

Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOLE
CITY COUNCIL
AGENDA ITEM

Meeting Date: July 6, 2021
To: Honorable Mayor and City Councilmembers
From: Planning Department/City Administration
Subject: Planning Commission Interviews
Recommendation : That the City Council Interview Applicants for One Opening on the Planning Commission
The opening is to fill the remainder of the term of former Planning Commission Beau Anderson (Term ending date: December 31, 2024.)
(This opening is for following: Resident and/or owner of Business within the City)
Funding: Currently Budgeted: _____ Yes _____ No X N/A
Net General Fund Cost: N/A
Amount: \$0

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION:

This item is to request that the Mayor and City Council Conduct the interviews for the opening on the Planning Commission and discuss and consider appointment later in the agenda.

BACKGROUND:

PLANNING COMMISSION - 4 YEAR TERM

The Planning Commission meets the 2nd and 4th Tuesdays of each month at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA.

As of the writing of this report, all meetings are conducted in the Zoom virtual meeting format in compliance with Governor's Orders in response to COVID 19 Pandemic.

Municipal Code Chapter 2.24, Planning Commission states for Members and Terms as follows:

- A. The Commission shall consist of seven members or such other numbers as the City Council shall, from time to time, determine by resolution, but in no event less than five members. An alternate may also be appointed who may serve as a member in the absence of a regular member, or if there is a vacant member position.
- B. The members of the Commission and the alternate shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol, and up to one person who is not in one of the above categories, but who is a resident of the 95472-zip code area, may also be appointed. Members and the alternate shall be appointed by a majority of the members of the City Council.

- C. Members shall serve at the pleasure of the City Council, and may be terminated without cause, by a majority of the City Council.
- D. Members shall not serve for more than four years unless reappointed by the City Council
- E. In the event new Commissioners are appointed by reason of any increase in the number of the Commission, they shall serve for such period of time as to provide for as close to equal a number of commissioners being selected each year as possible.
- F. Final determination of the length of the term of new members shall be determined by the City Council.
- G. All terms of office shall commence on January 1st of the year of appointment.

The current Planning Commission Members are as follows:

PLANNING COMMISSION	TERM ENDING DATE	RESIDENT? AND/OR BUSINESS IN TOWN?
Evert Fernandez	12/31/2023	Resident
Paul Fritz	12/31/2024	Resident and Business Owner
Zachary Douch	12/31/2022	Business Owner
Kathy Oetinger	12/31/2022	Resident in 95472 Zip Code
Linda Kelly	12/31/2023	Resident
Luke Lindenbusch	12/31/2024	Resident
Vacant	12/31/2024	Resident and/or Business Owner

DISCUSSION:

The interviews to be conducted tonight are to fill one opening on the Planning Commission for a term ending date of December 31, 2024. City staff noticed the vacancy in the Sonoma West Time and News, City Hall Bulletin Board, email distribution and various other media outlets and received four applications. Two applications were received.

20-minute interviews for the applicants are scheduled as follows:

PLANNING COMMISSION INTERVIEWS

Planning Commission (One Seat Open)

- 5:00pm Kyle Falbo Resident
- 5:20 pm Deborah Burnes Business Owner

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 scheduled meeting date.

PUBLIC COMMENT:

As of the writing of this agenda item report, no comments have been received. However, if written comments are received after the publication and distribution of this staff report, they will be provided to the City Council as supplemental materials before or at the meeting. Members of the public will also have the opportunity to provide public comment during the public comment portion of this item.

FISCAL IMPACT:

There is no direct fiscal impact associated with the recommended action tonight.

RECOMMENDATION: Staff recommends that the Mayor and Council conduct the interviews for the openings on the Planning Commission and discuss and consider appointment later in the agenda

Attachments:

Applications
Kyle Falbo
Deborah Burnes

APPLICATION FOR APPOINTMENT
TO CITY BOARDS/COMMITTEES/AND COMMISSIONS

Agenda Item Number 2

City Boards, Commissions, and Committees

The City Council appoints members to various boards, committees, and commissions as listed below:

- Planning Commission
- Design Review Board
- Public Arts Committee
- Other Miscellaneous Boards/Committees/Commission as Approved by the City Council

The bodies are comprised of community members who volunteer for service and are appointed by the City Council. All committee members serve at the pleasure of the City Council. The primary responsibility of the committees is to implement adopted City policy, and advise and make recommendations to the City Council. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the City are the responsibility of the City Council. The City Manager designates as official staff liaison to each committee.

