



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers

14050 Olympic Dr, Clearlake, CA

Thursday, June 04, 2026

Regular Meeting 6:00 PM

The City Council meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel (https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA) or "Lake County PEG TV Live Stream" at <https://www.youtube.com/user/LakeCountyPegTV/featured> and the public may participate through Zoom at the link listed below. The public will not be allowed to provide verbal comment during the meeting if attending via Zoom. The public can submit comments in writing for City Council consideration by commenting via the Q&A function in the Zoom platform or by sending comments to the Administrative Services Director/City Clerk at mswanson@clearlake.ca.us. To give the City Council adequate time to review your comments, you must submit your written emailed comments prior to 4:00 p.m. on the day of the meeting.

AGENDA

MEETING PROCEDURES: *All items on agenda will be open for public comments before final action is taken. Citizens wishing to introduce written material into the record at the public meeting on any item are requested to provide a copy of the written material to the Administrative Services Director/City Clerk prior to the meeting date so that the material may be distributed to the City Council prior to the meeting. Speakers must restrict comments to the item as it appears on the agenda and stay within a three minutes time limit. The Mayor has the discretion of limiting the total discussion time for an item.*

Pursuant to Senate Bill 1100 and the City Council Norms and Procedures, any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers or the Zoom by the sergeant-at-arms or the City Clerk and may be barred from further attendance before the Council during that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the sergeant-at-arms to remove such offenders from the room.

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at mswanson@clearlake.ca.us at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

AGENDA REPORTS

Staff reports for each agenda item are available for review at www.clearlake.ca.us. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at www.clearlake.ca.us.

Zoom Link:

Join from PC, Mac, iPad, or Android:

<https://clearlakeca.zoom.us/j/87469440122?pwd=rQZGQ1L0pfu31qmanaNGX6wXPjIHZ1.1>

Passcode:143910

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE: *The City Council invites members of the clergy, as well as interested members of the public in the City of Clearlake, to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. This opportunity is voluntary and invocations are to be less than three minutes, offered in a solemn and respectful tone, and directed at the City Council. Invocational speakers who do not abide by these simple rules of respect and brevity shall be given a warning and/or not invited back to provide a subsequent invocation for a reasonable period of time, as determined appropriate by the City. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the City Council's respect for the diversity of religious denominations and faith represented and practiced among the citizens of Clearlake. If a scheduled invocational speaker does not appear at the scheduled meeting, the Mayor will ask that the City Council observe a moment of silence in lieu of the invocation. More information about the City's invocation policy is available upon request by contacting the Administrative Services Director/City Clerk at (707) 994-8201x106 or via email at mswanson@clearlake.ca.us.*

D. ADOPTION OF THE AGENDA *(This is the time for agenda modifications.)*

E. PRESENTATIONS

1. Presentation by Chief Hobbs of a Police Department Commendation
2. Presentation of Certificates of Appreciation to Recreation and Events Sports Program Volunteers

3. Presentation of Recent and Upcoming Recreation and Events

F. PUBLIC COMMENT: *This is the time for any member of the public to address the City Council on any matter not on the agenda that is within the subject matter jurisdiction of the City. **The Brown Act, with limited exceptions, does not allow the Council or staff to discuss issues brought forth under Public Comment.** The Council cannot take action on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Please note that comments from the public will also be taken on each agenda item. Comments shall be limited to three (3) minutes per person.*

G. CONSENT AGENDA: *All items listed under the Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Council requests otherwise, or if staff has requested a change under Adoption of the Agenda, in which case the item will be removed for separate consideration. Any item so removed will be taken up following the motion to approve the Consent Agenda.*

4. Consideration of Resolution 2026 - 17 to Adopt a List of Approved Projects for Submission to California Transportation Committee (CTC) for Funding Pursuant to SB1
Recommended Action: Adopt Resolution 2025 – 21, a Resolution of the City Council of the City of Clearlake Adopting a project list for submission to the California Transportation Committee for funding under the provisions of SB1.

5. Consideration of Adoption of the 2nd Amendment to the FY 2025-26 Budget (Resolution 2025-26); Resolution No. 2026-18
Recommended Action: Adopt resolution

6. Warrants
Recommended Action: Receive and file

7. Review of the Conflict of Interest Code
Recommended Action: Authorize the City Manager to review the 2024 Conflict of Interest Code for needed amendments

H. BUSINESS

8. Presentation and Discussion on Zone Zero Regulations
Recommended Action: Receive Presentation

9. Discussion and Consideration of Amendments to the City's Regulations for Short Term Rentals
Recommended Action: Direction to Staff

10. Discussion and Consideration of Rejection of Bids for the 36th Ave. Improvement Project
Recommended Action: Move to reject all bids for the 36th Ave. Improvement Project and authorize staff to resolicit.

11. Consideration of Adoption of Resolution No. 2026-19, Calling For and Giving Notice of the General Municipal Election
Recommended Action: Adopt resolution

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

(12) Conference with Labor Negotiators: Pursuant to Government Code Section 54957.6: Agency designated representatives: City Manager Flora, Administrative Services Director Swanson; Employee Organization: Clearlake Police Officers Association; Clearlake Municipal Employees Association; Clearlake Middle Management Association

(13) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code § 54956.9(d)(4): (1 case)

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

M. ADJOURNMENT

POSTED: May 30, 2026

BY:



Melissa Swanson
Melissa Swanson, Administrative Services Director/City Clerk

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Resolution 2026 - 17 to adopt a list of approved projects for submission to California Transportation Committee (CTC) for funding pursuant to SB1.	MEETING DATE: June 4, 2026
SUBMITTED BY: Adeline Leyba, Public Works Director	
PURPOSE OF REPORT: <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 approve Resolution 2026-17, a Resolution of the City Council of the City of Clearlake, adopting a project list for submission to the California Transportation Committee for funding under the provisions of SB1.

BACKGROUND/DISCUSSION:

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, was signed into law on April 28, 2017. This landmark legislation provides approximately \$54 billion in transportation funding over a ten-year period to repair and improve roads, highways, and bridges throughout California, while also increasing investments in transit and transportation safety. Funding is distributed equally between state and local transportation priorities.

