Agenda Item Number: 11

Agenda Report Reviewed by:
City Manager:

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting	February 2, 2016
To:	Honorable Mayor and City Councilmembers
From:	City Manager Larry McLaughlin City Clerk Mary Gourley
Subject:	Calendar Year 2016 City Council and City Staff Committee Assignments Liaison Appointment
Recommendation:	That the Mayor and City Council Discuss, Make Recommendations/Changes and Approve Calendar Year 2016 City Council and City Staff Committee Assignments (Liaison Appointment)

Funding: Currently Budgeted: _____ Yes _____ No _xxx_ *N/A*
Net General Fund Cost: $
Amount: $

INTRODUCTION:
This item is to request City Council Discuss, Make Recommendations/Changes and Approve the 2016 Calendar Year City Council and City Staff Committee Assignments for the Liaison Appointment to the Sebastopol Downtown Association (SDA).

BACKGROUND:
Each year, the City Council makes appointments to the various committees listed on the attached roster. There are four different types of committee that include: 1) City membership in a separate agency where the representative is a member of the governing board; 2) the City representative is a member of an advisory committee that makes recommendations to another public agency; 3) a Council member is appointed as a liaison to a special committee; and 4) other miscellaneous committees.

DISCUSSION:
Each year, the City Council and City staff review the current assignments and make recommendations to assignments or to request removal of committees if no longer needed. Staff has reviewed the current committee assignments and is proposing the changes as listed on the attachment.

At your last meeting, the City Council approved the 2016 committee assignments except for the City Council Liaison to the Sebastopol Downtown Association (SDA). Staff is requesting at this meeting that the Council discuss and make an appointment to the Sebastopol Downtown Association.

RECOMMENDATION: That the City Council Discuss, Make Recommendations/Changes and Approve Calendar Year 2016 City Council and City Staff Committee Assignments (Liaison Appointment)

Attachment(s):
Approved 2016 City of Sebastopol City Council and City Staff Committee Assignments

2016
CITY COUNCIL AND CITY STAFF COMMITTEE ASSIGNMENTS
As Approved by Minute Order Number: 2016-012 (January 5, 2016)
As Amended and Approved by Minute Order Number: 2016-033 (January 19, 2016 City Council Meeting)
As Amended and Approved by Minute Order Number: 2016-XXX (February 2, 2016 City Council Meeting)

A. Separate Formal Agencies (Where City Council Members and/or staff sit as a Member of another Governing Board – With Separate Staff, Budget and Facilities):

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1A.	Sonoma County Transportation Authority (SCTA)	Mayor Gurney	Councilmember Slayter	Prepares, plans and reviews grants for County and cities for Transportation, Transit and Bike Funds	SCTA Meetings are held at Sonoma County PRMD, 2550 Ventura Avenue, Santa Rosa, CA 95401 in the Planning Commission Meeting Room	3:00 pm Second Mondays
1B.	Regional Climate Protection Agency (RCPA)	Mayor Gurney	Councilmember Slayter	A Separate Agency that shares the same Boardmembers as SCTA The SCTA/RCPA acts as the County-wide planning and programming agency for transportation and coordinates climate protection activities county-wide.	Same as Above	Same as Above
2.	Redwood Empire Municipal Insurance Fund (REMIF)	City Manager	City Clerk	15-City Multi-Insurance Pool for Workman's Compensation, Liability, Health, Vision, etc.	Various Locations for Board Meetings	12:00 pm Quarterly Meetings
3.	Marin-Sonoma Mosquito Abatement Program (2 or 4 Year Term) (See Attached Letter) Term Ends: December 31, 2017 *Appointment was confirmed at CC Meeting of Jan 5, 2016)	Vice Mayor Glass	None	Abates/prevents mosquito and other insect problems.	595 Helman Avenue Cotati, CA 94931	7:00 pm Second Wednesdays
4.	Waste Management Agency	Engineering Manager	City Manager	County-wide management of solid waste reduction programs for cities and Sonoma County - Sonoma County Waste Management Agency Board of		9:00 am Third Wednesdays

				Directors: The SCWMA is a joint powers agency of the Cities and County of Sonoma that Provide recycling and diversion programs, education programs and regulatory compliance reporting compliance with AB 939.		
5.	Sonoma Clean Power (SCP) Authority Board of Directors If representatives change, staff will need to prepare a resolution to send to Sonoma Clean Power)	Councilmember Slayter	Vice Mayor Glass			

