand Opening for Xabatin Community Park
6/15/2023	Digital Equity Survey	10/24/2023	Park GO Pro Skater Exhibition
6/16/2023	Hands Up Lake County- small bus. Competition	10/24/2023	Community Cleanup Day recap
6/16/2023	Opioid Settlement Info Piece	10/25/2023	Prescription Take Back Day October 2023
6/16/2023	Summer Solstice Info	10/26/2023	Park Construction Video
6/19/2023	Juneteenth	10/26/2023	Xabatin Grand Opening Program
6/19/2023	Summer Concerts (second boost)	10/27/2023	Xabatin GO Follow up pictures
6/20/2023	Summer Art Camp @ Main St. Gallery	10/31/2023	Events - Harvest Fest, Sponsoring Survivorship, Quilt Show
6/27/2023	Fireworks events shares	10/31/2027	Commission and Committee Recruitments
6/27/2023	Fireworks safe & sane	10/30/2023	Halloween Parade Video
6/27/2023	Local Govt 101 webpage	11/2/2023	Employee Intro's
6/27/2023	Weed Abatement/Fire Hazard	11/27/2023	Government 101 - I&I Presentation
6/27/2023	Fireworks Messaging - illegal fireworks	11/30/2023	Change from Nixle to Everbridge
6/28/2023	Safe & Sane Fireworks	11/30/2023	Lake County Library Bookmobile Arrives
6/29/2023	Sponsoring Survivorship	11/30/2023	Fencing Gone at Xabatin Park
6/29/2023	Natural High Demo	11/30/2023	Share events (Dickens Fair)
6/29/2023	Fourth of July LMSA Poster	12/7/2023	Library Bookmobile Schedule
6/30/2023	Holiday Trash Schedule	12/7/2023	New Officers Academy Grad
6/30/2023	Friday Night Concerts & Holiday Office Hours	12/11/2023	Wreaths Across America -video
7/5/2023	Business Walk Program	12/14/2023	New Christmas Tree Xabatin Park
7/6/2023	Summer Concert Series	12/14/2023	Wreaths Across America - ceremony reminder



City of Lakeport  
Public Works Department  
591 Martin Street  
Lakeport, CA 95453  
Phone: 707.263.3578 x403  
[abritton@cityoflakeport.com](mailto:abritton@cityoflakeport.com)

## Inter-Office Memorandum

**DATE:** January 6, 2024  
**TO:** Kelly Buendia, Administrative Services Director  
**FROM:** Andrew Britton, Compliance Officer II  
**RE:** 2023 Social Media Metrics

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Hi Kelly-

Here are the summaries and highlights from our 2023 Social Media outreach via Facebook and Instagram. The data below is from January 1, 2023 through December 31, 2023.

In 2023 the total reach of the City's primary Facebook page was more than **4X** the total from 2022. We also saw notable growth in the number of followers of our primary Facebook page and our Instagram account. The Library Park Facebook page also continues to do well – last year's reach total exceeded 91,000, nearly 4X more than 2022.

