



# 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 LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, November 15, 2016

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

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

- I. **CALL TO ORDER & ROLL CALL:** 6:00 p.m.
- II. **PLEDGE OF ALLEGIANCE:**
- III. **ACCEPTANCE OF AGENDA:** Move to accept agenda as posted, or move to add or delete items.  
Urgency 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 regular City Council meeting of November 1, 2016. 2016.
- C. Warrants: Approve the warrant register of November 9, 2016.
- D. Utility Truck Purchase Authorize the City Manager to sign a purchase order and supporting contract documents for the procurement of a utility truck for the Public Works Department.
- E. Rejection of Claim Reject Claim 2016-005 filed by Intercare Holdings as recommended by REMIF.
- F. Rejection of Claim Reject Claim 2016-006 filed by Carole Brown as recommended by REMIF.
- V. **PUBLIC PRESENTATIONS/REQUESTS:**
- A. Citizen Input: *Any person may speak for 3 minutes about any subject within the authority of the City Council, provided that the subject is not already on tonight's agenda. Persons wishing to address the City Council are required to complete a Citizen's Input form and submit it to the City Clerk prior to the meeting being called to order. While not required, please state your name and address for the record. NOTE: Per Government Code §54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda.*
- B. Proclamation: Mayor Spillman will present a proclamation designating the month of November, as Hospice and Palliative Care Month, to Corrigan Gommenginger, Executive Director, and Janine Smith-Citron, Development Specialist.
- VI. **PUBLIC HEARING:**
- VII. **COUNCIL BUSINESS:**
- A. Interim Finance Director
1. Other Post-Employment Benefits Actuarial Report Prepared by Total Compensation Systems, Inc. (OPEB) Accept and file the OPEB report as presented.
- B. Public Works Director
1. Application for Use of Public Areas Request for a Downtown Criterium Bicycle Race Approve application #2017-002 with the recommended conditions.

- 2. USDA Water/Wastewater Improvement Projects

Authorize the acceptance of the Water & Wastewater Improvements Project and to record a Notice of Completion with the County of Lake.

**VIII. COUNCIL COMMUNICATIONS:**

- A. Miscellaneous Reports, if any:

**IX. ADJOURNMENT:**

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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Kelly Buendia, 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 SUCCESOR AGENCY TO THE LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, November 1, 2016

- I. **CALL TO ORDER & ROLL CALL:** Mayor Spillman called the regular meeting of the City Council of the City of Lakeport to order at 6:01 p.m. with Council Member Mattina, Council Member Parlet, Council Member Scheel, and Council Member Turner present.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Doug Grider.
- III. **ACCEPTANCE OF AGENDA:** A motion was made by Council Member Scheel, seconded by Council Member Mattina, and unanimously carried by voice vote, to accept the agenda as posted.
- Urgency Items: There were no urgency items.
- IV. **CONSENT 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 regular City Council meeting of October 18, 2016 and the special City Council meeting of October 25, 2016.
- C. Warrants: Approve the warrant register of October 26, 2016.
- D. Application 2017-001: Approve Application No. 2017-001 with staff recommendations for the 2017 Home Wine and Beer Makers event to be held June 17, 2017 in Library Park.
- E. Application 2017-003: Approve Application No. 2017-003 with staff recommendations for the annual Child Festival in the Park to be held April 22, 2017 in Library Park.
- F. JJCPA Agreement Amendment No.1: Approve and authorize the City Manager to execute the first amendment to the Professional Services Agreement with JJACAP, Inc. for independent auditing services.
- Vote on Consent Agenda: A motion was made by Council Member Scheel, seconded by Council Member Turner, and unanimously carried by voice vote, to approve the consent agenda, Items A-F.
- V. **PUBLIC PRESENTATIONS/REQUESTS:**
- A. Citizen Input:
- Ken Saderlund presented the Mayor with a hardcopy of a list of concerns that He would like to see agenized for future Council meetings. Mayor Spillman received the list and advised Mr. Saderlund that a copy of the list would be distributed to the rest of the Council and the City Manager. He advised Mr. Saderlund to contact the City Manager regarding follow-up.
- Mayor Spillman will make copies available for all Council Members and staff.
- Mayor has advised that Ken can follow up with the City Manager.
- Jack McCormack, owner, Gaslight Grill, complained regarding vehicles parking for longer than 2 hours on Main Street. He stated that vehicles are often in front of the businesses overnight. He would like to see the 2 hour parking limit being enforced.
- B. Presentation: Ride Coordinator, Jennifer Strong, gave a presentation on the 2016 Konocti Challenge which took place on October 1, 2016. She advised she will send out the survey results to the Council.

**VI. PUBLIC HEARING:**

- A. Speed Zone Ordinance: Community Development Director Ingram presented the staff report on the proposed amendments to the Speed Zone Ordinance.
- Phil Dow from Dow and Associates, the company that conducted the Speed Zone Survey on behalf of the Area Planning Council, gave background information on the methodology of the Survey.
- Mayor Spillman opened the Public Hearing at 7:13 pm
- The following had questions of the Council and/or Phil Dow regarding increasing the speed limit on 20<sup>th</sup> Street to 30 mph: Nathan Maxman, Tim Barnes, Tony Pearce.
- The following spoke in favor of adopting the 30 mph on 20<sup>th</sup> street: Tim Barnes and Tony Pearce.
- The following spoke in opposition of increasing the speed limit to 30 mph on 20<sup>th</sup> Street: Derina Lucas , Jennifer Wamburt, Steve Farr, Ken Farris, Ken Levi, Mike Terry, Tom Curry, and Sharon Curry.
- Jeanette Payan spoke advising there is speeding on Lakeshore Blvd., and that it is not safe for pedestrians.
- Ken Saderlund had questions regarding the Speed Survey regarding blind intersections.
- Mayor Spillman closed the Public Hearing at 8:27 p.m.
- A motion was made by Council Member Scheel, seconded by Council Member Turner, and unanimously carried by voice vote, to adopt the ordinance revising Chapter 10.16 of the Lakeport Municipal Code establishing speed zones within the City.

**VII. COUNCIL BUSINESS:**

- A. Community Development Director
1. No Parking Zone: Bevins Street Community Development Director Ingram presented the staff report on extending the No Parking Zone on Bevins Street.
- Michael Green spoke in favor of the no parking zones.
- A motion was made by Council Member Mattina,, seconded by Council Member Parlet, and unanimously carried by voice vote, to adopt the proposed resolution rescinding Resolution No. 2589 (2016) and designating the locations of Prohibited Parking Zones within the City of Lakeport.
- B. Police Chief
1. State Proposition 57: Chief Rasmussen presented the Staff Report on opposing State Proposition 57.
- Interim Chief Celli from the City of Clearlake spoke in favor on the resolution opposing State Proposition 57.
- Michael Froio, from Lakeshore Blvd. Neighborhood Watch Group spoke in favor of opposing Proposition 57.
- A motion was made by Council Member Scheel, seconded by Council Member Turner, and unanimously carried by voice vote, to adopt the proposed resolution opposing Prop 57, the Public Safety and Rehabilitation Act.

**VIII. COUNCIL COMMUNICATIONS:**

- A. Miscellaneous Reports, if any: Interim Finance Director Feth-Michel reported Finance dept. is monitoring and collecting TOT, the auditor will be in next week. She promoted new business owner Tony Pearce, of the Nerd Cave, in Downtown Lakeport. City Attorney Ruderman had no report.

Chief Rasmussen reported he worked on Kiwanis Halloween Kid's Fair event which had a 41% increase in participation over last year, with 1,541 persons attending.

Public Works Director Grider had departed.

Community Development Director Ingram reported the City received the Active Transportation Planning Grant (ATP Grant) for the 20th Street/ Hartley areas in the amount of \$1.8 million. The funds will be directed at sidewalk installation/improvements and traffic-calming measures.

Director Ingram made special mention of Todd Mansell, from the Lake County engineering department, in his assistance with procuring this substantial grant.

Council Member Turner reported she will travel to Newport Beach for the League of California Cities Leaders Orientation and Strategic Planning Workshop. She has been elected First Vice President of the Redwood League Division of the League of California Cities.

Council Member Parlet reported that he is very proud of the accomplishments of the current Council, specifically with fiscal responsibility. Congratulations offered to all members for their team efforts.

Council Member Scheel congratulated Council Member Turner on her Vice-Presidency and felt that the leadership conference is well worth the time.

Council Member Scheel urged people to vote next Tuesday, as well as observe Veteran's Day, with all due respect.

Council Member Mattina reported the League's Division meeting will be in Ukiah on November 18, where Council Member Turner will be installed Vice-President and bid farewell to Council Member Scheel who has concluded his term as President of the Redwood Empire Division of the League of California Cities.

Council Member concurs with Council Member Parlet in thanking the Council for their superior teamwork as a board.

Mayor Spillman reported that Tony Pearce's new business is having a positive impact in the downtown area for young people and thanked him for his contribution to the City.

**IX. ADJOURNMENT:**

Mayor Spillman adjourned the meeting at 9:20 pm

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Marc Spillman, Mayor

ATTEST:

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Hilary Britton, Deputy City Clerk



11/9/2016

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, consisting of stylized initials, positioned above a horizontal line.

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Ginny Feth-Michel  
Interim Finance Director



Lakeport

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 10/27/2016 - 11/09/2016  
Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Bank Account: 15-0352000798 - POOLED CASH BANK</b>							
10/27/2016		<a href="#">50196</a>	LAKE COUNTY FAIR/49TH DAA	Accounts Payable	Outstanding	Check	-70.00
10/31/2016		<a href="#">50197</a>	LAKEPORT DISPOSAL, INC.	Accounts Payable	Outstanding	Check	-11,957.79
11/03/2016		<a href="#">50198</a>	AFLAC	Accounts Payable	Outstanding	Check	-744.05
11/03/2016		<a href="#">50199</a>	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-693.67
11/03/2016		<a href="#">50200</a>	CALPERS	Accounts Payable	Outstanding	Check	-18,216.77
11/03/2016		<a href="#">50201</a>	ELIZABETH LAMBERT	Accounts Payable	Outstanding	Check	-500.00
11/03/2016		<a href="#">50202</a>	JACQUELINE M. STOEBE	Accounts Payable	Outstanding	Check	-25.00
11/03/2016		<a href="#">50203</a>	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-270.00
11/03/2016		<a href="#">50204</a>	LPOA	Accounts Payable	Outstanding	Check	-450.00
11/03/2016		<a href="#">50205</a>	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-1,055.00
11/03/2016		<a href="#">50206</a>	REDWOOD CREDIT UNION	Accounts Payable	Outstanding	Check	-250.00
11/03/2016		<a href="#">50207</a>	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-1,863.50
11/03/2016		<a href="#">DFT0000347</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-2,837.40
11/03/2016		<a href="#">DFT0000348</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-2,583.74
11/03/2016		<a href="#">DFT0000349</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-898.84
11/03/2016		<a href="#">DFT0000350</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-9,227.94
11/07/2016		<a href="#">50208</a>	LAKEPORT DISPOSAL, INC.	Accounts Payable	Outstanding	Check	-28,072.96
11/09/2016		<a href="#">50209</a>	L. N. CURTIS & SONS	Accounts Payable	Outstanding	Check	-323.67
11/09/2016		<a href="#">50210</a>	ADVANCED COMMUNICATIONS	Accounts Payable	Outstanding	Check	-175.00
11/09/2016		<a href="#">50211</a>	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	Check	-403.00
11/09/2016		<a href="#">50212</a>	ARAMARK UNIFORM SERVICES	Accounts Payable	Outstanding	Check	-144.10
11/09/2016		<a href="#">50213</a>	AT&T	Accounts Payable	Outstanding	Check	-868.83
11/09/2016		<a href="#">50214</a>	AT&T	Accounts Payable	Outstanding	Check	-250.00
11/09/2016		<a href="#">50215</a>	CARLTON TIRE	Accounts Payable	Outstanding	Check	-63.82
11/09/2016		<a href="#">50216</a>	CITY OF LAKEPORT PETTY CASH	Accounts Payable	Outstanding	Check	-122.09
11/09/2016		<a href="#">50217</a>	COUNTY OF LAKE - INFO TECH	Accounts Payable	Outstanding	Check	-1,521.00
11/09/2016		<a href="#">50218</a>	CSMFO	Accounts Payable	Outstanding	Check	-110.00
11/09/2016		<a href="#">50219</a>	DISNEY'S TROPHIES & AWARDS	Accounts Payable	Outstanding	Check	-32.40
11/09/2016		<a href="#">50220</a>	E D D	Accounts Payable	Outstanding	Check	-517.00
11/09/2016		<a href="#">50221</a>	EDWARD A. BEAN	Accounts Payable	Outstanding	Check	-825.00
11/09/2016		<a href="#">50222</a>	FERRELLGAS	Accounts Payable	Outstanding	Check	-52.73
11/09/2016		<a href="#">50223</a>	GOODYEAR TIRE & RUBBER CO.	Accounts Payable	Outstanding	Check	-1,054.93
11/09/2016		<a href="#">50224</a>	INDUSTRIAL ELECTRIC MOTORS	Accounts Payable	Outstanding	Check	-2,948.21
11/09/2016		<a href="#">50225</a>	INTERSTATE BATTERY SYSTEM	Accounts Payable	Outstanding	Check	-132.63
11/09/2016		<a href="#">50226</a>	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	Check	-12.96
11/09/2016		<a href="#">50227</a>	KURT A. ACKERMAN	Accounts Payable	Outstanding	Check	-2,100.00

