



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA

Thursday, April 02, 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/88664662209?pwd=aK9aDV6J6D2bke4MW9jhiBFuuekSB.1>

Passcode:405766

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 of a Proclamation Declaring April 2026 as Child Abuse Awareness Month
- [2.](#) Presentation of a Proclamation Declaring April 2026 as Arts, Culture, and Creativity Month

3. Presentation of a Proclamation Declaring April 2026 as Fair Housing Month

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. Amended 2025 Annual Housing Element Progress Report

Recommended Action: Receive and File the Amended 2025 Annual Progress Report

5. Warrants

Recommended Action: Receive and file

6. Minutes

Recommended Action: Receive and file

7. Second Reading of Ordinance 286-2026 Amending Section 6-10.111 of the Clearlake Municipal Code Regarding Tobacco Retail Licensing

Recommended Action: Hold second reading of Ordinance No. 286-2026, read by title only, waive further reading, and adopt ordinance

H. BUSINESS

8. Agreement with the City of Lakeport for Supplemental Law Enforcement Services

Recommended Action: Approve agreement and authorize the City Manager to sign

9. Discussion and Consideration of Employment Services Agreement with Alan Flora as City Manager

Recommended Action: Approve Agreement

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

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

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

(12) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION- Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): 33 potential cases
Claimants: Robert Denman; Ford Denman; Daniel Cunningham; Lucila Cuevas; Vicki Crystal, et al.; Robert Courtois; Charles Bonnici; Valery Beswick, et al; Sandra Blakeney; David Andrade, Ximena Marin; Myrna Aleman; Douglas Aleman, et al; Shanti Zaragoza, et al; Fawn Williams, et al; Virginia Torres; Claudia Torres; Mary Stiehr, et al; William Steward, et al; Stephanie Pisen, et al; Jamie Stevens, et al; David Pimentel; James Newman; David Morgan; James King, et al; Lorna Madden-Hoffman; Teresa Miklaj; Barbara Montalvan; Douglas Johnpeer; Thomas Fortino, et al; Randolph Ivey, et al; Jessie Ivey, et al; Savannah Garrett; Melissa Dryman, et al; - Claims related to the Robin Lane sewage spill, Clearlake

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

M. ADJOURNMENT

POSTED: March 30, 2026

BY:



Melissa Swanson, Administrative Services Director/City Clerk



Child Abuse Prevention Month April 2026

WHEREAS, every child deserves to grow up in a safe, stable, and nurturing environment where they feel valued, supported, and connected to caring adults and their community; and

WHEREAS, preventing child abuse and neglect is a shared responsibility that requires the commitment of families, neighbors, educators, healthcare providers, faith communities, law enforcement, businesses, and local organizations working together to build a culture where children and families thrive; and

WHEREAS, research on Adverse Childhood Experiences (ACEs) has shown that early trauma can have long-term impacts on health, learning, and wellbeing, increasing the risk for chronic disease, mental health challenges, and other negative outcomes across the lifespan; and

WHEREAS, emerging science also shows that positive childhood experiences, such as supportive relationships with trusted adults, safe and stable environments, and opportunities for connection and belonging, can build resilience and lead to Healthy Outcomes from Positive Experiences (HOPE) for children and families; and

WHEREAS, Clearlake is working to strengthen families and prevent child abuse through collaborative, community-based strategies that promote protective factors, build resilience, and ensure families have access to the supports and services they need; and

WHEREAS, the Lake County Children's Council, in partnership with community organizations and agencies, has developed a Comprehensive Prevention Plan to guide coordinated efforts that strengthen families, support child and family wellbeing, and prevent abuse and neglect before it occurs; and

WHEREAS, Clearlake is also advancing Positive Community Norms, recognizing that the adults in our community care deeply about the safety and wellbeing of children and actively contribute to creating supportive environments where children can thrive; and

WHEREAS, throughout the month of April, Lake County will recognize Child Abuse Prevention Month through community events and awareness activities including the Pinwheel Garden Challenge, the Children's Festival and Advocacy Walk, the Children's Memorial Flag displays, and other efforts that promote awareness, hope, and collective action; and

WHEREAS, the blue pinwheel is the national symbol of child abuse prevention and represents the happy, healthy childhood that every child deserves, reminding communities that prevention begins with nurturing environments and supportive relationships; and

WHEREAS, the Children's Memorial Flag is displayed to honor and remember children who have lost their lives to abuse or neglect, serving as a solemn reminder of the importance of prevention and a call for communities to come together to protect children and support families; and

WHEREAS, by working together to strengthen families, build positive relationships, and promote supportive and positive community norms, we can create a safer, healthier future for all children in Clearlake.

NOW, THEREFORE, BE IT PROCLAIMED, that the City Council of the City of Clearlake does hereby designate the month of April 2026 as: **CHILD ABUSE PREVENTION MONTH** in Clearlake, and encourages all residents, community organizations, businesses, faith communities, and public agencies to join in efforts that strengthens and supports families, promote positive childhood experiences, and ensure that every child has the opportunity to grow up safe, healthy, and hopeful.

Dated this 2nd day of April, 2026

Dirk Slooten, Mayor



ARTS, CULTURE, AND CREATIVITY MONTH April 2026

WHEREAS, Arts, Culture, & Creativity Month in April marks the 8th annual statewide celebration, first established by the California Legislature in 2019; and

WHEREAS, the City of Clearlake recognizes that arts, culture, and creativity are essential public goods, vital for the health and growth of thriving communities; and

WHEREAS, arts, culture, and creativity bring JOY by uniting communities, inspiring individuals, and celebrating the richness of our City's diversity; and

WHEREAS, arts, culture, and creativity inspire ACTION that drives positive change and strengthens the social fabric of our communities; and

WHEREAS, arts, culture, and creativity POWER our City's capacity to address community challenges, including advancing equity, inclusion, and access; and

WHEREAS, arts, culture, and creativity shape neighborhood character, attract tourism, foster civic pride, and contribute to public safety and social well-being; and

WHEREAS, creativity sparks innovation, provides youth with a well-rounded education, and equips our future workforce with critical skills and civic values; and

WHEREAS, arts, culture, and creativity drive local economic growth, stimulate business activity, create jobs and workforce opportunities, and serve as essential pillars for small businesses; and

WHEREAS, over 16,000 arts and culture nonprofits support more than 800,000 jobs and generate \$289 billion, representing 7.5 percent of the state's economy; and

WHEREAS, California is the fifth-largest economy in the world, with a creative economy of approximately \$261 billion—8 percent of the state's GDP—and 847,688 jobs in 2022, according to the U.S. Bureau of Economic Analysis; and

WHEREAS, these collective efforts at the local, regional, and state levels promote innovation, prosperity, equity, and enrich the lives of all Californians; and

THEREFORE, on this 2nd day of April 2026, the City Council of Clearlake, in the County of Lake, State of California, hereby proclaims April 2026 as Arts, Culture, & Creativity Month and encourages all residents to join in the celebration.

Dated this 2nd day of April, 2026

Dirk Slooten, Mayor



**FAIR HOUSING MONTH
April 2026**

WHEREAS, the Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

WHEREAS, the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

WHEREAS, the City of Clearlake is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS, our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS, more than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

WHEREAS, acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

NOW, THEREFORE, BE IT PROCLAIMED that the month of April 2026 is designated as Fair Housing Month in the City of Clearlake as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City.

Dated this 2nd day of April, 2026

Dirk Slooten, Mayor



STAFF REPORT	
SUBJECT: Amended 2025 Annual Housing Element Progress Report	MEETING DATE: April 2 nd 2026
SUBMITTED BY: Mark Roberts – Senior Planner	
PURPOSE OF REPORT: <input checked="" type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

California Government Code Section 65400 requires the City Council to review the Annual Housing Progress Report (APR). The Annual Progress Report is required to be submitted to the Department of Housing/Community Development (HCD) by April 1 of each year. The City’s original 2025 Annual Report was submitted on March 12, 2026, and an amended report was subsequently submitted to the required agency on March 26, 2026. HCD considers the Annual Progress Report when considering potential grants. The 2025 Annual Progress Report provides an update on the City's progress in implementing the current General Plan/Housing Elements, including meeting our local housing needs and compliance with State Housing Elements.

The 2025 Annual Housing Element was presented to the City Council on March 19th, 2026, and accepted and filed. Following clarification of unit allocations for the Multi-Family Affordable Housing Development, the Annual Housing Report has been amended and is resubmitted for acceptance.

In summary, the City received eighteen (18) Building Permits in 2025 for the development of Single-Family Dwellings and/or Affordable Housing Developments. Below is a breakdown of the permits issued:

- *Single Family Dwelling (Stick Built): Eleven (11) Building Permits*
- *Manufactured Homes (MH): Four (4) Building Permits*
- *Accessory Dwelling Units (ADUs): Two (2) Building Permits*
- *Multi- Family Affordable Housing Development: One (1) Building Permit (80 Unit Development)*
 - o *8 Units Allocated for Extremely Low Income*
 - o *41 Units Allocated for Very Low Income*
 - o *31 Units Allocated for Low Income*

SUGGESTED MOTIONS:

- **Accept and File the Amended 2025 Annual Progress Report**
- Attachments:** 1) Amended 2025 Annual Housing Progress Report

Please Start Here

General Information	
Jurisdiction Name	Clearlake
Reporting Calendar Year	2025
Contact Information	
First Name	Mark
Last Name	Roberts
Title	Senior Planner
Email	mroberts@clearlake.ca.us
Phone	7079948201
Mailing Address	
Street Address	14050 Olympic Drive
City	Clearlake
Zipcode	95422

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_01_07_26

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://hcd.my.site.com/hcdconnect>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions
<p>Please save your file as Jurisdictionname2025 (no spaces). Example: the City of San Luis Obispo would save their file as SanLuisObispo2025</p> <p>Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:</p> <ol style="list-style-type: none"> 1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. <i>Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.</i> 2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Clearlake	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	08/15/2019 - 08/15/2027

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	7	0	0
2 to 4 units per structure	0	0	0
5+ units per structure	80	0	0
Accessory Dwelling Unit	1	0	0
Mobile/Manufactured Home	3	0	0
Total	91	0	0

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	0	0
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	17
Number of Proposed Units in All Applications Received:	96
Total Housing Units Approved:	94
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	17	97
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	38
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Clearlake
Reporting Year	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle (08/15/2019 - 08/15/2027)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes													Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Historic Sites	Density Bc Applic
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22			
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4.5+, ADU, MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by Project	Total DISAPPROVED Units by Project	Please select state streamlining provisions the application was submitted pursuant to.	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?
Summary Row: Start Data Entry Below							0	0	0	8	0	41	0	31	0	16	0	96	94	0				
	042-177-31	15999 20TH AVE, Clearlake, CA 9542		BLDG 25-104	SFD	O	4/14/2025											1	1	1		NONE	No	No
	041-172-62	16003 39th Avenue, Clearlake, CA 95422		BLDG 25-139	SFD	O	5/12/2025											1	1	1		NONE	No	No
	012-036-25	16375 DAM RD, Clearlake, CA 95422		BLDG 25-149	MH	O	5/27/2025											1	1	1		NONE	No	No
	041-171-33	16081 40th Ave, Clearlake, CA 95422		BLDG 25-159	SFD	O	6/4/2025											1	1	1		NONE	No	No
	041-212-48	15225 34TH AVE, Clearlake, CA 954		BLDG 25-180	SFD	O	6/19/2025											1	1	1		NONE	No	No
	037-401-03	OAKMONT DR, Clearlake, CA 954		BLDG 25-189	SFD	O	6/26/2025											1	1	1		NONE	No	No
	010-043-01	15837 Dam Road Extension, Clearlake, CA 95422	Oak Valley Villas	BLDG 25-215	5+	R	7/18/2025			8		41							80	80		NONE	No	No
	040-035-03	760 ROBINSON AVE, Clearlake, CA 95422		BLDG 25-295	SFD	O	10/6/2026											1	1	1		NONE	No	No
	041-382-269	15634 38TH AVE, Clearlake, CA 95422		BLDG 25-372	SFD	O	11/24/2025											1	1	1		NONE	No	No
	039-283-10	14960 SARONI PKWY, Clearlake, CA 95422		BLDG 25-387	MH	O	12/8/2025											1	1	1		NONE	No	No
	037-354-03	13555 LOWER LAKESHORE DR, Clearlake, CA 95422		BLDG 25-395	SFD	O	12/17/2025											1	1	1		NONE	No	No
	042-331-12	6650 BOYLES AVE, Clearlake, CA 95422		BLDG 25-396	SFD	O	12/28/2025											1	1	1		NONE	No	No
	041-051-57	4225 SNOOK AVE, Clearlake, CA 95422		BLDG 25-89	ADU	R	4/1/2025											1	1	1		NONE	No	No
	039-353-08	14840 BURNS VALLEY RD, Clearlake, CA 95422		BLDG 25-51	MH	O	2/15/2025											1	1	1		NONE	No	No
	039-114-06	3970 MANAKEE AVE, Clearlake, CA 95422		BLDG 25-96	SFD	O	4/7/2025											1	1	1		NONE	No	No
	039-163-10	3578 Blue Gum Street, Clearlake, CA 95422		BLDG 25-207	ADU	O	7/14/2025											1	1	1		NONE	No	No
	040-137-13	3841 Manchester Avenue, Clearlake, CA 95422		BLDG 25-357	MH	O	11/10/2025											1	1	1		NONE	No	No
	042-335-10	16219 15TH Avenue, Clearlake, CA 95422		bldg 25-370	SFD	O	11/20/2025											1	1	1		NONE	No	No
																			0					
																			0					
																			0					
																			0					
																			0					
																			0					

