



# CITY OF CLEARLAKE

City Council

## STAFF REPORT

**SUBJECT:** Review of the Conflict of Interest Code

**MEETING DATE:** June 16, 2022

**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 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 1<sup>st</sup> 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. Due to the several changes over the past two years, staff anticipates substantive changes to the designated filers category.

The 2020 Conflict of Interest Code is attached. It is also available on the City website under the Administrative Services Department section.

### 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: 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 authorize the City Manager to review the Conflict of Interest Code.

- ☒ **Attachments:**
  - 1) 2020 Conflict of Interest Code
  - 2) FPPC Local Agency Biennial Notice Instructions