Of the total funding, approximately \$26 billion is allocated to local agencies, transit systems, and the continued expansion of California’s pedestrian and bicycle infrastructure. Annual allocations may be utilized to address critical needs within the local roadway network and related transportation improvements.

The City of Clearlake is proposing the following projects for consideration under SB 1 funding:

1. Lakeshore Drive Corridor Improvements
2. Highlands Park Frontage Improvement Project
3. Airport Road Regional Connector Improvements
4. Rumsey/Turner Pavement Rehabilitation Project

Pursuant to SB 1 requirements, the City Council must adopt, by resolution, a list of proposed projects. The adopted project list must include the following information for each project:

- 1. A description and location of the proposed project;
- 2. An anticipated schedule for project completion; and
- 3. The estimated useful life of the improvement.

Adoption of the resolution does not, in itself, obligate the expenditure of funds or authorize project implementation. Should funding become available and a project be approved to proceed, additional City Council action will be required prior to the expenditure of funds or commencement of work

OPTIONS:

- 1. Adopt Resolution 2026-17, a Resolution of the City Council of the City of Clearlake Adopting a project list for submission to the California Transportation Committee for funding under the provisions of SB1.
- 2. Other direction

FISCAL IMPACT:

None Budgeted Item? Yes No

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

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

By motion Adopt Resolution 2026 – 17, a Resolution of the City Council of the City of Clearlake Adopting a project list for submission to the California Transportation Committee for funding under the provisions of SB1.

Attachments: Project list and Resolution

RESOLUTION NO. 2026-17

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2026-27 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Clearlake are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive an estimated \$474,659.00 in RMRA funding in Fiscal Year 2026-2027 from SB 1; and

WHEREAS, this is the 10th year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate several streets, add active transportation infrastructure throughout the city this year and other similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the city’s streets and roads are in an at-risk and poor condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a fair to good condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will make a significant impact on roads that are in serious need of deferred maintenance.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Clearlake, State of California, as follows:

- A. Clearlake is proposing a list of four projects identified as follows:
 1. Lakeshore Drive Corridor Improvements – Proposed completion is November 2028
 2. Highlands Park Frontage Improvement Project – Proposed completion is September 2028
 3. Airport Road Regional Connector Improvements – Proposed completion is November 2027
 4. Rumsey/Turner Pavement Rehabilitation Project – Proposed completion is October 2027

Which projects are more specifically defined on the attached “Exhibit A”

- B. The City Council hereby adopts the attached “Exhibit A” as its list of projects as required by the provisions of Senate Bill 1.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Clearlake held on June 4, 2026 by the following vote:

AYES:

NOS:

ABSENT:

Dirk Slooten, Mayor

ATTEST:

Melissa Swanson, City Clerk
City of Clearlake

Exhibit A
2026-2027 Proposed Project List - SB1

1. Highlands Park Frontage Improvement Project

- Pedestrian sidewalk improvements
- Proposed completion is September 2028.
- Estimated useful life of the project is 20 years.
- Estimated cost is \$850,000

2. Airport Road Regional Connector Improvements

- Regional shopping center connector road connecting 18th Ave. from State Route 53 to Old Hwy. 53.
- Proposed completion is November 2027.
- Estimated useful life is 20 years.
- Estimated cost is \$5.8 million.

3. Lakeshore Drive Corridor Improvements

- Pedestrian sidewalk improvements and pavement rehabilitation of roadway from Austin Park to Highlands Park
- Proposed completion is November 2028.
- Estimated useful life is 20 years.
- Estimated cost is \$4.5 million

4. Rumsey/Turner Road Rehabilitation Project

- Pavement rehabilitation project on Rumsey/Turner Roads
- Proposed completion is October 2027.
- Estimated useful life is 20 years.
- Estimated cost is \$2.7 million

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Adoption of the 2nd Amendment to the FY 2025-26 Budget (Resolution 2025-26); Resolution No. 2026-18	MEETING DATE: June 4, 2026
SUBMITTED BY: Philip D. Sales II, Finance Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt resolution 2026-18 Amending the FY 2025-26 Budget to include a Second Adjustment.

BACKGROUND/DISCUSSION: Staff has processed a claim settlement necessitating an adjustment to FY 2025-26 budget.

the Finance department seeks the Council’s approval to un-restrict committed fund balance so the budget for Claim Settlements can be increased. Additionally, staff request the use of unanticipated miscellaneous revenue to be used for support of 250th Anniversary celebration expenses.

Appropriation Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 12/31/2025	Requested Adjustment	FY 25-26 Amended Budget
100	General Fund	Non-Departmental	100-1110-970-993	Claim Settlements	100,000	835,475	935,475
100	General Fund	Non-Departmental	100-1110-960-891	Contributions	1,000	42,994	43,994
Total Appropriations Adjustments: General Fund						\$ 878,469	
Revenue/Fund Balance Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 02/19/2026	Requested Adjustment	FY 25-26 Amended Budget
100	General Fund		100-307-05	Committed PG&E Settlement	-	850,000	850,000
100	General Fund		100-5020-405-895	Misc. Income	-	28,469	28,469
Total Revenue/Fund Balance Adjustments: General Fund						\$ 878,469	

OPTIONS:

1. Adopt Resolution No. 2026-18
2. Provide direction to staff.

FISCAL IMPACT:

None See Attached Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$835,475

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Economic Development
- Goal #2: Public Facilities and Infrastructure
- Goal #3: Celebrate Clearlake
- Goal #4: Clean
- Goal #5: Fiscal Sustainability
- Goal #6: Safe

SUGGESTED MOTIONS:

Move to Adopt Resolution 2026-07 Amending the Fiscal Year 2025-26 Budget to include various Mid-Year Adjustments.