Jurisdiction	Clearlake
Reporting Year	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 08/15/2019 - 08/15/2027

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 01/01/2019-08/14/2019	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Acutely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Extremely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Very Low	Deed Restricted	97	-	-	-	-	-	-	-	-	-	-	5	92
	Non-Deed Restricted	-	4	1	-	-	-	-	-	-	-	-	-	-
Low	Deed Restricted	65	-	-	-	-	-	-	-	-	-	-	116	-
	Non-Deed Restricted	-	-	3	113	-	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	72	4	1	2	5	-	-	-	-	-	-	12	60
Above Moderate		200	4	1	1	-	-	-	11	-	-	-	17	183
Total RHNA		434												
Total Units			12	3	6	118	-	-	11	-	-	-	150	335

*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):
 - You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
 - If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at apr@hcd.ca.gov.
 - All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Jurisdiction	Clearlake
Reporting Year	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 08/15/2019 - 08/15/2027

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table C
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8	9	10	11	
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		Clearlake						
Reporting Year		2025		(Jan. 1 - Dec. 31)				
Table D								
Program Implementation Status pursuant to GC Section 65583								
Housing Programs Progress Report								
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.								
1	2	3	4	5	6	7	8	9
Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
Program H1.1 Vacant Land Inventory 5th and 6th Cycle	The City will maintain an updated inventory of vacant residential parcels in the City. Information on these parcels will be available at City Hall for the public. The inventory will specify sites suitable for special needs housing, including emergency shelter and transitional housing. The Housing Resources section contains an inventory of vacant land sufficient to meet the City's RHNP allocation. In order to provide accurate information to prospective developers, particularly developers of low- and moderate-income housing, the City will maintain an updated inventory of vacant residential parcels within the City.	Timeframe: Updated in 2019 and annually updated thereafter with the Annual Housing Report in accordance with California Government Code Section 65400 and consistent with Housing Element Program H2.2.	6th Cycle	Continuous	Responsibility: Community Development Department. Funding: General Fund. Status: Completed and ongoing.	Other		None
Program H1.2 Publicly Owned Surplus Land Review 6th Cycle	The City shall identify publicly owned surplus land to determine its suitability for low- and very low-income households and to develop procedures for land swaps if sites more suitable for affordable workforce housing are identified. Surplus public lands that are found to be feasible for lower-income housing shall be considered for re-designation to an appropriate residential zoning designation.	Timeframe: Annual review concurrently with the Annual Housing Report in March and April consistent with Housing Element Programs H1.1, H2.1, H2.2 and H3.3.	6th Cycle	Continuous	Responsibility: Community Development Department Funding: General Fund Objective: Creation of 20 lower income housing units by 2027. Status: Ongoing	Other		Routinely check surplus lands available, coordinate with developers

<p>Program H2.1 Incentives for Infill Housing 5th and 6th Cycle</p>	<p>Incentives for encouraging infill development will include density bonuses for projects that include affordable housing in accordance with State law, use of PD overlay zone to allow exceptions or alternative approaches to meeting zoning standards that are consistent with standards met by surrounding properties, distribution of the infill site inventory to local homebuilder groups and nonprofit organizations; Apply for state and/or federal economic planning and development funding for infrastructure in support of infill development</p>	<p>Timeframe: Ongoing; at least one outreach program annually to be included with the Annual Housing Report per Housing Element Programs H1.1, H2.2, H 3.2 and H 3.3.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: City Manager, City Council, Planning Commission and Community Development, Engineering, Building and Finance Departments. Results: The City did obtain a CDBG grant for road improvements to the Avenues area which should improve infill development opportunities. Status: Retain Program, but include specific outreach objectives. Objective: Creation of 10 lower income housing units by 2023 and 15 lower income housing units by 2027 (for a cumulative of 25 lower income housing units).</p>	<p>Other</p>	<p>none</p>
<p>Program H2.2 Periodic Housing Element Review 5th and 6th Cycle</p>	<p>The City will ensure that residential development projects are consistent with the goals and policies of the General Plan. To the extent that the City has financial resources, an annual evaluation of the General Plan will comprise the City's monitoring program for the Housing Element. This will include a review of progress toward achieving Housing Element objectives by the City and other responsible agencies and departments-meeting timing and funding commitments for implementing actions, as well as the number of housing units provided or other measurable indicators achieved for each established measure. This will include statutory reporting to the Department of Housing and Community Development regarding annual housing element reporting.</p>	<p>Timeframe: Annual reporting, ongoing to include update of the vacant land inventory and outreach to the housing development community by the end of 2020. Annual reporting beginning March, 2015 and periodic review beginning 2017.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department, City Manager, Public Works, Engineering and Finance Departments, Planning Commission and City Council. Funding: General Fund and Development and Development Review Fund Objective: Creation of 10 lower income housing units by 2023 and 15 lower income housing units by 2027 (for a cumulative of 25 lower income housing units). Status: Ongoing</p>	<p>Households</p>	<p>Will be in progress.</p>

<p>Program H3.1 Reasonable Accommodation 5th and 6th Cycle</p>	<p>The City will continue to permit accessory structures, building modifications and site plans that provide accessibility for persons with disabilities and will continue to implement the state and federal building standards for handicapped accessibility. The Community Development Department will continue to provide brochures and assistance to residents about accessibility for persons with disabilities. The City will also ensure that necessary safety and mobility modifications can be made in a timely and cost-efficient manner and will make all reasonable attempts to disseminate information about reasonable accommodations to City residents.</p>	<p>Timeframe: Ongoing.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Accomplishments: Zoning Code Amended in 2014 to include new Reasonable Accommodation provisions. Objective: Maintain enforcement of the City's Reasonable Accommodation Code and update this code to comply with related fair housing code provisions in 2020 and as amended in 2025. The City will reach out to Legal Services of Northern California upon receiving reasonable accommodation requests for applicant assistance. Results: No requests for reasonable accommodation made during the 5th Housing Cycle. Status: Retain program to administer regulations and keep Reasonable Accommodation regulations in the 2020 Zoning Code Update. Responsibility: All City</p>	<p>Units</p>	<p>none</p>
--	---	----------------------------	------------------	-------------------	---	--------------	-------------

<p>Program H3.2 Congregate Care and Group Housing for Elderly and Disabled Persons 5th and 6th Cycle</p>	<p>The City will obtain comments from the public, developers and other agencies about the need for, and development of, congregate care and group-assisted housing. The City will review potential funding sources and, if need and feasibility are established, will pursue grants and financing to aid in the development of congregate care and group assisted housing. The Zoning Ordinance will be modified to allow community care facilities with six or less persons with a certificate of occupancy</p>	<p>Timeframe: The city will provide opportunities to meet with developers on an ongoing basis. The city will support funding. Annual outreach concurrently with the Annual Housing Report in March and April consistent with Housing Element Programs H1.1, H2.1, H2.2 and H3.3.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: CDBG, HOME, Section 202, and Section 811 programs. Accomplishments: The City amended the Zoning Code in 2014 to allow community care facilities in all residential zones in accordance with State Law. The City has reviewed funding opportunities for this type of housing, but did not find this feasible. Results: Development of community care facilities is less restrictive. The City continues to obtain input about the need for development of congregate care and group-assisted housing. On October 16, 2018, the city approved conversion of a 6,100 square foot office building to a transitional care support facility for 20 occupants of</p>	<p>Meetings</p>	<p>none</p>
--	--	--	------------------	-------------------	--	-----------------	-------------

<p>PROGRAM H3.3 Assistance for Transitional and Supportive Housing: 5th and 6th Cycle</p>	<p>Meet periodically with local non-profit service providers upon request to assess the transitional and supportive housing needs of the community and work with nonprofit organizations to identify suitable sites for the placement of facilities. Pending available resources, the City will assist developers in finding sites for the creation of transitional and supportive housing facilities, provide support in accessing state or federal funds, such as supporting requests on behalf of a nonprofit provider, expedited permit approvals in support of a non-profit application, and/or contributing information to an application to support the need for the proposed project or activity.</p>	<p>Timeframe: The city will provide opportunities to meet with non-profits and developers on an ongoing basis. The City will support funding requests as needed based on project/program proposals each year. Annual outreach to local non-profit service providers will be conducted concurrently with the Annual Housing Report in March and April consistent with Housing Element Programs H1.1, H2.1, H2.2, and 3.2.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: HOME and CDBG programs. Objective: Creation of 8 transitional and/or supportive housing facilities by 2027. Accomplishments: City met with several non-profit agencies to assess the City's needs. The City coordinated approval for a 10-room transitional shelter that is being developed in the City by Adventist Health Care. Results: Creation of a 10-room transitional housing facility to provide services to 20 very low- and extremely low-income people by the end of 2020. Status: Retain program.</p>	<p>Other</p>	<p>none</p>	
--	--	--	------------------	-------------------	--	--------------	-------------	--

<p>PROGRAM H 3.4 Assistance for Emergency Shelters 5th and 6th Cycle</p>	<p>Meet periodically with local non-profit service providers upon request to assess the shelter needs of the community and work with nonprofit organizations to identify suitable sites for the placement of facilities. Provide support in accessing state or federal funds, such as supporting requests on behalf of a nonprofit provider, expedited permit approvals in support of a non-profit application, and/or contributing information to an application to support the need for the proposed project or activity. The City will consider exempting on a case by case basis planning entitlement fees, such as general plan/zoning amendment, variances, design review (if applicable) and environmental applications for emergency shelter projects proposed by non-profit service providers.</p>	<p>Timeframe: To the extent resources are available, the City will support-funding requests as needed based on project/program proposals each year. Annual outreach to local non-profit service providers will be conducted concurrently with the Annual Housing Report in March and April consistent with Housing Element Programs H1.1, H2.1, H2.2, 3.2 and H 3.3.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: HOME, CDBG programs and California Proposition 41 Bond Act Funding for homeless veterans Objective: To the extent resources are available, provide support for the establishment of a regional emergency shelter within the Lake County region by 2022. Accomplishments: City met with several non-profit agencies to assess the City's needs and identify funding for emergency shelters. Results: On October 16, 2018, the city approved conversion of a 6,100 square foot office buiding to a transitional care support facility for 20 occupants of special needs, to be operational in 2019. Status: Retain program.</p>	<p>Other</p>		<p>When necceesary, the city will coordinarte with various agencies/organozations to</p>
---	---	--	------------------	-------------------	--	--------------	--	--

<p>PROGRAM H 3.5 Support Services for Elderly and Disabled Persons 5th and 6th Cycle</p>	<p>To the extent the City has financial capability, continue to support Lake County Transit, Dial-A-Ride, the Senior Center and other programs providing supportive services for seniors or persons with disabilities. Support shall include promotion of these services through the placement of informational materials at City offices and/or assistance in accessing state or federal funding for such services.</p>	<p>Timeframe: Ongoing</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: All City Departments. Funding: Transit funding sources, state supportive service programs (HCD, Department of Aging, and Department of Rehabilitation), federal supportive service programs (HUD, Health and Human Services). Accomplishments: The City continues to support these services and maintains a senior center. Information has been posted. Results: Many seniors have been serviced with the senior center and will continue to be served. On October 16, 2018, the city approved conversion of a 6,100 square foot office building to a transitional care support facility for 20 occupants of special needs. This project has started construction but due to a delayed timeline plans on being operational</p>	<p>Other</p>	<p>none</p>
<p>PROGRAM H 3.6 Americans with Disabilities Act 5th and 6th Cycle</p>	<p>The City will continue to ensure that all construction projects requiring building permits comply with the Americans with Disabilities Act (ADA) as provided by the Uniform Building Code. The City will assist property owners and contractors in complying with ADA requirements when retrofit or rehabilitation projects for public, residential or commercial structures.</p>	<p>Timeframe: Ongoing</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development and Building Departments. Funding: Development Permit Fees and the General Fund. Accomplishments: Completed and ongoing Results: All development complies. Status: Retain program</p>	<p>Other</p>	<p>none</p>

