

MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY

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

Meeting of Thursday, October 10, 2019

6:00 PM

BOARD MEETING

Vanguard Properties
6790 McKinley St #120
Sebastopol CA

BOARD MEETING AGENDA



1. Call to Order – Chair Amy Harrington (City of Sonoma)
2. Roll Call

| | | | | | |
|----------------------------|--|------------------------------|--|---------------------------|--|
| Cloverdale (Melanie Bagby) | | Petaluma (Teresa Barrett) | | Sebastopol (Neysa Hinton) | |
| Cotati (John Dell'Osso) | | Rohnert Park (Gina Belforte) | | Sonoma (Amy Harrington) | |
| Healdsburg (David Hagele) | | Santa Rosa (Tom Schwedhelm) | | Windsor (Dominic Foppoli) | |

3. Approval of Minutes of Regular Meeting of August 8, 2019 & Special Meeting of September 17, 2019
4. Public Comment
5. Business Items:
 - (a) Appointments to the Following Boards / Committees:
 - **North Bay Division, League of California Cities Executive Board**, one position, to fill expired term (Oct. 2019) of Susan Harvey (Cotati). Term expires two years from appointment. Note: All cities in Sonoma County are eligible except Cloverdale which is in the Redwood Division
Letters Received: Susan Harvey, Cotati – REMOVED FROM CONSIDERATION
Mike Healy, Petaluma
 - (b) Ad-Hoc Committee Report Regarding Structure and Agenda of Mayors & Councilmembers Group (City Manager O'Bid, Cotati)
 - (c) Ad-Hoc Committee Report Regarding Home Sonoma Leadership Council
6. Announcement(s)
7. Adjournment Next Board of Directors Meetings: February 13, 2020 in the City of Sonoma

Upcoming Meetings:

| | |
|-------------------|--------------------|
| February 13, 2020 | City of Sonoma |
| April 9, 2020 | Town of Windsor |
| June 11, 2020 | City of Cloverdale |
| August 13, 2020 | City of Cotati |
| October 8, 2020 | City of Healdsburg |

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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 inspection the Thursday prior to the regularly scheduled meeting at Sonoma City Hall, City Clerk's Office, No 1 The Plaza, Sonoma, or by visiting the City of Sonoma's website at www.sonomacity.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 inspection at the Sonoma City Hall, City Clerk's Office, No 1 The Plaza, Sonoma, CA during regular business hours. Contact number: (707) 933-2216. In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Sonoma City Clerk's office at (707) 933-2216. Notification 72 hours prior to the meeting will enable the Association to make reasonable arrangements to ensure accessibility to this meeting.

ITEM 3

MINUTES

MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY

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

Meeting of Thursday, August 8, 2019

6:00 PM

BOARD MEETING

Sazón – Peruvian Cuisine
1117 Sebastopol Road
Santa Rosa CA

MINUTES

1. **Call to Order** – Meeting was called to order by Chair Amy Harrington (Sonoma) at 6:05 p.m.
2. **Roll Call – Chair Harrington called for the roll call:**

Present:

| | |
|----------------------|--------------------------------------|
| City of Cloverdale | Mayor Melanie Bagby (Arrived 6:15pm) |
| City of Cotati | Mayor John Del'Osso |
| City of Healdsburg | Vice Mayor Leah Gold |
| City of Petaluma | Council Member Mike Healy |
| City of Rohnert Park | Mayor Gina Belforte |
| City of Santa Rosa | Mayor Tom Schwedhelm |
| City of Sebastopol | Mayor Neysa Hinton |
| City of Sonoma | Mayor Amy Harrington |
| Town of Windsor | Vice Mayor Deborah Fudge |

3. **Approval of Minutes of June 13, 2019**

Public Comment: None

Motion by City of Santa Rosa, seconded by the City of Rohnert Park, to approve the June 13, 2019 Board Meeting Minutes as submitted. Motion carried.