- Attachments:** 1) Resolution 2026-18: Resolution Amending the Fiscal Year 2025-26 Adopted Budget to include a Second Adjustment.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE ADOPTING THE 2nd AMENDMENT TO THE FY 2025-26 BUDGET (RESOLUTION NO. 2025-26)

WHEREAS, the City Council desires to adjust the FY 2025-26 budget to accommodate a large unforeseen claim settlement expenditure.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake:

Section 1. The FY 2025-26 Budget, adopted via Resolution 2025-26, is amended as follows:

Appropriation Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 12/31/2025	Requested Adjustment	FY 25-26 Amended Budget
100	General Fund	Non-Departmental	100-1110-970-993	Claim Settlements	100,000	835,475	935,475
100	General Fund	Non-Departmental	100-1110-960-891	Contributions	1,000	42,994	43,994
Total Appropriations Adjustments: General Fund						\$ 878,469	
Revenue/Fund Balance Adjustments							
Fund	Fund Name	Department	Account	Description	Approved Budget as of 02/19/2026	Requested Adjustment	FY 25-26 Amended Budget
100	General Fund		100-307-05	Committed PG&E Settlement	-	850,000	850,000
100	General Fund		100-5020-405-895	Misc. Income	-	28,469	28,469
Total Revenue/Fund Balance Adjustments: General Fund						\$ 878,469	

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 6th day of June, 2026, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST: _____
City Clerk

Mayor



Clearlake, CA

Check Register

Packet: APPKT04471 - 5/28/26 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01089	LAMON CONSTRUCTION	05/28/2026	Regular	0.00	1,243,341.39	21492
VEN01720	RANDY BOYCE	05/28/2026	Regular	0.00	4,680.12	21493

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	1,248,021.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	1,248,021.51

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2026	1,248,021.51
			<hr/>
			1,248,021.51



Clearlake, CA

Section G, Item 6.

Check Register

Packet: APPKT04467 - 5/27/26 PAYMENT PROCESS AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
001300	A & B COLLISION	05/27/2026	Regular	0.00	6,246.68	21438
VEN01085	ACC BUSINESS	05/27/2026	Regular	0.00	616.78	21439
VEN01085	ACC BUSINESS	05/27/2026	Regular	0.00	616.78	21440
000591	ACTION SANITARY	05/27/2026	Regular	0.00	180.00	21441
001911	ADAMS ASHBY GROUP INC	05/27/2026	Regular	0.00	22,050.00	21442
002331	AFLAC	05/27/2026	Regular	0.00	183.34	21443
001397	AT&T CALNET 3	05/27/2026	Regular	0.00	32.92	21444
001397	AT&T CALNET 3	05/27/2026	Regular	0.00	63.24	21445
001397	AT&T CALNET 3	05/27/2026	Regular	0.00	32.40	21446
001397	AT&T CALNET 3	05/27/2026	Regular	0.00	637.79	21447
001397	AT&T CALNET 3	05/27/2026	Regular	0.00	155.75	21448
001397	AT&T CALNET 3	05/27/2026	Regular	0.00	226.94	21449
001397	AT&T CALNET 3	05/27/2026	Regular	0.00	68.86	21450
002162	CALIFORNIA ENGINEERING	05/27/2026	Regular	0.00	33,729.47	21451
VEN01265	CANTEEN SERVICES OF UKIAH INC	05/27/2026	Regular	0.00	248.00	21452
VEN01618	CHEYENNE BLUE	05/27/2026	Regular	0.00	560.00	21453
VEN01393	CHRISTOPHER WILLIAM INGLIS	05/27/2026	Regular	0.00	75.00	21454
000024	CLEARLAKE POLICE ASSOCIATION	05/27/2026	Regular	0.00	2,000.00	21455
001617	CLEARLAKE ROTARY CLUB	05/27/2026	Regular	0.00	400.00	21456
000548	COMPUTER LOGISTICS	05/27/2026	Regular	0.00	1,870.00	21457
000548	COMPUTER LOGISTICS	05/27/2026	Regular	0.00	195.00	21458
000548	COMPUTER LOGISTICS	05/27/2026	Regular	0.00	1,800.00	21459
VEN01709	COUNTY OF LAKE-HEALTH SERVICES	05/27/2026	Regular	0.00	380.00	21460
001212	DEPT OF HOUSING COMM DEVELOP	05/27/2026	Regular	0.00	11.00	21461
VEN01627	DEREK E COUNTS II	05/27/2026	Regular	0.00	75.00	21462
VEN01386	DOWNEY BRAND LLP	05/27/2026	Regular	0.00	10,328.69	21463
VEN01108	FAWN CHRISTINE WILLIAMS	05/27/2026	Regular	0.00	75.00	21464
VEN01468	GEI CONSULTANTS INC	05/27/2026	Regular	0.00	3,312.50	21465
000096	GOLDEN STATE WATER COMPANY	05/27/2026	Regular	0.00	578.28	21466
000096	GOLDEN STATE WATER COMPANY	05/27/2026	Regular	0.00	49.84	21467
002070	GOVERNMENTJOBS.COM INC	05/27/2026	Regular	0.00	4,184.39	21468
000167	HIGHLANDS SENIOR CENTER	05/27/2026	Regular	0.00	100.00	21469
VEN01394	HUNTERS SERVICES INC	05/27/2026	Regular	0.00	285.00	21470
VEN01418	JACK SMALLEY	05/27/2026	Regular	0.00	75.00	21471
VEN01718	L.N. CURTIS & SONS	05/27/2026	Regular	0.00	1,381.73	21472
000108	LAKE COUNTY RECORD BEE	05/27/2026	Regular	0.00	1,191.55	21473
001467	LEAGUE OF CALIFORNIA CITIES	05/27/2026	Regular	0.00	135.00	21474
001641	LOWER LAKE HIGH SCHOOL	05/27/2026	Regular	0.00	100.00	21475
VEN01329	MCGRATH RENTCORP AND SUBSIDI	05/27/2026	Regular	0.00	183.89	21476
VEN01329	MCGRATH RENTCORP AND SUBSIDI	05/27/2026	Regular	0.00	1,098.77	21477
000793	MEDIACOM	05/27/2026	Regular	0.00	372.15	21478
VEN01240	MIDDLETOWN COPY & PRINT - JESSI	05/27/2026	Regular	0.00	434.36	21479
000009	OPERATING ENGINEERS LOCAL 3	05/27/2026	Regular	0.00	684.00	21480
VEN01698	OPTIMUM WELLNESS GROUP INC	05/27/2026	Regular	0.00	100.00	21481
VEN01625	RAYMOND A. SILVA	05/27/2026	Regular	0.00	75.00	21482
002031	REDWOOD COAST PETROLEUM & N	05/27/2026	Regular	0.00	549.01	21483
VEN01251	RYAN KIMBLE - KIMBLE'S CONSTRUC	05/27/2026	Regular	0.00	28,300.00	21484
000773	SANTA ROSA JUNIOR COLLEGE	05/27/2026	Regular	0.00	228.00	21485
001581	SQUAD ROOM EMBLEMS	05/27/2026	Regular	0.00	467.85	21486
VEN01412	THE EIDAM CORPORATION - LUCY &	05/27/2026	Regular	0.00	10,642.00	21487
VEN01412	THE EIDAM CORPORATION - LUCY &	05/27/2026	Regular	0.00	7,481.25	21488
002375	THOMAS DEWALT	05/27/2026	Regular	0.00	2,960.00	21489
000708	VALIC LOCKBOX	05/27/2026	Regular	0.00	470.00	21490