<p>PROGRAM H 3.7 Residential Infill Study 5th and 6th Cycle</p>	<p>To address concentrated higher density and mixed use housing strategies in the 2040 General Plan there is a need to identify potential opportunities within existing buildings for conversion to housing units, particularly in the upper floors in three of the identified growth areas: Cluster 1 (Austin Park), Cluster 2 (The Avenues) and Cluster 4 (Lower Lakeshore). This would lead to more building renovations, create live work studios and improve affordable housing opportunities in the focused growth areas. The presence of additional residents in these areas will also improve the City's economic vitality. The City will prepare (contingent upon grant funding) a residential infill study that identifies these opportunities, working with property owners to evaluate the economic potential for creating more housing within existing buildings and identify funding sources to develop this housing.</p>	<p>Timeframe: 2022 pending grant funding. In the next few years the city will target homeowners and survey parcels in each of these clusters in order to complete a detailed assessment that will allow us to identify specific areas where infill development would be appropriate.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development and Finance Departments. Funding: CDBG Accomplishments: The City did not apply for grant funding to conduct this study. Objective: To the extent resources are available, complete infill study, market infill opportunities to developers, and convert several buildings to create 40 units of infill housing units by 2027. Results: Conversion of upper floor housing units will be limited, as the majority of buildings are one-story, but opportunities are available. A comprehensive study is still needed. Status: The City will consider applying for grant funding, such as SB-2 funding to accomplish this study. Retain program.</p>	<p>Other</p>	<p>none</p>
<p>PROGRAM H 3.8 Supportive and Transitional Housing Regulations 6th Cycle</p>	<p>The City shall amend the Zoning Code to redefine supportive and transitional housing in compliance with State Housing Law (Government Code sections 65582(g) and 65582(j)). In addition, pursuant to AB 2162, the City will allow supportive housing projects that satisfy certain requirements by right in all zones where multi-family and mixed uses are permitted, including nonresidential zones permitting multi-family uses. The Code shall also be amended to provide shortened application processing for low income housing projects in accordance with State Housing law.</p>	<p>Timeframe: To be adopted with the 2020 Zoning Code Update, but not to exceed three years from adoption of the 2019-2027 Housing Element.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund Objective: Provide the opportunity for development of at least 40 supportive and/or transitional housing units by 2027. as of 2026, we have had an 80 units and a 102 unit affordable housing development completed. Additionally, an existing transitional operations will be expanding.</p>	<p>Other</p>	<p>none</p>

<p>PROGRAM H 4.1 Monitor Policies and Programs 5th and 6th Cycle</p>	<p>Continue to monitor and review housing related policies and programs to minimize constraints to housing production and maintenance. This will include developing new design review programs from the 2040 General Plan that results in ministerial reviews of multiple family housing and facilitated processing of affordable housing projects.</p>	<p>Timeframe: Update the Zoning Code and create a new Design Review Manual in 2020 and begin administering new regulations. These documents are in the approval process and are expected to go to city council by July.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Accomplishments: The City is in the process of completing a comprehensive update to the Zoning Code and preparation of a Design Review Manual to address this program. Funding: General Fund and funding from disbanded Redevelopment Agency originally allocated to Housing Set-Aside. Results: Due to resource limitations, the City was unable to fully accomplish this in the 5th Housing Cycle, but is currently about 60% completed. Status: Retain program and complete this program by end of 2020.</p>	<p>Other</p>	<p>none</p>
<p>PROGRAM H 4.2 Zoning Ordinance Review and Implementation 5th and 6th Cycle</p>	<p>To implement the 2040 General Plan and to achieve housing and other City objectives, the City will conduct a complete update of the Zoning Code. Revisions will be made to the Zoning Code to promote flexibility in densities and uses, to improve incentives for affordable housing production and to bring applicable regulations into compliance with State Law. The PD Combining District, for example, shall be amended to omit the requirement for a Homeowners Association or Property Management Association. The Zoning Code will then be reviewed periodically for consistency and compliance and amended as needed.</p>	<p>Timeframe: Update the Zoning Code and create a new Design Review Manual in 2020 and begin administering new regulations. These documents are in the approval process and are expected to go to city council by July. Periodically at least once every 5 years thereafter.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department, Planning Commission and City Council Funding: General Fund, Developer Fees and other funds as appropriate. Accomplishments: The City is in the process of completing a comprehensive update to the Zoning Code and preparation of a Design Review Manual to address this program. Results: Due to resource limitations, the City was unable to fully accomplish this in the 5th Housing Cycle, but is currently about 60% completed. Status: Retain program and complete this program by end of 2020.</p>	<p>Other</p>	<p>none</p>

<p>PROGRAM H 4.3 Design Review 5th and 6th Cycle</p>	<p>As part of the 2015 Zoning Code update, per implementation of the 2040 General Plan, new regulations will be created for Design Review. This new program will include Design Guidelines for the development of multiple family housing. Particular attention should be paid to avoiding architectural barriers that could adversely affect disabled persons and persons with developmental disabilities. In addition, the Design Review provisions of the Zoning Code will address the need to minimize constraints to the development of multiple family housing and provide for ministerial (staff review) and facilitated development review for these types of development applications</p>	<p>Timeframe: Update the Zoning Code and create a new Design Review Manual in 2020 and begin administering new regulations. These documents are in the approval process and are expected to go to city council by July.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department, Planning Commission and City Council. Funding: General Fund, and other funds as appropriate. Accomplishments: The City is in the process of completing a comprehensive update to the Zoning Code and preparation of a Design Review Manual to address this program. Results: Due to resource limitations, the City was unable to fully accomplish this in the 5th Housing Cycle, but is currently about 60% completed. Status: Retain program and complete this program by end of 2020.</p>	<p>Other</p>	<p>none</p>
<p>PROGRAM H 4.4 Affordable Housing Water/ Sewer Priority 5th and 6th Cycle</p>	<p>In accordance with Government Code Section 6558.7, the City will monitor Lake County Sanitation District Resolution No. 2014-45), Highlands Water Company (Resolution No. 014-30 and Konocti County Water District (Resolution No. 14-01 to assure sufficient priority sewer/water capacities are reserved for future low-income housing development per the City's Regional Housing Needs Allocation for the 2014-19 period; 175 equivalent dwelling unit services for lower-income households.</p>	<p>Monitor every 3 years or as needed starting 2020</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund Accomplishments: The City conducted monitoring for this housing cycle. Results: This 6th Cycle RHNA was reduced, but the current reservations still apply so no further changes need to be made. Status: Retain program.</p>	<p>Households</p>	<p>none</p>
<p>PROGRAM H 4.5 Accessory Dwelling Units 6th Cycle</p>	<p>The City shall add a new section to the Zoning Code to provide for accessory housing units in accordance with SB 1226.</p>	<p>Timeframe: To be adopted with the 2020 Zoning Code Update in 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund Objective: Provide the opportunity for development of accessory units, mostly for lower income families.</p>	<p>Households</p>	<p>none</p>

<p>PROGRAM H 4.6 Off Street Parking Regulations 6th Cycle</p>	<p>The City shall incorporate reduced parking standards to limit off-street parking requirements to not exceed one space per dwelling units (regardless of number of bedrooms or size) for lower income housing projects.</p>	<p>Timeframe: To be adopted with the 2020 Zoning Code Update in 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund Objective: Provide reduce development constraints for lower income housing units</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 4.7 Climate Adaption Program 6th Cycle</p>	<p>In accordance with SB 379 the City will amend the Safety Element of the of the General Plan to include analysis and policies regarding climate adaption.</p>	<p>Timeframe: To be adopted in 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Planning Department Funding: General Fund Objective: Reduce development constraints for residential development.</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 4.8 Flood Hazards Program 6th Cycle</p>	<p>In accordance with AB 162 the City will amend the Safety Element of the General Plan to include analysis and policies regarding flood hazards and flood management to address flood-related constraints to housing development in the City.</p>	<p>Timeframe: To be adopted in 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Planning Department Funding: General Fund Objective: Reduce development constraints for residential development.</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 4.9 Fire Safety Program 6th Cycle</p>	<p>In accordance with SB 1241 the City will amend the Safety Element of the General Plan to include analysis and policies regarding fire hazards and impacts and mitigation for housing in the City.</p>	<p>Timeframe: To be adopted in 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Planning Department Funding: General Fund Objective: Reduce development constraints for residential development.</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 4.10 Affordable Housing Regulations 6th Cycle</p>	<p>The City shall amend the Zoning Code to comply with California Government Code Section 65583.2(c) to allow residential uses by right for housing developments which at least 20 percent of the units are affordable to lower income households on vacant sites that were identified in the two previous housing elements as referenced in Table 8.39 of this Housing Element.</p>	<p>Timeframe: To be adopted with the 2020 Zoning Code Update, but not to exceed three years from adoption of the 2019-2027 Housing Element.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund Objective: In order to improve the opportunity to create more affordable housing units from new development.</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 5.1 Tax Exempt Bonds 5th and 6th Cycle</p>	<p>The City does not have the capacity to issue bonds. The City is, however, a member of the California Statewide Communities Development Authority JPA who issues federal tax credits for low-income housing projects. The City will continue to be a member of the Committee for pooling resources to issue tax exempt bonds for financing the construction of affordable housing or providing financial assistance to low- and moderate-income homebuyer</p>	<p>Timeframe: Ongoing</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: City Manager's Office Funding: General Fund-no cost for membership in JPA Accomplishments: City continues to be a member of the Committee. Results: Not applicable Status: Ongoing</p>	<p>Other</p>		<p>none</p>

<p>PROGRAM H 5.2 Preservation of At-Risk Housing 5th and 6th Cycle</p>	<p>The City has identified 99 affordable rental units being at risk of converting to market rate housing over the next twenty years. These units are listed in Table 8.34 and consist of the Autumn Village Apartments (32 affordable rental units), Highlands Village (40 affordable rental units) and Olympic Villa (27 affordable units). The City will work with property owners, other public agencies, and non-profit housing organizations to preserve existing subsidized rental housing in which the owner could potentially increase rents to market rates within the next twenty years. The City will encourage existing owners to maintain the affordability of such rental housing. Furthermore, pending available resources, the City will help owners of at-risk units to obtain funding for improvements to these units to extend affordable housing contracts. Also, to the extent the City has available resources, the City shall continue to cooperate with the Lake County Housing Commission in its administration of the federal Section 8, Housing Choice Voucher rental assistance program to maintain the availability of housing vouchers in Clearlake. The City's role will be to: Provide necessary documentation to the Housing Commission to apply for annual commitments from the U.S. Department of Housing and Urban Development and provide information on the rental assistance program at the Community Development Department's public counter. The City shall continue to cooperate with the Lake County Housing Commission in its administration of the federal Section 8, Housing Choice Voucher rental assistance program to maintain the availability of housing vouchers in Clearlake</p>	<p>Monitor yearly</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund Accomplishments: Autumn Village and Highlands Village are no longer at risk, so there are only 27 units left, Olympic Villa that are now at risk. Results: There are now 527 preserved assisted housing units in the City with only 27 that are now at risk. Status: The tax credit agreement expired for Olympic Villa; however, the USDA loan does not mature until 2038. The owner can apply to prepay the USDA loan, ending the affordability restriction at any time, and convert those units to market rate. According to the owners, Clearlake Associated Ltd. (phone conversation with Tina Williams on April 19, 2019), there is no intention or interest to prepay the</p>	<p>Other</p>	<p>none</p>
<p>PROGRAM H 5.3 Rental Assistance 5th and 6th Cycle</p>	<p>The City shall continue to cooperate with the Lake County Housing Commission in its administration of the federal Section 8, Housing Choice Voucher rental assistance program to maintain the availability of housing vouchers in Clearlake. The City's role will be to: Provide necessary documentation to the Housing Commission to apply for annual commitments from the U.S. Department of Housing and Urban Development and provide information on the rental assistance program at the Community Development Department's public counter. The City shall continue to cooperate with the Lake County Housing Commission in its administration of the federal Section 8, Housing Choice Voucher rental assistance program to maintain the availability of housing vouchers in Clearlake</p>	<p>Timeframe: Housing Rehabilitation Program - Ongoing</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund Results: No substantive changes have occurred to the program during the 5th Housing Cycle. Status: Retain program.</p>	<p>Other</p>	<p>none</p>