**Bank Transaction Report**

**Issued Date Range: 10/27/2016 - 11/09/2016 Cleared Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/09/2016		<a href="#">50228</a>	LAKE COUNTY CHAMBER OF COMMERCE	Accounts Payable	Outstanding	Check	-30.00
11/09/2016		<a href="#">50229</a>	LAKE COUNTY LOCK & SAFE	Accounts Payable	Outstanding	Check	-140.59
11/09/2016		<a href="#">50230</a>	LAKE COUNTY TAX COLLECTOR	Accounts Payable	Outstanding	Check	-3,371.24
11/09/2016		<a href="#">50231</a>	LAKEPORT ENGLISH INN	Accounts Payable	Outstanding	Check	-1,980.00
11/09/2016		<a href="#">50232</a>	LEHR AUTO	Accounts Payable	Outstanding	Check	-126.52
11/09/2016		<a href="#">50233</a>	LEXIS NEXIS RISK SOLUTIONS	Accounts Payable	Outstanding	Check	-30.00
11/09/2016		<a href="#">50234</a>	MAGIC INTERIORS	Accounts Payable	Outstanding	Check	-656.07
11/09/2016		<a href="#">50235</a>	MEDIACOM	Accounts Payable	Outstanding	Check	-1,349.90
11/09/2016		<a href="#">50236</a>	MENDO MILL & LUMBER CO.	Accounts Payable	Outstanding	Check	-1,566.67
11/09/2016		<a href="#">50237</a>	MYERS STEVENS & TOOHEY & CO.	Accounts Payable	Outstanding	Check	-193.50
11/09/2016		<a href="#">50238</a>	NAPA AUTO - LAKE PARTS	Accounts Payable	Outstanding	Check	-19.27
11/09/2016		<a href="#">50239</a>	NFP NATIONAL ACCOUNT SERVICES	Accounts Payable	Outstanding	Check	-758.85
11/09/2016		<a href="#">50240</a>	OE PUBLIC & MISC EE'S	Accounts Payable	Outstanding	Check	-28,694.00
11/09/2016		<a href="#">50241</a>	OLIVIA GRUPP	Accounts Payable	Outstanding	Check	-2,920.00
11/09/2016		<a href="#">50242</a>	O'REILLY AUTO PARTS	Accounts Payable	Outstanding	Check	-27.62
11/09/2016		<a href="#">50243</a>	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	Check	-292.57
11/09/2016		<a href="#">50244</a>	PAUL R. CURREN	Accounts Payable	Outstanding	Check	-10,751.25
11/09/2016		<a href="#">50245</a>	PERFORMANCE MECHANICAL	Accounts Payable	Outstanding	Check	-654.00
11/09/2016		<a href="#">50246</a>	PERKINS SEPTIC TANK CLEANING	Accounts Payable	Outstanding	Check	-405.00
11/09/2016		<a href="#">50247</a>	PG&E VO248104	Accounts Payable	Outstanding	Check	-1,230.03
11/09/2016		<a href="#">50248</a>	POLESTAR COMPUTERS	Accounts Payable	Outstanding	Check	-1,690.00
11/09/2016		<a href="#">50249</a>	R.E.M.I.F.	Accounts Payable	Outstanding	Check	-52,247.80
11/09/2016		<a href="#">50250</a>	ROBERTSON & ASSOCIATES, CPA'S	Accounts Payable	Outstanding	Check	-355.00
11/09/2016		<a href="#">50251</a>	SNAP-ON INDUSTRIAL	Accounts Payable	Outstanding	Check	-74.98
11/09/2016		<a href="#">50252</a>	STANDARD PRINTING COMPANY	Accounts Payable	Outstanding	Check	-940.43
11/09/2016		<a href="#">50253</a>	STAPLES CREDIT PLAN	Accounts Payable	Outstanding	Check	-622.31
11/09/2016		<a href="#">50254</a>	STEVE TORRIGINO	Accounts Payable	Outstanding	Check	-315.00
11/09/2016		<a href="#">50255</a>	SUTTER LAKESIDE HOSPITAL	Accounts Payable	Outstanding	Check	-35.00
11/09/2016		<a href="#">50256</a>	SWRCB	Accounts Payable	Outstanding	Check	-70.00
11/09/2016		<a href="#">50257</a>	SWRCB	Accounts Payable	Outstanding	Check	-170.00
11/09/2016		<a href="#">50258</a>	SWRCB	Accounts Payable	Outstanding	Check	-70.00
11/09/2016		<a href="#">50259</a>	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-5,325.52
11/09/2016		<a href="#">50260</a>	THE WORKS INC/MLS - LSQ FUNDING GROUP	Accounts Payable	Outstanding	Check	-5,129.56
11/09/2016		<a href="#">50261</a>	US POSTMASTER - ARIZONA	Accounts Payable	Outstanding	Check	-869.40
11/09/2016		<a href="#">50262</a>	VERIZON WIRELESS	Accounts Payable	Outstanding	Check	-291.36
11/09/2016		<a href="#">50263</a>	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	Check	-1,809.88
<b>Bank Account 15-0352000798 Total: (72)</b>							<b>-216,587.35</b>
<b>Report Total: (72)</b>							<b>-216,587.35</b>

**Summary**

Bank Account	Count	Amount
<a href="#">15-0352000798 POOLED CASH BANK</a>	72	-216,587.35
<b>Report Total:</b>	<b>72</b>	<b>-216,587.35</b>

Cash Account	Count	Amount
<a href="#">998 998-0000-101000 POOLED CASH - WEST AMERICA</a>	72	-216,587.35
<b>Report Total:</b>	<b>72</b>	<b>-216,587.35</b>

Transaction Type	Count	Amount
Bank Draft	4	-15,547.92
Check	68	-201,039.43
<b>Report Total:</b>	<b>72</b>	<b>-216,587.35</b>



# CITY OF LAKEPORT

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

<b>STAFF REPORT</b>	
<b>RE:</b> Utility Truck Purchase	<b>MEETING DATE:</b> 11/15/2016
<b>SUBMITTED BY:</b> Doug Grider, 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 authorize the City Manager to sign a purchase order, and supporting contract documents, for the procurement of a utility truck for the Water Department.

**BACKGROUND/DISCUSSION:**

During the 2016/2017 budget process funds were appropriated for the purchase of a utility truck in the Public Works Department’s Capital Budget. The specifications for these vehicles were listed in a Request for Proposal (RFP) and sent to local and regional dealerships with a deadline for submittals of October 24<sup>th</sup> for a ¾ ton Utility Truck. The City received three bids meeting our specifications. The lowest responsible bidder being Kathy Fowler Chevrolet.

Kathy Fowler Chevrolet	\$30,724.89
Corning Ford	\$32,523.07
Hoblit Motors	\$31,187.00

**OPTIONS:**

Authorize the City Manager to sign PO/Contract documents, or provide direction to staff.

**FISCAL IMPACT:**

None     Budgeted Item     Yes     No

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

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

Comments: 501-3060-983.000 \$30,724.89

**SUGGESTED MOTIONS:**

Move to authorize the City Manager to sign a purchase order and supporting contract documents for the procurement of a utility truck for the Public Works Department.

- Attachments:**
1. Request for Proposal
  2. Purchase Order

# CITY OF LAKEPORT

*Over 100 years of community,  
pride, progress, and service*



## Request for Proposal

### CITY OF LAKEPORT WATER DIVISION WATER DEPARTMENT TRUCK PROCUREMENT

#### REQUEST FOR PROPOSAL PROCESS:

##### Inquiries:

All inquiries related to this Request for Proposal are to be sent via email to [pharris@@cityoflakeport.com](mailto:pharris@@cityoflakeport.com)

##### Closing Date:

The City Of Lakeport will receive sealed proposals for the "Water Department Truck Procurement" at City of Lakeport, 225 Park Street, Lakeport, CA 95453 until Monday, October 24th, 2016 at 2:30 p.m. Sealed bids should be addressed to the City Clerk.

Only properly executed proposals submitted on the forms included herein will be accepted. The City of Lakeport reserves the right to reject any or all bids, to waive any informality, to accept any bid deemed to be responsive in the best interest of the City of Lakeport, and reserves the right to re-advertise for new proposals.

The City of Lakeport is an Equal Opportunity Employer, Minority and Women-Owned businesses are encouraged to bid.

Each proposal shall be submitted in a sealed envelope addressed to the City Clerk, City of Lakeport, and plainly marked on the outside of the Envelope: "Proposal on Water Department Truck Procurement". The envelope shall show the name and address of the Bidder. If mailed to the City, the bid envelope shall be enclosed in another envelope addressed to the City Clerk.

**Late proposals will not be accepted**

**Irrevocability of Proposals:**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contract with the City.

**Proponents Expenses:**

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

**Firm Pricing:**

Prices will be firm for the items and property sought. All costs, fees, charges and penalties shall be included in the final total by the Proponent.

**Currency and Taxes:**

Prices quoted must:

- 1) Be in U.S. dollars.
- 2) Include all tax and licensing customary to this type of service including but not limited to sales tax if applicable.
- 3) Include delivery to:

City of Lakeport Corporation Yard  
591 Martin Street  
Lakeport, CA 95453

**Acceptance of Proposals:**

- 1) This Request for Proposal should not be construed as an agreement to purchase goods or services. The City is not bound to enter into a contract with the Proponent who submits the lowest priced proposal or with any proponent. Proposals will be assessed in light of the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any proponent.

- 2) **Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, state, or municipal statute, regulation or by-law.**

**Definition of Contract:**

**Notice in writing to a Proponent that it has been identified as the successful proponent and the subsequent full execution of a written contract and purchase order will constitute a contract for the goods or service, and no Proponent will acquire a legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.**

**Modification of Terms:**

**The City reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion. This includes the right to cancel this Request for Proposal at any time prior to entering into a contract with the successful Proponent.**



File With:  
City Clerk's Office  
City of Lakeport  
City Hall  
225 Park Street  
Lakeport, CA 95453

**CLAIM FOR MONEY OR  
DAMAGES AGAINST  
THE CITY OF LAKEPORT**

RESERVE FOR FILING STAMP

CLAIM NO. 2016-005

**RECEIVED**

OCT 25 2016

CITY OF LAKEPORT  
OFFICE OF CITY CLERK

A claim must be presented, as prescribed by the *Government Code* of the State of California, by the claimant or a person acting on his/her behalf and shall show the following:

If additional space is needed to provide your information, please attach sheets, identifying the paragraph(s) being answered.

1. Name and Post Office address of the Claimant:

Name of Claimant: Intercare Holdings Insurance Services  
Post Office Address: PO Box 579  
Roseville, CA 95661

2. Post Office address to which the person presenting the claim desires notices to be sent:

Name of Addressee: Intercare Holdings Telephone: 916-677-2111  
Post Office Address: PO Box 579  
Roseville, CA 95661

3. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.

Date of Occurrence: 7/14/2016 Time of Occurrence: 4:20 pm  
Location: 2<sup>nd</sup> St + Brush in Lakeport, CA

Circumstances giving rise to this claim:

Ms. Bean stepped off curb to cross street and stepped in a hole of crumbling asphalt.

4. General description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of the presentation of the claim.

Injury to left ankle and left calf from rolling ankle. Workers compensation has paid \$1058.64 in regards to this injury.

5. The name or names of the public employee or employees causing the injury, damage, or loss, if known.

City of Lakeport

6. **If amount claimed totals less than \$10,000:** The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed.

Amount Claimed and basis for computation: \$1058.64. Amounts paid to various providers on this injury.

**If amount claimed exceeds \$10,000:** If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case. A limited civil case is one where the recovery sought, exclusive of attorney fees, interest and court costs does not exceed \$25,000. An unlimited civil case is one in which the recovery sought is more than \$25,000. (See CCP § 86.)

<input type="checkbox"/> Limited Civil Case	<input type="checkbox"/> Unlimited Civil Case
---	---

**You are required to provide the information requested above in order to comply with Government Code §910.**

7. Claimant(s) Date(s) of Birth: 8/20/1978 - Martina Bean - person injured.

8. Name, address and telephone number of any witnesses to the occurrence or transaction which gave rise to the claim asserted: Witness: Denise Raper, 707-262-4282.

9. If the claim involves medical treatment for a claimed injury, please provide the name, address and telephone number of any doctors or hospitals providing treatment: Sutter - 707-262-5088  
5176 Hill Rd East  
Lakeport, CA 95453

*If applicable, please attach any medical bills or reports or similar documents supporting your claim.*

10. If the claim relates to an automobile accident:

Claimant(s) Auto Ins. Co.:	Telephone:
Address:	Insurance Policy No.:
Insurance Broker/Agent:	Telephone:
Address:	
Claimant's Veh. Lic. No.:	Vehicle Make/Year:
Claimant's Drivers Lic. No.:	Expiration:

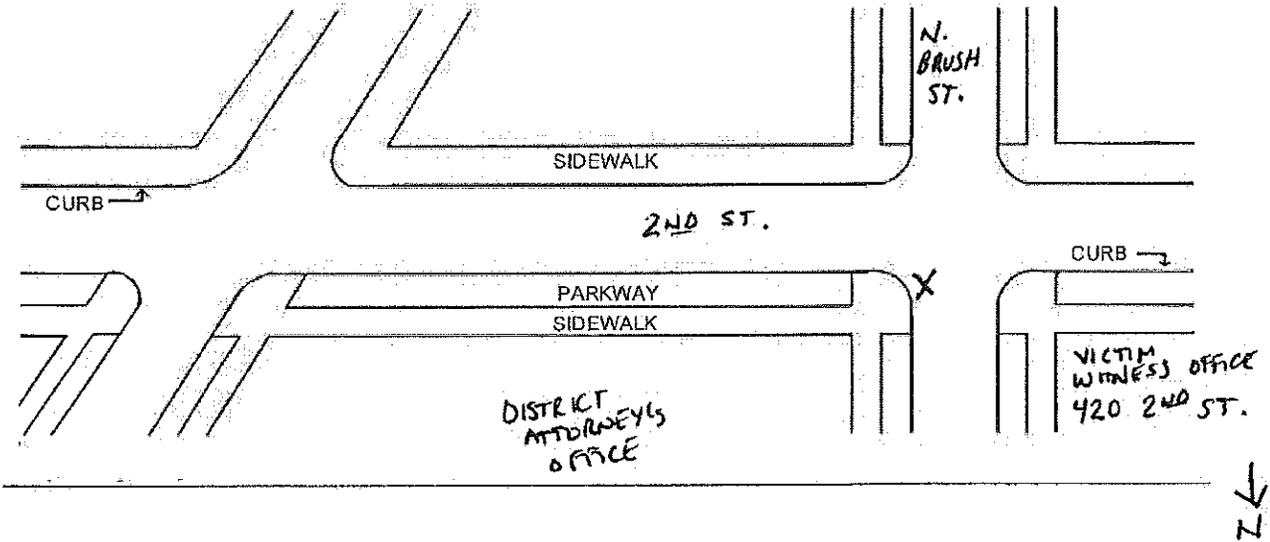
*If applicable, please attach any repair bills, estimates or similar documents supporting your claim.*

READ CAREFULLY

For all accident claims, place on following diagram name of streets, including North, East, South, and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If City/Agency Vehicle was involved, designate by letter "A" location of City/Agency Vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw

City/Agency Vehicle; location of City/Agency vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Warning: Presentation of a false claim is a felony (Penal Code §72). Pursuant to CCP §1038, the City/Agency may seek to recover all costs of defense in the event an action is filed which is later determined not to have been brought in good faith and with reasonable cause.

