City of Sebastopol

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: December 1, 2026

==========

To:	Honorable Mayor and City Councilmembers
Requestor:	Incoming Mayor
Responsible Department:	City Manager Mary Gourley
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 5, 2027 City Council Meeting. (Requests to be Submitted to Mayor No Later Than December 20th 2026)

==========

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

PROCESS OF AGENDA ITEM:

1. If the item remains on the Consent Calendar, no presentation is required and the item will be approved as part of the Consent Calendar.
2. If the item is removed from the Consent Calendar, it will be heard as a regular agenda item, at the time determined by the Mayor, and will proceed as follows:

    a. Presentation of the item by the Requestor or responsible staff
    b. Council questions and discussion
    c. Public comment
    d. Council deliberation and action

EXECUTIVE SUMMARY: Each year, the City Council makes appointments to the various committees listed on the attached roster (Attachment 1). There are five 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. Following certification of the November 3, 2026 General Municipal Election and the seating of the City Council, this item begins the annual committee assignment process for 2027 in accordance with City Council Policy Number 9 (Attachment 3).

City of Sebastopol

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 (Attachment 2). The City Clerk will attach any completed Summary Forms and Applications received to the Agenda Report for Discussion at the City Council meeting. 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.

Requests are to be submitted to the Mayor no later than December 20, 2026. After review and discussion of all committees in the publicly noticed Council Meeting, scheduled for January 5, 2027, the Mayor will take all requests into consideration and return to a future City Council meeting, 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. Current City staff assignments are shown on the attached roster.

CITY COUNCIL GOALS / PRIORITIES / GENERAL PLAN CONSISTENCY:

This item supports the City Council's goals and priorities, including:

- Goal 4: High-Performance Organization
- Restoring Public Trust
- Improving Public Communications

PUBLIC COMMENT: As of the preparation of this staff report, no public comments have been received. Any written public comments received after publication of this report will be provided to the City Council as supplemental materials prior to or at the meeting. Members of the public may also provide oral comments during the public comment portion of the agenda item.

City of Sebastopol

PUBLIC NOTICE: This item was noticed in accordance with the Ralph M. Brown Act and was made available for public viewing and review at least 72 hours prior to the scheduled meeting.

FISCAL IMPACT: There is no fiscal impact associated with receipt of this item.

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

OPTION(S):

None – Submissions need to be submitted to Mayor for consideration at the January meeting. Delay of item could impact attendance at any Committee, Regional, Local meetings.

ATTACHMENTS:

1. Current Committees and Preference Sheet
2. Committee Interest Form (Application and Summary Sheet)
3. City Council Policy Number 9

APPROVALS:

Department Head Approval: Approval Date: 11/23/2026
CEQA Determination (Planning): Approval Date: 11/23/2026
The proposed action is not subject to review under the California Environmental Quality Act (CEQA).
Administrative Services/Financial Approval: Approval Date: 11/19/2026
Costs authorized in City Approved Budget: ☐ Yes ☐ No
Account Code (f applicable) _____
City Attorney Approval: Approval Date: 11/23/2026
City Manager Approval: Approval Date: 11/19/2026

