

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: October 21, 2025

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To: Honorable Mayor and City Councilmembers
From: Victoria Henkel, Permit Technician
Subject: Approval and Receipt of Upcoming Openings on the Climate Action Committee (CAC) for the term of Dec 31, 2025, through Dec 31, 2027.

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RECOMMENDATIONS:

That the City Council authorize City Staff to notice and recruit for the vacancies on the Climate Action Committee.

EXECUTIVE SUMMARY:

The Climate Action Committee has two members – Kenna Lee and Lisa Pierce – who will have their terms ending on December 31, 2025. City Staff would like to open recruitment for these vacancies and ensure a smooth transition at the first Climate Action Committee meeting in 2026.

BACKGROUND AND DISCUSSION:

The Climate Action Committee was created by the City Council. Terms of office are two-year staggered terms, and include one Councilmember and six members of various climate and environmental backgrounds. Listed below are the upcoming vacancies:

a) Upcoming vacancies on the Climate Action Committee (CAC)

<u>Name:</u>	<u>Term ending date:</u>
Kenna Lee	December 31, 2025
Lisa Pierce	December 31, 2025

On March 18, 2025, the City Council reviewed a proposal to reconfigure the makeup of the Committee and directed staff to update the Committee composition to include 7 members from the following backgrounds:

1. One City Councilmember Liaison (at large)
2. Six members with one or more of the following experiences/characteristics:
 - Youth representative
 - Climate Change
 - Sebastopol Business Owner
 - Local Climate Action Group
 - Environmental Justice and Equity
 - Rights of Nature
 - Energy
 - Transportation
 - Zero Waste

The current Climate Action Committee terms/categories are listed below (upcoming vacancies are highlighted):

MEMBERS	CATEGORY	TERM ENDING DATE
Phillip Carter	Councilmember Liaison	Coincides with Committee Assignment
Lila Newton	Youth Representative	December 31, 2026
Emily Ocon	Climate Background	December 31, 2026

Steve Pierce	Climate and Energy Background	December 31, 2026
Kenna Lee	Climate Background	December 31, 2025
Lisa Pierce	Climate Background	December 31, 2025

City Staff will initiate the public application process for the vacancies. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published, and the application period will be open for approximately six weeks. Staff would agendize the interviews and appointments for a future City Council meeting after the application deadline.

STAFF ANALYSIS:

Staff recommends recruitment for these vacancies.

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.

FISCAL IMPACT:

The cost to publish one (1) vacancy notice in the *Press Democrat* ranges from \$295.00 to \$343.00. This amount includes one (1) hour of staff time for preparing the notice and posting it to all applicable locations. The expense is currently budgeted in the adopted FY 2025–2026 budget.

RESTATED MOTION:

That the City Council authorize City Staff to notice and recruit for the vacancies on the Climate Action Committee.

OPTIONS:

1. That the City Council not authorize the recruitment, thus leaving the positions vacant; this is not recommended.

ATTACHMENTS:

None.

APPROVALS:

Department Head Approval: Approval Date: 10/14/2025

CEQA Determination (Planning): Approval Date: 10/7/2025

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: 10/14/2025

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

Account Code (f applicable) 100-21-02-4250-000-000000-000

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: 10/14/2025