

CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: December 17, 2024

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**To:** Honorable Mayor and City Councilmembers  
**From:** City Clerk  
**Subject:** Receipt of City Council Committee Assignments Submittals from Councilmembers for City Council Committee Assignments and Liaisons to Various Committees.

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**EXECUTIVE SUMMARY:** This item is to request that the City Council Receive Committee Assignments Submittals from Councilmembers. The Mayor will receive all comments and applications at this meeting and return to the January 7, 2025 City Council meeting with recommended appointments for Council ratification. This is also an opportunity for the Council to consider removal of committees, or consideration of addition of Council Committees or Liaison roles.

**BACKGROUND:**

Prior to December 2022, the Council as a whole reviewed and discussed the Committee Assignments for the upcoming Calendar Year. The Council was provided a list of Committees and the City Council reviewed each committee asking for volunteers or those interested on serving on the committee. Once everyone had submitted their names, Councilmembers interested would provide comments and advocate for their appointment to a committee; and then the Council would discuss the appointment to the committee. After discussion the Council would recommend the Councilmember to the committee.

In December 2022, the City Council approved a new process for City Council and City Staff Committee Assignments. It was felt that the new process would streamline the Committee Assignment process and allow individual Councilmembers to put forward their interests in which committees to the Mayor who will make recommendations to the full City Council. Upon Notification of Certification of the Election or by December 15th of each year, all Councilmembers would receive a copy of the Current City Council and City Staff Committee Assignments as well as an application that a Councilmember would fill out and return for consideration. A separate application was required for each Committee that a Councilmember was interested in. The Mayor would then review the applications submitted, speak with the Councilmember to obtain any additional information on their interest to serve on the committee, and provide a recommendation at the first meeting in January of each year of Council Committee Assignments. The Council would then be asked to approve/ratify the recommendations of the Mayor.

Recently the Council approved City Council Policy Number 9: The City Council and City Staff Annual Board and Committee Assignments. The approved process is listed below:

*Annually, at the second City Council Meeting in December, or at the next meeting following certification of a Municipal Election, the Council shall consider City Council and City Staff Committee assignments.*

*City staff will provide the City Council at a publicly noticed meeting a list of Committees and the City Council shall review each committee in open session and if a Councilmember is interested shall request appointment to the committee. Councilmembers may make short statements advocating their reasons at this meeting. Councilmembers may also fill out and submit the City Council Summary Form for Committee Requests as well as an Application for each Committee the Councilmember is interested in. The City Clerk will attach any completed Summary Forms and Applications received to the Agenda Report for Discussion at the City Council meeting.*

*Councilmembers are encouraged to complete Summary Forms and Applications, but they are not required. As noted above, Councilmembers may make short statements advocating their reasons at the Council meeting where Committee assignments are discussed.*

*After review and discussion of all committees in the publicly noticed Council Meeting, the Mayor will take all requests into consideration and return to a future City Council meeting but as soon as possible after receipt of committee requests with recommendations for committee assignments. The Mayor shall provide explanations for appointments, as requested by councilmembers at that meeting. At that meeting, the City Council shall ratify the appointments, or modify as the City Council deems appropriate. The goal of committee appointments is to equitably distribute appointments among all councilmembers, while also taking into consideration the prior experience or expertise of specific councilmembers for specific appointments.*

#### **CITY STAFF COMMITTEES:**

*Annually, at the second City Council Meeting in December, or at the next meeting following certification of a Municipal Election, the City Manager shall make recommendations for City staff to serve on, or advise, Committees. The City Council can ratify the recommendations for City staff assignments, or request the City Manager consider alternative staff assignments. The City Manager makes the final decision regarding staff assignments. The City Manager will notify the City Council of any changes in staff assignments for Committees.*

#### **DISCUSSION:**

City staff sent out to the City Council the list of committee assignments as well as a summary sheet and application form. As of the posting of this agenda item, the City Clerk received the attached for consideration for appointments.

The City Manager has also reviewed the committee lists for staff appointments and made the following recommendations as highlighted on the attached committee list.

Per the policy, the Mayor will take all information received at this meeting and return to the January 7, 2025 City Council meeting for recommendations to committees and Council ratification.

This is also an opportunity for the Council to consider removal of committees, or consideration of addition of Council Committees or Liaison roles. If a committee or liaison is proposed for removal or addition, it is recommended that those proposals be discussed during this item to determine consensus. If there is consensus for removal, the committee will be removed from the list. If there is consensus for additional of a new committee or liaison, if there is consensus, it is recommended that the proposer submit information as noted below per City Council Policy Number 10 to the City Clerk for consideration at the next City Council meeting where ratification of the committees is agendaized.

#### **Name of Ad Hoc Committee**

- Reason for Ad Hoc Committee and Subject / Defined Scope / Duties/ Responsibilities of the Committee
- Recommended Formation of the Committee
- Recommended Staff to advise the Committee
- Amount of Staff time Estimated for Committee
- Frequency of Reports to the Council, and whether those reports will be expected verbally or in writing (it is the intent of the Council to receive regular reports from all Ad Hoc Committees)
- Other Deliverables

**STAFF ANALYSIS:**

City staff has provided recommendations for Staff Committee assignments (attached).

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, if staff receives 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 the scheduled meeting date.

**FISCAL IMPACT:** There is no fiscal impact with the action tonight.

**RESTATED RECOMMENDATION:** That the Council Receive Committee Assignments Submittals from Councilmembers. Mayor will receive all comments and applications and return to the January 7, 2025 City Council meeting with recommendations for appointments and direction to City staff on removal of committees, or addition of Council Committees or Liaison roles.

**OPTIONS:**

None.

**ATTACHMENTS:**

- Summary Form (Mayor Zollman)
- Application Forms (Vice Mayor McLewis)
- Summary Form (Councilmember Carter)
- Application Forms (Councilmember Hinton)
- Summary Form (Councilmember Maurer)
- Committee List with City Manager Recommendations
- City Council Policy Number 8 – Role of Council Liaison
- City Council Policy Number 10 – Creation of Ad Hoc Committees
- Letter from West County Community Services – Homeless Liaison

**APPROVALS:**

Department Head Approval: Approval Date: 12-8-2024

CEQA Determination (Planning): Approval Date: 12-8-2024

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: 12-8-2024

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

Account Code (f applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: 12-8-2024

A.	Separate Formal Agencies (Where City Council Members and/or staff sit as a Member of another Governing Board – With Separate Staff, Budget and Facilities)						
Item #	Committee Name	Representative	Alternate	Type of Committee	Additional Information on Committee	Location	Date/Time of Meetings if Known
1.	Marin/Sonoma Mosquito & Vector Control District. (2- or 4-Year Term). City has typically appointed for two years. Term Ends: December 31, 2023 (District has indicated that Mayor Rich can continue as representative until City Council reviews Committee assignments on January 16, 2024)	Mayor Rich	None	Abates/prevents mosquito and other insect problems.	<p>The Marin/Sonoma Mosquito and Vector Control District protects the health and welfare of the communities it serves from mosquitoes and vector-borne diseases by utilizing cost-effective, environmentally responsible integrated vector management practices.</p> <p>The Marin/Sonoma Mosquito &amp; Vector Control District is governed by a Board of Trustees. Each member represents his or her city of residence or a county at large.</p> <p>Trustees are appointed by their city council or county board of supervisors and serve a two or four year term. Persons interested in serving on the Board of Trustees should contact either their local city, or the County for at-large positions.</p> <p>Members of the Board of Trustees serve without compensation, but are provided with an allowance to defray expenses while on official business (not to exceed \$100 per month) in accordance with the California Health and Safety Code Section 2030(b). Board members do not receive any type of benefits.</p>	595 Helman Avenue Cotati, CA 94931	<p>Regular Board meetings are held at 7:00 pm on the second Wednesday of each month at District Headquarters, 595 Helman Lane, Cotati. From time to time the regular monthly meeting may be canceled. Special Meetings are held occasionally and noticed in accordance with the Brown Act.</p> <p>All board meetings are open to the public and are posted in accordance with Cal. Gov't Code § 54954(a)</p>
2.	Redwood Empire Municipal Insurance Fund (REMIF) CIRA	Councilmember Hinton	Vice Mayor Zollman	15-City Multi-Insurance Pool for Workman's Compensation, Liability, Health, Vision, etc.	Redwood Empire Municipal Insurance Fund (REMIF) is a self-insured joint powers authority (governmental entity) established in 1976 to handle the insurance claims, benefit programs, and risk management needs of seven (7) cities. It has grown to serve fifteen (15) member cities and three (3) non-member cities. The cities are located in the five Northwest counties.	Various Locations for Board Meetings	12:00 pm Quarterly Meetings
3A.	Sonoma County Transportation Authority (SCTA)	Councilmember Hinton	Vice Mayor Zollman	Prepares, plans and reviews grants for County and cities for Transportation, Transit and Bike Funds	<p>The Sonoma County Transportation Authority (SCTA) is governed by a twelve-member Board of Directors representing each of the nine cities – Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma and Windsor – and the Sonoma County board of Supervisors. The SCTA acts as the countywide planning and fund programming agency for transportation and performs a variety of important functions related to advocacy, project management, planning, finance, grant administration and research.</p> <p>The SCTA coordinates the activities of local jurisdictions with regional, state and federal entities at both a policy and administrative level. As a coordination agency, the SCTA provides a forum for local elected officials to engage in dialog on countywide issues and enables</p>	SCTA Meetings are held at Sonoma County PRMD, 2550 Ventura Avenue, Santa Rosa, CA 95401 in the Planning Commission Meeting Room	2:30 pm Second Mondays

