Agenda Item No. F-18

DATE SUBMITTED	12/15/2017	COUNCIL ACTION	(x)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	COMMUNITY DEVELOPMENT	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	12/20/2017	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: CITY COUNCILMEMBER(S) APPOINTMENT OF A MEMBER(S) TO THE CITY OF IMPERIAL PLANNING COMMISSION FOR A FOUR (4) YEAR TERM LIMIT.

1. APPROVAL OF APPOINTMENT RECOMMENDED BY COUNCILMEMBER AMPARANO TO THE CITY OF IMPERIAL PLANNING COMMISSION TO OCCUPY ONE OF TWO VACANCIES;
2. APPROVAL OF APPOINTMENT RECOMMENDED BY COUNCILMEMBER PECHTL TO THE CITY OF IMPERIAL PLANNING COMMISSION TO OCCUPY ONE OF TWO VACANCIES;

DEPARTMENT INVOLVED: COMMUNITY DEVELOPMENT/CITY CLERK'S OFFICE/CITY COUNC IL

BACKGROUND/SUMMARY:

The City of Imperial City Clerk's Office began accepting applications in November 2017 for Planning Commission Applicants. The Clerk's Office has received six (6) applications to be considered for the two (2) current vacant seats. They are:

- Steve Honse (incumbent)
- Andrea Alise Guillen
- Kristopher K. Haugh
- Ann Michelle Hollinger
- Cynthia Haney
- Susan Paradis

The applicants have been verified as "qualified" applicants for Councilmember's Amparano and Pechtl's consideration.

FISCAL IMPACT: N/A	ADMIN SERVICES SIGN INITIALS _____
STAFF RECOMMENDATION: It is staff's recommendation for the City Council to review, consider and appoint two members to the Planning Commission from the attached information.	DEPT. INITIALS _____
MANAGER'S RECOMMENDATION: The City Manager agrees with staff and asks the City Council to approve Councilmember Amparano and Pechtl's recommended appointments.	CITY MANAGER's INITIALS _____

MOTION:

SECONDED:	APPROVED ( )	REJECTED ( )
AYES:	DISAPPROVED ( )	DEFERRED ( )
NAYES:		
ABSENT:	REFERRED TO:	

OCT 30 2017

BY: .....

Imperial

PLANNING COMMISSION APPLICATION

The City of Imperial depends upon citizen participation, service and input. Planning Commissioners play a vital role in the shape of the city and are an important element in achieving the City's goals. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. You may attach extra sheets if needed. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position applied for.

You must be a resident of the City of Imperial and a registered voter of the city in order to serve on the Planning Commission.

Name Steven Horse

E-

_____ New Appointment X Reappointment

How many years have you lived in Imperial? 17 years

Do you own property in the City? X YES ____ NO

Are you a registered City of Imperial voter? X YES ____ NO

Are you presently employed? X YES ____ NO

Employer/Position: Law Office of Steven C Horse

If you are retired, what was your previous occupation?

Have you served on a city commission or committee before? X YES ____ NO

If yes, which city and when: From 2013 to present

Position: Planning Commissioner

Summarize why you wish to serve on the Planning Commission, include any special qualifications or education which are particularly appropriate to the position of Planning Commissioner:

BA Public Admin - City Planning, 3yrs exp as City Planner, 5yrs exp. Management Analyst

What do you see as the objectives and goals of the commission?

enforce zoning ord. & development standards, seek fair application, segregate land uses

How would you help to achieve these objectives and goals?

equitably enforce ordinances, use discretion fairly

Do you or immediate family members have any relationship (professional, financial, other) that may present a potential conflict of interest? (Please explain)

NO

Disclosure and Regulatory Requirements

Conflict of Interest – A Statement of Economic Interests Form 700 is required for this position, the form must be filed with the City Clerk within 30 days of beginning service. The City Clerk will provide those appointees who must file with a filing form and instructions.

Attendance / Duties – Commission members are required to attend meetings on a regular basis and devote the time necessary to fulfill your duties. A member will be removed if the member has more than three (3) unexcused absences consecutively.

Mandatory Ethics Training – Commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of completion is not filed with the City Clerk within the first 60 days of appointment. Appointees will be provided with an on-line training resource.

Information on this form is a public record subject to disclosure under the California Public Records Act.

Signature

10-26-17

Date

NOV 27 2017
BY:

PLANNING COMMISSION APPLICATION

The City of Imperial depends upon citizen participation, service and input. Planning Commissioners play a vital role in the shape of the city and are an important element in achieving the City's goals. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. You may attach extra sheets if needed. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position applied for.

You must be a resident of the City of Imperial and a registered voter of the city in order to serve on the Planning Commission.