Check Register

Vendor Number
000085

Vendor Name
VESTIS GROUP INC

Payment Date
05/27/2026

Payment Type
Regular

Packet: APPKT04467-5/27/
Discount Amount
0.00

Section G, Item 6. A

Payment Amount
67.87
Number
21491

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	74	54	0.00	148,366.08
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	74	54	0.00	148,366.08

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2026	148,366.08
			<hr/>
			148,366.08

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Review of the Conflict of Interest Code	MEETING DATE: June 4, 2026
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <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 review the Conflict of Interest Code.

BACKGROUND/DISCUSSION:

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. No later than July 1 of each even-numbered year, code reviewing bodies must notify each agency within their jurisdiction to review its conflict-of-interest code.

The City Council is the code reviewing body for City agencies. Therefore, no later than July 1, the Council must direct staff to begin reviewing the Code and determine by October 1 if amendments are necessary. Changes to the code will then be proposed after a 60-day notice to affected parties, and an amended code is anticipated to be adopted at the December 1st Council meeting.

In 2008, the Council adopted the FPPC’s standard Conflict-of-Interest Code by reference, saving staff time and ensuring that future changes in the law are covered by the City’s Code.

The 2024 Conflict of Interest Code is attached. It is also available on the City website under the Administrative Services Department section. Due to the several changes over the past two years, staff anticipates substantive changes to the designated filers category.

OPTIONS:

1. Move to authorize the City Manager to review the Conflict of Interest Code.
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Economic Development
- Goal #2: Public Facilities and Infrastructure
- Goal #3: Celebrate Clearlake
- Goal #4: Clean
- Goal #5: Fiscal Sustainability
- Goal #6: Safe

SUGGESTED MOTIONS:

Move to authorize the City Manager to review the Conflict of Interest Code.

- Attachments:** 1) 2024 Conflict of Interest Code

APPENDIX A
CITY OF CLEARLAKE
CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix [or Appendices], designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the City of Clearlake (City).

Individuals holding designated positions shall file their statements of economic interests with the City, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the City.

OR

Individuals holding designated positions shall file their statements of economic interests with the City, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements for the City Council, Planning Commission, City Manager, and Treasurer, the District shall make and retain copies and forward the originals to the Fair Political Practices Commission. All other statements will be retained by the City.

APPENDIX B

CONFLICT OF INTEREST CODE OF THE CITY OF CLEARLAKE

ADOPTED -December 5, 2024

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18701 (b), are NOT subject to the City’s Code but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et seq.) [Regs. § 18730 (b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the position listed below is an official who manages public investments¹. This position is listed here for informational purposes only.

Director of Finance

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED EMPLOYEES TITLE OR FUNCTION

DISCLOSURE CATEGORIES ASSIGNED

Assistant City Manager	1, 2
Police Chief	1, 2
Police Captain	2, 3, 6, 7
Police Lieutenant	2, 3, 6, 7
Director of Public Works	1, 2
Deputy Director of Public Works/City Engineer	1, 2
Administrative Services Director/City Clerk	1, 2
Recreation and Events Coordinator I/II	5, 6, 7
Public Works Construction Project Manager	5, 6, 7
Public Works- Superintendent	5, 6, 7
Chief Building Inspector/Plans Examiner	1, 2
Senior Planner	1, 2

¹ Individuals holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by §87200.

Associate Planner	1, 2
Assistant Planner	2, 3, 6, 7
Code Enforcement Supervisor	2, 3, 6, 7
Building Inspector	2, 3, 6, 7
Code Enforcement Officer	2, 7

**MEMBERS OF BOARDS,
COMMITTEES AND
COMMISSIONS**

Loan Review Committee	1, 2
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**DESIGNATED EMPLOYEES’
TITLE OR FUNCTION**

Consultant²

² Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation: The City Manager may determine in writing that a particular consultant, although a “designated position” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

APPENDIX C

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the Designated Employee must disclose for each disclosure category to which he or she has been assigned.

Category 1: All investments and business positions in business entities, and sources of income, that are located in, do business in, or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the City.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Employee's Department.

Category 7: All investments and business positions in, and sources of income from, business entities subject to the regulatory, permit, or licensing authority of the Designated Employee's Department.

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Presentation and Discussion on Zone Zero Regulations	MEETING DATE: June 4, 2026
SUBMITTED BY: Alan D. Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is receive a presentation from the Lake County Fire Protection District regarding updates to Zone Zero Regulations.

BACKGROUND/DISCUSSION:

The State of California has mandated defensible space zones around homes in order to protect property from wildfire. One of the most critical of these zones is known as Zone Zero, which is the are from 0-5 ft from a home’s perimeter. The Board of Forestry and Fire Protection has been tasked with adoption of regulations for this zone. In the City boundary, or Local Responsibility Area, it is the responsibility of the local jurisdiction to enforce these regulations. In April the Board released proposed regulations.

