

Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: November 2, 2021
To: City Councilmembers
From: Mayor Glass
City Administration
Subject: Appointment/Reappointment to the By-Laws Subcommittee of the Sonoma County Mayors and Councilmembers Association
Recommendation : That the City Council Consider Recommendation for Councilmember Hinton for Reappointment or Consider New Appointment to the Mayors and Councilmembers Association subcommittee to update the association by-laws; and that the City Council authorizes Mayor Una Glass or designee to vote on nominations received at the Mayors’ & Councilmembers’ meeting on November 18, 2021.
Funding: Currently Budgeted: _____ Yes _____ No XX N/A

Net General Fund Cost:

Amount: \$

Account Code/Costs authorized in City Approved Budget (if applicable) AK (Not Applicable) (verified by Administrative Services Department)

INTRODUCTION: This item is to request that the City Council Consider Recommendation for Councilmember Hinton for Reappointment or Consider New Appointment to the Mayors and Councilmembers Association subcommittee to update the association by-laws; and that the City Council authorizes Mayor Una Glass or designee to vote on nominations received at the Mayors’ & Councilmembers’ meeting on November 18, 2021.

BACKGROUND:

The Sonoma County Mayors’ and Councilmembers’ Association Board of Directors and the City Selection Committee is a collaboration of all Sonoma County cities with a goal of creating a united front to represent the strongest voice possible in support of city interests. The City Selection Committee and the Board of Directors for the Sonoma County Mayors’ and Councilmembers’ Association and the General Membership conducts meetings bi-monthly.

Historically, the focus of the Sonoma County Mayors and Councilmembers Association (SCMCA) has been the exchange of ideas among fellow elected officials - both by educational presentations and by providing an opportunity to network with peers. The SCMCA Board of Directors (Board) also makes appointments to select regional bodies, as well as serving as the City Selection Committee for Sonoma County, as required under Government Code §50270. The SCMCA Board and General Membership meetings are held quarterly, per the current by-laws. The SCMCA also has a Legislative Committee, which our Cal Cities representative (Nancy Hall Bennett) has hosted on behalf of the SCMCA.

By 2019, it had become clear that the speed, volume, and types of issues confronting Sonoma County cities required better coordination to address issues of common interest. Therefore, on September 16, 2019, the Board met and developed an outline of the recommended changes to the SCMCA, which is attached to this staff

report (Exhibit A). In addition, the Board Chair appointed, and the Board approved, a subcommittee of the following elected officials tasked with updating the by-laws to implement the recommended changes:

- Tom Schwedhelm (City of Santa Rosa)
- Teresa Barrett (Petaluma)
- Melanie Bagby (Cloverdale)
- Neysa Hinton (Sebastopol)

At that time, the following City Managers were delegated to assist the subcommittee:

- Cathy Capriola (Sonoma)
- Damien O’Bid (Cotati)

The Board formed the subcommittee with representatives from 2 larger cities and 2 smaller cities. The City Managers that volunteered to assist were from cities not represented on the subcommittee.

In accordance with the SCMCA by-laws, the Chair can make appointments to committees, which must be approved by a majority of the Board members. Subcommittees can serve for 2 years and be reappointed for an additional 2 years (4 years total). The subcommittee must consist of at least 3 members.

Following the September 16, 2019 Board meeting, the subcommittee met and drafted a new purpose statement for the SCMCA, which is also attached to this staff report (Exhibit B). However, work paused as the region grappled with multiple emergencies, including wildfires and COVID-19.

DISCUSSION:

At the October 14, 2021 SCMCA Board meeting, the Board discussed re-appointing the subcommittee to finish the work they had begun. Tom Schwedhelm, Melanie Bagby, and Neysa Hinton expressed a desire to continue this work. Teresa Barrett stated that she was unable to continue at this time due to other obligations. The Board members generally expressed a desire to keep as many of the original members as possible for continuity, as well as keep the general balance of large and small cities on the subcommittee. However, several of the Board members expressed that they need to discuss the appointment with their City Council before they can make the recommendation. If Petaluma is not able to select an alternate to replace Teresa Barrett on the subcommittee, an appointment from another larger city will be needed to retain the original subcommittee balance of representation.

Cathy Capriola is no longer with the City of Sonoma, but Damien O’Bid with Cotati has volunteered to continue to assist the subcommittee and will reach out to other City Managers to determine if there is interest from another unrepresented city.

The Board intends to hold a special meeting on Thursday, November 18, 2021 to reappoint the subcommittee.

GOALS:

This item relates to City Council Goal 5: Provide open and responsive Municipal Government Leadership.

