



**City of Sebastopol**

**CITY OF SEBASTOPOL CITY COUNCIL**

**AGENDA ITEM REPORT FOR MEETING OF:** December 16, 2025

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**To:** Honorable Mayor and City Councilmembers  
**From:** Mary Gourley, Interim City Manager  
**Subject:** Receipt of Appointment List (Maddy Act)

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**RECOMMENDATION:** The item is to request the Council Receive and file the annual appointments list, “Maddy Act”, highlighting upcoming term vacancies occurring in the next year of City commissions, board and committees.

**EXECUTIVE SUMMARY:** The Legislature enacted Government Code Section 54970 et seq (“The Maddy Act”) to increase public awareness of appointments to be made by any local government and provide the local legislative bodies access to a talent resource that otherwise would go untapped.

**BACKGROUND:**

In accordance with Government Code Section 54972, the Clerk shall prepare an appointments list of all regular and ongoing boards, commissions, and committees which are appointed by the legislative body of the local agency. This list is alternatively known as the Maddy Act Appointments List. This list provides a brief description of the function of the board, commission, or committee, the number of vacancies and types of members needed, including the necessary qualifications, and a contact person to answer questions.

This list is published to further encourage residents to volunteer to serve on the Board Supervisor appointed Boards, Commissions and Committees.

**DISCUSSION:**

Government Code Section 54972 requires each legislative body to prepare on or before December 31st of each year a “Local Appointments List” (“List”) of all regular and ongoing boards, commissions and committees which are appointed by the legislative body of the local agency.

The List must contain the terms that will expire during the next calendar year, along with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position. Government Code Section 54974 also requires that when unscheduled vacancies occur, a special vacancy notice shall be posted in the Office of the City Clerk and in other areas as designated by the legislative body. This is to be accomplished not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for a least 10 working days after the posting of the notice in the Clerk’s office. The office of the City Clerk adheres to the above timeline requirements. The Local Appointments List has been prepared pursuant to the Maddy Act and is attached for your consideration.



## City of Sebastopol

### 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 the scheduled meeting date.

As of the writing of this staff report, the City has not received any public comment on this item. 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.

### CITY COUNCIL GOALS/PRIORITIES/AND ORGENERAL PLAN CONSISTENCY:

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

Goal 4: High Performance Organization

Restoring Public Trust

Improve Public Communications

### FISCAL IMPACT:

There is no fiscal impact with receipt of the item.

**RESTATED RECOMMENDATION:** That the Council receive the Appointment List (Maddy Act) in compliance with Government Code 54972.

### OPTIONS:

None. Report is required by Government Code.

### ATTACHMENTS:

Appointment List

### APPROVALS:

Department Head Approval: Approval Date: 12-3-2025

CEQA Determination (Planning): Approval Date: 12-3-2025

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

Administrative Services/Financial Approval: Approval Date: 12-3-2025

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

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

City Attorney Approval: Approval Date: 12-8-2025

City Manager Approval: Approval Date: 12 -8-2025

City Council  
Mayor Jill McLewis  
Vice Mayor Sandra Maurer  
Councilmember Phill Carter  
Councilmember Neysa Hinton  
Councilmember Stephen Zollman



Agenda Item Number: 3  
Interim City Manager  
Mary Gourley  
[mgourley@Cityofsebastopol.gov](mailto:mgourley@Cityofsebastopol.gov)

## City of Sebastopol

CITY OF SEBASTOPOL

### OFFICE OF THE CITY CLERK

#### PUBLIC NOTICE

**NOTICY IS HEREBY GIVEN THAT** in compliance with the requirements of the Maddy Act, Government Code 54972, the following City of Sebastopol local appointments list shows all current members of the City's Commission(s), Board(s) and Committee(s) with the term of expiration date, and the current membership requirements.

The Legislature enacted Government Code Section 54970 et seq (The Maddy Act) to increase public awareness of appointments to be made by any local government and provide the local legislative bodies access to a talent resource that otherwise would go untapped.

Government Code Section 54972 requires each legislative body to prepare on or before December 31 of each year a "Local Appointments List" (List) of all regular and ongoing board, commissions and committees which are appointed by the legislative body of the local agency. The List must contain the terms that will expire during the next calendar year, along with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

Government Code Section 54973 requires that the Local Appointments List shall be made available to members of the public for a reasonable fee which shall not exceed actual cost. The legislative body shall either post a copy of the list on its Internet Web site or designate the public library with the largest service population within its jurisdiction to receive a copy of the list. In compliance with the requirements of the Maddy Act, Government Code 54970, the following appointment list is posted on an annual basis by December 31st. It shows all current City Commissions, City Boards, and City Committees and the dates of their terms of office as of the time of this posting.