<p>PROGRAM H 5.4 Community Reinvestment Act 5th and 6th Cycle</p>	<p>The City will work with financial institutions, serving Clearlake as requested to identify low- and moderate-income housing projects as part of their responsibility under the federal Community Reinvestment Act.</p>	<p>Timeframe: Meet with specific lenders as requested</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: City Finance Department Funding: General Fund Accomplishments: No requests received during the 5th Housing Cycle. Results: No changes. Status: Retain program.</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 5.5 Encourage Development of Market Rate Ownership and Rental Housing 5th and 6th Cycle</p>	<p>The City will encourage the production of market-rate rental and ownership housing for moderate- and above moderate-income households through its land development policies. All of the multi-family rental housing developed in Clearlake over the past twenty years has been subsidized housing for lower-income households. To provide a wider variety of housing for all income levels, the City should encourage the development of market-rate rental housing.</p>	<p>Timeframe: Ongoing</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department, Planning Commission and City Council. Funding: General Fund and Development Review Fund Accomplishments: The City continues to reach out to market rate developers to develop this type of housing. Results: No significant residential development in the 5th Housing Cycle. Only six new market rate single-family homes were</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 6.1 Housing Rehabilitation 5th and 6th Cycle</p>	<p>The City will review options for re-opening the Housing Rehabilitation Loan Program to promote housing rehabilitation for low-, very low- and extremely low-income households. To improve the quality of rental housing, the City, to the extent financially feasible, will expand the program to include rental housing. The City will update their CDBG and HOME Housing Rehabilitation Guidelines to include rental housing (if operating this program become economically feasible). The City has maintained a Housing Rehabilitation Loan Program to provide financing for the rehabilitation of dwelling units owned or occupied by lower income households (including rental housing). The City will look at the feasibility of providing financial assistance in the form of low-interest loans, deferred when necessary to maintain the affordability of rehabilitated housing when additional grant funding is obtained. This program is a valuable resource for community residents and should be continued into the future. The City and the County offer housing rehabilitation and homeowner assistance programs to Clearlake</p>	<p>Timeline: Ongoing. Expanding the Housing Rehabilitation Program to include rental units to include update of the Guidelines in 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department and the City Council Funding: CDBG and HOME grants, Coordinated Funding Between the City and Lake County and General Fund Objective: To the extent resources are available, rehabilitate 30 units by 2027. Accomplishments: The City continued to operate the Housing Rehabilitation Program if determined financially feasible. Results: Nine (9) houses were rehabilitated during the 5th Housing Cycle providing improved housing for at least 9 low income families. The City reached out to the County regarding combining forces, but there has been staffing changes at the County so this was not feasible during the 5th Housing Cycle.</p>	<p>Other</p>		<p>none</p>

<p>PROGRAM H 6.3 Public Awareness Program 5th and 6th Cycle</p>	<p>The City will disseminate informational brochures to the public on its Housing Rehabilitation and Housing Assistance programs and provide copies at the public counter of the Senior Resource Directory maintained by the Community Care and the Area on Aging in Lake and Mendocino Counties. The Directory provides important information on housing needs that include, not only housing rehabilitation, but also, homeless and transitional housing, housing support agencies, subsidized housing complexes, senior housing, and residential care facilities.</p>	<p>Timeframe: Immediately (2015/2016) and ongoing</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund and CDBG funding for the Housing Rehabilitation and Housing Assistance brochures. Accomplishments: Brochures and directory made available. Results: Greater public awareness established. Status: Retain Program</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 6.4 Utilize Code Enforcement to Minimize Nuisances and Protect Neighborhood Integrity 5th and 6th Cycle</p>	<p>The City will continue to operate its code enforcement program with the goals of abating dangerous structures and addressing nuisance concerns related to housing and neighborhood quality. The City Council placed "Measure R" on the ballot for November 4, 2014, for a specific transaction and use sales tax to support citywide clean-up and improvement. Since the measure did not pass, the City has allocated over \$500,000 of Community Development Block Grant (CDBG) funding towards an enhanced code enforcement program. This program will improve efforts by the City to address abating dangerous structures. In addition, the City will seek other grant funding to further improve this program. The Rental Housing Inspection Program</p>	<p>Timeframe: Commences in 2020 and continue through 2027. May be extended upon funding availability</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Building and Police Departments and the City Council Funding: CDBG, General Fund and potentially other grant funding Accomplishments: The City continued developing an expanded Code Enforcement Program during the 5th Cycle, but continued to lack funding to allocate towards a Rental Housing Inspection Program. Objective: To the extent resources are available, rehabilitate 50 housing units. The information document for financial</p>	<p>Other</p>		<p>none</p>

<p>PROGRAM H 6.5 Preservation and Replacement of Mobile home and Mobile home Parks 5th and 6th Cycle</p>	<p>Many of the mobile home parks in Clearlake are substandard and do not provide safe affordable housing. The City will meet with mobile home park owners (as requested and to the extent that the City has financial capacity) to discuss long-term goals for their properties and the condition of park infrastructure and buildings, the condition of mobile homes located in the park, parcel size, accessibility to services, and surrounding land uses. For those parks that are feasible to preserve, the City will consider (1) providing information to park owners on state and federal programs, and/or (2) providing referrals to nonprofit organizations who can assist in preparing funding requests. The City will also encourage the mobile home parks with serious problems to convert to another use. The City shall require the owners to provide relocation or other assistance to mitigate the displacement of park residents in accordance with Government Code Section 65863.7.</p>	<p>2015 and Ongoing.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: CDBG, HOME, California Housing Finance Agency HELP program, California Mobile home Park Resident Ownership Program. Accomplishments: This is a current and ongoing process. The city has already contacted several property owners in order to discuss preservation and replacement of substandard mobile homes in order to provide more affordable housing. Objective: Prevent conversion of residential units. Results: No changes Status: Pending funding availability to expand the City's code enforcement program and other funding needs. Retain program to the extent funding resources are available.</p>	<p>Other</p>	<p>none</p>
<p>PROGRAM H 6.7 Moderate- and Above-Income Housing 6th Cycle</p>	<p>The City will encourage the production of market-rate rental and ownership housing for moderate- and above moderate-income households through its land development policies.</p>	<p>Timeframe: 2019 and ongoing.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development Department Funding: General Fund. Objective: Increase the supply of at least 40 units of market rate housing units by 2028.</p>	<p>Other</p>	<p>none</p>
<p>PROGRAM H 7.1 Assistance to the Public Regarding Discrimination in Housing 5th and 6th Cycle</p>	<p>The City will continue to serve as liaison between the public and appropriate agencies in matters concerning housing discrimination. The City will promote equal housing opportunities through the posting of information and distribution of literature at City buildings. The City will continue to refer discrimination complaints to Redwood Legal Assistance and the State Fair Employment and Housing Commission. The City will also train staff on how to receive and refer fair housing complaints.</p>	<p>Timeframe: Ongoing.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development, Building and other Departments Funding: General Fund Accomplishments: Potentially reduced housing discrimination. Results: The City continues to serve as liaison between the public and agencies on housing discrimination per this program. Status: Retain this program</p>	<p>Other</p>	<p>none</p>

<p>PROGRAM H 7.2 Reasonable Accommodation Regulations 6th Cycle</p>	<p>Article 18-7 of the Zoning Code addresses regulations to address Federal Fair Housing Amendments Act of 1988 and California Fair Employment and Housing Act, Government Code Section 12901 et. seq., to provide people with disabilities reasonable accommodation rules, policies, practices and procedures that are necessary to ensure equal access to housing. The City did not receive any requests for a reasonable accommodation during the 2014-2019 5th Housing Cycle. There are some limits to what the City can do to restrict reasonable accommodations. The current regulations need to be relaxed to make this process easier for applicants. This program consists of amending the Zoning Code to create an easier process for processing a reasonable accommodation so as to make this process easier and more available to the public. This process shall be posted on the City's Website, and made available to the public at the City's Community Development Department to improve public outreach. Combined with referring reasonable accommodations to Legal Services of Northern California, as per Program</p>	<p>Timeframe: Amend regulations by the end of 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development, Building and other Departments Funding: General Fund</p>	<p>Other</p>	<p>none</p>	
--	--	---	------------------	-------------------	---	--------------	-------------	--

<p>PROGRAM H 8.1 Support of Existing Energy Conservation Programs 5th and 6th Cycle</p>	<p>The City will continue to support residential energy conservation programs offered by Pacific Gas and Electric Company, North Coast Energy Services, and others. This support will include referrals to these programs for homeowners expressing interest in energy conservation, as well as placement of brochures (if available) for such programs at City offices.</p>	<p>Timeframe: To the extent resources are available, rehabilitate 30 lower income housing units within the City by 2027.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development and Building Departments, City Council and Lake County. Funding: CDBG, Home and General Fund Accomplishments: Improved house energy efficiencies. Results: The City continues to support residential energy conservation programs. The City's and Lake County's Housing Rehabilitation Programs include energy conservation programs. Status: Retain this program and assess the feasibility of teaming with the County to provide greater leverage for obtaining grant funding to expand housing rehabilitation and energy conservation programs that serve Clearlake.</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 8.2 Implementation of Energy Conservation Standards 5th and 6th Cycle</p>	<p>The City will continue to implement the energy conservation standards under Title 24 of the California Code of Regulations, as required by State law. The City will provide information at the permit counter from the California Energy Commission on compliance with Title 24 and other energy conservation techniques. Program CO 6.1.1.2 of the 2014 General Plan, Conservation Element includes creating incentives for development proposals and exceed Title 24 by 15 percent. These incentives could include reduced building permit fees and streamlined plan check review.</p>	<p>Timeframe: Establish and implement the Energy Conservation Incentives Program, per the 2040 General Plan in 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: City Council and Community Development, Finance and Building Departments. Funding: Development Permit Fees and the General Fund. Accomplishments: Improved house energy efficiencies. Results: All new housing and rehabilitations require energy conservation measures based on improved State regulations. Status: Retain this program. Programs being drafted for implementation in the Draft General Plan Update will be included in the Building Code updates as adopted.</p>	<p>Other</p>		<p>none</p>

<p>PROGRAM H 9.1 Energy Conservation for New Residential Development 5th and 6th Cycle</p>	<p>Through the City's plan review process, City staff shall encourage additional energy conservation measures with respect to the siting of buildings, landscaping, and solar access. The Zoning Code shall be updated to include additional energy conservation measures with respect to the siting of buildings, landscaping, and solar access for new residential development. In order to promote the use of energy efficient construction, the City will continue to provide information on energy conservation measures with the development application packets.</p>	<p>Timeframe: Complete energy conservation measures in the Zoning Code in 2020.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development and Building Funding: General Fund and other funding as needed. Accomplishments: The City increased the energy efficiency in new residential developments. Results: The City issued building permits for 13 new housing units. In addition, the City issued a number of residential remodels. These new and rehabilitated housing units incorporated additional energy conservation measures per more recently adopted State regulations. Status: Retain this program (as modified with some recommended zoning code changes to address energy conservation building siting and solar access provisions).</p>	<p>Other</p>		<p>none</p>
<p>PROGRAM H 9.2 Stricter Energy Efficiency Standards for New Development 5th and 6th Cycle</p>	<p>Through the City's General Plan Update and Zoning Ordinance amendment process, City staff shall incorporate additional energy conservation measures with respect to the siting of buildings, landscaping, and solar access for new residential and commercial development. In order to promote the use of energy efficient construction, the City will provide information on energy conservation measures with the development application packets.</p>	<p>Timeframe: Ongoing.</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Responsibility: Community Development and Building Departments. Funding: Development Permit Fees and the General Fund. Accomplishments: See H 9.1 above. The City is in the process of completing a comprehensive update to the Zoning Code to be completed in 2020. Results: The Zoning Code will be updated soon. Status: Retain program to assure the Zoning Code is updated to meet this energy efficiency standard.</p>	<p>Other</p>		<p>none</p>

Jurisdiction	Clearlake
Reporting Period	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 08/15/2019 - 08/15/2027

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.			TOTAL UNITS ⁺	The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here : https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺		
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Clearlake	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

For up to 25 percent of a jurisdiction’s moderate-income regional housing need a

Project Identifier

1

Prior APN ⁺	Current APN	Street Address	Project Name ⁺
Summary Row: Start Data Entry Below			

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Above Moderate Income Units Converted to M

allocation, the planning agency may include the number of units in an ex
for the unit. Before adding information to this table, please ensure h

	Unit Types		Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted
	2	3		
Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter		
			0	0

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2
oderate Income Pursuant to Government Code section 65400.2

xisting multifamily building that were converted to deed-restricted rental housing for moderate-ir
ousing developments meet the requirements described in Government Code 65400.2(b).

