


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM REPORT

Meeting: December 20, 2022
To: Honorable City Councilmembers
From: Mayor Hinton
Subject: A Streamline Process for Appointments to City Council Committee Assignments Using an Advance Request System
Recommendation: City Council to Discuss the Proposal for Mayor to make recommendations for City Council Committee Assignments with final appointments by full City Council Discussion at subsequent meeting
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 that City Council Discuss the Proposal for Mayor to make recommendations for City Council Committee Assignments with City Council Ratification/Approval of Recommendations.

BACKGROUND:

Currently, each year, the City Council makes appointments to the various committees. Committees 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;
4) other miscellaneous committees; and
5) Council created Ad Hoc or Standing Committees or Subcommittees

DISCUSSION:

Currently, at a publicly noticed Council meeting, the Council as a whole reviews and discusses the City Council Committee Assignments for the upcoming Calendar Year. The Council is provided a list of Committees and the City Council reviews each committee asking for volunteers or those interested on serving on the committee. Once everyone has submitted their names, Councilmembers interested would provide comments and advocate for their appointment to a committee; and then the Council would discuss the appointment to the committee. After discussion the Council would recommend the Councilmember to the committee.

For City staff assignments, the City Manager makes recommendations for Department Director Assignments.

The item tonight is a proposal for a new process for City Council Committee Assignments. It is anticipated that this would streamline the process and allow individual Councilmembers to put forward their interests in which committees to the Mayor who will make recommendations to the full City Council.

The process is proposed as follows:

Upon Notification of Certification of the Election or by December 15th of each year, the Mayor will send to all Councilmembers and Councilmember Elects, a copy of the Current City Council Committee Assignments as well as an application that a Councilmember would fill out and return to the Mayor for consideration. The application will contain the category of committee; Councilmember’s request to be appointed to the Committee; Councilmember’s stated interests /justification for appointment; and ranking for Committee assignment.

The Mayor would then review the applications submitted, speak with the Councilmember to obtain any additional information on their interest to serve on the committee, and provide a recommendation at the first meeting in January of each year of Council Committee Assignments. The mayor’s recommendation would then be submitted to the full City Council for discussion and final appointments. All applications will be public documents and will be attached to the agenda item for transparency.

Unassigned open committee appointments would similarly be discussed and decided upon by the full council.

(The application for city council members stating interest in committee assignments will be provided no later than the City Council meeting.)

Analysis:

City staff researched the Sonoma County cities for determination of their assignment process. Information received as of the writing of this agenda item is listed in the table below.

Sonoma County City/Town	Mayor Appoints	Mayor Appoints with Council Ratification/Approval	Council Appoints as a Whole
Cloverdale			<p>Councilmember ranking of their Subcommittee preference from 1-6 (one being the highest or most preferred) for each of the Council subcommittees</p> <p>As well as:</p> <p>Use of preference indication worksheets to the City Council to facilitate the subcommittee selection process. The results of the preference forms submitted by the Councilmembers will be compiled and presented to the City Council with draft appointment recommendations.</p> <p>City Council completes and return the preference indication worksheets forms to enable the City Manager to provide a draft recommendation</p>
Cotati			<p>In Cotati, we have a nomination, a second, and then the entire Council votes to approve the appointment.</p>

Healdsburg			Council appoints as a whole.
Petaluma		<p>Mayor notifies the Councilmembers and/or Councilmembers-elect by December 1st of each year of all upcoming openings for Council representation on City, County, regional and other outside commissions. Before the first meeting in January, Councilmembers advise the Mayor of those positions they would be interested in serving on for the upcoming calendar year. At the first meeting in January, the Mayor provides their recommendations as to the appointments and Council approves/ratifies.</p>	
Rohnert Park	<p>The Mayor makes standing committee; ad hoc committee and liaison appointments.</p>	<p>Mayor nominates outside agency appointments but they are confirmed by the Council</p> <p><u>LIAISON ASSIGNMENTS</u> The Mayor assigns liaisons to various outside agencies, committees, commissions, boards, and taskforces.</p> <ol style="list-style-type: none"> 1. Unless acting in an official liaison capacity, individual Councilmembers should refrain from attending meetings organized or chaired by City staff which are not open to the public. 2. Liaisons are obligated to keep Council well informed on activities pertaining to Rohnert Park via the Council Committee and Other Reports at Council meetings. 3. City staff may serve as a liaison with the concurrence of the City Manager. <p><u>OUTSIDE AGENCY APPOINTMENTS</u> The Mayor nominates and the City Council confirms by majority vote of the membership appointments to outside agencies, committees, commissions, boards, and taskforces.</p> <ol style="list-style-type: none"> 1. An appointee's role is to represent the City on matters affecting the City of Rohnert Park. Appointees have no 	