A.	Separate Formal Agencies (Where City Council Members and/or staff sit as a Member of another Governing Board – With Separate Staff, Budget and Facilities)			
Item #	Committee Name	Representative	Alternate	Responsible City Department
1.	Marin/Sonoma Mosquito & Vector Control District (2- or 4-year term; the City has typically appointed for two years) Term Ends: December 31, 2028 *Marin/Sonoma Mosquito and Vector Control District protects the health and welfare of the communities it serves from mosquitoes and vector-borne diseases by utilizing cost-effective, environmentally responsible integrated vector management practices.* *The Marin/Sonoma Mosquito & Vector Control District is governed by a Board of Trustees. Each member represents his or her city of residence or a county at large.* *Trustees are appointed by their city council or county board of supervisors and serve a two- or four-year term. Persons interested in serving on the Board of Trustees should contact either their local city, or the County for at-large positions.* *Members of the Board of Trustees serve without compensation, but are provided with an allowance to defray expenses while on official business (not to exceed $100 per month) in accordance with the California Health and Safety Code Section 2030(b). Board members do not receive any type of benefits.* Regular Board meetings are held at 7:00 pm on the second Wednesday of each month at District Headquarters, 595 Helman Lane, Cotati. From time to time the regular monthly meeting may be canceled. Special Meetings are held occasionally and noticed in accordance with the Brown Act. All board meetings are open to the public and are posted in accordance with Cal. Gov't Code § 54954(a). Location is MSMVCD Offices, 585 Helman Lane in Cotati (15 minute drive, off Highway 116) or via Zoom.	Citizen appointment (vacancy announcement open; no applications received as of 2/23/2026) If no Councilmember requests appointment, staff recommends the opening go out to the public for recruitment again.	None: This is a Stipend Position One Position Only	
2.	Redwood Empire Municipal Insurance Fund (REMIF)/California Intergovernmental Risk Agency (CIRA) Redwood Empire Municipal Insurance Fund (REMIF) is a self-insured joint powers authority (governmental entity) that was established in 1976 to handle the insurance claims, benefit programs, and risk management needs of seven (7) cities. It has grown to serve fifteen (15) member cities and three (3) non-member cities. The cities are located in the five Northwest counties. CIRA was formed on July 1, 2021, upon the merger of two legacy pools: Public Agency Risk Sharing Authority of California (PARSAC) and Redwood Empire Municipal Insurance Fund (REMIF).	Councilmember Zollman	Councilmember Hinton	City Manager/Administrative Services Director
3.	Sonoma County Transportation & Climate Authority (SCTCA) The Sonoma County Transportation Authority (SCTA) and the Regional Climate Protection Authority (RCPA) have combined to form the Sonoma County Transportation and Climate Authority (SCTCA). The SCTCA is governed by a twelve-member Board of Directors representing the Sonoma County Board of Supervisors and the nine cities – Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor. The SCTCA acts as the countywide planning and fund programming agency for transportation and leads regional climate protection efforts, performing functions including advocacy, project management, planning, finance, grant administration, and research.	Councilmember Hinton	Councilmember Zollman	Public Works

	The SCTCA coordinates the activities of local jurisdictions with regional, state, and federal entities at both policy and administrative levels. As a collaborative agency, the SCTCA provides a forum for local elected officials to engage in dialogue on countywide transportation and climate priorities, linking mobility, infrastructure, and greenhouse gas reduction. Meetings are held at 2:30 p.m. on the second Monday of the month in the SCTCA Board Room, 411 King Street, Santa Rosa, CA 95404.			
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.) SCP provides residents and businesses in Sonoma and Mendocino counties with clean energy from renewable resources, such as geothermal, wind, and solar. SCP was formed to provide a choice beyond the for-profit, investor-owned utility (PG&E) as a customer-owned public utility. The Board of Directors shall consist of one appointee from each Participant located within the boundaries of the County of Sonoma, and one joint appointee from the County of Sonoma and the Sonoma County Water Agency. If the Board of Directors approves any other municipality or county as a Participant pursuant to Section 3.1, the Board of Directors shall determine whether such municipality or county (or any combination thereof) may appoint an additional member to the Board of Directors. Each appointee must be an elected member of the governing board of his or her appointing body. Each Party or Participant appointing a member to the Board of Directors may also appoint up to two alternates to serve in the absence of its Director. Alternates must be either an elected member of the governing board of his or her appointing body, or an employee of the jurisdiction appointing them. Meetings are held on the first Thursday of the month, 8:45 a.m. – 12:00 p.m., at 431 E Street, Santa Rosa, CA 95404.	Councilmember Carter	Councilmember Zollman	Public Works
5.	Zero Waste Sonoma Board Countywide management of solid waste reduction programs for the cities and Sonoma County. Sonoma County Waste Management Agency Board of Directors: The SCWMA is a joint powers agency of the cities and County of Sonoma that provides recycling and diversion programs, education programs, and regulatory compliance reporting under AB 939. Zero Waste Sonoma is the public name of the Sonoma County Waste Management Agency (SCWMA). Established in 1992 as the joint powers authority (JPA) for the unincorporated area and nine cities and towns in Sonoma County, Zero Waste Sonoma is the local government entity for all things related to Household Hazardous Waste (HHW), organics municipal composting, public education, and planning for recycling and solid waste disposal. Zero Waste Sonoma helps the residents and businesses of Sonoma County reduce, reuse, recycle, and discard all materials in the safest and most environmentally responsible way possible. Zero Waste Sonoma is governed by a board made up of representatives from each of the ten jurisdictions. Meetings are held on the third Thursday of the month, 9:00 – 11:30 a.m.	Vice Mayor Maurer	Councilmember Carter	Public Works
6.	Zero Waste Sonoma SB 1383 Technical Group Technical group for the ten member jurisdictions working on matters pertaining to the implementation of SB 1383. Meetings are held on the third Wednesday of the month at 1:00 p.m.	Public Works Director – Oriana Hart	Engineering Technician (Elissa Overton)	Public Works
B.	**Countywide Advisory Committees**			
Item #	Committee Name	Representative	Alternate	Responsible City Department