Application Process

When a vacancy on a board, committee or commission occurs, the City Clerk prepares a press release that is distributed to local media, including the Sonoma West County Times and News. The vacancy is also announced at City Hall and on the City of Sebastopol's web site <http://ci.sebastopol.ca.us/>

Applications for vacancies are obtained from the City Clerk's office and completed applications are submitted to the City Clerk's office. Three to four weeks after the vacancy announcement, the completed applications are forwarded to the City Council in a regular agenda packet for public review. The City Council interviews all applicants at a meeting open to the public. The official appointment of Commission, Board or Committee members is made at a City Council meeting.

Terms of Office

Board, commission, and committee members generally serve two, three, or four-year overlapping terms. There is no monetary compensation or benefits for board, commission, or committee members.

The City Council may reappoint incumbent members or fill vacancies with new appointees. Some bodies limit the number of consecutive terms an individual may serve.

Members are expected to serve their full terms of office; however, when a member must resign, due to personal or professional circumstances, he/she should send a letter to the City Council stating the effective date of the resignation. A member shall be removed from office upon three affirmative votes of the City Council, based on one of the following grounds:

- At the pleasure of the City Council, without cause:
- If he/she is absent from three consecutive meetings, unless permission by a majority vote of the board, committee or commission had been granted as reflected in the official minutes of the body.
- Or by operation of the City Code if:
- If he/she is convicted of a crime of moral turpitude.
- If he/she ceases to be a qualified board, commission or committee member per the City of Sebastopol Municipal Code.

General Responsibilities of Boards, Commissions, and Committees

City boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the Sebastopol Municipal Code and various Resolutions:

- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business for these meetings.
- To use all appropriate techniques in crystallizing and testing public sentiment on major public issues in their respective fields.
- To hold official hearings as required by law or requested by the City Council.

- To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all City policies promulgated by the City Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform such other related functions as may be assigned to them by the City Council.

Desirable Characteristics in Applicants for Boards, Commissions, and Committees

While membership on City boards, committees and commissions requires no specific qualifications, with the exception of some seats on the Design Review Board and the Public Arts Committee, there are desirable characteristics for which the Council will be looking as they review applications:

- Familiarity with Community

The Council would require appointees to be familiar with the physical, social, and economic make-up of the City. Applicants should have demonstrated an active interest and involvement in the community.

Familiarity with Major Issues

While it will be assumed that applicants are familiar with the specific issues that are being addressed by the board, committee or commission for which they are applying, it is also expected that applicants be aware of issues which will impact all sectors of City programs and services.

Knowledge of the Board, Commission or Committee

During the application process, applicants should become familiar with the responsibilities and role in the City's policy-making structure of the board, committee or commission for which they are applying.

Commitment to Serve

When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in study sessions or serve on subcommittees.

Relationship with the Community

As a member of a City board, committee or commission, your actions will reflect on the City of Sebastopol and you are required to relate to the community with impartiality and courtesy.

Commitment to City Policy:

The City Council has adopted ordinances and policies following an appropriate public process. As an appointed board, committee or commission member, your duty is to abide by such policies rather than implement personal preferences.

Tips for Applying for a City Board, Commission, or Committee

Type or neatly print your application. Due to the quantity of applications the Council must review, a neat application is appreciated.

Answer all questions on the application. Council reviews your application to gain an understanding of your background and experience, and what skills and talents you believe you could bring to a particular board, committee or commission. Don't forget to sign and date your application.

Attend one or two meetings of the board, committee or commission for which you are applying. Find out what the current issues are, and what issues may be coming in the future. Review the minutes of past meetings, available on the City web site or at City Hall depending on the appointment being applied for.

Talk to a current member. Current members can share with you their experience, they can give you an estimate of the time commitment involved, and they can discuss with you what they see as current and future issues for the City.

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee or commission you are applying for. The City Clerk can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

Find out City Council's priorities and interests. Attend City Council meetings and review meeting minutes. Council meeting videos are archived on the City's website <http://ci.sebastopol.ca.us/> and are available for purchase on DVD from the City Clerk's Office.

Review the Code of Ethics for Appointed and Elected Officials (the Brown Act), available by request from the City Clerk's Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

Prepare for the interview. Although we do not know what specific questions Council will ask, we suggest that you clarify for yourself why you are applying for a specific board, committee or commission, understand its role and function, and be familiar with the current issues it is examining.