VOTE:

Ayes: Cities of Cloverdale, Cotati, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and Sonoma
Noes: None
Absent: None
Abstain: City of Healdsburg

4. **Public Comment:** None

5. **Business Items:** Chair Harrington introduced the item and requested that the Board discuss the committee, letters of interest received, and requested that the Board act on the following appointment.

(a) Appointments to the Following Boards/Committees:

Board of Directors

- **ABAG Executive Board**, one position, to fill expired term of Jake Mackenzie (Rohnert Park), term expires June 2019. Two-year fixed term.
Letters Received: Jake Mackenzie

Public Comment: None

Motion by City of Healdsburg, seconded by City of Santa Rosa, to appoint Council Member Jake Mackenzie (Rohnert Park) to fill the two-year term. Motion carried.

VOTE:

Ayes: Cities of Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and Sonoma
Noes: None
Absent: City of Cloverdale
Abstain: None

- **ABAG Executive Board** (Alternate), one position, to fill expired term of Julie Combs (Santa Rosa), term expires June 2019. Two-year fixed term.
Letters Received: None Received

Public Comment: Michael Carnacchi (Sebastopol) spoke to the Board and noted that he would be willing to serve.

Motion by City of Sebastopol, seconded by City of Cotati, to appoint Michael Carnacchi to fill the two-year term. Motion carried.

VOTE:

Ayes: Cities of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma and Town of Windsor
Noes: None
Absent: None
Abstain: None

(b) Request for Item to be brought forward to the Mayors and Councilmembers General Membership at its Meeting of October 2019 (Mayor Hinton, Sebastopol)

Mayor Hinton (Sebastopol) spoke regarding her request that the Board consider making a formal request to propose to add an alternate position to the current MTC appointment. She noted that this idea was suggested by two Sonoma County Board of Supervisors.

Motion by City of Cloverdale, seconded by City of Santa Rosa, to draft a letter of support which will be presented to the General Membership at the October meeting. Motion carried.

Public Comment: None

VOTE:

Ayes: Cities of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma and Town of Windsor
Noes: None
Absent: None
Abstain: None

(c) Discussion of Structure and Agenda of Mayors & Councilmembers Group

Mayor Harrington noted that the topic of the structure of the Mayors & Councilmembers group had been brought up at the June meeting and there had been an interest expressed in reviewing the structure and the agenda process at the August meeting.

Public Comment: Cathy Capriola, City Manager (Sonoma)

After much discussion, it was the consensus of the Board to hold a special meeting to discuss this item more in depth.

- (d) **Discussion of Timing - Home Sonoma Leadership Council and Request for Board to Submit a Request to the Cities for Direction on Future Governance** (Assistant City Manager Don Schwartz, representing cities without designated federal CDBG designation (all cities except Santa Rosa))

Assistant City Manager Schwartz gave a brief review of the Home Sonoma Leadership Council. The group discussed the item. It was the consensus of the group, that this item should be placed on the agenda for the upcoming special Board Meeting that was to be scheduled.

Public Comment: Michael Carnacchi, Council Member (Sebastopol) and Cathy Capriola, City Manager (Sonoma)

6. **Announcement:** None

7. **Adjournment:** Chair Harrington adjourned the Board meeting at 7:02pm to the Next Board of Directors Meetings: October 10, 2019 in the City of Sebastopol, CA.

Respectfully Submitted by:

Rebekah Barr
City of Sonoma City Clerk
Recording Secretary – 2019 Chair City

MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY

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

Special Board Meeting of Tuesday, September 17, 2019

10:00 AM

Santa Rosa City Hall
100 Santa Rosa Avenue, Mayor's Conference Room
Santa Rosa CA

MINUTES

1. **Call to Order** – Meeting was called to order by Chair Amy Harrington (Sonoma) at 10:07 a.m.

