

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: September 7, 2021
To: Honorable Mayor and City Councilmembers
From: Vice Mayor Gurney/Council Member Rich/City Administration
Subject: City Council Created Committees
Recommendation : That the City Council Discuss and Consider Proposed Recommendations for Current Committees
Funding: Currently Budgeted: _____ Yes _____ No XX N/A
Net General Fund Cost:
Amount: \$

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

INTRODUCTION:

This item is to request that the City Council Discuss and Consider Proposed Recommendations for City Council Created Committees such as:

1. Disband Committee(s)
2. Recommendation for Committee as Ad Hoc or Standing Committee

BACKGROUND:

At the August 3rd 2021 City Council Meeting, the Council discussed committees created by the Sebastopol City Council itself which serve direct City needs and priorities. These committees include one to two City Council members and often require staff time support. They allow City Council members to take a more in-depth look at the matters before them and to make recommendations to the full Council. It is within the City Council's discretion to assess the continued need for these committees, remove those no longer needed, and create new committees to assist in meeting the goals and objectives of the Council in an effective and efficient manner.

DISCUSSION:

City Council created committees are considered either Standing or Ad Hoc. Standing Committees are more permanent in nature and address on-going areas of interest to the City Council. An Ad Hoc committee is generally understood to be temporary in nature and created to perform a specific issue or project task.

The question addressed at the last Council meeting was which City Council created committees are currently needed, and what are their tasks, timelines, membership, and staff needs. The current committee list was distributed to the committees for their input on the following:

- a. What is the task of the committee?
- b. What is the timeline for completing that task?
- c. What is the recommended membership of the committee?
- d. Recommendation for Ad Hoc or Standing Committee Definition
- e. What staff support, if any, is needed to complete the committee's task?
 1. Does a City Staff Member need to be assigned to the Committee (similar to Planning Commission, Design Review Board, etc.)? This would at minimum involve preparation of the

agenda, packet, and noticing of meetings, and could involve taking ~~and posting of minutes~~ **Agenda Item Number 20**, as well as other responsibilities.

2. Will committee members be responsible for all Committee work, with a Staff Liaison assigned to provide direction and guidance, as well as administrative support on an as needed basis. With this alternative, Committee members would be responsible for agenda and packet preparation and taking of minutes/notes. Staff would post the agenda to the City website and would notice the meetings.

A copy of the recommendations from each committee is listed on Attachment A for Council discussion and consideration.

The item tonight is for Council to determine if a committee should be disbanded; be continued; and if it is recommended to be continued, discussion as to whether it would be a standing or ad hoc committee.

GOALS:

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.1.4 – Enhance the use of the City of Sebastopol Committees, Commission and Board.

5.3.3 - Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives 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 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 schedule meeting date.

FISCAL IMPACT:

There is no fiscal impact to disband committees; however, any staff time support provided to a committee that did not receive staff time support in the past will incur additional department costs for that support. In general, these costs would apply to standing committees (although staff time could be assigned to an ad hoc committee as directed by the City Council).

RECOMMENDATION:

It is recommended that the Council discuss the proposed committees as shown at Attachment A.

Attachment:

City Council Created Committees (with Committee comments/recommendations)

<i>Reference Number</i>	<i>Committee Name</i>	<i>CURRENT COMPOSITION OF COMMITTEE</i>	<i>PROPOSED TO BE DISSOLVED OR CONTINUE</i>	<i>TASK OF COMMITTEE</i>	<i>TIMELINE FOR COMPLETING TASK</i>	<i>RECOMMENDED MEMBERSHIP OF THE COMMITTEE (IF DIFFERENT THAN CURRENT COMPOSITION OF COMMITTEE)</i>	<i>WHAT STAFF SUPPORT IF ANY IS NEEDED TO COMPLETE THE TASK?</i>	<i>RECOMMENDATION FOR AD HOC OR STANDING COMMITTEE. IF AD HOC PLEASE DEFINE SPECIFIC TASK OF COMMITTEE</i>	<i>IF STANDING COMMITTEE, RECOMMENDATION /REQUEST FOR STAFF SUPPORT?</i>
1	Agenda Review Committee	Mayor Vice Mayor City Manager City Attorney Assistant City Manager City Clerk	Continue	Preparation of Agendas/Forward Calendar for City Council Meetings/Special Council Meetings/Closed Sessions	Ongoing	Same as Current Committee Composition	Administrative Currently Done by City Clerk	Standing	Staff Support for Creation/Posting of Agendas
2	Budget Committee	Mayor Glass Councilmember Hinton City Manager/City Attorney Assistant City Manager/City Clerk Administrative Services Director	Continue	Review budget recommendations made by City Manager in peculiar one-time special requests or new requests and existing expenditures recommended to City Manager by City Department Heads for city needs. Additionally review in a public process and make recommendations for non-profit Community Grant requests for current budget year based on standing policy for City of Sebastopol community grant policy. Budget Sub-Committee members are	Ongoing	Same as Current Committee Composition	Administrative Currently being done by Administrative Services Director and City Clerk	Ad Hoc	Staff support would remain the same as previous as this is not considered a "Standing Committee". A timeline for the meetings is established and presented to council for transparency purposes however these meetings are for sub-committee only. A public meeting has generally been established, posted for the Community Grant process and open to the public with each non-profit invited to attend and a call for public comment.

