CITY OF CLEARLAKE

City Council

STAFF REPORT	
SUBJECT: Consideration of Amendments to the Management Benefit Plan; Resolution No. 2026-30	**MEETING DATE:** August 6, 2026
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to consider amendments to the Management Benefit Plan for clarification and to align with current state law.

BACKGROUND/DISCUSSION:

The Management Benefit Plan (Chapter 6 of the Clearlake Personnel Rules) governs classification, compensation, benefits, and working conditions for management employees of the City of Clearlake. Staff periodically review these administrative rules to ensure legal compliance with evolving California labor laws and to maintain clear operational guidelines.

Section 6-2.7 clarifies that the City's contract with the California Public Employees Retirement System (CalPERS) has been modified to allow management employees to convert unused sick leave to service credit upon retirement. This was completed in 2009 by Resolution No. 2009-50.

In accordance with California Assembly Bill 1949 (Government Code Section 12945.7), Section 6-2.11 has been updated to specify that the five days of bereavement leave do not need to be taken consecutively, provided all days are completed within three months of the date of death. Further, the amendment adds language granting the City the authority to request standard verification documentation (e.g., obituary, death certificate, or funeral home documentation) within 30 days of the first day of leave.

Section 6-2.16 affirms that management employees serve at-will. The revised language clarifies that standard disciplinary hearing procedures do not apply to management personnel unless explicitly provided for within an individual executed employment contract.

OPTIONS:

1. Move to adopt Resolution No. 2026-30.
2. Other direction

FISCAL IMPACT:

☒ None ☐ $ Budgeted Item? ☐ Yes ☐ No

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

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

Comments**:**

STRATEGIC PLAN IMPACT:

☐ Goal #1: Economic Development

☐ Goal #2: Public Facilities and Infrastructure

☐ Goal #3: Celebrate Clearlake

☐ Goal #4: Clean

☐ Goal #5: Fiscal Sustainability

☐ Goal #6: Safe

SUGGESTED MOTIONS:

Move to adopt Resolution 2026-30.

☒ **Attachments:** 1) Redlined Management Benefit Plan

2) Resolution No. 2026-30