Signature: *[Signature]* Date: 9/9/16

Completed by Kimberley Moses 10/18/16

From	Through	Check#	Check Date	Method	Vendor	Discount	Amount	
<b>Medical Expense</b>								
<b>Mileage: Medical Related</b>								
07/16/2016	08/25/2016	308894	09/14/2016	Check	Martina Bean	0.00	7.02	
<b>Totals for Mileage: Medical Related</b>							0.00	7.02
<b>Diagnostic</b>								
07/16/2016	07/16/2016	309342	10/18/2016	Check	California Advanced	32.88	12.12	
<b>Totals for Diagnostic</b>							32.88	12.12
<b>Hospital</b>								
07/16/2016	07/16/2016	309117	09/27/2016	Check	Sutter West Bay Hospital	1,395.71	264.29	
<b>Totals for Hospital</b>							1,395.71	264.29
<b>Medical RX</b>								
07/16/2016	07/16/2016	308895	09/14/2016	Check	Martina Bean	0.00	6.34	
<b>Totals for Medical RX</b>							0.00	6.34
<b>Treating Doctor</b>								
08/25/2016	08/25/2016	309391	10/18/2016	Check	Sutter West Bay	19.34	80.66	
07/16/2016	07/16/2016	309393	10/18/2016	Check	San Francisco	152.68	77.32	
08/04/2016	08/04/2016	309181	09/30/2016	Check	Sutter West Bay	5.11	94.89	
07/21/2016	07/21/2016	309037	09/21/2016	Check	Sutter West Bay	0.00	100.00	
<b>Totals for Treating Doctor</b>							177.13	352.87
<b>Totals for Medical Expense</b>							1,605.72	642.64
<b>Recovery</b>								0.00
<b>Legal Expense/ALE</b>								
<b>Bill Review Fees</b>								
08/25/2016	08/25/2016	309336	10/18/2016	Check	Intermed	0.00	11.00	
07/16/2016	07/16/2016	309336	10/18/2016	Check	Intermed	0.00	11.00	
07/16/2016	07/16/2016	309336	10/18/2016	Check	Intermed	0.00	11.00	
08/04/2016	08/04/2016	309177	09/30/2016	Check	Intermed	0.00	11.00	
07/16/2016	07/16/2016	309107	09/27/2016	Check	Intermed	0.00	11.00	
07/21/2016	07/21/2016	308996	09/21/2016	Check	Intermed	0.00	11.00	
<b>Totals for Bill Review Fees</b>							0.00	66.00
<b>Medical Management</b>								
08/09/2016	08/09/2016	308609	08/24/2016	Check	Norman Peterson &	0.00	350.00	
<b>Totals for Medical Management</b>							0.00	350.00
<b>Totals for Legal Expense/ALE</b>							0.00	416.00
<b>Recovery</b>								0.00
<b>Totals for Claim</b>							1,058.64	
<b>Recovery</b>							0.00	

File With:

City Clerk's Office  
City of Lakeport  
City Hall  
225 Park Street  
Lakeport, CA 95453

# CLAIM FOR MONEY OR DAMAGES AGAINST THE CITY OF LAKEPORT

RESERVE FOR FILING STAMP

CLAIM NO. 2016-006

RECEIVED

OCT 27 2016

BY \_\_\_\_\_

A claim must be presented, as prescribed by the *Government Code* of the State of California, by the claimant or a person acting on his/her behalf and shall show the following:

If additional space is needed to provide your information, please attach sheets, identifying the paragraph(s) being answered.

1. Name and Post Office address of the Claimant:

Name of Claimant: CAROLE BROWN  
Post Office Address: 455 FIRST ST  
LAKEPORT  
CA 95453

2. Post Office address to which the person presenting the claim desires notices to be sent:

Name of Addressee: SAME Telephone: 925-247-4498  
Post Office Address: \_\_\_\_\_

3. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.

Date of Occurrence: 21 AUG 2016 Time of Occurrence: evening/night  
Location: 455 FIRST ST, LAKEPORT  
Circumstances giving rise to this claim:

PLEASE SEE ATTACHED EMAILS TO / FROM Mr. CRIDER  
AND MYSELF. OAK TREE ON 1ST ST. (ON CITY PROPERTY)  
ITS LIMBS BROKE OFF CRASHING INTO 1ST STREET & INTO  
MY YARD WHERE I HAD PARKED TWO VW VEHICLES

4. General description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of the presentation of the claim.

DENT IN RIGHT FRONT FENDER OF MY 1956 BEETLE  
- PHOTOS EMAILED TO MS BRITTON.

5. The name or names of the public employee or employees causing the injury, damage, or loss, if known.

NO PERSON  
OAK TREE ON 1ST STREET, SOUTH SIDE,  
BETWEEN BRUSH & TUNIS. (SEE MAP)

6. **If amount claimed totals less than \$10,000:** The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed.

THE PAPERWORK FOR

Amount Claimed and basis for computation:

ONCE THIS CLAIM IS ACCEPTED  
ESTIMATED COSTS CALCULATED BY BODY SHOP WILL BE  
EMAILED TO Ms. BRITTON WITH PHOTOS OF INCIDENT & DAMAGE

**If amount claimed exceeds \$10,000:** If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case. A limited civil case is one where the recovery sought, exclusive of attorney fees, interest and court costs does not exceed \$25,000. An unlimited civil case is one in which the recovery sought is more than \$25,000. (See CCP § 86.)

<input type="checkbox"/> Limited Civil Case	<input type="checkbox"/> Unlimited Civil Case
---	---

**You are required to provide the information requested above in order to comply with Government Code §910.**

7. Claimant(s) Date(s) of Birth:  
JAN 31, 1955

8. Name, address and telephone number of any witnesses to the occurrence or transaction which gave rise to the claim asserted:  
LINDA GEHRE  
555 YGNACIA VALLEY RD, WALNUT CREEK  
925-956-8555

9. If the claim involves medical treatment for a claimed injury, please provide the name, address and telephone number of any doctors or hospitals providing treatment:  
N/A

*If applicable, please attach any medical bills or reports or similar documents supporting your claim.*

10. If the claim relates to an automobile accident:

Claimant(s) Auto Ins. Co.:	Telephone:
Address:	Insurance Policy No.:
Insurance Broker/Agent:	Telephone:
Address:	
Claimant's Veh. Lic. No.:	Vehicle Make/Year:
Claimant's Drivers Lic. No.:	Expiration:

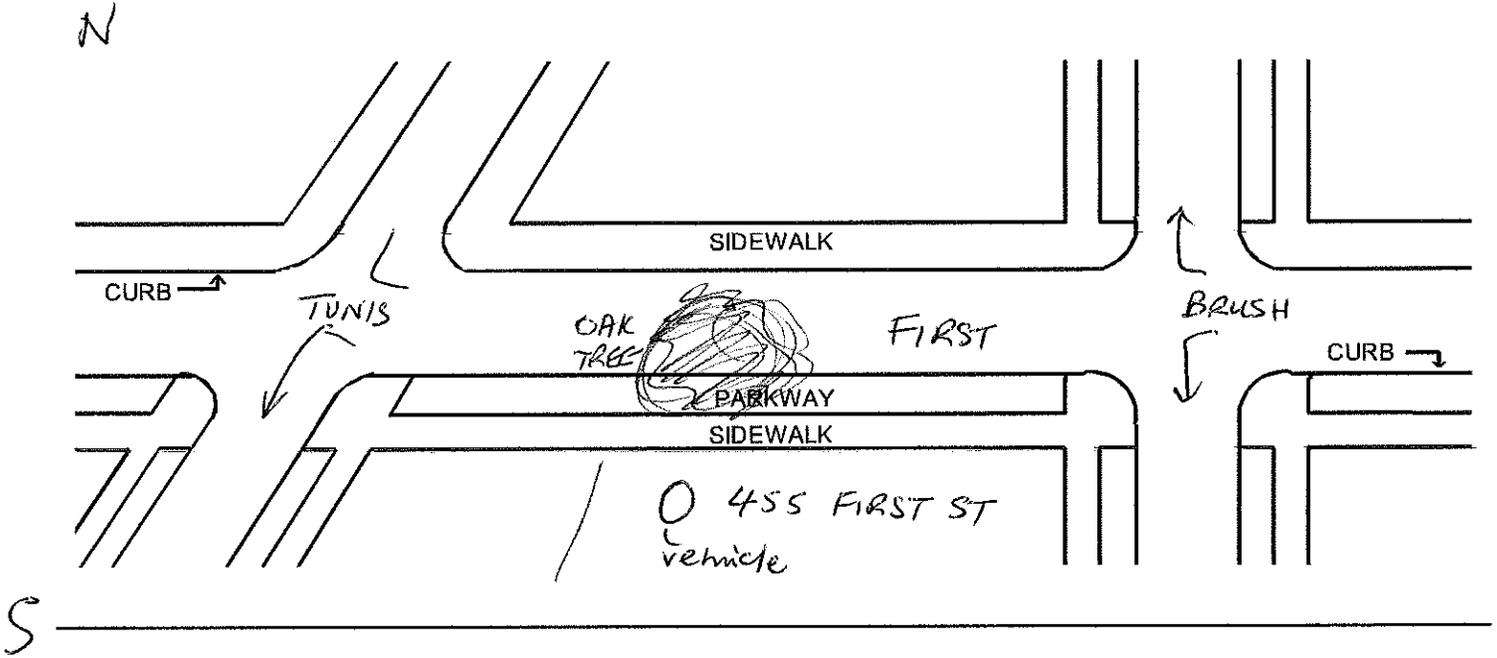
*If applicable, please attach any repair bills, estimates or similar documents supporting your claim.*

**READ CAREFULLY**

For all accident claims, place on following diagram name of streets, including North, East, South, and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If City/Agency Vehicle was involved, designate by letter "A" location of City/Agency Vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw

City/Agency Vehicle; location of City/Agency vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



**Warning:** Presentation of a false claim is a felony (Penal Code §72). Pursuant to CCP §1038, the City/Agency may seek to recover all costs of defense in the event an action is filed which is later determined not to have been brought in good faith and with reasonable cause.

Signature: C. A. Brown

Date: 10/27/16

# PREMIER AUTO BODY

Quality Body & Paint Repairs  
3578 north main  
Kelseyville ca 95451  
Phone:707-279-1907 Fax:707-279-1107  
E-mail premierauto@live.com  
ARD00257311

## DAMAGE REPORT

Owner: Carole Brown

Phone: : 925-247-4498 x  
: 707- - x

VEHICLE: 1956 VW Beetle  
Vin:  
Color:  
Options:

Odometer: 0  
Production Date: / Lic Plate: State:  
Body Code: Trim:

---

L#	OPERATION	Q	DESCRIPTION	TYPE	PARTS	LABOR	PAINT	SUBLET
1	R&I		Front Bumper			0.5		
2	Replace	1	RT Fender	Rebl	305.94	2.0	2.5	
3	Repair		RT Fender Modify			2.0		
Line Totals -->					305.94	4.5	2.5	0.00

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Continued on the Next Page...

Carole Brown  
 1956 VW Beetle Lic:

**DAMAGE REPORT**

**- SUMMARY -**

**LABOR:**

Body . . . . .	4.5 Hrs @ \$ 85.00 Per Hour . . . . .	=	382.50
Refinish. . . . .	2.5 Hrs @ \$ 85.00 Per Hour . . . . .	=	212.50
Frame/Structural. . . . .	0.0 Hrs @ \$ 0.00 Per Hour . . . . .	=	0.00
Mechanical. . . . .	0.0 Hrs @ \$ 0.00 Per Hour . . . . .	=	0.00

**PARTS & MATERIAL:**

Parts . . . . .		=	305.94
Paint Material. . . . .	2.5 Hrs @ \$ 35.00 Per Hour . . . . .	=	87.50
Body Material . . . . .	4.0 Hrs @ \$ 0.00 Per Hour . . . . .	=	0.00

**MISCELLANEOUS:**

Towing & Storage . . . . .		=	0.00
Hazardous Waste Removal. . . . .		=	0.00
Sublet/Misc . . . . .		=	0.00
Freight/Shipping. . . . .		=	0.00

Sales Tax . . . . . = 29.51

**TOTAL . . . . . \$ 1,017.95**

**- NOTICE -**

This estimate report is based upon our visual inspection and includes only the items listed on this report for repairs. Occassionly, after repair work is started, hidden or missed damage is found and additional costs may be necessary. All parts prices subject to actual invoice. This estimate report is valid for 60 days.

I hereby authorize repairs to my vehicle for the amount of this estimate.

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

**COPY OF REPORT & EMAIL FROM CAROLE BROWN TO DOUG GRIDER**

EMAILS ARE COPIED BELOW - August 22, 30 and 31<sup>st</sup> 2016.

Re damage to Carole Brown's Beetle at 455 First Street from falling oak tree limb on 1st

----- Forwarded message -----

From: **Carole Brown** <caroleiod@gmail.com>

Date: 22 August 2016 at 12:01

Subject: Damage Claim - City Oak Tree hit 455 First St Workshop and Car

To: Doug Grider LAKEPORT CITY <dgrider@cityoflakeport.com>

Dear Doug,

Please can you come over as soon as possible to look at damage caused by that huge oak tree on First that we talked about at the end of 2014? I have some photos on my phone and have tried for ages to get them onto my email, but no success so far. I will try to send later. Last night a big limb broke off that oak tree and fell onto the street.

I thought that was all. However there are other branches from the tree in my yard. From the leaves and branches on the roof of my workshop, it looks like they hit the roof first and then fell down the side.

Unfortunately a branch hit and damaged the fender on the front passenger side of my vintage VW Beetle.

**Do you need to inspect the damage for the City of Lakeport in order to process a claim for repairing the dent to my car?**

If you need to inspect in situ, can you please call [925.247.4498](tel:925.247.4498) to let me know so I do not move anything? Then come round ASAP?

I am worried about more limbs falling from the tree and want to move the VWs away from that end of my drive soon!

I cannot inspect the workshop roof for damage because it is too high up. Will you be able to do that when your guys come over to collect the oak tree debris from First Street and from my yard?

My neighbor on First and Tunis, Jacob Bogner, noticed that the large limb hit the electric cables running on First St and now the two cables are no longer tied together outside his property. He is concerned about this.

I will be away most of this week because I will be attending a funeral and memorial service in the east bay. Hope to hear from you or see you today.

Thank you,  
Carole Brown

**From:** Carole Brown [mailto:[caroleiod@gmail.com](mailto:caroleiod@gmail.com)]  
**Sent:** Tuesday, August 30, 2016 1:02 PM  
**To:** Doug Grider <[dgrider@cityoflakeport.com](mailto:dgrider@cityoflakeport.com)>  
**Subject:** Re: Damage Claim - City Oak Tree hit 455 First St Workshop and Car

Dear Doug,

Thank you for sending your team to inspect the damage and remove the tree branches so promptly last week. I was busy preparing to be away a few days for the funeral and didn't have time to follow up with you re future trimming of tree and repair of my VW car.

Do you have plans for removing some of the very large limbs overhanging my workshop? One that I am particularly concerned about is shown in attached photo.

Can you please tell me who to contact regarding the claim to repair the dent on my Beetle caused by the tree limb?

Thank you,

Carole Brown

----- Forwarded message -----

**From:** Doug Grider <[dgrider@cityoflakeport.com](mailto:dgrider@cityoflakeport.com)>  
**Date:** 31 August 2016 at 20:38  
**Subject:** RE: Damage Claim - City Oak Tree hit 455 First St Workshop and Car  
**To:** Carole Brown <[caroleiod@gmail.com](mailto:caroleiod@gmail.com)>  
**Cc:** Margaret Silveira <[msilveira@cityoflakeport.com](mailto:msilveira@cityoflakeport.com)>, David Ruderman <[druderman@cityoflakeport.com](mailto:druderman@cityoflakeport.com)>, Mark Ferguson <[mferguson@remif.com](mailto:mferguson@remif.com)>

Dear Ms. Brown,

To answer your questions I offer the following answers.

- 1.Does the City have plans to remove any limbs from the oak tree? The City has no plans at this time to remove any limbs from the oak tree. This oak tree has been inspected by a Certified Arborist and found to be "healthy and full of Vigor". The City had a Certified Arborist inspect the limb that fell and they found no signs of decay, discoloring or softened wood that would have led to the limb dropping. If you have concerns about other limbs and wish to pay for a licensed Tree Service to remove them the City will issue you a "No Fee Encroachment Permit" after the City approves the removal of the identified limbs.
- 2.Please tell me who to contact regarding the claim to repair the dent on my Beetle? If you wish to file a claim for the alleged dent to your Beetle you may file a claim at the front counter in City Hall, please ask for Karen or Martha.