Environmental Issues

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda 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 direct fiscal impact associated with the recommended action tonight.

RECOMMENDATION:

That the City Council City Council City Council Consider Recommendation for Councilmember Hinton for Reappointment or Consider New Appointment to the Mayors and Councilmembers Association subcommittee to update the association by-laws; and that the City Council authorizes Mayor Una Glass or designee to vote on nominations received at the Mayors' & Councilmembers' meeting on November 18, 2021

Attachment:

1. EXHIBIT A - DRAFT – Summary of 9/16/19 Board Meeting – New Direction (Revised 9/23/19); Working Notes for Ad-hoc Sub-Committee
2. EXHIBIT B - Sonoma County Mayors & Council Members Association Purpose Statement

EXHIBIT A

**DRAFT – Summary of 9/16/19 Board Meeting – New Direction
(Revised 9/23/19)
Working Notes for Ad-hoc Sub-Committee
MAYORS AND COUNCILMEMBERS ASSOCIATION OF SONOMA COUNTY (SCMCA)**

Issues / Interests

- Increase effectiveness and impact of Sonoma County cities in county, regional and state issues.
- Review and improve the decision making structure and business process of SCMCA to be more agile in responding to issues of concern or advocacy.
- Improve the structure and focus of the meetings. Shift Board meetings to separate meeting date between General Membership meetings. Refine the purpose of each meeting. Allow all members to participate in the reception activities by not holding Board meeting at same time.
- Enhance programs/speakers with a focus on current priorities of cities at General Membership meetings.
- Provide greater consistency and reduce workload impact on Host City's City Clerk by contracting out to an individual to serve as the Clerk to the organization. Will require minor contribution from each city (amount to be determined – rough estimate \$2,000 per year).

Recommendations

1. Created Ad-Hoc Committee
 - a. Mayors – Tom Schwedhelm - Chair (Santa Rosa), Melanie Bagby (Cloverdale), Teresa Barrett (Petaluma), Neysa Hinton (Sebastopol)
 - b. City Manager – Cathy Capriola (Sonoma) and Damien O'Bid (Cotati)
 - c. Scope
 - i. Draft a purpose statement
 - ii. Develop a 1-page summary of changes and proposed vision
 - iii. Hold a transition meeting in January with outgoing and incoming Mayors
 - iv. Logistical Changes
 1. Board Meetings (Mayors) – Hold separately from General Membership
 - a. Gives time for thoughtful discussion on important issues
 - b. Allow Mayors to participate in peer relationship building
 - c. Focus is on business, decisions, formal actions
 - d. Meeting occurs between General Member meetings
 - i. Generally 2-3 week prior to General Membership meetings, or as required
 - e. Brief Board Meetings before General Membership – for City Selection Committee or SCMCA appointment votes
 2. General Membership Meeting
 - a. Allow time for relationship building and social
 - b. Speakers to be focused on education and priority issues
 - c. Limited Briefings of time sensitive or other items
 - v. Program / Speaker
 1. Gather input from speakers in October/November; submit to Mayors; committee of Mayors and City Managers to review and recommend speaker programming.

EXHIBIT A

2. Host City for the year will also organize the speakers once programming of topics is finalized.

2. Mayors to discuss with City Councils
 - a. Draft purpose statement
 - b. Summary of proposed changes
 - c. Top priorities for speakers / programs
 - d. Financial contribution from each City for staff assistance (example - \$2,000 per City for 2019)

3. Next Steps
 - a. Review proposed changes with the full Board at the next General Membership meeting, and report out at General Membership meeting
 - b. Next Ad Hoc Meeting
 - i. Job description and recruitment for contract Clerk
 - ii. Possibly start by-law revisions
 - c. Future (with contract Clerk onboard)
 - i. Finalize revised by-laws

EXHIBIT B

Sonoma County Mayors & Council Members Association Purpose Statement

The Sonoma County Mayors and Council Members Association (SCMCA) shall have as its principal purpose to foster a spirit of cooperation among the cities of Sonoma County and enhance public health, safety and welfare. In addition, the SCMCMA shall have the following purposes:

1. Provide a forum for elected officials to discuss and disseminate information of county wide or regional interest.
2. Make recommendations for the guidance of the cities in Sonoma County for the purpose of establishing a common approach to topics of mutual interest, such as training and addressing or responding to emerging issues.
3. Make recommendations on issues of importance to local or regional agencies, the County of Sonoma, and the State and Federal government.
4. Make appointments, or recommendations as required by law, to various commissions, boards, agencies, or other entities.