

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF:

December 2, 2025

To: Honorable Mayor and City Councilmembers

Responsible Department: Mary Gourley, Interim City Manager

Subject: Receipt of Incoming Mayor's Request for Committee Assignments Submittals

from Councilmembers for City Council Committee Assignments and Liaisons. Recommendation and Appointments will be made at the January 6, 2026 City Council Meeting. (Requests to be Submitted to Mayor No Later Than December

20th 2025)

RECOMMENDATIONS:

That the City Council receive the Incoming Mayor's Request for Committee Assignments Submittals from Councilmembers for City Council Committee Assignments and Liaisons.

EXECUTIVE SUMMARY:

Each year, the City Council makes appointments to the various committees listed on the attached roster. There are four different types of committee that include: 1) City membership in a separate agency where the representative is a member of the governing board; 2) the City representative is a member of an advisory committee that makes recommendations to another public agency; 3) a Council member or Staff member is appointed as a liaison to a special committee; 4) standing committees of the City; and 5) other miscellaneous committees.

Each year, the City Council and City staff review the current assignments.

BACKGROUND:

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. Copies of the Summary Form and Application Form are attached as exhibits. 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, scheduled for January 6, 2026, 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.

STAFF ANALYSIS:

CITY STAFF COMMITTEES:

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. Ci

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.

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.

RESTATED RECOMMENDATION:

That the City Council receive the request to provide interest forms for committees.

CITY COUNCIL OPTIONS:

None – Item is receipt of agenda item.

ATTACHMENTS:

Current Committees and Preference Sheet Committee Interest Form City Council Policy Number 9

APPROVALS:

Department Head Approval: Approval Date: 11-25-2025



City of Sebastopol

CEQA Determination (Community Development): Approval Date: 11-25-2025

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

foreseeable indirect physical change ir	n the environment, pursuant to CEQA Guidelin
Administrative Services (Financial)	Approval Date: 11-25-2025
Costs authorized in City Approved Budget: \Box	Yes □ No □ NA
Account Code (f applicable)	
City Attorney Approval:	Approval Date: 11-25-2025
City Manager Approval:	Approval Date: 11-25-2025