The City and Lake County Fire Protection District would like to provide an update on the regulations to the Council and community. The Board of Forestry and Fire Protection’s [website](#) has resources regarding Zone Zero as well as Zones 1 & 2.

OPTIONS:

1. Receive Presentation.
2. Other Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Economic Development
- Goal #2: Public Facilities and Infrastructure
- Goal #3: Celebrate Clearlake
- Goal #4: Clean
- Goal #5: Fiscal Sustainability
- Goal #6: Safe

SUGGESTED MOTIONS:

No action needed.

Attachments:

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Discussion and Consideration of Amendments to the City's Regulations for Short Term Rentals	MEETING DATE: June 4, 2026
SUBMITTED BY: Alan D. Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is to discuss possible amendments to the municipal code related to short term rentals. Action regarding amendments would be considered at a future meeting.

BACKGROUND/DISCUSSION:

Short term rentals have become an increasingly important choice for today's travelers. They provide the opportunity for families and other groups to enjoy more space and often private amenities than a normal resort or hotel. This activity in a primarily residential neighborhood can result in negative impacts to neighbors from large parties, noise complaints, parking congestion, etc.

The City adopted regulations to create a permit process for short-term rentals, a number of years ago. The goal was to provide the opportunity for short term rentals to be offered, but to protect neighborhoods from any negative impacts. Overall, the program seems to have worked well, but there have been some issues. We have received some complaints, particularly in the Highlands Harbor area. Staff, and more recently Mayor Slooten, have met with short term rental owners and concerned neighbors about issues and believe the Council may want to consider potential changes to the municipal code.

Various ideas have been raised such as increased enforcement for non-compliance, noticing prior to permit issuance, real estate disclosures as part of property purchases, etc. Attached is a draft redline for reference. Staff would like the Council's direction on how to move forward with any amendments.

OPTIONS:

- 1. 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 Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Economic Development
- Goal #2: Public Facilities and Infrastructure
- Goal #3: Celebrate Clearlake
- Goal #4: Clean
- Goal #5: Fiscal Sustainability
- Goal #6: Safe

SUGGESTED MOTIONS:

Direction to Staff.

- Attachments:** 1. Draft municipal code amendments – Short Term Rentals

18-19.270 **Short Term Vacation Rentals (STVR)** ~~Vacation Rentals~~

- A. **Purpose and Intent.** To establish standards for the development and operation of vacation rentals within all residential and mixed-use zones in the City as described in Section 18-18.030 (Table 5). The purpose of these regulations is to allow the rental of a residential dwelling unit as a vacation rental (as that term is defined in Chapter 18-45: owner-occupied dwelling unit where bedrooms are provided for compensation for fewer than thirty consecutive days) in the City with reasonable standards to preserve the residential neighborhood character and quality of life.
- B. **Violation-Nuisance-Applicability.** The provisions of this section shall apply to all **Short Term Vacation Rentals (STVR) Permits** except where there is a primary owner in residence. It is unlawful and a violation of this Chapter, and is hereby declared a public nuisance, for any person or entity owning, renting, leasing, occupying, or having charge, control or possession of any real or improved property within the City of Clearlake to cause, permit, maintain or allow any violation of this Chapter to exist thereon.

Any violation of this Chapter is punishable as a misdemeanor and/or as otherwise permitted by this Code. Each violation of this Chapter that exists constitutes a separate and distinct violation as does each and every day, or portion thereof that any violation exists. Vacation rentals shall not be permitted in non-habitable structures.

Vacation rentals shall also not be permitted within secondary, accessory or junior accessory dwelling units, nor in structures or dwellings with City covenants or agreements restricting their use including but not limited to affordable housing units, agricultural employee units, farmworker housing, farm family units, or on land under a Williamson Act Contract. Tents, yurts, RVs, and other provisions intended for temporary occupancy are not allowed as a part of a vacation rental.

- C. **Permits Required.** It is unlawful for property owner(s) to rent, maintain, facilitate, advertise or list a dwelling unit as a vacation rental without a valid Short Term Vacation Rental (STVR) Permit and shall be subject to the terms and conditions outlined in this chapter. The review authority (City Manager, Community Development Director, Planning Commission or City Council) may add, remove or modify conditions to further the intent of the ordinance.
- D. **Term of Permit.** **STVR Permits** ~~Zoning Permit~~ shall run with the landowner and shall automatically expire upon sale or transfer of the property. **An owner may retain an agent/representative (requires agent authorization form) to comply with the requirements of this article including without limitation, the filling of an application, the management of the rental and compliance with the terms and conditions associated with the permit. The owner(s) of said property shall be responsible for compliance with the provisions of this article and the failure of an agent to comply with this article shall not relieve the owner of their obligation as set forth in this article.**