I hope I have answered all of your questions and if I may be of further assistance please feel free to contact me

Sincerely,

Douglas Grider

Douglas Grider  
Public Works Superintendent  
City of Lakeport  
[\(707\) 263-3578](tel:(707)263-3578)

CITY OF LAKEPORT

County of Lake

Proclamation

**DESIGNATING THE MONTH OF NOVEMBER 2016 AS  
HOSPICE AND PALLIATIVE CARE MONTH**

**WHEREAS,** Hospice care empowers people to live as fully as possible, surrounded and supported by family and loved ones, despite serious and life-limiting illness;

**WHEREAS,** Hospice Services of Lake County and Transitions Care provides patients and family caregivers the highest quality care delivered by a team of skilled professionals that includes physicians, nurses, social workers, bereavement counselors, health aides, a spiritual care provider, and trained volunteers;

**WHEREAS,** 20% of the 262 Lake County patients receiving care to date in 2016 are Lakeport residents and 21% of the 250 individuals/families receiving grief counseling services are residents of Lakeport; in 2015, 150 community volunteers provided 12,865 hours of services in support of the mission of Hospice Services of Lake County;

**WHEREAS,** every year, hospice saves Medicare more than \$2 billion nationally by providing solutions for physicians, care to patients, and comfort anywhere, at any time.

**WHEREAS,** hospice and palliative care providers encourage all people to learn more about options of care and to share their wishes with family, loved ones, and their healthcare professionals:

**NOW, THEREFORE, BE IT PROCLAIMED** that the City of Lakeport, along with Hospice Services of Lake County, does hereby designate November 2016 as **Hospice and Palliative Care Month** and calls upon the citizens and leaders of government agencies, public and private institutions, and businesses in the City to increase their awareness and understanding of care at the end of life.

PASSED AND ADOPTED this 15 day of November, 2016.

ATTEST:

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

\_\_\_\_\_  
Mayor, City Council



# CITY OF LAKEPORT

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

<b>STAFF REPORT</b>	
<b>RE:</b> Other Post-Employment Benefits (OPEB) Actuarial Report Prepared by Total Compensation Systems, Inc.	<b>MEETING DATE:</b> 11/15/2016
<b>SUBMITTED BY:</b> Ginny Feth-Michel, Interim 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 receive and file the August 18, 2016 Actuarial Report.

### BACKGROUND/DISCUSSION:

The City of Lakeport (City) and City of Lakeport Municipal Sewer District (LMSD) provide healthcare benefits to eligible retirees. These benefits are also known as Other Post-Employment Benefits (OPEB). As required under Government Accounting Standards Board (GASB) Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions (GASB 45), the cost of an entity's OPEB obligation must be measured and reported on its annual financial reports. An Actuarial Valuation Report as of June 30, 2016 has been prepared by Total Compensation Systems, Inc. and will be presented to the City Council/District Board in compliance with reporting requirements.

GASB 45 addresses how public entities should account for and report their costs and obligations related to post employment health care and other non-pension benefits. In accordance with the requirements of GASB 45, the City and LMSD are required to account for the future costs of retiree health insurance benefits for qualified employees under the City's personnel policies. GASB now requires governmental units to recognize such benefit obligations on the balance sheet when they are incurred rather than when they are paid. Annual funding requirements are based on a bi-annual actuarial study of future financial obligations.

Total Compensation Systems, Inc. has prepared the attached Actuarial Valuation as of June 30, 2016. Geoff Kischuk will present the report, explain the assumptions used and the Annual Required Contribution.

The City currently funds these costs on a pay-as-you go basis. During the preparation of the City's Fiscal Year 2017-2018 Budget, the City should consider evaluating other funding methods that would allow the City to set aside funds to prefund its OPEB contributions.

### OPTIONS:

Accept and file the report or direct staff to work with Total Compensation Systems, Inc. to modify the report.

### FISCAL IMPACT:

None  Budgeted Item?  Yes  No

Budget Adjustment Needed?  Yes  No

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

**SUGGESTED MOTIONS:**

Move to accept and file the OPEB report as presented.

**Attachments:** Actuarial Valuation Report, dated August 18, 2016 as of June 30, 2016.

**Total Compensation Systems, Inc.**

---

**City of Lakeport  
Actuarial Study of  
Retiree Health Liabilities  
As of July 1, 2015**

*Prepared by:  
Total Compensation Systems, Inc.*

*Date: August 18, 2016*

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**City of Lakeport  
Actuarial Study of Retiree Health Liabilities**

**PART I: EXECUTIVE SUMMARY**

**A. Introduction**

City of Lakeport engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of July 1, 2015 (the valuation date). The numbers in this report are based on the assumption that they will first be used to determine accounting entries for the fiscal year ending June 30, 2016. If the report will first be used for a different fiscal year, the numbers will need to be adjusted accordingly.

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree's cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under Governmental Accounting Standards Board (GASB) Standards 25/27.

This actuarial study is intended to serve the following purposes:

- To provide information to enable Lakeport to manage the costs and liabilities associated with its retiree health benefits.
- To provide information to enable Lakeport to communicate the financial implications of retiree health benefits to internal financial staff, the Council, employee groups and other affected parties.
- To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 43 and 45 related to "other postemployment benefits" (OPEB's).

Because this report was prepared in compliance with GASB 43 and 45, as appropriate, Lakeport should not use this report for any other purpose without discussion with TCS. This means that any discussions with employee groups, governing Boards, etc. should be restricted to the implications of GASB 43 and 45 compliance.

This actuarial report includes several estimates for Lakeport's retiree health program. In addition to the tables included in this report, we also performed cash flow adequacy tests as required under Actuarial Standard of Practice 6 (ASOP 6). Our cash flow adequacy testing covers a twenty-year period. We would be happy to make this cash flow adequacy test available to Lakeport in spreadsheet format upon request.

We calculated the following estimates separately for active employees and retirees. As requested, we also separated results by the following employee classifications: Firefighters, General Employees, Management and Police Officers. We estimated the following:

- the total liability created. (The actuarial present value of total projected benefits or APVTPB)
- the ten year "pay-as-you-go" cost to provide these benefits.
- the "actuarial accrued liability (AAL)." (The AAL is the portion of the APVTPB attributable to employees' service prior to the valuation date.)
- the amount necessary to amortize the UAAL over a period of 26 years.

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- the annual contribution required to fund retiree benefits over the working lifetime of eligible employees (the "normal cost").
- The Annual Required Contribution (ARC) which is the basis of calculating the annual OPEB cost and net OPEB obligation under GASB 43 and 45.

We summarized the data used to perform this study in Appendix A. No effort was made to verify this information beyond brief tests for reasonableness and consistency.

All cost and liability figures contained in this study are estimates of future results. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. Normal costs and liabilities could easily vary by 10 - 20% or more from estimates contained in this report.

### **B. General Findings**

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning July 1, 2015 to be \$326,009 (see Section IV.A.). The "pay-as-you-go" cost is the cost of benefits for current retirees.

For current employees, the value of benefits "accrued" in the year beginning July 1, 2015 (the normal cost) is \$68,446. This normal cost would increase each year based on covered payroll. Had Lakeport begun accruing retiree health benefits when each current employee and retiree was hired, a substantial liability would have accumulated. We estimate the amount that would have accumulated to be \$6,919,197. This amount is called the "actuarial accrued liability" (AAL). The remaining unamortized balance of the initial unfunded AAL (UAAL) is \$6,914,834. This leaves a "residual" AAL of \$4,363.

We calculated the annual cost to amortize the residual unfunded actuarial accrued liability using a 4.5% discount rate. We used an open 26 year amortization period. The current year cost to amortize the residual unfunded actuarial accrued liability is \$209.

Combining the normal cost with both the initial and residual UAAL amortization costs produces an annual required contribution (ARC) of \$409,163. The ARC is used as the basis for determining expenses and liabilities under GASB 43/45. The ARC is used in lieu of (rather than in addition to) the "pay-as-you-go" cost.

We based all of the above estimates on employees as of June, 2015. Over time, liabilities and cash flow will vary based on the number and demographic characteristics of employees and retirees.

### **C. Description of Retiree Benefits**

Following is a description of the current retiree benefit plan. The plan applies only to employees hired prior to July 1, 2005.

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	<u>General Employees</u>	<u>Safety</u>
Benefit types provided	Medical only	Medical only
Duration of Benefits	Lifetime	Lifetime
Required Service	12 years	12 years
Minimum Age	50	50
Dependent Coverage	Yes	Yes
City Contribution %*	12-14 years of service: 40% 15-17 years of service: 60% 18-20 years of service: 80% 21+ years of service: 100%	12-14 years of service: 40% 15-17 years of service: 60% 18-20 years of service: 80% 21+ years of service: 100%
City Cap	Active cap (currently a % of premium)	Active cap (currently a % of premium)

\*Applies to City contribution for active coverage. Those hired prior to 4/6/99 are entitled to the active contribution upon retirement subject only to the minimum pension eligibility requirements.

### D. Recommendations

It is outside the scope of this report to make specific recommendations of actions Lakeport should take to manage the substantial liability created by the current retiree health program. Total Compensation Systems, Inc. can assist in identifying and evaluating options once this report has been studied. The following recommendations are intended only to allow the City to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Lakeport's practices, it is possible that Lakeport is already complying with some or all of our recommendations.

- We recommend that Lakeport inventory all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Lakeport should determine whether the benefit is material and subject to GASB 43 and/or 45.
- We recommend that Lakeport conduct a study whenever events or contemplated actions significantly affect present or future liabilities, but no less frequently than every three years, as required under GASB 43/45.
- We recommend that the City communicate the magnitude of these costs to employees and include employees in discussions of options to control the costs.
- Under GASB 45, it is important to isolate the cost of retiree health benefits. Lakeport should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Lakeport should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Lakeport should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for City-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.

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- Several assumptions were made in estimating costs and liabilities under Lakeport's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Appendices B and C for a list of assumptions and concerns.) For example, Lakeport should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Lakeport to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

Respectfully submitted,



Geoffrey L. Kischuk, FSA, MAAA, FCA  
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Total Compensation Systems, Inc.  
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## PART II: BACKGROUND

### A. Summary

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in 2004 Accounting Standards 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

### B. Actuarial Accrual

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method.”

Under most actuarial cost methods, there are two components of actuarial cost - a “normal cost” and amortization of something called the “unfunded actuarial accrued liability.” Both accounting standards and actuarial standards usually address these two components separately (though alternative terminology is sometimes used).

The normal cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. This report will not discuss differences between actuarial cost methods or their application. Instead, following is a description of a commonly used, generally accepted actuarial cost method permitted under GASB 43 and 45. This actuarial cost method is called the “entry age normal” method.

Under the entry age normal cost method, the actuary determines the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. This amount is the normal cost. Under GASB 43 and 45, normal cost can be expressed either as a level dollar amount or a level percentage of payroll.

The normal cost is determined using several key assumptions:

- The current *cost of retiree health benefits* (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the normal cost.
- The “*trend*” rate at which retiree health benefits are expected to increase over time. A higher trend rate increases the normal cost. A “cap” on City contributions can reduce trend to zero once the cap is reached thereby dramatically reducing normal costs.
- *Mortality rates* varying by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce normal costs, the mortality assumption is not likely to vary from employer to employer.
- *Employment termination rates* have the same effect as mortality inasmuch as higher termination rates reduce normal costs. Employment termination can vary considerably between public agencies.
- The *service requirement* reflects years of service required to earn full or partial retiree benefits.

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While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase normal costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets. For example, employer funds earning money market rates in the county treasury are likely to earn far less than an irrevocable trust containing a diversified asset portfolio including stocks, bonds, etc. A higher discount rate can dramatically lower normal costs. GASB 43 and 45 require the interest assumption to reflect likely *long term* investment return.

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. The actuary selects the assumptions which - taken together - will yield reasonable results. It's not necessary (or even possible) to predict individual assumptions with complete accuracy.

If all actuarial assumptions are exactly met and an employer expensed the normal cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the actuarial accrued liability or AAL. The excess of AAL over the **actuarial value of plan assets** is called the *unfunded* actuarial accrued liability (or UAAL). Under GASB 43 and 45, in order for assets to count toward offsetting the AAL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

The actuarial accrued liability (AAL) can arise in several ways. At inception of GASB 43 and 45, there is usually a substantial UAAL. Some portion of this amount can be established as the "transition obligation" subject to certain constraints. UAAL can also increase as the result of operation of a retiree health plan - e.g., as a result of plan changes or changes in actuarial assumptions. Finally, AAL can arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience.

Under GASB 43 and 45, employers have several options on how the UAAL can be amortized as follows:

- The employer can select an amortization period of 1 to 30 years. (For certain situations that result in a reduction of the AAL, the amortization period must be at least 10 years.)
- The employer may apply the same amortization period to the total combined UAAL or can apply different periods to different components of the UAAL.
- The employer may elect a "closed" or "open" amortization period.
- The employer may choose to amortize on a level dollar or level percentage of payroll method.

## PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS

### A. Introduction.

We calculated the actuarial present value of projected benefits (APVPB) separately for each employee. We determined eligibility for retiree benefits based on information supplied by Lakeport. We then selected assumptions for the factors discussed in the above Section that, based on plan experience and our training and experience, represent our best prediction of future plan experience. For each employee, we applied the appropriate factors based on the employee's age, sex and length of service.

We summarized actuarial assumptions used for this study in Appendix C.

### B. Medicare

The extent of Medicare coverage can affect projections of retiree health costs. The method of coordinating Medicare benefits with the retiree health plan's benefits can have a substantial impact on retiree health costs. We will be happy to provide more information about Medicare integration methods if requested.

### C. Liability for Retiree Benefits.

For each employee, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Lakeport uses contribution caps, the influence of the trend factor is further reduced.

We multiplied each year's projected cost by the probability that premium will be paid; i.e. based on the probability that the employee is living, has not terminated employment and has retired. The probability that premium will be paid is zero if the employee is not eligible. The employee is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's premium cost and the probability that premium will be paid equals the expected cost for that year. We discounted the expected cost for each year to the valuation date July 1, 2015 at 4.5% interest.

Finally, we multiplied the above discounted expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan.

For any current retirees, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 1.0000).

We added the APVPB for all employees to get the actuarial present value of total projected benefits (APVTPB). The APVTPB is the estimated present value of all future retiree health benefits for all **current** employees and retirees. The APVTPB is the amount on July 1, 2015 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last current employee or retiree dies or reaches the maximum eligibility age.