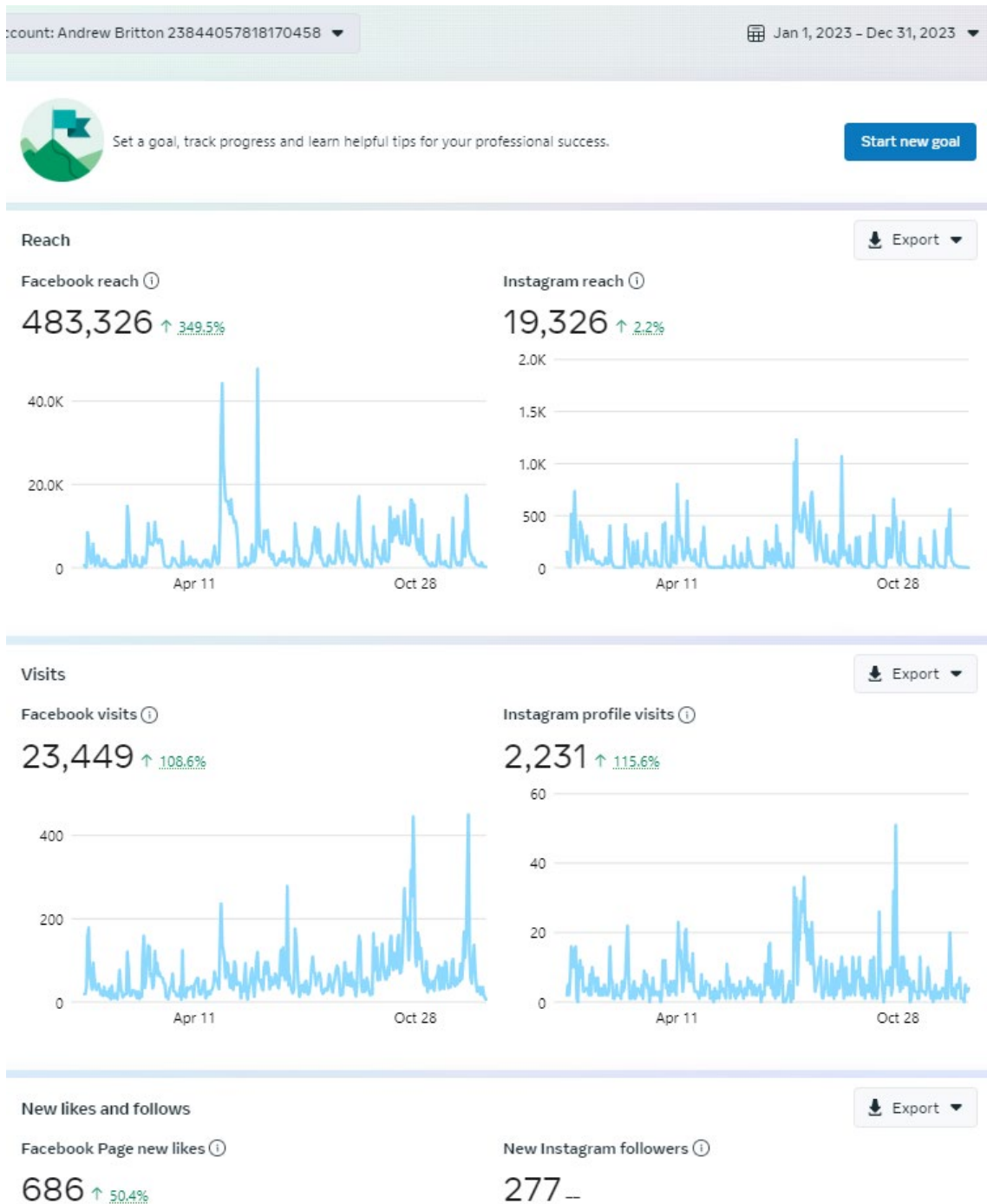
Summary tables and screenshots are provided below to illustrate the data. 2022 totals are provided to show the growth of the City's Social Media reach and total followers.

### City of Lakeport Facebook & Instagram:

<b>City of Lakeport Facebook:</b>	<b>2023</b>	<b>2022</b>
<b>Total Reach</b>	483,326	115,834
<b>Page Visits</b>	23,449	13,006
<b>Followers</b>	8,033	7,248
<b>New Page Likes</b>	686	516

<b>City of Lakeport Instagram:</b>	<b>2023</b>	<b>2022</b>
<b>Total Reach</b>	19,326	18,908
<b>Page Visits</b>	2,231	1,035
<b>Followers</b>	1,188	678
<b>New Page Likes</b>	277	N/A