Treat the interview with City Council as a business or job interview. Understand that the City Council is not only considering what experience, skills and talents you bring, they are interested in how you will represent the City.

APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES

Contact Information

Assistant City Manager/City Clerk, MMC
Mary Gourley
7120 Bodega Avenue
P.O. Box 1776
Sebastopol, CA 95473
Mgourley@cityofsebastopol.org

phone: 707-823-1153
fax: 707-823-1135

Office Hours: Monday - Thursday - 7:00 am - 5:30 pm (closed 12:00 pm - 1:00 pm for lunch)
Closed every Friday

Instructions:

Use this form to apply to serve on any of the City of Sebastopol's Boards, Committees or Commissions. Please complete the entire form and either print and mail it to the address above, or email your completed application to mgourley@cityofsebastopol.org. If a question does not apply, please note as not applicable. Please deliver completed form, by the date and time due, to the City Clerk. All applications will be reviewed by the City Council. If appointed, you have a choice whether you wish to have your contact information visible to the public; however, your information may be made public upon request by (a) member(s) of the public.

Board, Commission, or Committee being applied for? Planning Commission

Name: Kyle Falbo

Home Address, City, State and Zip Code:

Sebastopol, CA, 95472

Home Phone Number:

If appointed, do you want this number to be visible to the public?

Yes No

Work Phone Number:

If appointed, do you want this number to be visible to the public?

Yes No

Facsimile Number: _____

If appointed, do you want this number to be visible to the public?

Yes No

E-Mail Address: _____ If

appointed, do you want this address to be visible to the public?

Yes No

Are you a registered voter in Sebastopol?

Yes No

If so, for how long? 23 years

Do you hold a current business license from the City of Sebastopol?

Yes No

If so, for how long? _____

Have you attended a meeting of this body? When?

Yes, provided public comment. 9/8/2020

Have you served on, interviewed for, or applied for this body previously?

Yes No

If so, when? 11/10/2021

Present Employer: Sonoma State University

Job Title: Mathematics Professor

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

Current California Faculty Association delegate on the North Bay Labor Council
Previously elected Associate Faculty Representative on the College of the Redwoods
Faculty Organization Executive Committee

Please list civic or charitable organization to which you belong or have belonged:

10+ year volunteer with the Mateel Community Center
Court Appointed Special Advocates of Sonoma County (C.A.S.A.)

Have you been an officer in any of these organizations? If so, please list position held and dates:

No

What special interests, skills and talents would you bring to this board, commission, or committee?

Data driven. Mathematically and statistically competent.
Ability to work collaboratively within in a small body to identify and solve problems in
an constantly changing environment.
Interested in contributing to the benefit to all of Sebastopol's stakeholders.

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

M.S. Environmental Systems - Math Modeling, Humboldt State University, 2011
- Focus in Individual-based modeling, mathematical programming, statistical analysis.
B.A. Mathematics, Humboldt State University, 2007
- Tutoring of college, highschool, and middle school students
A.S. General, Santa Rosa Junior College, 2004

Please list any special awards or recognition you have received:

2003 SRJC speech competition award for an informative speech given on the history of U.S. relations in Iraq.

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

I left Sebastopol in 2004 to further my education and begin my career in higher education. Having returned to my family home in 2017 I have become increasingly concerned for the future of this community both socially and economically. Having recently attended a meeting of the planning commission as well as viewing multiple recorded sessions of this body, it is my belief that the experience and services would be best served contributing to this body. It is my hope that a strong planning commission would be able to regularly provide the city and it's council with timely, quantitative data and proposals that could help steer Sebastopol towards economic stability, increased diversity, and as a community that will lead the direction of West Sonoma County.

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

Yes No

If yes, please state name of organization/employment: _____

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

Yes No

How did you hear about this opening?

City Council meeting announcement.

Is there any other information that you feel would be useful to the City Council in reviewing your application and materials provided with the application?

I would gladly arrange time to meet/speak with anyone on the council regarding my interest in seeking this position.

What do you think qualifies you to be appointed to this board/committee/commission?

My education in mathematical modeling often revolved around policy. I am regularly engaged in the process of reading policies and contracts of the bodies I am employed with an attention to detail. As a lifelong resident I am committed to contributing the bettering of my community.

My previous and current experience in union leadership roles has regularly been that of serving the underrepresented communities within my labor bodies. I will regularly seek to protect those that are underserved and be their voice in speaking truth to power.

As part of contract negotiations I have been trained in the practice of Interest-based bargaining. This practice as opposed to positional bargaining, has many benefits that governing bodies could be taking advantage of with more regularity.