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### Actuarial Present Value of Total Projected Benefits at July 1, 2015

	<i>Total</i>	<i>Firefighters</i>	<i>General Employees</i>	<i>Management</i>	<i>Police Officers</i>
Active: Pre-65	\$755,099	\$0	\$303,684	\$303,879	\$147,536
Post-65	\$1,437,545	\$0	\$726,521	\$564,527	\$146,497
Subtotal	\$2,192,644	\$0	\$1,030,205	\$868,406	\$294,033
Retiree: Pre-65	\$778,455	\$0	\$440,307	\$105,867	\$232,281
Post-65	\$4,408,384	\$304,041	\$3,492,123	\$114,249	\$497,971
Subtotal	\$5,186,839	\$304,041	\$3,932,430	\$220,116	\$730,252
Grand Total	\$7,379,483	\$304,041	\$4,962,635	\$1,088,522	\$1,024,285
Subtotal Pre-65	\$1,533,554	\$0	\$743,991	\$409,746	\$379,817
Subtotal Post-65	\$5,845,929	\$304,041	\$4,218,644	\$678,776	\$644,468

The APVTPB should be accrued over the working lifetime of employees. At any time much of it has not been "earned" by employees. The APVTPB is used to develop expense and liability figures. To do so, the APVTFB is divided into two parts: the portions attributable to service rendered prior to the valuation date (the past service liability or actuarial accrued liability under GASB 43 and 45) and to service after the valuation date but prior to retirement (the future service liability).

The past service and future service liabilities are each funded in a different way. We will start with the future service liability which is funded by the normal cost.

#### **D. Cost to Prefund Retiree Benefits**

##### 1. Normal Cost

The average hire age for eligible employees is 33. To accrue the liability by retirement, the City would accrue the retiree liability over a period of about 27 years (assuming an average retirement age of 60). We applied an "entry age normal" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated normal cost.

#### **Normal Cost Year Beginning July 1, 2015**

	<i>Total</i>	<i>Firefighters</i>	<i>General Employees</i>	<i>Management</i>	<i>Police Officers</i>
<b># of Employees</b>	14	0	7	6	1
<b>Per Capita Normal Cost</b>					
Pre-65 Benefit	N/A	\$0	\$2,160	\$2,095	\$0
Post-65 Benefit	N/A	\$0	\$3,292	\$2,952	\$0
<b>First Year Normal Cost</b>					
Pre-65 Benefit	\$27,690	\$0	\$15,120	\$12,570	\$0
Post-65 Benefit	\$40,756	\$0	\$23,044	\$17,712	\$0
Total	\$68,446	\$0	\$38,164	\$30,282	\$0

Accruing retiree health benefit costs using normal costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. This normal cost would increase each year based on covered payroll.

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### 2. Amortization of Unfunded Actuarial Accrued Liability (UAAL)

If actuarial assumptions are borne out by experience, the City will fully accrue retiree benefits by expensing an amount each year that equals the normal cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the actuarial accrued liability (AAL). We calculated the AAL as the APVTPB minus the present value of future normal costs.

The initial UAAL was amortized using level percent, closed 30 year amortization. The City can amortize the remaining or residual UAAL over many years. The table below shows the annual amount necessary to amortize the UAAL over a period of 26 years at 4.5% interest. (Thirty years is the longest amortization period allowable under GASB 43 and 45.) GASB 43 and 45 allow amortizing the UAAL using either payments that stay the same as a dollar amount, or payments that are a flat percentage of covered payroll over time. The figures below reflect level percent, open 26 year amortization.

#### **Actuarial Accrued Liability as of July 1, 2015**

	<i>Total</i>	<i>Firefighters</i>	<i>General Employees</i>	<i>Management</i>	<i>Police Officers</i>
Active: Pre-65	\$568,667	\$0	\$206,651	\$214,480	\$147,536
Post-65	\$1,163,691	\$0	\$578,636	\$438,558	\$146,497
Subtotal	\$1,732,358	\$0	\$785,287	\$653,038	\$294,033
Retiree: Pre-65	\$778,455	\$0	\$440,307	\$105,867	\$232,281
Post-65	\$4,408,384	\$304,041	\$3,492,123	\$114,249	\$497,971
Subtotal	\$5,186,839	\$304,041	\$3,932,430	\$220,116	\$730,252
Subtot Pre-65	\$1,347,122	\$0	\$646,958	\$320,347	\$379,817
Subtot Post-65	\$5,572,075	\$304,041	\$4,070,759	\$552,807	\$644,468
Grand Total	\$6,919,197	\$304,041	\$4,717,717	\$873,154	\$1,024,285
Unamortized Initial UAAL	\$6,914,834				
Plan assets at 6/30/15	\$0				
Residual UAAL	\$4,363				
Residual UAAL Amortization at 4.5% over 26 Years	\$209				

### 3. Annual Required Contributions (ARC)

If the City determines retiree health plan expenses in accordance with GASB 43 and 45, costs include both normal cost and one or more components of UAAL amortization costs. The sum of normal cost and UAAL amortization costs is called the Annual Required Contribution (ARC) and is shown below.

#### **Annual Required Contribution (ARC) Year Beginning July 1, 2015**

	<i>Total</i>
Normal Cost	\$68,446
Initial UAAL Amortization	\$340,508
Residual UAAL Amortization	\$209
ARC	\$409,163

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The normal cost remains as long as there are active employees who may some day qualify for City-paid retiree health benefits. This normal cost would increase each year based on covered payroll.

### 4. Other Components of Annual OPEB Cost (AOC)

Expense and liability amounts may include more components of cost than the normal cost plus amortization of the UAAL. This applies to employers that don't fully fund the Annual Required Contribution (ARC) through an irrevocable trust.

- The annual OPEB cost (AOC) includes assumed interest on the net OPEB obligation (NOO). The annual OPEB cost also includes an amortization adjustment for the net OPEB obligation. (It should be noted that there is no NOO if the ARC is fully funded through a qualifying "plan".)
- The net OPEB obligation equals the accumulated differences between the (AOC) and qualifying "plan" contributions.

## PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS

We used the actuarial assumptions shown in Appendix C to project ten year cash flow under the retiree health program. Because these cash flow estimates reflect average assumptions applied to a relatively small number of employees, estimates for individual years are **certain** to be **in**accurate. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the City share of retiree health premiums.

<i>Year Beginning</i>					
<i>July 1</i>	<i>Total</i>	<i>Firefighters</i>	<i>General Employees</i>	<i>Management</i>	<i>Police Officers</i>
2015	\$326,009	\$19,086	\$270,848	\$14,874	\$21,201
2016	\$322,351	\$19,403	\$264,571	\$16,434	\$21,943
2017	\$324,908	\$19,680	\$262,821	\$19,699	\$22,708
2018	\$339,701	\$19,916	\$272,756	\$23,534	\$23,495
2019	\$342,206	\$20,103	\$271,687	\$26,111	\$24,305
2020	\$349,896	\$20,237	\$274,342	\$29,236	\$26,081
2021	\$369,481	\$20,305	\$282,813	\$35,590	\$30,773
2022	\$389,525	\$20,301	\$293,147	\$42,655	\$33,422
2023	\$397,772	\$20,228	\$301,106	\$38,648	\$37,790
2024	\$416,274	\$20,085	\$308,034	\$45,869	\$42,286

### PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS

To effectively manage benefit costs, an employer must periodically examine the existing liability for retiree benefits as well as future annual expected premium costs. GASB 43/45 require triennial valuations. In addition, a valuation should be conducted whenever plan changes, changes in actuarial assumptions or other employer actions are likely to cause a material change in accrual costs and/or liabilities.

Following are examples of actions that could trigger a new valuation.

- An employer should perform a valuation whenever the employer considers or puts in place an early retirement incentive program.
- An employer should perform a valuation whenever the employer adopts a retiree benefit plan for some or all employees.
- An employer should perform a valuation whenever the employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- An employer should perform a valuation whenever the employer introduces or changes retiree contributions.

We recommend Lakeport take the following actions to ease future valuations.

- We have used our training, experience and information available to us to establish the actuarial assumptions used in this valuation. We have no information to indicate that any of the assumptions do not reasonably reflect future plan experience. However, the City should review the actuarial assumptions in Appendix C carefully. If the City has any reason to believe that any of these assumptions do not reasonably represent the expected future experience of the retiree health plan, the City should engage in discussions or perform analyses to determine the best estimate of the assumption in question.

**PART VI: APPENDICES**

**APPENDIX A: MATERIALS USED FOR THIS STUDY**

We relied on the following materials to complete this study.

- We used paper reports and digital files containing employee demographic data from the City personnel records.
- We used relevant sections of collective bargaining agreements provided by the City.

### **APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS**

While we believe the estimates in this study are reasonable overall, it was necessary for us to use assumptions which inevitably introduce errors. We believe that the errors caused by our assumptions will not materially affect study results. If the City wants more refined estimates for decision-making, we recommend additional investigation. Following is a brief summary of the impact of some of the more critical assumptions.

1. Where actuarial assumptions differ from expected experience, our estimates could be overstated or understated. One of the most critical assumptions is the medical trend rate. The City may want to commission further study to assess the sensitivity of liability estimates to our medical trend assumptions. For example, it may be helpful to know how liabilities would be affected by using a trend factor 1% higher than what was used in this study. There is an additional fee required to calculate the impact of alternative trend assumptions.
2. We used an "entry age normal" actuarial cost method to estimate the actuarial accrued liability and normal cost. GASB allows this as one of several permissible methods under GASB45. Using a different cost method could result in a somewhat different recognition pattern of costs and liabilities.

## APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The City should carefully review these assumptions and methods to make sure they reflect the City's assessment of its underlying experience. It is important for Lakeport to understand that the appropriateness of all selected actuarial assumptions and methods are Lakeport's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 43 and 45, applicable actuarial standards of practice, Lakeport's actual historical experience, and TCS's judgment based on experience and training.

### ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: Entry age normal. The allocation of OPEB cost is based on years of service. We used the level percentage of payroll method to allocate OPEB cost over years of service.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The present value of future benefits and present value of future normal costs are determined on an employee by employee basis and then aggregated.

To the extent that different benefit formulas apply to different employees of the same class, the normal cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees).

AMORTIZATION METHODS: We used a level percent, closed 30 year amortization period for the initial UAAL. We used a level percent, open 26 year amortization period for any residual UAAL.

SUBSTANTIVE PLAN: As required under GASB 43 and 45, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Lakeport regarding practices with respect to employer and employee contributions and other relevant factors.

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### ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 2.75% per year.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 4.5% per year. This is based on assumed long-term return on employer assets.. We used the “Building Block Method” as described in ASOP 27 Paragraph 3.6.2. Our assessment of long-term returns for employer assets is based on long-term historical returns for surplus funds invested pursuant to California Government Code Sections 53601 et seq.

TREND: We assumed 4% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 2.75% per year. This assumption applies only to the extent that either or both of the normal cost and/or UAAL amortization use the level percentage of payroll method. For purposes of applying the level percentage of payroll method, payroll increase must not assume any increases in staff or merit increases.

ACTUARIAL VALUE OF PLAN ASSETS (AVA): There were no plan assets on the valuation date.

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### **NON-ECONOMIC ASSUMPTIONS:**

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35).

### **MORTALITY**

<i>Employee Type</i>	<i>Mortality Tables</i>
Police	2014 CalPERS Mortality for Active Safety Employees
Fire Fighters	2014 CalPERS Mortality for Retired safety Employees
Miscellaneous	2014 CalPERS Active Mortality for Miscellaneous Employees

### **RETIREMENT RATES**

<i>Employee Type</i>	<i>Retirement Rate Tables</i>
Police	2009 CalPERS 3% @55 Rates for Sworn Police
Miscellaneous	2009 CalPERS 2.5% @55 Rates for Miscellaneous Employees

### **VESTING RATES**

See table, page 5

### **COSTS FOR RETIREE COVERAGE**

Retiree liabilities are based on actual retiree costs. Under Actuarial Standard of Practice 6 (ASOP 6), retiree premiums can be used as the basis for OPEB costs and liabilities if there is no material subsidy of retiree rates by active rates. We determined that we don't expect retiree rates to be subsidized based on the premium rates used and demographics. Liabilities for active participants are based on the first year costs shown below. Subsequent years' costs are based on first year costs adjusted for trend and limited by any City contribution caps.

<i>Employee Type</i>	<i>Future Retirees Pre-65</i>	<i>Future Retirees Post-65</i>
General Employees	\$11,334	\$6,156
Management	\$11,334	\$6,156
Police Officers	\$16,434	\$8,942

### **PARTICIPATION RATES**

<i>Employee Type</i>	<i>&lt;65 Non-Medicare Participation %</i>	<i>65+ Medicare Participation %</i>
Police	100%	100%
Miscellaneous	100%	100%

### **TURNOVER**

<i>Employee Type</i>	<i>Turnover Rate Tables</i>
Police	2009 CalPERS Rates for Sworn Police
Miscellaneous	2009 CalPERS Turnover for Miscellaneous Employees

### **SPOUSE PREVALENCE**

To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

### **SPOUSE AGES**

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

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### APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE

#### **ELIGIBLE ACTIVE EMPLOYEES**

<i>Age</i>	<i>Total</i>	<i>Firefighters</i>	<i>General Employees</i>	<i>Management</i>	<i>Police Officers</i>
Under 25	0	0	0	0	0
25-29	0	0	0	0	0
30-34	0	0	0	0	0
35-39	1	0	1	0	0
40-44	1	0	0	0	1
45-49	5	0	1	4	0
50-54	3	0	3	0	0
55-59	1	0	0	1	0
60-64	3	0	2	1	0
65 and older	0	0	0	0	0
Total	14	0	7	6	1

#### **ELIGIBLE RETIREES**

<i>Age</i>	<i>Total</i>	<i>Firefighters</i>	<i>General Employees</i>	<i>Management</i>	<i>Police Officers</i>
Under 50	1	0	0	0	1
50-54	2	0	1	0	1
55-59	3	0	1	1	1
60-64	9	0	9	0	0
65-69	7	2	5	0	0
70-74	11	0	11	0	0
75-79	5	0	5	0	0
80-84	1	1	0	0	0
85-89	3	0	3	0	0
90 and older	0	0	0	0	0
Total	42	3	35	1	3

### APPENDIX E: CALCULATION OF GASB 43/45 ACCOUNTING ENTRIES

This report is to be used to calculate accounting entries rather than to provide the dollar amount of accounting entries. How the report is to be used to calculate accounting entries depends on several factors. Among them are:

- 1) The amount of prior accounting entries;
- 2) Whether individual components of the ARC are calculated as a level dollar amount or as a level percentage of payroll;
- 3) Whether the employer using a level percentage of payroll method elects to use for this purpose projected payroll, budgeted payroll or actual payroll;
- 4) Whether the employer chooses to adjust the numbers in the report to reflect the difference between the valuation date and the first fiscal year for which the numbers will be used.

To the extent the level percentage of payroll method is used, the employer should adjust the numbers in this report as appropriate to reflect the change in OPEB covered payroll. It should be noted that OPEB covered payroll should only reflect types of pay generating pension credits for plan participants. Please note that plan participants do not necessarily include all active employees eligible for health benefits for several reasons. Following are examples.

- 1) The number of hours worked or other eligibility criteria may differ for OPEB compared to active health benefits;
- 2) There may be active employees over the maximum age OPEB are paid through. For example, if an OPEB plan pays benefits only to Medicare age, any active employees currently over Medicare age are not plan participants;
- 3) Employees hired at an age where they will exceed the maximum age for benefits when the service requirement is met are also not plan participants.

Finally, GASB 43 and 45 require reporting covered payroll in RSI schedules regardless of whether any ARC component is based on the level percentage of payroll method. This report does not provide, nor should the actuary be relied on to report covered payroll.

