

CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: December 17, 2024

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**To:** Honorable Mayor and City Councilmembers  
**From:** Mary Gourley, City Clerk  
**Subject:** Designating Voting Delegate and Alternate(s) to Vote in the Mayor's Absence for the 2025 Sonoma County Mayors and Councilmembers City Selection Committee Meetings and Sonoma County Mayors and Councilmembers Board and General Membership Association Meetings

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**EXECUTIVE SUMMARY:** This item is to request that the City Council Ratify the Selection for the Voting Delegate and Alternate(s) to Vote in the Mayor's Absence for the 2025 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.
- c. Make recommendations to the full Association membership on matters of interest.
- d. Conduct the Association's business in an orderly manner.

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.

**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 2025 meeting dates are listed below for your information below. Host City are by rotation and unless amended, are listed below. These meetings are held in person and are noticed by the Brown Act Requirements. City of Sebastopol will be hosting the April 10, 2025 Mayors and Councilmembers Meeting/Dinner at a location to be determined.

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

**2025 MEETING CALENDAR**

February 13, 2025	Santa Rosa
April 10, 2025	Sebastopol
June 12, 2025	Sonoma
August 14, 2025	Windsor
October 9, 2025	Cloverdale

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, if staff receives 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 the agenda 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.

**FISCAL IMPACT:** There is no fiscal impact with the action tonight.

**RESTATED RECOMMENDATION:** That the Council City Council Ratify the Selection for the Voting Delegate and Alternate(s) to Vote in the Mayor's Absence for the 2025 Sonoma County Mayors and Councilmembers City Selection Committee Meetings and Sonoma County Mayors and Councilmembers Board and General Membership Association Meetings.

**OPTIONS:**

None. A voting delegate is required for the City of Sebastopol to vote at the Sonoma County Mayors and Councilmembers Meetings and City Selection Committee Meetings.

**ATTACHMENTS:**

Letter of Authorization - Voting Delegate and Alternate(s)

**APPROVALS:**

Department Head Approval: Approval Date: 12-2-2024

CEQA Determination (Planning): Approval Date: 12-2-2024

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: 12-2-2024

Costs authorized in City Approved Budget:  Yes  No  N/A

Account Code (f applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: N/A

December 18, 2024

2025 Chair City  
City of Rohnert Park  
Sonoma County Mayors' and Councilmembers' Association  
130 Avram Avenue  
Rohnert Park, CA 94928  
**Attn:** Lauren Berges, MCA Clerk [scmcaclerk@gmail.com](mailto:scmcaclerk@gmail.com)

And

Clerk of the Board  
County of Sonoma, Board of Supervisors  
575 Administration Dr., Room 100A  
Santa Rosa, CA 95403  
Attn: Michelle Norman, [Michelle.Norman@sonoma-county.org](mailto:Michelle.Norman@sonoma-county.org)  
Kyreen Gonzalez, [Kyreen.Gonzalez@sonoma-county.org](mailto:Kyreen.Gonzalez@sonoma-county.org)  
Cc: Lauren Berges, [scmcaclerk@gmail.com](mailto:scmcaclerk@gmail.com)

To Whom It May Concern:

In the event that I am unable to attend a meeting of the 2025 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. Vice Mayor Jill McLewis
- 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,

Stephen Zollman  
Mayor  
City of Sebastopol