2. **Roll Call – Chair Harrington called for the roll call:**

| | | |
|----------|----------------------|-----------------------|
| Present: | City of Cloverdale | Mayor Melanie Bagby |
| | City of Healdsburg | Mayor David Hagele |
| | City of Petaluma | Mayor Teresa Barrett |
| | City of Rohnert Park | Mayor Gina Belforte |
| | City of Santa Rosa | Mayor Tom Schwedhelm |
| | City of Sebastopol | Mayor Neysa Hinton |
| | City of Sonoma | Mayor Amy Harrington |
| | Town of Windsor | Mayor Dominic Foppoli |

Absent: City of Cotati Mayor John Del'Osso

3. **Business Items:**

(a) Discussion of Structure and Agenda of Mayors & Councilmembers Group (All) – Reference Material Attached

Chair Harrington introduced the item and the board discussed the item in length. The board discussed the purpose and structure, what other agencies are doing, budget and resources, meeting logistics, the hiring of a staff person, and various other topics. They appointed an Ad-hoc committee to work on this item and bring back to the Board of Directors at the October meeting. The Ad-hoc Committee was Mayor Tom Schwedhelm - Chair (Santa Rosa), Mayor Melanie Bagby (Cloverdale), Mayor Teresa Barrett (Petaluma), Mayor Neysa Hinton (Sebastopol), City Manager Cathy Capriola (Sonoma) and City Manager Damien O'Bid (Cotati). A copy of the presentation is attached to and made part of these Minutes.

Public Comment: None

(b) Report on Resolution Against Detention Camps (Mayor Harrington, Sonoma) – Reference Material Attached

Chair Harrington noted that the City of Sonoma had passed the resolution and she wanted to provide it to the other cities if anyone was interested in also considering it.

Public Comment: None

(c) Discussion and Possible Action on Leadership Council Representation (Assistant City Manager Don Schwartz) – Reference Material Attached

Rohnert Park Assistant City Manager Don Schwartz gave an updated presentation regarding this item. The Board discussed it and came to the decision that it would not be placed on the General Membership meeting. It was the consensus that it would be more beneficial to appoint an Ad-hoc committee to meet with the Board

of Supervisors regarding the interests of small and medium cities. The Ad-hoc committee was Mayor Gina Belforte (Rohnert Park) and David Hagele (Healdsburg).

6. **Announcements:** None

7. **Adjournment:** Chair Harrington adjourned the Special Board meeting at 12:27pm to the next Board of Directors Meetings: October 10, 2019 in the City of Sebastopol, CA.

Respectfully Submitted by:

Rebekah Barr
City of Sonoma City Clerk
Recording Secretary – 2019 Chair City

Board of Directors

Mayors' & Council Members' Association
of Sonoma County

SPECIAL MEETING -- SEPTEMBER 17, 2019

DISCUSSION OF STRUCTURE AND AGENDA OF
ORGANIZATION

Process Agenda

PURPOSE AND STRUCTURE

Plus / Delta Discussion

LEARNING – Other Agencies

Focused Discussion

- Purpose / Role
- Structure / Organization
- Budget / Resources
- Board of Supervisors
- Logistics / Rooms

Ad-Hoc Committee to continue work?

