



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Discussion and Direction to Staff Regarding the Appointment of a City Treasurer

MEETING DATE: November 3, 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 discuss and give direction to staff on the appointment of a City Treasurer.

BACKGROUND/DISCUSSION:

The City Treasurer performs the fiscal oversight duties outlined in the Clearlake Municipal Code (CMC) and in the Government 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. The City Treasurer receives a stipend of \$300 per month. In 2006, the last elected City Treasurer left office when his term expired. Since that time, there has been no qualified candidate for City Treasurer and the office has remained vacant, with the City Manager and Director of Finance fulfilling the duties.

According to the CMC Section 2-5.3, when a vacancy occurs in the office of City Treasurer, the City Manager is automatically appointed to fill the vacancy temporarily until a successor is appointed or elected. On November 9th, the elected office will again become vacant as there were no qualified candidates. According to the CMC and Elections Code, your Council then has thirty days to fill the vacancy either by special election or appointment.

Options to proceed with the City Treasurer appointment include:

- 1) Call a special election for the office of City Treasurer.
- 2) Formally appoint the City Manager as the City Treasurer at the December meeting.
- 3) Direct staff to recruit for City Treasurer and appoint at the December meeting. Applicants would have to be qualified electors of the City of Clearlake. Additionally, the City Treasurer position is subject to the Political Reform Act and must file as public record an FPPC Statement of Economic Interests Form 700.

OPTIONS:

1. Direction to staff to coordinate the necessary documents to call a special election.

2. Direction to staff to add the consideration of appointment of the City Manager as the City Treasurer to the December 1st meeting.
3. Direct staff to recruit for City Treasurer for consideration of appointment at the December 1st meeting.
4. 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:

No recommendation as this is the purview of the City Council.

-  **Attachments:** 1) Clearlake Municipal Code Section 2-5
2) Government Code Section 41001 - 41007