

# MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY

Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor

## GENERAL MEMBERSHIP MEETING

Thursday June 9, 2022

**6:15 PM**

In response to the coronavirus cases in the County and continuing concerns of the Governor of California and the County Public Health Officer about potential community spread of the virus resulting from prolonged indoor gatherings, the Mayors' and Councilmembers' Association of Sonoma County has suspended conducting in-person meetings to minimize the spread of the COVID-19 virus pursuant to the provisions of the Brown Act as amended by AB 361 (2021).

The Mayors' and Councilmembers' Association of Sonoma County will be conducting the meeting via Zoom.

Members of the public can participate in the meeting by visiting [zoom.us](https://us02web.zoom.us/j/89840143189?pwd=QUhYY3pLUXhMMXoxaDhTYlUwZVVIQT09) or using the following link:

<https://us02web.zoom.us/j/89840143189?pwd=QUhYY3pLUXhMMXoxaDhTYlUwZVVIQT09>

or by dialing +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 436 2866 or +1 301 715 8592 or +1 312 626 6799 and entering the **Webinar ID: 898 4014 3189** and **Passcode: 762353**

## AGENDA

1. **Call to Order**

Chair Mark Landman (City of Cotati)

2. **Roll Call**

Cloverdale		Petaluma		Sebastopol	
Cotati		Rohnert Park		Sonoma	
Healdsburg		Santa Rosa		Windsor	

3. **Announcement(s)**

- It is recommended that the SCMCA adopt a motion authorizing the continuation of virtual meetings during a declared state of emergency pursuant to government code 54953 (AB 361).

4. **Introductions**

5. **Approval of Minutes:**

- Regular Meeting of April 14, 2022

6. **Public Comment:**

If members of the public would like to provide public comment, we encourage you to submit them via email to the Host City, City of Cotati, by 3:00 p.m. on the day of the meeting:

[kepatterson@cotaticity.org](mailto:kepatterson@cotaticity.org). Members of the public can also provide public comment by raising their hand or dialing \*9 during the public comment period on the zoom platform.

7. **Program**

- a) Approval of the Association Clerk (City Manager Damien O’Bid, Cotati & City Manager Jeff Kay, Healdsburg)
- b) Update on Santa Rosa’s Safe Parking Program (Jennielynn Holmes, Chief Programs Officer, Catholic Charities of the Diocese of Santa Rosa)
- c) Update on Sebastopol’s Safe Parking Program (Mayor Patrick Slayter, Sebastopol)
- d) City of Petaluma Update on Homelessness Initiatives (Karen Shimizu, Housing Manager, City of Petaluma)

**8. Reports**

- a) Board of Directors Meeting and Appointments (Chair Landman)
- b) City Manager’s Committee – Damien O’Bid (City of Cotati)
- c) Committee Reports (see attached list)
- d) City Mayor’s Report (Attached and/or verbal if any important announcements for the General Membership)

**9. Announcement(s)**

**10. Adjournment**

The next General Membership Meeting will be held on August 11, 2022.

**Upcoming 2022 Meetings:**

August 11, 2022      City of Sonoma  
 October 13, 2022    City of Sebastopol

\* \* \* \* \*

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public review the Friday prior to the regularly scheduled meeting on the City’s website at [http://www.cotaticity.org/city\\_hall/city\\_council/mayors\\_councilmembers\\_association](http://www.cotaticity.org/city_hall/city_council/mayors_councilmembers_association) or by email upon request at [kepatterson@cotaticity.org](mailto:kepatterson@cotaticity.org) . Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Association regarding any item on this agenda, after the agenda has been distributed, will be made available for review. Contact number: (707) 665-3622. In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Cotati City Clerk’s office at (707) 665-3622. Notification 72-hours prior to the meeting will enable the Association to make reasonable arrangements to ensure accessibility to this meeting.