Purpose Statements

No purpose statement outlined for Sonoma County

| ALAMEDA COUNTY MAYORS' CONFERENCE | MARIN COUNTY COUNCIL OF MAYORS AND COUNCILMEMBERS | NAPA COUNTY LEAGUE OF GOVERNMENTS |
|---|--|---|
| <ul style="list-style-type: none"> ▪ Develop and maintain a means of cooperative effort and understanding in matters of mutual interest and concern; ▪ Assemble information helpful in the consideration of problems peculiar to the various areas of the County; ▪ Provide guidance for united action by their respective cities in dealing with local municipal affairs; ▪ Serve as a City-County relations organization; ▪ Consider, study and make recommendations regarding regional problems; ▪ Explore all practicable avenues of thought advanced in the interest of local public welfare and policies; ▪ Serve as the Alameda County City Selection Committee in accordance with Government Code §§ 5027-50279.2. | <ul style="list-style-type: none"> ▪ Promote cooperation and good working relationships between the governments of all the cities, the County government, and the governing bodies of autonomous special districts. ▪ Develop and maintain cooperation and understanding between the cities and the State and Federal governments. ▪ Promote inter-city cooperation by: <ul style="list-style-type: none"> ▪ Assembling information to help in the solution of mutual problems. ▪ Supporting legislation beneficial to member cities. ▪ Studying means of improving municipal services. ▪ Promote "home rule" for each member city. Resist State and Federal preemption of city responsibilities by providing effective local leadership through active legislative efforts. ▪ Serve as the agency through which the cities of Marin County, acting in concert, select their representatives to various statutory bodies or advisory groups. ▪ Foster and disseminate knowledge relating to municipal government by all appropriate means and arouse greater interest and more active consciousness among the members. | <ul style="list-style-type: none"> ▪ Serve as a mechanism to bring city/town/county officials/staff together periodically to discuss general governmental problems. ▪ Develop and maintain a means of cooperative effort and understanding in matters of mutual interest. ▪ Assemble information helpful in the consideration of problems peculiar to the various areas of the County. ▪ Provide guidance for united action by their respective agencies in dealing with local governmental affairs. ▪ Explore all practicable avenues of thought advanced in the interest of local public welfare and improved administrative policies. ▪ Advocate the adoption of legislation deemed to be in the best interest of "NCLCG" members. |

Alameda County Mayors' Conference Purpose Statement

Develop and maintain a means of cooperative effort and understanding in matters of mutual interest and concern;

Assemble information helpful in the consideration of problems peculiar to the various areas of the County;

Provide guidance for united action by their respective cities in dealing with local municipal affairs;

Serve as a City-County relations organization;

Consider, study and make recommendations regarding regional problems;

Explore all practicable avenues of thought advanced in the interest of local public welfare and policies;

Serve as the Alameda County City Selection Committee in accordance with Government Code §§ 5027-50279.2.

Marin County Council of Mayors and Council Members

- Promote cooperation and good working relationships between the governments of all the cities, the County government, and the governing bodies of autonomous special districts.
- Develop and maintain cooperation and understanding between the cities and the State and Federal governments.
- Promote inter-city cooperation by:
 - Assembling information to help in the solution of mutual problems.
 - Supporting legislation beneficial to member cities.
 - Studying means of improving municipal services.
- Promote "home rule" for each member city. Resist State and Federal preemption of city responsibilities by providing effective local leadership through active legislative efforts.
- Serve as the agency through which the cities of Marin County, acting in concert, select their representatives to various statutory bodies or advisory groups.
- Foster and disseminate knowledge relating to municipal government by all appropriate means and arouse greater interest and more active consciousness among the members.

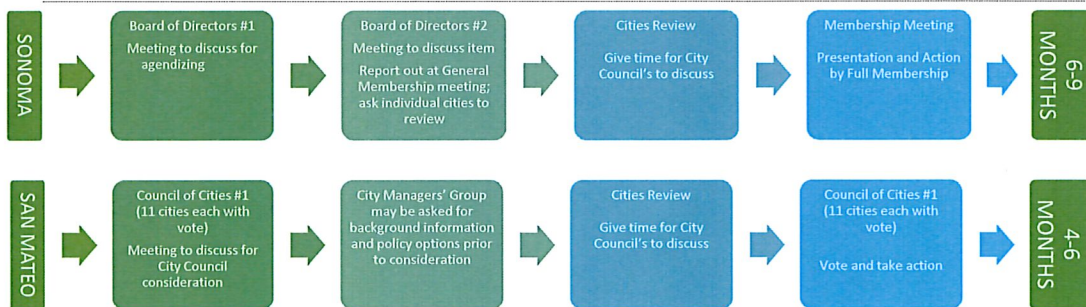
Napa County League of Governments

- Serve as a mechanism to bring city/town/county officials/staff together periodically to discuss general governmental problems.
- Develop and maintain a means of cooperative effort and understanding in matters of mutual interest.
- Assemble information helpful in the consideration of problems peculiar to the various areas of the County.
- Provide guidance for united action by their respective agencies in dealing with local governmental affairs.
- Explore all practicable avenues of thought advanced in the interest of local public welfare and improved administrative policies.
- Advocate the adoption of legislation deemed to be in the best interest of "NCLOG" members.