Reference Number	Committee Name	CURRENT COMPOSITION OF COMMITTEE	PROPOSED TO BE DISSOLVED OR CONTINUE	TASK OF COMMITTEE	TIMELINE FOR COMPLETING TASK	RECOMMENDED MEMBERSHIP OF THE COMMITTEE (IF DIFFERENT THAN CURRENT COMPOSITION OF COMMITTEE)	WHAT STAFF SUPPORT IF ANY IS NEEDED TO COMPLETE THE TASK?	RECOMMENDATION FOR AD HOC OR STANDING COMMITTEE. IF AD HOC PLEASE DEFINE SPECIFIC TASK OF COMMITTEE	IF STANDING COMMITTEE, RECOMMENDATION /REQUEST FOR STAFF SUPPORT?
				<p>selected in December annually and they would review the mid-year budget adjustments recommendation from City Manager. Secondly, they would set a meeting schedule with the Administrative Services Director in Spring to review budget recommendations leading up to the approval by the full City Council of its annual budget, generally adopted no later than July 1st of each year.</p>					
3	Climate Action Committee	<p>SCTA/RCPA Representative, Vice Mayor Sarah Glade Gurney Zero Waste Sonoma Representative, Councilmember Diana Rich Planning Commissioner, Luke Lindenbusch Planning Director/Designee, Kari Svanstrom Sebastopol Business Owner, Deborah Burnes Climate Group Representative, Lisa Pierce, Dena Allen, Woody Hastings, Alex Goodman</p>	Continue	<p>The Climate Action Committee is tasked with considering and make recommendations to the full City Council on climate-action related topics. The topics considered by the Committee are determined by the Committee itself, subject to direction from the City</p>	<p>None. The Climate Action Committee is proposed to continue as an ongoing committee, it would be considered a standing committee.</p>	<p>SCTA/RCPA Representative, Vice Mayor Sarah Glade Gurney Zero Waste Sonoma Representative, Councilmember Diana Rich Planning Commissioner, Luke Lindenbusch</p>	<p>This Committee is very self-sufficient at this time, with extensive leadership expertise being demonstrated by the three members who are facilitators, as well as substantial expertise on the subject matter by all Committee members. It is proposed that the Planning Director or</p>	Standing	<p>This standing committee would require a staff liaison only.</p>

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		<p>Environmental Justice/Equity Background (currently open) Rights of Nature Background, Sunali Sikand Climate Background, Gerry Glaser, Kenna Lee Youth Member, Sarah Elliot Youth Member, Jesenia Garcia Reside Within City Limits, (3 total who reside within City limits - Lisa Pierce, Dena Allen, Gerry Glaser) Reside Outside Sebastopol City Limits Within 95472, Josho Somine (also has ecological background) (4 total who reside outside City limits - Josho Somine, Woody Hastings, Alex Goodman, Kenna Lee).</p>		<p>Council, and consistent with the City's December 3, 2019 City Council Resolution Declaring a Climate Emergency and Committing to On-Going Actions to Restore a Safe Climate, as well as Attachment A to that Resolution.</p>		<p>Planning Director/Designee, Kari Svanstrom Sebastopol Business Owner, Deborah Burnes Climate Group Representative, Lisa Pierce, Dena Allen, Woody Hastings, Alex Goodman Environmental Justice/Equity Background (currently open) Rights of Nature Background, Sunali Sikand Climate Background, Gerry Glaser, Kenna Lee Youth Member, Sarah Elliot Youth Member, Jesenia Garcia Reside Within City Limits, (3 total who reside within City limits - Lisa Pierce, Dena Allen, Gerry Glaser) Reside Outside Sebastopol City Limits Within 95472, Josho</p>	<p>her Associate Planner participate in the meetings. At the Director's direction, the appropriate Staff Member will act as staff liaison, posting agendas, maintaining the Committee webpage, posting meeting notes, and providing other limited administrative support. The Planning Department in consultation with the Climate Action Committee will be bringing an item to the City Council at a future meeting date to discuss term lengths and possible codification similar to Planning Commission/Design Review Board/Public Arts Committee and if further staffing is proposed it can be discussed at that time.</p>		
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						Somine (also has ecological background) (4 total who reside outside City limits - Josho Somine, Woody Hastings, Alex Goodman, Kenna Lee).			
4	Disaster Council (Sebastopol)	Councilmember Slayter (Position is to be designated by the Mayor)	This committee is recommended to be dissolved per recommendation in Emergency Operations Plan Update Agenda Item (On Council Meeting Agenda for Sep 7 th (Would require Ordinance Change)	N/A	N/A	N/A	N/A	N/A	N/A
5	Emergency Services (Fire)/Committee --Emergency Preparedness/Review of Ordinances/Policies/Procedures --Fire Department Long Term Staffing Goals and Solutions	Councilmember Slayter Councilmember Rich City Manager/City Attorney Assistant City Manager/City Clerk Fire Chief Police Chief (emergency ordinances/policies/procedures)	Continue – Proposed Renamed to: Fire Dept Funding & Staffing Committee	Investigate all viable options for the future reliable funding and staffing of the Sebastopol Fire Department. Provide interim reports to the full City Council, as well as a final report and recommendations for consideration for final decision and	June 30, 2022	Same as Current Composition	Full participation in decision-making by City Manager/City Attorney, Asst City Manager/City Clerk, and Fire Chief.	Ad Hoc Specific Task: Investigate all viable options for the future reliable funding and staffing of the Sebastopol Fire Department.	N/A – Ad Hoc – No Admin Support Needed