\* \* \* \* \*

# MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY

Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor

## GENERAL MEMBERSHIP MEETING MINUTES

Thursday April 14, 2021

**7:00 PM**

Fairview Sonoma County  
100 Golf Course Dr.  
Rohnert Park, CA 94928

### AGENDA

**1. Call to Order**

*Chair Landman called the meeting to order at 7:00pm*

**2. Roll Call**

*Present:*

*City of Cloverdale*

*City of Cotati*

*City of Healdsburg*

*City of Petaluma*

*City of Rohnert Park*

*City of Santa Rosa*

*City of Sebastopol*

*City of Sonoma*

*Town of Windsor*

**3. Announcement(s)**

- It is recommended that the SCMCA adopt a motion authorizing the continuation of virtual meetings during a declared state of emergency pursuant to government code 54953 (AB 361). *City of Rohnert Park moved to approve the virtual meeting format (AB 361). City of Petaluma seconded the motion. The motion passed by a unanimous vote.*

**4. Introductions**

**5. Approval of Minutes:**

- Regular Meeting of February 11, 2021  
*No objections*

**6. Public Comment:**

*No public comment.*

**7. Program**

a. Presentation on Continuum of Care Committee.

*Presentation by Don Schwartz, Rohnert Park, Stephen Sotomayor, Healdsburg, and Councilmember Tom Schwedhelm, Santa Rosa. Mayors and Councilmembers comment.*

**8. Reports**

a. Board of Directors Meeting and Appointments (Chair Landman)

*Chair Landman reports that Mayor Todd Lands, Cloverdale, was appointed to the Airport Land Use Commission, Councilmember Pam Stafford, Rohnert Park, was appointed to the Local Agency Formation Commission (LAFCO), and Mayor Mark Landman, Cotati, was appointed to the Remote Access Network (RAN) Board*

b. City Manager's Committee – Damien O'Bid (City of Cotati)

*Report by City Manager Damien O'Bid, Cotati*

c. Committee Reports (see attached list)

*None*

d. City Mayor's Report (Events/Items of Interest)

*None*

**9. Announcement(s)**

*Mayors/Councilmembers of Cities of Cotati, Petaluma, Rohnert Park, Sonoma, Healdsburg, and the Town of Windsor reported out on various programs, projects, and updates from their respective city or town.*

**10. Adjournment**

*Chair Landman adjourned the meeting at 8:52pm*

**Upcoming 2022 Meetings:**

June 9, 2022	City of Petaluma
August 11, 2022	City of Sonoma
October 13, 2022	City of Sebastopol

# Part-Time Clerk for the Sonoma County Mayors and Councilmembers Association

## **Recommendation**

It is recommended that the General Membership of the Sonoma County Mayors and Councilmembers Association by motion:

1. Approve a budget of no more than \$52,000 in Year 1 to hire a part-time Association Clerk.
2. Approve an equal cost split among member cities, except the Fiscal Agent City, which will receive a 50% discount in recognition of in-lieu services.
3. Delegate selection of the Fiscal Agent and Association Clerk to the Board of Directors.
4. Approve the form of the Scope of Services for an Association Clerk (Exhibit 1), subject to final approval by the Board of Directors.

## **Background**

Historically, the focus of the Sonoma County Mayors and Councilmembers Association (MCA) has been the exchange of ideas among fellow elected officials - both by educational presentations and by providing an opportunity to network with peers. The MCA Board of Directors (Board) also makes appointments to select regional bodies, as well as serving as the City Selection Committee for Sonoma County, as required under Government Code §50270. The MCA Board and General Membership meetings are held quarterly, per the current by-laws. The MCA also has a Legislative Committee, which our Cal Cities representative (Nancy Hall Bennett) has graciously hosted on behalf of the MCA.

By 2019, it had become clear that the speed, volume, and types of issues confronting Sonoma County cities required enhanced coordination to address issues of common interest. Additionally, the rotational system to manage the various MCA functions is time consuming, inefficient and lacks continuity. Therefore, on September 16, 2019, the Board met and developed an outline of the recommended changes to the MCA, which is attached to this staff report (Exhibit A). In addition, the Board Chair appointed, and the Board approved, an ad hoc subcommittee of the following elected officials tasked with updating the by-laws to implement the recommended changes:

- Tom Schwedhelm (City of Santa Rosa)
- Teresa Barrett (Petaluma)
- Melanie Bagby (Cloverdale)
- Neysa Hinton (Sebastopol)

However, after an initial meeting to develop a purpose statement, work paused as the region grappled with multiple emergencies, including wildfires and COVID-19. On November 18, 2021, the MCA Board re-appointed the ad hoc subcommittee to continue their work, with staff

assistance from Jeff Kay (Healdsburg) and Damien O'Bid (Cotati).

Given that cities are currently in their budget development process, the ad hoc focused on developing a draft scope and cost for a contract part-time Association Clerk to inform their budget processes. This will be followed by updating the by-laws for review by the cities.

