


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

**Meeting Date:** November 7, 2023  
**To:** Honorable City Councilmembers  
**From:** Agenda Review Committee Meeting  
**Subject:** Consideration of Amendments to City Council Committee Assignments – Liaison(s) to Sebastopol Chamber of Commerce  
**Recommendation:** That the Council Consider Appointment(s) as Council Liaison(s) to the Sebastopol Chamber of Commerce. (The Annual Committee Assignments where all Committees will be discussed will be at the January 16th 2024 City Council Meeting to allow for applications to be submitted to the Mayor for Recommendation Per the Council Process Established December 2022.  
**Funding:** Currently Budgeted:  Yes  No  Not Applicable

Account Code: [Fill in Account Number]

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

**INTRODUCTION/PURPOSE:**

This item is to request that the Council Consider Appointment(s) as Council Liaison(s) to the Sebastopol Chamber of Commerce. (The Annual Committee Assignments where all Committees will be discussed will be at the January 16th 2024 City Council Meeting to allow for applications to be submitted to the Mayor for Recommendation Per the Council Process Established December 2022.

**BACKGROUND:**

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

At the December 20, 2022 City Council Meeting, Mayor Hinton proposed a new process of appointments to the 2023 City Council and City Staff Committees. The Council approved the proposal as follows:

1. Mayor will send to all Councilmembers and Councilmember Elects, a copy of the Current City Council and City Staff Committee Assignments as well as an application that a Councilmember would fill out and return to the Mayor for consideration. A separate application would be required for each Committee that a Councilmember is interested in.

2. 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 Council would then be asked to approve/ratify the recommendations of the Mayor.

The applications will be sent out in the December timeframe with applications to be returned by January 1<sup>st</sup> to allow the Mayor at that time to review the applications and make recommendations to the City Council on all appointments.

However, due to the upcoming Board meetings for November and December, it is recommended that the Council discuss this item for appointment of Council Liaison(s). This item is similar in nature to the Budget Committee appointments made recently. Due to the request of a Committee to resign from the Committee, it was critical to ensure that the Budget Committee had members in place to address the financial crisis and direction of the City. As stated below, all Committees will be reviewed mid January.

**DISCUSSION:**

The Sebastopol Chamber of Commerce is the business membership organization that connects the business community with ideas, inspiration and events to elevate collaboration and commerce, increasing economic vitality & vibrancy in the unique town of Sebastopol.

On October 30, 2023, City staff was informed that the Chamber had sent an email to the City Council requesting Council liaison(s) be appointed to attend Chamber Board Meetings as the meeting time had changed. With this change, it is difficult for the current primary liaison to attend the new date/times of the Board meeting. Due to the urgency of the request as the next Board meeting is scheduled for November 16<sup>th</sup> 2023 at 12:00 pm, it is recommended that the Council as a whole consider appointment for Council liaison(s) to the Chamber as the current liaison cannot attend these meetings going forward.

The meeting schedule for the Chamber is the Third Thursday of each month at 12:00 pm at the Chamber Office.

This would be similar to the Budget Committee representative appointed at the last City Council meeting where timing indicated an immediate appointment due to the financial crisis that the City is experiencing.

**ENVIRONMENTAL REVIEW:**

The proposed action is  Not a project under CEQA  Not exempt  Exempt under Section \_\_\_\_\_ from the requirements of the California Environmental Quality Act (CEQA).

**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

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.

Action CHW 5c: Practice an open-door policy in City programs, and actively engage and encourage participation from all individuals regardless of ethnicity, race, religion, class, disability, sexual orientation, and gender.

**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 Consider Appointment(s) as Council Liaison(s) to the Sebastopol Chamber of Commerce. (The Annual Committee Assignments where all Committees will be discussed will be at the January 16th 2024 City Council Meeting to allow for applications to be submitted to the Mayor for Recommendation Per the Council Process Established December 2022.

**Attachment(s):**

None