Name Andrea Alise Guillen _____

Address _____

_____

x New Appointment _____ Reappointment

How many years have you lived in Imperial? 7

Do you own property in the City? x YES _____ NO

Are you a registered City of Imperial voter? x YES _____ NO

Are you presently employed? x YES _____ NO

Employer/Position: Imperial Irrigation District/Public Benefits Program Specialist

If you are retired, what was your previous occupation?
N/A

Have you served on a city commission or committee before? _____ YES x NO

If yes, which city and when: N/A

Position: N/A

Summarize why you wish to serve on the Planning Commission, include any special qualifications or education which are particularly appropriate to the position of Planning Commissioner.
See attached document.

What do you see as the objectives and goals of the commission?

To help develop a vision for future development in the City of Imperial, which shall encompass establishing community development objectives, outlining planning strategies, and to assist in the research of growth and development.

How would you help to achieve these objectives and goals?

Work with the City, Commissioners and residents.

Do you or immediate family members have any relationship (professional, financial, other) that may present a potential conflict of interest? (Please explain)

None.

Disclosure and Regulatory Requirements

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Signature

11/16/2017
Date

To Whom It May Concern:

I would like to express my interest in the Planning Commission opening.

Possessing a bachelor's of science degree in mechanical engineering and masters of business administration developed my strengths in critical thinking, program/project management, time management and communicating with professionalism. My work experience has prepared me for related duties including: applying policies and maintaining professional relationships with internal staff, as well as external agencies, research and development projects, interpreting laws, developing program implementation plans and developing business cases. I created and monitored numerous reports and programs for California Air Resources Board (CARB), Environmental Protection Agency (EPA), California Energy Commission (CEC), Energy Information Administration (EIA).

I am also in the process of obtaining my doctorate degree in business administration. I believe this will strengthen my abilities to provide exceptional leadership skills within the community.

I am confident my skills and abilities make me a prime candidate for the Planning Commission. I look forward to the opportunity.

Thank you for your consideration,

Andrea Alise Guillen

NOV 2 8 2017

BY:.....

PLANNING COMMISSION APPLICATION

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Name KRISTOPHER K. HAIGHT Address

_____

X New Appointment _____ Reappointment

How many years have you lived in Imperial? 6 YEARS

Do you own property in the City? X YES _____ NO

Are you a registered City of Imperial voter? X YES _____ NO

Are you presently employed? X YES _____ NO

Employer/Position: US NAVY - NAVAL AIR FACILITY EL CENTRO / PUBLIC AFFAIRS OFFICER

If you are retired, what was your previous occupation?

U.S. NAVY - ELECTRONICS TECHNICIAN - CHIEF PETTY OFFICER

Have you served on a city commission or committee before? _____ YES X NO

If yes, which city and when: N/A

Position: N/A

NOV 2 9 2017

BY: .....

City of Imperial California

PLANNING COMMISSION APPLICATION

The City of Imperial depends upon citizen participation, service and input. Planning Commissioners play a vital role in the shape of the city and are an important element in achieving the City's goals. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. You may attach extra sheets if needed. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position applied for.

You must be a resident of the City of Imperial and a registered voter of the city in order to serve on the Planning Commission.

Name ANN MICHELLE HOLLINGER

Address

____X____ New Appointment

How many years have you lived in Imperial? 4 1/2

Do you own property in the City? __X__ YES ____ NO

Are you a registered City of Imperial voter? _X_ YES ____ NO

Are you presently employed? _X_ YES ____ NO

Employer/Position: VICTORIA HOMES VP SALE & MARKETING/ INTERIOR DESIGNER

If you are retired, what was your previous occupation?

_____

Have you served on a city commission or committee before? ____ YES _X_ NO

If yes, which city and when: _____

Position: _____

I have a willingness to serve on the Planning Commission because I crave knowledge. I want to learn as much as I can about the building industry which I currently work in. I have been working for Victoria Homes as Vice President of Sales and Marketing for the past five years and I am a business owner of an interior design company for the last twenty nine years. I serve on the board of directors for the Imperial Chamber of Commerce and have strong ties to this community. I love connecting things together and as a visual person, can see the bigger picture/plan.

I always strive to be fair, compassionate and respectful of others. I believe in having integrity and taking responsibilities for my actions. These are a few values that I live by on a daily basis.

I would achieve these goals in the Planning Commission mostly by listening to what people have to say, evaluate the impact on the community and follow the proper procedures.

I believe one of many objectives of the Planning Commission is to make land use decisions that are consistent with the law, policies, procedures and plans from the City of Imperial and its City Councilmen. Another would be to ensure esthetics and architectural elements be incorporated into projects to connect people to the community in Imperial.

I would accomplish objectives by educating myself on policies and procedures, comprehension of general and specific plans, and variances to name a few. I would also use my experience as a businesswoman and apply my design skills when necessary.

Victoria Homes is a family owned business. Jim Lessley, the owner, is my father and my brother, Tory Lessley, is Vice President of Construction. I would have to exclude myself on any issues regarding Victoria Homes.

Thank you for your consideration,

Ann Michelle Hollinger

Summarize why you wish to serve on the Planning Commission, include any special qualifications or education which are particularly appropriate to the position of Planning Commissioner. BA Organizational Leadership-facilitating group interactions

What do you see as the objectives and goals of the commission? To make the best decisions on behalf of the citizens of Imperial.