1.	AB 939 Local Task Force Advisory to Waste Management Agency (review and comment on IWMP, contains government and private members). Advisory Committee to County of Sonoma Board of Supervisors and Sonoma County Waste Management Agency on matters related to waste management, recycling and diversion, AB 939 compliance, etc. Sonoma County Transportation and Public Works 2300 County Center Drive Santa Rosa, CA Meets every other month on the second Thursday, 1:30 – 3:30 p.m.	Public Works Director – Oriana Hart	Public Works Operations Supervisor – Erik Billings	Public Works
2.	Planning Department Commission Cities & Towns Advisory Committee (CTAC) CTAC is the cities' staff representative group under the JPA with the Community Development Commission (CDC). The group is advisory to the CDC and provides recommendations to the Board of Supervisors for CDBG and other HUD funds, such as COVID CARES Act funding and HOME funding. The Sonoma County Community Development Commission is dedicated to promoting decent and affordable housing, revitalizing communities, and supporting public services that increase economic stability for County residents. We are committed to providing services in an effective, efficient, and respectful manner. The Cities & Towns Advisory Committee (CTAC), formerly known as the Technical Advisory Committee (TAC), is comprised of staff members appointed by each of the seven municipalities (Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma and Windsor) that participate with the County as an entitlement entity for CDBG and HOME funding from HUD. This Committee reviews and makes recommendations to the Board of Supervisors on issues relating to the distribution of funds within the participating incorporated jurisdictions. Community Development Commission Office 1440 Guerneville Road Santa Rosa, CA Meets monthly.	(Contract Planning Director)	Associate Planner – Eli Arreola	Planning Department
3.	Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) Advisory to Sonoma County Transportation Authority on disposition of TDA Article 3 Funds and coordination of bike and pedestrian planning efforts; maintains and updates the Countywide Bicycle and Pedestrian Master Plan; recommends annual TDA Article 3 program of projects. Participates in the development of a comprehensive bicycle and pedestrian facilities plan, reviews project proposals, and prioritizes a project list for consideration by the Board of Supervisors. Plans emphasize bicycle projects intended to accommodate bicycle commuters rather than recreational bicycle users. Sonoma County Transportation Office 490 Mendocino Avenue, #206 Santa Rosa, CA Meets on the fourth Tuesday of every other month at 1:30 p.m.	Associate Planner – Eli Arreola Gavin Waters Appointed as citizen representative	(Contract Planning Director)	Planning Department
4.	GSA Board / Santa Rosa Plain GSA Basin A public agency formed to sustainably manage groundwater in the Santa Rosa Plain groundwater basin. The agency has a Board and an advisory committee. The Santa Rosa Plain Groundwater Sustainability Agency (GSA) is a public agency formed to sustainably manage groundwater in the Santa Rosa Plain groundwater basin. Sonoma County Transportation Office 490 Mendocino Avenue, #206 Santa Rosa, CA	Councilmember Hinton	Mayor McLewis	Public Works