STRUCTURE / OPERATIONAL OVERVIEW

| MAYORS AND COUNCILMEMBERS ASSOCIATION OF SONOMA COUNTY | ALAMEDA COUNTY MAYORS' CONFERENCE | MARIN COUNTY COUNCIL OF MAYORS AND COUNCILMEMBERS | NAPA COUNTY LEAGUE OF GOVERNMENTS |
|--|--|--|--|
| <ul style="list-style-type: none"> Meeting Schedule: 2nd Thursday, Feb, April, June, Aug, Oct Membership: Mayors/Council Members Chair/Vice Chair City rotates alphabetically Board of Directors and General Membership Board of Directors also serves as City Selection Committee No Dues Chair City Clerk serves as Clerk and is unpaid. Website: No Association website – Agenda is posted on Host City's Website | <ul style="list-style-type: none"> Meeting Schedule: 2nd Wednesday monthly Membership: Mayor/Alternate President/Vice President named by nomination of Nominating Committee Executive Committee – President, Vice President, Immediate Past President, and two members of the Conference Conference serves as City Selection Committee Each City pays Dues - Unknown Paid Executive Director serves as Clerk to the Conference - \$3,000 monthly. Website: http://www.alamedacountymayorsconference.org/ | <ul style="list-style-type: none"> Meeting Schedule: 4th Wednesday of each month (except for July, August, and December) Membership: Mayor/Council Members President/Vice President named by nomination from the floor Executive Committee – President, Vice President, Immediate Past President Mayors Select Committee serves as City Selection Committee Each City pays Dues – Approximately \$5,000 annually Paid Executive Director (One of the City Clerks) serves as Clerk and Treasurer \$1,000 monthly. Website: http://mccmc.org/ | <ul style="list-style-type: none"> Meeting Schedule: 4th Wednesday of each month (except for July, August, and December) Membership: Mayor/Council Members/County Board of Supervisors/All Staff Chair/Vice Chair City rotates alphabetically Executive Committee – Chair and Mayor of each City/Chair of BOS Each City pays Dues – Approximately \$500 annually Chair City Clerk serves as Clerk as well as Treasurer and is unpaid. Website: No website |

Decision Making IDEA



Logistics Issues

Program Committee?

Quiet space for Board Meetings

Timing of Board and General Membership Meetings

DISCUSSION
NEXT STEPS

ITEM 5 a

APPOINTMENTS



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

Mike Healy
Councilmember

September 18, 2019

Chair
Sonoma County Mayors' and Councilmembers' Association
Attn. Rebekah Barr, City Clerk
No. 1 The Plaza
Sonoma, CA 95476

Re.: Request for Appointment to the North Bay Division LoCC Executive Board

Dear Fellow Councilmembers:

I write to submit my name for the North Bay Division executive board position to be appointed at the October 10 Mayors' and Councilmembers' meeting.

My application is conditioned upon, as now seems likely, Susan Harvey of Cotati withdrawing her request for reappointment to this position prior to the October 10 meeting. Councilmember Harvey was the only person who applied, prior to last week's deadline, to become the new second vice president of the North Bay Division. The Division will be voting to fill that position on September 23 at its quarterly meeting. The new second vice president, when sworn in at the League's annual conference in October, will automatically become a member of the Division's executive board, pursuant to the Division's bylaws.

Conversely, my own membership on the executive board as the outgoing immediate past president of the Division will be ending at the same time.

I have enjoyed my time representing you on the executive board and would be pleased to continue in that role. Thank you in advance for your consideration.