E. Terms and Conditions of Approval ~~Permit Requirements:~~

1. Maximum Number of Guestrooms: Vacation rentals may have a maximum of five (5) guestrooms or sleeping rooms. Vacation rentals with more than five (5) guestrooms or sleeping rooms may only be allowed if adequate sewage disposal capacity exists and neighborhood compatibility can be demonstrated to be determined by the approval of a use permit from the Planning Commission. For purposes of determining the appropriate level of permit required, the actual number of bedrooms in the structure plus any additional rooms intended or used for sleeping shall be used.
2. Maximum Overnight Occupancy: Maximum overnight occupancy for vacation rentals shall be up to a maximum of two (2) persons per sleeping room or guestroom, plus two (2) additional persons per property, up to a maximum of twelve (12) persons, excluding children under three (3) years of age. Vacation rentals with larger overnight occupancies may only be allowed subject to the granting of a use permit. For homes on a conditional or non-standard septic system, or those with capacity limited by a voluntary repair, the maximum overnight occupancy for vacation rentals shall be equal to the design load of the septic system. The property owner shall ensure that all contracts and online listings and advertisements clearly set forth the maximum number of overnight guests permitted at the property.
3. Maximum Number of Guests and Daytime Visitors: The maximum number of total guests and visitors allowed at any time in a single vacation rental shall not exceed the maximum overnight occupancy plus six (6) additional persons per property during the daytime, or eighteen (18) persons, whichever is less, excluding children under three (3) years of age. Daytime visitors shall not be on the property during quiet hours (10 pm to 7 am).
4. Owner Occupancy: All vacation rentals shall be owner occupied which means that the owner of the vacation rental unit shall occupy the rental dwelling unit at least 51% of the time during the year.
5. Parking: Parking shall be provided in compliance with the City's Parking requirements (See Section 18-20.090). **Parking of vehicles or trailers shall not occur on areas of said property not designated as parking spaces/areas, on any other private property without permission, block/obstruct a public roadway or block/obstruct entry into a driveway.**
6. Commercial Activity: **Vacation rentals shall not be used for commercial activities, including but not limited to weddings, receptions, family reunions or large parties. All occupants of the vacation home shall be notified of the prohibition against commercial activity prior to reservation, rental, or lease of said property.**
7. Rental Registration: **Prior to Operation, the property owner(s) shall register all Short-Term Vacation Rentals in accordance with the Rental Housing Unit Registration, Inspection and Inventory.**

8. Noise Limits: All activities associated with the vacation rental shall meet the general plan noise standards contained below. Quiet hours shall be from 10:00p.m. to 7:00 a.m. The property owner shall ensure that the quiet hours and limits on outdoor activities are included in rental agreements and in all online advertisements and listings.
9. Amplified Sound: Outdoor amplified sound shall not be allowed at any time associated with a vacation rental.
10. Pets: Pets, if allowed by owner, shall be secured on the property at all times. Continual nuisance barking by unattended pets is prohibited.
11. Trash and Recycling Facilities: Recycling and refuse storage bins shall not be stored within public view unless in compliance with neighborhood standards. Recycling and trash receptacles shall be returned to screened storage areas within 24 hours of trash pick-up. Recycling and/or refuse shall be disposed of in authorized storage bins or authorized bags and shall not be allowed to accumulate on the grounds, on other private property or on the public roadway.
12. Outdoor Fire Areas: Outdoor fire areas, when not prohibited by state or local fire bans, may be allowed but shall be limited to 3 feet in diameter, shall be located on a non-combustible surface, shall be covered by a fire screen, and shall be extinguished as soon as it is no longer in use or by 10:00 p.m., whichever is earlier. No fire or fire area shall be located within 25 feet of a structure or combustible material.
13. Septic Systems and Sewer Connections: The owner shall maintain a properly functioning septic system or sewer connection. In some cases, a per- room sewer fee may be applied.
14. Transient Occupancy Tax: The vacation rental owner or authorized agent shall maintain a transient occupancy tax certificate and remain current on all required reports and payments. Owner or authorized agent shall include the certificate number on all contracts or rental agreements, and in any advertising or websites.
15. 24-hour Property Manager: All vacation rentals operating within the City must have a verified property manager who is available 24 hours per days, 7 days per week during all times that the property is rented or used on a transient basis. Verified property managers may be professional property managers, realtors, property owners, or other designated person provided that the individual is identified on the property's permit application, all contracts or rental agreements and in any advertising or websites. Property managers must be located within a 30-mile radius of the vacation rental and must be available to respond to complaints at all times during the rental period. Any requested change to the property manager for a vacation rental property shall be made through submittal of a new Vacation Supplemental Application or similar form provided by the City and shall include the signature of the property manager and the desired effective date of the change. In no case may a vacation rental operate without a current verified property manager. Operation of a vacation rental without a verified

property manager shall be considered a violation of this Section. The name and 24-hour contact information of the verified property manager shall be provided to any interested party upon request. Owner occupancy requirements under Subsection E-4 of this Section will require owner to also comply with this provision.

16. Emergency Access: The owner of any vacation rental located behind a locked gate or within a gated community shall provide gate code or a lockbox with keys ("Knox Box" or similar) for exclusive use by law enforcement or fire services departments.

17. Posting and Neighbor Notification of Permit and Standards:

- Once a **STVR Permit** ~~vacation rental permit~~ has been approved, a copy of the permit listing, all applicable standards and limits shall be posted within the vacation rental property. The owner shall post these standards in a prominent place within six (6) feet of the front door of the vacation rental and include them as part of all rental agreements.

- At the permit holder's expense, the City shall provide mailed notice of permit issuance to property owners and immediate neighbors of the **STVR Permit** vacation rental unit using the standard 300' property owner mailing list. All advertising handouts, flyers, internet listings, or any other information provided for vacation rentals shall conform to the approved occupancy limits and standards as stated on the vacation rental permit. Advertising may only be conducted for properties operating under a valid permit. Advertising for a particular property inconsistent with the approvals for that property shall be considered a violation of these performance standards.

18. **Additional Terms and Conditions may be implemented at the discretion of the review authority (i.e. City Manager, Community Development Director, City Council or Planning Commission).**

19. Requirements for All Internet Advertisements and Listings: All online advertisements and/or listings for the vacation rental property shall include the following:

- Maximum occupancy, not including children under 3.
- Maximum number of vehicles.
- Restrictions on where vehicles and trailers may be parked.
- Notification that quiet hours must be observed between 10:00 p.m. and 7:00 a.m.
- Notification that no outdoor amplified sound is allowed.
- The Transient Occupancy Tax Certificate number for that particular property.
- **Vacation rentals shall not be used for commercial activities, including but not limited to weddings, receptions, family reunions or large parties. All occupants of the vacation home shall be notified of the prohibition against commercial activity prior to reservation, rental, or lease of said property.**

F. Enforcement Process:

1. Complaints: Initial complaints on vacation rentals shall be directed to the property owner/property manager identified in the **STVR permit** ~~zoning permit~~ or use permit, as applicable. The property owner or certified property manager shall be available 24

hours during all times when the property is rented and shall be available by phone during these hours. Should a problem or arise and be reported to the verified property manager, the property manager shall be responsible for contacting the tenant to correct the problem within 60 minutes, or within 30 minutes if during quiet hours, including visiting the site if necessary to ensure that the issue has been corrected.

