

### **City Council**

Calistoga voters, at large, elect a five-member City Council to serve as the City's legislative and governing body with the power to enact and enforce all ordinances and resolutions. The Calistoga City Council is composed of a Mayor, Vice Mayor and three City Councilmember's. The Mayor is directly elected every two years and the other City council members for staggered four year terms. The Vice Mayor is selected annually from the members of the City Council.

Regular meetings of the Calistoga City Council are held on the first and third Tuesdays of every month at 7:00 P.M. in the Calistoga Community Center, located at 1307 Washington Street. The public is welcome to attend and participate in all public sessions of the Council. City Council Meetings are rebroadcast following the meetings on Channel 28 starting on Wednesday at 7 p.m., Thursday at 2 p.m. and Saturday at 5 p.m.

Annually, the City Council holds a special study session to develop a series of Priority Projects and to identify areas of interest for the up-coming fiscal year and longer term efforts. The listings of Priority Projects for FY 08-09 and beyond are included in the FY 08-10 Budget Document.

### **City Clerk**

The Office of the City Clerk consists of the City Clerk and the Administrative Analyst/Deputy City Clerk. The responsibilities include duties mandated by the State, the Calistoga Municipal Code and additional duties set by the City Manager. Below is a listing of the activities of the City Clerk

- Municipal Code Update;
- Prepares agenda, attends, and records the proceedings of all City Council meetings;
- Edits and compiles minutes of City Council meetings;
- Maintains records of all rules, ordinances, actions, and resolutions of the City Council;
- Acts as custodian of the City Seal;
- Administers the Oath of Office to all Officials who apply to be sworn;
- Posts meeting notices filed by City Boards and Commissions;
- Performs all legal advertising for the City Council;
- Schedules, coordinates, and plans special events and functions for the City Council;
- Filing campaign statements as required by and conflict of interest statements Fair Political Practices Commission (FPPC);
- Conduct of general municipal and special elections;
- Management of the citywide records management program;
- Provides general administrative and clerical assistance to the City Council.
- Other services to the public include:

- Public Information/Public Records
- Small claims forms
- Certifying Documents
- Community Bulletin Board (Public Access Television Station - Channel 28)

Actual FY 05-06	Actual FY 06-07	Adopted FY 07-08	Final FY 07-08	Adopted FY 08-09	Revised FY 08-09	Preliminary FY 09-10
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## City Council & City Clerk Program Summary

Programs	Actual FY 05-06	Actual FY 06-07	Adopted FY 07-08	Final FY 07-08	Adopted FY 08-09	Revised FY 08-09	Preliminary FY 09-10
01-4110 City Council	38,404	47,085	49,850	41,750	47,450	86,850	64,750
01-4111 City Clerk	84,832	105,959	114,750	107,000	124,200	116,300	118,500
01-4133 Elections	1,517	16,625	11,400	10,750	21,800	17,800	11,950
01-4112 City Treasurer	-	-	-	-	-	-	-
<b>Program Totals</b>	<b>124,753</b>	<b>169,669</b>	<b>176,000</b>	<b>159,500</b>	<b>193,450</b>	<b>220,950</b>	<b>195,200</b>

Expenditures By Type	Actual FY 05-06	Actual FY 06-07	Adopted FY 07-08	Final FY 07-08	Adopted FY 08-09	Revised FY 08-09	Preliminary FY 09-10
Personnel Services	103,564	137,724	140,050	135,600	147,250	155,550	159,950
Services & Supplies	21,189	31,945	35,950	23,900	46,200	65,400	35,250
<b>Program Totals</b>	<b>124,753</b>	<b>169,669</b>	<b>176,000</b>	<b>159,500</b>	<b>193,450</b>	<b>220,950</b>	<b>195,200</b>

Elected Officials and Staff Allocation for FY 06-07 & FY 07-08				
Elected	City Council	City Clerk	Elections	Total
Mayor	1.00			1.00
City Council	4.00			4.00
Total Elected (Part Time)	5.00			5.00
Deputy City Clerk / Admin Analyst		0.30		0.30
City Clerk		0.75	0.10	0.85
Total Full Time Positions		1.05	0.10	1.15
Translator		50	-	50
Total Part Time Hours		50	-	50
Full Time Equivalent of Part Time Hours (3)		0.02	-	0.02
<b>Total City Council &amp; City Clerk</b>	<b>5.00</b>	<b>1.07</b>	<b>0.10</b>	<b>6.17</b>