Sincerely,

Mike Healy
Councilmember

Petaluma City Hall
11 English Street
Petaluma, CA 94952

Phone (707) 778-4345
Fax (707) 778-4419

E-Mail
mhealy@cityofpetaluma.org

ITEM 5 b

Ad-Hoc Committee Report Structure and Agenda

Item 5.b

**DRAFT – Summary of 9/16/19 Board Meeting – New Direction
(Revised 9/23/19)
Working Notes for Ad-hoc Sub-Committee
MAYORS AND COUNCILMEMBERS ASSOCIATION OF SONOMA COUNTY (MCASC)**

Issues / Interests

- Increase effectiveness and impact of Sonoma County cities in county, regional and state issues.
- Review and improve the decision making structure and business process of MSCAS to be more agile in responding to issues of concern or advocacy.
- Improve the structure and focus of the meetings. Shift Board meetings to separate meeting date between General Membership meetings. Refine the purpose of each meeting. Allow all members to participate in the reception activities by not holding Board meeting at same time.
- Enhance programs/speakers with a focus on current priorities of cities at General Membership meetings.
- Provide greater consistency and reduce workload impact on Host City's City Clerk by contracting out to an individual to serve as the Clerk to the organization. Will require minor contribution from each city (amount to be determined – rough estimate \$2,000 per year).

Recommendations

1. Created Ad-Hoc Committee

- a. Mayors – Tom Schwedhelm - Chair (Santa Rosa), Melanie Bagby (Cloverdale), Teresa Barrett (Petaluma), Neysa Hinton (Sebastopol)
- b. City Manager – Cathy Capriola (Sonoma) and Damien O'Bid (Cotati)
- c. Scope
 - i. Draft a purpose statement
 - ii. Develop a 1-page summary of changes and proposed vision
 - iii. Hold a transition meeting in January with outgoing and incoming Mayors
 - iv. Logistic Changes
 1. Board Meetings (Mayors) – Hold separate from General Membership
 - a. Gives time for thoughtful discussion on important issues
 - b. Allow Mayors to participate in socializing and reception
 - c. Focus is on business, decisions, formal actions
 - d. Meeting occurs between General Member meetings (Generally 2-3 week prior to General Membership meetings, or as required)
 - e. Brief Board Meetings before General Membership – for City Selection Committee votes
 2. General Membership Meeting
 - a. Allow time for relationship building and social
 - b. Speakers to be focused on education and priority issues
 - c. Limited Briefings of time sensitive or other items
 - v. Program / Speaker
 1. Gather input from speakers in October/November; submit to Mayors; committee of Mayors and City Managers to review and recommend speaker programming.
 2. Host City for the year will also organize the speakers once programming of topics is finalized.

2. Mayors to discuss with City Councils

- a. Draft purpose statement

- b. Summary of proposed changes
- c. Top priorities for speakers / programs
- d. Financial contribution from each City for staff assistance (example - \$2,000 per City for 2019)

3. Next Steps

- a. Review proposed changes with the full Board at the next General Membership meeting, and report out at General Membership meeting
- b. Next Ad Hoc Meeting (Tentatively Scheduled for Oct. 21)
 - i. Job description and recruitment for contract Clerk
 - ii. Possibly start by-law revisions
- c. Future (with contract Clerk onboard)
 - i. Finalize revised by-laws

Item 5.b

Sonoma County Mayors & Council Members Association Purpose Statement

The Sonoma County Mayors and Council Members Association (SCMCMA) shall have as its principal purpose to foster a spirit of cooperation among the cities of Sonoma County and enhance public health, safety and welfare. In addition, the SCMCMA shall have the following purposes:

1. Provide a forum for elected officials to discuss and disseminate information of county wide or regional interest.
2. Make recommendations for the guidance of the cities in Sonoma County for the purpose of establishing a common approach to topics of mutual interest, such as training and addressing or responding to emerging issues.
3. Make recommendations on issues of importance to local or regional agencies, the County of Sonoma, and the State and Federal government.
4. Make appointments, or recommendations as required by law, to various commissions, boards, agencies, or other entities.