	Meets on the fourth Tuesday of every other month at 1:30 p.m.			
5.	MS4 Storm Water Co-Permittee Working Group Provides direction for the regional storm water permit as a co-permittee workgroup. Municipal Separate Storm Sewer Systems Permits (MS4 Permits) Municipalities are required to obtain Municipal Separate Storm Sewer Systems (MS4s) Permits which regulate storm water discharges. MS4 permits are issued by Regional Water Quality Control Boards (RWQCB). The State Water Resources Control Board under the Municipal Storm Water Permitting Program regulates storm water discharges from municipal separate storm sewer systems (MS4s). MS4 permits are issued in two phases. Under Phase I, which started in 1990, the Regional Water Quality Control Boards have adopted National Pollutant Discharge Elimination System (NPDES) storm water permits for medium and large municipalities; most of these permits are issued to a group of co-permittees encompassing an entire metropolitan area. Phase II permits cover smaller municipalities. The City of Cloverdale, the City of Cotati, the City of Rohnert Park, the City of Healdsburg, the City of Sebastopol, the City of Ukiah, the Town of Windsor, and the Phase II designated portions of the County of Sonoma elected to participate in the Phase I program. Meets monthly on the second Tuesday, 8:00 – 11:00 a.m.	Engineering Technician (Elissa Overton)	Public Works Director – Oriana Hart	Public Works
6.	Russian River Watershed Association Board of Directors RRWA Board of Directors (Elected Officials from Member Agencies). An association of Cities and Counties working collaboratively on matters related to watershed management, groundwater, storm water and various regulatory compliance issues. The Russian River Watershed Association (RRWA) is a coalition of ten cities, counties and special districts in the Russian River watershed that have come together to coordinate regional programs for clean water, habitat restoration, and watershed enhancement. RRWA was formed in 2003 to create opportunities for our member agencies to expand their stewardship role in the watershed. The RRWA Board of Directors are elected officials from each of the ten Member Agencies. This governing and decision-making group provides direction and oversight for RRWA according to the provisions outlined in the Memorandum of Understanding. Meets every other month on the fourth Thursday at 9:00 a.m. at Windsor Town Hall.	Vice Mayor Maurer	Mayor McLewis	Public Works
7.	RRWA Technical Working Group RRWA Technical Working Group (Staff members from member agencies) advises the RRWA Board on the annual work plan, budget and various technical initiatives.	Engineering Technician (Elissa Overton) / Stone Creek	Public Works Director – Oriana Hart	Public Works
8.	Santa Rosa Plain Groundwater Management Plan Basin Technical Advisory Committee Santa Rosa Plain Groundwater Management Plan Basin Advisory Panel; advisory to the Sonoma County Water Agency Board of Directors regarding implementation of the Groundwater Management Plan. (Staff representatives from City stakeholders) Meets on the first Monday, 3:00 – 5:30 p.m., at the City of Santa Rosa Utilities Field Office.	Public Works Director – Oriana Hart	Engineering Technician (Elissa Overton)	Public Works
9.	Sonoma County Transportation Authority Planning Advisory Committee (SCTA PAC)	(Contract Planner)	Associate Planner – Eli Arreola	Planning Department

	SCTA PAC is advisory to the SCTA/RCPA Board on planning matters. Sonoma County Transportation Office 411 King Street Santa Rosa, CA Meets on the third Thursday at 9:00 a.m.			
10.	Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC) SCTA TAC is advisory to the SCTA/RCPA Board on transportation planning matters and programming of various transportation grant funding sources. Sonoma County Transportation Office 411 King Street Santa Rosa, CA Meets on the fourth Thursday at 1:30 p.m.	Public Works Director – Oriana Hart	Engineering Technician (Elissa Overton) (SCTA TAC)	Public Works
11.	Subregional Partners Technical Advisory Committee (TAC) Makes recommendations to Santa Rosa, County, Rohnert Park, Cotati and Sebastopol; reviews matters related to operations and maintenance of the subregional wastewater treatment system; reviews and recommends annual budgets. Laguna Treatment Plant 6300 Llano Road Santa Rosa, CA Meets as needed.	Public Works Director – Oriana Hart	Engineering Technician (Elissa Overton)	Public Works
12.	Zone 1A Advisory Committee (Sonoma County Water Agency) Reviews the annual budget and makes recommendations for flood control projects within Zone 1A (the Santa Rosa–Laguna drainage basin, including Santa Rosa, Rohnert Park, Cotati and Sebastopol). Zone 1A Advisory Committee meets with Sonoma County Water Agency staff to learn of flood control and related activities within the Zone 1A (Santa Rosa Plain watershed) and reviews annual budgets. Meets at the Sonoma County Water Agency Office, 404 Aviation Boulevard, Santa Rosa, CA. Meets as needed.	Public Works Director – Oriana Hart	Engineering Technician (Elissa Overton)	Public Works
C.	**Other Governmental Agencies**			
Item #	Committee Name	Representative	Alternate	Responsible City Department
1.	Association of Bay Area Governments (ABAG) ABAG is part regional planning agency and part local government service provider. ABAG outlines work program goals and objectives for the Bay Area's nine counties and 101 cities and towns every year and is primarily governed by the following: □ Executive Board □ General Assembly □ Committees In some cases, ABAG has the authority to enact certain legislation on behalf of the Bay Area, for example the state-mandated Regional Housing Need Allocation, or RHNA. ABAG also operates as the state-designated clearinghouse for federal grant applications. Member representatives are elected officials and make operating decisions, authorize expenditures and recommend policy.	Voting Delegate: Mayor	Alternate: Vice Mayor	N/A