					discussions among local and regional entities on a wide range of issues that link to the movement of people and goods, program management and project delivery		
3B.	Regional Climate Protection Agency (RCPA) *Rep should be same Rep as SCTA	Councilmember Hinton	Vice Mayor Zollman	A Separate Agency that shares the same Boardmembers as SCTA The SCTA/RCPA acts as the County-wide planning and programming agency for transportation and coordinates climate protection activities county-wide.	The Sonoma County Regional Climate Protection Authority (RCPA) is governed by a twelve member Board of Directors comprised of representatives from the Sonoma County Board of Supervisors and Council Members from each of the nine cities – Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma and Windsor. The RCPA coordinates climate protection activities countywide and performs a variety of important related functions including advocacy, project management, planning, finance, grant administration, and research.  The RCPA coordinates the activities of local jurisdictions with regional, state, and federal entities at both policy and administrative levels. As a coordination agency, the RCPA provides a forum for local elected officials to engage in dialogue on countywide issues, and enables discussions among local and regional entities on a wide range of issues related to greenhouse gas reduction, including planning, program management, and project delivery.	Same as Above	Same as Above
4.	Sonoma Clean Power (SCP) Authority Board of Directors If representatives change, staff will need to prepare a resolution to send to Sonoma Clean Power)	Vice Mayor Zollman	Councilmember Maurer	Publicly owned Community Choice Provider	SCP serves the residents and businesses in Sonoma and Mendocino counties clean energy from more renewable resources, such as geothermal, wind, and solar. SCP was formed to provide a choice beyond the for-profit, investor-owned utility (PG&E) and a customer-owned public utility. The Board of Directors shall consist of one appointee from each Participant located within the boundaries of the County of Sonoma, and one joint appointee from the County of Sonoma and the Sonoma County Water Agency. If the Board of Directors approves any other municipality or county as a Participant pursuant to Section 3.1, the Board of Directors shall determine whether such municipality or county (or any combination thereof) may appoint an additional member to the Board of Directors. Each appointee must be an elected member of the governing board of his or her appointing body. Each Party or Participant appointing a member to the Board of Directors may also appoint up to two alternates to serve in the absence of its Director. Alternates must be either an elected member of the governing board	431 E Street Santa Rosa, CA 95404	Frist Thursday 8:45 am – 12:00 pm

					of his or her appointing body, or an employee of the jurisdiction appointing them.		
5.	Zero Waste Sonoma Board	Councilmember Maurer	Vice Mayor Zollman	County-wide management of solid waste reduction programs for cities and Sonoma County - Sonoma County Waste Management Agency Board of Directors: The SCWMA is a joint powers agency of the Cities and County of Sonoma that Provide recycling and diversion programs, education programs and regulatory compliance reporting compliance with AB 939.	Zero Waste Sonoma is the public name of the Sonoma County Waste Management Agency (SCWMA). Establish in 1992 as the joint powers authority (JPA) for the unincorporated area and nine cities and towns in Sonoma County, Zero Waste Sonoma is the local government entity for all things related to Household Hazardous Waste (HHW), organics municipal composting, public education, and planning for recycling and solid waste disposal. Zero Waste Sonoma helps the residents and businesses of Sonoma County reduce, reuse, recycle, and discard all materials in the safest and most environmentally responsible way possible.  Zero Waste Sonoma is governed by a board made up of representatives from each of the ten jurisdictions.		Meeting is the third Thursday of the month from 9 am 11:30 am via zoom.
6.	Zero Waste Sonoma SB 1383 Technical Group	Planning Director PW Director	Associate Planner PW Asst. Superintendent	Technical group for the ten member jurisdictions working on matters pertaining to the implementation of SB 1383			The meetings are held the 3rd Wednesday of the month at 1:00 p.m.

B.	County Wide Advisory Committees						
Item #	Committee Name	Representative	Alternate	Type of Committee	Additional Information on Committee	Location	Date/Time of Meeting
1.	AB 939 Local Task Force			Advisory to Waste Management Agency (review and comment on IWMP, contains government and private members). Advisory Committee to County of Sonoma Board of Supervisors and Sonoma County Waste Management Agency on matters related to waste management, recycling and diversion, AP 939 compliance, etc.		Sonoma County Transportation and Public Works 2300 County Center Drive Santa Rosa, CA	Meets bi-monthly 1:30 pm – 3:30 pm 2 <sup>nd</sup> Thursdays of Bi-
2.	Community Development Commission Cities & Towns Advisory Committee(CTAC)	Planning CD Director  (Chair of this Committee for 22-24)	City Manager Associate Planner	CTAC is the cities' staff representative group under the JPA with the CDC. The group is advisory to the CDC and provides recommendations to the Board of Supervisors for CDBG and other HUD funds such as the COVID CARES ACT funding and HOME funding.	The Sonoma County Community Development Commission is dedicated to promoting decent and affordable housing, revitalizing communities, and supporting public services that increase economic stability for County residents. We are committed to providing services in an effective, efficient, and respectful manner.  The Cities & Towns Advisory Committee (CTAC), formerly known as the Technical Advisory Committee (TAC), is comprised of staff members appointed by each of the seven municipalities (Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma and Windsor) that participate with the County as an entitlement entity for CDBG and HOME funding from HUD. This Committee reviews and makes recommendations to the Board of Supervisors on issues relating to the distribution of funds within the participating incorporated jurisdictions.	Community Development Commission Office 1440 Guerneville Road Santa Rosa, CA	Meets monthly
4.	County-wide Bicycle and Pedestrian Advisory Committee (CBPAC)	Associate Planner	Planning CD Director	Advisory to Sonoma County Transportation Authority on disposition of TDA Article 3 Funds and coordination of bike and pedestrian planning efforts; maintains and updates County-wide Bike and Ped Master Plan; recommends annual TDA Article 3 program of projects.	To participate in the development of a comprehensive bicycle and pedestrian facilities plan, review project proposals, and prioritize a project list for consideration by the Board of Supervisors. Plans will emphasize bicycle projects intended to accommodate bicycle commuters rather than recreational bicycle users	Sonoma County Transportation Office 490 Mendocino Avenue, #206 Santa Rosa, CA	Meets on 4 <sup>th</sup> Tuesdays Months 1:30 pm

5.	GSA Board/ Santa Rosa Plain GSA Basin	Councilmember Hinton	Councilmember McLewis	A public agency formed to sustainably manage groundwater in the Santa Rosa Plain groundwater basin. The agency has a Board and an advisory committee.	The Santa Rosa Plain Groundwater Sustainability Agency (GSA) is a public agency formed to sustainably manage groundwater in the Santa Rosa Plain groundwater basin.	City of Santa Rosa Utilities Field Office	Second Thursday 1: March 30 <sup>th</sup> June 8 <sup>th</sup>
6.	MS4 Storm Water Co-Permittee Working Group	Engineering Tech/ Stone Creek Consulting	Public Works Director	Provides direction for the regional storm water permit as a co-permittee workgroup	<p>Municipal Separate Storm Sewer Systems Permits (MS4 Permits) Municipalities are required to obtain Municipal Separate Storm Sewer Systems (MS4s) Permits which regulate storm water discharges. MS4 permits are issued by Regional Water Quality Control Boards (RWQCB)</p> <p>The State Water Resources Control Board under the Municipal Storm Water Permitting Program regulates storm water discharges from municipal separate storm sewer systems (MS4s).</p> <p>MS4 Permits are issued under two phases; individual Phase I which started in 1990, the Regional Water Quality Control Boards have adopted National Pollutant Discharge Elimination System General Permit (NPDES) storm water permits for medium and large municipalities. Most of these permits are issued to a group of co-permittees encompassing an entire metropolitan area and Phase II permit for smaller municipalities.</p> <p>The City of Cloverdale, the City of Cotati, the City of Rohnert Park, the City of Healdsburg, the City of Sebastopol, the City of Ukiah, the Town of Windsor, and the Phase II designated portions of the County of Sonoma elected to participate in the Phase I program.</p>	Varies, most commonly Windsor Council Chambers	2 <sup>nd</sup> Tuesday 8:00 AM
7.	Russian River Watershed Association Board of Directors	Councilmember Maurer	Councilmember McLewis	RRWA Board of Directors (Elected Officials from Member Agencies). Association of Cities and Counties working collaboratively on matters related to watershed management,	The Russian River Watershed Association (RRWA) is a coalition of ten cities, counties and special districts in the Russian River watershed that have come together to coordinate regional programs for clean water, habitat restoration,	Windsor Town Hall	4 <sup>th</sup> Thursdays 9:00 am Every other month