California Government Code Section 54973 requires the City Council to designate the public library with the largest service population within its jurisdiction to receive a copy of the list and the City of Sebastopol Library is the only public library within the City of Sebastopol.

NOTE: The names on this list are subject to change based on term expirations and resignations that occur during the year. Please call the City Clerk's Office at 707-823-1153 for a current list of members or email: [info@cityofsebastopol.gov](mailto:info@cityofsebastopol.gov).

#### **Planning Commission - 4 Year Term**

The Planning Commission meets the 2nd and 4th Tuesdays of each month at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol. The members of the Planning Commission shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol.

A. The Commission shall consist of five members.

B. The members of the Commission shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol and a resident of one of the following school districts: Twin Hills, Sebastopol Union, and Gravenstein Union, and up to one person who is not in one of the above categories, but who is a resident of the area served by one of the following school districts: Twin Hills, Sebastopol Union, and Gravenstein Union, may also be appointed. Members shall be appointed by a majority of the members of the City Council. A majority of the members the Planning Commission shall be residents from within the City limits at all times.

C. Members shall serve at the pleasure of the City Council, and may be terminated without cause, by a majority of the City Council.

D. Members shall not serve for more than four years unless reappointed by the City Council.

E. In the event new Commissioners are appointed by reason of any increase in the number of the Commission, they shall serve for such period of time as to provide for as close to equal a number of Commissioners being selected each year as possible.

F. Final determination of the length of the term of new members shall be determined by the City Council.

G. All terms of office shall commence on January 1st of the year of appointment, or as soon thereafter as apportionment is made.

**The Commission shall have the following duties:**

A. To recommend special studies and amendments to the General Plan.

B. To perform such duties and functions as prescribed by law.

C. To perform such other functions and duties with respect to zoning and other matters as prescribed by City ordinance or as may be directed by the City Council.

D. To act in an advisory capacity to the City Council on public park regulatory issues, improvement needs, and on public park development projects; and to serve as a forum for members of the public to voice their comments regarding such matters.

Name of Commissioner	Date Appointed	Term Expires	Status (Active or Vacant)
Joan Harper	September 16, 2025	December 31, 2026	Active
Jennifer Koelemeijer	January 21, 2025	December 31, 2028	Active
Paul Fritz	January 21, 2025	December 31, 2028	Active
Evert Fernandez	January 16, 2024	December 31, 2027	Active
Alex Kanzler	September 16, 2025	December 31, 2027	Active

**DESIGN REVIEW BOARD:**

The Board shall consist of five members or such other number as the City Council shall, from time to time, determine by resolution, but in no event less than five members. The Board members shall serve a term of two years or until their successors are appointed. Initially, three members of the Board shall be appointed for two years and two members shall be appointed for one year. Thereafter, the terms shall be staggered in accordance with their expiration dates. In making the appointments the City Council shall select, insofar as possible, the following:

A. Two persons, at least one of whom shall be a licensed architect and at least one of whom shall be a licensed landscape architect.

B. One person who may be any of the following: architect, landscape architect, building designer, building contractor, landscape contractor.

C. Two persons not in subsection A or B of this section.

D. One alternate who may be in subsection A of this section or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest.

E. In the event suitable candidates satisfactory to the City Council in the above categories are not available to serve, the City Council may then select any person or persons in their discretion. All terms of office shall terminate December 31st of the last year of the term of appointment.

**The Board shall have the following duties:**

A. To perform all of the duties as required under SMC 17.450.030 as the same exists now or may hereafter be amended.

B. To review all environmental findings including the issuance of a negative declaration; provided, however, if a project requires an environmental impact report it shall automatically be referred to the Planning Commission for environmental review only.

C. Conceptual landscape plans shall be part of the initial building design review by the Board; provided, however, that all landscape plans may be delegated by the Board to the City Planning staff for review and approval. Final landscape and irrigation plans may be approved by the Planning staff unless, in the opinion of the City Planner, they should be referred to the Design Review Board.

D. Sign review shall be subject to all sign requirements and ordinances and resolutions of the City of Sebastopol. The sign review may be approved by the City Planning staff unless, in the opinion of the City Planner, a sign needs to be referred to the Design Review Board.

E. To review all condominium applications for design review purposes.

F. The Planning staff may approve all minor building modifications or additions unless, in the opinion of the City Planner, they should be referred to the Design Review Board.