## 2023 Reach Summary / Facebook + Instagram:





## Lakeport Facebook & Instagram Audience Details:

Audience

Export

Current audience

Potential audience

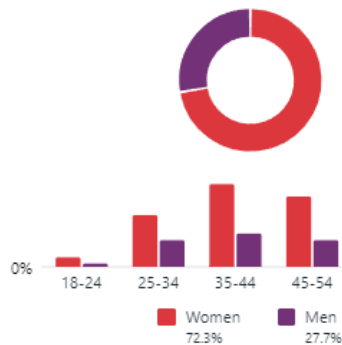
Facebook followers ⓘ

8,033

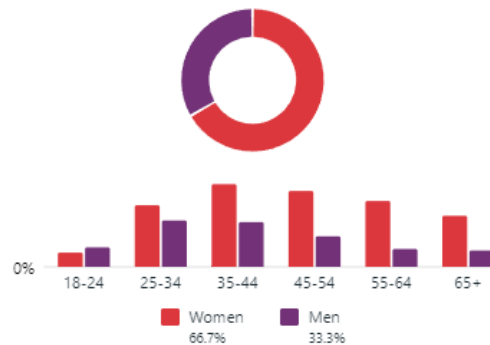
Instagram followers ⓘ

1,188

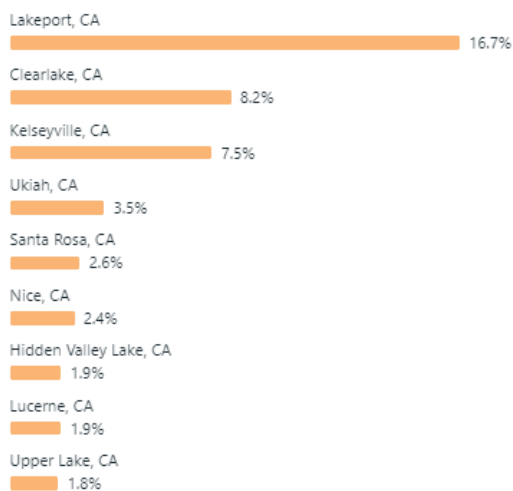
Age & gender ⓘ



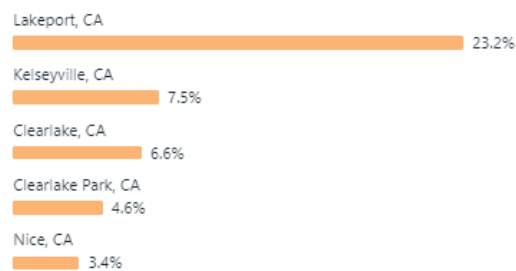
Age & gender ⓘ



Top cities



Top cities



### Top 10 City of Lakeport Facebook posts in 2023 (Total Reach)

***\*The top post was a boosted/paid advertisement promoting the 2023 Summer Concert Series at Library Park.***

***(see next page)***

All content

Posts and Stories





















Media type

Filter

Clear

Search by ID or capt

Columns

	Title		Date published ↑↓	Reach ⓘ ↓	Likes react ↑
<input type="radio"/>	<div> We are excited to share the 2023 KXBX Summe...  City of Lakeport</div>	Boost again	Jun 6, 2023	78.3K Reach	499 Reactive
<input type="radio"/>	<div> The City of Lakeport is seeking an Electrical/Me...  City of Lakeport</div>	Boost again	May 4, 2023	51.1K Reach	80 Reactive
<input type="radio"/>	<div> We remember having shaded relief maps like th...  City of Lakeport</div>	Boost post	May 5, 2023	50.3K Reach	326 Reactive
<input type="radio"/>	<div> We are excited to share the 2023 KXBX Summer...  City of Lakeport</div>	Boost post	May 4, 2023	47.4K Reach	171 Reactive
<input type="radio"/>	<div> The City of Lakeport is seeking a GIS Asset Ma...  City of Lakeport</div>	Boost again	May 4, 2023	42.1K Reach	90 Reactive
<input type="radio"/>	<div> Heads up for our guests at Thursday's grand op...  City of Lakeport</div>	Boost post	Oct 24, 2023	36.7K Reach	326 Reactive
<input type="radio"/>	<div> The City of Lakeport is seeking a Public Works ...  City of Lakeport</div>	Boost again	May 4, 2023	35.6K Reach	109 Reactive
<input type="radio"/>	<div> The City of Lakeport is seeking a Compliance O...  City of Lakeport</div>	Boost again	Oct 5, 2023	29.5K Reach	474 Reactive
<input type="radio"/>	<div> Concrete contractors at the City's Lakefront Par...  City of Lakeport</div>	Boost post	Oct 4, 2023	29K Reach	274 Reactive
<input type="radio"/>	<div> One lonely carnival ride left behind today at the...  City of Lakeport</div>	Boost post	Sep 5, 2023	26.2K Reach	104 Reactive

