

Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: January 5, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: City Administration
Subject: Consideration of Amendment to Approved 2021 City Council and City Staff Committee Assignments (Zero Waste City Committee)
Recommendation: That the City Council discuss the proposals for amendment to the 2021 City Council and City Staff Committee Assignments for the Zero Waste Sub-Committee
Funding: Currently Budgeted: ___ Yes ___ No ___X___ N/A
Net General Fund Cost: \$ none

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

INTRODUCTION/PURPOSE:

This item is for City Council consideration of amendment to the recently approved 2021 City Council and City Staff Committee Assignments, specifically for the Zero Waste Sub-Committee.

BACKGROUND:

At the December 1, 2020 meeting Council approved the list of Councilmember and staff committee and outside agency representative assignments. This list included both the City representative to the Zero Waste Sonoma governing Board of Directors, and individuals serving on the City Council’s Zero Waste Subcommittee.

Sebastopol was a charter member of the Sonoma County Waste Management Agency (SCWMA) since its inception in April 1992 as a “Joint Powers Authority” tasked with regional waste reduction programs to comply with AB 939 which was promulgated in 1989 and set state-wide goals. In 2019 SCWMA “rebranded” itself as Zero Waste Sonoma (ZWS) so the organization name reflected its mission.

In conjunction with SCWMA/ZWS efforts, at its October 16, 2018 meeting the Council adopted a Zero Waste Resolution that has a goal for the City to achieve zero waste by 2030. To further this goal, at its December 18, 2018 meeting Council established a Zero Waste Subcommittee. This subcommittee held its first meeting on April 4, 2019.

DISCUSSION:

At the December 1, 2020 meeting Councilmember Rich was selected to serve as the City’s representative, with Councilmember Hinton as the alternate to the Sonoma County Waste Management Agency (SCWMA). The Sonoma County Waste Management Agency representative also serves as a representative to the City’s Zero Waste Sub-Committee. Unfortunately at the time City Council

committee assignments were discussed, it was an oversight that the appointment of a Councilmember to the Sonoma County Waste Management Agency would create a potential Brown Act violation if three Councilmembers were to attend the Zero Waste Sub-Committee.

Currently, the City's Zero Waste Subcommittee is comprised of two at-large Councilmembers who are currently Vice Mayor Gurney and Councilmember Slayter.

Three Councilmembers on one Sub-Committee would result in a "Brown Act" violation. In order to ensure there are no Brown Act violations, staff is proposing that the City Council discuss various options to resolve any Brown Act Violations. Those options are listed below:

1. Amend City Council representatives from two (2) to one primary and one alternate.
2. Amend City Council representatives from two (2) to one primary and one alternate and add Planning Commission Representative (similar to climate action sub-committee)

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 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:

None

RECOMMENDATION:

That the City Council amend the 2021 City Council and City Staff Committee Assignments.

ATTACHMENTS:

2021 City Council and City Staff Committee Assignments from December 1, 2020

COUNCILMEMBER	PRIMARY	ALTERNATE
Una Glass	<ul style="list-style-type: none"> • ABAG • League of California Cities • Mayors and Councilmembers Association • AD HOC Continuum of Care • League of CA Cities • Health Action Coalition (Sonoma County Department of Health Services) (Regional Rep) • Transition Sebastopol • Transition USA • City Budget Sub-Committee • Water Subcommittee • Ad Hoc Law Enforcement Sub-committee – Polices/Procedures/Best Practices/Social Justice/Police Audit • Housing Subcommittee 	<ul style="list-style-type: none"> • Sonoma Clean Power • Sister City Committee (Sebastopol World Friends) • Sebastopol Area Chamber of Commerce • Sebastopol Downtown Association (SDA) Liaison • Sebastopol Cultural Community Center
Sarah Gurney	<ul style="list-style-type: none"> • Sonoma County Transportation Authority (SCTA) • Regional Climate Protection Agency (RCPA) *Rep should be same Rep as SCTA • Library Advisory Board for Sebastopol Regional Branch • Gravenstein Health Action Coalition • Water Subcommittee • Park Village/West County Community Services/Group of Advocates • Zero Waste • Sebastopol Cultural Community Center • LANTERN 	<ul style="list-style-type: none"> • ABAG • League of California Cities • Mayors and Councilmembers Association • League of CA Cities • Senior Center • City Climate Action Sub-Committee
Neysa Hinton	<ul style="list-style-type: none"> • Russian River Water Shed Association Board of Directors • Legislative Committee • Laguna Stakeholders Committee • Sebastopol Downtown Association (SDA) Liaison • Park Village/West County Community Services/Group of Advocates • Locals Who Make a Difference • Budget Sub-Committee 	<ul style="list-style-type: none"> • Sonoma County Transportation Authority (SCTA) • Regional Climate Protection Agency (RCPA) *Rep should be same Rep as SCTA • Waste Management Agency/Zero Waste • Represent Sebastopol on the GSA Board resulting from Sebastopol joining the Santa Rosa Plain GSA Basin • Liaison to the Sebastopol Center for the Arts
Diana Rich	<ul style="list-style-type: none"> • Marin/Sonoma Mosquito & Vector Control District. (2- or 4-Year Term) Term Ends: December 31, 2021 • Waste Management Agency/Zero Waste • Emergency Services (Fire)/Sub-committee <ul style="list-style-type: none"> ➤ Emergency Preparedness/Review of Ordinances/Policies/Procedures ➤ Fire Department Long Term Staffing Goals and Solutions Subcommittee • Locals Who Make a Difference • City Climate Action Sub-Committee 	<ul style="list-style-type: none"> • Legislative Committee • Library Advisory Board for Sebastopol Regional Branch • Laguna Stakeholders Committee • Health Action Coalition (Sonoma County Department of Health Services) (Regional Rep) • Gravenstein Health Action Coalition • LANTERN
Patrick Slayter	<ul style="list-style-type: none"> • Sonoma Clean Power 	

