

**City of Roseville
Multi-Hazard Mitigation Plan
Final Steering Committee Ground Rules
November 14, 2022**

PURPOSE

As the title suggest, the role of the Steering Committee (SC) is to guide the Roseville planning team through the process that will result in a plan that can be embraced both politically and by the constituency within the planning area. The SC will provide guidance and leadership and support the planning process as well as act as the point of contact for all partners and the various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

CHAIR & VICE CHAIR

The Steering Committee selected **George Booth** representing the citizens of Roseville to act as the chairperson for this plan update effort. The role of the chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan tasks. **Joe Anderson**, representing the City of Roseville, was selected as vice chairperson to take the chair's role when the chair is not available. The Committee chose to adopt a rule that requires either the chair or the vice chair to be present at any given meeting.

ATTENDANCE

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform staff before the meeting is conducted. If a member misses 3 consecutive meetings, the Committee may choose to write a letter to the member to confirm interest and may ultimately seek to replace the member.

QUORUM

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. A quorum for this committee will be met with fifty percent (50%) plus 1 member of the Committee membership and the chair or vice chairperson must be present.

ALTERNATES

A specific list of Committee members was selected for the Steering Committee (see attached list). These members have made a commitment to attend the meetings and gain the understanding of the issues and each other's viewpoints needed to reach agreement on plan

recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members have been identified for each active committee member. The Committee decided the role of alternates is fully interchangeable with that of regular Committee members. Alternates will be able to voice opinions and vote, in the place of the absent committee member they represent

DECISION-MAKING

As the Committee provides advice and guidance on the Plan, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with it (using the consensus continuum as a gauge). Voting is defined as "majority rules". The Committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In either case, minority dissent will be recorded in the meeting summaries and the Committee chose to note such opinions in their final recommendations.

RECOMMENDATIONS

The Committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The Committee may also assist in the presentation of the Plan to the elected bodies of participating organizations.

SPOKESPERSONS

Ideally the Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee's united recommendations to participating organizations, the public, and the media, a Committee spokesperson could be selected. In addition, each member should have a responsibility to represent the Committee's recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work.

STAFFING

The Planning Team for this project includes appropriate personnel from the City of Roseville Planning, Engineering departments and the City Manager's Office along with contract consultant assistance provided by Tetra Tech Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

PUBLIC INVOLVEMENT

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Development of a public involvement strategy will be one of the first tasks undertaken by Committee.

PUBLIC COMMENT PROTOCOL

Steering Committee meetings will comply with common public meetings practices::

- All items on the agenda are open to public comment before final action is taken.
- "Public Comment" gives you an opportunity to speak to the Steering Committee.
- Time limits are observed to conduct business that is related to this project effectively and efficiently.

COURTESY

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

MEETINGS

Meetings generally will be conducted on the second Monday of each month at 1 pm in the Roseville Civic Center, and virtually on Microsoft Teams. Meetings will be open to the public. Meetings can be added or deleted as needed as determined by the planning team in order to meet timelines and milestones specified in the scope of work.

Steering Committee Members

Name	Agency	Phone	Email
George Booth	Sacramento Co Floodplain Mgr	916-847-3778	booth@sccounty.net
Joe Anderson	Roseville Public Works	916-223-6920	jjanderson@roseville.ca.us
Ryan DeVore	Roseville Asst. City Mgr	916-774-5349	rdevore@roseville.ca.us
Jeff Beigh	Roseville PD LT/ EM	916-774-5058	jbeigh@roseville.ca.us
Kinnie Shallow	Roseville Development Svcs	916-746-1309	kshallow@roseville.ca.us
Gina McColl	Roseville Economic Development Dept.	916-774-5452	gmccoll@roseville.ca.us
Daniel Harrison	Roseville Public Affairs & Communication	916-774-5382	djharrison@roseville.ca.us
Erik Angle	Sutter / Emergency Prep Pgm Coord.	916-781-1635	anglee@sutterhealth.org
Kevin McGoldrick	Kaiser Support Svcs Admin	916-216-5167	Kevin.e.mcgoldrick@kp.org
Steve Parker	Resident / RCONA	916-705-6905	vicepresident@rcona.org
Michael Algots	UP/Manager – Hazardous Matl		mjalgots@up.com
Dave Atkinson	Placer County OES	530-392-0087	datkins@placer.ca.gov