Are there particular issues you think the board/committee/commission should concentrate on?

The most recent general plan update will regularly be tested in how it is utilized in the near future. As we move forward, it will be increasingly important to recognize how well this general plan is in serving our community, identifying ways in which this plan can be improved in the future, and working on solutions to resolving issues as they come.

How should community comments be integrated into the board/committee/commission decision-making process?

Community involvement should be valued and regularly integrated into the process. If a community member asks a direct question during public comment, it is the responsibility of elected and appointed officials to do their best to answer these questions in a timely manner. At times there is sure to be discussion items that will see increased community comment. It is important that government bodies recognize the value in these moments and adjust their procedures so that everyone can be heard. For these particular items I would expect additional community outreach in the form of press releases, social media exposure, as well as increased public communication by all members of the board/committee/commission. Failure to be regularly engaged with the public at large allows for the few governing the whole. It is in these times that the possibilities of the enactment of policies and decisions that do not accurately reflect the intentions of the communities these bodies serve.

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

It is important that regardless of disagreement, that the work of the body is not jeopardized or disrupted.

I am generally concerned when decisions in bodies are not met with some disagreement. It is through disagreement that more voices are able to be heard. If another commission member were to vehemently disagree with my comments on a regular basis, I would value their opinion as I would those that do agree with me. I would challenge them to voice their comments and it is my hope that through this process, common ground can be reached, and the work to be done can be advanced in a timely manner.

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

It is important that elected and appointed officials be educated on city policies and standards. If a proposal is put forward by city staff that upon myself being educated on city policies and standards personally do not support then I foresee two scenarios.

1. My understanding of the city policies and standards is in disagreement than that of the city staff. If this is the case, it is my responsibility to communicate directly with city staff as well as the rest of the governing body for clarification, further education.
2. My understanding of policies and standards is in agreement with city staff, but I personally am in disagreement. Then it is my duty as a concerned citizen to speak with my constituents, as well as other members of the body to make sure that proposals put forward by city staff are properly serving the affected communities.



I certify that I have thoroughly read and understand all material in this application.

Applicant's Signature : _____

Applicant's Name (PLEASE PRINT): Kyle Falbo (Signed 6-7-21)

Date: 06/07/2021

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APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES

Contact Information

Assistant City Manager/City Clerk, MMC
Mary Gourley
7120 Bodega Avenue
P.O. Box 1776
Sebastopol, CA 95473
Mgourley@cityofsebastopol.org

phone: 707-823-1153
fax: 707-823-1135

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Board, Commission, or Committee being applied for? Planning Commission ar

Name: Deborah Burnes

Home Address, City, State and Zip Code:

Sebastopol Ca 95472

Home Phone Number: _____

If appointed, do you want this number to be visible to the public?

Yes No

Work Phone Number: _____

If appointed, do you want this number to be visible to the public?

Yes No

Facsimile Number: _____

If appointed, do you want this number to be visible to the public?

Yes No

E-Mail Address: _____ If

appointed, do you want this address to be visible to the public?

Yes No

Are you a registered voter in Sebastopol?

Yes No

If so, for how long? 31 years

Do you hold a current business license from the City of Sebastopol?

Yes No

If so, for how long? 27 years

Have you attended a meeting of this body? When?

Have you served on, interviewed for, or applied for this body previously?

Yes No

If so, when? _____

Present Employer: Sumbody

Job Title: CEO

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

Please list civic or charitable organization to which you belong or have belonged:

REACH school
Roustabout Theater

Over the years I have also been involved in many nonprofit organizations from schools to local charities through volunteer and fundraising.

Have you been an officer in any of these organizations? If so, please list position held and dates:

I was the founder and director of REACH school in Sebastopol and worked closely with the school board. I took it from idea to opening. I was the President of the board for the first two years. At the time it was called Mariposa. During my time there we went from my living room, to The Sebastopol community Center to the Brook Haven campus which I oversaw. This was from 2000 to 2002.

I started Roustabout Theater at the Wells Fargo Center which was founded as a non profit and was on the board 2005.

What special interests, skills and talents would you bring to this board, commission, or committee?

As a mother of two women who were raised in Sebastopol and are serving the community. I feel it is my time to get more involved. One of my daughters is a doctor and one is a nurse. Both remained in Sonoma County when we were evacuated from fires to treat patients at what was then Palm Drive Hospital. They have also both spent the last year and a half working on the front line in Covid wards. Through their eyes I have seen the need in our communities.