The property manager shall complete the online reporting form to report any such complaints, and their resolution or attempted resolution(s), to the City within 24 hours of the occurrence. Failure to respond to complaints or report them to City shall be considered a violation of this section and shall be cause for revocation of certification status.

If the issue reoccurs, the complaint will be addressed by City code enforcement who may conduct an investigation to determine whether there was a violation of a zoning or use permit condition. Police reports, online searches, citations or neighbor documentation consisting of photos, sound recordings and video may constitute proof of a violation. If code enforcement verifies that a zoning or use permit condition violation has occurred, a notice of violation may be issued, and a penalty may be imposed in accordance with the Clearlake Municipal Code. At the discretion of the Community Development Director or other review authority as defined herein, the **STVR Permit** may be revoked. If the permit is revoked, a **STVR Permit** for a vacation rental may not be reapplied for or issued for a period of at least one (1) year after revocation.

2. Enhanced Penalties for Non-Permitted Rentals: A vacation rental that is determined to be operating without the necessary permit required under this Section ~~may~~ shall be subject to a penalty of ten times the normal application fee.

3. Violations of ~~Performance Standards~~ Terms/Conditions of Approval & Administrative Citations: In addition to all other legal remedies, criminal or civil, which may be pursued by the City to address any violation of the City Code, this subsection provides for Administrative Citations.

- i. Use of Administrative Citations shall be at the sole discretion of the City.
- ii. This subsection is adopted pursuant to the authority conferred by the Government Code, including Section 53069.4.
- iii. Violations of the following permit requirements and performance standards may be deemed infractions for the purposes of this subsection, and are subject to administrative citation:
 - Conduct of a cultural event, special event, party, wedding or other similar activity exceeding the allowable maximum occupancy.
 - Exceeding the maximum permitted occupancy, not including children under 3 years of age.
 - Noise violations, as set forth in Subsection F-1 of this Section, above, including the use of outdoor amplified sound.
 - Violations of quiet hours (10:00 PM – 7:00 AM),
 - Exceeding maximum number of vehicles
 - Exceeding fire limits, including lighting fires during bans
 - Unsecured pets and/or nuisance barking.

- Operation of a vacation rental without a certified property manager.
- Failure of the property owner to include the specified limits in rental agreements and online listings or advertisements.
- Failure to include the individual property’s Transient Occupancy Tax Certificate number in all contracts, advertising and online listings.
- Failure of the property owner to maintain current Transient Occupancy Tax status.
- **Violations of the Terms and Conditions of Approval.**

iv. Administrative Citations:

- a. First Violation of a permitted STVR within a 24-month period shall be subject to a minimum fine as determined in Section G and may be suspended for a period of thirty (30) days.
- b. Second Violation of a permitted STVR within a 24-month period shall be subject to a minimum fine as determined in Section G and suspension of said permit for forty-five (45) days.
- c. Third violation of a permitted STVR within a 24-month period subject to a minimum fine as determined in Section G and suspension of said permit for sixty (60) days.
- d. **Three Strikes Penalty:**
 - Upon receipt of any combination of three administrative citations **within a 24 month period**, verified violations, or hearing officer determinations of violation of any of the permit requirements or performance standards issued to the owner or occupants at the property within a two year period, the ~~vacation rental zoning permit~~ **STVR Permit shall be is summarily** revoked, subject to prior notice and to appeal, if requested within 10 days.
 - Should such a revocation occur, an application to reestablish a vacation rental at the subject property shall not be accepted for a minimum period of ~~two~~ **one year from date of revocation.** ~~years.~~

G. Application, Administrative, Monitoring and Citation Fees:

Associated fees with a Short-Term Vacation Rental shall be adopted by the City Council and collected by the City to pay for monitoring and enforcement of **Short-Term Vacation Rentals.**

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of rejection of bids for the 36 th Ave. Improvement Project	MEETING DATE: June 4, 2026
SUBMITTED BY: Adeline Leyba, Public Works Director	
PURPOSE OF REPORT: <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 Reject all bids for the 36th Ave. Improvement Project and authorize staff to re-bid.

BACKGROUND/DISCUSSION: Staff solicited bids for the 36th Ave. Improvement Project and received several proposals; however, the submitted costs exceeded the anticipated funding by approximately double. Following a review of the proposals, staff discussions, and consideration of design modifications, it was determined to be in the City’s best interest to reject all bids and re-advertise the project for new proposals.

OPTIONS:

1. Move to reject all proposals and authorize staff to resolicit.
2. Other direction

FISCAL IMPACT:

None Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$
 Affected fund(s): General Fund Measure P Fund Measure V Fund Other:
 Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to reject all bids for the 36th Ave. Improvement Project and authorize staff to resolicit.

Attachments:

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Adoption of Resolution No. 2026-19, Calling For and Giving Notice of the General Municipal Election	MEETING DATE: June 4, 2026
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt Resolution No. 2026-19, Calling For and Giving Notice of the General Municipal Election.

BACKGROUND/DISCUSSION:

At the February 19th Council meeting, direction was given to staff to proceed with the preparation of a ballot measure to be placed before the voters of the City of Clearlake on November 3rd, 2026, to transition the city treasurer position from elected to an appointed one. In addition to the measure, two Council seats are up for election, along with the city treasurer position.

The wording for the ballot measure is as follows:

“SHALL THE OFFICE OF CITY TREASURER BE APPOINTIVE?”

Approval of the ballot measure would begin a timeline of necessary actions:

- Arguments for or against the measure would be due by 5:00 p.m. on August 18, 2026.
- The Impartial Analysis by the City Attorney would be due August 25, 2026.
- Rebuttal arguments would be due by 5:00 p.m. on August 25, 2026.

The ballot measure would require a simple majority vote to pass. A ballot measure letter will be assigned by the Registrar of Voters once the County receives the submission, and staff will update the resolution accordingly.

