


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM REPORT

Meeting: December 1, 2021
To: Honorable Mayor and City Councilmembers
From: City Administration
Subject: Calendar Year 2021 City Council and City Staff Committee Assignments
Recommendation: That the Mayor and City Council Discuss, Make Recommendations/Changes and Approve Calendar Year 2021 City Council and City Staff Committee Assignments
Funding: Currently Budgeted: _____ Yes _____ No xxx N/A
Net General Fund Cost: \$
Amount: \$

Account Code/Costs authorized in City Approved Budget: AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request City Council Discuss, Make Recommendations/Changes and Approve the 2021 Calendar Year City Council and City Staff Committee Assignments.

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 or Staff 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 and highlighted in yellow.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if public comment is received from interested parties following the publication and distribution of this staff report, it will be provided to the City Council as supplemental materials before or at the meeting. In addition, a consent calendar item may be requested to be removed from the consent calendar if a member of the Council or public requests to provide public comment on this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

FISCAL IMPACT:

There is no impact with this action tonight.

RECOMMENDATION: That the City Council Discuss, Make Recommendations/Changes and Approve Calendar Year 2021 City Council and City Staff Committee Assignments

Attachment(s):

Proposed 2021 City of Sebastopol City Council and City Staff Committee Assignments

**PROPOSED 2021
CITY COUNCIL AND CITY STAFF COMMITTEE ASSIGNMENTS**

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)	Councilmember Gurney	Councilmember Carnacchi	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	2:30 pm Second Mondays
1B	Regional Climate Protection Agency (RCPA) *Rep should be same Rep as SCTA	Councilmember Gurney	Councilmember Carnacchi	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	Assistant 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 & Vector Control District. (2- or 4-Year Term) Term Ends: December 31, 2021	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	Councilmember Hinton	County-wide management of solid waste reduction programs for cities and Sonoma County - Sonoma County Waste Management Agency Board of 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.	Santa Rosa Council Chambers 100 Santa Rosa Avenue	8:30 am – 11:30 am Third Wednesdays
5.	Sonoma Clean Power (SCP) Authority Board of Directors	Mayor Slayter	Vice Mayor Glass			

	If representatives change, staff will need to prepare a resolution to send to Sonoma Clean Power)					
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B. County Wide Advisory Committees:

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	Building Official	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 as needed.
2.	Sub regional 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 as needed.
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	Primary – Sunny Galbraith Three Year Terms Expiration: August 2021	Alternate – Guy Tillotson Three Year Terms Expiration: August 2021	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.	Sonoma County Transportation and Public Works 2300 County Center Drive Santa Rosa, CA	Meets bi-monthly 1:30 pm – 3:30 pm 2 nd Thursdays of Bi-Month
5.	County-wide Bicycle and Pedestrian Advisory Committee (CBPAC)	Associate Planner	Planning Director	Advisory to Sonoma County Transportation Authority on disposition of TDA Article 3 Funds and coordination of bike and pedestrian planning efforts; maintains and updates County-wide Bike	Sonoma County Transportation Office 490 Mendocino Avenue, #206 Santa Rosa, CA	Meets on 4 th Tuesdays of Alternate Months 1:30 pm

				and Ped Master Plan; recommends annual TDA Article 3 program of projects.		
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 411 King St Santa Rosa, CA	Meets on 4th Thursdays 1:30 pm
7.	Sonoma County Transportation Authority Planning Advisory Committee (SCTA PAC)	Planning Director	Associate Planner	SCTA PAC is Advisory to the SCTA/RCPA Board on planning matters	Sonoma County Transportation Office 411 King St Santa Rosa, CA	Meets on 3 rd Thursdays, 9 am
8.	Represent Sebastopol on the GSA Board resulting from Sebastopol joining the Santa Rosa Plain GSA Basin	Councilmember Carnacchi	Councilmember Hinton			Second Thursday 1:00 pm – 3:30 pm
9.	Russian River Water Shed Association Board of Directors	Councilmember Hinton	Engineering Manager *Working Group Only	RRWA Board of Directors (Elected Officials from Member Agencies). Association of Cities and Counties working 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.)	Windsor Town Hall	4 th Thursdays 9:00 am Every other month
10.	Santa Rosa Plain Groundwater Management Plan Basin Technical Advisory Committee	Panel Representative: Engineering Manager		SR Plain Groundwater Management Plan Basin Advisory Panel/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	1 st Monday 3:00 – 5:30 PM
11	Leadership Council	Vice Mayor Glass				

C. Other Governmental Agencies

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(s) 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 Hinton	Councilmember Carnacchi		Finley Center Santa Rosa, CA	Meets 9:30 am First Friday of the Month

