


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: February 1, 2022
To: Honorable Mayor and Honorable City Councilmembers
From: City Administration
Subject: Direction to Staff on Recruitments Due to a Lack of Applications for Available Openings
Recommendation : That the Mayor and City Council Discuss Next Steps for Commission/Board/Committee Openings
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/PURPOSE: This item is to request that the City Council Discuss Next Steps for Commission/Board/Committee Openings

BACKGROUND:
Commissions, Boards and Committees play an important role in City government by assisting and advising the City Council in formulating and implementing policy, developing recommendations and present supporting or information related to City business, goals, or projects that benefit the citizens of Sebastopol as well as its surrounding community.

DISCUSSION:
The City Council values and encourages citizen participation in its decision-making process, most notably through its active use of the Planning Commission, Design Review Board, Public Arts Committee, Climate Action Committee, and Zero Waste Committee. The City is always seeking civic-minded individuals interested in serving the community. This volunteer service to the community is a rewarding experience that will broaden knowledge of local government and provide an opportunity for personal and professional development.

One way to serve the community is by applying for a position on the Planning Commission, Design Review Board of City Committees. However, getting applicants for the various openings has been a challenge for City staff. Recently the City has conducted recruitments for the various openings as listed below and received either no applications or did not receive the number of applications for the number of openings. Although City Staff notifies the Council of vacancies, initiates the public application process for the vacancy(ies), and notices the recruitment in the Sonoma West Times and News; City web site; Facebook, City newsletter and City email distribution list, there has been a decline in the number of applications submitted.

Currently, the City has the following openings which have been noticed with an additional extensions of deadlines:

- a. Vacancies on the Design Review Board (Responsible Department: Planning/Engineering/City Administration)
Term Ending Dates: December 31, 2021
Lars Langberg Category A

Christine Level Category C
Vacant (Formerly Ron Hari) Category C

Two applications received for three openings:

Christine Level – Category C
Lars Langberg – Category A

b. Openings for Recruitment on Zero Waste Committee (Engineering)

Commercial Entity Representative
Citizen Representative
Youth Alternate

Two applications received for three openings (applications are for citizen representative seat only)

Deborah Klein – Citizen Rep
Christina Warren – Citizen Rep

c. Openings for Recruitment on Climate Action Committee (Planning)

Youth Representative (ages 17-23) (One Position)
Environmental justice representative (One Position)

No applications received

d. 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.

Despite noticing the opening, no one has expressed interest

City staff is requesting direction on Next Steps for Commission/Board/Committee Openings. Staff would propose that the Council consider the following recommendations:

1. Design Review Board. As both applicants are current Design Review Boardmembers, staff would propose an agenda item be returned to Council to consider re-appointment of both applicants based on applications submitted and recruit for the vacant seat.
2. Zero Waste Committee. Staff would propose postponing this item as there has been discussions regarding the future of this committee and possibly merging this committee with the Climate Action Committee.
3. Climate Action Committee. Staff would propose postponing this item as there has been discussions regarding the future of this committee and possibly merging this committee with the Zero Waste Committee.
4. Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee. Staff recommends recruitment for this position.

The City also has the following positions that will be coming up for recruitment:

1. Sonoma County Library Commission City Representative, Appointed Fred Engbarth as the City Representative on the Sonoma County Library Commission to Fill Vacancy of Remaining Term (Term Ends July 31, 2022).
2. 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 – Zeno Swijtink – Term Expires: June 30, 2022
3. Public Arts Committee: Marghe Mills-Thysen, Category 2, June 30, 2022

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, 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 this 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:

1. Design Review Board. Direct staff to return with an agenda item to consider re-appointment of both applicants and recruit for the vacant seat.
2. Zero Waste and Climate Action Committees. Postpone this item until such time that the Staff and Committees can discuss the potential future composition or merging of these committees
3. Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee. Recruit for this position.
4. Staff recommends the Council receive the information of the upcoming vacancies and direct staff to conduct recruitment for the following:
 - A. Sonoma County Library Commission City Representative, To fill term ending appointment currently filled by Fred Engbarth (Term Ending Date: July 31, 2022).
 - B. 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 – Zeno Swijtink – Term Ending Date: June 30, 2022
 - C. Public Arts Committee: Marghe Mills-Thysen, Category 2, Term Ending Date: June 30, 2022

Attachments:

None