Affordability by Household Incomes After Conversion

4				
Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income
0	0	0	0	0

income households by the imposition of affordability covenants and restrictions

Units credited toward Moderate Income RHNA		Notes
5		6
Total Moderate Income Units Converted from Above Moderate	<u>Date Converted</u>	<u>Notes</u>
0		

Jurisdiction	Clearlake	NOTE: This table lists the number of ALL surplus units in the jurisdiction over the reporting period.
Reporting Period	2025	

**ANNUAL ELEMENT PRO
Housing Element Imp**

**Table H
Locally Owned Sur**

Parcel Identifier			
1	2	3	4
APN	Street Address/Intersection	Existing Use	Number of Units
Summary Row: Start Data Entry Below			
039-625-06	3141 Mint Street	Vacant	1
039-625-01	13940 Sonoma Avenue	Vacant	1
039-626-16	3444 Boxwood Street	Vacant	1
039-626-07	3423 Acacia Street	Vacant	1
039-626-11	3453 Acacia Street	Vacant	1
039-626-12	3463 Acacia Street	Vacant	1
039-626-01	13980 Sonoma Avenue	Vacant	1
039-530-50	14061 Lakeshore Drive	Other	1
041-102-12	15662 40th Avenue	Vacant	1
041-363-09	4999 Cass Avenue	Vacant	1
041-363-10	5019 Cass Avenue	Vacant	1
039-434-19	15817 Olympic Drive	Vacant	1
040-031-11	14180 Division Avenue	Vacant	1
039-530-49	14071 Lakeshore Drive	Other	1
010-026-29	14795 Burns Valley Road	Other	1
040-253-03	14800 Ballpark Avenue	Other	1
039-175-21	3578 Redwood Street	Vacant	1
041-103-26	4438 Fir Avenue	Vacant	1
040-364-25	6145 Old Highway 53	Vacant	1
039-112-06	13981 Morgan Avenue	Vacant	1
039-626-17	3494 Boxwood	Vacant	1
039-625-03	3471 Boxwood	Vacant	1

Table must contain an inventory of surplus/excess lands the reporting agency owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**AGGREGATED REPORT
Implementation**

Surplus Sites

Designation	Size	Notes
5	6	7
Surplus Designation	Parcel Size (in acres)	Notes
Surplus Land	0.54	Homestead Program
Surplus Land	0.27	Homestead Program
Surplus Land	0.92	Homestead Program
Surplus Land	0.12	Homestead Program
Surplus Land	0.13	Homestead Program
Surplus Land	0.12	Homestead Program
Surplus Land	0.27	Homestead Program
Surplus Land	4.74	Homestead Program
Surplus Land	0.11	Homestead Program
Surplus Land	0.2	Homestead Program
Surplus Land	0.2	Homestead Program
Surplus Land	0.13	Homestead Program
Surplus Land	0.12	Homestead Program
Surplus Land	2.94	Homestead Program
Surplus Land	4.3	Homestead Program
Surplus Land	8.45	Homestead Program
Surplus Land	0.12	Homestead Program
Surplus Land	0.45	Homestead Program
Surplus Land	0.42	Homestead Program
Surplus Land	0.26	Homestead Program
Surplus Land	0.13	Homestead Program
Surplus Land	0.13	Homestead Program

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note:
Cells in gre

Jurisdiction	Clearlake	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

Table J												
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Se												
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income
Summary Row: Start Data Entry Below												

ANNU

Jurisdiction	Clearlake	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

Local governments are required to inform HCD about any local tenant preference ordinance Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adoptin
r

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

IAL ELEMENT PROGR

Table K

Tenant Preference

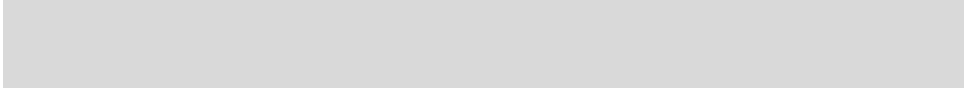
ce the local government maintains
ig a tenant preference are required
ore than 90 days after the ordinanc



GRESS REPORT

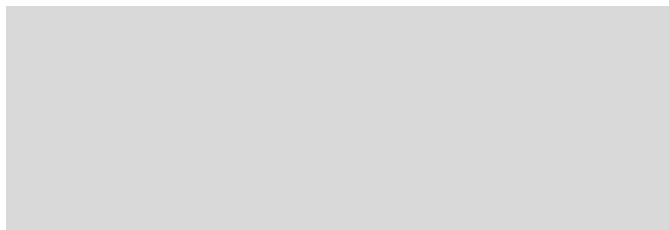
e Policy

when the jurisdiction submits their annual progress report on housing
to create a webpage on their internet website containing authorizing
ce becomes operational.





g approvals and production, per Government
| local ordinance and supporting materials, no



Jurisdiction	Clearlake	NOTE: This table is for your jurisdiction only. Local register of none, leave blank.
Reporting Period	2025	

ANNUAL ELEMENTS
Housing Element

Parcel Identifier		Designation	
1			
APN	Street Address/Intersection	Date of Designation	Designation Level
Summary Row:			

Needs to be completed with any sites within
that were newly added to a National, State, or
historic places within the reporting year. If
.

PROGRESS REPORT
Implementation

Table L
Resources

Designation		Size
2		3
Historic Site Period	Areas of Significance	Parcel Size (in acres)

A large empty table with 3 columns and approximately 30 rows.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation
formulas

--

Notes

4

Notes

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

Jurisdiction	Clearlake
Reporting Year	2025

Please update the status of the proposed uses listed in

Total Award Amount	\$
---------------------------	----

Task	\$ Amount Awarded

Summary of entitlements, building permits, and certific

Completed Enti
In
Acutely Low
Extremely Low
Very Low
Low
Moderate
Above Moderate
Total Units

Building Performance
In
Acutely Low
Extremely Low
Very Low
Low
Moderate
Above Moderate
Total Units

Certificate of Occupancy
In
Acutely Low
Extremely Low
Very Low
Low
Moderate
Above Moderate
Total Units

(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROG

Local Early Action Planning

(CCR Title 25 §6

on the entity’s application for funding and the corresponding impact on housing within the region

	-	<i>Total award</i>
--	---	--------------------

\$ Cumulative Reimbursement Requested	

ates of occupancy (auto-populated from Table A2)

lement Issued by Affordability Summary	
come Level	Current Year
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	8
Deed Restricted	0
Non-Deed Restricted	41
Deed Restricted	0
Non-Deed Restricted	31
Deed Restricted	0
Non-Deed Restricted	11
	0
	91

Units Issued by Affordability Summary	
Income Level	Current Year
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	0
	0
	0

Occupancy Issued by Affordability Summary	
Income Level	Current Year
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	0
Deed Restricted	0
Non-Deed Restricted	0
	0
	0

RESS REPORT
(LEAP) Reporting
(202)

by or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 15-26. The amount is auto-populated based on amounts entered in rows 15-26.

Task Status	Other Funding

tion 50515.02 or 50515.03, as applicable.

Notes



Clearlake, CA

Section G, Item 5.

Check Register

Packet: APPKT04334 - 3/11/26 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						
001911	ADAMS ASHBY GROUP INC	03/11/2026	Regular	0.00	37,476.83	20932
000068	BOB'S JANITORIAL	03/11/2026	Regular	0.00	355.60	20933
VEN01581	CRACKERJACK CLEANING LLC	03/11/2026	Regular	0.00	3,035.00	20934
002392	DE LAGE LANDEN PUBLIC FINANCE	03/11/2026	Regular	0.00	1,462.90	20935
000160	DEPT OF JUSTICE	03/11/2026	Regular	0.00	98.00	20936
VEN01272	FOUNTAIN PEOPLE INC A PLAYCORE	03/11/2026	Regular	0.00	87.11	20937
000096	GOLDEN STATE WATER COMPANY	03/11/2026	Regular	0.00	450.00	20938
000096	GOLDEN STATE WATER COMPANY	03/11/2026	Regular	0.00	384.07	20939
000096	GOLDEN STATE WATER COMPANY	03/11/2026	Regular	0.00	280.79	20940
000121	HIGHLANDS WATER COMPANY	03/11/2026	Regular	0.00	156.26	20941
000121	HIGHLANDS WATER COMPANY	03/11/2026	Regular	0.00	15.00	20942
VEN01394	HUNTERS SERVICES INC	03/11/2026	Regular	0.00	285.00	20943
VEN01530	JARROD MAYNARD-JARROD MAYNA	03/11/2026	Regular	0.00	525.00	20944
000304	KONOCTI COUNTY WATER DISTRICT	03/11/2026	Regular	0.00	302.76	20945
000304	KONOCTI COUNTY WATER DISTRICT	03/11/2026	Regular	0.00	348.82	20946
000108	LAKE COUNTY RECORD BEE	03/11/2026	Regular	0.00	595.41	20947
VEN01545	LARKYN E FEILER	03/11/2026	Regular	0.00	6,775.84	20948
002280	LAW OFFICES OF P SCOTT BROWNE	03/11/2026	Regular	0.00	2,046.43	20949
VEN01700	MANUEL PEREZ	03/11/2026	Regular	0.00	500.00	20950
VEN01491	MEDEIROS EQUIPMENT LLC	03/11/2026	Regular	0.00	1,080.00	20951
VEN01240	MIDDLETOWN COPY & PRINT - JESSI	03/11/2026	Regular	0.00	171.60	20952
001489	NAPA AUTO PARTS	03/11/2026	Regular	0.00	35.64	20953
000130	PITNEY BOWES	03/11/2026	Regular	0.00	617.05	20954
000085	VESTIS GROUP INC	03/11/2026	Regular	0.00	65.89	20955

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	38	24	0.00	57,151.00
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
	38	24	0.00	57,151.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2026	57,151.00
			<hr/>
			57,151.00



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA

Thursday, March 05, 2026

Regular Meeting 6:00 PM

MINUTES

A. ROLL CALL

PRESENT

Mayor Dirk Slooten

Councilmember Russ Cremer

Councilmember Jessica Hooten

Councilmember Mary Wilson

ABSENT

Vice Mayor Tara Downey

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE

D. ADOPTION OF THE AGENDA

Motion made by Councilmember Cremer, Seconded by Councilmember Wilson.

Voting Yea: Mayor Slooten, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

E. PRESENTATIONS

1. Presentation of a Proclamation Declaring March 2026 as March for Meals Month

2. Presentation of a Proclamation Declaring March 2026 as National Nutrition Month

F. PUBLIC COMMENT

Kathy Polland spoke regarding the prior animal control contractor's treatment of the animals at the animal shelter. She suggested assisting the current contractor and providing assistance to the animals.

Josh Margolis spoke regarding repairs on his street.

Joyce Overton commended the City on the information in the lobby.

Margaret Garcia spoke regarding the need for road repairs in the City.

G. CONSENT AGENDA

Motion made by Councilmember Cremer, Seconded by Councilmember Hooten.

Voting Yea: Mayor Slooten, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

- 3. Authorize the Disposal and Sale of Surplus Police Vehicles through a Dismantler, and Adopt Resolution No. 2026-08.
- 4. Warrants
Recommended Action: Receive and file
- 5. Minutes
Recommended Action: Receive and file

H. BUSINESS

- 6. Consideration of Updates from PG&E
Recommended Action: Receive Updates

There was no action by Council taken on this item.

- 7. Update on the Robin Lane Sewer Spill Emergency
Recommended Action: Verbal update only; no action necessary

City Manager Flora gave the update. No action was taken by Council on this item.

- 8. Discussion and Consideration of Community Funded Project Requests for FY 2027
Recommended Action: Direction to Staff

City Manager Flora gave the staff report.

The City Council gave consensus to pursue funding for Highlands Park, studies on the Burns Valley aquifer, Airport Property Project infrastructure, and a possible park in the avenues.

- 9. Consideration of a Resolution Calling for a Ballot Measure to Change the City Treasurer Position from Elected to Appointed; Resolution No. 2026-10
Recommended Action: Adopt resolution

Administrative Services Director/City Clerk Swanson asked the Council to postpone this item until June to coincide with the call for the November election for two Council Member seats. No action was taken by Council on this item.

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

(10) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code § 54956.9(d)(4): (2 cases)

(11) 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

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

There was no action taken by Council in closed session.

M. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.



Melissa Swanson, Administrative Services Director/City Clerk



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers

14050 Olympic Dr, Clearlake, CA

Thursday, March 19, 2026

Workshop 5:00 PM

Regular Meeting 6:00 PM

MINUTES

A. 5:00 PM ANNEXATION WORKSHOP

City Manager Flora gave the staff report.

It was the consensus of the Council to move forward with the annexation plan presented by the City Manager and begin the process.

B. ROLL CALL

PRESENT

Mayor Dirk Slooten

Councilmember Russ Cremer

Councilmember Jessica Hooten

Councilmember Mary Wilson

ABSENT

Vice Mayor Tara Downey

C. PLEDGE OF ALLEGIANCE

D. INVOCATION/MOMENT OF SILENCE

E. ADOPTION OF THE AGENDA

Motion made by Councilmember Cremer, Seconded by Councilmember Wilson.

Voting Yea: Mayor Slooten, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

F. PUBLIC COMMENT

Crystal Pack spoke regarding code enforcement issues on her property. She stated she would be litigating against the City.

Kathy Plowman spoke regarding animal control in the City.

Justine Batie spoke regarding having the City being designated a Slow Town.

Animal Control Officer Charmaine Weldon introduced a pet for adoption.

G. CONSENT AGENDA

Motion made by Councilmember Cremer, Seconded by Councilmember Hooten.