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				<p>action by the full City Council.</p> <p>The options to consider include but are not limited to the following, as directed by the City Council at its regularly scheduled meeting on May 18, 2021:</p> <ul style="list-style-type: none"> Review of: Increase in Fire Department Budget to Ensure Appropriate Planning for Costs of Equipment and Employees (to include 5 year plan for overall budget and fire equipment/vehicles). Review would be of current funding to include stipend pay as well as projected funding. Review of: Restructuring of Fire Department as Full Time (Staffed by Employees) Fire Department for City 					
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				<ul style="list-style-type: none"> • Review of: Sales Tax Measure to Fund Full Time (Staffed by Employees) Fire Department - City only • Review of: Sales Tax Measure to Fund Full time/Volunteer Department - City only • Review of: Consolidation with Another Fire Department (positive or negative impact) • Discussion with outside agencies to include LAFCO, County, other Fire Departments • Discussion with County about supporting / not supporting consolidation • Processes for consolidation/costs • Funding to obtain outside counsel/consultants 					
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				to review budgetary items if support for consolidation <ul style="list-style-type: none"> Funding for financial advisory to create five year projected forecast of Fire Department Debt financing information for long-term capital projects or equipment items 					
6	Financial Sponsorship Committee	Vice Mayor Gurney Councilmember Slayter Assistant City Manager/City Clerk Administrative Services Director	Continue Until Completion of Sponsorship Policy – Then Dissolved	N/A	N/A	N/A	N/A	N/A	N/A
7	Housing Committee	Mayor Glass Councilmember Slayter City Manager/City Attorney Planning Director	Housing Committee – Reframe name to Unsheltered & Housing Subcommittee	<ul style="list-style-type: none"> Provide feedback to the Planning Department regarding proposed housing policies – particularly focusing on RHNA compliance. Liaise with the City’s contracted non-profit housing related service providers, as well as County, regional & State government, to identify potential funding sources, partnerships and 	Approximately four months, but occasional additional work may be needed.	As currently constituted, with the exception of the Planning Director, whose expertise in the realm of housing will be useful in the Housing Element Update.	Administrative Currently Done by City Clerk	Ad Hoc	N/A – Ad Hoc

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				<p>policy solutions that address the City's housing crisis, particularly related to its unhoused population.</p> <p>The committee is recommending a re-focusing of the committee. Given the launch of the Housing Element Update, many potential changes to housing policies will be discussed by the Planning Commission during this work, negating the need for the Housing Committee promulgating suggestions for the full Council.</p> <p>The City's funding of an outreach position through its partnership with West County Community Services (WCCS) will require coordination. We suggest to repositioning the Housing Committee</p>					
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				to accomplish this work with a specific goal of maximizing communication with our new partners and to ensure that this new work by WCCS gets off to a good start.					
8	Law Enforcement Committee – Polices/Procedures/Best Practices/Social Justice/Police Audit	Mayor Glass Councilmember Slayter City Manager/City Attorney Assistant City Manager/Clerk Police Chief	This committee is proposed to be dissolved. o The independent audit has been completed o The Chief of Police has committed to providing City Council with quarterly updates regarding the status of the independent audit recommendations o The Chief of Police intends to create a transparency page on the SPD website (when updated) that will provide various data, including the independent audit	N/A	N/A	N/A	N/A	N/A	N/A