### Library Park and Lakeport Public Works Department Facebook Reach Totals:

<b>Library Park Facebook:</b>	<b>2023</b>	<b>2022</b>
Total Reach	91,945	23,136
Page Visits	3,920	1,214
Followers	1,772	1,685
New Page Likes	115	87

<b>Public Works Facebook:</b>	<b>2023</b>	<b>2022</b>
Total Reach	11,653	14,776
Page Visits	2,780	1,618
Followers	1,334	1,212
New Page Likes	114	182

I hope this information is useful. Please contact me if you have any questions.

Sincerely,  
Andrew

cc: Paul Harris  
Ron Ladd  
Social Media File

## 2023 POLICE DEPARTMENT COMMUNICATION STATISTICS

**NIXLE:** 12,000 SMS users, 6,000 email users, 8,000 cellular and land line users. We are transitioning to Everbridge which is the Nixle parent company. More work is required to transition all users but as of now we are using both platforms.

**FACEBOOK:** Total post reach of 263,041 with 13,300 followers.

**TWITTER:** 3230 followers with approximate reach of 30,000.

**INSTAGRAM:** 4093 followers with a reach of 25 to 150 per posts

**NEXTDOOR:** Post reach to 1000 residents in 13 Lakeport neighborhoods

**RING:** Unable to obtain statistics, however we post safety information to Lakeport residents who maintain Ring accounts.



## **MEMORANDUM**

**DATE:** February 15, 2024

**TO:** Kelly Buendia, Administrative Services Director

**FROM:** Hilary Britton, Deputy City Clerk/Records Supervisor

**RE:** 2023 Website Analytics

---

Hi Kelly,

Here are some summaries and highlights from our 2023 outreach via the website. The data below is from January 1, 2023, through December 31, 2023.

Total # Users: 54,240 up from 39,792 in 2022  
Average Daily Users: 148.6

### **Most visited pages:**

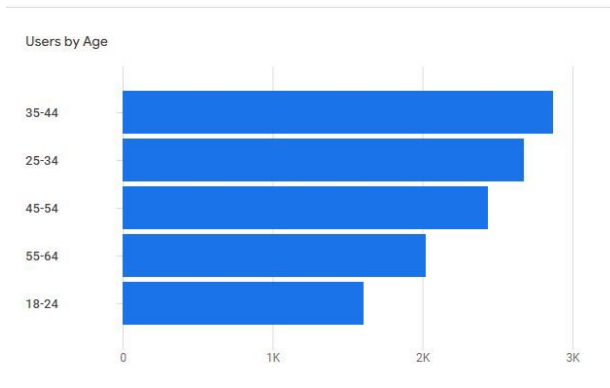
<b>Page Name</b>	<b>Average Daily Views</b>
Landing Page	57.2
Human Resources/Job Opportunities	29.1
Bid Opportunities	18.0
Police (Landing Page)	12.7
Activities and Attractions	11.6
Agendas and Minutes	10.6
Departments	9.4
Economic Development/Quality of Life	7.3
Finance, IT and Utility Accounts and Billing/Utility Bill Payment	6.7
Lakefront Park Project	4.9
Calendar	3.9