	<ul style="list-style-type: none">• Represent Sebastopol on the GSA Board resulting from Sebastopol joining the Santa Rosa Plain GSA Basin• Sister City Committee (Sebastopol World Friends)• Sebastopol Area Chamber of Commerce• Senior Center• Liaison to the Sebastopol Center for the Arts• Ad Hoc Law Enforcement Sub-committee – Polices/Procedures/Best Practices/Social Justice/Police Audit• Sebastopol Disaster Council• Emergency Services (Fire)/Sub-committee<ul style="list-style-type: none">➤ Emergency Preparedness/Review of Ordinances/Policies/Procedures➤ Fire Department Long Term Staffing Goals and Solutions Subcommittee• Housing Subcommittee• Zero Waste	
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2021 - CITY COUNCIL AND CITY STAFF COMMITTEE ASSIGNMENTS
 As approved by the City Council at their regular meeting of December 1st 2020

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 #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	Marin/Sonoma Mosquito & Vector Control District. (2- or 4-Year Term) Term Ends: December 31, 2021	Councilmember Rich	None	Abates/prevents mosquito and other insect problems.	595 Helman Avenue Cotati, CA 94931	7:00 pm Second Wednesdays
2.	Redwood Empire Municipal Insurance Fund (REMIF)	City Manager	Assistant City Manager/City Clerk	15-City Multi-Insurance Pool for Workman’s Compensation, Liability, Health, Vision, etc.	Various Locations for Board Meetings	12:00 pm Quarterly Meetings
3A.	Sonoma County Transportation Authority (SCTA)	Vice Mayor Gurney	Councilmember Hinton	Prepares, plans and reviews grants for County and cities for Transportation, Transit and Bike Funds	SCTA Meetings are held at Sonoma County PRMD, 2550 Ventura Avenue, Santa Rosa, CA 95401 in the Planning Commission Meeting Room	2:30 pm Second Mondays
3B.	Regional Climate Protection Agency (RCPA) *Rep should be same Rep as SCTA	Vice Mayor Gurney	Councilmember Hinton	A Separate Agency that shares the same Boardmembers as SCTA The SCTA/RCPA acts as the County-wide planning and programming agency for transportation and coordinates climate protection activities county-wide.	Same as Above	Same as Above
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)	Councilmember Slayter	Mayor Glass	Publicly owned Community Choice Provider	50 Santa Rosa Avenue 5 th Floor Santa Roa, CA 95404	Frist Thursday 8:45 am – 12:00 pm
5.	Zero Waste Sonoma Board	Councilmember Rich	Councilmember Hinton	County-wide management of solid waste reduction programs for cities and Sonoma County - Sonoma County Waste Management Agency Board of Directors: The SCWMA is a joint powers agency of the Cities and County of Sonoma that Provide recycling and diversion programs, education programs and regulatory compliance reporting compliance with AB 939.	Santa Rosa Council Chambers 100 Santa Rosa Avenue	8:30 am – 11:30 am Third Wednesdays