				groundwater, storm water and various regulatory compliance issues.	and watershed enhancement. RRWA was formed in 2003 to create opportunities for our member agencies to expand their stewardship role in the watershed.  The RRWA Board of Directors are elected officials from each of the ten Member Agencies. This governing and decision making group provides direction and oversight for RRWA according to the provisions outlined in the Memorandum of Understanding.		
7a.	RRWA Technical Working Group	Engineering Tech/ Stone Creek Consulting	Public Works Director	RRWA Technical Working Group (Staff members from member agencies) Advises RRWA Board on annual work plan and budget and various technical initiatives.			
8.	Santa Rosa Plain Groundwater Management Plan Basin Technical Advisory Committee	Public Works Director	Engineering Tech	SR Plain Groundwater Management Plan Basin Advisory Panel/Advisory to Sonoma County Water Agency BOD regarding implementation of the Groundwater Management Plan. (Staff representatives from City stakeholders)		City of Santa Rosa Utilities Field Office	1 <sup>st</sup> Monday 3:00 – 5
9.	Sonoma County Transportation Authority Planning Advisory Committee (SCTA PAC)	Planning- CD Director	Associate Planner	SCTA PAC is Advisory to the SCTA/RCPA Board on planning matters		Sonoma County Transportation Office 411 King St Santa Rosa, CA	Meets on 3 <sup>rd</sup> Thurs
10.	Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC)	Engineering Tech/GHD Public Works Director (SCTA-TAC) Planning Director (RCPA)	Engineering Tech (SCTA-TAC) Associate Planner (RCPA)	SCTA TAC is Advisory to the SCTA/RCPA Board on transportation planning matters and programming of various transportation grant funding sources.	I	Sonoma County Transportation Office  411 King St Santa Rosa, CA	Meets on 4th Thurs 1:30 pm
11.	Sub regional Partners Technical Advisory Committee (TAC)	Public Works Director	Engineering Tech	Makes recommendations to Santa Rosa, County, Rohnert Park, Cotati and Sebastopol – Reviews matters related to operations and maintenance of sub-regional wastewater treatment system; reviews and recommends annual budgets.		Laguna Treatment Plant 6300 Llano Road Santa Rosa, CA	Meets as needed.

12.	Zone 1A Advisory Committee (Sonoma County Water Agency)	Engineering Tech	Public Works Director	Makes annual budget review and recommendation for flood control projects within Zone 1A (Santa Rosa-Laguna drainage basin (of Santa Rosa, Rohnert Park, Cotati and Sebastopol) Zone 1A Advisory Committee meets with Sonoma County Water Agency staff to learn of flood control and related activities within the Zone 1A (Santa Rosa Plan watershed) and reviews annual budgets.		Meets at the Sonoma County Water Agency Office, 404 Aviation Boulevard, Santa Rosa, CA	Meets as needed.
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C.	Other Governmental Agencies						
Item #	Committee Name	Representative	Alternate	Type of Committee	Additional Information of Committee	Location	Date/Time of Meeting
1.	Association of Bay Area Governments (ABAG)	Voting Delegate: Mayor	Alternate: Vice Mayor	Delegate(s) attends meetings and votes.	<p>ABAG is part regional planning agency and part local government service provider.</p> <p>ABAG outlines work program goals and objectives for the Bay Area’s nine counties and 101 cities and towns every year, and are primarily governed by the following:</p> <p>Executive Board General Assembly Committee</p> <p>In some cases, ABAG has the authority to enact certain legislation on behalf of the Bay Area, for example the state-mandated Regional Housing Need Allocation, or RHNA. We also operate as the state-designated clearinghouse for federal grant applications.</p> <p>Member representatives are elected officials and make operating decisions, authorize expenditures and recommend policy.</p> <p>County representatives are selected by city mayors or the county board of supervisors’ president. Most city member representatives are selected by the mayors and council members conferences for each county.</p> <p>Every year a General Assembly and Business Meeting conference is held. The annual conference explores vital issues that impact our region and any official delegate or</p>		

					<p>alternate may propose a subject of consideration.</p> <p>This appointment is for General Assembly meetings/conferences only.</p>		
2.	League of CA Cities/CAL Cities	Voting Delegate: Mayor	Alternate: Vice Mayor or as designated (Must be in attendance at meetings)	Delegate(s) attend annual conferences and meetings	<p>Defend and expand local control through advocacy efforts in the Legislature, at the ballot box, in the courts, and through strategic outreach that informs and educates the public, policymakers, and opinion leaders. Cal Cities also offers education and training programs designed to teach city officials about new developments in their field and exchange solutions to common challenges facing their cities.</p> <p>There is typically one conference each year during the month of September.</p>	Various Locations	Meetings typically held at Conferences
3.	Legislative Committee	Councilmember McLewis	Vice Mayor Zollman	<p>The Mayors and Council Members of Sonoma County represent every city within the county of Sonoma. The Legislative Committee, established by the Mayors and Councilmembers Bylaws, consists of a Mayor or Councilmember from each of the member cities, chosen by their respective Councils. Its duties are to review pending policy issues affecting cities and to advocate for those on behalf of the cities within Sonoma County. The Sonoma County Legislative Committee will be reviewing and responding to bills that impact Sonoma County cities. The Sonoma County Legislative</p>	Meets with CAL Cities/League of CA Cities representative to Sonoma County		Meetings are on the 1st of each month held at 9:00 a.m. in the Willow Room, 2060 Willow Road, Santa Rosa

				<p>Committee will use these principles to help guide the committee in taking positions on policy issues: Consider supporting policy that:</p> <ul style="list-style-type: none"><li>• Enhances local control of resources and tools that allow cities to address the needs of city residents within a framework of regional cooperation.</li><li>• Encourages the use of State incentives for local government action rather than mandates.</li><li>• Reforms local government finance structure in a way that establishes a stable revenue base for local government to plan for future growth and provide needed public facilities and services.</li><li>• Guarantees local funding sources.</li></ul> <p>Consider opposing policy that:</p> <ul style="list-style-type: none"><li>• Imposes new unfunded mandates.</li><li>• Preempts local authority.</li><li>• Weakens local control.</li></ul> <p>The goal of this process is to present a united front from the Sonoma County Legislative Committee, the Mayor's and Councilmember's Association, and all Sonoma County cities, to provide the strongest voice possible in support of city interests.</p> <p>The Legislative Committee is authorized to prepare letters in</p>			
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				<p>either support or opposition for signature by the chair of the Legislative Committee on positions on legislation consistent with the above guidelines, with the exception noted below.</p> <p>Positions that do not receive a unanimous consensus of support from the quorum present must be presented at the next upcoming Mayor's and Councilmember's Association for discussion and possible action, by means of a short informational packet mailed (either electronically or via hard-copy) prior to the meeting, and accompanied by a verbal presentation.</p> <p>The Legislative Committee will report to the general membership of the Association at each meeting and will keep the membership informed as action is taken.</p>			
4.	<p>Mayors and Councilmembers Association Board and City Selection Committee</p>	<p>Mayor</p>	<p>Vice Mayor or as designated (Must be in attendance at meetings) Followed by Council in alphabetical order:</p> <p>Councilmember Hinton Councilmember Maurer Councilmember McLewis</p>	<p>All City Council members are invited to attend the Mayors and Councilmembers Meetings; Mayor Serves on City Selection Committee; Mayors make appointments to Golden Gate Transit, MTC, LAFCO, etc. These appointments can be significant and very competitive.</p> <p>In any county in which two or more cities are incorporated there is hereby created a city</p>	<p>Membership: The Mayors' and Councilmembers' Association of Sonoma County shall be comprised of the following members: (rev. 11/2/89)</p> <ol style="list-style-type: none"> <li>1. Regular Members: All Mayors and Councilmembers of the incorporated cities in the county of Sonoma.</li> <li>2. Associate Members:             <ol style="list-style-type: none"> <li>a. Chief administrative officer of each of the incorporated cities in the County of Sonoma.</li> <li>b. Supervisors in the County of Sonoma.</li> </ol> </li> </ol>	<p>Each City hosts</p>	<p>Meetings held on Sec 6:00 pm City Selection 7:00 pm – General M Meetings held every</p>