G. Any decision of the City Planning staff or City Planner may be appealed in writing to the Design Review Board.

Name of Boardmember	Membership/Category	Date Appointed	Term Expires	Status (Active or Vacant)
Christian Macke	A	January 21, 2025	December 31, 2026	Active
Lars Langberg	A	March 19, 2024	December 31, 2025	Active
Lynn Deedler	B	January 21, 2025	December 31, 2026	Active
Christine Level	C	March 19, 2024	December 31, 2025	Active
Melissa Hanley	C	March 19, 2024	December 31, 2025	Active
Marshall Balfe	D	January 21, 2025	December 31, 2026	Active

#### **PUBLIC ARTS COMMITTEE (PAC) – 2 YEAR TERM**

A Public Arts Committee will be maintained by the City. Terms of office for each of the Committee members shall be four-year, staggered terms. Said Committee shall be comprised of five members as follows:

(A) Members of the Committee shall be appointed by the City Council

(B) Prior to making any appointments, the City Council will seek the input and nominations for potential Committee members from City of Sebastopol based registered nonprofit art organizations, entities, facilities, schools, etc.

(C) Preference will be shown to City of Sebastopol residents and persons who own a business or work in the City, however, qualified candidates from the greater Sebastopol and Sonoma County area will be considered.

1) One member shall be an active member of a City of Sebastopol based, art focused, registered non-profit organization, entity or facility

2) Two members shall be persons with experience in the public art field as either an artist, installer or designer.

3) One member shall be a member of the general public.

4) The Council shall appoint a member of the Design Review Board to serve on the Committee.

(D) In the event suitable candidates satisfactory to the City Council in the above categories are not available to serve, the City Council may then select any person or persons in their discretion.

#### **Duties of the Public Arts Committee:**

The Committee shall maintain a registry of public art in the City and perform the duties required of this ordinance and any other ordinance or resolution of the City Council pertaining to the City of Sebastopol's Public Art Program. In addition to development related public art projects or public art projects funded by the Public Art

Fund, the Committee shall review and provide recommendations to the City Council on Non Development Generated Public Art projects.

Name of Committee Member	Membership/Category	Date Appointed	Term Expires	Status (Active or Vacant)
Barbara Harris	1	January 18, 2022	December 31, 2025	Active
Jeffrey Stucker	3	January 18, 2022	December 31, 2025	Active
Robert Brent	2	January 18, 2022	December 31, 2025	Active
Lars Langberg	4	February 6, 2018	Upon Expiration of DRB Term	Active
Gavin Waters	2	January 21, 2025	December 31, 2028	Active

#### **CLIMATE ACTION COMMITTEE (CAC) – 2 YEAR TERM:**

The Climate Action Committee will consist of seven (7) members: One (1) City Councilmember and six (6) members with one or more of the following experience/characteristics, with a majority of members having a climate background:

<b>Categories as Noted Below:</b>
One City Councilmember
Youth Representative (ages 17-23)
Climate Change Background
Sebastopol Business Owner
Local Climate Action Group
Environmental Justice & Equity Background
Rights of Nature Background
Energy
Transportation

**Duties of Climate Action Committee:**

- Prioritize actions from Sebastopol's Climate Action Framework Appendix A
- Update Climate Action Framework (CAF) as needed, and satisfy responsibilities as assigned to the CAC in the CAF
- Engage in public education and outreach regarding climate issues
- Advise City Council & Planning Commission on meaningful policy options for meeting equity-centered city climate goals
- Recommend actions to City Council for advancing state, national, and international level climate goal

Name of Committee Member	Membership/Category	Date Appointed	Term Expires	Status (Active/Vacant)
Phillip Carter	Councilmember		Coincides with Committee Assignment	Active
Lila Newton	Youth Representative	April 15, 2025	December 31, 2026	Active
Emily Ocon	Climate Background	April 15, 2025	December 31, 2026	Active
Liselotte Pierce	Climate Background	February 6, 2024	December 31, 2025	Active
Steven Pierce	Climate and Energy Background	April 15, 2025	December 31, 2026	Active
Kenna Lee	Climate Background	February 6, 2024	December 31, 2025	Active
Sunny Galbraith	Zero Waste, Climate Policy	October 7, 2025	December 31, 2026	Active

**Duties of the Countywide Bicycle & Pedestrian Advisory Committee:**

The Countywide Bicycle & Pedestrian Advisory Committee (CBPAC) advises the Sonoma County Transportation Authority (SCTA) on programming decisions for bicycle and pedestrian facilities, and aids in project coordination and planning. It is composed of representatives from each bicycle advisory committee in local cities (and serves as the CBPAC for cities who do not have their own).

