

# City of Calistoga

## Staff Report

**TO:** Community Resources Commission  
**FROM:** Olivia Lemen, Recreation Manager  
**DATE:** December 13, 2012  
**SUBJECT:** Consideration of amending the CPAC Bylaws

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2 **ISSUE:**

3 Consideration to amend the CPAC bylaws.  
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5 **RECOMMENDATION:**

6 Review amendment, discuss and adopt the amended CPAC bylaws.  
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8 **BACKGROUND:**

9 In 2007 Council adopted Resolution 2007-132 establishing the Calistoga Pool  
10 Advisory Committee (CPAC) as required by the MOU with the Calistoga  
11 Community Center and Pool Project (CCPP) advisory board. The CPAC is  
12 designed to provide a forum for the discussion/consideration of matters related to  
13 recreation, senior and youth issues, community beautification, park development,  
14 etc. The committee has met as needed since that time – meetings are not set on  
15 a regular schedule but meet seasonally.  
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17 In September 2012, Committee Member Eddy suggested that the committee  
18 review the Bylaws of the committee. In review of these by-laws, the committee  
19 suggested for clarification to be added to the by-laws regarding meeting  
20 establishment and agenda setting.  
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22 It was recommended to add language which gives the Committee Chair to have  
23 some responsibility for setting the agendas. Therefore, it is recommended that  
24 the CPAC amend the bylaws to add the following:

25 A-8: "The Secretary, along with input from the Chair, shall be responsible  
26 for the preparation of the CPAC Agendas. Input will also be solicited from  
27 all committee members for future agenda items."  
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29 **ATTACHMENTS:**

30 1) CRC Bylaws with track changes