				<p>selection committee the purpose of which shall be to appoint city representatives to boards, commissions, and agencies as required by law.</p>	<p>Only regular members of the Association shall have voting powers. Voting powers for the regular membership meetings shall consist of one vote, one city -- this vote cast by the Mayor or his/her designee.</p> <p>The Board of Directors of the Association shall be comprised of the Mayors of the member cities and the officers of the Association. The officers of the Association shall have no vote unless they are Mayors.</p> <p>In the event a Mayor is unable to attend a meeting of the Board of Directors, he/she shall designate another member, who must be a regular member of the Association.</p> <p>The Board of Directors of the Association shall have the powers to:</p> <p>a. Review policy items and develop the agenda for the Association.</p> <p>(1) In connection with the development of the agenda for the Association, any member of the Board of Directors may, during a regular Membership meeting or Board of Directors meeting, request to place an item on the next Regular Membership Meeting Agenda. The Board of Directors will determine by majority vote of a quorum of the Board whether to place the item on the agenda for the next regular Membership Meeting. (rev. 6/10/10)</p> <p>b. Make appointments of Associations' representatives to organizations or committees such as ABAG Executive Board; ABAG Regional Planning Committee; ABAG Hazardous Waste Management Facility Allocation Committee; County Agricultural Preservation &amp; Open Space</p>		
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					<p>District Advisory Committee; County Child Care Planning Council; Sonoma-Marín Area Rail Transit (SMART) Commission Board of Directors; North Coast Railroad Authority (NCRA)</p> <p>Board of Directors; Sonoma County Human Services Commission; and other organizations, commissions or committees as may be created or authorized. All appointees shall be regular members of the Association at the time of appointment, unless otherwise provided by legislative authority.</p> <p>Sonoma County City Selection Committee makes recommendations or appointments to organizations, commissions or committees such as: Local Agency Formation Commission; Golden Gate Bridge, Highways &amp; Transportation District; Airport Land Use Commission; Metropolitan Transportation Commission; Bay Area Air Quality Board; and Remote Access Network (RAN) Board.</p> <p>c. Make recommendations to the full Association membership on matters of interest.</p> <p>d. Conduct the Association’s business in an orderly manner</p>		
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D.	Council Liaison						
Item #	Committee Name	Representative	Alternate	Type of Committee	Additional Information on Committee	Location	Date/Time of Meetings if Known
1.	Gravenstein Health Action Coalition	Vice Mayor Zollman	Mayor Rich		<p>Gravenstein Health Action Coalition is a 501c3, non-profit organization with a ten-person board. The Gravenstein Health Action Coalition collaborates and partners with local organizations, agencies and individuals in order to work together to support policy, system and environmental change to improve the health outcomes of all residents of West Sonoma County using the self-healing community model.</p> <p>This model reflects the path forward to meet our Mission and Vision. The model uses community capacity to create a culture of health and well-being.</p>		<p>Board meetings are every 4th Monday</p> <p>January 22 February 26 March 25th April 22 May 27 June 24 July 22 August 26 September 23 October 28 November – date to be determined December - date to be determined</p>
2.	Laguna Stakeholders Committee	Councilmember Maurer	N/A	Liaison to Laguna Foundation to discuss restorative and environmental management	The Laguna Foundation is a place-based organization focused on the Laguna de Santa Rosa and the surrounding wetland communities. They are a 501(c)3 non-profit with the mission to restore and conserve the Laguna de Santa Rosa, and to inspire public appreciation of this Wetland of International Importance.		Meets as needed
3.	LANTERN	Vice Mayor Zollman	N/A		LANTERN's mission is to build community support		

					<p>and funding for the development of a new library in Sebastopol, serving West County, which offers a modern, technologically current, spacious meeting place for all ages.</p> <p>Top 5 goals for a new Sebastopol library:          Increase the library's square footage          Flexible space - multiple uses          Accessible, adaptable          technology options          Located in the heart of Sebastopol          Green, energy-efficient building design</p> <p>LANTERN is a group of volunteers who formed in order to light the way for a new and improved regional library that matches the character and vision of Sebastopol and West County. Such a library would be more spacious, house more books, provide improved access to ever-evolving technologies, provide more tutoring spaces and work stations, and offer more programs for children, teens, and adults.</p>		
4.	Library Advisory Board for Sebastopol Regional Branch	Vice Mayor Zollman	Mayor Rich	Advises County Library Director	The Library shall establish a Library Advisory Board ("LAB") in each city or community in which at least one regional branch library operates. The LABs shall be		The Sebastopol Library Advisory Board the last Wednesday of January, March, September, and November at 4 p.m. L Sebastopol Regional Library 7140 Bode Sebastopol, CA 95472

					<p>comprised of, and shall be operated by, the residents of their respective service areas who shall be appointed by the Commission. Each LAB shall set its own procedural rules and operational bylaws, and shall comply with the provisions of the Ralph M. Brown Act, California Government Code Section 54950, et seq. As of the Effective Date, all existing LABs shall continue to remain in effect.</p> <p>B. LAB Purpose. The purpose of the LABs shall be to provide information and make recommendations to the Commission and the Library Director on matters affecting library service based on input from their respective service areas.</p> <p>C. LAB Liaisons. Each LAB may appoint one LAB member to act as a liaison to the Library Commission, who shall present an annual report on the activities of the LAB to the Library Commission.</p>		
5.	Sebastopol Area Chamber of Commerce	Councilmember McLewis	Vice Mayor Zollman	Liaison to Sebastopol Area Chamber of Commerce on business matters	The Sebastopol Area Chamber of Commerce is a membership organization support community and economic vitality through opportunities to connect, learn and engage.		Third Thursday of the month in the Board Room at the Chamber office at 12:00.

6.	Sebastopol Center for the Arts	Councilmember Maurer	Vice Mayor Zollman		<p>Sebastopol Center for the Arts is committed to cultivating creativity and inspiring appreciation for the transformative power of art.</p> <p>They produce, promote and present artists - local, national, international – through curated gallery exhibits, artists open studio events, arts lectures, poetry readings, concerts, adult and youth education, a state of the art ceramics studio and an acclaimed documentary film festival.</p>		
7.	Sebastopol Community Cultural Center	Councilmember McLewis	Councilmember Maurer		<p>SCCC is dedicated to enriching the community through events, classes, and services, as well as providing rental spaces for special happenings in our town. SCCC strive to enhance life in Sebastopol for individuals and the community as a whole.</p>		
9.	Sebastopol Senior Center	Vice Mayor Zollman	Councilmember Hinton		<p>Create and maintain an environment that encourages independence for older adults by providing learning, social, and recreational opportunities in the continuing pursuit of a fulfilling and healthy life. We educate the community about the issues related to the aging process.</p>		<p>Quarterly meetings:            January 27, 4-6pm            April 28, 4-6 pm            June 23 (special meeting to approve budget)            pm            July 28, 4-6 pm</p>
10.	Sebastopol World Friends	Councilmember McLewis	Councilmember Hinton	Attends Sebastopol World Friends Meetings	<p>Sebastopol World Friends is a City of Sebastopol commissioned non-profit</p>		<p>Sebastopol World Friends meetings are held on the first Wednesday of the month at 6</p>

					<p>service group which is totally volunteer driven. Our mission is to link Sebastopol with its sister cities through a variety of educational and cultural programs and to coordinate exchanges which will promote lasting friendships.</p> <p>Sebastopol World Friends offers a changing array of programs connected to our two sister cities Takeo, Japan (formerly Yamauchi), and Chyhyryn, Ukraine. We also engage with our community through a variety of events and cultural activities, and offer opportunities to host visitors and travel to our sister cities. They are a member of Sister Cities International.</p>		
11.	Meet Your Neighbor (MYN) and Sebastopol Neighborhood Communications Unit (SNCU)	Mayor Rich	Councilmember McLewis	<p>The Liaison role is not defined in any formal way. The primary role of a Liaison is to act as a conduit for information between the City Council and the group to which the Liaison is appointed. Another role for the Liaison is to facilitate budget support as needed for that specific group. The Liaison appointed by the City Council is invited and attends the meetings, when available, that is held by the group.</p>	<p>The basic building blocks for working together Take care of your loved ones</p> <p>Dress for safety</p> <p>Hard hat, leather gloves, sturdy shoes, headlamp</p> <p>Check the natural (propane) gas at your home</p> <p>Turn off only if necessary</p> <p>Place HELP or OK sign somewhere visible from the street</p>		

					<p>Each neighborhood chooses location</p> <p>Go to the Neighborhood Gathering Site</p> <p>Key to begin working together</p> <p>Form Teams and follow protocols</p> <p>Organized according to your neighborhood plan</p> <p>Use Sonoma County Sheriff Evacuation Tags</p> <p>If appropriate for your rural neighborhood</p> <p>Return to Neighborhood Gathering Site</p> <p>Keeping all informed as to neighborhood status</p>		
12	Council Liaison to Homeless Service Organizations	Mayor Rich	Vice Mayor Zollman				
13	Council Liaison to West County Museum	Vice Mayor Zollman					

E.	City Council Created Ad Hoc or Standing Committees						
Item #	Committee Name	Representative	Alternate	Type of Committee	Purpose of Committee	Location	Date/Time of Meetings if Known
1.	Agenda Review Committee	Mayor Vice Mayor City Manager City Attorney Assistant City Manager City Clerk (This is established per City Council protocols).	N/A	Standing	Preparation of Agendas/Forward Calendar for City Council Meetings/Special Council Meetings/Closed Sessions	City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA	Typically Wednesday Following a City Council Meeting
2.	Budget Committee	Councilmember Maurer Vice Mayor Zollman  Staff Support to be Determined by the City Manager	N/A	Standing	Review budget recommendations made by City Manager for one-time special requests or new requests and existing expenditures recommended to City Manager by City Department Heads for city needs. Additionally review in a public process and make recommendations for non-profit Community Grant requests for current budget year based on standing policy for City of Sebastopol community grant policy. Budget Sub-Committee members are selected in December annually and they would review the mid-year budget adjustments recommendation from City Manager. Secondly, they would set a meeting schedule with the Administrative Services Director in Spring to review budget recommendations leading up to the approval by the full City Council of its annual budget, generally adopted no later than July 1st of each year.	City of Sebastopol City Hall Conference Room 7120 Bodega Avenue Sebastopol, CA	Meets per approved schedule adopted in February of each year

