



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Discussion and Direction on Boards, Commissions, and Committees

### RECOMMENDED MOTION:

This report is intended to provide information and direction for a discussion about the boards, commissions, and committees within the City of Sausalito.

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### BACKGROUND

The City of Sausalito currently has a large number of boards, commissions, and committees, many of which are seemingly inactive. The goal of this report is to present more information about the various organizations in order to stimulate discussion about increasing the efficiency and utility of existing groups, along with providing a better understanding of the purpose and agenda of the various committees.

### ATTACHMENTS

Attached is a list of boards, commissions, and committees along with their known and current duties and agendas.

PREPARED BY:

David Weatherford  
Administrative Intern

SUBMITTED BY:

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Adam W. Politzer  
City Manager

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# City of Sausalito

## Boards, Commissions, Committees

Boards, Commissions, and Committees are covered  
in section 2.58 of Sausalito's municipal code.

The City of Sausalito currently has 52 combined Boards, Commissions and Committees that can be readily accounted for and that have been active at one point during the last twelve years. Council members currently sit on 33 of these boards as members or liaisons, with the remaining 19 consisting of volunteer/citizen assigned membership. In addition there are 10 countywide or statewide groups that involve either citizens or council members acting as representatives for the city. These are underlined in the status list below. Several other groups have had changes to their name or have disbanded and later reformed.

Within the profiles section I have included the committees that I was able to contact or find sufficient information about. All committees that I could locate are listed below following the profiles section.

I am continuing to find more information about the committees and will include updates at the meeting on March 2<sup>nd</sup>.

### Profiles

- **Arts Commission**

3 year terms                      Membership yet to be determined  
Optional/Merge to Parks and Recreation

Currently all seats on the Arts Commission are vacant.

**Meetings** - Monthly

**Designated Purpose** - The purpose of the Commission is to advise the City Council on the promotion of the arts in Sausalito, including presenting pieces for display in City Hall.

- **Citizen's Advisory review Board for Police Matters (CARB)**

2 year terms      5 members  
Optional

**Meetings** - Quarterly

**Agenda** - The review board's agenda includes: Public relations, review of SPD reports prepared by the Chief of Police (Incidents, Projects, Staffing, Crime Statistics, Complaints, etc.), review of complaints, and a review of communications. Occasionally there will be a public input and discussion as part of their meetings.

**Designated Purpose** - The purpose of the Board is to enhance citizen understanding of the process of submitting, processing and responding to citizen complaints regarding police officers; to add a citizen perspective in developing or revising police policies or practices perceived to infringe on civil liberties and civil rights; and to recommend

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alternatives for investigating complaints alleged to infringe upon civil liberties and civil rights.

- **Citizen's Oversight Committee**

No specified term 5 members

Optional/Merge with Finance Committee

**Meetings** - Monthly

**Agenda** - Reviews the distribution of bond funds in connection with the construction of the police and the fire department buildings.

- **Disaster Preparedness Committee**

2 year terms 5 members

Optional

**Meetings** - As needed basis

**Designated Purpose** - The purpose of the Committee is to review and recommend changes to the City's Disaster Plan; provide recommendations to the City Council on disaster preparedness programs; and encourage public education and participation in disaster preparedness activities.

- **Historic Landmarks Board**

2 year terms 5 members

Optional/Merge with Planning Commission if personnel requirements can be met (Licensed architect etc.)

**Meetings** - Twice a month, less often if fewer items

**Agenda** - The Historic Landmarks Board is currently working on Historic Guidelines. Their work involves the historic district and municipal code relating to the buildings and landmarks that have historical significance in Sausalito.

**Designated Purpose** - The purpose of the Historic Landmarks Board is to review applications for exterior renovation of historic or noteworthy structures, historic sites and landmarks located throughout Sausalito. This Board also promotes preservation of historic sites, landmarks, documents, paintings and objects associated with the history of Sausalito; recommends to the Planning Commission that certain historic sites, landmarks and districts be designated and/or acquired by the City; advises the City Council on the acceptance of donations and/or acquisitions of items with historic value to the City; advises the City Council on matters relating to the historic and cultural preservation of the City.

- **Library Board of Trustees**

Necessary 5 members

**Meetings** - Monthly, with summer recess

**Agenda** - The trustees oversee the budget process for the library and last year developed a strategic plan spanning 5 years. The group works with the Sausalito Library Foundation for long term stability and the Friends of the Library with regards to short term projects.

**Designated Purpose** - The Board's role is to review the administration of the library operations, make recommendations, and establish library policies. The Board serves as liaison between the library and the community and between the library and the City Council.

- **Planning Commission**

3 year terms 5 members

Necessary/Inclusion of Underground; Historic Landmarks Board; and Tree and View

**Meetings** - 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month

**Agenda** - The majority of items involve pending building projects.

**Designated Purpose** - The role of the Planning Commission is to review applications for various land use entitlements and design review as set forth in planning and zoning laws of the city and the state.

- **Sustainability Commission**

3 year terms 10 members (consider reducing size of membership)

Optional/

**Meetings** - Monthly (Second Thursday)

**Agenda** - The commission is working on: Electronic waste recycling effort, getting new recycling containers in the downtown areas, and making an amendment to the city leaf blower ordinance. They worked with the Marin Energy Program, and more recently with Building Energy Retrofit & Solar Transformation to build solar panels on the roof of City Hall.