D. Council Liaison

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	Sister City Committee (Sebastopol World Friends)	Mayor Slayter	Councilmember Carnacchi	Attends Sebastopol World Friends Meetings	Sebastopol City Hall City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA 9542	7:00 pm 1 st Wednesday of the Month
2.	Library Advisory Committee for Sebastopol Area	Councilmember Gurney	Councilmember Carnacchi	Advises County Library Director		4:00 pm 1 st Wednesday of the Month (this needs to be confirmed – meetings may have been changed to bi-monthly)
3.	Laguna Stakeholders Committee	Councilmember Hinton	Vice Mayor Glass	Liaison to Laguna Foundation to discuss restorative and environmental management		Meets as needed
4.	Sebastopol Area Chamber of Commerce	Mayor Slayter	Councilmember Carnacchi	Liaison to Sebastopol Area Chamber of Commerce on business matters		Meets as needed with Chamber Board
5.	Sebastopol Senior Center	Mayor Slayter	Councilmember Carnacchi			First Thursdays at 4:00 pm
6.	Liaison to Palm Drive Health Care District	Councilmember Carnacchi				Second Mondays at 5:30 pm
7.	Liaison to the Sebastopol Center for the Arts	Mayor Slayter	Councilmember Hinton			
8.	Health Action Committee (Sonoma County Department of Health Services)	Vice Mayor Glass	Councilmember Hinton		Quarterly and Monthly Meeting Thursday Night	Meets First Friday of every third Month 8:00 am- 10:00 am
9.	Transition Sebastopol Liaison	Vice Mayor Glass				
10.	Transition Town USA Liaison	Vice Mayor Glass				
11.	Sebastopol Downtown Association (SDA) Liaison	Councilmember Carnacchi	Councilmember Hinton		City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA	Meets the First Wednesday at 6:15 pm
12.	Cittaslow Sebastopol Steering Committee	Vice Mayor Glass	Councilmember Gurney			

13.	MS4 Storm Water Co-Permittee Working Group	Engineering Manager	City Engineer Joe Gaffney	Provides direction for the regional storm water permit as a co-permittee workgroup	Varies, most commonly Windsor Council Chambers	2 nd Tuesday 8:00 AM to 10:00 AM
14.	Petaluma-Sebastopol Trail Feasibility Study	Councilmember Gurney Geoffrey Skinner -				

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E. City Council Created Sub-Committees

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	City Budget Subcommittee	Councilmember Hinton Vice Mayor Glass City Manager Assistant City Manager/City Clerk Administrative Services Director		Meets per approved schedule 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
2.	Water Subcommittee	Councilmember Gurney Vice Mayor Glass City Manager Public Works Superintendent				Meetings to be scheduled by Subcommittee – no set date/time
3.	Sebastopol Disaster Council	Mayor Slayter (Position is to be designated by the Mayor)			Sebastopol City Hall City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA 9542	Meetings to be scheduled by Subcommittee – no set date/time
8.	Park Village/West County Community Services/Group of Advocates	Councilmember Hinton Councilmember Gurney City Manager Assistant City Manager/City Clerk Planning Director Engineering Manager Public Works Superintendent				Meetings to be scheduled by Subcommittee – no set date/time
9.	Housing Subcommittee	Mayor Slayter Vice Mayor Glass City Manager Planning Director				
11.	Emergency Preparedness Subcommittee/Disaster Council Review Subcommittee Review of Ordinances/Policies/Procedures	Mayor Slayter Councilmember Carnacchi Fire Chief Braga Police Chief City Manager McLaughlin Assistant City Manager/City Clerk Gourley		Review of City Ordinances, Policies, Procedures. Review City Emergency Plan.	Sebastopol City Hall City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA 9542	Meetings to be scheduled by Subcommittee – no set date/time
12.	Fire Department Long Term Staffing Goals and Solutions Subcommittee	Councilmember Hinton Vice Mayor Glass City Manager McLaughlin Fire Chief Braga		Review 5-Year Staffing Goals and Solutions.	Sebastopol City Hall City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA 9542	Meetings to be scheduled by Subcommittee – no set date/time

		Assistant City Manager/City Clerk				
13.	Locals Who Make a Difference	Councilmember Hinton Councilmember Carnacchi City Manager Public Works Superintendent				Meets Quarterly
14.	Caltrans ADA pedestrian sidewalk	Mayor Slayter Councilmember Carnacchi				
15.	Zero Waste	See Table Below				
18.	Pedestrian, Bicycling and Public Transit Sub-Committee	<ol style="list-style-type: none"> 1. Mayor Slayter 2. Councilmember Gurney 3. City Manager / Attorney McLaughlin 4. Steve Ehret 5. Kari Svanstrom 6. Geoffrey Skinner 7. Joan Schwan 8. Henry Mikus Wendy Trowbridge 				
19.	Sebastopol Cultural Community Center	Councilmember Gurney	Vice Mayor Glass			
20.	LANTERN	Councilmember Gurney	Councilmember Carnacchi (alternate)			

ZERO WASTE SUBCOMMITTEE:

Zero Waste Subcommittee Position	Name	Appointment Date	Termination Date	Resident? And/or own Business in Town?
City Council Member	Patrick Slayter	5/7/2019		resident
City Council Member	Sarah glade Gurney	5/7/2019		resident
City Manager/Assistant City Manager	Larry McLaughlin or Mary Gourley	12/4/2018		resident
City Public Works Superintendent	Dante DelPrete	12/4/2018		neither
City Waste Management Agency Representative	Henry Mikus	12/4/2018		neither
City Local AB939 Task Force Representative	Sunny Galbraith	12/4/2018		resident
Franchise Hauler Representative	Ambrosia Thomson	12/4/2018		neither
Commercial Entity Representative	Michael Siminitus	3/5/2019	3/5/2023	owns business
Commercial Entity Representative	Danielle Connor	6/18/2019	6/18/2023	owns business
Citizen Representative	Cynthia Albers	3/5/2019	3/5/2023	resident
Citizen Representative	Judy Morgan	3/5/2019	3/5/2023	resident
Student Representative	Amina Rand McNeil	3/5/2019	3/5/2023	resident