3.	Homeless Coalition	Una Glass	Vice Mayor Zollman				
4.	Homeless Coalition Board Elections	Una Glass as City Representative for West County	Vice Mayor Zollman		Voting membership of the CoC, now Homeless Coalition, allows for one vote per organization during the annual Homeless Coalition Board elections in December. Each org. gets one vote in the elections for the seats that are elected by the membership (these terms rotate every other year but are for Homeless Advocacy, service provider, TAY lived experience, licensed health care, and at large seats). The Sebastopol City Manager is listed as the point of contact for voting, but each year prior to elections, the contact is asked if the City will be submitting a vote, and who will be the designated voter. This is confirmed each year, so a different person could vote each year or it could be the same person.		
5.	Ad Hoc Fire Services Committee (New Committee/Consolidation/Merger Process) Approved April 16,2024	Councilmember Hinton Councilmember McLewis  Staff Support to be Determined by City Manager		Ad Hoc			
6.	Ad Hoc Committee – Sebastopol Library Staffing and Facilities Approved June 18, 2024	Vice Mayor Zollman Sebastopol’s Library Commissioner Fred Engbarth Sebastopol’s Representative on the Citizens’ Oversight Committee Sarah Glade Gurney Sebastopol Branch Manager Mathew Rose Member from Library Advisory Board Member from Friends of the Library, the former non-profit		Ad Hoc	<ul style="list-style-type: none"> <li>Appointed Vice Mayor Zollman to the ad hoc sub-committee to address the recommendations starting in page 23 of 34</li> <li>No staff time</li> <li>Tasks of ad hoc as listed in the staff report page 23 – 25 of page 34</li> <li>The Committee shall provide quarterly interim reports to the Sebastopol City Council</li> <li>Ad Hoc coordinate intentionally with other non profits in</li> </ul>		



		community organization LANTERN Member from Library Foundation  Staff Support to be Determined by City Manager			the community that may be serving the same purpose • Focus on Grant Funding such as the ATP Grant to be leveraged • Council cautioning ad hoc committee not pre approving any project that might come back to the Council from the ad hoc		
7.	Climate Action Committee	DIANA RICH (AT-LARGE) SANDRA MAURER (ZWS)				• 1 Council members assigned to ZWS or SCTA/RCPA 1 Councilmember appointed at large by council	
8.	EIFD Ad Hoc Committee	Mayor Rich Vice Mayor Zollman	Committee Continued Per January 2024 Council Meeting				
9.	Consideration of Creation of City Council Ad Hoc Committee for Purpose of Evaluation of Proposals and Conducting Interviews with Proposers for Services Related to the City of Sebastopol's Solid Waste Collection Agreement	Councilmember Maurer Councilmember McLewis City staff as appointed by City Manager					
10	of Ad Hoc Committee for Sebastopol Cultural Community Center (SCCC) Building Assessment	Vice Mayor Zollman Councilmember McLewis					
11	Current City Council Policy for Council Protocols	Mayor Rich Vice Mayor Zollman					

CITY COUNCIL CITIZEN REPRESENTED COMMITTEES

- Sonoma County Library Commission City Representative, Appointed Fred Engbarth as the City Representative on the Sonoma County Library Commission. Term Expires: June 30, 2026
- City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert Citizen Input on Implementation of the Climate Action Initiatives:
  - City Council was in consensus to have the SCTA/RCPA Council Liaison appoint per the Charter. Councilmember Gurney appointed Josho Somine. Term ending date of June 30, 2024.
  - City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert Citizen Input on Implementation of the Climate Action Initiatives – Vacant - The Council was in consensus to postpone the recruitment.

Sebastopol City Council - Overview of Request for Appointments for Calendar Year 2025

Councilmember Name: \_\_\_\_\_ Zollman

Date: 12/7/2024

**\*PLEASE SUBMIT IN ADDITION TO THE INDIVIDUAL FORM REQUIRED FOR EACH REQUESTED APPOINTMENT**

	Name of Committee, Board, or Organization	Your Request Here		Current Appointee		Type of Appointment					
		Request: Primary	Request: Alternate	Current Primary	Current Alternate	Separate Formal Agency	County Advisory Agency	Other Govt Agency	Council Liaison	Council Committee	
A.1.	Marin Sonoma Mosquito & Vector Control District			Rich	None	X					
A.2.	California Intergovernmental Risk Agenda (CIRA) Formerly REMIF	x		Hinton	Zollman	X					
A.3A.	Sonoma County Transportation Authority		x	Hinton	Zollman	X					
A.3B.	Regional Climate Protection Agency		x	Hinton	Zollman	X					
A.4.	Sonoma Clean Power	x		Zollman	Maurer	X					
A.5.	Zero Waste Sonoma Board			Maurer	Zollman	X					
B.1.	AB 939 Local Task Force			Zollman	None						

I have been the alternate since these appointments became available and have attended available trainings. I would like to contribute my legal training to reduce risks to the city and therefore reduce impacts to our budget through increased premiums.

Have been the alternate for the last two years and have attended their board meetings. Sonoma Clean Power, where I have served on their board for the same amount of time overlaps with the same issues and I would like to continue to be a conduit between the bodies.

Have served on their board for the last two years and have acquired a lot of knowledge about how it can help our residents reduce their bills. Have met with their ED a number of times and have planned educational opportunities at our Senior Center. Have advocated and secured movement towards making sure that marginalized communities are considered at each decision point.

Have always hoped that the primary and alternate positions would be filled. I stepped in for a year when we lost our last representative. There is a lot of great information shared that can help our community.

B.5.	GSA (Santa Rosa Plain Groundwater Sustainability Agency)			Hinton	McLewis		X			
B.7.	Russian River Watershed			Maurer	McLewis		X			
C.1.	ABAG	Mayor	Vice Mayor or as designated	Mayor	Vice Mayor			X		
C.2.	League of CA Cities	Mayor	Vice Mayor	Mayor	Vice Mayor			X		
C.3.	Cal Cities Legislative Committee		x	McLewis	Zollman			X		
C.4.	Mayors & Councilmembers Assoc	Mayor	Vice Mayor or as designated	Mayor	Vice Mayor, Maurer, McLewis, Zollman			X		
D.1.	Gravenstein Health Action Coalition			Zollman	Rich				X	
D.2.	Laguna Stakeholders			Maurer	None				X	
D.3.	LANTERN	x		Zollman	None				X	
D.4.	Library Advisory Board for Sebastopol Regional Branch	x		Zollman	Rich				X	
D.5.	Chamber of Commerce			McLewis	Zollman				X	
D.6.	SebArts			Maurer	Zollman				X	
D.7.	SCCC			McLewis	Maurer				X	
D.8.	SDA			McLewis	Maurer				X	
D.9.	Senior Center	x		Zollman	Hinton				X	
D.10.	Seb World Friends			McLewis	Hinton				X	
D.11.	MYN/SNCU			Rich	McLewis				X	
D.12.	Homeless Services Organizations	x		Rich	Zollman				X	
D.13.	Council Liaison to West Sonoma County Historical Society a non profit that operates a museum out of a city owned building and operates a farm on City owned property.	x		Zollman	''				X	
E.1.	Agenda Review Committee	Mayor & Vice Mayor	NA	Mayor & Vice Mayor	NA					X
E.2.	Budget Committee			Maurer & Zollman	NA					X

There is a lot of overlap between these two committees. Being a conduit can help make sure that our city has crucial information about available advocacy opportunities.

LANTERN is still an important part of the Library Ad hoc's work.

Our LABis still an important part of the Library Ad hoc's work.

\* This needs to be reviewed based upon request for merger with Chamber

Have developed a great relationship with their ED and board and would like to continue developing this relationship

I served as alternate and have developed relationships with all of the stakeholders

I asked the council to establish this liaisonship and have developed a good relationship with their board.