GASB 45 Paragraph 26 specifies that the items presented as RSI "should be calculated in accordance with the parameters." The RSI items refer to Paragraph 25.c which includes annual covered payroll. Footnote 3 provides that when the ARC is based on covered payroll, the payroll measure may be the projected payroll, budgeted payroll or actual payroll. Footnote 3 further provides that comparisons between the ARC and contributions should be based on the same measure of covered payroll.

At the time the valuation is being done, the actuary may not know which payroll method will be used for reporting purposes. The actuary may not even know for which period the valuation will be used to determine the ARC. Furthermore, the actuary doesn't know if the client will make adjustments to the ARC in order to use it for the first year of the biennial or triennial period. (GASB 45 is silent on this.) Even if the actuary were to know all of these things, it would be a rare situation that would result in knowing the appropriate covered payroll number

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to report. For example, if the employer uses actual payroll, that number would not be known at the time the valuation is done.

As a result, we believe the proper approach is to report the ARC components as a dollar amount. It is the client's responsibility to turn this number into a percentage of payroll factor by using the dollar amount of the ARC (adjusted, if desired) as a numerator and then calculating the appropriate amount of the denominator based on the payroll determination method elected by the client for the appropriate fiscal year.

If we have been provided with payroll information, we are happy to use that information to help the employer develop an estimate of covered payroll for reporting purposes. However, the validity of the covered payroll remains the employer's responsibility even if TCS assists the employer in calculating it.

## APPENDIX F: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non-actuary* understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

Actuarial Accrued Liability: The amount of the actuarial present value of total projected benefits attributable to employees' past service based on the actuarial cost method used.

Actuarial Cost Method: A mathematical model for allocating OPEB costs by year of service.

Actuarial Present Value of Total Projected Benefits: The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation date.

Actuarial Value of Assets: Market-related value of assets which may include an unbiased formula for smoothing cyclical fluctuations in asset values.

Annual OPEB Cost: This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Annual Required Contribution plus interest on the Net OPEB obligation minus an adjustment to reflect the amortization of the net OPEB obligation.

Annual Required Contribution: The sum of the normal cost and an amount to amortize the unfunded actuarial accrued liability. This is the basis of the annual OPEB cost and net OPEB obligation.

Closed Amortization Period: An amortization approach where the original ending date for the amortization period remains the same. This would be similar to a conventional, 30-year mortgage, for example.

Discount Rate: Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower normal costs and actuarial accrued liability.

Implicit Rate Subsidy: The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees.

Mortality Rate: Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.

Net OPEB Obligation: The accumulated difference between the annual OPEB cost and amounts contributed to an irrevocable trust exclusively providing retiree OPEB benefits and protected from creditors.

Normal Cost: The dollar value of the "earned" portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.

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<u>OPEB Benefits:</u>	Other PostEmployment Benefits. Generally medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>Open Amortization Period:</u>	Under an open amortization period, the remaining unamortized balance is subject to a new amortization schedule each valuation. This would be similar, for example, to a homeowner refinancing a mortgage with a new 30-year conventional mortgage every two or three years.
<u>Participation Rate:</u>	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower normal cost and actuarial accrued liability. The participation rate often is related to retiree contributions.
<u>Retirement Rate:</u>	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with vesting rates to reflect both age and length of service). The more likely employees are to retire early, the higher normal costs and actuarial accrued liability will be.
<u>Transition Obligation:</u>	The amount of the unfunded actuarial accrued liability at the time actuarial accrual begins in accordance with an applicable accounting standard.
<u>Trend Rate:</u>	The rate at which the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher normal costs and actuarial accrued liability.
<u>Turnover Rate:</u>	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce normal costs and actuarial accrued liability.
<u>Unfunded Actuarial Accrued Liability:</u>	This is the excess of the actuarial accrued liability over assets irrevocably committed to provide retiree health benefits.
<u>Valuation Date:</u>	The date as of which the OPEB obligation is determined. Under GASB 43 and 45, the valuation date does not have to coincide with the statement date.
<u>Vesting Rate:</u>	The proportion of retiree benefits earned, based on length of service and, sometimes, age. (Vesting rates are often set in conjunction with retirement rates.) More rapid vesting increases normal costs and actuarial accrued liability.



# CITY OF LAKEPORT

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

## STAFF REPORT

**RE:** Application for Use of Public Areas Request for a Downtown Criterium Bicycle Race

**MEETING DATE:** 11/15/2016

**SUBMITTED BY:** Douglas Grider, Public Works Superintendent

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

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

The City Council is being asked to approve the Application for Use of Public Areas requested by the Main Street Elite Cycling Team to hold a Criterium Bicycle Race in Downtown Lakeport on July 15, 2016 with conditions. The conditions include but are not limited to the following: the promoter will continue to work with City staff to resolve issues concerning the detour route, the surfacing of Fourth Street between Main and Forbes Streets and any other issues that arise concerning this event. The promoter is additionally responsible for getting buy-in from downtown merchants by working with the Main Street Association to address any of their concerns.

### BACKGROUND/DISCUSSION:

The Main Street Elite Cycling Team approached the City Council at the 8/16/16 City Council meeting with the concept of having a Criterium bicycle race in Downtown Lakeport. The Council directed staff to work with the promoters and see if it would be feasible to hold a Criterium Bicycle Race in Downtown Lakeport. Staff has had three meetings with the promoters and staff believes that it is feasible to hold this event in Lakeport if the promoters gets downtown business buy-in and has the staffing to manage the event. The City will also have staffing needs for Policing, traffic control, increased park use and possibly other staffing needs as yet to be determined. Other conditions of approval are found in the application packet and found in the suggested motion.

Fourth Street between Main and Forbes Streets will require surfacing repair work performed prior to the race, staff is looking at options with the promoter. Costs for the street improvement are not included in the fiscal impact below. The City will have to establish a detour route to move traffic from Main and Forbes Streets around the downtown area.

In summary staff is recommending approval of the application with the following conditions:

1. Provide details regarding notification procedure of affected businesses and/or residents to get "buy-in" from businesses. This may be accomplished by working with the Lakeport Main Street Association.
2. Provide a plan for staffing/volunteers needed to run the event.
3. Provide a parking plan.
4. Provide the necessary insurance certifications.

5. Sign a contract that releases the City of liability and requires the promoter to defend and indemnify the City for any injuries during the race or its set-up/take down.
6. Work with staff to resolve issues concerning the detour route.
7. Work with staff to resolve issues regarding the surfacing of Fourth Street.
8. Obtain the appropriate health permits as specified by Lake County Environmental Health.
9. Work with staff on any other issues that arise concerning this event.

**OPTIONS:**

Council can approve the Application for Use of Public Areas requested by the Main Street Elite Cycling Team to hold a Criterium bicycle race in Downtown Lakeport or provide alternate direction to staff.

**FISCAL IMPACT:**

None       \$2,819 for staffing @event    Budgeted Item?    Yes    No

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

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

Comments:

**SUGGESTED MOTIONS:**

Move to approve application #2017-002 with the recommended conditions.

**Attachments:**      Application 2017-002



225 Park Street  
Lakeport, CA 95453

## CITY OF LAKEPORT

Phone: (707) 263-5615, Ext. 12  
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 ten working days before the Council meeting at which they will be considered.*

*This section to be completed by City:*

Application Received (Date): <b>9/8/2016</b>	Application No. <b>2017-002</b>
<input checked="" type="checkbox"/> \$15.00 Application Fee Paid	For Council Meeting of (Date):

*This section to be completed by Applicant (please answer all questions):*

Applicant Name: David Garzoli		Organization Name: Main Street Elite Cycling Team	
Address: 150 3rd Street Lakeport, CA 95453		Address: 150 3rd Street Lakeport, CA 95453	
Home Phone:	Work Phone: 707-349-1505	Mobile Phone: 707-349-1505	
Email Address: David.garzoli@gmail.com			
Other Contact: Andy Garzoli <b>ANDY.GARZOLI@CMLR2.COM</b>		Phone for Other Contact: 707-349-1234	
Organization is: <input checked="" type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization			

Name of Event: Lakeport Downtown Criterium		
Description of Event: <b>USA Cycling sanctioned criterium bicycle race with vendor displays</b>		
Specific Location of Event (Map Must be Attached): .8 mile closed loop of Main Street to Martin to Forbes to 5th back to Main. See map.diagram		
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:		
Written notice will be hand delivered to businesses on Main Street and residences on Forbes & 5th beginning 90 days in advance of the event, as well as being advertised on social media.		
Date(s) of Event: <b>July 15, 2017</b>	Total Number of Days: <b>1</b>	Set Up Time: <b>5:30AM</b> Time of Event: <b>0800 - 1700</b> Tear Down Time: <b>1700 - 2000</b>

Specify anticipated number of people (both participants and the public): **600**

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

<b>Requirements:</b> <input type="checkbox"/> Electricity (cannot be guaranteed by City) <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):  <i>Coordination of these requirements must be made through the Public Works Department: (707) 263-0751</i>	<b>Specific City Staff Needs:</b> <input type="checkbox"/> Police <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other (please specify):  <p align="center"><i>The City reserves the right to bill applicant for related City costs.</i></p>
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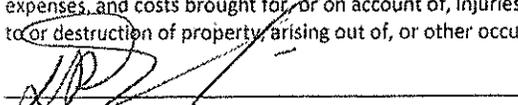
**Insurance Information:**  
Specify Insurance Company: **USA CYCLING**  
Policy Number: **TBD** Expiration Date: **TBD** Limits of Coverage: **\$2m/acc.**  
**INSURANCE CERTIFICATE REQUIRED**  
Note: *The insurance certificate provided to the City by your organization's insurance company must name the 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

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, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property arising out of, or other occurrence during or in connection with the foregoing event(s).

  
Signature of Applicant

Responsible Official of Applicant Organization

Dated: 8/31/16

### 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):
The following will be Required:			
<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):



**MAIN  
STREET  
Elite**

**Cycling Team**

150 3rd Street Lakeport, CA 95453



## 2017 Inaugural Lakeport Lakefront Criterium

### INTRODUCTION:

Main Street Elite is a group of Lake County local competitive cyclists that got together and formed a local bicycle race team in 2016. In 2017 we will be a USA Cycling registered Team. USA Cycling encourages registered teams to hold cycling events in their communities in order to foster good will and grow the cycling community.

To that end, our team desires to host a criterium in downtown Lakeport on Saturday July 15, 2017. A criterium is a closed course bicycle race held on city streets that involves groups of highly trained athletes racing side by side for up to one hour. In addition to the overall winner of each race, there are intermediate random prize laps that occur during the race called "preme" laps. In order to win a "preme" a rider must be the first rider across the start finish line on THAT lap.

Our criterium will be sanctioned by USA Cycling, the national sanctioning body of competitive bicycle racing. USA Cycling will be providing the race officials as well as official timing and scoring of the event.

Our goal is to draw 300 racers to this downtown criterium, who historically travel to these races with family and friends. It is our goal to showcase the new face of downtown Lakeport and what is certain to be a world class criterium course to all of the Northern California cycling community. We believe that an excellent rider experience combined with all the charm downtown Lakeport has to offer will create many return visitors, riders and vacationers for many years to come.

### HOW DO WE GET THERE?:

In order to execute this event, our organization is applying first for the City of Lakeport event permit, as without it this event cannot occur. Once the city grants the permit, our organization then must submit an application for a USA Cycling Event permit and NCNCA event permit. **USA Cycling will provide the event insurance upon approval of our race.**

Once all permits are in place, we must then begin the solicitation of event sponsors in order to fund the costs associated with hosting the event, while simultaneously creating an event equipment list and sourcing of suppliers of that equipment.

## **HOW DO WE GET THERE? (continued):**

Our biggest challenge in putting on this event will be obtaining community support as we are asking to close the primary motor vehicle arteries through downtown Lakeport for 8 hours— Main and Forbes street. Although these streets would be closed to vehicular traffic, bicycle and pedestrian traffic is not only wide open but will be highly encouraged and, in fact, marketed! Criteriums are FOR the spectator! Local as well as out of town residents will be encouraged to walk or ride their bikes downtown to watch all the action.

We hope to attract local sponsors, specifically targeting our wine and beer industries. We would love to have our title sponsor be a local brewery who would provide a “beer garden” near the course, as well as some local wineries that would provide wine tasting booths. We envision our event being not only an awesome bike race, but also a display of everything that is great about Lakeport and Lake County; the beauty, the air, the people and our greatest asset Clear Lake!

In order for the race to be as safe as possible for the athletes, all vehicles will need to be cleared from the on street parking on Main Street from 5th to Martin; Martin to Forbes and Forbes back to 5th. Only the Martin and 5th connector streets would need to be cleared of parked vehicles, however once Main and Forbes are closed for racing, vehicles left on any of the other connector streets within the course would effectively be locked in for the day. During the race, we will be manning all 4 corners of the rectangular course with clearly marked volunteers that will be in contact by radio with event coordinators and officials.

The details of the street closures can be seen in the attached traffic plan.

In order to minimize the disruption of traffic flow and downtown commerce during this event, our traffic plan provides as much free movement as reasonably possible. Our course design and traffic plan leaves open access to the downtown park via 5th street as well as Armstrong street in order to accommodate other users of the lake and downtown area. People needing to access services North of 5th street will need to use northbound hwy 29 to 11th street, or South Main to Armstrong thru the park. People needing to access services South of the closed course would need to use southbound 20 and take the Lakeport Blvd. off ramp, or alternatively surface streets West of the closed course.

We have already contacted many of the businesses on Main Street and discussed our event and the impact it may have, both positive by way of increased foot traffic and negative, restricted vehicular parking for approximately 8 hours. In addition we have contacted the Lakeport Main Street Association via Barbara Breunig, the association President, who assured us she and the association would support the event. Additionally, a copy of this document was provided to the Lake County Chamber of Commerce who, upon review, voiced their support of the event.

## **HOW DO WE GET THERE? (continued):**

Additionally, we have met with police Chief Brad Rassmussen, Public Works Director Doug Grider and other city officials, informally, to discuss many of the details and concerns that we are faced with. Furthermore, Dave Garzoli met with Lakeport Fire Chief Doug Hutchinson and explained the race details and provided him with a copy of the course map. Chief Hutchinson, preliminarily, indicated that he would be supportive of the race and that he should be able to adjust his operations to facilitate the event.

An aggressive marketing campaign paired with prominent local sponsors will draw a large number of athletes to the downtown area. With the new streets and remodeled downtown, the steep hill in the course and “festival” atmosphere we are aiming to create will make the Lakeport Lakefront Criterium one of the best, if not THE best criterium in Northern California!

Advertisement and marketing will begin with the USA Cycling approved event flyer that will be shared Nationwide among the competitive cycling community and will include the names and logos of the local businesses that choose to sponsor the event. This is the flyer that will attract the athletes and their families to the race. In addition, we will have an event website as well as promotional video that will showcase downtown Lakeport to the competitors and their families. Our target is to draw 300 riders to the race. Our race flyer must be approved by USA Cycling which cannot occur until early 2017. In the meantime, I am attaching the race flyer from neighboring Rohnert Parks 2016 Colavita Grand Prix criterium, attached hereto and incorporated herein by this reference as Exhibit “A”. Our event flyer will follow this format and will include the specific details of our event.