B. County Wide Advisory Committees:

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	AB 939 Local Task Force	Primary – Sunny Galbraith Three Year Terms Expiration: August 2021	Alternate – Guy Tillotson Three Year Terms Expiration: August 2021	Advisory to Waste Management Agency (review and comment on IWMP, contains government and private members). Advisory Committee to County of Sonoma Board of Supervisors and Sonoma County Waste Management Agency on matters related to waste management, recycling and diversion, AP 939 compliance, etc.	Sonoma County Transportation and Public Works 2300 County Center Drive Santa Rosa, CA	Meets bi-monthly 1:30 pm – 3:30 pm 2 nd Thursdays of Bi-Month
2.	Community Development Commission Cities & Towns Advisory Committee(CTAC)	Planning Director	City Manager	CTAC is the cities' staff representative group under the JPA with the CDC. The group is advisory to the CDC and provides recommendations to the Board of Supervisors for CDBG and other HUD funds such as the COVID CARES ACT funding and HOME funding.	Community Development Commission Office 1440 Guerneville Road Santa Rosa, CA	Meets as needed.
3.	Continuum of Care AD HOC Committee	Mayor Glass				
4.	County-wide Bicycle and Pedestrian Advisory Committee (CBPAC)	Associate Planner	Planning Director	Advisory to Sonoma County Transportation Authority on disposition of TDA Article 3 Funds and coordination of bike and pedestrian planning efforts; maintains and updates County-wide Bike and Ped Master Plan; recommends annual TDA Article 3 program of projects.	Sonoma County Transportation Office 490 Mendocino Avenue, #206 Santa Rosa, CA	Meets on 4 th Tuesdays of Alternate Months 1:30 pm
5.	GSA Board/ Santa Rosa Plain GSA Basin	Councilmember Slayter	Councilmember Hinton			Second Thursday 1:00 pm – 3:30 pm
6.	MS4 Storm Water Co-Permittee Working Group	Engineering Manager	City Engineer Joe Gaffney	Provides direction for the regional storm water permit as a co-permittee workgroup	Varies, most commonly Windsor Council Chambers	2 nd Tuesday 8:00 AM to 10:00 AM
7.	Russian River Water Shed Association Board of Directors	Councilmember Hinton	Engineering Manager *Working Group Only	RRWA Board of Directors (Elected Officials from Member Agencies). Association of Cities and Counties working collaboratively on matters related to watershed management, groundwater, storm water and various regulatory compliance issues. RRWA Technical Working Group (Staff members from member agencies) Advises RRWA Board on annual work plan and budget and various technical	Windsor Town Hall	4 th Thursdays 9:00 am Every other month

				initiatives. (We are currently represented here by our consultant, GHD.)		
8.	Santa Rosa Plain Groundwater Management Plan Basin Technical Advisory Committee	Panel Representative: Engineering Manager		SR Plain Groundwater Management Plan Basin Advisory Panel/Advisory to Sonoma County Water Agency BOD regarding implementation of the Groundwater Management Plan. (Staff representatives from City stakeholders)	City of Santa Rosa Utilities Field Office	1 st Monday 3:00 – 5:30 PM
9.	Sonoma County Transportation Authority Planning Advisory Committee (SCTA PAC)	Planning Director	Associate Planner	SCTA PAC is Advisory to the SCTA/RCPA Board on planning matters	Sonoma County Transportation Office 411 King St Santa Rosa, CA	Meets on 3 rd Thursdays, 9 am
10.	Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC)	Engineering Manager	Planning Director	SCTA TAC is Advisory to the SCTA/RCPA Board on transportation planning matters and programming of various transportation grant funding sources.	Sonoma County Transportation Office 411 King St Santa Rosa, CA	Meets on 4 th Thursdays 1:30 pm
11.	Sub regional Partners Technical Advisory Committee (TAC)	Engineering Manager	City Manager	Makes recommendations to Santa Rosa, County, Rohnert Park, Cotati and Sebastopol – Reviews matters related to operations and maintenance of sub-regional system; reviews and recommends annual budgets.	Laguna Treatment Plant 6300 Llano Road Santa Rosa, CA	Meets as needed.
12.	Zone 1A Advisory Committee (Sonoma County Water Agency)	Engineering Manager	Building Official	Makes annual budget review and recommendation for flood control projects within Zone 1A (Santa Rosa-Laguna drainage basin (of Santa Rosa, Rohnert Park, Cotati and Sebastopol) Zone 1A Advisory Committee meets with Sonoma County Water Agency staff to learn of flood control and related activities within the Zone 1A (Santa Rosa Plan watershed) and reviews annual budgets.	Meets at the Sonoma County Water Agency Office, 404 Aviation Boulevard, Santa Rosa, CA	Meets as needed.