Voting Yea: Mayor Slooten, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

1. 2025 Annual Housing Element Progress Report
Recommended Action: Receive and File the 2025 Annual Progress Report
2. Warrants
Recommended Action: Receive and file
3. Consideration of Resolution No. 2026-11, A Resolution of the City of Clearlake Approving a Temporary Street Closure for the April 4th, 2026 Easter Egg Hunt
Recommended Action: Adopt resolution
4. Discussion and Consideration of Application for Proposition 64 Public Health and Safety Grant Program, Cohort 4; Resolution 2026-12
Recommended Action: Adopt resolution

H. BUSINESS

5. Consideration of Information and Updates from the Lake County Air Quality Management District
Recommended Action: Provide Direction to Staff

City Manager Flora gave the staff report.

It was the consensus of the Council to direct staff to begin the process of City representation on the LCAQMD Board.

6. Introduction of First Reading of Ordinance 286-2026 Amending Section 6-10.111 of the Clearlake Municipal Code Regarding Tobacco Retail Licensing
Recommended Action: Hold first reading of Ordinance No. 286-2026, read by title only, waive further reading, and set second reading and adoption for the next City Council meeting and Authorize the City Manager to Execute an MOU with the County for Administration of the Program.

City Manager Flora gave the staff report.

Motion made by Councilmember Cremer, Seconded by Councilmember Wilson.

Voting Yea: Mayor Slooten, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

7. Provide Update on the 2026 Robin Lane Sewer Spill
Recommended Action: Receive Update

City Manager Flora gave the update.

- 8. Discussion and Consideration of a Joint Letter Advocating for Opportunity Zones Selection
Recommended Action: Approve Joint Letter and Authorize the Mayor to Sign

City Manager Flora gave the staff report.

Motion made by Councilmember Cremer, Seconded by Councilmember Hooten.
Voting Yea: Mayor Slooten, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

- 9. Discussion and Consideration of Update to the Council Norms and Procedures
Recommended Action: Adopt Updated Council Norms and Procedures

City Manager Flora gave the staff report.

Motion made by Councilmember Wilson, Seconded by Councilmember Cremer.
Voting Yea: Mayor Slooten, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

(10) Pursuant to Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE
EVALUATION: Title: City Manager

(11) Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): Case No. CV-424401: Koi Nation of Northern California v. City of Clearlake, et al., Lake County Superior Court

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

There was no action taken by the Council in closed session.

M. ADJOURNMENT

The meeting was adjourned at 7:50 p.m.



Melissa Swanson, Administrative Services Director/City Clerk

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Second Reading of Ordinance 286-2026 Amending Section 6-10.111 of the Clearlake Municipal Code Regarding Tobacco Retail Licensing Fee Collection	MEETING DATE: April 2, 2026
SUBMITTED BY: Alan D. Flora, City 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 amend the municipal code related to fee collection of the Tobacco Retail License program.

BACKGROUND/DISCUSSION:

In 2024 the City Council, along with the City of Lakeport and the County of Lake, adopted regulations requiring tobacco retailers to go through a licensing program to ensure compliance with state law and to ensure retailers are protecting the health of our youth. The ordinance was designed to designate the County to administer and enforce the program and collect the necessary fees to do so, with no cost to the City. Additionally, the ordinance allowed the City to initiate administration of the program itself, if desired in the future.

Over the past year the County has been communicating with businesses about the program and focusing on education. Upon initiating an effort this year to begin a more formal rollout of the program it was discovered that Clearlake’s ordinance actually required the City collect the fees and adopt the fee structure. The amendment included here would still allow that, but pursuant to an Memorandum of Understanding (MOU) between the parties, the County could set and collect the fees.

OPTIONS:

1. Second Reading of Ordinance 286-2026 Amending Section 6-10.111 of the Clearlake Municipal Code Regarding Tobacco Retail Licensing
2. 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 Measure P Fund Measure V Fund Other: Pro

Section G, Item 7.

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:

I move to Hold the Second Reading of Ordinance 286-2026 Amending Section 6-10.111 of the Clearlake Municipal Code Regarding Tobacco Retail Licensing, read it by title only, waive further reading, and adopt the ordinance.

.

Attachments:

1. Ordinance 286-2026
2. Section 6-10.111 Fee Collection - Redline

ORDINANCE NO. 286-2026

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE AMENDING SECTION 6.10.111 OF THE CLEARLAKE MUNICIPAL CODE REGARDING TOBACCO RETAIL LICENSING FEES

WHEREAS, the City Council has expressed concern about tobacco use among the youth and desired to pass ordinances regulating the sale of tobacco products in 2024; and;

WHEREAS, the City of Clearlake desired to transfer the responsibility of administration and enforcement of the program to Lake County Environmental Health, and;

WHEREAS, Lake County Environmental Health has been educating retailers about the new ordinance and encouraging compliance but now desires to fully implement the program throughout Lake County, and;

WHEREAS, the ordinance needs a minor amendment to allow the County to approve and adopt program fees.

The City Council of the City of Clearlake, State of California does hereby ordain as follows:

SECTION ONE. FINDINGS

It is the intent and purpose of the City Council, in enacting this ordinance, to ensure compliance with the business standards and practices of the City of Clearlake and Lake County and to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, especially those which prohibit or discourage the sale or distribution of tobacco products to youth, but not to expand or reduce the degree to which the acts regulated by federal or state law are criminally proscribed or to alter the penalties provided therein.

SECTION TWO.

Section 6-10.111 is hereby amended to read as follows:

6-10.111 Fee for License

The fee to issue or to renew a tobacco retailer’s license shall be established by resolution of the City of Clearlake and shall be reviewed annually with the master fee schedule, or the County shall establish the fee by resolution if administration of the program is transferred by Memorandum of Understanding. The fee shall be calculated so as to recover the total cost of administration and enforcement of this article, including, but not limited to, issuing a license, administering the license program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators, ensure the licensee has a hazardous waste management plan for disposal of tobacco product waste but shall not exceed the cost of the administration and enforcement of this article. All fees and interest upon proceeds of fees shall be used exclusively to fund the administration and enforcement of this article. Fees are nonrefundable except as may be required by law.

SECTION THREE. SEVERABILITY.

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

SECTION FOUR. EXECUTION.

The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within 15 days after its adoption. This Ordinance shall become effective 30 days from its adoption.

Passed and adopted this ____ day of _____, 20____, by the following vote:

AYES:

NOES

ABSENT:

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake

6-10.111 Fee for License.

The fee to issue or to renew a tobacco retailer's license shall be established by resolution of the City of Clearlake and shall be reviewed annually with the master fee schedule, or the County shall establish the fee by resolution if administration of the program is transferred by Memorandum of Understanding. The fee shall be calculated so as to recover the total cost of administration and enforcement of this article, including, but not limited to, issuing a license, administering the license program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators, ensure the licensee has a hazardous waste management plan for disposal of tobacco product waste but shall not exceed the cost of the administration and enforcement of this article. All fees and interest upon proceeds of fees shall be used exclusively to fund the administration and enforcement of this article. Fees are nonrefundable except as may be required by law. (Ord. #272-2024, S1)

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Agreement with the City of Lakeport for Supplemental Law Enforcement Services	MEETING DATE: April 2, 2026
SUBMITTED BY: Tim Hobbs, Chief of Police	
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 Police Chief to enter into an agreement with the City of Lakeport for either entity to provide supplemental law enforcement services.

BACKGROUND/DISCUSSION:

The Lakeport Police Department has requested assistance from the Clearlake Police Department to cover patrol shifts due to temporary staffing challenges. The Clearlake Police Department has sufficient staffing to provide this coverage on an overtime basis without negatively impacting coverage in Clearlake.

While agencies routinely provide day-to-day mutual aid without compensation, in the proposed situation, it is appropriate for the receiving entity to compensate the entity providing the services. Rather than memorialize this in a one-way agreement, the proposed agreement permits either entity to provide supplemental law enforcement services to the other. This alleviates the need to re-negotiate and approve another agreement should circumstances necessitate Lakeport providing law enforcement services to Clearlake.

Staff recommends the City Council authorize the Police Chief to execute the agreement with the City of Lakeport.

OPTIONS:

1. Authorize the Police Chief to sign the agreement.
2. Provide other direction to staff.

FISCAL IMPACT:

None Unknown Revenue 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: Staff anticipates adjusting revenues and appropriations at mid-year based on any funds because of this agreement. No adjustment is needed at this time.

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:

1. Authorize the Chief of Police to execute an agreement with the City of Lakeport for Law Enforcement Services.

- Attachments:** 1) Law Enforcement Services Agreement

**LAW ENFORCEMENT SERVICES MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN CITY OF CLEARLAKE
AND CITY OF LAKEPORT**

This LAW ENFORCEMENT SERVICES AGREEMENT (“Agreement”) is made and entered into effective April 7, 2026 (“Effective Date”) by and between the City of Clearlake, a California municipal corporation (“Clearlake”), and the City of Lakeport, a California municipal corporation (“Lakeport”) (collectively, “Parties,” and individually, “Party”).

RECITALS

WHEREAS, Clearlake and Lakeport desire to cooperate in providing police protection services to their respective cities in an affordable and cost effective manner for their mutual benefit and the benefit of their residents;

WHEREAS, the Parties intend this Agreement to establish a framework by which one Party (the “Lending Agency”) may provide police personnel to the other (the “Receiving Agency”) for law enforcement activities upon request and mutual agreement by each Party’s Chief of Police or his or her designee, though nothing in this Agreement shall constitute an obligation by either Party to provide police resources to the other when requested;

WHEREAS, Parties are agreeable to rendering such General Law Enforcement Services to the other Party in accordance with this Agreement;

WHEREAS, Article 1 of Chapter 5 of Division 7 of Title 1 of the California Government Code (commencing with Section 6500) authorizes Clearlake and Lakeport by agreement to jointly exercise any power common to them including law enforcement powers (the “Joint Exercise of Powers Act”); and

WHEREAS, Chapter 21 of Part 2 of Division 3.6 of Title 1 of the California Government Code (commencing with Section 895) authorizes Clearlake and Lakeport by agreement to provide for contribution or indemnification of any liability arising out of the performance of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. GENERAL PROVISIONS

- 1.1. The Recitals above are true and correct and fully incorporated herein.
- 1.2. This Agreement is entered into pursuant to the provisions of the Joint Exercise of Powers Act.

- 1.3. The phrase “General Law Enforcement Services” as used in this Agreement shall include general patrol and incident response through dispatch or officer observation; arrests, including warrant arrests; prisoner transport; evidence collection and processing for incidents and responses; and court or other required appearances arising as a result of services delivered under this Agreement. Parties may request in writing additional law enforcement services not specifically provided for in this Agreement and the other Party shall make reasonable efforts to provide such additional services, which shall also be considered General Law Enforcement Services.
- 1.4. The phrase “Lending Agency” as used in this Agreement shall mean the Party providing General Law Enforcement Services to the other Party.
- 1.5. The phrase “Receiving Agency” as used in this Agreement shall mean the Party requesting General Law Enforcement Services from the other Party.

2. SCOPE OF SERVICES

- 2.1. Clearlake agrees to provide General Law Enforcement Services within the corporate limits of the City of Lakeport and outside those limits when authorized by Lakeport’s agents, when one or more officers of the Clearlake Police Department have been assigned to provide such services pursuant to this Agreement.
- 2.2. Lakeport agrees to provide General Law Enforcement Services within the corporate limits of the City of Clearlake and outside those limits when authorized by Clearlake’s agents, when one or more officers of the Lakeport Police Department have been assigned to provide such services pursuant to this Agreement.
- 2.3. Except as otherwise specifically set forth in this Agreement, the Lending Agency shall provide General Law Enforcement Services only for duties and functions of the type coming within the jurisdiction of and customarily rendered by the Lending Agency Police Department under the statutes of the State of California. The Lending Agency shall not be expected or required to enforce Receiving Agency’s Municipal Code violations under this Agreement.
- 2.4. For purposes of performing General Law Enforcement Services under this Agreement, the Lending Agency shall furnish and supply all necessary equipment and supplies necessary for such performance.
- 2.5. Notwithstanding Section 2.4 of this Agreement, the Receiving Agency may provide additional equipment and supplies for the Lending Agency

personnel to utilize in performing the General Law Enforcement Services under this Agreement.

3. DEPLOYMENT OF PERSONNEL

- 3.1. Each Party requests the other Party provide sworn police officers to supplement sworn officer shifts as the Lending Agency is able.
- 3.2. Every effort will be made so as the Lending Agency's police officers will be free from taking reports and appearing in court for the Receiving Agency's cases, although circumstances may be beyond the Receiving Agency's control.
- 3.3. During an emergency situation, personnel from the Lending Agency shall report to and work under the direction of the designated incident commander from the Requesting Agency. Personnel from either the Requesting or the Lending Agency may receive supervision from any other Party's command personnel if authorized by the incident commander or his or her designee in the incident command structure, depending on identified needs and available resources deemed most qualified to meet mission goals and objectives. Actions taken by individual personnel from the Parties shall be subject to the policies and procedures of their respective cities, to include the appropriate use of force policies. In the event any personnel of the Lending Agency should be ordered by the Requesting Agency's incident commander or another party's command personnel to engage in an action, or refrain from engaging in an action, that the Lending Agency's personnel believes would result in violation of his/her city's policies and procedures, this fact shall immediately be brought to the attention of the incident commander or other party's command officer unless such notification risks immediate loss of life or damage to property. Should the incident commander or another party's command officer order the Lending Agency personnel to engage in such action, or to refrain from engaging in an action, notwithstanding such notification, the Requesting Agency shall hold harmless, defend, and indemnify the Lending Agency and its officials, employees and agents against any and all claims arising out of such action or failure to act.