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			recommendations' status, complaint data, use of force data, department diversity data, etc.						
9	Locals Who Make a Difference	Councilmember Hinton Councilmember Rich Superintendent of Public Works City Manager (Alternate)	Continue	Review nominations submitted for each cycle of the LWMAD program. Select honorees consistent with the intent of the LWMAD program, which is to recognize individuals or groups or organizations in the community who have helped make Sebastopol a better place to live. Provide report to the full City Council recommending the honoree to be selected for each cycle, for consideration and a final decision by the full City Council. At the initial meeting of the Committee each year, consider possible specific themes as the possible focus for	None. The LWMAD Committee is proposed as an ongoing committee that goes through three selection cycles each year, it would be considered a standing committee.	Councilmember Appointed by the City Council (Neysa Hinton) Councilmember Appointed by the City Council (Diana Rich) City Manager/Asst City Manager or Designee	Full staff support to draft and post a published agenda for each meeting, to attend each meeting, to provide minutes for each meeting, and to provide all additional needed support for the Committee. Proposed number of meetings annually is four: an initial meeting early in the calendar year to consider and discuss possible themes for the upcoming year, plus three meetings over the course of the remainder of the year to select the honorees for each of the three award cycles. The Committee requests that the City Manager and/or Assistant City Manager reassess which staff person should be assigned to	Standing	This standing committee would require full staff support for Creation/Posting of Agendas/Posting Packets (if any)/Taking and Posting Minutes

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				that calendar year's selection process.			perform this full staff support function to this Committee under this proposal, taking into consideration the increase in the requested staff support proposed here.		
10	Park Village/West County Community Services/Group of Advocates	Vice Mayor Gurney Councilmember Hinton City Manager/City Attorney Assistant City Manager/City Clerk Planning Director Engineering Manager Public Works Superintendent	Continue. Proposed with New Name: Committee to Address Services to Our Vulnerable Population	The Committee will continue to receive reports from WCCS, on its management of and services provided to the residents of Park Village, and to work with WCCS to recommend solutions to issues that may need Council approval (for example, new expenditures). The work under the contract includes but is not limited to social services support to the residents, expansion of and improvements to the facilities, and transitional entry housing for new residents, previously	None. The Committee is proposed to continue as an ongoing committee, it would be considered a Standing Committee.	City Councilmember: currently CM Neysa Hinton City Councilmember: currently VM Sarah Gurney City Manager Asst. City Manager Planning Director Police Chief/Designee Superintendent of Public Works (as needed) Engineering Manager (as needed) West County Community Services: Executive Director Tim Miller Finance Director David France	Administrative support would be necessary to post agendas, post meeting notes, and provide other limited support is all that is needed at this time.	Standing	The Committee members would take the primary leadership responsibility to foster a collaborative and compassionate approach to addressing these complex issues. The work would include outreach to various segments of our community, for instance churches and businesses, to inform, educate, and engage a wider group.

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				<p>street campers, street parkers, and/or the homeless. Having five years of experience and rapport with WCCS, the Committee proposes that it assume the oversight of WCCS's performance under the new contract for Homeless Outreach Services. These responsibilities are similar, related, and, to some extent, both overlap and expand. One Committee with responsibility for both contracts would ensure consistent, coordinated, and unified delivery to the vulnerable amongst our community, with greater efficiency and effectiveness. One Committee, rather than two potentially divergent groups, would reinforce our City's</p>		<p>Director of Housing and Homeless Service Dannielle Danforth Other Staff Members per the ED's direction</p>			
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				commitment to access to critical social programs, including housing, for our at-risk community members.					
11	Water Committee	Mayor Glass Vice Mayor Gurney City Manager/City Attorney Public Works Superintendent	This committee is proposed to be dissolved.	N/A	N/A	N/A	N/A	N/A	N/A
12	Zero Waste Committee	SCTA/RCPA Representative, Vice Mayor Sarah Glade Gurney Zero Waste Sonoma Representative, Councilmember Diana Rich City Manager/Asst City Manager, Larry McLaughlin or Mary Gourley City Local AB939 Task Force Representative, Sunny Galbraith Commercial Entity Representative, Michael Siminitus Commercial Entity Representative (open position) Franchise Hauler, Ambrosia Thomson Citizen Representative, Judy Morgan Student Representative, Argus Brent	Continue	The Zero Waste Committee is tasked with assisting the City in meeting its long-term goal of zero waste by 2030 (Resolution 6214). The City encourages zero waste in order to eliminate waste and pollution in the manufacture, use, storage, and recycling of materials. This goal can be achieved through action plans and measures that significantly reduce waste and pollution, and that include encouragement of residents, businesses, and agencies to	None. The Zero Waste Committee is proposed to continue as an ongoing committee, it would be considered a standing committee.	Same as Current Composition	City Manager/Staff Liaison/Administrative Support	Standing	In addition to the City Manager, who is a member of the Committee and provides high-level policy input, this Committee needs the support of a staff liaison to post agendas, maintain the webpage for the Committee, attend meetings, and offer minimal additional support as requested by the Committee.

