



## City of Sebastopol Planning Department

Date: May 9, 2024

To: Climate Action Committee Members

From: David Woltering, Interim Planning Director

Subject: Consideration of Boards, Committees, and Commissions Reorganization

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Climate Action Committee Members,

As you are aware, the City of Sebastopol will be considering the reorganization of certain boards, committees, and commissions as part of its on-going budget review process to identify possible streamlining and process improvement opportunities as well as cost savings, including those related to staff time and supporting technology. Recently, Planning Department staff met with the Climate Action Committee to inform you of this process and to seek feedback from your membership. The Planning Department staff has reviewed this information with the City Manager and the Assistant City Manager. Based on this review and discussion, staff's initial recommendation, pending further discussion and pending budget analysis, is described below:

- City Attorney to review State Brown Act requirements with Committee members as they pertain to the Committee's roles and responsibilities;
- Meetings will be held in-person with Zoom viewing only option, without live-streaming, for recording purposes;
- Meetings will be scheduled on a quarterly basis; and,
- Committee members will prepare reports and draft agendas to submit to Planning Department Staff for distribution.