### **Views from over 2000 Cities World-Wide Top Cities:**

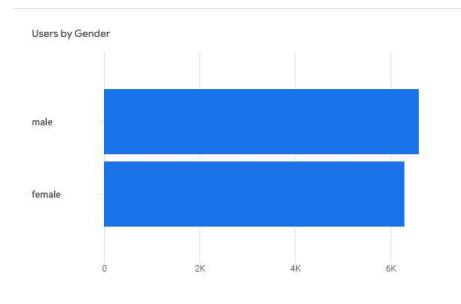
<b>City</b>	<b>Average Daily Users</b>
Lakeport	8.8
Los Angeles	8.4
San Francisco	8.2
Clearlake	7.2
Ashburn	5.2
Sacramento	3.2

**Audience Details:**

Age (If known):



Gender (If known):



2023 Community News Posts: 102 posts

Top Community News Posts:

Title	Views
News List Page (Archive)	503.0
2023 Lake County Independence Day Celebrations Around the Lake	177.0
Lake County 2023 January Storm Update	166.0
Rotary Club of Lakeport brings Winter Wonderland with Lakeport Blizzard event	153.0
Halloween Activities in Lakeport	126.0
Highway 29 Expressway Improvement Project	107.0
Hotline Available for Homebound Lake County Residents	75.0
Town Hall Meeting: Homelessness and Mental Health Live Stream	69.0
Staying Safe While Cyanobacteria and Harmful Algal Blooms (HABs) are Present	65.0
Grand Opening for Xabatin (Big Water) Community Park	54.0
Clearlake Police Officers working in the City of Lakeport	30.0



# CITY OF LAKEPORT

City Council ☒

City of Lakeport Municipal Sewer District ☐

Lakeport Industrial Development Authority ☐

Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Forbes Creek Headwall and Hartley Street Culvert ER Projects

**MEETING DATE:** 02/20/2024

**SUBMITTED BY:** Ron Ladd, Public Works Director

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

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

Council is being asked to receive a report and update on the status of the two ER projects

**BACKGROUND:** Following severe flooding in 2019, the City of Lakeport began the process of securing federal funding to address damage to the Forbes Creek Headwall and the Hartley Street Culvert. Despite challenges in procuring suitable consultant services initially, Dokken Engineering was ultimately selected due to its extensive experience and federal compliance record. On January 18, 2022, City Council approved a Professional Services Agreement \$97,737.49 with Dokken Engineering for the Hartley Street Culvert. Subsequently there have been 2 contract amendments with a third pending. Amendment 1 in June 2022 for additional environmental services (\$20,002.30), Amendment 2 in January 2023 for CAD support (\$10,344.41), and Amendment 3 pending in December 2023 for right-of-way acquisition support (\$21,635.74 pending Caltrans approval).

On January 18, 2022, City Council also approved a Professional Services Agreement \$98,801.87 with Dokken Engineering for the Forbes Creek Headwall.

### DISCUSSION:

Since the onset of these projects, the City has been actively engaged in securing federal funding to facilitate the necessary repairs. Despite initial challenges in procuring suitable consultant services.

Our staff has been working diligently with Caltrans and Dokken Engineering to oversee the progress of these projects. This has involved navigating through various challenges and complexities, including but not limited to, the need for contract amendments to ensure compliance with federal regulations.

The nature of federal funding is dynamic, and we anticipate there will be additional amendments to expand the scope of Dokken Engineering's services. As a result, our local match (of 11.47%) will correspondingly increase to accommodate these expanded scopes of work.

It is important to note that the projects have encountered delays primarily due to the extensive reporting requirements mandated by both State and Federal agencies. However, despite these setbacks, significant progress has been achieved. This progress includes the approval of the Federal level environmental document in May 2023, a critical milestone in the project timeline.

Looking ahead, our aim is to ensure the completion of permanent repairs by late 2025. We remain committed to overseeing these projects diligently and ensuring that they are completed efficiently while adhering to all necessary regulations and requirements.

**ENVIRONMENTAL COMPLIANCE:**

May 2023 Approval of the environmental document

**OPTIONS:** Receive the report and update

**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: CDBG Grant and PI

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:**

☐ **Attachments:**