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	Separate Formal Agencies (Where City Council Members and/or staff sit as a Member of another Governing Board- With Separate Staff, Budget and Facilities)						7	T	
em#	Committee Name	Representative	Alternate	RESPONSIBLE CITY DEPARTMENT	Mayor Zollman	Vice-Mayor McLewis	Councilmember Mauer	Councilmember Hinton	Councilmember Carter
	Marin/Sonoma Mosquito & Vector Control District. (2- or 4-Year Term). City has typically appointed for two years.	Mayor Zollman	None		Request to be Primary				
	Term Ends: December 31, 2026			Interim City	Request to be Alternate				
	Redwood Empire Municipal Insurance Fund (REMIF)/California Intergovernmental Risk Agency 2	Mayor Zollman	Councilmember Hinton	Manager/Administrative	Request to be Primary				
	CIRA			Services Director	Request to be Alternate				
3/	Sonoma County Transportation Authority (SCTA)	Councilmember Hinton	Mayor Zollman	Public Works	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate
	Regional Climate Protection Agency (RCPA)				Request to be Arternate	Request to be Arternate Request to be Primary	Request to be Primary	Request to be Arternate	Request to be Arternate
36	*Rep should be same Rep as SCTA	Councilmember Hinton	Mayor Zollman	Public Works	Request to be Alternate				
	Sonoma Clean Power (SCP) Authority				Request to be Primary				
	Board of Directors	Mayor Zollman	Councilmember Carter	Public Works	Request to be Alternate				
	If representatives change, staff will need to prepare a resolution to send to Sonoma Clean Power)								
	Zero Waste Sonoma Board	Councilmember Carter	Councilmember Maurer	Public Works	Request to be Primary				
					Request to be Alternate				
	S Zero Waste Sonoma SB 1383 Technical Group	Public Works Director (Interim, Toni Bertolero)	Engineering Technician (Elissa Overton)	Public Works	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate
	County Wide Advisory Committees				Request to be Alternate				
m#	Committee Name	Representative	Alternate						
	Committee Name	Representative	Atternate						
	AB 939 Local Task Force	None	None		Request to be Primary				
					Request to be Alternate				
	Planning Department Commission Cities & Towns Advisory Committee (CTAC)	(Contract Planner)	(Contract Associate Planner)	Planning Department	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate
		(Contract Associate			Request to be Primary	Request to be Arternate Request to be Primary	Request to be Primary	Request to be Arternate	Request to be Primary
	County-wide Bicycle and Pedestrian Advisory Committee (CBPAC)	Planner) Gavin Waters Appointed as	(Contract Planner)	Planning Department	Request to be Primary				
	Lourny-wide bicycle and Pedestrian Advisory Committee (LISPAC)	citizen representative	,,		Request to be Alternate				
	GSA Board/ Santa Rosa Plain GSA Basin	Councilmember Hinton	Vice Mayor McLewis	Public Works	Request to be Primary				
					Request to be Alternate				
	5 MS4 Storm Water Co-Permittee Working Group	Engineering Tech/	Public Works Engineer (Toni Bertolero)	Public Works	Request to be Primary				
		Stone Creek Consulting	(Total Bertoleto)		Request to be Alternate				
	Russian River Watershed Association Board of Directors	Councilmember Maurer	Vice Mayor McLewis	Public Works	Request to be Primary				
		Engineering Tech (Elissa			Request to be Alternate				
	RRWA Technical Working Group	Overton)/	Public Works Engineer (Toni Bertolero)	Public Works	Request to be Primary				
		Stone Creek Consulting			Request to be Alternate				
	Santa Rosa Plain Groundwater Management Plan Basin Technical Advisory Committee	Public Works Engineer (Toni Bertolero)	Engineering Tech (Elissa Overton)	Public Works	Request to be Primary				
		(Request to be Alternate				
	Sonoma County Transportation Authority Planning Advisory Committee (SCTA PAC)	(Contract Planner)	(Contract Associate Planner)	Planning Department	Request to be Primary				
		Public Works Engineer	Engineering Tech (SCTA-		Request to be Alternate				
		(Toni Bertolero)	TAC) (Contract Associate		Request to be Primary				
1	Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC)	(SCTA-TAC)	(Contract Associate Planner) (RCPA)	Public Works					
		(Contract Planner) (RCPA)			Request to be Alternate				
		Public Works Engineer	Engineering Tech (Elissa		Request to be Primary				
1	Sub regional Partners Technical Advisory Committee (TAC)	(Toni Bertolero)	Overton)	Public Works	Request to be Alternate				
		Engineering Tech (Elissa	Public Works Engineer		Request to be Primary				
1	Z Zone 1A Advisory Committee (Sonoma County Water Agency)	Overton)	(Toni Bertolero)	Public Works	Request to be Alternate				
	Other Governmental Agencies						·		
m#	Committee Name	Representative	Alternate						1
	Association of Bay Area Governments (ABAG)	Voting Delegate: Mayor	Alternate:		Request to be Primary				
			Vice Mayor		Request to be Alternate				
			Alternate:		Request to be Primary				
	League of CA Cities/CAL Cities	Voting Delegate: Mayor	Vice Mayor or as	1					
		,	designated by a vote of the Council (Must be in		Request to be Alternate				
		4	attendance at meetings)	1					
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	al Leesslative Committee	Vice Mayor McLewis	Mayor Zollman		Request to be Primary				