B. Advisory Committees (No Direct Authority):

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	Zone 1A Advisory Committee (Sonoma County Water Agency)	Engineering Manager	Vacant	Makes annual budget review and recommendation for flood control projects within Zone 1A (Santa Rosa-Laguna drainage basin (of Santa Rosa, Rohnert Park, Cotati and Sebastopol) Zone 1A Advisory Committee meets with Sonoma County Water Agency staff to learn of flood control and related activities within the Zone 1A (Santa Rosa Plan watershed) and reviews annual budgets.	Meets at the Sonoma County Water Agency Office, 404 Aviation Boulevard, Santa Rosa, CA	Meets twice a year
2.	Subregional Partners Technical Advisory Committee (TAC)	Engineering Manager	City Manager	Makes recommendations to Santa Rosa, County, Rohnert Park, Cotati and Sebastopol – Reviews matters related to operations and maintenance of sub-regional system; reviews and recommends annual budgets.	Laguna Treatment Plant 6300 Llano Road Santa Rosa, CA	Meets once a month 2nd Thursdays 1:30 pm – 3:00 pm
3.	Community Development Block Grant Technical Advisory Committee (CDBG TAC)	Engineering Manager	City Manager	Makes grant recommendations to Board of Supervisors on grant applications from cities, County and non-profit groups. Reviews and Approves Polices and programs for annual Community Development Block Grant Funding, advisory to Community Development Commission and Board of Supervisors	Community Development Commission Office 1440 Guerneville Road Santa Rosa, CA	Meets as needed.
4.	AB 939 Local Task Force	Engineering Manager	None	Advisory to Waste Management Agency (review and comment on IWMP, contains government and private members). Advisory Committee to County of Sonoma Board of Supervisors and Sonoma County Waste Management Agency on matters related to waste management, recycling and diversion, AP 939 compliance, etc.	Veteran's Building North Room Santa Rosa, CA	Meets bi-monthly 1:30 pm – 3:30 pm 2nd Thursdays of Bi-Month
5.	County-wide Bicycle and Pedestrian Advisory Committee (CBPAC)	Assistant Planner Citizen Representative: Geoffrey Skinner	Councilmember Jacob	Advisory to Sonoma County Transportation Authority on disposition of TDA Article 3 Funds and coordination	Sonoma County Transportation Office 490 Mendocino Avenue, #206	Meets on 4th Tuesdays of Alternate Months

				of bike and pedestrian planning efforts; maintains and updates County-wide Bike and Ped Master Plan; recommends annual TDA Article 3 program of projects.	Santa Rosa, CA	1:30 pm
6.	Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC)	Engineering Manager	Planning Director	SCTA TAC is Advisory to the SCTA/RCPA Board on transportation planning matters and programming of various transportation grant funding sources.	Sonoma County Transportation Office 490 Mendocino Avenue, #206 Santa Rosa, CA	Meets on 4th Thursdays 1:30 pm

C. Council Liaison to a Special Committee:

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	Sister City Committee (Sebastopol World Friends)	Councilmember Slayter	Councilmember Jacob	Attends Sebastopol World Friends Meetings	Sebastopol Library Library Forum Room 7140 Bodega Avenue Sebastopol, CA 9542	7:00 pm 1st Wednesday of the Month
2.	Library Advisory Committee for Sebastopol Area	Councilmember Eder	Mayor Gurney	Advises County Library Director		4:00 pm 1st Wednesday of the Month (this needs to be confirmed – meetings may have been changed to bi-monthly)
~~3.~~	~~Business Outreach Committee~~			~~Advises on ways to stimulate new business and encouraging exiting businesses to stay and expand~~	~~City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA~~	COMMITTEE HAS BEEN SUSPENDED – City Council Sub-Committee to return to the City Council with a recommendation for this Committee
4.	Laguna Stakeholders Committee	Vice Mayor Glass		Liaison to Laguna Foundation to discuss restorative and environmental management		Meets as needed
5.	Sebastopol Area Chamber of Commerce	Councilmember Slayter	Mayor Gurney	Liaison to Sebastopol Area Chamber of Commerce on business matters		Meets as needed with Chamber Board