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				judiciously use, reuse, and recycle materials, and motivation of businesses to manufacture and market less toxic and more durable, repairable, reusable, recycled, and recyclable products. The purpose of the Zero Waste Committee is to take actions and make recommendations in support of this zero waste goal.					

Name of Committee: Sebastopol Budget Sub-Committee

Original Name: Same as proposed.

Composition of Committee (& Current Appointees):

Councilmember Appointed by the City Council (Neysa Hinton)

Councilmember Appointed by the City Council (Una Glass)

City Manager and Asst City Manager

Administrative Services Director

Proposed as a Ad-Hoc committee. .

Task of Committee: Review budget recommendations made by City Manager in peculiar one-time special requests or new requests and existing expenditures recommended to City Manager by City Department Heads for city needs. Additionally review in a public process and make recommendations for non-profit Community Grant requests for current budget year based on standing policy for City of Sebastopol community grant policy.

Budget Sub-Committee members are selected in December annually and they would review the mid-year budget adjustments recommendation from City Manager. Secondly, they would set a meeting schedule with the Administrative Services Director in Spring to review budget recommendations leading up to the approval by the full City Council of its annual budget, generally adopted no later than July 1st of each year.

Original Task of Committee: Feedback and review of annual budget as proposed by City of Sebastopol staff.

Timeline for Completing Task: December through July annually. This committee is meant to be a 6 month process, generally January through July 1st (although the committee members are established during the council meeting in early December when all council committee members are assigned. (Best practice would be to have one committee member continue on the sub-committee for historical background of the previous year).

Original Timeline: Not: Due to Covid-19 challenges this committee has met more frequently and adjusted its meeting timeline in the past two years. This is not typical and should not be anticipated in future years.

Staff Support Needed to Complete the Committee's Task: Staff support would remain the same as previous as this is not considered a "Standing Committee". A timeline for the meetings is established and presented to council for transparency purposes however these meetings are for sub-committee only. A public meeting has generally been established, posted for the Community Grant process and open to the public with each non-profit invited to attend and a call for public comment.

Designation as Ad Hoc or Standing Committee: Ad Hoc for the reasons stated above.

Original Designation: Not designated.

Proposed Staff Support Needed if Designated a Standing Committee: See above for staffing. This ad hoc committee would require staff support.

Original Staff Support: See above.

Name of Committee: Climate Action Committee

Original Name: Same as proposed.

Composition of Committee (& Current Appointees):

SCTA/RCPA Representative, Vice Mayor Sarah Glade Gurney
Zero Waste Sonoma Representative, Councilmember Diana Rich
Planning Commissioner, Luke Lindenbusch
Planning Director/Designee, Kari Svanstrom
Sebastopol Business Owner, Deborah Burnes
Climate Group Representative, Lisa Pierce, Dena Allen, Woody Hastings, Alex Goodman
Environmental Justice/Equity Background (currently open)
Rights of Nature Background, Sunali Sikand
Climate Background, Gerry Glaser, Kenna Lee
Youth Member, Sarah Elliot
Youth Member, Jesenia Garcia
Reside Within City Limits, (3 total who reside within City limits - Lisa Pierce, Dena Allen, Gerry Glaser)
Reside Outside Sebastopol City Limits Within 95472, Josho Somine (also has ecological background)
(4 total who reside outside City limits - Josho Somine, Woody Hastings, Alex Goodman, Kenna Lee).

Original Composition: Same as proposed.

Task of Committee: The Climate Action Committee is tasked with considering and make recommendations to the full City Council on climate-action related topics. The topics considered by the Committee are determined by the Committee itself, subject to direction from the City Council, and consistent with the City's December 3, 2019 City Council Resolution Declaring a Climate Emergency and Committing to On-Going Actions to Restore a Safe Climate, as well as Attachment A to that Resolution.

Original Task of Committee: Originally, when formed on January 7, 2020, the Climate Action Committee was directed by the City Council to complete the following tasks: (1) Formulate a Work Plan for the committee, (2) Research composition and duties of other cities committees, (3) Update CAP Document for City, (4) Prioritize Climate Emergency Resolution Attachment A, (5) Create Climate Calendar, and (6) Create Volunteer Appreciation Events/Ideas for Climate Events

Timeline for Completing Task: None. Because the Climate Action Committee is proposed to continue as an ongoing committee, it would be considered a standing committee.