		<p>authority to appropriate City funds except as otherwise approved by the City Council.</p> <p>2. Appointees are obligated to keep Council well informed via Council meetings or City staff.</p> <p>3. Appointees are expected to attend meetings on a regular and consistent basis.</p> <p>4. Each appointee serves at the pleasure of the City Council. Any City Councilmember may bring forward a proposal to remove an appointee. Three affirmative votes of the City Council are required to remove an appointee.</p> <p>5. City staff may be appointed with the concurrence of the City Manager.</p> <p><u>COUNCIL COMMITTEES</u> The City Council from time to time forms committees. These committees are formed to study, investigate, and make recommendations to the full Council regarding specific topics. In some instances these are standing committees and in other instances these are ad hoc committees.</p> <p><u>Appointment</u> Council committees will be appointed by the Mayor. Committee members will be promptly notified of their selection and the scope of the committee assignment. The Mayor will designate the term of the committee and identify whether it is a standing appointment (on-going) or a short-term (ad hoc) assignment.</p>	
Santa Rosa			
Sebastopol			Currently Council appoints as a whole.
Sonoma		Mayor makes the appointments and the Council ratifies as a whole.	
Windsor			Council decides as a whole Council does down the list of each committee as a whole and discusses each committee individually then makes recommendation for appointment

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 impact with this action tonight.

RECOMMENDATION: That the City Council Discuss the Proposal for the Mayor to make recommendations for City Council and Committee Assignments with City Council Ratification/Approval of Recommendations.

Attachment(s):

DRAFT Application

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 Number	Committee Name	Committee Member /Representative/Liaison	Alternate	Ranked First	Ranked Second
1	Marín/Sonoma Mosquito & Vector Control District. (2- or 4-Year Term). City has typically appointed for two years. Term Ends: December 31, 2023				
2	Redwood Empire Municipal Insurance Fund (REMIF) CIRA (Vice President – Larry McLaughlin) CIRA – California Intergovernmental Risk Authority	Staff	Staff		
3A	Sonoma County Transportation Authority (SCTA)				
3B	Regional Climate Protection Agency (RCPA) *Rep should be same Rep as SCTA				
4	Sonoma Clean Power (SCP) Authority Board of Directors If representatives change, staff will need to prepare a resolution to send to Sonoma Clean Power)				
5	Zero Waste Sonoma Board				
6	Zero Waste Sonoma SB 1383 Technical Group	Staff	Staff		

2023 Committee Preference

City Councilmember Name: _____

Signature: _____ Date: _____

Please consider me to serve as a member of the following CATEGORY 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) Committees as listed above:

Committee Name: _____

Request to be Primary Liaison/Representative: _____

Request to be Alternate: _____

Reason for Interest for this Committee:

B. County Wide Advisory Committees:

Item Number	Committee Name	Committee Member /Representative/Liaison	Alternate	Ranked First	Ranked Second
1	AB 939 Local Task Force	Sunny Galbraith Three Year Term Ends December 2024			
2	Community Development Commission Cities & Towns Advisory Committee(CTAC)	Staff	Staff		
3	County-wide Bicycle and Pedestrian Advisory Committee (CBPAC)	Staff	Staff		
4	GSA Board/ Santa Rosa Plain GSA Basin				
5.	MS4 Storm Water Co-Permittee Working Group	Staff	Staff		
6.	Russian River Watershed Association Board of Directors		GHD		
7	Santa Rosa Plain Groundwater Management Plan Basin Technical Advisory Committee	Staff	Staff		
8	Sonoma County Transportation Authority Planning Advisory Committee (SCTA PAC)	Staff	Staff		
9	Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC)	GHD	Staff		
10	Sub regional Partners Technical Advisory Committee (TAC)	GHD	Staff		
11	Zone 1A Advisory Committee (Sonoma County Water Agency)	GHD	Staff		

2023 Committee Preference

City Councilmember Name: _____

Signature: _____ Date: _____

Please consider me to serve as a member of the following CATEGORY B (County Wide Advisory Committees) Committees as listed above:

