

CITY OF CALISTOGA

STAFF REPORT

TO: CHAIRMAN MANFREDI AND PLANNING COMMISSIONERS

FROM: KEN MACNAB, PLANNING AND BUILDING MANAGER

MEETING DATE: JULY 13, 2011

SUBJECT: ELECTION OF PLANNING COMMISSION SECRETARY

1 **REQUEST:**

2

3 Election of 2011 Planning Commission Secretary.

4

5 **BACKGROUND:**

6

7 Section III, Organization and Election of Officers of the Calistoga City Planning Commission

8 Rules of Procedure requires that the Planning Commission elect a Chairperson, Vice Chair and

9 Secretary during the Commission's annual meeting in January. On January 12, 2011, the

10 Planning Commission elected Commissioner Jeff Manfredi as its Chairperson, Commissioner

11 Paul Coates as Vice Chair, and the Planning and Building Department's Administrative

12 Secretary, Kathleen Guill, as its Secretary.

13

14 On June 21, 2011, the City Council adopted the City budget for Fiscal Year 2011-2012.

15 Funding for the Department's Administrative Secretary position was eliminated as part of this

16 budget due to the fragile financial situation of the City. Consequently, Ms. Guill has been laid off

17 and can no longer serve as the Secretary of the Planning Commission.

18

19 **DISCUSSION:**

20

21 With the departure of Ms. Guill the Planning Commission must appoint a new Secretary for the

22 remainder of the 2011 term. The Secretary must be a City employee, normally the Planning

23 Director or a designee. Historically, the Department's Administrative Secretary has served as

24 the Planning Director's designee. The duties of the Planning Commission Secretary are noted

25 below.

26

27 **SECRETARY**

- 28
- 29 • The Secretary shall be responsible for the preparation of Planning Commission minutes,
 - 30 shall assure that all official actions by the Planning Commission are recorded in the
 - 31 minutes, and shall keep a record of all meetings of the Planning Commission.
 - 32 • Post the agenda at least seventy-two (72) hours prior to the meeting.
 - 33 • Give priority to matters referred to them by the City Council.
 - 34 • Ensure that all applications submitted to the Planning Commission for consideration
 - 35 conform to established submittal requirements.
 - 36 • Prepare, post, and publish public notices, including public hearings required by law or
 - 37 required by the Planning Commission.

- 38 • Be custodian of records and sign official documents of the Planning Commission as
39 directed.

40
41 In Ms. Guill's absence, Amanda Davis, Executive Secretary to the City Manager, will be
42 assisting the Department with administrative assignments on an interim basis, including duties
43 related to the Planning Commission. In this capacity, it is staff's recommendation that Ms. Davis
44 be elected to serve as the Planning Commission Secretary for the remainder of the 2011
45 calendar year.

46
47 **RECOMMENDATION:**

48
49 Staff recommends that the Planning Commission elect Ms. Davis as the 2011 Planning
50 Commission Secretary.
51