



| STAFF REPORT | |
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| SUBJECT: Review of the Conflict of Interest Code | MEETING DATE: June 4, 2026 |
| SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk | |
| 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 City Manager to review the Conflict of Interest Code.

BACKGROUND/DISCUSSION:

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. No later than July 1 of each even-numbered year, code reviewing bodies must notify each agency within their jurisdiction to review its conflict-of-interest code.

The City Council is the code reviewing body for City agencies. Therefore, no later than July 1, the Council must direct staff to begin reviewing the Code and determine by October 1 if amendments are necessary. Changes to the code will then be proposed after a 60-day notice to affected parties, and an amended code is anticipated to be adopted at the December 1st Council meeting.

In 2008, the Council adopted the FPPC’s standard Conflict-of-Interest Code by reference, saving staff time and ensuring that future changes in the law are covered by the City’s Code.

The 2024 Conflict of Interest Code is attached. It is also available on the City website under the Administrative Services Department section. Due to the several changes over the past two years, staff anticipates substantive changes to the designated filers category.

OPTIONS:

1. Move to authorize the City Manager to review the Conflict of Interest Code.
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 authorize the City Manager to review the Conflict of Interest Code.

- Attachments:** 1) 2024 Conflict of Interest Code