Name of Committee Member	Membership/Category	Date Appointed	Term Expires	Status (Active or Vacant)
Gavin Waters	Sebastopol Resident	February 6 <sup>th</sup> , 2024	Permanent Position/Unless vacated or if council chooses to replace incumbent	Active

**Sebastopol Commons: Committee for Building the Commons —a multi-use civic space envisioned as a dynamic hub for education, arts, health, senior services, and community engagement.**

Composition and Qualifications. The Committee shall be composed of no more than nine (9) members who are at least 18 years of age, reside or have a business in Sebastopol, or work for one of the organizations as listed below:

- a) Two members of the City
- b) One representative from each of the organizations listed below:
  - Senior Center
  - Gravenstein Health Action Coalition
  - Sonoma County Library
  - Sonoma County Library Foundation
- c) Member of the Business Community
- d) City of Sebastopol Library Commissioner
- e) Representative from Measure W Oversight Committee

Each entity identified in section (b) above shall be responsible for appointing an eligible individual to serve on the Committee. All members of the Committee shall serve at the pleasure of the City Council.

**Duties.** The Committee shall act in an advisory capacity to the City Council and no express authority or power to act on behalf of the City is hereby delegated. To carry out its stated purpose, the Committee shall perform the following duties:

- Developing a detailed project concept and funding plan for the Proposed Sebastopol Commons;
- Exploring grant, foundation, and public-private funding partnerships; and
- Quarterly reporting to Council on progress. The committee will develop and provide the council with quarterly reports on the status of our work in the following areas: Identify and secure membership; Develop a list of needs and a list of shared needs; Compile research on similar projects; Explore and define the project concept; and determine the scope of work of a feasibility study
- Performing such other related duties as assigned by the City Council.

Name of Committee Member	Membership/Category	Date Appointed	Term Expires	Status (Active or Vacant)
Stephen Zollman	a	June 1, 2025	June 1, 2026	Active
Phill Carter	a	June 1, 2025	June 1, 2026	Active
Kent Jenkins	b	June 1, 2025	June 1, 2026	Active
Mary Lou Schmidt	b	June 1, 2025	June 1, 2026	Active
Ray Holley	b	June 1, 2025	June 1, 2026	Active
Naomi Hupert	b	June 1, 2025	June 1, 2026	Active
RM Horrell	c	June 1, 2025	June 1, 2026	Active
Fred Engbarth	d	June 1, 2025	June 1, 2026	Active
Sarah Glade Gurney	e	June 1, 2025	June 1, 2026	Active

**Enterprise Fund Oversight Committee:** Enterprise Fund Oversight Committee to provide ongoing, structured oversight and to offer recommendations to the City Council regarding the financial health and long-term planning of the City’s Enterprise Funds.

Composition and Qualifications. The Committee shall be composed of no more than five (5) members who are at least 18 years of age, reside or have a business in Sebastopol, and have one of the following qualifications:

- a) One member of the City Council
- b) At least one person who owns or is a representative of a business in the City of Sebastopol City limits
- c) At least two people who are residents of the City of Sebastopol and actively engaged in City governance (such as active engagement with the Council)
- d) At least one person who has expertise in accounting, auditing, or another financial field regardless of residency within city limits.

**Duties.** The Committee shall act in an advisory capacity to the City Council and no express authority or power to act on behalf of the City is hereby delegated. To carry out its stated purpose, the Committee shall perform the following duties:

- a) Reviewing Annual Budgets and Financial Reports: The Committee will analyze the financial health of the Enterprise Funds, ensuring that budgets and financial statements reflect accurate and sustainable practices.
- b) Analyzing Rate Studies and Rate Adjustment Proposals: The Committee will evaluate proposed rate changes, including providing recommendations on cost allocation methods to ensure fairness and financial viability.
- c) Evaluating Long-Term Financial Planning and Capital Improvement Needs: The Committee will assess capital improvement plans (CIP), master plans, and long-term financial forecasts related to Enterprise Fund operations, ensuring that projects are properly prioritized and funded and that master planning efforts align with Enterprise Fund financial sustainability.
- d) Engage with the public and other stakeholders to ensure that the community’s interest and concerns are reflected in the Committee’s recommendations.
- e) Such other duties as assigned by the City Council.
- f) Shall submit an annual report to the Council in early June before the next fiscal year budget is adopted.

Name of Committee Member	Membership/ Category	Date Appointed	Term Expires	Status (Active or Vacant)
Phill Carter	a	November 4, 2025	January 31, 2027	Active
Greg Dabel	b	November 4, 2025	January 31, 2027	Active
Oliver Marks	c	November 4, 2025	January 31, 2027	Active
Mary Meihaus	c	November 4, 2025	January 31, 2027	Active
Kate Haug	c	November 4, 2025	January 31, 2027	Active