To approve this motion, a quorum of the regular members (i.e. elected officials) is needed. In accordance with the current by-laws, to reach a quorum, there needs to be 18 regular members, from at least 5 cities.

### **Analysis/Discussion**

Currently, the MCA is an association without any staff or administrative infrastructure. Therefore, the cities in Sonoma County rotate responsibilities as Chair City and Program City, in alphabetic order so that each city serves in one of these roles every 9 years. The Chair City is responsible for chairing the meetings, updating the MCA handbook, creating and publishing the meeting agendas through close coordination with the Program City, the Host City and the County Clerk for City Selection Meetings, recording the meeting minutes, pushing out information to the member cities, and establishing a website to host MCA information for that year. The Program City, which is the next in line alphabetically, is responsible for arranging for the speakers' program at the General Membership meetings. For each General Membership meeting, there is also a Host City. The Host City rotates with each General Membership meeting and is responsible for securing a meeting venue and related meeting logistics, choosing and developing the menu, securing potential sponsors to offset meeting costs, and collecting meeting reservations and payments.

The current rotational system is problematic in a number of ways. Rotating the administrative functions each year is inefficient, leads to a lack of continuity and focus between years, and requires extensive staff time by the Chair City, and to a lesser degree, the Program City and Host cities. Under the current system, many of these administrative tasks essentially need to be re-built every year, leading to staff impacts for the Chair City and unnecessary confusion for the membership. The part time Association Clerk is intended to provide basic administrative structure to the MCA, including record keeping, hosting of an MCA website, and general coordination and continuity of all functions currently performed by various cities, as described in the attached scope of work (Exhibit B). Employing a part-time contract employee is fairly common in other Mayors & Councilmembers Associations in the Bay Area, so while the proposed scope of work fits our unique needs, the role is relatively common in other associations.

The MCA is not an entity with legal standing to enter into agreements or employ staff. Therefore, the part-time Association Clerk is intended to be an independent contractor, who would contract with one of the MCA cities that volunteers to serve as the Fiscal Agent. The Fiscal Agent would be responsible for contracting with the part-time Association Clerk, as well as managing funds for MCA functions. Determination of which City will serve as Fiscal Agent will be made at a later date. Additionally, the draft Association Clerk scope of work may be further amended once the MCA by-laws are updated, as necessary or desirable.

## **Financial Considerations**

In the first year, there will be some initial start-up costs, such as developing a dedicated website for the MCA, which will be less in future years. The following table includes the estimated costs:

<b>Description</b>	<b>Year 1</b>	<b>Future Years</b>
Contract Part-Time Association Clerk	\$40,000	\$40,000 + CPI
Association Clerk Incidentals	\$2,000	\$2,000
MCA Website/Event Management	\$10,000	\$2,000
<b>Total</b>	<b>\$52,000</b>	<b>~ \$44,000</b>

It was initially proposed to split the costs equally among all 9 MCA cities. However, in recognition of the staff time required to manage and support the Association Clerk, as well as acting as the Fiscal Agent, the ad hoc subcommittee has recommended that the City who serves as the Fiscal Agent be provide a 50% discount on the costs related to the Association Clerk contract. Using the above Year 1 estimate, each city would be required to contribute \$5,778 for the year if equally split. If the MCA ultimately elects to provide a discount to the City acting as the Fiscal Agent, the cost would be approximately \$6,139 in Year 1, if 50% of one city's cost is distributed to the other 8 cities. Future years are expected to be less after initial startup costs.

The hiring of a part-time contract Association Clerk is expected to save significant City staff time by avoiding the need to support many of the MCA administrative functions that are supported by the Chair, Program or Host cities today. This time can instead be spent on supporting local city priorities.