			Vice Mayor or as						
Mayors and Coun	cilmembers Association		designated (Must be in						
			attendance at meetings)	- 1					
Board and City Se	election Committee		Followed by Council in alphabetical order:						
4		Mayor							
			Councilmember Carter						
			Councilmember Hinton	- 1					
		-	Councilmember Maurer	- 1					
Council Liaison		ı							
# Committee Name	ie	Representative	Alternate						
	th Action Coalition/Meet Your Neighborhood (See explanation below)	Mayor Zollman	Vice Mayor McLewis	Police	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Prin
	a. Meet Your Neighbor (MYN)				Request to be Alternate	Request to be Alternate	Request to be Alternate	Request to be Alternate	Request to be Alte
	 Sebastopol Neighborhood Communications Unit (SNCU) (now under Gravenstein Health Action) 								
2 Library Advisory B	3oard for Sebastopol Regional Branch	Mayor Zollman	Councilmember Carter		Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Prim
					Request to be Alternate	Request to be Alternate	Request to be Alternate	Request to be Alternate	Request to be Alte
3 Sebastopol Area C	Chamber of Commerce/Sebastopol Downtown Association	Councilmember Carter	Vice Mayor McLewis	Planning Department	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Prim
					Request to be Alternate	Request to be Alternate	Request to be Alternate	Request to be Alternate	Request to be Alte
4 Sebastopol Cente	er for the Arts	Councilmember Maurer			Request to be Primary	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Prim
					Request to be Alternate	Request to be Alternate	Request to be Alternate	Request to be Alternate	Request to be Alte
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>ebastopoi Comm	nunity Cultural Center	Vice Mayor McLewis	Councilmember Maurer	1	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Primary Request to be Alternate	Request to be Prim Request to be Alte
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6 Sebastopol Senior	r Center	Councilmember Hinton	Councilmember Carter		Request to be Primary	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Prim
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7 Sebastopol World	1 Friends	Vice Mayor McLewis	Councilmember Hinton		Request to be Primary	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Prim
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8 Council Liaison to	Homeless Service Organizations	Mayor Zollman	Vice Mayor McLewis	Police	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Prim
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9 Council Liaison to	a West County Museum	Mayor Zollman		Public Works	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Primary	Request to be Prim
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7 Current City Council Policy for Council Protocols	vice	N/A Interim City Manager							
,	Mayor				Request to be Alternate				
8 Service Organizations – Liaison	Imemb	Councilmember Maurer			Request to be Primary				
					Request to be Alternate				
9 Non Profit Collaboratives – Liaison	Mayor	N/A			Request to be Primary				
					Request to be Alternate				
10 SAFE	Mayor Zollma	N/A	Police		Request to be Primary				
20 20 5	n	14/4	TORCE		Request to be Alternate				
	Mayor Zolino				Request to be Primary				
11 Sebastopol Commons Committee (Formerly Library Ad Hoc Committee) Approved July 15th CC Meeting for committee	Imemb		Public Works (City Facilities)		Request to be Alternate				
					"	·	·		
12 Oversight Committee for Enterprise Funds – Approved Aug 5 th CC Meeting for Committee	Imemb		Public Works/Administrative Services		Request to be Primary				
					Request to be Alternate				

CITY COUNCIL CITIZEN REPRESENTED COMMITTEES

- Sonoma County Library Commission City Representative, <u>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:
 </u>
- - o City Council was in consensus to have the SCTA/RCPA Council Liaison appoint per the Charter. Vacant
 - c 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.



Completed Forms will be Available to the Public for the January 6, 2025 City Council Meeting

CITY COUNCIL APPLICATION FOR CITY COUNCIL COMMITTEE ASSIGNMENTS

2026 Committee Preference

City Councilmember Name:	Date:
Please consider me to serve as a member of the followi	ng Committee:
Committee Name:	
Request to be Primary Liaison/Representative:	
Request to be Alternate:	
Reason for Interest for this Committee:	
Form is to be returned by email to City Clerk No Later T	han Monday December 20 th 2025

Discussion of committee assignments to be held at January 6, 2026 City Council Meeting.

CITY COUNCIL POLICY NUMBER 9 CITY COUNCIL AND CITY STAFF ANNUAL BOARD AND COMMITTEE ASSIGNMENTS.

PURPOSE:

Each year, the City Council makes appointments to the various committees listed on the attached roster. There are four different types of committee that include: 1) City membership in a separate agency where the representative is a member of the governing board; 2) the City representative is a member of an advisory committee that makes recommendations to another public agency; 3) a Council member or Staff member is appointed as a liaison to a special committee; 4) standing committees of the City; and 5) other miscellaneous committees.

Each year, the City Council and City staff review the current assignments and make recommendations to assignments or to request removal of committees if no longer needed.

INTENT:

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

PROCESS:

CITY COUNCIL COMMITTEE ASSIGNMENTS:

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. Copies of the Summary Form and Application Form are attached as exhibits. 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.

CITY COUNCIL APPLICATION FOR CITY COUNCIL COMMITTEE ASSIGNMENTS

2025 Committee Preference

APPLICATION FORM

SUMMARY SHEET