Original Timeline: None. Formed as a standing committee.

Staff Support Needed to Complete the Committee's Task: This Committee is very self-sufficient at this time, with extensive leadership expertise being demonstrated by the three members who are facilitators, as well as substantial expertise on the subject matter by all Committee members. It is proposed that the Planning Director or her Associate Planner participate in the meetings. At the Director's direction, the appropriate Staff Member will act as staff liaison, posting agendas, maintaining the Committee webpage, posting meeting notes, and providing other limited administrative support. The Planning Department in consultation with the Climate Action Committee will be bringing an item to the City Council at a future meeting date to discuss term lengths and possible codification

similar to Planning Commission/Design Review Board/Public Arts Committee and if further staffing is proposed it can be discussed at that time.

Original Staff Support: Same as proposed.

Designation as Ad Hoc or Standing Committee: Standing Committee, to continue year to year with no specific end date.

Original Designation: Not designated, but treated as a standing committee.

Staff Support Needed if Designated a Standing Committee: See above. This standing committee would require a staff liaison only.

Original Staff Support: See above.

Committee Member Responsibilities if Designed a Standing Committee: The Committee members would take primary leadership responsibility, drafting the agendas, taking meeting notes, and doing the majority of research and other work needed to move their initiatives and projects forward.

Original Committee Member Responsibilities: Same as proposed.

Additional Comment: The current webpage for the Climate Action Committee can be viewed [here](#).

Proposed Name of Committee: Fire Dept Funding & Staffing Committee

Original Name: Emergency Services (Fire)/Committee--Emergency Preparedness/Review of Ordinances/Policies/Procedures--Fire Department Long Term Staffing Goals and Solutions.

Proposed Composition of Committee:

**Councilmember Patrick Slayter,
Councilmember Diana Rich,
City Manager/City Attorney Larry McLaughlin,
Asst City Manager/City Clerk Mary Gourley,
Fire Chief Bill Braga.**

Original Composition: Same as proposed.

Proposed Task of Committee: Investigate all viable options for the future reliable funding and staffing of the Sebastopol Fire Department. Provide interim reports to the full City Council, as well as a final report and recommendations for consideration for final decision and action by the full City Council.

The options to consider include but are not limited to the following, as directed by the City Council at its regularly scheduled meeting on May 18, 2021:

- **Review of: Increase in Fire Department Budget to Ensure Appropriate Planning for Costs of Equipment and Employees (to include 5 year plan for overall budget and fire equipment/vehicles). Review would be of current funding to include stipend pay as well as projected funding.**
- **Review of: Restructuring of Fire Department as Full Time (Staffed by Employees) Fire Department for City**
- **Review of: Sales Tax Measure to Fund Full Time (Staffed by Employees) Fire Department - City only**
- **Review of: Sales Tax Measure to Fund Full time/Volunteer Department - City only**
- **Review of: Consolidation with Another Fire Department (positive or negative impact)**
- **Discussion with outside agencies to include LAFCO, County, other Fire Departments**
- **Discussion with County about supporting / not supporting consolidation**
- **Processes for consolidation/costs**
- **Funding to obtain outside counsel/consultants to review budgetary items if support for consolidation**
- **Funding for financial advisory to create five year projected forecast of Fire Department**
- **Debt financing information for long-term capital projects or equipment items**

Original Task of Committee: Formed to discuss the Sebastopol Fire Department - analyzing where it is, where it needs to be and recommendations for reaching those goals.

Proposed Timeline for Completing Task: June 30, 2022

Original Timeline: Not specifically stated.

Proposed Staff Support Needed to Complete the Committee's Task: Full participation in decision-making by City Manager/City Attorney, Asst City Manager/City Clerk, and Fire Chief.

Original Staff Support: Same as proposed.

Committee name

- Housing Committee – Reframe name to Unsheltered & Housing Subcommittee

Current composition of committee

- Mayor Glass, Councilmember Slayter, CM, ASM/CC, Planning Director

Task of committee

- Provide feedback to the Planning Department regarding proposed housing policies – particularly focusing on RHNA compliance.
- Liaise with the City’s contracted non-profit housing related service providers, as well as County, regional & State government, to identify potential funding sources, partnerships and policy solutions that address the City’s housing crisis, particularly related to its unhoused population.

The committee is recommending a re-focusing of the committee. Given the launch of the Housing Element Update, many potential changes to housing policies will be discussed by the Planning Commission during this work, negating the need for the Housing Committee promulgating suggestions for the full Council.