	County representatives are selected by city mayors or the county board of supervisors' president. Most city member representatives are selected by the mayors and council members conferences for each county. Every year a General Assembly and Business Meeting conference is held. The annual conference explores vital issues that impact our region and any official delegate or alternate may propose a subject of consideration. This appointment is for General Assembly meetings/conferences only.			
2.	League of California Cities (Cal Cities) Defend and expand local control through advocacy efforts in the Legislature, at the ballot box, in the courts, and through strategic outreach that informs and educates the public, policymakers, and opinion leaders. Cal Cities also offers education and training programs designed to teach city officials about new developments in their field and exchange solutions to common challenges facing their cities. There is typically one conference each year during the month of September.	Voting Delegate: Mayor	Alternate: Vice Mayor or as designated by a vote of the Council *(Must be in attendance at conference)*	N/A
3.	Legislative Committee The Mayors and Council Members of Sonoma County represent every city within the county of Sonoma. The Legislative Committee, established by the Mayors' and Councilmembers' Association Bylaws, consists of a Mayor or Councilmember from each of the member cities, chosen by their respective Councils. Its duties are to review pending policy issues affecting cities and to advocate for those on behalf of the cities within Sonoma County. The Sonoma County Legislative Committee will be reviewing and responding to bills that impact Sonoma County cities. The Sonoma County Legislative Committee will use these principles to help guide the committee in taking positions on policy issues: Consider supporting policy that: • Enhances local control of resources and tools that allow cities to address the needs of city residents within a framework of regional cooperation. • Encourages the use of State incentives for local government action rather than mandates. • Reforms local government finance structure in a way that establishes a stable revenue base for local government to plan for future growth and provide needed public facilities and services. • Guarantees local funding sources. Consider opposing policy that: • Imposes new unfunded mandates. • Preempts local authority. • Weakens local control. The goal of this process is to present a united front from the Sonoma County Legislative Committee, the Mayors' and Councilmembers' Association, and all Sonoma County cities, to provide the strongest voice possible in support of city interests. The Legislative Committee is authorized to prepare letters in either support or opposition for signature by the chair of the Legislative Committee on positions on legislation consistent with the above guidelines, with the exception noted below. Positions that do not receive a unanimous consensus of support from the quorum present must be presented at the next upcoming Mayors' and Councilmembers' Association for discussion and possible action, by means of a short informational packet mailed (either electronically or via hard-copy) prior to the meeting, and accompanied by a verbal presentation. The Legislative Committee will report to the general membership of the Association at each meeting and will keep the membership informed as action is taken.	Mayor McLewis	Vice Mayor Maurer	N/A
4.	Mayors' and Councilmembers' Association Board; General Membership and City Selection Committee	Mayor	Vice Mayor or as designated (Must be in attendance at meetings)	N/A

