

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: October 15, 2024

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To: Honorable Mayor and City Councilmembers
From: Nzuzi Mahungu, Planning Technician
Subject: Approval and Receipt for Upcoming Openings on the Climate Action Committee (CAC) for
term of Dec 31, 2024, through Dec 31, 2026.

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RECOMMENDATIONS:

That the City Council not open recruitment for the Climate Action Committee at this time as there is a lack of clarity on the make up of the Climate Action Committee.

EXECUTIVE SUMMARY:

The Climate Action Committee has four members who will have their terms ending on December 31st, 2024. The Climate Action Committee was created by the City Council, have two-year terms, and eleven to thirteen members.

BACKGROUND AND DISCUSSION:

The Climate Action Committee composition was developed as part of their formation on January 7, 2020, and then further revised on August 3, 2021. Subsequent appointments for this group have varied from that approved list. With that, staff is recommending that the City Council hold off on opening the recruitment process and give staff time to clarify the make-up of this group. The City Council will be revisiting the Climate Action Committee in December per direction from the recent discussion on priority setting, and at that time the Council could open recruitment.

STAFF ANALYSIS:

Staff recommends the Council not open recruitment for the vacancies on the Climate Action Committee.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

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

OPTIONS:

1. That the City Council authorize the recruitment; this is not recommended.

ATTACHMENTS:

City Council Agenda Item Number 9 – January 7th, 2020
City Council Agenda Item Number 2 – August 3rd, 2021

APPROVALS:

Department Head Approval: Approval Date: 09/30/2024
CEQA Determination (Planning): Approval Date: 09/30/2024

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: 10/09/2024

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: 10/01/2024

City Manager Approval: Approval Date: 10/01/2024

Agenda Report Reviewed by:
 City Manager: ACM for CM

**CITY OF SEBASTOPOL
 CITY COUNCIL
 AGENDA ITEM**

Meeting Date: January 7, 2020
To: Honorable Mayor and City Councilmembers
From: Ad Hoc Subcommittee (Mayor Slayter and Councilmember Gurney)
 Responsible Department: Planning Department
Subject: Consideration and Discussion of Creation of Climate Action Ad Hoc Sub-committee and development of interim milestones
Recommendation: That the City Council Receive the Report and Direct Staff on Sub-Committee Composition
Funding: Currently Budgeted: _____ Yes _____ No XX N/A
 Net General Fund Cost:
 Amount: \$

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

INTRODUCTION:

This item is to request approval to establish a Climate Action Ad Hoc Sub-Committee and Approve a New Application specific to this sub-committee.

BACKGROUND:

At the December 3, 2019 City Council Meeting, the City Council adopted a City Council Resolution Declaring a Climate Emergency and Committing to on-going actions to restore a safe environment.

As part of that discussion, the City Council directed the staff to establish a Climate Action Ad Hoc Sub-Committee. It is anticipated that the Ad Hoc Sub-Committee would include a cross-section of community members representing all sectors to work together to create a recommendation to the City Council on specific actions discussed below as well as on any proposed future actions and/or the creation of a standing committee. It is recommended that the Ad Hoc Sub-Committee include one Councilmember on this sub-committee, the Planning Director, and a member of the Planning Commission. Having a Councilmember on this sub-committee will maintain consistency of any potential future policy development and implementation based on the full Council direction. Having a Councilmember and the public working on issues together could increase efficiency and effectiveness throughout the process.

The Ad Hoc Sub-Committee would be expected to meet with some regularity, and to discuss the items discussed below as well as well as discuss additional topics, programs, education, outreach, etc. that would be of benefit to the City or a future standing sub-committee.

This item is before the Council to authorize the formation of the new Climate Action Ad Hoc Sub-Committee, approve the focus of the sub-committee, approve the composition of the sub-committee, and approve the application process of the Sub-committee.

DISCUSSION:

The City is looking to initiate a creative recruitment for this sub-committee. In addition to the standard City recruitment, City staff will be working with the City Community Outreach Coordinator to create an exciting and informative brochure for applicants to solicit volunteers to work with the City to address climate actions needed.