## **Environmental Issues**

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

# EXHIBIT 1

## DRAFT SCOPE OF SERVICES

### MAYORS & COUNCIL MEMBERS ASSOCIATION OF SONOMA COUNTY CLERK

#### **NEED TO WRAP THIS IN A CONTRACT AGREEMENT**

1. The Association Clerk (Contractor) shall perform the following activities and services:
  - a. Serve as the Clerk of the MCA, including:
    - Updating the MCA Handbook as needed, but no less than annually.
    - Drafting meeting agendas for review by the Chair City; and
    - Publishing approved agendas in accordance with the Ralph M. Brown Act.
    - Clerking MCA meetings, including any subcommittee meetings; and
    - Keeping good and sufficient record of the proceedings through preparation of meeting minutes and resolutions.
    - Distribute information of common interest to the MCA, as directed by any of the member cities.
    - Track MCA appointments and vacancies and put out requests for nominations as vacancies occur or in advance of terms expiring. Provide cities sufficient time in advance of the MCA Board meetings to agendaize and discuss applicants.
  - b. Coordinate with the County Clerk and Chair City for City Selection Committee meetings, including:
    - Publishing agendas in accordance with the requirements of Government Code §50270-50279.2.
    - To track City Selection Committee appointments and vacancies of regional agencies and put out requests for nominations as vacancies occur or in advance of terms expiring. Provide cities sufficient time in advance of the City Selection Committee meetings to agendaize and discuss applicants.
  - c. Coordinate with the League of California Cities North Bay Representative, who serves as Secretary of the MCA Legislative Committee, to ensure regular updates to the Board and MCA membership; and
  - d. Receive direction from the MCA Board on presentation programs for the MCA meetings and work with the Chair City to identify potential speakers to fulfill the program direction. Coordinate with and arrange for the speakers to present at MCA meetings. Coordinate with the Host City to ensure the venue has sufficient A/V equipment for the presenter, and other duties as needed to effectively coordinate the presenter logistics.
  - e. Coordinate with Host City to obtain the date/time, venue location, menu, cost and related information from the Host City. Distribute this information to MCA cities via an online event platform capable of taking member reservations, food orders, collect payments and provide timely confirmation of totals with Host City prior to the meeting. Within 30 days of the meeting,

remit payments collected to the Host City.

- f. Maintain and consistently update the MCA website to host meeting materials, provide a platform for MCA coordination, and generally host MCA information.
  - Retain digital files of all matters related to the MCA and post meeting agendas, and related documents, and business meeting minutes, resolutions, and position/comment letters on the MCA website for public access.
- g. No later than February of each year, in coordination with the City of XXXXX, prepare and present any proposed changes to this agreement to the MCA Board.
- h. Maintain files for all reports, correspondence, and other business of the MCA.
- i. Perform such other duties as the MCA Board may from time to time direct.

## **OTHER CONTRACT TERMS AND CONDITIONS**

**Term:** The initial term of this agreement shall be five (5) years, renewable in 5-year increments by the MCA Board.

**Costs:** \$XXXXX/year, with a CPI escalator of X%. Contractor shall also receive an automobile allowance of XXXX per month. Contractor shall also be reimbursed for out-of-pocket expenses incurred on behalf of the MCA.

**Billing:** Contractor shall bill the Fiscal Agent monthly.

**MAYORS' AND COUNCILMEMBERS' ASSOCIATION**  
Board of Directors Appointments

<b>Board</b>	<b>Term</b>	<b>Member</b>	<b>Date Appointed</b>	<b>Term Expiration</b>
<b>ABAG Executive Board</b> (One Member, One Alternate)	2-year fixed term; ends in June	Susan Hollingsworth-Adams, Rohnert Park	2/11/2021	June 2023
		<u>Alternate:</u> Dennis Pocekey, Petaluma	2/11/2021	June 2023
<b>ABAG Hazardous Waste Management Facility Allocation</b>	Unspecified	Susan Harvey, Cotati	2/2/2013	N/A
<b>ABAG MTC Housing Legislative Working Group</b>				
<b>ABAG Regional Planning Committee</b>	2 years from appointment	VACANT	4/11/2019	April 2021
<b>* ABAG Appointment to (San Francisco) Bay Conservation and Development Commission</b> (One Member, One Alternate)	Unspecified	Jill Techel, City of Napa	3/15/2012	Serves at pleasure of the Chair or until office is vacated
		<u>Alternate:</u> Dan Hillmer, Larkspur	5/2/2013	
<b>Child Care Planning Council of Sonoma County</b>	3 years from appointment	Victoria Fleming, Santa Rosa	2/13/2020	February 2023
<b>Legislative Committee</b>	Unspecified	Appointed by member cities – see city rosters.		
<b>**North Bay Division, LOCC, Executive Board</b> (Two Members, One Alternate)	2 years from appointment	Mike Healy, Petaluma	2/13/2020	October 2022
		John Sawyer, Santa Rosa	4/8/2021	April 2023
		VACANT		
<b>***Great Redwood Trail Authority Board of Directors</b>	2 years from appointment	Mendocino Seat		
<b>Sonoma County Agricultural Preservation and Open Space District Citizens Advisory Committee</b> (Three Members)	2 years from appointment	Brian Barnacle, Petaluma	4/8/2021	April 2023
		Oswaldo Jimenez, Healdsburg	2/10/2022	February 2024
		Neysa Hinton, Sebastopol	1/31/2017	April 2023
<b>Sonoma Marin Area Rail Transit Commission (SMART)</b> (Three Members)	4-year fixed term	SCTA – Melanie Bagby, Cloverdale	1/31/2019	February 2023
		SCTA – Chris Rogers, Santa Rosa	1/31/2019	February 2021
		Non-SCTA - Debora Fudge, Windsor	2/9/2017	April 2025

