



City of Sebastopol

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: September 2, 2025

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**To:** Honorable Mayor and City Councilmembers  
**From:** Interim City Manager Mary Gourley  
**Responsible Department:** City Administration  
**Subject:** Amendment to City Council and City Staff Committee Assignments and Liaisons to Various Committees.

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**RECOMMENDATION(S):**

That the City Council approve amending the 2025 City Council and City Staff Committee Assignments and Liaisons to Various Committees as shown in Attachment 1.

**PROCESS OF AGENDA ITEM:**

- Presentation of agenda item by the Interim City Manager
- Questions and discussion from Councilmembers
- Public comment period
- Council deliberation and motion

**EXECUTIVE SUMMARY:**

This item seeks Council approval for proposed amendments to committee assignments for City Council Members and/or City staff. These changes are needed due to availability (such as changes to schedules), changes in roles, or absences of staff. Approval of this item will formally update the City's official list of committee appointments for the remainder of the calendar year, unless modified at a future time. Such changes would be approved at a publicly noticed City Council meeting,

**BACKGROUND:**

In January 2025, the City Council approved the attached list of 2025 City Council and City Staff Committee Assignments and Liaisons to Various Committees.

**DISCUSSION:**

With the retirement of Mark Rincon Ibarra as well as the temporary absence of the Community Development Director, staff is recommending the following changes to committee assignments as listed below as well as on the attached amendment of committee assignments.

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. Staff has recommended the following committees for removal as the duties for those committees have been completed. If there is consensus for removal, the committee will be removed from the list.

If there is consensus for addition of a new committee, it is recommended that the proposer submit information as noted below (\*) per City Council Policy Number 10 to the City Clerk for consideration at a future City Council



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Meeting. If there are changes to current assignments or liaisons, it is recommended those be discussed and ratified at this meeting.

\* 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 (RESPONSIBLE DEPARTMENT) ANALYSIS:

Public Works and Community Development staff assignments have been made based on staff or consultant for the two departments, as well as capability and appropriateness of that staff person or consultant to represent the City.

CITY COUNCIL GOALS/PRIORITIES; AND/OR GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 4

- High performance organization
- Restoring public trust
- Improve Public Communications

This agenda item represents the General Plan as follows: N/A

FISCAL IMPACT:

Assuming the contract with 4Leaf is approved, the cost of attending meetings assigned to the Community Development Department will be covered in the contract with 4Leaf. Therefore there is no fiscal impact with the approval of this item.

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. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the City has not received public comment. If staff receives public comments following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting and will be posted to the city website.

RESTATED RECOMMENDATION:

That the City Council approve amending the 2025 City Council and City Staff Committee Assignments and Liaisons to Various Committees as shown in Attachment 1.



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**CITY COUNCIL OPTION(S):**

Do not approve the proposed committee assignment amendments as shown on Attachment 1 and provide direction to staff.

**ATTACHMENTS:**

1-Amended Committee Assignments

**APPROVALS:**

Department Head Approval:

Approval Date: 8/25/25

CEQA Determination (Planning):

Approval Date: 8/13/25

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

Administrative Services (Financial):

Approval Date: N/A

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A Note: See Fiscal Analysis

Account Code:

N/A

City Attorney Approval:

Approval Date: N/A

City Manager Approval:

Approval Date: 8/25/25

<b>A.</b>	<b>Separate Formal Agencies (Where City Council Members and/or staff sit as a Member of another Governing Board – With Separate Staff, Budget and Facilities)</b>			
<b>Item #</b>	<b>Committee Name</b>	<b>Representative</b>	<b>Alternate</b>	<b>RESPONSIBLE CITY DEPARTMENT</b>
1.	Marín/Sonoma Mosquito & Vector Control District. (2- or 4-Year Term). City has typically appointed for two years. Term Ends: December 31, 2026	Councilmember Carter (Councilmember Carter has asked for a replacement for this Committee to fill out term)	None	
2.	Redwood Empire Municipal Insurance Fund (REMIF)/California Intergovernmental Risk Agency CIRA	Mayor Zollman	Councilmember Hinton	Interim City Manager/Administrative Services Director
3A.	Sonoma County Transportation Authority (SCTA)	Councilmember Hinton	Mayor Zollman	Public Works
3B.	Regional Climate Protection Agency (RCPA) *Rep should be same Rep as SCTA	Councilmember Hinton	Mayor Zollman	Public Wors
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)	Mayor Zollman	Councilmember Carter	Public Works
5.	Zero Waste Sonoma Board	Councilmember Carter	Councilmember Maurer	Public Works
6.	Zero Waste Sonoma SB 1383 Technical Group	Public Works Director	Engineering Technician	Public Works
<b>B.</b>	<b>County Wide Advisory Committees</b>			
<b>Item #</b>	<b>Committee Name</b>	<b>Representative</b>	<b>Alternate</b>	
1.	AB 939 Local Task Force	None	None	
2.	Community Development Commission Cities & Towns Advisory Committee (CTAC)	Community Development Director (Contract Planner)	Associate Planner (Contract Associate Planner)	Community Development
3.	County-wide Bicycle and Pedestrian Advisory Committee (CBPAC)	Associate Planner (Contract Associate Planner)  Gavin Waters Appointed as citizen representative	Community Development Director (Contract Planner)	Community Development
4.	GSA Board/ Santa Rosa Plain GSA Basin	Councilmember Hinton	Vice Mayor McLewis	Public Works
5.	MS4 Storm Water Co-Permittee Working Group	Engineering Tech/ Stone Creek Consulting	Public Works Engineer (Toni Bertolero)	Public Works
6.	Russian River Watershed Association Board of Directors	Councilmember Maurer	Vice Mayor McLewis	Public Works
7.	RRWA Technical Working Group	Engineering Tech/ Stone Creek Consulting	Public Works Engineer (Toni Bertolero)	Public Works
8.	Santa Rosa Plain Groundwater Management Plan Basin Technical Advisory Committee	Public Works Engineer (Toni Bertolero)	Engineering Tech	Public Works
9.	Sonoma County Transportation Authority Planning Advisory Committee (SCTA PAC)	Community Development Director	Associate Planner (Contract Associate Planner)	Community Development