D. Others

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	Association of Bay Area Governments (ABAG)	Voting Delegate: Mayor	Alternate: Vice Mayor	Delegate attends meetings and votes.		
2.	League of CA Cities	Voting Delegate: Mayor	Alternate: Vice Mayor or as designated	Delegate(s) attend annual conferences and meetings	Various Locations	Meetings typically held during the Annual Conferences
3.	Mayors and Councilmembers Association	Mayor	Vice Mayor or as designated	All City Council members are invited to attend the Mayors and Councilmembers Meetings; Mayor Serves on City Selection Committee; Mayors make appointments to Golden Gate Transit, MTC, LAFCO, etc. These appointments can be significant and very competitive	Each City hosts	Meetings held on Second Thursdays 6:00 pm City Selection/Board 7:00 pm – General Meeting Meetings held every other month
4.	Legislative Committee	Councilmember Eder	Councilmember Slayter		Finley Center Santa Rosa, CA	Meets 9:30 am First Friday of the Month
5.	Sebastopol Senior Center	Councilmember Slayter	Mayor Gurney			
6.	Employee Awards Recognition Committee	Vice Mayor	Councilmember Eder *City Manager Conducts the First Meeting	Committee administers awards program for City employees for luncheon/ceremony held in July of each year	City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA	Meets once to twice a month from March-August

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
7.	City Budget Subcommittee	Vice Mayor Glass Councilmember Jacob City Manager City Clerk Finance Director		Meets per approved scheduled for City budget for upcoming Fiscal Year	City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA	Meets per approved schedule adopted in February of each year
8.	Liaison to Palm Drive Health Care District	Councilmember Eder				
9.	Liaison to the Sebastopol Center for the Arts	Councilmember Slayter	Councilmember Eder			
10.	Energy and Sustainable Practices	Vice Mayor Glass Councilmember Jacob City Manager				
11.	Water Subcommittee	Mayor Gurney Vice Mayor Glass City Manager				
12.	Health Action Committee (Sonoma County Department of Health Services)	Mayor Gurney	Councilmember Slayter			Meets First Friday of every third month
13.	Sebastopol Disaster Council	Councilmember Slayter (Position is to be designated by the Mayor)				
14.	Transition Sebastopol Liaison	Mayor Gurney				
15.	Transition Town USA Liaison	Mayor Gurney				
16.	Sebastopol Downtown Association (SDA) Liaison	To be Returned to the City Council Meeting of February 2, 2016			City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA	Meets the First Tuesday of the Month 1:30 pm
17.	Cittaslow Sebastopol Steering Committee	Councilmember Jacob	Councilmember Eder			

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
18.	Subcommittee to explore ideas for a new City Hall and new Civic Center that includes an expanded facility for the Regional Public Library (Pine Grove Square Civic Center)	Mayor Gurney Councilmember Slayter City Manager				
19.	Subcommittee to explore potential opportunities regarding the former Shamrock "cement plant property" on Morris Street	Mayor Gurney Vice Mayor Glass City Manager				
20.	Village Mobile Home Park Subcommittee	Vice Mayor Glass Councilmember Jacob City Manager City Clerk Finance Director				
21.	Library/City Hall Landscaping Project	Mayor Gurney Councilmember Jacob City Manager				
22.	Business Outreach Committee Task Force (To review the function of the Business Outreach Committee as well as looking at expanding the Business Improvement District)	Councilmember Slayter Councilmember Jacob				
23.	Russian River Water Shed Association Board of Directors	Councilmember Eder	Engineering Manager *Working Group Only	RRWA Board of Directors (Elected Officials from Member Agencies). Association of Cities and Counties working	Windsor Town Hall	4th Thursdays 9:00 am

				collaboratively on matters related to watershed management, groundwater, storm water and various regulatory compliance issues. RRWA Technical Working Group (Staff members from member agencies) Advises RRWA Board on annual work plan and budget and various technical initiatives. (We are currently represented here by our consultant, GHD.)		
24.	Santa Rosa Plain Groundwater Manager Plan Basin Advisory	Panel Representative: Engineering Manager		SR Plain Groundwater Management Plan Basin Advisory Pane/Advisory to Sonoma County Water Agency BOD regarding implementation of the Groundwater Management Plan. (Staff representatives from City stakeholders)	City of Santa Rosa Utilities Field Office	2nd Thursdays 9:00 am- 12:00 pm
25.	Subcommittee on Climate Action 2020 Planning	Vice Mayor Glass Councilmember Eder				
26.	Potential Requirements for Community Impact Reports	Mayor Gurney and Councilmember Jacob				To meet with staff regarding a timeline and work with staff and return this item to the City Council at a future City Council meeting.