How would you help to achieve these objectives and goals? Listening to the residents and evaluating their needs. Bringing solutions that are win-win.

Do you or immediate family members have any relationship (professional, financial, other) that may present a potential conflict of interest? (Please explain) no

Disclosure and Regulatory Requirements

Conflict of Interest – A Statement of Economic Interests Form 700 is required for this position, the form must be filed with the City Clerk within 30 days of beginning service. The City Clerk will provide those appointees who must file with a filing form and instructions.

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Cynthia Haney — 11-28-2017

Signature — Date

Analyzed trends in the district, identified areas of opportunity, developed, and executed communications plan to maximize exposure for the candidate. Facilitated and maintained confidential correspondence between candidate and supporters. Liaison with donors to build a strong network of individuals to finance the campaign. Preemptively identified challenges and risks to the campaign and created effective solutions to maximize positive exposure.

Imperial Valley School of Dance 2007-2011
Managing owner

Startup venture that began with a construction project completed in half the projected time. The business was profitable in under two years and achieved year over year - sales growth of 50% for the first three years. Successfully managed resources, and executed the plan to accomplish goals. Exercised exit strategy, by developing and executing a succession plan after three years and was retained as a consultant to the new owners ensuring a successful transition. Analyzed, wrote, and implemented policy and procedure manuals for parents, students, and instructors. Developed and executed marketing strategies for marketing in an elite specialty, niche market. Including social media, as well as, print advertising. Managed all factors contributing to profitability. Payroll hours, cash handling procedures, audits, and inventory control. Performed detailed SWOT analysis monthly to stay current of relevant changes that required immediate attention. Analyzed sales results and trends and always sought opportunities to improve processes to gain sales and productivity advantages. Employed high functioning staff as team players that would respond quickly. Staff members received daily, weekly, and monthly goals and ongoing feedback and feedforward. Maintained the highest levels of customer satisfaction while maintaining the long-term vision of sustained profitability.

Ooh La La Dance and Studios 2004-2007
Partner/Creative Director

Involved in all phases of the business from financing – operations, directing the creative side of the studio, and developing interpersonal relations with the community. Managed large scale theatrical performances that required detailed long and short-term planning with contingencies for all possible outcomes. Proactively identified partnerships within the community to create dynamic relationships. Wrote, choreographed, staged, and costumed large scale theatrical productions. Maintained positive team spirit through positive, direct feedback, coaching, and counseling when necessary. Wrote and implemented training manual for teachers, and curriculum guides for use in class. Lead a staff of 6 instructors and 200 students.

VOLUNTEER

Civil Air Patrol Current

RECEIVED
NOV 30 2017
BY: Lisa Wylender

City of Imperial California

PLANNING COMMISSION APPLICATION

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Name Susan Paradis

X New Appointment _____ Reappointment

How many years have you lived in Imperial? 0-1

Do you own property in the City? _____ YES X NO

Are you a registered City of Imperial voter? X YES _____ NO

Are you presently employed? X YES _____ NO

Employer/Position: Imperial Chamber, Executive Director

If you are retired, what was your previous occupation?

N/A

Have you served on a city commission or committee before? _____ YES X NO

If yes, which city and when: N/A

Position: N/A

PLANNING COMMISSION

SPECIFIC TASKS OR OBJECTIVES:

The Planning Commission performs duties and exercises power and authority with regard to planning, subdivisions, zoning, zoning administration, residential development control, and other land use regulatory controls as prescribed by ordinance and state law. The Commission serves as an advisory body to the City Council on Zoning and General Plan related matters

COMPOSITION:
The Planning Commission consists of five (5) resident voting members. Resident members must be registered voter of the City of Imperial must maintain residency within the City of Imperial for the duration of their term to serve on the Planning Commission.

TERM:
The members serve staggered four-year terms commencing on July 1 of odd numbered years. One Planning Commission member shall be appointed by each of the five (5) members of the City Council subject to approval of the Council. Each member's term will coincide with the council seats filled at the election held the prior November of each even numbered year. There are no term limits

MEETING DATE:
The Planning Commission meets on the 2nd and 4th Wednesday of each month at 6:30 p.m. in the Council Chambers. Additional meetings may be called as needed.

POWERS & DUTIES:
The Planning Commission shall have the necessary powers and duties to carry out the State Planning and Zoning Law (Govt. Code Section 65000 et seq.), subject to the provision of the Imperial Municipal Code.

CONFLICT DISCLOSURE:
Planning Commission members are required to complete and file an annual Statement of Economic Interests, Form 700.

CONTACT:
For more information about the Planning Commission contact Planning and Development Director Othon Mora at (760) 355-1064 or email omora@cityofimperial.org

Please return application form to:
City of Imperial
Attn: City Clerk
420 South Imperial Avenue
Imperial, CA 92251