4. ADMINISTRATION OF PERSONNEL & WORKER'S COMPENSATION

- 4.1. Except as specifically provided in this Agreement, the rendering of General Law Enforcement Services, the standards of performance and discipline of officers, and other matters incident to the performance of such services including control of personnel so performing, shall remain with the Lending Agency.

- 4.2. All Clearlake employees working in conjunction with Lakeport and/or Lakeport employees under this Agreement shall remain Clearlake employees and be compensated by Clearlake and shall not have any claim or right to employment, civil service protection, salary, benefits, compensation, or claims of any kind or nature from Lakeport as a result of this Agreement.
- 4.3. All Lakeport employees working in conjunction with Clearlake and/or Clearlake employees under this Agreement shall remain Lakeport employees and compensated by Lakeport and shall not have any claim or right to employment, civil service protection, salary, benefits, compensation, or claims of any kind or nature from Clearlake as a result of this Agreement.
- 4.4. Both Parties acknowledge that they are aware of the provision of the Labor Code of the State of California which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provision of that Code and they certify that they will comply with such provisions with regard to officers of their respective police departments performing work provided for in this Agreement, regardless of whether they are working in or on behalf of the other Party before commencing the performance of the work under this Agreement and at all times during the term thereof.
- 4.5. Neither Agency shall be liable for the other party's employees or agents for injuries or illness arising out of performance of providing law enforcement services under this Agreement.

5. INDEMNIFICATION

- 5.1. Subject to the provisions set forth above in Section 3.3, Lakeport shall indemnify, defend, and hold harmless Clearlake, and its officers, employees, agents, and volunteers, from and against any and all liabilities, losses, claims, damages, expenses, demands, and costs (including without limitation litigations costs and attorney, expert witness, and consultant fees) of every kind and nature arising out of a breach of Lakeport's obligations under this Agreement, except where caused by the sole negligence or willful misconduct of Clearlake, or its officers, employees, agents, or volunteers, or as otherwise required by law.
- 5.2. Subject to the provisions set forth above in Section 3.3, Clearlake shall indemnify, defend, and hold harmless Lakeport, and its officers, employees, agents, and volunteers, from and against any and all liabilities, losses, claims, damages, expenses, demands, and costs

(including without limitation litigations costs and attorney, expert witness, and consultant fees) of every kind and nature arising out of a breach of Clearlake's obligations under this Agreement, except where caused by the sole negligence or willful misconduct of Lakeport, or its officers, employees, agents, or volunteers, or as otherwise required by law.

- 5.3. The Receiving Agency shall indemnify, defend, and hold harmless the Lending Agency, and its officers, employees, agents, and volunteers, from and against any and all liabilities, losses, claims, damages, expenses, demands, and costs (including without limitation litigation costs and attorney, expert witness, and consultant fees) of every kind and nature claimed by third parties arising out of the performance of law enforcement services rendered by the Lending Agency's employees to the Receiving Agency under this Agreement.
- 5.4. The Lending Agency shall indemnify, defend, and hold harmless the Receiving Agency, and its officers, employees, agents, and volunteers, from and against any and all workers' compensation claims or other claims of injury or sickness made by any Lending Agency employee against the Receiving Agency arising out of or alleged to have occurred while performing under this Agreement, except to the extent caused by the sole negligence or willful misconduct of the Receiving Agency, or its officers, employees, agents, or volunteers, or as otherwise required by law.
- 5.5. The Parties agree that the covenants contained in this Section 5 of this Agreement shall survive the expiration or termination of this Agreement.

6. INSURANCE

- 6.1. Clearlake and Lakeport participate in the California Intergovernmental Risk Authority (CIRA) for general liability and workers' compensation coverage. CIRA shall defend and indemnify Clearlake and Lakeport for covered claims in accordance with the indemnification provisions in Section 5 of this Agreement.
- 6.2. Each party shall waive its right to subrogation against the other Agency.

7. TERM OF AGREEMENT

- 7.1. The term of this Agreement shall be three (3) years from the Effective Date and may be renewed from time to time for a period not to exceed two (2) years by a written instrument executed by duly authorized representatives of the Parties.

- 7.2. This Agreement may be terminated at any time, with or without cause, by either of the Parties upon fifteen (15) days written notice to the other party as provided in this Agreement, or upon such shorter notice as may be mutually agreed upon by the Parties' Chiefs of Police.
- 7.3. In the event of termination of this Agreement by either of the Parties: (1) the Parties shall fully discharge all obligations owed to each other accruing prior to the effective date of such termination, and (2) the Receiving Agency shall pay the Lending Agency for all General Law Enforcement Services rendered prior to the effective date of such termination and properly billed as provided in this Agreement.

8. BILLING AND PAYMENT PROCEDURES

- 8.1. The Receiving Agency shall pay the Lending Agency for the General Law Enforcement Services rendered under this Agreement at the scheduled rates set forth on Attachment "A" to this Agreement which is fully incorporated herein.
- 8.2. The scheduled rates set forth on Attachment "A" to this Agreement may be amended a written instrument executed by duly authorized representatives of the Parties.
- 8.3. Parties agree to notify each other if there is a material change in compensation to the pay rates of their employees, including, but not limited to, a new Memorandum of Understanding with a labor group providing services contemplated in this agreement.
- 8.4. The Lending Agency shall bill the Receiving Agency within thirty (30) calendar days after the end of each calendar month by summarized invoice for the General Law Enforcement Services provided in that month under this Agreement. The summarized invoice shall contain a detailed statement of the number of officers, hours worked, applicable scheduled rates, and services provided under this Agreement. The Receiving Agency shall pay the Lending Agency all undisputed amounts contained in such summarized invoice no later than thirty (30) days after receipt. The Parties agree to meet and confer as provided herein to discuss any disputed amounts contained in a summarized invoice.

9. NOTICES

- 9.1. All notices and demands required or permitted to be given or made under this Agreement shall be in writing and either (1) hand delivered with signed receipt, or (2) mailed by first class registered or certified mail, postage prepaid and return receipt requested, addressed to the Parties at the

following addresses and to the attention of the person named. Addresses and persons named may be changed by either of the Parties by giving ten (10) days written notice to the other party.

If to City of Clearlake:

If to City of Lakeport:

Alan Flora, City Manager
City of Clearlake
14050 Olympic Drive
Clearlake, CA 95422

Kevin Ingram, City Manager
City of Lakeport
225 Park Street
Lakeport, CA 95453

Tim Hobbs
Chief of Police
Clearlake Police Department
14050 Olympic Drive
Clearlake, CA 95422

Dale Stoebe
Chief of Police
Lakeport Police Department
2025 South Main Street
Lakeport, CA 95453

- 9.2. All other communications required under this Agreement may be either (1) hand delivered with signed receipt or (2) mailed by first class mail, including invoices pursuant to Section 8.4 of this Agreement.
- 9.3. Either party may change its addresses by notifying the other in writing not less than 10 days before the effective date of such change.

10. WARRANTY OF AUTHORIZATION

- 10.1. Clearlake represents and warrants that the person executing this Agreement is a duly authorized representative of the City of Clearlake with actual authority to bind the City of Clearlake to each and every term, condition, and obligation contained in this Agreement and that all requirements relating to such authority have been fulfilled.
- 10.2. Lakeport represents and warrants that the person executing this Agreement is a duly authorized representative of the City of Lakeport with actual authority to bind the City of Lakeport to each and every term, condition, and obligation contained in this Agreement and that all requirements relating to such authority have been fulfilled.

11. MISCELLANEOUS PROVISIONS

- 11.1. This Agreement shall be governed and construed in accordance with the laws of the State of California. In the event of a dispute or claim arising out of this Agreement, venue shall be in the Superior Court of the State of California for the County of Lake.

- 11.2. This Agreement shall be construed as a whole and according to its fair meaning. This Agreement shall not be construed strictly for or against either of the Parties. If any provision of this Agreement is found unenforceable, void, or voidable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 11.3. This Agreement may be executed in counterparts such that the signatures appear on separate pages. A copy or facsimile of this Agreement, with all signatures appended together, shall be deemed a fully executed agreement. Signatures transmitted by facsimile or electronic means shall be deemed original signatures.
- 11.4. This Agreement including Attachment "A" hereto represents the complete understanding of the Parties with respect to the matters set forth herein. This Agreement supersedes all previous agreements and understandings of the Parties, whether oral or written, with respect to the matters set forth herein. All such previous agreements and understandings shall have no force or effect.
- 11.5. Except as expressly provided herein, this Agreement may only be modified or amended by a written instrument executed by duly authorized representatives of the Parties.
- 11.6. The Parties agree to meet and confer periodically at mutually agreeable times to exchange relevant information and discuss performance under this Agreement.

[Signatures on following page]

* * * *

IN WITNESS WHEREOF, the City of Clearlake by order of its City Council, and the City of Lakeport by order of its City Council, have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date:

CITY OF CLEARLAKE,
a Municipal Corporation

CITY OF LAKEPORT,
a Municipal Corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

ATTEST:

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

ATTACHMENT "A"

[Include Scheduled Rates per Section 8.1 of Agreement]

Sworn Peace Officer: The rate shall be the actual costs incurred by the Lending Agency for providing services to the Receiving Agency. Actual costs are defined as all costs the Lending Agency incurs that are reasonably attributable to the hours the Lending Agency's employee spends providing General Law Enforcement Services for the Receiving Agency, including the hourly salary of the employee plus the proportional share of benefits, taxes, worker's compensation, retirement contributions and other payroll obligations the Lending Agency must pay to or on behalf of its employee. Actual costs shall additionally include court appearances by a Lending Agency's employee when the appearance is a result of General Law Enforcement Services provided by the employee under this agreement.

If the Lending Agency's employee is on overtime while working for the Receiving Agency, the Lending Agency may charge for that employee's overtime rate and any associated fees.

Actual costs include court appearances that originate from Lending Agency's employee providing services under this agreement.

Patrol Vehicle: The rate shall be the published IRS standard mileage rate in effect at the time services are rendered under this agreement.

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consider approving a new Employment Services Agreement with Alan Flora as City Manager for a three-year term	MEETING DATE: April 2, 2026
SUBMITTED BY: Scott Drexel, City Attorney	
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 consider approval of a new Employment Services Agreement with City Manager Alan Flora. The new Agreement contains a few modification to the terms contained in the previous contract, which are discussed below.

BACKGROUND/DISCUSSION:

Mr. Flora has served as City Manager since March 14, 2019. During that timeframe, the Council has appreciated Mr. Flora’s leadership and execution of the policies and goals set forth by the City Council.

Accordingly, the City Council is considering rescinding Mr. Flora’s current City Manager Agreement, and approving the attached new Employment Services Agreement. The key components of this Agreement are the following:

The Agreement is for a term of 3 years, commencing April 2, 2026 and ending April 2, 2029. The monthly salary is set at \$18,271.10, reflecting a 3% increase over the prior rate. A contingent 3% annual salary adjustment, beginning July 1, 2027, is included, subject to a positive Council evaluation and the Local Economic Benchmark being met. All other benefits and terms remain consistent with the prior Agreement.

Pursuant to subsection (3) to Government Code § 54953(c), prior to the City Council taking final action, staff will provide an oral report summarizing the financial highlights of the proposed Agreement.

OPTIONS:

1. Move to approve the attached Employment Services Agreement
2. Consider modifications to the proposed Agreement
3. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

The proposed Agreement increases the City Manager’s monthly salary from \$17,738.93 to \$18,271.10, an increase of \$532.17 per month (\$6,385.97 annually). This increase is within the current budget allocation for the City Manager position.

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:

- Attachment:** 1) Employment Services Agreement

CITY OF CLEARLAKE
EMPLOYMENT SERVICES AGREEMENT

CITY MANAGER

1. PARTIES AND DATE.

This Employment Services Agreement (hereinafter referred to as the "Agreement") is made and entered into this April 2, 2026 ("Effective Date") by and between the City of Clearlake, a California municipal corporation (hereinafter referred to as "City") and Alan D. Flora (hereinafter referred to as "Employee"). City and Employee are sometimes individually referred to herein as "Party" and collectively as "Parties".