E.3.	Continuum of Care/Homeless Coalition Board	x		Una Glass	Zollman						X	Have served as the alternate Through my relationships with West County providers, I believe I would be effective
E.5.	Ad Hoc Fire Services			Hinton & McLewis							X	
E.6.	Ad Hoc Library Staffing and Facilities	x		Zollman							X	Have served as the liaison for the last two years. The ad hoc has made great strides and would like to see this through
E.7.	Climate Action Committee			Rich & Maurer							X	
E.8.	EIFD Ad Hoc Committee	x		Rich & Zollman							X	Have served on this committee and would like to see the work through, whatever the outcome.
E.9.	Evaluation of Proposals /conducting of interviews/with proposers related to solid waste collection agreement			Maurer and McLewis							X	
E.10.	Sebastopol Cultural Community Center (SCCC) Building Assessment	x	x	Zollman & McLewis							X	Have served as co-liaison with VM McLewis and would like to see this work through
E.11.	Current Council Policy for Council Protocols	x	x	Rich & Zollman							X	Have served on this committee and would like to see its work through
E.12.	*Non Profit Collaborative			Zollman								*Not yet a formal liaison/requesting at meeting in December to be formalized well as help cut costs. The information gathered will hopefully help the city with it securing grants in the future.
E.13.	*Representative to Service Clubs											*Not yet a formal liaison/requesting at meeting in December to be formalized

Sebastopol City Council - Overview of Request for Appointments for Calendar Year 2025

Councilmember Name: Jill McLewis

Date: 12/4/2024

**\*PLEASE SUBMIT IN ADDITION TO THE INDIVIDUAL FORM REQUIRED FOR EACH REQUESTED APPOINTMENT**

	Name of Committee, Board, or Organization	Your Request Here		Current Appointee		Type of Appointment				
		Request: Primary	Request: Alternate	Current Primary	Current Alternate	Separate Formal Agency	County Advisory Agency	Other Govt Agency	Council Liaison	Council Committee
A.1.	Marin Sonoma Mosquito & Vector Control District			Rich	None	X				
A.2.	California Intergovernmental Risk Agenda (CIRA) Formerly REMIF			Hinton	Zollman	X				
A.3A.	Sonoma County Transportation Authority			Hinton	Zollman	X				
A.3B.	Regional Climate Protection Agency			Hinton	Zollman	X				
A.4.	Sonoma Clean Power			Zollman	Maurer	X				
A.5.	Zero Waste Sonoma Board			Maurer	Zollman	X				
B.1.	AB 939 Local Task Force			Zollman	None					
B.5.	GSA (Santa Rosa Plain Groundwater Sustainability Agency)		x	Hinton	McLewi		X			
B.7.	Russian River Watershed		x	Maurer	McLewi		X			
C.1.	ABAG	Mayor	Vice Mayor or as designated	Mayor	Vice Mayor			X		
C.2.	League of CA Cities	Mayor	Vice Mayor	Mayor	Vice Mayor			X		
C.3.	Cal Cities Legislative Committee	X		McLewi	Zollman			X		
C.4.	Mayors & Councilmembers Assoc	Mayor	Vice Mayor or as designated	Mayor	Vice Mayor, Maurer, McLewi, Zollman			X		
D.1.	Gravenstein Health Action Coalition			Zollman	Rich				X	
D.2.	Laguna Stakeholders			Maurer	None				X	
D.3.	LANTERN			Zollman	None				X	
D.4.	Library Advisory Board for Sebastopol Regional Branch			Zollman	Rich				X	
D.5.	Chamber of Commerce	x		McLewi	Zollman				X	
D.6.	SebArts			Maurer	Zollman				X	
D.7.	SCCC	x		McLewi	Maurer				X	
D.8.	SDA	x		McLewi	Maurer				X	
D.9.	Senior Center			Zollman	Hinton				X	
D.10.	Seb World Friends	x		McLewi	Hinton				X	
D.11.	MYN/SNCU		x	Rich	McLewi				X	
D.12.	Homeless Services Organizations	x		Rich	Zollman				X	
D.13.	Council Liaison to West Sonoma County Historical Society a non profit that operates a museum out of a city owned building and operates a farm on City owned property.			Zollman	"				X	
E.1.	Agenda Review Committee	Mayor & Vice Mayor	NA	Mayor & Vice Mayor	NA					X
E.2.	Budget Committee			Maurer & Zollman	NA					X
E.3.	Continuum of Care/Homeless Coalition Board			Una Glass	Zollman					X
E.5.	Ad Hoc Fire Services	x		Hinton & McLewi						X
E.6.	Ad Hoc Library Staffing and Facilities			Zollman						X
E.7.	Climate Action Committee			Rich & Maurer						X
E.8.	EIFD Ad Hoc Committee			Rich & Zollman						X
E.9.	Evaluation of Proposals /conducting of interviews/with proposers related to solid waste collection agreement	x		Maurer and McLewi						X
E.10.	Sebastopol Cultural Community Center (SCCC) Building Assessment	x		Zollman & McLewi						X
E.11.	Current Council Policy for Council Protocols			Rich & Zollman						X

\* This needs to be reviewed based upon request for merger with Chamber

This is almost finished

E.12 \*Non Profit Collaborative

Zollman

\*Not yet a formal liaison/requesting at meeting in December to be formalized  
\*Not yet a formal liaison/requesting at meeting in December to be formalized

E.13. \*Representative to Service Clubs

**Completed Forms will be Available to the Public for the December 17, 2024 City Council Meeting**

**CITY COUNCIL APPLICATION FOR  
CITY COUNCIL COMMITTEE ASSIGNMENTS**

**2025 Committee Preference**

City Councilmember Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please consider me to serve as a member of the following Committee:

Committee Name: \_\_\_\_\_

Request to be Primary Liaison/Representative: \_\_\_\_\_

Request to be Alternate: \_\_\_\_\_

Reason for Interest for this Committee:

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Form is to be returned by email to City Clerk No Later Than Monday December 9<sup>th</sup> 2024.

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**CITY COUNCIL APPLICATION FOR  
CITY COUNCIL COMMITTEE ASSIGNMENTS**

**2025 Committee Preference**

City Councilmember Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please consider me to serve as a member of the following Committee:

Committee Name: \_\_\_\_\_

Request to be Primary Liaison/Representative: \_\_\_\_\_

Request to be Alternate: \_\_\_\_\_

Reason for Interest for this Committee:

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CITY COUNCIL APPLICATION FOR  
CITY COUNCIL COMMITTEE ASSIGNMENTS

2025 Committee Preference

City Councilmember Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please consider me to serve as a member of the following Committee:

Committee Name: \_\_\_\_\_

Request to be Primary Liaison/Representative: \_\_\_\_\_

Request to be Alternate: \_\_\_\_\_

Reason for Interest for this Committee:

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**CITY COUNCIL APPLICATION FOR  
CITY COUNCIL COMMITTEE ASSIGNMENTS**

**2025 Committee Preference**

City Councilmember Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please consider me to serve as a member of the following Committee:

Committee Name: \_\_\_\_\_

Request to be Primary Liaison/Representative: \_\_\_\_\_

Request to be Alternate: \_\_\_\_\_

Reason for Interest for this Committee:

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**CITY COUNCIL APPLICATION FOR  
CITY COUNCIL COMMITTEE ASSIGNMENTS**

**2025 Committee Preference**

City Councilmember Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please consider me to serve as a member of the following Committee:

Committee Name: \_\_\_\_\_

Request to be Primary Liaison/Representative: \_\_\_\_\_

Request to be Alternate: \_\_\_\_\_

Reason for Interest for this Committee:

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Form is to be returned by email to City Clerk No Later Than Monday December 9<sup>th</sup> 2024.

Sebastopol City Council - Overview of Request for Appointments for Calendar Year 2025

Councilmember Name: \_\_\_\_\_

Date: \_\_\_\_\_ **\*PLEASE SUBMIT IN ADDITION TO THE INDIVIDUAL FORM REQUIRED FOR EACH REQUESTED APPOINTMENT**

	Name of Committee, Board, or Organization	Your Request Here		Current Appointee		Type of Appointment					
		Request: Position	Request: Alternate	Current Position	Current Alternate	Separate Council	County Advisory	Other Govt Agency	Council Liaison	Council Committee	
A.1.	Marin Sonoma Mosquito &	Phill Carter		Rich	None	X					
A.2.	California			Hinton	Zollman	X					
A.3A.	Sonoma County	Phill Carter		Hinton	Zollman	X					
A.3B.	Regional Climate	Phill Carter		Hinton	Zollman	X					
A.4.	Sonoma Clean Power	Phill Carter		Zollman	Maurer	X					
A.5.	Zero Waste Sonoma Board			Maurer	ZollmN	X					
B.1.	AB 939 Local Task Force			Zollman	None						
B.5.	GSA (Santa Rosa Plain			Hinton	McLewis		X				
B.7.	Russian River Watershed			Maurer	McLewis		X				
C.1.	ABAG	Mayor	Vice Mayor	Mayor	Vice Mayor			X			
C.2.	League of CA Cities	Mayor	Vice Mayor	Mayor	Vice Mayor			X			
C.3.	Cal Cities Legislative			McLewis	Zollman			X			
C.4.	Mayors & Councilmembers	Mayor	Vice Mayor	Mayor	Vice Mayor,			X			
D.1.	Gravenstein Health Action			Zollman	Rich				X		
D.2.	Laguna Stakeholders			Maurer	None				X		
D.3.	LANTERN			Zollman	None				X		
D.4.	Library Advisory Board for		Phill Carter	Zollman	Rich				X		
D.5.	Chamber of Commerce			McLewis	Zollman				X		
D.6.	SebArts			Maurer	Zollman				X		
D.7.	SCCC			McLewis	Maurer				X		
D.8.	SDA			McLewis	Maurer				X		
D.9.	Senior Center			Zollman	Hinton				X		
D.10.	Seb World Friends			McLewis	Hinton				X		
D.11.	MYN/SNCU			Rich	McLewis				X		
D.12.	Homeless Services		Phill Carter	Rich	Zollman				X		
D.13.	Council Liaison to West			Zollman	''				X		
E.1.	Agenda Review Committee	Mayor &	NA	Mayor &	NA						X
E.2.	Budget Committee			Maurer &	NA						X
E.3.	Continuum of			Una Glass	Zollman						X
E.5.	Ad Hoc Fire Services			Hinton &							X
E.6.	Ad Hoc Library Staffing and			Zollman							X
E.7.	Climate Action Committee	Phill Carter		Rich &							X
E.8.	EIFD Ad Hoc Committee	Phill Carter		Rich &							X
E.9.	Evaluation of Proposals			Maurer							X
E.10.	Sebastopol Cultural			Zollman &							X
E.11.	Current Council Policy for			Rich &							X

Reason: As a Volunteer to replace

Humbly request a verticle in climate I have gathered Sebastopol metrics

An advocate for the advancement

\* This needs to be reviewed based

\* Only if need to replace Mayor Rich

I would place this high on my

\*Not yet a formal liaison/requesting

\*Not yet a formal liaison/requesting

E.12 \*Non Profit Collaborative

E.13. \*Representative to Service

Zollman



City of Sebastopol

Completed Forms will be Available to the Public for the December 17, 2024 City Council Meeting

CITY COUNCIL APPLICATION FOR CITY COUNCIL COMMITTEE ASSIGNMENTS

2025 Committee Preference

City Councilmember Name: Neysa Hinton Date: 12/9/2024

Please consider me to serve as a member of the following Committee:

Committee Name: EIFD Ad Hoc Sub-Committee

Request to be Primary Liaison/Representative: Member

Request to be Alternate:

Reason for Interest for this Committee:

I would request replacing from councilmember, Diana Rich on this sub-committee. I have a strong relationship and experience working with the County. I would request this sub-committee to become one of the two members serving on it.