The City’s funding of an outreach position through its partnership with West County Community Services (WCCS) will require coordination. We suggest to repositioning the Housing Committee to accomplish this work with a specific goal of maximizing communication with our new partners and to ensure that this new work by WCCS gets off to a good start.

Timeline for completing task

- Approximately four months, but occasional additional work may be needed.

Recommended membership of the committee (if different than current composition of committee)

- As currently constituted, with the exception of the Planning Director, whose expertise in the realm of housing will be useful in the Housing Element Update.

What staff support if any is needed to complete the task?

- CM, ASM/CC

Recommendation for ad hoc or standing committee.

- Ad hoc

If ad hoc please define specific task of committee.

- As noted above.

If standing committee, recommendation /request for staff support?

- Not applicable

Name of Committee: Locals Who Make a Difference

Original Name: Same as proposed.

Composition of Committee (& Current Appointees):

Councilmember Appointed by the City Council (Neysa Hinton)
Councilmember Appointed by the City Council (Diana Rich)
City Manager/Asst City Manager or Designee (Dante Del Prete)

Original Composition: Same as proposed.

Task of Committee: Review nominations submitted for each cycle of the LWMAD program. Select honorees consistent with the intent of the LWMAD program, which is to recognize individuals or groups or organizations in the community who have helped make Sebastopol a better place to live. Provide report to the full City Council recommending the honoree to be selected for each cycle, for consideration and a final decision by the full City Council. At the initial meeting of the Committee each year, consider possible specific themes as the possible focus for that calendar year's selection process.

Original Task of Committee: Similar to proposed task, except that it did not include an annual consideration of a possible adjustment in the theme driving the selection process for that year's honorees.

Timeline for Completing Task: None. Because the LWMAD Committee is proposed as an ongoing committee that goes through three selection cycles each year, it would be considered a standing committee.

Original Timeline: Not specifically stated.

Staff Support Needed to Complete the Committee's Task: Full staff support to draft and post a published agenda for each meeting, to attend each meeting, to provide minutes for each meeting, and to provide all additional needed support for the Committee. Proposed number of meetings annually is four: an initial meeting early in the calendar year to consider and discuss possible themes for the upcoming year, plus three meetings over the course of the remainder of the year to select the honorees for each of the three award cycles. The Committee requests that the City Manager and/or Assistant City Manager reassess which staff person should be assigned to perform this full staff support function to this Committee under this proposal, taking into consideration the increase in the requested staff support proposed here.

Original Staff Support: This proposal expands the staff support for this Committee as a result of Committee meetings being agendaized and meeting notes being prepared. Until now, Dante Del Prete, who is a member of the Committee, has served in a staff liaison role. He has collected and summarized nominations received, coordinated discussions with the Councilmembers on the Committee, and drafted and presented staff reports submitted by the Committee to the full City Council for consideration of the Committee's recommendations and a final vote by the full City Council regarding the selection of the honoree.

Designation as Ad Hoc or Standing Committee: Standing, to continue year to year with no specific end date.

Original Designation: Not designated.

Proposed Staff Support Needed if Designated a Standing Committee: See above. This standing committee would require full staff support.

Original Staff Support: See above.

Committee Member Responsibilities if Designed a Standing Committee: The Councilmembers appointed to the Committee would participate in the selection process, but the assigned staff person would have responsibility for all staff-related responsibilities, including agendas, noticing, minutes, and all other support needed. (see above).

Original Committee Member Responsibilities: Same as proposed.

Additional Comment: The current webpage for this Committee can be viewed [here](#).

Proposed Designation as Ad Hoc or Standing Committee: Ad Hoc, to complete a specific task with a specific timeline.

Current Designation: Not designated

Proposed Staff Support Needed if Designated a Standing Committee: NA. Not a standing committee.

Proposed Committee Member Responsibilities if Designed a Standing Committee: NA. Not a standing committee.

Proposed Name of Committee: Committee to Address Services to Our Vulnerable Population

The Committee is receptive to suggestions for a shorter, simpler name.

Original Name: Park Village/WCCS/Group of Advocates

Proposed Composition of Committee:

City Councilmember: currently CM Neysa Hinton
City Councilmember: currently VM Sarah Gurney
City Manager/Asst. City Manager
Planning Director
Police Chief/Designee
Superintendent of Public Works (as needed)
Engineering Manager (as needed)
West County Community Services:
 Executive Director Tim Miller
 Finance Director David France
 Director of Housing and Homeless Service Dannielle Danforth
 Other Staff Members per the ED's direction

Original Composition: Same as proposed without representation from the SPD and with DPW and Engineering attending regularly. Also the Group of Advocates (GOA) sent a representative to the first several meetings, then dropped out. WCCS Board Chair Debra Johnson also attended the initial meetings.