Committee Name: _____

Request to be Primary Liaison/Representative: _____

Request to be Alternate: _____

Reason for Interest for this Committee:

C. Other Governmental Agencies

Item Number	Committee Name	Committee Member /Representative/Liaison	Alternate	Ranked First	Ranked Second
1	Association of Bay Area Governments (ABAG)	Voting Delegate: Mayor	Alternate: Vice Mayor		
2	League of CA Cities/CAL Cities	Voting Delegate: Mayor	Alternate: Vice Mayor or as designated (Must be in attendance at meetings)		
3	Legislative Committee				
4	Mayors and Councilmembers Association Board and City Selection Committee	Mayor	Vice Mayor or as designated (Must be in attendance at meetings)		

2023 Committee Preference

City Councilmember Name: _____
 Signature: _____ Date: _____

Please consider me to serve as a member of the following CATEGORY C (Other Governmental Agencies) Committees as listed above:

Committee Name: _____
 Request to be Primary Liaison/Representative: _____
 Request to be Alternate: _____

Reason for Interest for this Committee:

PROPOSED: 2023 CITY COUNCIL AND CITY STAFF COMMITTEE ASSIGNMENTS

D. Council Liaison

Item Number	Committee Name	Committee Member /Representative/Liaison	Alternate	Ranked First	Ranked Second
1	Gravenstein Health Action Coalition				
2	Laguna Stakeholders Committee				
3	LANTERN				
4	Library Advisory Board for Sebastopol Regional Branch				
5	Sebastopol Area Chamber of Commerce				
6	Sebastopol Center for the Arts				
7	Sebastopol Community Cultural Center				
8	Sebastopol Downtown Association (SDA) Liaison				
9	Sebastopol Senior Center				
10	Sebastopol World Friends				
11	Meet Your Neighbor (MYN) and Sebastopol Neighborhood Communications Unit (SNCU)				

2023 Committee Preference

City Councilmember Name: _____
 Signature: _____ Date: _____

Please consider me to serve as a member of the following CATEGORY D (Council Liaison) Committees as listed above:

Committee Name: _____
 Request to be Primary Liaison/Representative: _____
 Request to be Alternate: _____

Reason for Interest for this Committee:

PROPOSED: 2023 CITY COUNCIL AND CITY STAFF COMMITTEE ASSIGNMENTS

E. City Council Created Ad Hoc or Standing Committees

Item Number	Committee Name	Committee Member /Representative/Liaison	Alternate	Ranked First	Ranked Second
1	Agenda Review Committee	Mayor Vice Mayor City Manager City Attorney Assistant City Manager City Clerk	N/A		
2	Budget Committee	Two Councilmembers City Manager/City Attorney Assistant City Manager/City Clerk Administrative Services Director	N/A		
3	Fire Dept Funding & Staffing Committee	Two Councilmembers City Manager/Attorney Assistant City Manager/City Clerk Fire Chief	N/A		
4	Design Guideline Subcommittee Members – 1 CC, 1 PC, 2 DRB members	Former Mayor was designated Due to Architecture Profession Planning Commissioner Fritz DRB member Langberg DRB member Level Staff: Planning Director, Associate Planner	N/A		
5	Relaunch Sebastopol	Two Councilmembers City Staff			
6	City Wide Staffing Assessment Study Committee	Two Councilmembers City Manager/Attorney Assistant City Manager/City Clerk			
7	Climate Action Committee (Combined Members of the Zero Waste Committee) New Make Up Below	RCPA/SCTA Councilmember Zero Waste Sonoma Councilmember Planning Commission Liaison Gerald Glaser Sunali Shanti Sikand Alex Goodman Woody Hastings Dena Allen Argus Brent Josho Somine Ambrosia Thomson Kenna Lee Liselotte Pierce Deborah Burnes Evert Fernandez, Planning Commissioner Sarah Gurney, Councilmember Diana Rich, Councilmember	N/A		
8	Council Liaison to Homeless Service Organizations	One Councilmember Staff Liaison: Planning Director	N/A		

2023 Committee Preference

City Councilmember Name: _____
Signature: _____ Date: _____

Please consider me to serve as a member of the following CATEGORY E (City Council Created Ad Hoc or Standing Committees) Committees as listed above:

Committee Name: _____
Request to be Primary Liaison/Representative: _____
Request to be Alternate: _____

Reason for Interest for this Committee:

