



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Acceptance for Filing the 2026 Local Agency Biennial Notice Regarding Amendments to the Conflict of Interest Code

MEETING DATE:

September 3,
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 accept for filing the 2026 Local Agency Biennial Notice submitted by the City of Clearlake.

BACKGROUND/DISCUSSION:

The City of Clearlake must submit a "Local Agency Biennial Notice" to the City Council determining that either amendments to the adopted Conflict of Interest Codes are required or that no amendments are necessary. If the City determines that amendments are necessary, the amended Code must be submitted to the City Council for approval within 90 days from the date of the biennial notice.

Attached is the 2026 Local Agency Biennial Notices from the City of Clearlake indicating that the City has determined that amendments are necessary. Changes will include the additions and deletions of certain staff positions.

OPTIONS:

1. Move to accept for filing the 2026 Local Agency Biennial Notice.
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 accept the 2026 Local Agency Biennial Notice for filing.

☒ **Attachments:** 1) 2026 Local Agency Biennial Notice