Finally– we plan to canvass the local community and community groups to advertise this FREE and EXCITING event, using all forms of social media as well as good old “boots on the ground” door to door advertising at local businesses where people gather.

### **Execution:**

After finalizing all permits and any conditions that may be imposed by the City of Lakeport, we intend to provide residents of the affected street closure in person with a 30 days advance written notice of the event. The written notice will provide not only the day and hours of the event with recommendation of moving their vehicles outside the race course; but will also serve as an invitation to attend the event! An example of this notice is attached hereto and incorporated herein by this reference as Exhibit “B”.

At least 36 hours in advance, we will post city approved “No Parking/Tow Away” signs along the race course as well as placing specific notices on any vehicles parked within the perimeter of the race course. We will include on these notices that parking is available elsewhere. We would ask that the city open the gates to the large field at “Natural High”

**Execution (continued):**

for parking during the race.

Volunteer staff will begin set up of the course on Friday July 14, 2017. At approximately 6:30AM on the day of the event, we will make a sweep of Main and Forbes Street for any vehicles left there in violation of the "No Parking/Tow Away" signage and request the Police Department cause the vehicles to be towed. In order to minimize police down time, we can, if needed, have CHP180 forms filled out prior to an officers arrival in order to expedite the process and minimize police down time removing vehicles. Final course setup will occur early Saturday morning with the first race starting at 8AM and the last race ending no later than 5:30PM, followed immediately by reopening the streets and event clean up.

**Summary:**

It is our desire to contribute to the growth and sustainability of Lakeport and Lake County by fostering and promoting cycling. We believe that one of Lake County's greatest attributes is that it's terrain, air and weather, make for a world class cycling experience. We will seize upon those attributes and put on one of the best "Rider First" criterium experiences in Northern California. In doing so, we will expose hundreds of new faces to a place many probably have never been to before. With your help, we will create one of the greatest bike races in one of America's greatest small towns that will leave a deep lasting impression on many people who will most certainly return!



Red Kite Criterium Livermore- 2016



Nevada City Classic Criterium -2016



Chico Airport Criterium- 2016



Santa Rosa Twilight Criterium - 2016



Davis 4th of July Criterium- 2016



Chico Stage Race Criterium- 2016



Vacaville Criterium- 2016



Golden State Criterium Ranch Cordova - 2016



**OPENROAD**  
SPORTS INC

PRESENTS

# COLAVITA-NORCAL GRAND PRIX

SUNDAY JULY 17TH 2016 ROHNERT PARK, CA

HOSTED BY

**SONOMA**  
VILLAGE

ONE PLANET. ONE PLACE.

SPONSORED BY

Category	Duration	Cash Awards	Places	Entry Fee	Field Limit	Start Time
CAT 5	30 min	\$0	5	\$38	75	7:30 AM
CAT 4	40 min	\$100	5	\$38	100	8:10 AM
MASTERS 35+ 3/4	45 min	\$100	5	\$38	100	9:00 AM
WOMEN 3/4+†	40 min	\$100/\$100	3/3	\$38	75	9:55 AM
MASTERS 45/55+* 3/4	45 min	\$100/ \$100	3/3	\$38	100	10:40 AM
CAT 2/3*	60 min	\$175/ \$175	3/3	\$38	100	11:40 AM
MASTERS 45/55+* 1/2/3	45 min	\$100/ \$100	3/3	\$38	100	1:10 PM
MASTERS 35+ 1/2/3	60 min	\$200	5	\$38	100	2:05 PM
WOMEN PRO 1/2/3	50 min	\$300	5	\$38	100	3:15 PM
MEN PRO 1 /2/ 3	75 min	\$500	5	\$38	100	4:15 PM

\*Raced together, picked separately

Held under USA Cycling Event Permit

**Course:** 1.3 mile closed loop with 4 left hand turns and 3 chicane, one small hill, one small descent in an enclosed business park. Excellent pavement, fast and safe course.

**Location:** 1100 Valley House, Rohnert Park, CA

**Rules:** Race run under USA Cycling Permit and rules. Rain does not cancel the event. Please park in designated areas only and use the provided portable restrooms. Helmets are mandatory. Per USAC Rules, Cat 5 has limits on prizes and field limits. Free lap applies. No Neutral Support.

**Directions:** From CA 101 take the Rohnert Park Expressway Exit, turn right and continue east on RP Expressway until you reach Petaluma Hill Road. Turn right on Petaluma Hill Rd. Head south until you reach Valley House Dr. Turn right and follow Valley House Dr. until you reach Sonoma Mountain Village. Proceed straight to course marshal directed parking. Park in 2 lower lots. The 2 upper parking lots are available for warm up.

**Registration:** From the parking lots, proceed west and to your left. Registration and Start/Finish are located inside the perimeter of Sonoma Mountain Village in Rohnert Park, CA.

- Opens at 6:30 am, and closes 10 minutes before each race start time.
- Fees are posted for first race, each additional race \$15.00.
- Late fee and Same Day registration add \$10.00 late fee.
- Entry fee includes \$3.75 USAC and \$1.00 NCNCA Insurance fees. Does not include the On-line fee.
- Please bring your 2016 USAC or UCI License to the event. We must see it to register you.
- Cat 5 Men and Cat 4 Women can purchase one day licenses and annual licenses are available
- All participants must complete the 2016 USAC Standard Release form, even if registered on line.
- All participants must complete the Sonoma Mtn Village Property Owner Release of Liability form (available at event).
- Riders under 18 must have a parent or guardian signature.
- No Discounts.
- Pre register at [BikeReg.com](http://BikeReg.com) by Wednesday July 13th. Registration closes at 12midnight PDT.
- For more information: [phill.heiman@gmail.com](mailto:phill.heiman@gmail.com)



†WOMENS 3/4 FIELD IS PART OF THE NCNCA WOMEN'S SERIES

SPONSORED BY

# MAIN STREET *Elite*

## ***Cycling Team***

150 3rd Street Lakeport, CA 95453

## CYCLING EVENT NOTIFICATION!

Hello neighbor! This flyer is an invitation to spend July 15, 2017 with us in downtown Lakeport for our first annual downtown criterium bicycle race!

The race course will close portions of Main, Martin, Forbes and Fifth Streets for approximately 7:30AM until 5:30PM.

For the safety of the athletes, vehicles cannot be parked on these streets during the race, nor will vehicles be allowed on to or across the course.

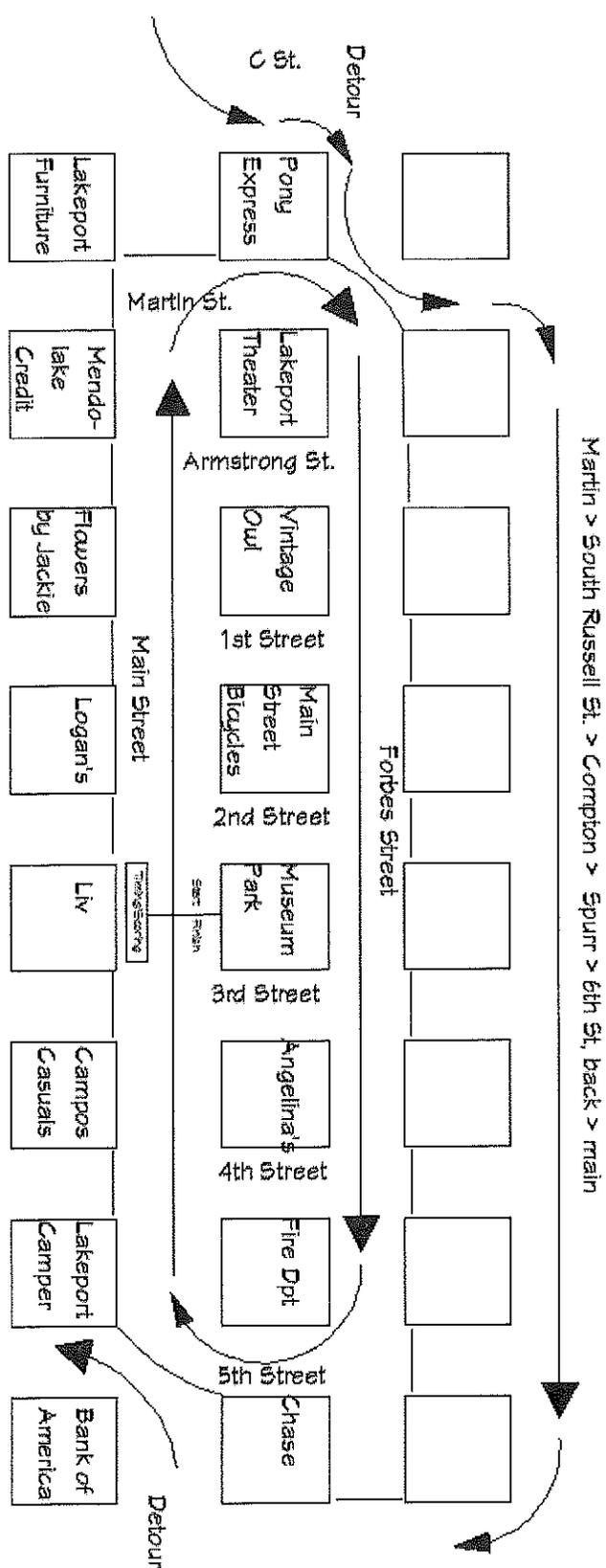
**If your residence is located on any of the connecting cross streets within the perimeter of the race course, or within the race course perimeter, we recommend parking your cars outside the perimeter of the race course for the time the race is in effect. Once the racing starts, you will not be able to get your car out.**

Please come downtown to enjoy the race and festivities! If you have children, there will be a FREE children's race.

More info, including schedule of events and road closure information can be found at:

[www.event-web-address-here.com](http://www.event-web-address-here.com)

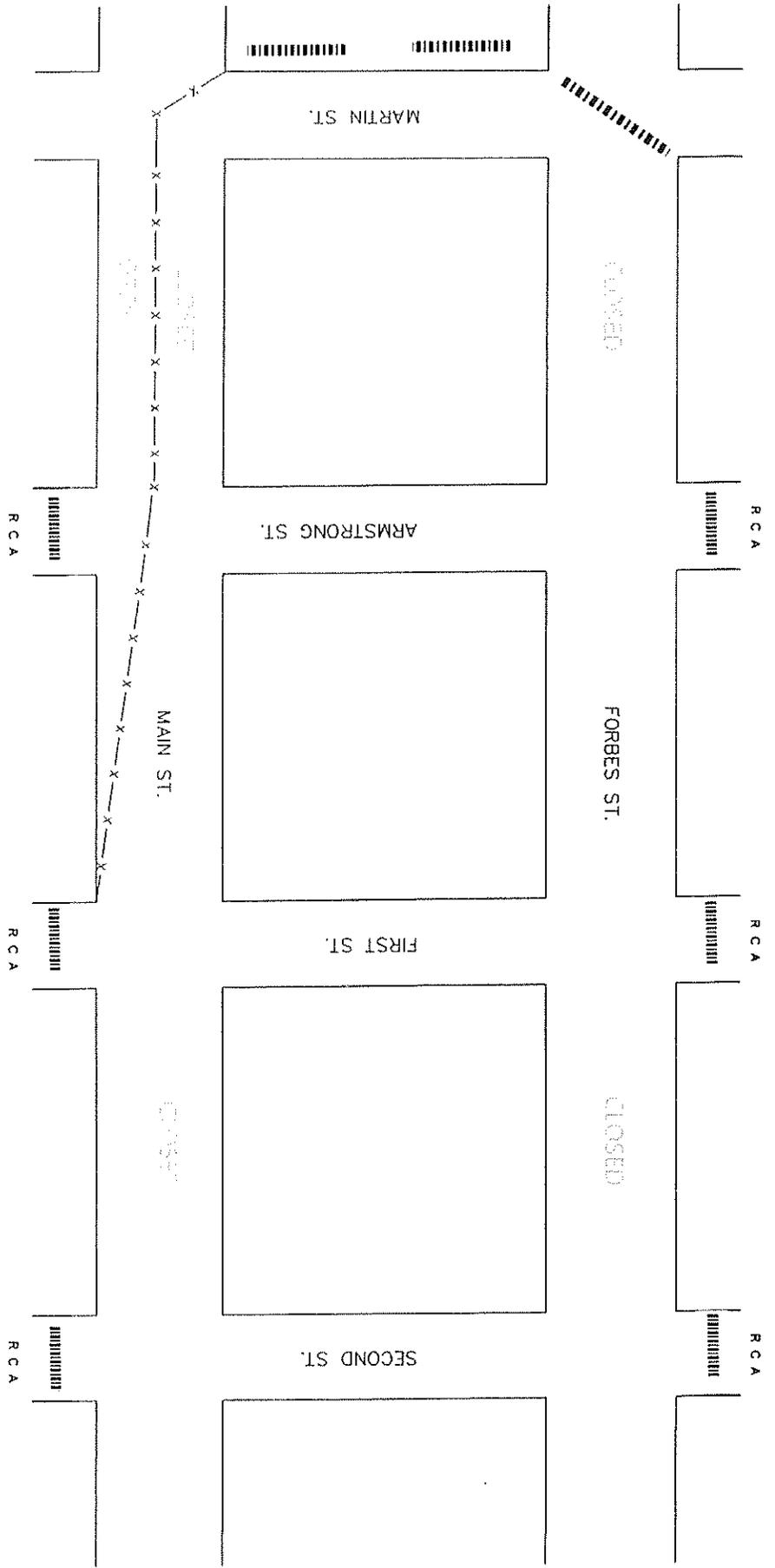






-  CLASS 3 BARRICADES. BARRICADES WILL HAVE MAX SPACING OF 36 INCHES END TO END OR END TO CURB.
-  ROAD CLOSED TO THROUGH TRAFFIC SIGNS TO BE MOUNTED ON BARRICADES IN CENTER OF ROADWAY.
-  FENCING TO CONTROL ONE WAY TRAFFIC INTO CHEVRON GAS STATION/MINI MART