All members will be appointed by the City Council and must receive a majority of Council support for appointment. As this is a new sub-committee for the City, it is suggested that this Ad Hoc Sub-committee consist of between eleven (11) to thirteen (13 members) from the following backgrounds:

- One City Councilmember
- One Planning Commissioner
- One Member of City Staff (Planning Director or designee)
- Youth (ages 17-23)
- Sebastopol business owner
- Sebastopol Climate Action or other local climate group representative
- Environmental justice/equity background
- Rights of nature background
- Climate background
- Reside within Sebastopol city limits
- Reside outside Sebastopol city limits within the 95472 zip code
- Others?

Application

Due to the complex nature of this Sub-committee, the standard application has been updated to include specific questions regarding expertise, knowledge and commitment to Climate actions. The proposed application is included as an Attachment for discussion and direction.

Meetings

The sub-committee shall meet at a schedule conducive to the members. Similar to the zero waste sub-committee, it is anticipated that this sub-committee will appoint a person to act as the chair of the sub-committee and work with staff on agendas and preparation of minutes from these meetings.

Recruitment

Once discussed and if approved tonight, the City Clerk's Office will commence with recruitment of individuals to the Climate Action Ad Hoc Sub-Committee with application period of six weeks with interviews/appointments to be scheduled at a future City Council Meeting.

CEQA:

Not a project as defined by CEQA.

Fiscal Analysis

There is no fiscal impact as a result of the formation of this sub-committee. The work products developed by the sub-committee may have individual costs but those will be brought to Council for approval and authorization on a case-by-case basis. There may be costs incurred for training the sub-committee but those are unknown at this time.

Duties of Sub-Committee:

The functions of the climate action sub-committee shall include the following powers and duties:

- Formulate a Work Plan for the sub-committee
- Research composition and duties of other cities subcommittees
- Update CAP Document for City
- Prioritize Climate Emergency Resolution Attachment A actions (Attached)
- Create Climate Calendar
- Create Volunteer Appreciation Event/Ideas for Climate Events

In creating the climate action ad-hoc sub-committee, it is not the intent of the council to duplicate or overlap the functions, duties, or responsibilities assigned to any other board or commission. It is likely, however, that the work of the

climate action sub-committee may involve areas of concern of other City boards and commissions. In these situations, City staff may be asked to bring those items to those relevant boards and commissions with a report back to the ad-hoc subcommittee.

As stated above, this ad-hoc subcommittee will be tasked with the specifics as listed above with recommendations to be provided to the City Council.

RECOMMENDATION:

That the City Council grant approval to establish a Climate Action Ad Hoc Sub-Committee and to provide direction on the discussion items in the report.

Attachment:

Attachment A – Climate Actions from City Council Resolution
Application

**Attachment A:
List of Climate Actions for the City of Sebastopol By
Sebastopol Climate Action**

1. **All Electric Reach Code** - Building ordinance would require new residential construction to use only high-efficiency electric appliances. As new building types have been reviewed and analyzed by the California Energy Commission, the All Electric Reach Code would apply to them.
 - a. Estimated upfront savings of \$6,171 per home (or \$3,361 per multifamily units). Estimates from Santa Rosa city staff report 06/11/2019
 - b. Assuming 36 housing units are built over the next three years, 86 metric tons of carbon dioxide equivalents (CO₂e) would be avoided which would be a reduction of 2.4 CO₂e annually for a standard single-family home compared to a 2019 code compliant house.
 - c. Needs State approval for reach codes that go beyond Title 24 regulations. Sonoma Clean Power has a template for State approval documentation.
 - d. Berkeley first city in California to ban natural gas in new buildings
2. **Municipal Solar.** Solar assessment of additional sites.
 - a. Possible new sites include the public parking lots and the city corporate yard.
 - b. Examine the possibility of micro-grid power storage, such as the SRJC has done.
3. **Moratorium on New Fossil Fuel Infrastructure** - Applies to new gas stations
4. **Oversight of Procurement** - "Sustainable purchasing" for the City of Sebastopol.
5. **Data Gathering**
 - a. Annual Reporting of Consumption - Local Gas and Electricity Baseline Data
 - i. The city on an annual basis makes a request to PG&E for a breakdown of consumption based on residential, commercial and industrial sectors for gas and electricity for the 95472-zip code. This data is then posted on the City website. Public energy data request portal
 - b. Evaluation of existing municipal solar.
 - i. Evaluate the savings (KWh, GHG, \$) the city has achieved since installing solar arrays on most of the municipal buildings and water/sewage pumping stations. This could be done with possible assistance of SSU students.
 - c. Evaluation of existing building requirements for residential and commercial solar
 - i. Estimate the savings (KWh, GHG, \$) the solar building requirement has saved. This could be done with possible assistance of SSU students.
 - ii. Pass on lessons learned implementing it to other jurisdictions since all of California is now having to implement solar in new buildings.
6. **Education** - The city embarks on multiple public education initiatives. For example:
 - a. Travelling exhibit based on a 10' x 10' pop up shade structure, display table, graphics and interactive exhibit components that provides community education around action items that citizens can take to reduce GHG emissions, decrease household and business waste and increase resiliency.
 - b. Publicize on the city website and newsletter all available local resources for climate and zero waste actions. Examples include:
 - i. Launch before year end of Sonoma Clean Power's incentives for Heat Pump Water Heaters, Heat Pump Space Heaters and other energy saving devices.
 - ii. Sonoma Climate Challenge
 - iii. Zero Waste best practices for households
 - c. Provide handouts available at city hall for climate best practices.
 - d. Leverage community groups to put on climate education events and help tell the success stories.
 - i. Climate speaker series

