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**STAFF REPORT**

**TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**  
**MEETING DATE: SEPTEMBER 16, 2024**  
**FROM: DEREK COLE, CITY ATTORNEY**  
**SUBJECT: ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK AMENDING CHAPTER 2.08 AND SECTION 2.52.020 OF THE SUTTER CREEK MUNICIPAL CODE CONCERNING THE CITY CLERK AND APPOINTMENT OF PLANNING COMMISSIONERS**

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**Recommendation**

Waive the second reading in full and enact Ordinance No. \_\_\_\_\_ Ordinance Amending Chapter 2.08 and Section 2.52.020 of the Sutter Creek Municipal Code Concerning the City Clerk and Appointment of Planning Commissioners

**Background and Analysis**

This matter is intended to “clean up” provisions of the City Code. As to the City Clerk, City Administration proposes amending the chapter concerning the City Clerk as follows:

- Confirm the modern practice of storing records of the City Council and Planning Commission electronically. The Code currently uses outdated phraseology regarding the storage of such record in “books.”
- Delete continued references to the city “administrator” to conform with the City’s previous effort to replace such references with “manager.”
- Confirm that the city clerk is paid as other city employees are paid (as opposed to by resolution or ordinance.
- Conform the city’s practice concerning municipal bonding.

The proposed ordinance also amends the City Code concerning appointment of the Planning Commission. It amends the Code to require that Planning Commissioners be appointed annually, rather coterminous with the terms of City Council members.

**Fiscal Impact**

None