



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 Fax (707) 995-2653

October 9, 2024

NOTICE OF CHANGES TO DESIGNATIONS/DISCLOSURE CATEGORIES

NOTICE IS HEREBY GIVEN that the City of Clearlake intends to adopt or amend a conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

All public employees must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests. Additionally, each employee who holds a position designated in the City's Conflict of Interest Code must disclose specified types of financial interests in a report, Statement of Economic Interest – Form 700, that is filed annually with the Administrative Services Director/City Clerk. The City's local code does not include the City Council, Planning Commission, City Manager, City Attorney or Treasurer. These positions are required under Government Code Section 87200 to report to the Fair Political Practices Commission (FPPC).

The City's current Conflict of Interest Code, adopted in 2022, has been reviewed by the Administrative Services Director/City Clerk and the City Attorney and the listing of designated positions and disclosure categories should be amended to reflect current conditions. The following changes are recommended:

Positions Added/Edited:

Chief Building Inspector/Plans Examiner
Recreation and Events Coordinator (I/II added)
Code Enforcement Supervisor/Building Inspector updated to Code Enforcement Supervisor

These positions, created or modified after the last Code adoption, involve the making or participation in making of decisions that may foreseeably have a material effect on any financial interest. The disclosure categories are tailored to the financial interests affected and does not require public officials to disclose private financial information that does not relate to their public employment.

A written comment period has been established commencing on October 9, 2024 and terminating on November 25, 2024. Any interested person may present written comments concerning the proposed code no later than November 25, 2024 to Melissa Swanson, Administrative Services Director/City Clerk, City of Clearlake, 14050 Olympic Drive, Clearlake CA 95422. No public hearing on this matter will be held unless any interested person or his or her representative requests no later than 15 days prior to the close of the written comment period.

Copies of the proposed code and all the information upon which it is based may be obtained from the Administrative Services Department, City of Clearlake, 14050 Olympic Drive, Clearlake CA 95422. Any inquiries concerning the proposed code should be directed to Melissa Swanson, Administrative Services Director/City Clerk (email: mwsanson@clearlake.ca.us).

Sincerely,

A handwritten signature in blue ink that reads "Melissa Swanson". The signature is written in a cursive, flowing style.

Melissa Swanson
Administrative Services Director/City Clerk