		(Contract Planner)		
10.	Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC)	Public Works Engineer (Toni Bertolero) (SCTA-TAC) Community Development Director (Contract Planner) (RCPA)	Engineering Tech (SCTA-TAC) <del>Associate Planner</del> (Contract Associate Planner) (RCPA)	Public Works
11.	Sub regional Partners Technical Advisory Committee (TAC)	Public Works Engineer (Toni Bertolero)	Engineering Tech	Public Works
12.	Zone 1A Advisory Committee (Sonoma County Water Agency)	Engineering Tech	Public Works Engineer (Toni Bertolero)	Public Works
C.	Other Governmental Agencies			
Item #	Committee Name	Representative	Alternate	
1.	Association of Bay Area Governments (ABAG)	Voting Delegate: Mayor	Alternate: Vice Mayor	
2.	League of CA Cities/CAL Cities	Voting Delegate: Mayor	Alternate: Vice Mayor or as designated by a vote of the Council (Must be in attendance at meetings)	
3.	Legislative Committee	Vice Mayor McLewis	Mayor Zollman	
4.	Mayors and Councilmembers Association Board and City Selection Committee	Mayor	Vice Mayor or as designated (Must be in attendance at meetings) Followed by Council in alphabetical order:  Councilmember Carter Councilmember Hinton Councilmember Maurer	
D.	Council Liaison			
Item #	Committee Name	Representative	Alternate	
1.	Gravenstein Health Action Coalition/Meet Your Neighborhood (See explanation below)		Vice Mayor McLewis	Police
	Meet Your Neighbor (MYN) and Sebastopol Neighborhood Communications Unit (SNCU) (now under Gravenstein Health Action)			
2.	Laguna Stakeholders Committee	Councilmember Maurer	N/A	Community Development
3.	LANTERN	Mayor Zollman	N/A	
4.	Library Advisory Board for Sebastopol Regional Branch	Mayor Zollman	Councilmember Carter	
5.	Sebastopol Area Chamber of Commerce/Sebastopol Downtown Association	Vice Mayor McLewis		Community Development

6.	Sebastopol Center for the Arts	Councilmember Maurer		
7.	Sebastopol Community Cultural Center	Vice Mayor McLewis	Councilmember Maurer	
8.	Sebastopol Senior Center	Mayor Zollman	Councilmember Hinton	
9.	Sebastopol World Friends	Vice Mayor McLewis	Councilmember Hinton	
10	Council Liaison to Homeless Service Organizations	Mayor Zollman	Vice Mayor McLewis	Police
11	Council Liaison to West County Museum	Mayor Zollman		
E.	City Council Created Ad Hoc or Standing Committees			
Item #	Committee Name	Representative	Alternate	
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	Interim City Manager
2.	Budget Committee	Councilmember Maurer Councilmember Carter  Staff Support to be Determined by the City Manager Lead Department: Administrative Services	N/A	Administrative Services
3	Homeless Coalition Board Elections	Mayor Zollman	Vice Mayor McLewis	
4.	Ad Hoc Fire Services Committee (New Committee/Consolidation/Merger Process) Approved April 16, 2024	Councilmember Hinton Vice Mayor McLewis  Staff Support to be Determined by City Manager Lead Department: Fire	N/A	
5.	Ad Hoc Committee – Sebastopol Library Staffing and Facilities Approved June 18, 2024	Mayor Zollman Sebastopol's Library Commissioner Fred Engbarth	N/A	

		Sebastopol's Representative on the Citizens' Oversight Committee Sarah Glade Gurney Sebastopol Branch Manager Member from Library Advisory Board Member from Friends of the Library, the former non-profit community organization LANTERN Member from Library Foundation  Staff Support to be Determined by City Manager		
6.	Climate Action Committee	COUNCILMEMBER CARTER		Community Development
7.	EIFD Ad Hoc Committee	Mayor Zollman Councilmember Hinton	N/A	Interim City Manager
8.	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 Vice Mayor McLewis City staff as appointed by City Manager Lead Department: Assistant City Manager	N/A	
9	Ad Hoc Committee for Sebastopol Cultural Community Center (SCCC) Building Assessment	Mayor Zollman Vice Mayor McLewis	N/A	Public Works
10	Current City Council Policy for Council Protocols	Mayor Zollman Vice Mayor McLewis	N/A	Interim City Manager
11	Service Organizations	Councilmember Hinton	Councilmember Maurer	
12.	Non Profit Collaboratives	Mayor Zollman	N/A	
13.	SAFE	Mayor Zollman	N/A	Police
14	Sebastopol Commons Committee (Formerly Library Ad Hoc Committee) Approved July 15 <sup>th</sup> CC Meeting for committee			Public Works (City Facilities)
15	Oversight Committee for Enterprise Funds – Approved Aug 5 <sup>th</sup> CC Meeting for Committee			Public Works/Administrative Services

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. Vacant
  - 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.

\*\*The City Manager may assign alternative appropriate staff to serve in any the staff appointment roles identified herein.