Form is to be returned by email to City Clerk No Later Than Monday December 9th 2024.



City of Sebastopol

Completed Forms will be Available to the Public for the December 17, 2024 City Council Meeting

CITY COUNCIL APPLICATION FOR CITY COUNCIL COMMITTEE ASSIGNMENTS

2025 Committee Preference

City Councilmember Name: Neysa Hinton Date: 12/9/2024

Please consider me to serve as a member of the following Committee:

Committee Name: CIRA (CITY OF SEBASTOPOL Insurance)

Request to be Primary Liaison/Representative: XXXX

Request to be Alternate: Or Alternate

Reason for Interest for this Committee:

I have served on this committee for one year along with Mayor Zollman as the alternate. We have approached this appointment in an equal way with both attending all meetings. As I write this, we start our annual meeting which spans two-days this week. This year's meeting will be held fully on Zoom. We have learned a lot and in my opinion would be a mistake to change the representatives at this stage. I think we have done a good job and should continue in the roles for 2025.

Form is to be returned by email to City Clerk No Later Than Monday December 9th 2024.



**City of Sebastopol**

Completed Forms will be Available to the Public for the December 17, 2024 City Council Meeting

CITY COUNCIL APPLICATION FOR  
CITY COUNCIL COMMITTEE ASSIGNMENTS

2025 Committee Preference

City Councilmember Name: Neysa Hinton Date: 12/9/2024

Please consider me to serve as a member of the following Committee:

Committee Name: Seb Senior Ctr Liaison

Request to be Primary Liaison/Representative: Primary or

Request to be Alternate: Alternate

Reason for Interest for this Committee:

I would be willing to continue serving as Alternate or take over as the Primary Liaison. I have worked in  
senior care for many years and feel a deep commitment to the senior community. I am thrilled  
that Sebastopol has a thriving Senior Center that continues to thrive and is enriching our  
senior residents.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form is to be returned by email to City Clerk No Later Than Monday December 9<sup>th</sup> 2024.



### City of Sebastopol

Completed Forms will be Available to the Public for the December 17, 2024 City Council Meeting

#### CITY COUNCIL APPLICATION FOR CITY COUNCIL COMMITTEE ASSIGNMENTS

#### 2025 Committee Preference

City Councilmember Name: Neysa Hinton Date: 12/9/2024

Please consider me to serve as a member of the following Committee:

Committee Name: Seb Fire Ad Hoc Sub-Committee

Request to be Primary Liaison/Representative: Member

Request to be Alternate: \_\_\_\_\_

Reason for Interest for this Committee:

I would request continuing on this Sebastopol Fire Department Ad Hoc Sub-Committee. I have been working  
this subject matter for the past seven years and currently we are right in the middle of the  
committee work with the reorganization process, working with Gold Ridge & LAFCO. In my mind, it  
makes complete sense to continue with existing members, McLewis and myself.

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### City of Sebastopol

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#### CITY COUNCIL APPLICATION FOR CITY COUNCIL COMMITTEE ASSIGNMENTS

#### 2025 Committee Preference

City Councilmember Name: Neysa Hinton Date: 12/9/2024

Please consider me to serve as a member of the following Committee:

Committee Name: SCTA/ RCPA

Request to be Primary Liaison/Representative: XXXX

Request to be Alternate: \_\_\_\_\_

Reason for Interest for this Committee:

*See Attached*

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Form is to be returned by email to City Clerk No Later Than Monday December 9<sup>th</sup> 2024.

ATTACHMENT / SCTA - RCPA

This is a committee where I have had interest in serving since elected in 2016. I had the first opportunity to serve as Sebastopol's representative for the past two years. This committee generally has long term council members who serve multiple years due to a complex learning curve when joining the Board. My area of interest in transportation has been proven and I attempted appointment for MTC in both 2019 and 2022. Unfortunately, in both attempts I was not appointed at the BOS after having support from the nine-city Mayor and Councilmembers Association. Currently within the Board, I also serve as an alternate member on the 2024 SCTA/RCPA Executive Committee, I serve on the RCPA Climate Action Sub- Committee which will be holding its next committee meeting in January 2025. In 2024, I coordinated a joint phone with our 5<sup>th</sup> District Supervisor Lynda Hopkins to address Sebastopol issues with CalTrans representatives. I also have attended a community meeting discussing the Hwy 12/Fulton Road/Séb Road signal area plans for the future.

I request continuing as Sebastopol's representative on the SCTA/RCPA committee

*Sheyza Hute*



City of Sebastopol

Completed Forms will be Available to the Public for the December 17, 2024 City Council Meeting

CITY COUNCIL APPLICATION FOR CITY COUNCIL COMMITTEE ASSIGNMENTS

2025 Committee Preference

City Councilmember Name: Neysa Hinton Date: 12/9/2024

Please consider me to serve as a member of the following Committee:

Committee Name: SR Plain GSA

Request to be Primary Liaison/Representative: XXXX

Request to be Alternate:

Reason for Interest for this Committee:

2nd year completed on this committee. I have attended every meeting in 2024 and wish to continue. This uses my previous experience on Russian River Watershed for a prev. 6 years as well as my previous experience on the Ag+Open Space Board for 6 years. This committee not only oversees Sebastopol, but also additional cities members, but also county areas (including within the 5th District). On this committee, Executive Director is Andy Rodgers who also runs the Russian River Watershed

Form is to be returned by email to City Clerk No Later Than Monday December 9th 2024.

## **CITY COUNCIL POLICY NUMBER 8**

### **City Council Liaison**

A city council liaison's role is to facilitate communication between organizations, community members, groups, non profits and the council, and to keep the council informed about a group or activity.

The City Council is the legislative-policy-making branch of City government. The City Council consists of five members. Each member is selected from a non-partisan, at-large election and serves a four-year term, however, there are no term limits in the City of Sebastopol. Annually, the City Council appoints a Mayor from its membership to serve a one-year term.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Vice-Mayor have some additional ceremonial and administrative responsibilities, all members are equal with regard to voting and in other significant areas.

The intent of this policy is to ensure a fair and equitable policy for all Councilmembers regarding the roles of a City Council Liaison.

#### **PURPOSE:**

The purpose of this policy is to create a list of roles and responsibilities for City Council Liaison.

#### **DEFINITION:**

With Council approval, a Councilmember may serve for a calendar year as the Council's Liaison (i.e. representative), to an organization or group. A City Council Liaison is appointed at an open City Council meeting to serve as a Council liaison to an organization or group. A City Council can also appoint an alternate City Council Liaison member to act in the capacity of Council Liaison if the primary liaison is not available.

#### **RESPONSIBILITIES:**

A Liaison is responsible for facilitating communication, collaboration and coordination with the designated organization or group, and with regular reporting and accountability to the Council.

Individual members of the Council may be assigned as liaisons whose duties involve keeping current with a group or activity by either attending meetings or conferring with members, and keeping Council informed.

Care must be taken to avoid an appearance of conflict of interest possibilities.

#### **Responsibilities Include:**

- Facilitate communication
  - The liaison's primary role is to facilitate communication between the organization or group and the Council.
- Act as a spokesperson

- The liaison can act as a spokesperson for the council by action/direction of the City Council.
- Monitor the organization or group
  - The liaison can monitor the organization or group to identify issues that could affect its functioning.
- Attend meetings
  - The liaison can attend meetings or confer with members of the group or activity to keep current.
- A Councilmember liaison is acting as a representative of the full Council and, as such, has no authority to provide any direction or guidance to the group other than direction or guidance that clearly represents direction or guidance of the full Council.
- A Councilmember liaison shall not make any promises to the group that require Council approval, and should clearly communicate to the group when Council approval will be required.
- Shall report out during City Council Meetings Monthly describing Council Liaison activities.
- Agenda Items:
  - Liaison shall be identified as the author of the item.
    - Agenda items brought by Councilmember Liaisons shall be subject to the rules and procedures applicable to all Agenda Items in accordance with City Council Policy Number 6.