- ii. Climate workshops for teachers
- 7. Begin the discussion to create climate committee or expand the scope of the Zero-Waste committee to encompass broader climate actions.**
- 8. Work to accelerate transportation electrification**
 - a. Team with RCPA/CCP (and others) to encourage EV (purchase/lease)
 - b. Address local EV infrastructure enhancements (See RCPA Shift Sonoma County Plan).
 - i. Make electric car charging stations more visible.
 - ii. Increase numbers of DC fast chargers
 - c. Organize EV Rides/shows (include E-bikes).
 - d. Sharing purchase/lease strategies for new buyers. Share info for buying/leasing used EVs.
- 9. Fund a grant writer to find money for climate initiatives, such as:**
 - a. Climate Action Coordinator contract position. This person would be responsible for measuring/monitoring/reporting on progress of any action items that are adopted. Civicspark/Climatecorp provides training to these new hires. For example, the City of Alameda hired a coordinator as intern via Civicsparks or ClimateCorp
 - b. Youth climate corp summer jobs.
 - c. Zero Waste initiatives.
 - d. Conducting free solar evaluations, developing/implementing communication/outreach tools/strategies.
 - e. Stipends for SSU/SRJC students to conduct studies/research/monitoring
 - f. Incentives for converting to electric in homes (fuel switching).
 - g. Energy and/or lighting retrofits in city-owned buildings
 - h. Solar+ battery storage capacity in critical city infrastructure for emergencies and PG&E planned power outages.

CITY OF SEBASTOPOL
APPLICATION
CLIMATE ACTION AD-HOC SUB-COMMITTEE

Brief description: The City of Sebastopol seeks applicants for the position of Climate Action Subcommittee member. We seek individuals with an inclusive vision for a resilient and carbon-free future for Sebastopol.

Applicants familiar with the climate crisis, equitable climate action, developing policy, creating public consensus, collective decision-making, community engagement, public education, or who have climate expertise are encouraged to apply.

Evaluation Criteria:

- Criteria 1: Demonstrates an understanding of the need for climate actions to be equitable and how to implement equitable climate action
- Criteria 2: Has a vision for a resilient and carbon-free future that is inclusive of all Sebastopol residents.
- Criteria 3: Has participated in developing policy, changing public consensus, influencing collective decision-making, or engaging the community
- Criteria 4: Understands potential policies the City could enact to address the climate crisis
- Criteria 5: Has experience working on at least one of the following:
 - Climate research, mitigation, drawdown, or adaptation
 - Climate education; climate action
 - Climate justice or environmental justice

APPLICATION FOR APPOINTMENT TO CITY OF SEBASTOPOL CLIMATE ACTION SUB-COMMITTEE

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
- Zero Waste Sub-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.
 - May be required to fulfill Ethics Training
 - May be required to submit Form 700 (Statement of Economic Interest) per the Conflict of Interest 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. 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. Please note your information will not be made public unless otherwise indicated. If appointed, you have a choice whether you wish to have your contact information made public.

Name: _____

Home Address, City, State and Zip Code:

Home Phone Number: _____

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

Yes No

Work Phone Number: _____
If appointed, do you want this number to be available to the public?
Yes No

Facsimile Number: _____
If appointed, do you want this number to be available to the public?
Yes No

E-Mail Address: _____
If appointed, do you want this address to be available to the public?
Yes No

Are you a registered voter in Sebastopol?
Yes No
If so, for how long? _____

Do you hold a current business license from the City of Sebastopol?
Yes No
If so, for how long? _____

Board, Commission, or Committee being applied for?
Climate Action Ad Hoc Sub-Committee

Present Employer: _____

Job Title: _____

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:

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

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

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

Please list any special awards or recognition you have received:

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:

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?