DOWNTOWN LAKEPORT CRITERIUM TRAFFIC CONTROL PLAN SOUTH



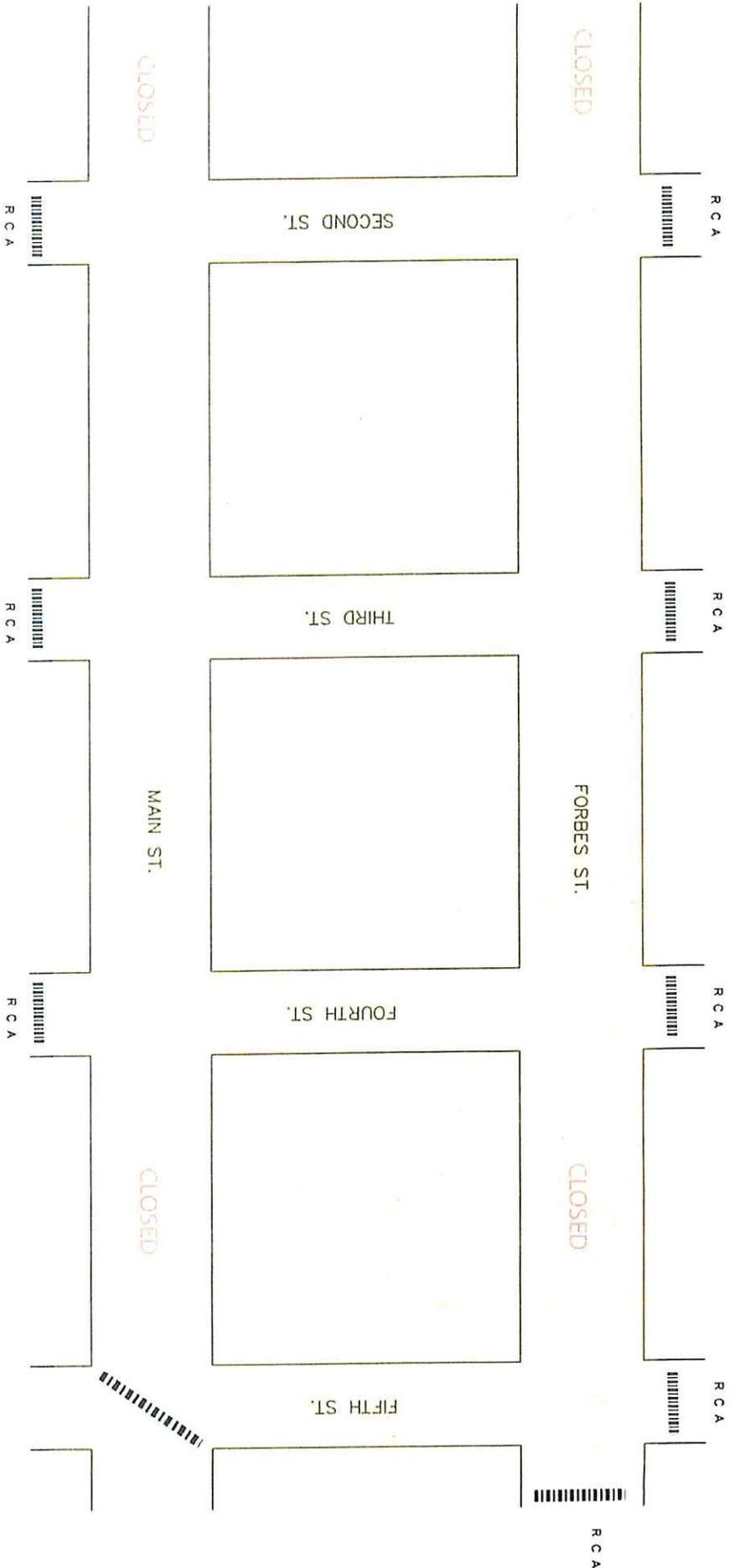


CLASS 3 BARRICADES. BARRICADES WILL HAVE MAX SPACING OF 36 INCHES END TO END OR END TO CURB.



ROAD CLOSED TO THROUGH TRAFFIC SIGNS TO BE MOUNTED ON BARRICADES IN CENTER OF ROADWAY.

### DOWNTOWN LAKEPORT CRITERIUM TRAFFIC CONTROL PLAN NORTH



Comments from  
Lake Co. Environmental  
Health



**CITY OF LAKEPORT**

225 Park Street  
Lakeport, CA 95453

Phone: (707) 263-5615, Ext. 12  
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 ten working days before the Council meeting at which they will be considered.

This section to be completed by City:

Application Received (Date): 9/8/2016	Application No. 2017-002
<input checked="" type="checkbox"/> \$15.00 Application Fee Paid	For Council Meeting of (Date):

This section to be completed by Applicant (please answer all questions):

Applicant Name: David Garzoli		Organization Name: Main Street Elite Cycling Team	
Address: 150 3rd Street Lakeport, CA 95453		Address: 150 3rd Street Lakeport, CA 95453	
Home Phone:	Work Phone: 707-349-1505	Mobile Phone: 707-349-1505	
Email Address: David.garzoli@gmail.com			
Other Contact: Andy Garzoli		Phone for Other Contact: 707-349-1234	
Organization Is: <input checked="" type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization			

Name of Event: Lakeport Downtown Criterium
Description of Event: USA Cycling sanctioned criterium bicycle race with vendor displays
Specific Location of Event (Map Must be Attached): .8 mile closed loop of Main Street to Martin to Forbes to 5th back to Main. See map diagram
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:
Written notice will be hand delivered to businesses on Main Street and residences on Forbes & 5th beginning 90 days in advance of the event as well as being advertised on social media

Date(s) of Event: July 15, 2017	Total Number of Days: 1	Set Up Time: 5:30AM
		Time of Event: 0800 - 1700
		Tear Down Time: 1700 - 2000

Specify anticipated number of people (both participants and the public): 600

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

<b>Requirements:</b> <input type="checkbox"/> Electricity (cannot be guaranteed by City) <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 checked="" 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.
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**Insurance Information:**  
 Specify Insurance Company: USA CYCLING  
 Policy Number: TBS'D Expiration Date: TBS'D Limits of Coverage: \$2m/occ.  
**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**

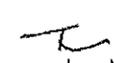
In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property arising out of, or other occurrence during or in connection with the foregoing event(s).

  
 Signature of Applicant  
 Responsible Official of Applicant Organization

Dated: 11/31/16

**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):
The following will be Required:			
<input type="checkbox"/> Business License	<input checked="" type="checkbox"/> Health Department Permit	<input type="checkbox"/> Other (Specify):	
<input type="checkbox"/> ABC License			
Staff Comments:			
All food vendors must have a temporary health permit to sell or give away food at this event and must submit their application 7 days prior to the event. The event sponsor must submit their sponsor temporary health permit application 14 days prior to the event.			
 11/8/16			

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):

## Kelly Buendia

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**From:** jferguson@lakeportpolice.org  
**Sent:** Tuesday, November 08, 2016 12:17 PM  
**To:** Kelly Buendia  
**Subject:** Re: Application 2017-002 Lakeport Downtown Criterium

POLICE:

(1) POLICE OFFICER TO COVER THE CITY DUE TO LARGE AMOUNT OF VISITORS: \$68.00 PER HOUR FOR 9 HOURS=\$576.00

(1) POLICE VOLUNTEER FOR TRAFFIC CONTROL RELATED ISSUES DUE TO INFLUX OF MOTORISTS AND ALTERNATE ROUTES: \$27.00 PER HOUR FOR 9 HOURS=\$243.00

A true hero is not defined simply by the uniform he or she is wearing but rather the person who's wearing it!

-----Original Message-----

**From:** Kelly Buendia [mailto:kbuendia@cityoflakeport.com]  
**Sent:** Tuesday, November 8, 2016 11:14 AM  
**To:** 'Hilary Britton', Amanda Frazell (Dean.Eichelmann@lakecountyca.gov), Cheryl Bennett (cheryl.bennett@lakecountyca.gov), 'Cynthia Ader', 'Daniel Chance', 'Doug Grider', 'Executive Management', 'Gary Basor', 'Jason Ferguson', 'Jim Kennedy', 'Linda Sobieraj', Lori Price (lorip@co.lake.ca.us), Mark Wall (mwaconsulting@comcast.net), 'Matt Hartzog', 'Mike Sobieraj', Pheakdey Preciado (pheakdey.preciado@lakecountyca.gov), 'Rebekah Dolby', 'Ron Ladd', Tina Rubin (Tina.Rubin@lakecountyca.gov)  
**Cc:** 'Gayle Niehaus'  
**Subject:** Application 2017-002 Lakeport Downtown Criterium

Good Morning Everyone,

Hilary Britton is out on leave for a little while and I will be processing our event applications. Attached please find application 2017-002 for the Lakeport Downtown Criterium to be held in city streets on July 15, 2017, for your review.

We would like to submit this for Council approval at the 11/15/2016 meeting, so please have your comments back to me by 5PM tomorrow 11/09/2016.

Thank you,

***Kelly Buendia, CMC***

Administrative Services Director/City Clerk  
City of Lakeport  
225 Park Street  
Lakeport, CA 95453

tel: 707-263-5615 ext 30  
fax: 707-263-8584

## Kelly Buendia

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**From:** Doug Grider  
**Sent:** Wednesday, November 09, 2016 6:31 PM  
**To:** Kelly Buendia  
**Subject:** Staff cost for Criterium Bike Race

Kelly, The estimated cost for staff to perform traffic control for the Criterium Bike Race is \$1,500.00 to \$2,000.00

Doug

Douglas Grider  
Public Works Superintendent  
City of Lakeport  
(707) 263-3578



# CITY OF LAKEPORT

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

<b>STAFF REPORT</b>	
<b>RE:</b> Acceptance of USDA Water/Wastewater Improvements Project	<b>MEETING DATE:</b> 11/15/2016
<b>SUBMITTED BY:</b> Doug Grider, 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 authorize acceptance of the USDA Water/Wastewater Improvements Project, and to record a Notice of Completion with Lake County.

### BACKGROUND/DISCUSSION:

The Water/Wastewater Improvement Project is a USDA project which requires it to be accepted by the City Council when the work is completed and a Notice of Completion to be filed with Lake County.

### OPTIONS:

Authorize the acceptance of the Water/Wastewater Improvement Project and recording of Notice of Completion with Lake County, or 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:

### SUGGESTED MOTIONS:

Move to authorize the acceptance of the Water & Wastewater Improvements Project, and to record a Notice of Completion with the County of Lake.

- Attachments:**
1. Letter from Pace Engineering dated 11/08/2016
  2. Notice of Completion
  3. Certificate of Substantial Completion



November 8, 2016

523.31B

Paul Harris  
City of Lakeport  
Corporation Yard  
591 Martin Street  
Lakeport, CA 95453

Dear Paul,

Subject: Water and Wastewater Improvements Project

On August 24, 2016, a final inspection of the subject project was completed by Paul Harris, Utilities Superintendent for the City of Lakeport, and Caleb Bailey of PACE Engineering, Inc. The work was found to be generally complete and in accordance with the Contract Documents, and the City has taken beneficial use of all improvements.

The remaining punch list items are being addressed and should not prevent the City from accepting the project and allowing the 35-day lien release period to begin counting down. Therefore, we recommend the City accept the project and file the Notice of Completion.

Our records indicate that you have paid the Contractor a total of \$2,026,146.26. Please verify that your past payments equal this amount. Final Pay Estimate No. 10 in the amount of \$38,432.25 has been signed and after payment, will bring the total amount paid to the Contractor to \$2,064,578.51.

We are enclosing two (2) copies of the Notice of Completion. This should be signed by the City and filed in the Office of the County Records. Thirty-five (35) days after filing of the Notice of Completion, the retention amount of \$108,662.03 will be due and payable to the Contractor, provided that no liens or claims have been filed within that period.

By copy of this letter to Mercer-Fraser Construction, we are reminding them that they must submit to the Engineer and Owner a signed Release of Claims form (Attachment A in the Specifications) before the Owner will release the retention funds.

We believe that this concludes the documents necessary to complete the project transactions. Please do not hesitate to call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Rickey Bowser", written in a cursive style.

Rickey Bowser  
Project Engineer

RAB

Enclosures

c w/o enc: Mark Benzinger, Mercer-Fraser Construction, Inc.

M:\Jobs\0523\0523.31B Water SCADA\Services During Construction\PROJECT CLOSEOUT\Letter - Substantial Completion.docx

RECORDING REQUESTED BY  
City of Lakeport

WHEN RECORDED RETURN TO  
City of Lakeport  
225 Park Street  
Lakeport, CA 95453

(Space above this line for Recorder's Use Only)

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN:

That the construction work hereinafter described was completed on the 31st day of August, 2016.

That the work done consisted of constructing the Water and Wastewater Improvements Project.

That the City of Lakeport, 255 Park Street, Lakeport, CA 95453 is said Owner of said work.

That the work of improvement was completed in Lake County, State of California, at the following locations:

APN 005-027-950-000, Section 23, Township 14 North, Range 10 West  
APN 005-025-030-000, Section 23, Township 14 North, Range 10 West  
APN 005-027-110-000, Section 23, Township 14 North, Range 10 West  
APN 005-027-850-000, Section 23, Township 14 North, Range 10 West  
APN 026-313-290-000, Section 24, Township 14 North, Range 10 West  
APN 025-501-080-000, Section 25, Township 14 North, Range 10 West  
APN 025-481-010-000, Section 25, Township 14 North, Range 10 West  
APN 025-661-010-000, Section 25, Township 14 North, Range 10 West  
APN 025-472-080-000, Section 25, Township 14 North, Range 10 West  
APN 025-472-070-000, Section 25, Township 14 North, Range 10 West  
APN 005-035-060-000, Section 36, Township 14 North, Range 10 West  
APN 005-035-180-000, Section 36, Township 14 North, Range 10 West  
APN 007-003-770-000, Section 36, Township 14 North, Range 10 West  
APN 007-003-780-000, Section 36, Township 14 North, Range 10 West

The name of the Contractor for said work is:

Mercer-Fraser Construction, Inc.

\_\_\_\_\_  
\_\_\_\_\_

That the nature of the title of the stated Owner is in fee.

City of Lakeport \_\_\_\_\_

Owner

By \_\_\_\_\_

Owner's Agent

VERIFICATION OF CONTENT

The undersigned, being duly sworn, says that she is the City Manager of the aforesaid interest in the property described in the foregoing notice, that she has read the same, and knows the contents thereof, and that the facts stated therein are true.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Margaret Silveira, City Manager  
City of Lakeport

State of California  
County of Lake \_\_\_\_\_

On \_\_\_\_\_, 2016, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacities, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

(Seal)

# Certificate of Substantial Completion

Project: Water and Wastewater Improvements Project

Owner: City of Lakeport

Owner's Contract No.:

Contract:

Engineer's Project No.: 523.31B

**This Certificate of Substantial Completion applies to the following:**

<b>Name</b>	<b>Date of Substantial Completion</b>
-------------	---------------------------------------

WTP Improvements	4-1-16
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Lake Pump Station Improvements	3-3-16
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Tank Site Improvements	4-15-16
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Well Sites Improvements	5-4-16
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Lakeshore Blvd Lift Station Improvements	12-1-15
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Rose Ave Lift Station Improvements	12-3-15
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Clear Lake Ave Lift Station Improvements	8-1-16
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C Street Lift Station Improvements	1-28-16
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Lakeport Blvd Lift Station Improvements	7-1-16
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Martin St Lift Station Improvements	2-10-16
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Larrecou Lift Station Improvements	2-25-16
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Linda Lane Lift Station Improvements	8-12-16
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WWTP Improvements	8-12-16
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Recapture Pump Stations Improvements	8-12-16
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The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties shall be as provided in the Contract Documents except as amended as follows:

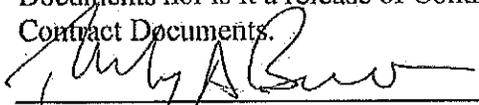
Owner's Amended Responsibilities: N/A

Contractor's Amended Responsibilities: N/A

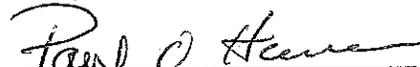
The following documents are attached to and made part of this Certificate:

Final Punch List Items 11-7-16

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

	<u>11-8-16</u>
Executed by Engineer	Date

Accepted by Contractor	Date
------------------------	------

	<u>11-9-16</u>
Accepted by Owner	Date