



# CITY OF CLEARLAKE

City Council

<b>STAFF REPORT</b>	
<b>SUBJECT:</b> Appointment of City Treasurer for the Unexpired Term Ending November 2026	<b>MEETING DATE:</b> December 1, 2022
<b>SUBMITTED BY:</b> Melissa Swanson, Administrative Services Director/City Clerk	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

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

The City Council is being asked to appoint the City Manager as Acting City Treasurer to Fulfill the Unexpired Term Ending November 2026

**BACKGROUND/DISCUSSION:**

The City Treasurer performs the duties described in both the Government Code and the Clearlake Municipal Code. In short, the City Treasurer is responsible for reports and accounting of all receipts, disbursements, and fund balances, and complying with all laws governing the deposit and securing of public funds.

There were no qualified candidates for City Treasurer during the November 2022 election. In the absence of a duly elected City Treasurer, according to the Clearlake Municipal Code Section 2-5.3, the City Manager is automatically appointed to fill the vacancy temporarily. The Council should then appoint an Acting City Treasurer to fill the vacancy for the remainder of the term. Staff is recommending Council appoint the City Manager as such.

Because the City Manager is already a paid City employee and this appointment is not anticipated to impact his current workload, there is no financial impact to the City.

**OPTIONS:**

1. Move to appoint the City Manager as Acting City Treasurer.
2. Other direction

**FISCAL IMPACT:**

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

Comments:

**STRATEGIC PLAN IMPACT:**

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

**SUGGESTED MOTIONS:**

Move to appoint the City Manager as Acting City Treasurer to fulfill the unexpired term ending November 2026.

**Attachments:**