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?

Applicant's Signature : _____

Applicant's Name (PLEASE PRINT): _____

Date: _____

PLEASE ANSWER QUESTIONS BELOW AND SUBMIT WITH THE APPLICATION:

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

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

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

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

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?

CLIMATE ACTION SUB-COMMITTEE SUPPLEMENTAL QUESTIONS

What is your involvement with the climate crisis, including ways you have educated yourself and worked to model and promote climate action?

What is your understanding about the urgency of the climate crisis?

What is your experience in working on policy issues – mobilizing public support, changing public consensus, or influencing fellow commissioners, for example?

What is your understanding of the current obstacles to implementing action on Climate Change? How would you suggest overcoming those obstacles?


What should be the City's role in addressing climate mitigation, adaptation, drawdown, and environmental justice? Give examples of policies you think the City should enact to address the climate crisis.

What does a resilient, carbon-free Sebastopol look like in the future and how might we get there?

What do you expect to accomplish as a sub-committee member?

In your role as a climate subcommittee member, how will you ensure that actions to address the climate crisis in Sebastopol are equitable?

How do you feel the role of a sub-committee member relates to the community?

Agenda Report Reviewed by:
 City Manager: 

**CITY OF SEBASTOPOL
 CITY COUNCIL
 AGENDA ITEM**

Meeting Date: August 3, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: Kari Svanstrom, Planning Director
 City Administration
Subject: Interview for Two Openings (Youth and Business) on the Climate Action Committee
Recommendation : That the Mayor and City Council Interview Applicants (Appointment to be made later in the agenda)
Funding: Currently Budgeted: _____ Yes _____ No XX 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 City Council Interview Applicants for two openings on the Climate Action Committee.

BACKGROUND:

At its January 7, 2020 meeting, the Council authorized the formation and composition of the Climate Action Committee (CAC) to address climate change policy and issues. At its October 20, 2020 meeting the Council appointed the initial members to the CAC. However, some seats remained unfilled at that time. At its April 20, 2021 Council meeting, the Council authorized reopening these vacancies (business owner representative and environmental justice) and authorized adding a second youth position. The City has received two applications, one for a youth representative, and one from a business owner. No applications have been received for the environmental justice position.

The CAC composition is flexible, up to 13 members appointed by Council. The current membership is as follows:

City Councilmember	Diana Rich
City Councilmember (alternate)	Sarah Glade Gurney
Planning Commissioner	Luke Lindenbusch
Sebastopol business owner	VACANT
Sebastopol Climate Action/Climate Group representative	Liselotte Pierce
Sebastopol Climate Action/Climate Group representative	Dena Allen
Sebastopol Climate Action/Climate Group representative	Alex Goodman
Sebastopol Climate Group / climate background representative	Gerald Glaser
Rights of Nature background	Sunai Shanti Sikand
Climate background	Woody Hastings

Climate background	Kenna Lee
Climate background	Josho Somine
Youth Representative (ages 17-23)	Sarah Elliot
Youth Representative (ages 17-23)	VACANT
Environmental justice representative	VACANT

As noted in yellow highlight above, the current openings are for a second youth representative, a business owner representative, and an environmental justices advocate (no applications received for the last).

DISCUSSION:

City Staff initiated the public application process for the upcoming vacancy. Opening was noticed in the Sonoma West Times and News; City web site; Facebook, City newsletter and City email distribution list. As of the deadline the City received two applications for consideration. Interviews have been scheduled as follows:

<u>Time of Interview</u>	<u>Name of Applicant</u>
5:00 pm	Jesenia Garcia (youth)
5:15 pm	Debbie Burnes (business owner)

GOALS:

This item relates to City Council Goal 5: Provide open and responsive Municipal Government Leadership, as it communicates the CAC’s work to the Council and general community. It also relates to General Plan Goal CSF 6, policy SCF 6-1, Continue to maximize public participation in local government actions and maintain excellent levels of City government services.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

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.