C. Other Governmental Agencies

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	Association of Bay Area Governments (ABAG)	Voting Delegate: Mayor	Alternate: Vice Mayor	Delegate(s) attends meetings and votes.		
2.	League of CA Cities	Voting Delegate: Mayor	Alternate: Vice Mayor or as designated	Delegate(s) attend annual conferences and meetings	Various Locations	Meetings typically held during the Annual Conferences
3.	Legislative Committee	Councilmember Hinton	Councilmember Rich		Finley Center Santa Rosa, CA	Meets 9:30 am First Friday of the Month
4.	Mayors and Councilmembers Association	Mayor	Vice Mayor or as designated	All City Council members are invited to attend the Mayors and Councilmembers Meetings; Mayor Serves on City Selection Committee; Mayors make appointments to Golden Gate Transit, MTC, LAFCO, etc. These appointments can be significant and very competitive	Each City hosts	Meetings held on Second Thursdays 6:00 pm City Selection/Board 7:00 pm – General Meeting Meetings held every other month

D. Council Liaison

Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	Health Action Committee (Sonoma County Department of Health Services)	Mayor Glass				Meets Monday at 11:00 am Monthly
2.	Gravenstein Health Action Coalition	Vice Mayor Gurney	Councilmember Rich			
3.	Laguna Stakeholders Committee	Councilmember Hinton	Councilmember Rich	Liaison to Laguna Foundation to discuss restorative and environmental management		Meets as needed
4.	LANTERN	Vice Mayor Gurney	Councilmember Rich			
5.	Library Advisory Board for Sebastopol Regional Branch	Vice Mayor Gurney	Councilmember Rich	Advises County Library Director		4:00 pm 1 st Wednesday of the Month (this needs to be confirmed – meetings may have been changed to bi-monthly)
6.	Sebastopol Area Chamber of Commerce	Councilmember Slayter	Mayor Glass	Liaison to Sebastopol Area Chamber of Commerce on business matters		Meets as needed with Chamber Board
7.	Sebastopol Center for the Arts	Councilmember Slayter	Councilmember Hinton			
8.	Sebastopol Cultural Community Center	Vice Mayor Gurney	Mayor Glass			
9.	Sebastopol Downtown Association (SDA) Liaison	Councilmember Hinton	Mayor Glass		City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA	Meets the First Wednesday at 6:15 pm
10.	Sebastopol Senior Center	Councilmember Slayter	Vice Mayor Gurney			First Thursdays at 4:00 pm
11.	Sebastopol World Friends	Councilmember Slayter	Mayor Glass	Attends Sebastopol World Friends Meetings	Sebastopol City Hall City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA 9542	7:00 pm 1 st Wednesday of the Month
12.	Transition Sebastopol Liaison	Mayor Glass				
13.	Transition Town USA Liaison	Mayor Glass				

E. City Council Created Sub-Committees

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Item #	Committee Name	Representative	Alternate	Type of Committee	Location	Date/Time of Meetings if Known
1.	Ad Hoc Law Enforcement Sub-committee – Polices/Procedures/Best Practices/Social Justice/Police Audit	Mayor Glass Councilmember Slayter City Manager/Attorney Assistant City Manager/Clerk Police Chief				
2.	Budget Subcommittee	Mayor Glass Councilmember Hinton City Manager Assistant City Manager/City Clerk Administrative Services Director	Diana	Meets per approved scheduled for City budget for upcoming Fiscal Year	City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA	Meets per approved schedule adopted in February of each year
3.	Climate Action Subcommittee *See committee list below	Councilmember Rich	Vice Mayor Gurney			
4.	Emergency Services (Fire)/Sub-committee --Emergency Preparedness/Review of Ordinances/Policies/Procedures --Fire Department Long Term Staffing Goals and Solutions	Councilmember Slayter Councilmember Rich City Manager/Attorney Assistant City Manager/City Clerk Fire Chief Police Chief (emergency ordinances/policies/procedures)			Sebastopol City Hall City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA 9542	Meetings to be scheduled by Sub-committee – no set date/time
5.	Housing Subcommittee	Mayor Glass Councilmember Slayter City Manager Planning Director				
6.	Locals Who Make a Difference	Councilmember Hinton Councilmember Rich City Manager Public Works Superintendent				Meets on a 4 month cycle or 3 times per year
7.	Park Village/West County Community Services/Group of Advocates	Vice Mayor Gurney Councilmember Hinton City Manager Assistant City Manager/City Clerk Planning Director Engineering Manager Public Works Superintendent				Meetings to be scheduled by Sub-committee – no set date/time
8.	Sebastopol Disaster Council	Councilmember Slayter			Sebastopol City Hall City Hall Conference Room	Meetings to be scheduled by Sub-

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		(Position is to be designated by the Mayor)			7120 Bodega Avenue Sebastopol, CA 9542	committee – no set date/time
9.	Water Subcommittee	Mayor Glass Vice Mayor Gurney City Manager Public works Superintendent				Meetings to be scheduled by Subcommittee – no set date/time
10.	Zero Waste	See Table Below				

ZERO WASTE SUBCOMMITTEE:

Zero Waste Subcommittee Position	Name	Appointment Date	Termination Date	Resident? And/or own Business in Town?
City Council Member	Councilmember Slayter			
City Council Member	Vice Mayor Gurney			