Proposed Task of Committee: The Committee will continue to receive reports from WCCS, on its management of and services provided to the residents of Park Village, and to work with WCCS to recommend solutions to issues that may need Council approval (for example, new expenditures). The work under the contract includes but is not limited to social services support to the residents, expansion of and improvements to the facilities, and transitional entry housing for new residents, previously street campers, street parkers, and/or the homeless. Having five years of experience and rapport with WCCS, the Committee proposes that it assume the oversight of WCCS's performance under the new contract for Homeless Outreach Services. These responsibilities are similar, related, and, to some extent, both overlap and expand. One Committee with responsibility for both contracts would ensure consistent, coordinated, and unified delivery to the vulnerable amongst our community, with greater efficiency and effectiveness. One Committee, rather than two potentially divergent groups, would reinforce our City's commitment to access to critical social programs, including housing, for our at-risk community members.

Original Task of Committee: Oversight of operations of Park Village under the existing contract for services.

Proposed Timeline for Completing Task: None. Because the Committee is proposed to continue as an ongoing committee, it would be considered a Standing Committee.

Original Timeline: None stated, governed by contract and negotiations.

Proposed Staff Support Needed to Complete the Committee's Task: Staff involvement would remain the same with the addition of the Police Chief and the "as needed" presence of the Superintendent of Public Works and the Engineering Director. Given the subject matter of this Committee, it is paramount that the City Manager, Police Chief, and Planning Director or their consistent designees participate. Administrative support would be necessary to post agendas, post meeting notes, and provide other limited support is all that is needed at this time.

Original Staff Support: See Original Composition above. This Committee received limited administrative assistance, for scheduling.

Proposed Designation as Ad Hoc or Standing Committee: Standing Committee, to continue year to year with no specific end date.

Original Designation: Not designated.

Proposed Staff Support Needed if Designated a Standing Committee: See Staff Support above. This Standing Committee would require Staff involvement as indicated

Original Staff Support: See Composition and Support, above.

Proposed Committee Member Responsibilities if Designed a Standing Committee: The Committee members would take the primary leadership responsibility to foster a collaborative and compassionate approach to addressing these complex issues. The work would include outreach to various segments of our community, for instance churches and businesses, to inform, educate, and engage a wider group.

Original Committee Member Responsibilities: Review of performance of management duties under contract.

Proposed Name of Committee: Zero Waste Committee

Original Name: Same as proposed.

Composition of Committee (& Current Appointees):

SCTA/RCPA Representative, Vice Mayor Sarah Glade Gurney
Zero Waste Sonoma Representative, Councilmember Diana Rich
City Manager/Asst City Manager, Larry McLaughlin or Mary Gourley
City Local AB939 Task Force Representative, Sunny Galbraith
Commercial Entity Representative, Michael Siminitus
Commercial Entity Representative (open position)
Franchise Hauler, Ambrosia Thomson
Citizen Representative, Judy Morgan
Student Representative, Argus Brent

Original Composition: Same as proposed.

Task of Committee: The Zero Waste Committee is tasked with assisting the City in meeting its long-term goal of zero waste by 2030 (Resolution 6214). The City encourages zero waste in order to eliminate waste and pollution in the manufacture, use, storage, and recycling of materials. This goal can be achieved through action plans and measures that significantly reduce waste and pollution, and that include encouragement of residents, businesses, and agencies to judiciously use, reuse, and recycle materials, and motivation of businesses to manufacture and market less toxic and more durable, repairable, reusable, recycled, and recyclable products. The purpose of the Zero Waste Committee is to take actions and make recommendations in support of this zero waste goal.

Original Task of Committee: Same as proposed.

Timeline for Completing Task: None. Because the Zero Waste Committee is proposed to continue as an ongoing committee, it would be considered a standing committee.

Original Timeline: None. Formed as a standing committee.

Staff Support Needed to Complete the Committee's Task: In addition to the City Manager, who is a member of the Committee and provides high-level policy input, this Committee needs the support of a staff liaison to post agendas, maintain the webpage for the Committee, attend meetings, and offer minimal additional support as requested by the Committee.

Original Staff Support: Same as proposed.

Designation as Ad Hoc or Standing Committee: Standing Committee, to continue year to year with no specific end date.

Original Designation: Not designated, but treated as a standing committee.

Staff Support Needed if Designated a Standing Committee: A staff liaison only. See above.

Original Staff Support: Same as proposed.

Committee Member Responsibilities if Designed a Standing Committee: Committee members would draft the agendas, take meeting notes, and perform the majority of needed research and support for Committee initiatives. The staff liaison would provide minimal support only.

Original Committee Member Responsibilities: Same as proposed.

Additional Comment: The current webpage for this Committee can be viewed [here](#).