Notes: Sonoma County Human Service Commission was eliminated in 2011 due to budget constraints.

\* Only Petaluma nominees are considered from the Sonoma County cities for consideration to the ABAG appointments to the San Francisco Bay Conservation and Development Commission (27 members total) due to jurisdiction requirements. Two appointments are made by the Board of Supervisors to represent Sonoma Co. ABAG makes four appointments (plus alternates), one of which comes from the counties of Sonoma, Marin, Solano, or Napa.

\*\* All cities in Sonoma County are eligible except Cloverdale which is in the Redwood Division.

\*\*\* Great Redwood Trail Authority Board of Directors seat rotates to Humboldt (2019/20), Mendocino (2021/22), Sonoma (2023/24), and Marin County (skips Marin as they do not participate). Only Healdsburg and Cloverdale are eligible and next Sonoma County appointment is 2023/24).

# SONOMA COUNTY CITY SELECTION COMMITTEE

## City Selection Committee Appointments

Board	Term	Member	Date Appointed	Term Expiration
<b>Airport Land Use Commission</b> (Two Members)	4-year term with May expiration	Todd Lands, Cloverdale	4/14/2022	May 2026
		Sam Salmon, Windsor	2/12/2015	May 2023
<b>Bay Area Air Quality Management District Board</b>	2-year term	Teresa Barrett, Petaluma	2/09/2017	February 2023
<b>California Coastal Commission, N. Coast Representative -</b> (Appointment made by Senate Rules Committee)	4-year term	Katie Rice (Marin County)	6/19/2019	May 2023
<b>City Selection Committee</b>	1-year term	Mark Landman, Chair, Cotati	4/14/2022	February 2023
	1-year term	Osvaldo Jimenez, Vice Chair, Healdsburg	4/14/2022	February 2023
<b>Golden Gate Bridge, Highway &amp; Transportation District</b> (Appointment made by Board of Supervisors)	2-year term	Gerard Giudice, Rohnert Park	7/20/2021	July 2023
<b>Local Agency Formation Commission</b>	4 years from appointment	Pam Stafford, Chair, Rohnert Park	4/14/2022	April 2026
		Mark Landman, Cotati	2/11/2021	May 2023
		<u>Alternate:</u> Patrick Slayter, Sebastopol	2/11/2021	May 2025
<b>Mayors &amp; Councilmembers Bylaws Subcommittee</b>	2 years from appointment	Tom Schwedhelm, Santa Rosa	9/16/2019	November 2023
		Teresa Barrett, Petaluma	9/16/2019	November 2023
		Melanie Bagby, Cloverdale	9/16/2019	November 2023
		Neysa Hinton, Sebastopol	9/16/2019	November 2023
		Jeff Kay, Healdsburg	11/18/2021	November 2023
		Damien O'Bid, Cotati	11/18/2021	November 2023
<b>Measure "O" Oversight Committee</b>	3-year Term	Kevin McDonnell, Petaluma	6/10/2021	June 2024
		Ben Ford, Cotati	6/10/2021	June 2024
<b>Metropolitan Transportation Commission</b> (Per Gov. Code 66503(b), Committee submits 3 names, appointment is made by Board of Supervisors)	4-year term	Victoria Fleming, Santa Rosa	4/8/2021	April 2025
<b>Remote Access Network (RAN) Board</b> (Must be a Mayor)	Unspecified term	Mark Landman, Cotati		
<b>Sonoma County Oversight Board Committee</b> (County-wide)	Unspecified term	Chris Rogers, Santa Rosa	4/12/2018	
		<u>Alternate:</u> Osvaldo Jimenez, Healdsburg	6/10/2021	

Notes: California Coastal Commission appointments are made by the Senate Rules Committee and the alternate serves at the pleasure of the Commissioner.