



## STAFF REPORT

**SUBJECT:** Consideration of Holding the First Reading of Ordinance No. 270-2024, An Ordinance of the City Council of the City of Clearlake Amending Section 2-3.7 of the Clearlake Municipal Code Authorizing the City Manager to Sign Documents as Specified in Government Code Section 40602

**MEETING DATE:**

July 18, 2024

**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 requested to consider the first reading of Ordinance No. 270-2024, which authorizes the City Manager to sign specific documents approved by the Council.

### BACKGROUND/DISCUSSION:

An update to the Government Code, specifically Sections 40601 and 40602, has prompted the California Department of Housing and Community Development (HCD) to request an amendment to the Municipal Code. This amendment would allow the City Manager, in addition to the Mayor and Vice Mayor, to sign documents approved by the City Council. These documents may include warrants, contracts, conveyances, or any documents requiring the city seal, such as resolutions or ordinances.

Previously, the City Manager was authorized by a Council resolution to sign Community Development Block Grant (CDBG) documents, including applications and contracts. However, the Government Code currently specifies that only the Mayor and Vice Mayor have the authority to sign documents approved by the Council unless an ordinance authorizes another person or staff member. Therefore, HCD recommends adopting an ordinance to grant this authority to the City Manager.

### OPTIONS:

1. Move to hold the first reading of the ordinance and set the second reading for August 1<sup>st</sup>.
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 hold the first reading of Ordinance No. 270-2024 and read it by title only, waive further reading and hold the second reading and adoption of the ordinance at the August 1<sup>st</sup> meeting.

- Attachments:**
  - 1) Government Code Sections 40601 and 40602
  - 2) Ordinance No. 270-2024