As a business owner who has been here for over 23 years I have watched the community change, grow and reinvent. As a local business owner I hear, see and feel both the changes and the needs.

As a community member I've witnessed how our town has changed in the 37 years I have been here. These three unique perspectives give me a broad picture and a unique insight.

I have spent my career working to better the planet and our personal health. This is a subject near and dear to me. My first book "Look Great, Live Green" was the Chimneys Dilemma of the beauty industry. I was the whistleblower of one of our largest industries and how it was negatively affecting the planet as well as our personal health. When I started my company over 23 years ago I used recycled lumber, bamboo flooring, limited packaging and refused to put toxic chemicals in my products. My subsequent books have also been on the environmental and personal impact of chemicals in skin care.

I feel both of these committees go hand-in-hand as we plan we have to look at the impact on the environment.

As a business owner managing 30 plus personnel I bring the ability to work with all different types of people, bring different ideas together, maintain a cohesive group and create a positive outcome. This is not always an easy task and takes years of management experience.

While I do see the destruction happening to the environment I also see a bright future. I believe to succeed we will need to work together. Communities will become stronger and shared resources will become more prevalent. I don't just look at the problem I see solutions and I feel both excited and honored to be part of that.

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

Valley College AA
Northridge College
My undergraduate studies were in child psychology, and chemistry.

Please list any special awards or recognition you have received:

I've been the natural beauty contributor at the Huffington Post, adviser to Dr Frank Lipman and Dr Oz, have tons of press about me, the keynote speaker at the Society of cosmetic chemists, and have taught many master classes at international conventions such as Sustainatopia and HBA.

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

Helping our community migrate the challenging years that lie ahead. I want to be a part of finding solutions that help us thrive as a community and leave the world a better place for children and grandchildren. Climate change action needs to be taken, fast. I spent countless years researching solutions and would love to be part of the team that's both planning for future and initiating positive change that will help us endure the challenges ahead such as drought, fire, homelessness and the rising cost of living.

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

Yes No

If yes, please state name of organization/employment: _____

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

Yes No

How did you hear about this opening?

From Mary Gourley

Is there any other information that you feel would be useful to the City Council in reviewing your application and materials provided with the application?

What do you think qualifies you to be appointed to this board/committee/commission?

My passion for Sebastopol, the environment, climate change and creating a sustainable community are the most important qualifications needed of for being on these committees. Believing in the adidge think globally act locally, I want to be a part of the change. As more towns create solutions to the challenges were all facing we become a example of what we can do to make the changes needed. We need people who can make things happen to ignite the change that leads the way to a better future. Just as I took REACH school from Idea to Concepcion, I know how to visualize change and bring it to action.

Are there particular issues you think the board/committee/commission should concentrate on?

Water supply, unhoused, clean Energy resources, conservation, Community outreach, food distribution, waste reduction.

How should community comments be integrated into the board/committee/commission decision-making process?

I believe all the unity members should have a voice. I think it's important they feel heard and responded to. Questions can be email prior to meetings and addressed or time allotted at meeting for Community members to address concerns. It's important that community members feel heard and are responded to. I can see partnering with other outlets or having a newsletter that lets community members know issues and resolution. I hear quite often people are trying to reach council members I never get a response. While it may be hard to answer 1 by one we can do it via a monthly or quarterly update. That wait community members may understand that they might not be immediately responded to but they will be heard and a response will be offered.

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

I feel it's important have different opinions. Being disagreed with does not discourage me, it helps me grow as an individual. It's not the disagreement that matters, it is how we treat and talk to each other in light of not having the same view. I also feel like it pointless to continued disagreements. Once your point is made on a Committee you have to go with the consensus. There has to be a way to move forward when committees don't agree in the bottom line is it's not always going to be what you think is correct.

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

I would Voice my opinion when the proposal comes before us, and when the city finds that it's consistent with their policies I would support that decision. Depending on how strongly I felt and how many other people Felt the way I did I would see if there was potentially a way we made look at the policy and if it was time to update it. We are seeing this unfold right before us with antiquated policies in police departments causing unnecessary death. Police departments are currently looking at ways that they can respond to calls of mental health and disputed issues. I think constantly looking if policies are still relevant it's important to grow and change with the needs of the community.

I certify that I have thoroughly read and understand all material in this application.

Applicant's Signature : _____

Applicant's Name (PLEASE PRINT): Deborah Burnes

Date: June 2 2021