**Designated Purpose** - The purpose of this Commission is to promote the city-wide recycling program, explore ways to increase recycling participation by both residential and commercial community members, and promote the monthly household pickup of green waste.

- **Underground Committee**

3 year terms 4 members + PC rep

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## Optional/Merge (to Planning Commission)

### **Meetings** - No set meeting schedule

(Currently meeting monthly and meets when issues arise or for hearing requests)

**Agenda** - The committee is currently reviewing underground ordinance and meets when a citizen requests a hearing in regards to the ordinance. They advise on energy and communications infrastructure that is placed underground.

**Designated Purpose** - The purpose of this Committee is to consider applications for variance from the City regulations which require underground placement of electrical, communication and cable television facilities, as a result of application for building permits. The Committee also provides advice and assistance to the City Council and residents as necessary to facilitate removal of utility poles and overhead wires and replacement of them with underground facilities pursuant to the Sausalito Municipal Code.

## List

1. Arts Commission **merge to Parks and Recreation**
2. Business Advisory Committee
3. Citizen's Advisory Review Board on Police Matters
4. Citizen's Oversight Committee
5. Code Review Committee
6. Community Development Block Grant Advisory Committee
7. Disaster Committee
8. Finance Committee
9. Fire Consolidation Committee
10. Historic Landmarks Board
11. Hospitality Business Development Plan Advisory Committee
12. Imagine Sausalito Program
13. Joint Powers Authority Oversight Committee
14. League of California Cities
15. Legislative Review Committee
16. Library Board of Trustees
17. Marin Commission on Aging
18. Marin County Transit District
19. Marin Energy Authority
20. Marin-Sonoma Mosquito and Vector Control District
21. Marin Telecommunications Agency
22. Marin Emergency Radio Authority (MERA)
23. OMIT Committee
24. Parklands (GGNRA) Transportation Task Force
25. Parks and Recreation Commission
26. Planning Commission
27. Richardson's Bay Regional Agency (RBRA)
28. School District
29. Southern Marin Emergency Medical Paramedic System (SMEMPS)
30. Southern Marin/Sausalito Fire Coordinating Committee

31. Sustainability Commission (previously the Waste Management Advisory Committee)
32. Technical Advisory Committee
33. Transportation Authority of Marin
34. Transportation Action Committee
35. Trees and Views Committee - **Merge into Planning Commission**
36. Underground Committee
37. Waterfront and Marinship (WAM) Steering Committee

***Ad Hoc/Task Force:*** - ***Last Discovered Activity:***

38. Bike Task Force - 1998, Bicycle & Pedestrian Task Force - 2007
39. Campaign Reform Task Force - 1999
40. East Fort Baker Task Force - 2001
41. Harbor & Downtown Action Committee - 2008 (Imagine Sausalito program)
42. Housing Element Ad Hoc Committee
43. Mediation Ordinance Task Force - 1999
44. Parking Police Task Force - 1999
45. Police-Fire Building Task Force - 1999
46. Police and Fire Buildings Ad Hoc Committee - 1999
47. Sewer Ad Hoc Committee
48. Tele-communications Action Committee - 2007

***Old/Previous Committees:***

49. City Hall Space Utilization Committee - 2002
50. Housing/Dangerous Buildings Appeals Board - 1994
51. Ice House Committee - 1998
52. Pier Committee - 1998

## **Council Membership**

**Ford:** Hospitality Business Development Plan Advisory Committee, Trees and Views Committee Liaison

**Kelly:** Board of Library Trustees Liaison, Citizen's Oversight Committee, Community Development Block Grant Advisory Committee, Fire Consolidation Committee, Hospitality Business Development Plan Advisory Committee, Marin Energy Authority (alt), OMIT, Police and Fire Buildings Ad Hoc Committee, S MEMPS

**Leone:** Business Advisory Committee, Legislative Review Committee, Disaster Preparedness Committee Liaison (alt), Finance Committee, Fire Consolidation Committee, Historic Landmarks Board Liaison, League of California Cities, Joint Powers Authority Oversight Committee, Marin Energy Authority, Marin Telecommunications Agency, MERA, OMIT, RBRA, Sewer Ad Hoc Committee, Sustainability Committee Liaison

**Pfeifer:** Art Commission Liaison, Board of Library Trustees Liaison (alt), CARB Liaison, Citizen's Oversight Committee, Housing Element Ad Hoc Committee, Police and Fire Buildings Ad Hoc Committee (alt), RBRA (alt), Sewer Ad Hoc Committee, Transportation Authority of Marin (alt)

**Weiner:** Arts Commission Liaison (alt), Business Advisory Committee, Disaster Preparedness Committee Liaison, Finance Committee, Legislative Review Committee, Marin County Transit District, Marin Telecommunications Agency (alt), Parklands (GGNRA) Transportation Task Force, Parks and Recreation Commission Liaison, School District Liaison, Technical Advisory Committee, Transportation Authority of Marin, Trees and Views Committee Liaison (alt), Underground Committee Liaison