2. RECITALS.

City desires to continue to employ the services of Employee as City Manager for the City of Clearlake and Employee desires to accept employment as City Manager. It is the desire of the Parties through this Agreement to provide for certain benefits, establish conditions of employment and to set working conditions for Employee.

Employee currently serves the City as the City Manager and has an agreement with the City reflecting that employment relationship. Upon execution of this Agreement, the Employee's agreement, dated March 18, 2021, and as amended April 18, 2024 is terminated immediately and replaced with this Agreement.

3. TERMS.

3.1 Duties.

3.1.1 Designated Duties. City hereby agrees to employ Employee as City Manager to perform the functions and duties pertaining to the City Manager position, and to perform other legally permissible duties and such functions as the City Council shall from time to time assign. The City Council shall have the authority to determine the specific duties and functions that Employee shall perform under the Agreement and the means and manner by which Employee shall perform those duties and functions. Employee agrees to devote all business time, skill, attention and best efforts to the discharge of the duties and functions assigned by the City Council.

3.1.2 Control and Supervision. Employee shall serve at the will and pleasure of the City Council

3.1.3 City Council Meetings. Employee shall attend all City Council meetings of the City of Clearlake unless directed otherwise or excused. Employee

shall also attend all regular meetings of the Planning Commission until such time as a planning director may be employed or contracted as well as any other special meetings and workshops and such other meetings as are determined necessary for the business of the city.

3.2 Conditions of Employment.

3.2.1 During the term of the Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this agreement.

3.2.2 The City Manager is an exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of the position. Employee does not have set hours of work as Employee is expected to be available at all times.

It is recognized that Employee must devote a great deal of time to the business of the city outside of the city's customary office hours, and to that end Employee's schedule of work each day and week shall vary in accordance with the work required to be performed. Employee shall spend sufficient hours on site to perform Employee's duties; however, Employee has discretion over Employee's work schedule and work location.

3.3 Compensation and Benefits and Other Considerations. For services rendered pursuant to this Agreement, Employee shall receive the following compensation:

3.3.1 Compensate Employee at a rate \$18,271.10 per month. Compensation shall be paid bi-weekly at the same time as other employees of City are paid and shall be subject to all applicable taxes, insurance and other required deductions.

a. Each year on or about the anniversary of this Agreement, the council shall perform an annual review of performance of Employee with the potential of salary and benefit adjustment. Salary adjustments made under this clause are considered separate from any cost-of-living adjustment that may be made as set forth below.

b. On July 1, 2027, and each year thereafter for the term of the agreement the Employee shall receive a 3% salary adjustment,

contingent upon:

- a. a positive evaluation from a majority of the City Council members.
 - b. The Local Economic Benchmark, which is defined as secured property tax revenue, Bradley-Burns sales tax, and transient occupancy tax, exceeds audited revenues from fiscal year 19-20
 - c. City agrees to adjust Employee's annual salary by a cost-of-living adjustment on the same percentage amount and at the same time as cost-of-living adjustments are made to City's management salary ranges.
 - d. City shall not at any time during the term of this agreement reduce the base salary, compensation or other financial benefits of Employee, unless as part of a general City management salary reduction, and then in no greater percentage than the average reduction of all City department heads or unless otherwise renegotiated.
- 3.3.2 Employee will be responsible for paying the Employee's share of the CalPERS retirement contribution cost (7%).
- 3.3.3 The Council agrees to provide Employee health, vision and dental insurance as is provided to management employees as set forth in the Management Employees Classification and Benefit Plan and any other documents that designate management benefits.
- 3.3.4 The Council agrees to provide Employee life insurance coverage equal to that provided to management employees as set forth in the Management Employees Classification and Benefit Plan and any other documents that designate management benefits.
- 3.3.5 The Council shall provide Employee with disability insurance coverage equal to that provided to other full-time employees of city.
- 3.3.6 If Employee serves the full term of this Agreement, by serving through April 2, 2029, City shall deposit an amount equal to 3% of each year's base salary into a deferred retirement account of Employee's choosing.
- 3.3.7 Employee will earn 120-hours vacation accrual annually, accrued at 10 hours per month commencing on the effective date of the

employment agreement.

- 3.3.8 The City Manager position is classified as "exempt" under the Fair Labor Standards Act and Employee shall not be entitled to the payment of overtime. Employee shall be entitled to executive leave of 120 hours per employment year with full pay. Hours shall be credited on January 1st of each year. Executive leave does not accumulate and is not earned vacation time or benefit. Executive leave days not used at the end of the calendar year are lost. Sell back of executive leave is per the Management Benefit Plan.
- 3.3.9 Employee shall accrue sick leave at a rate of eight (8) hours per calendar month of service.
- 3.3.10 Employee shall be entitled to holiday leave consistent with the City's holiday policy.
- 3.3.11 Employee shall be entitled to bereavement leave consistent with the City's policy.
- 3.3.12 Leave Accrual:
 - A. Employee shall be allowed to earn vacation accrual credit to a maximum of 240 hours. Employee will not be allowed to earn more than the maximum accrual. Should Employee's vacation leave credits reach the maximum, Employee shall cease to earn any additional vacation credits until the leave balance is reduced sufficiently to allow additional credits to be added without exceeding the maximum accrual unless authorized due to extenuating circumstances by the city council.
 - B. On termination of Employee, Employee shall receive pay for any unused vacation accrual.
 - C. On termination, employee shall be eligible for sick leave payout as provided to management employees as set forth in the Management Employees Classification and Benefit Plan and any other documents that designate management benefits.
- 3.3.13 Employee will be provided a stipend in the amount of \$400 per month to partially reimburse Employee's cost of operation, insurance and availability of Employee's personal vehicle as well as use of Employee's personal cell phone for City business. Employee is not precluded from

using City vehicles for City business, during, before and after the normal workday if needed.

3.3.14 Dues, expenses, professional development.

- A. The Council will budget sufficient funds to cover dues and subscriptions of the City Manager necessary for continued and full participation in regional, state and local associations and organizations necessary and desirable for the full representation of the City's interests. The City shall also pay City Manager's dues for membership in the International City Management Association, provided any travel expenses to attend functions of this organization. It is also provided that the City Manager may request to join other associations and organizations, and, if approved, the City shall pay such other dues and appropriate expenses.
- B. The Council recognizes that certain expenses of a non-personal and generally job-related nature are incurred by the Employee in the performance of Employee's duties and responsibilities. The Council agrees to reimburse or to pay said general expenses on receipt of duly executed expense or petty cash vouchers, receipts or statements, attached to a monthly request for reimbursement form.
- C. Council agrees to budget a sufficient amount of money to pay for the registration, travel and subsistence of Employee to adequately pursue necessary official functions for the City, short courses, institutions, seminars and other functions that are necessary for Employee's professional development and for the good of the city. These shall include but not be limited to the California City Management Association and the League of California Cities.
- D. Any expenses of a purely personal nature while participating in any organization shall be borne by Employee. Employee agrees to obtain prior approval for expenses unless specifically provided in the annual budget.

3.4 Status and Authority of Employee.

- 3.4.1 Employee shall at all times be considered an agent or employee of the City.
- 3.4.2 Subject to the prior authorization of the City Council, Employee may act as a representative of City in such a manner as may be required to carry out Employee's duties hereunder.

3.5 Term of Agreement. The term of this Agreement shall commence on April 2, 2026, and remain in effect for a term of three (3) years, ending on April 2, 2029. The term of the Agreement may be extended in one (1) year increments only upon mutual written agreement of both parties.

3.6 Termination.

3.6.1 For a period of one year after a new councilmember is elected and sworn into office, in order to terminate Employee without cause, such action will require a 4/5th vote of the Council.

3.6.2 This Agreement may be terminated with cause at any time upon thirty (30) days advance written notice given by Employee to City or immediately upon written notice by City to Employee. Notice of termination may be delivered personally or by mail. After the one-year period described in Section 3.6.1 above, this Agreement may be terminated without cause at any time upon thirty (30) days advance written notice given by Employee to City or immediately upon written notice by City to Employee. All notices permitted or required under this Agreement shall be given to the respective parties at the following address or at such other address as the respective parties may provide in writing for this purpose:

CITY:	City of Clearlake 14050 Olympic Drive Clearlake, CA 95422 ATTN: Mayor
EMPLOYEE:	Alan D. Flora Address on File with City Clerk

3.6.3 Employee will have no recourse or right to appeal City's decision to terminate Employee except as provided by applicable law.

3.6.4 Notwithstanding the above, Employee may voluntarily resign employment with the city by giving 30 days written notice in advance of the last day of employment. However, both parties may mutually agree to a shorter period. In the event of a voluntary resignation, Employee is not entitled to any other compensation except for normal compensation for the 30-day period, pro-rated, following the notice of resignation and the value of all accrued benefits unless otherwise agreed to by parties.

3.6.5 For purposes of this agreement, "cause" shall mean any of the following:

- A. Conviction of a felony
- B. Conviction of a misdemeanor arising out of Employee's duties under this Agreement
- C. Conviction of any crime involving an "Abuse of office or position" as that term is defined in Government Code section 53243.4
- D. Willful abandonment of duties
- E. Repeated failure to carry out a directive or directives of the City Council
- F. Any grossly negligent action or inaction by Employee that materially and adversely:
 - i. impedes or disrupts the operations of the City or its organizational units;
 - ii. is detrimental to employees or public safety;
 - iii. violates rules or procedures of City.

3.6.6 City may suspend or terminate Employee with cause by the affirmative vote of three members of the Council.

The Council shall provide Employee with written notice of the charges, which serve as the basis for any suspension or termination of cause.

In the event of suspension or termination with cause, Employee is not entitled to any other compensation except regular compensation, including any accrued vacation benefits, up to the suspension or termination date.

3.6.7 The City may suspend or terminate Employee without cause by the

affirmative vote of three members of the Council, except for the first year after a new councilmember is elected and sworn as described in Section 3.6.1 above, an affirmative vote of four members of the Council would be required.

The council shall provide Employee with at least five days written notice in advance of the commencement date of any suspension without cause. The council shall provide Employee with at least five days written notice in advance of the last day of employment because of a termination without cause.

In the event of suspension without cause, Employee shall be entitled to receive normal compensation during the suspension period.

Nothing in this subsection shall prohibit the City Council from placing Employee on an administrative leave of absence with pay for non-disciplinary reasons.

3.6.8 Until March 18, 2025, if Employee is terminated without cause during such time as Employee is willing and able to perform the duties of the position, Employee shall be entitled to eleven (11) months severance which is to include base salary plus accrued vacation leave benefits and one month's health insurance. No other compensation or benefits shall be paid except as set forth in Section 3.3.11 (C) above.

After March 18, 2025, the amount of severance pay and benefits shall be increased to twelve (12) months, and is thereafter capped at a maximum of twelve (12) months. No other compensation or benefits shall be paid. In the event that Employee finds other employment within six months, or the adjusted severance term referenced above, of termination, Employee will notify City and payment for health insurance shall cease. In no event shall Employee ever receive more severance pay and benefits than the number of months then remaining on Employee's Agreement term.

In no event shall the above lump sum and health insurance payments exceed the amounts determined pursuant to Article 3.5 (commencing with Section 53260) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

3.6.9 Notwithstanding all other provisions set forth in this agreement, Employee shall not be terminated without cause for a period of 90 days following the seating of newly elected or appointed Council members.

3.6.10 Given the at-will nature of the position of City Manager, an important element of the employment agreement pertains to termination. It is in

both the City's interest and that of Employee that any separation of the City Manager is done in a businesslike manner.

Except as otherwise required by law, in the event the City terminates Employee with or without Cause, the City and Employee agree that no member of the City Council, the city management staff, nor Employee shall make any written, oral, or electronic statement to any member of the public, the press, or any City employee concerning Employee's termination except in the form of a joint press release or statement, which is mutually agreeable to City and Employee. The joint press release or statement shall not contain any text or information that is disparaging to either Party. Either Party may verbally repeat the substance of the joint press release or statement in response to any inquiry.

- 3.7 Indemnification.** City shall defend, save harmless and indemnify Employee against any negligent tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged negligent act or omission occurring in the performance of Employee's services as City Manager, except that this provision shall not apply with respect to any intentional tort or crime committed by Employee, or any actions outside the course and scope of employment.
- 3.8 Entire Agreement.** This Agreement constitutes the entire agreement between the parties. This Agreement may be amended if in writing and signed by both Parties. No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding, unless executed in writing by the party making the waiver. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 3.9 Governing Law; Venue.** This Agreement shall be construed under and governed by the laws of the State of California, and venue shall be in Lake County, California.

IN WITNESS WHEREOF, City and Employee have signed and executed this Agreement as of the Effective Date first above written.

CITY OF CLEARLAKE

EMPLOYEE

By: _____
Dirk Slooten, Mayor

By: _____
Alan D. Flora

ATTEST:

By: _____
Melissa Swanson, City Clerk

Approved as to form:

By: _____
Scott Drexel, City Attorney