OPTIONS:

1. Move to adopt Resolution No. 2026-19.

2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

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

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments: Related costs for the election will be projected in the proposed 2026/27 budget.

STRATEGIC PLAN IMPACT:

- Goal #1: Economic Development
- Goal #2: Public Facilities and Infrastructure
- Goal #3: Celebrate Clearlake
- Goal #4: Clean
- Goal #5: Fiscal Sustainability
- Goal #6: Safe

SUGGESTED MOTIONS:

Move to adopt Resolution No. 2026-19.

Attachments: 1) Resolution No. 2026-19

RESOLUTION NO. 2026-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE CALLING FOR AND PROVIDING FOR AND GIVING NOTICE OF THE GENERAL MUNICIPAL ELECTION TO BE HELD IN THE CITY OF CLEARLAKE, COUNTY OF LAKE, STATE OF CALIFORNIA, ON THE 3rd DAY OF NOVEMBER, 2026 FOR THE PURPOSE OF ELECTING TWO CITY COUNCIL MEMBERS, EACH TO HOLD A TERM OF FOUR YEARS, OR UNTIL THEIR SUCCESSORS ARE ELECTED AND QUALIFIED, AND SUBMITTING TO THE ELECTORS MEASURE ____ TO BE VOTED ON AT SAID ELECTION, ESTABLISHING DEADLINES FOR DIRECT AND REBUTTAL ARGUMENTS, PROVIDING FOR THE PREPARATION OF AN IMPARTIAL ANALYSIS, AND REQUESTING APPROVAL OF THE LAKE COUNTY BOARD OF SUPERVISORS FOR ELECTION SERVICES TO BE PROVIDED BY THE COUNTY ELECTIONS DEPARTMENT

WHEREAS, the General Municipal Election is hereby called and ordered to be held in the City of Clearlake, County of Lake, State of California, on the 3rd day of November, 2026 for the purpose of electing two (2) members of the City Council, each to hold office for a term of four (4) years, or until their successors are elected and qualified.

WHEREAS, the General Municipal Election hereby called and ordered to be held shall be held and conducted, and the votes thereat received and canvassed, and the returns thereof made, and the result thereof ascertained, determined, and declared as herein provided, and in all particulars not recited herein, according to the laws of the State of California, providing for Municipal Elections; and the polls for such election shall be and remain open during the time required by said laws.

WHEREAS, all voting places, precincts, and election officials within the boundaries of the City of Clearlake shall be the same as those for the General Election.

WHEREAS, the two (2) City Council Member nominees, receiving the highest number of votes for their respective offices and who have filed the required disclosure statements, shall be declared elected for their four (4) year terms beginning when first administered the oath of office, and ending when their successors are elected and qualified.

WHEREAS, the Clearlake City Council has determined to prepare and submit Measure _____ to the voters of the City of Clearlake as follows:

Section 1. **Ballot Question:** There shall be submitted to the electors of the City of Clearlake as said election Measure _____ with the question appearing on the voter ballot as follows:

Ballot Measure _____:

“SHALL THE OFFICE OF CITY TREASURER BE APPOINTIVE?”

B. Vote Required for Passage of Measure _____: That Measure _____ shall be submitted to the voters with spaces provided on the ballot form whereby each voter may vote “yes”

or “no” on the measure. That Measure ____ shall be considered approved if a simple majority of the voters voting in said election cast a “yes” vote.

Section 2. The Clearlake City Council hereby requests approval of the Lake County Board of Supervisors to authorize the County Elections Department to provide election services to conduct said election.

Section 3. Arguments for and against Ballot Measure _____ shall be permitted and shall be submitted to the City Clerk not later than 5:00 p.m. on August 18, 2026, after which time no arguments for or against the Ballot Measure may be submitted to the City Clerk. All primary arguments submitted shall comply with Elections Code Section 9600 *et seq.*

Section 4. Rebuttal arguments shall be permitted and shall be submitted to City Clerk not later than 5:00 p.m. on August 25, 2026, after which time no rebuttal arguments may be submitted to the City Clerk. All rebuttal arguments submitted shall comply with Elections Code Section 9600 *et seq.*

Section 5. Pursuant to Elections Code section 9280, the City Council directs the City Clerk to transmit a copy of this Resolution to the City Attorney, who shall prepare impartial analysis of the Ballot Measure no later than August 25, 2026, showing the effect of the Ballot Measure on existing law and the operation of the measure. The impartial analysis shall be filed with the City Clerk.

Section 6. The City Clerk shall certify the adoption of this Resolution, and is authorized and directed to transmit copies hereof so certified to the Board of Supervisors and the Registrar of Voters of Lake County, cause notice of the Ballot Measure authorized by this Resolution to be published once in a newspaper of general circulation in the City of Clearlake and take all other necessary and appropriate steps to place the Ballot Measure on the ballot and accomplish the election thereon, including requesting any and all assistance from the County Elections Official necessary to do so.

Section 7. Notice of the time and place of holding the election on the Ballot Measure is hereby given, and the City Clerk is authorized, instructed and directed to give such further or additional notice, in the time, form and manner required by law. The polls for the election shall open at seven o’clock a.m. on the day of the election and shall remain open continuously from that time until eight o’clock p.m. on the same day, at which time the polls shall close unless otherwise required under Section 14401 of the Elections Code.

Section 8. The City Manager is hereby authorized and directed to appropriate and expend the necessary funds to pay for the City’s cost of placing the Ballot Measure on the election ballot at the November 3, 2026 general municipal election, and to take all necessary and appropriate steps to place the Ballot Measure on the ballot including, without limitation, entering into an agreement between the City and Lake County Elections Official for the provision of election services, if needed.

Section 9. The City Council recognizes that additional costs may be incurred by the County by reason of this request for services and agrees to reimburse the County in full for such costs upon presentation of a bill to the City.

Section 10. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 11. This Resolution shall take effect upon its adoption.

PASSED, APPROVED AND ADOPTED this 4th day of June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dirk Slooten, Mayor

ATTEST:

Melissa Swanson, City Clerk