


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM REPORT

Meeting: December 19, 2023
To: Honorable Mayor and City Councilmembers
From: City Administration
Subject: Designating Voting Delegate and Alternate(s) to Vote in the Mayor's Absence for the 2024 Sonoma County Mayors and Councilmembers City Selection Committee Meetings and Sonoma County Mayors and Councilmembers Board and General Membership Association Meetings
Recommendation: That the Mayor and Council discuss and designate Voting Delegate and Alternate(s) to serve as representative(s) on all occasions that the Mayor may be absent
Funding: Currently Budgeted: Yes No Not Applicable

Account Code: N/A

Costs authorized in City Approved Budget: Yes (Finance Initialed _____) No (Finance Exempt)

INTRODUCTION/PURPOSE:

This item is to request that the City Council Discuss and provide a Selection for the Voting Delegate and Alternate(s) to Vote in the Mayor's Absence for the 2024 Sonoma County Mayors and Councilmembers City Selection Committee Meetings and Sonoma County Mayors and Councilmembers Board and General Membership Association Meetings.

BACKGROUND:

The Mayors and Council Members of Sonoma County represent every city within the county of Sonoma and shall be comprised of the following members:

- 1. Regular Members: All Mayors and Councilmembers of the incorporated cities in the county of Sonoma.
- 2. Associate Members:
 - a. Chief Administrative Officer of each of the incorporated cities in the County of Sonoma.
 - b. Supervisors in the County of Sonoma

The Board of Directors of the Association shall be comprised of the Mayors of the member cities and the officers of the Association.

The Board of Directors of the Association shall have the powers to:

- a. Review policy items and develop the agenda for the Association.
- b. Make appointments of Associations' representatives to organizations or committees such as ABAG Executive Board; ABAG Regional Planning Committee; ABAG Hazardous Waste Management Facility Allocation Committee; County Agricultural Preservation & Open Space District Advisory Committee; County Child Care Planning Council; Sonoma-Marin Area Rail Transit (SMART) Commission Board of Directors; North Coast Railroad Authority (NCRA) Board of Directors; Sonoma County Human Services Commission; and other organizations, commissions or committees as may be created or authorized.

The Sonoma County City Selection Committee makes recommendations or appointments to organizations, commissions or committees such as: Local Agency Formation Commission; Golden Gate Bridge, Highways & Transportation District; Airport Land Use Commission; Metropolitan Transportation Commission; Bay Area Air Quality Board; and Remote Access Network (RAN) Board.

- c. Make recommendations to the full Association membership on matters of interest.
- d. Conduct the Association’s business in an orderly manner.

DISCUSSION:

The Sonoma County Mayors and Councilmembers Association conduct five (5) regular membership meetings on the second Thursday of every other month beginning in February of each year (excluding December) at a time and place designated by the Chairperson of the Association.

Sonoma County Mayors and Councilmembers By Laws state: In the event a Mayor is unable to attend a meeting of the Board of Directors, he/she shall designate another member, who must be a regular member of the Association, to serve as the representative, by letter delivered to the Secretary of the Association at the time of such meeting or prior thereto. In lieu of a letter being provided prior to each meeting, cities may instead provide a letter to the Chair City at the beginning of each term designating the approved alternates for their city.

By such a letter, a Mayor may designate another councilperson to serve as his/her representative on all occasions when the Mayor is absent, or only for a particular meeting or meetings. The representative shall enjoy the same voting privilege during the Board of Directors' meeting as would the Mayor he/she represents. In the absence of such a letter, no one shall be entitled to act as the representative of a Mayor.

In any county in which two or more cities are incorporated there is hereby created a city selection committee the purpose of which shall be to appoint city representatives to boards, commissions, and agencies as required by law.

Board of Directors' meetings of the Association shall be held on the second Thursday of the month prior to the regular membership meeting month for the purpose of reviewing policy items, making appointments as may be required or authorized and developing the agenda for the regular membership meeting of the Association. The time and place of the Board of Directors' meeting shall be determined by the Chairperson of the Association.

A regular yearly meeting of the City Selection Committee shall be held on the second Thursday of February in each year and thereafter as called by the Chair.

The 2024 meeting dates are listed below for your information below. Host City for each meeting have not yet been determined. These meetings are held in person and are noticed by the Brown Act Requirements.

Tonight’s item is to consider designation of a voting representative and alternate(s) for the City of Sebastopol.

2024 MEETING CALENDAR

- February 8, 2024
- April 11, 2024
- June 13, 2024
- August 8, 2024
- October 10, 2024

City Council / General Plan Goals:

This item reflects the City Council Goals and Values as listed below:

The City of Sebastopol is committed to maintaining a high quality of life for current and future members of our community, through excellent public service and careful stewardship of its financial, human, and natural resources.

Goal 5 - Provide Open and Responsive Municipal Government Leadership

ENVIRONMENTAL REVIEW:

Council receipt of this item is not a project under the California Environmental Quality Act (CEQA) and is therefore Exempt from CEQA.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comments 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 City Council discussion 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 the scheduled meeting date. Information about the agenda item (link to the City Council meeting page) is also disseminated via the City's Constant Contact, posted to the City's website and posted to the Display Board at City Hall).

FISCAL IMPACT:

There is no fiscal impact associated with approval of this item tonight.

RECOMMENDATION: Staff recommends that the Mayor and Council discuss and designate a Voting Delegate and alternate(s) to serve as representative(s) on all occasions that the Mayor may be absent for the 2024 Sonoma County Mayors and Councilmembers City Selection Committee Meetings and Sonoma County Mayors and Councilmembers Board and General Membership Association Meetings.

Attachment(s):

Letter of Authorization for Voting Delegate and Alternate(s)

December 20, 2023

Mayors and Councilmembers Association of Sonoma County
Chair City
City of Healdsburg
401 Grove Street
Healdsburg, CA 95448

And

Chair of Sonoma County City Selection Committee
575 Administration Drive, Room IOO-A
Santa Rosa, CA 95403

To Whom It May Concern:

In the event that I am unable to attend a meeting of the 2024 Mayors and Councilmembers Association Board of Directors Meeting and/or the Sonoma County City Selection Committee or Mayors and Councilmembers General Membership Meeting, the following Councilmembers are designated representatives who may speak and vote in my place:

- 1.
- 2.
- 3.
- 4.

In the event that more than one of the above-listed representatives are present, they will be permitted to vote in the order given above.

Sincerely,

Diana Rich
Mayor