FISCAL IMPACT:

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

RECOMMENDATION: Staff recommends that the Mayor and Council conduct the interview(s) and consider appointment later in the agenda. Staff further recommends the Council determine whether to reopen the environmental justices position or leave unfilled at this time. (If re-advertised, staff recommends, based on input from CAC members, that the position be posted as ‘open until filled’.)

Attachments:

Applications (redacted)



Youth Application 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 the completed form, by the date and time due to the City Clerk. All applications will be reviewed by the City Council. Interviews may be required 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? **Climate Action Committee**

Name: _____ **Jesenia Garcia** _____ Age **16** _____

Home Address, City, State and Zip Code _____

Phone Number: _____

If appointed, do you want this number to be visible to the public? Yes No I am a minor (your phone number will not be made public)

E-Mail Address: _____

If appointed, do you want this address to be visible to the public? Yes No I am a minor (your email will not be made public)

Do you live in Sebastopol? Yes No

Do you go to school in Sebastopol? Yes No

Have you attended a meeting of this body? When? I have no

Can you make a one-year commitment to participating on this board/commission/committee? Yes No

Have you served on, interviewed for, or applied for this body previously? Yes No If so, when?

Do you have a job? Yes No

If yes, who is your present employer: Carr's Drive In. Job Title: Food Service Worker

Please list school clubs and/or civic or charitable organizations to which you belong or have belonged: **I used to volunteer at Ceres Community Project, and next year will be my third year on the Green Team at Orchard View School.**

Describe the activities you have helped organize or taken part in through these groups or organizations. **In Green Team at Orchard View I have helped educate Apple Blossom students on composting, participated in Climate Action Night at the JC for two years in a row, and helped facilitate an Earth Month forum and anti-racist forum at Orchard View. I used to be a part of Ceres Community Project where I learned about gardening and cooking as well as work force oriented skills such as making resumes and preparing for job interviews.**

What special interests, skills and talents would you bring to this board, commission, or committee? **I am incredibly interested in environmental issues and solutions. I enjoy organizing everything and creating solutions, and I'm really passionate about everything I put my mind to.**

Please list any educational programs or courses you have taken that relate to the work of this board/commission/committee

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

Please state why you would like to become a member of this board, commission or committee: **I am incredibly interested in projects, solutions, and issues surrounding the climate and our earth. I want to do my part to combat climate change and respect the earth therefore I think it's vital to gain experience and be exposed to the issues facing our community. I want to learn from people wiser than me and learn how to navigate environmental issues combined with societal factors. I really want to be more involved in this community and help where I can, as well as create connections with other community members who share similar perspectives. I believe being a part of this committee would be a valuable experience for me and where I want to go with my life.**

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

No

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

Are there particular issues you think the board/committee/commission should concentrate on? **To me the issue that the commission should concentrate on are single use plastics and the many ways they're woven into our lives especially with the pandemic. I think it's vital to look at how to transition out of plastics as we transition out of the pandemic. The mass amounts of plastic created and thrown away exacerbate climate change by trapping heat in our landfills.**

What exciting possibilities do you see for Sebastopol as a community in the future and how might this board/commission/committee help us get there? **I would really love to see an increase in**

environmentally friendly transportation, more incentives to walk and more bikes. I would love to see more support for refill stores and reusable options so grocery shopping starts involving less plastic. I would also love to see a decrease in the waste created by the multitude of restaurants, cafes, and food shops in Sebastopol.

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 recently won \$500 dollars from Daily Acts for my submission to the Green Heart Community Design last year, which was a plan to reduce plastic waste that households, businesses, and schools could adopt. My dream was to make it specific enough to be helpful but vague enough to apply to any situation. I also recently organized a river clean up at Hacienda Bridge in Forestville and am helping with the Upcycled Art Project being created in Sebastopol.

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

Applicant's Signature: Jesenia Garcia

Applicant's Name (PLEASE PRINT): Jesenia Garcia

Date: 7/2/2021

Parental Consent: (If applicable)

If applicant is under age 18, parent/guardian must complete the following:

As parent/guardian of this minor, I have reviewed the volunteer application form and give my consent for (name): Jesenia, (age) 16: To participate in this volunteer committee/commission/board.

Signature of Parent: Jean Stehney Date: 7-2-21

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 an

Name: Deborah Burnes

Home Address, City, State and Zip Code:


Home Phone Number: [REDACTED]

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

Yes No

Work Phone Number: same

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: [REDACTED] _____ 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 is been here for over 23 years I have watch 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 are 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 Omnivores 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 problems 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