**STAFF ROLE WITH COUNCIL LIAISON (or alternate)**

1. As a general rule, shall provide Council liaison with timely written or oral updates of developments or issues specifically affecting the group, organization, etc.
2. Shall inform Council liaison in advance of upcoming meetings or communications with the group, organization, etc.
3. Shall invite Council liaison to participate in said meetings or communications.
4. Shall provide Council liaison with at minimum a verbal report of any meetings or communications that did not include the Council liaison
5. Assists with agenda item preparation in accordance with City Council Policy Number 6.

Sebastopol City Council - Overview of Request for Appointments for Calendar Year 2025

Councilmember Name: <u>          </u> Sandra Maurer												
Date: <u>12/3/2024</u>		<b>*PLEASE SUBMIT IN ADDITION TO THE INDIVIDUAL FORM REQUIRED FOR EACH REQUESTED APPOINTMENT</b>										
	Name of Committee, Board, or Organization	Your Request Here		Current Appointee		Type of Appointment					Notes/Reason	
		Request: Primary	Request: Alternate	Current Primary	Current Alternate	Separate Formal Agency	County Advisory Agency	Other Govt Agency	Council Liaison	Council Committee		
A.1.	Marin Sonoma Mosquito & Vector Control District			Rich	None	X						
A.2.	California Intergovernmental Risk Agenda (CIRA) Formerly REMIF			Hinton	Zollman	X						
A.3A.	Sonoma County Transportation Authority			Hinton	Zollman	X						
A.3B.	Regional Climate Protection Agency			Hinton	Zollman	X						
A.4.	Sonoma Clean Power		x	Zollman	Maurer	X						I am currently the alternate for SCP. I could continue in this position or it could be given to someone else.
A.5.	Zero Waste Sonoma Board	x	x	Maurer	ZollmN	X						I have served on Zero Waste for two years and would give this position to Phill Carter if he wanted it, and I could be the alternate.
B.1.	AB 939 Local Task Force			Zollman	None							
B.5.	GSA (Santa Rosa Plain Groundwater Sustainability Agency)			Hinton	McLewis		X					
B.7.	Russian River Watershed	x		Maurer	McLewis		X					I would like to continue with RRWA.
C.1.	ABAG	Mayor	Vice Mayor or as designated	Mayor	Vice Mayor			X				
C.2.	League of CA Cities	Mayor	Vice Mayor	Mayor	Vice Mayor			X				
C.3.	Cal Cities Legislative Committee	x		McLewis	Zollman			X				I have worked on issues at the California legislative level. I have read, tracked bills, and written letters of support and opposition to bills. I have gone to Sacramento, met with representatives and spoken to committees. I feel strongly about the need to protect local control. I would like to the primary.
C.4.	Mayors & Councilmembers Assoc	Mayor	Vice Mayor or as designated	Mayor	Vice Mayor, Maurer, McLewis, Zollman			X				
D.1.	Gravenstein Health Action Coalition			Zollman	Rich				X			
D.2.	Laguna Stakeholders	x		Maurer	None				X			The Laguna is an environmental treasure for our city. I want to support continued public access, education, appreciation for and protection of this important internationally recognized wetland.
D.3.	LANTERN			Zollman	None				X			
D.4.	Library Advisory Board for Sebastopol Regional Branch			Zollman	Rich				X			
D.5.	Chamber of Commerce			McLewis	Zollman				X			
D.6.	SebArts	x		Maurer	Zollman				X			I have a strong background in the Arts. I have a degree in Art from SSU. I am a member of the Art Workshop of Western Sonoma County. As an artist I appreciate the work of Center for the Arts, and will want to find ways to support and enhance their efforts. I believe arts and culture are essential to community wellness.
D.7.	SCCC		x	McLewis	Maurer				X			Community vitality is a top priority for me. This organization is vital to the community. I'm requesting the alternate position.
D.8.	SDA			McLewis	Maurer				X			* This needs to be reviewed based upon request for merger with Chamber
D.9.	Senior Center			Zollman	Hinton				X			
D.10.	Seb World Friends			McLewis	Hinton				X			
D.11.	MYN/SNCU			Rich	McLewis				X			
D.12.	Homeless Services Organizations			Rich	Zollman				X			
D.13.	Council Liaison to West Sonoma County Historical Society a non profit that operates a museum out of a city owned building and operates a farm on City owned property.			Zollman	''				X			
E.1.	Agenda Review Committee	Mayor & Vice Mayor	NA	Mayor & Vice Mayor	NA					X		
E.2.	Budget Committee	x		Maurer & Zollman	NA					X		I would like to continue serving on the budget committee. I have enjoyed this committee and still have alot more to learn about the budget and city finances.
E.3.	Continuum of Care/ Homeless Coalition Board			Una Glass	Zollman					X		
E.5.	Ad Hoc Fire Services			Hinton & McLewis						X		
E.6.	Ad Hoc Library Staffing and Facilities			Zollman						X		
E.7.	Climate Action Committee			Rich & Maurer						X		
E.8.	EIFD Ad Hoc Committee			Rich & Zollman						X		
E.9.	Evaluation of Proposals / conducting of interviews/ with proposers related to solid waste collection agreement	x		Maurer and McLewis						X		This ad hoc committee is winding down its work, but I would like to continue to serve on it as needed. We covered alot of in depth information.
E.10.	Sebastopol Cultural Community Center (SCCC) Building Assessment			Zollman & McLewis						X		
E.11.	Current Council Policy for Council Protocols			Rich & Zollman						X		
E.12.	*Non Profit Collaborative			Zollman								*Not yet a formal liaison/requesting at meeting in December to be formalized
E.13.	*Representative to Service Clubs	x										*Not yet a formal liaison/requesting at meeting in December to be formalized. I am interested in learning more about this position. Community vitality and wellness is important to me and this may be a great fit for me to be the primary liaison.

**CITY COUNCIL POLICY NUMBER 10  
CITY COUNCIL AD HOC COMMITTEES**

**PURPOSE:**

Ad hoc committees are commonly used in City government. For example, the Council might choose to appoint two Councilmembers to evaluate and report on a particular issue or subject relevant to the Council.

The use of Ad Hoc committees is permitted under the Brown Act so long as they:

- Serve a limited or single purpose that is not perpetual; does not have continuing subject matter jurisdiction over a particular issue or area;
- Are comprised solely of less than a quorum of the City Council (for a five member Council as in Sebastopol, that means two Councilmembers.);
- Have a defined purpose and timeframe to accomplish that purpose;
- Dissolve once the specific task is complete or the time has expired; and
- Does not have a meeting schedule fixed by formal action of a legislative body; and
- Are advisory.

An Ad Hoc committee is not subject to requirements of the Brown Act, including the requirement to hold public meetings.

**INTENT:**

The intent of this policy is to ensure a fair and equitable policy for all Councilmembers regarding Committee Assignments.

**CREATION:**

The City Council at any time during the year submit an agenda item to the Agenda Review Committee (per City Council Policy Number 6) requesting creation of an ad hoc committee.

At the publicly noticed meeting where the agenda item request is heard for a creation of an ad hoc committee, the agenda item shall contain at a minimum:

- Name of Ad Hoc Committee
- Reason for Ad Hoc Committee
  - Subject / Defined Scope / Duties/ Responsibilities of the Committee
- Recommended Formation of the Committee
- Recommended Staff to advise the Committee
- Amount of Staff time Estimated for Committee
- Frequency of Reports to the Council, and whether those reports will be expected verbally or in writing (it is the intent of the Council to receive regular reports from all Ad Hoc Committees)
- Other Deliverables



12/11/2024

Dear Members of the Sebastopol City Council,

My name is Christy Davila, and I am the Executive Director of West County Community Services (WCCS). Our organization provides a wide range of housing, counseling, and senior services in West County and beyond. In Sebastopol specifically, we have a significant presence, offering homeless outreach services, case management at Park Village, housing support at Elderberry Commons, and Senior Peer Counseling for older adults in their homes.

One of the most critical supports for our work has been the homeless service provider liaison position. This role has been instrumental in ensuring clear, efficient, and consistent communication between WCCS, our services, and the City Council.

The liaison serves as a central point of contact, which helps streamline the flow of information, updates, and inquiries. Even during periods of lower activity, we keep the liaison informed about ongoing developments and collaborate to address any emerging challenges. This proactive communication ensures smoother operations and mutual understanding.

The importance of this position becomes even more evident during times of crisis or disaster. When urgency and coordination are paramount, having an established liaison with a pre-existing relationship allows for a quicker, more effective response. Without this role, the city risks a delay in appointing someone to bridge the gap between service providers and municipal decision-makers, potentially hampering response efforts.

For these reasons, I strongly encourage the continuation of this valuable position. Its presence strengthens collaboration between the city, providers like WCCS, and the community we collectively serve.





Thank you for considering this request to maintain and support a role that has proven to be essential for our shared mission of community service and resilience.

A handwritten signature in black ink, appearing to read "CD", is positioned above the typed name.

Sincerely,  
Christy Davila  
Executive Director  
West County Community Services (WCCS)