			Followed by Council in alphabetical order: Councilmember Carter Councilmember Hinton Councilmember Zollman	
D.	**Council Liaison**			
Item #	Committee Name	Representative	Alternate	Responsible City Department
1.	Gravenstein Health Action Coalition / Meet Your Neighbor (see explanation below) a. Meet Your Neighbor (MYN) b. Sebastopol Neighborhood Communications Unit (SNCU) (now under Gravenstein Health Action) Gravenstein Health Action Coalition is a 501(c)(3) nonprofit organization with a ten-person board. The Gravenstein Health Action Coalition collaborates and partners with local organizations, agencies and individuals in order to work together to support policy, system and environmental change to improve the health outcomes of all residents of West Sonoma County using the self-healing community model. This model reflects the path forward to meet our Mission and Vision. The model uses community capacity to create a culture of health and well-being. Board meetings are held on the fourth Monday of each month at 5:00 p.m. The Liaison role is not defined in any formal way. The primary role of a Liaison is to act as a conduit for information between the City Council and the group to which the Liaison is appointed. Another role for the Liaison is to facilitate budget support as needed for that specific group. The Liaison appointed by the City Council is invited to, and attends when available, the group's meetings. □ Monthly meeting with Skip Jirrels, one-on-one, in person (typically the third Wednesday at 3:00 p.m.) □ Next meeting: None currently scheduled (will depend on schedule of new liaison) □ Location: Sebastopol Fire House □ Website Link □ Notes: MYN and SNCU provide neighborhood level organizational support and materials that allow neighborhood groups to support one another in an emergency. The driving principle is an understanding that in a true emergency, 911 and other formal emergency response teams will be overwhelmed with calls and demands and will be unable to respond to all needs, despite their best efforts. Neighbors will need to be organized to step in and help one another in these situations. A recent change for MYN and SNCU is that they have been brought under the umbrella of the Gravenstein Health Action Coalition, supported by a grant from the City to GHAC. This liaison role has a community outreach aspect to it, and also involves a fairly substantial opportunity to become more informed and educated about emergency response efforts both locally and countywide. The basic building blocks for working together: o Take care of your loved ones o Dress for safety o Hard hat, leather gloves, sturdy shoes, headlamp o Check the natural or propane gas at your home o Turn off only if necessary o Place HELP or OK sign somewhere visible from the street o Each neighborhood chooses location	Councilmember Zollman	Mayor McLewis	Police

	○ Go to the Neighborhood Gathering Site ○ Key to begin working together ○ Form Teams and follow protocols ○ Organized according to your neighborhood plan ○ Use Sonoma County Sheriff Evacuation Tags ○ If appropriate for your rural neighborhood ○ Return to Neighborhood Gathering Site ○ Keeping all informed as to neighborhood status			
2.	Library Advisory Board for Sebastopol Regional Branch The Library shall establish a Library Advisory Board ("LAB") in each city or community in which at least one regional branch library operates. The LABs shall be comprised of, and shall be operated by, the residents of their respective service areas who shall be appointed by the Commission. Each LAB shall set its own procedural rules and operational bylaws, and shall comply with the provisions of the Ralph M. Brown Act, California Government Code Section 54950, et seq. As of the Effective Date, all existing LABs shall continue to remain in effect. LAB Purpose: The purpose of the LABs shall be to provide information and make recommendations to the Commission and the Library Director on matters affecting library service based on input from their respective service areas. LAB Liaisons: Each LAB may appoint one LAB member to act as a liaison to the Library Commission, who shall present an annual report on the activities of the LAB to the Library Commission. The Sebastopol Library Advisory Board meets on the last Wednesday of January, March, May, July, September, and November at 4:00 p.m. at the Sebastopol Regional Library, 7140 Bodega Avenue, Sebastopol, CA 95472	Councilmember Zollman	N/A	Public Works
3.	Sebastopol Area Chamber of Commerce Liaison to the Sebastopol Area Chamber of Commerce on business matters (the Chamber of Commerce and Downtown Association have merged). The Sebastopol Area Chamber of Commerce is a membership organization that supports community and economic vitality through opportunities to connect, learn and engage. Meets on the third Thursday of the month at 12:00 p.m. in the Board Room at the Chamber office.	Councilmember Carter	Councilmember Zollman	Administrative Services
4.	Sebastopol Center for the Arts Sebastopol Center for the Arts is committed to cultivating creativity and inspiring appreciation for the transformative power of art. They produce, promote and present artists (local, national and international) through curated gallery exhibits, artists' open studio events, arts lectures, poetry readings, concerts, adult and youth education, a state-of-the-art ceramics studio and an acclaimed documentary film festival.	Vice Mayor Maurer		N/A
5.	Sebastopol Community Cultural Center SCCC is dedicated to enriching the community through events, classes, and services, as well as providing rental spaces for special happenings in our town. SCCC strives to enhance life in Sebastopol for individuals and the community as a whole.	Mayor McLewis	Vice Mayor Maurer	Public Works
6.	Sebastopol Senior Center Create and maintain an environment that encourages independence for older adults by providing learning, social, and recreational opportunities in the continuing pursuit of a fulfilling and healthy life. We educate the community about the issues related to the aging process.	Councilmember Hinton	Councilmember Carter	Public Works

7.	Sebastopol World Friends Sebastopol World Friends is a City of Sebastopol commissioned nonprofit service group which is totally volunteer driven. Our mission is to link Sebastopol with its sister cities through a variety of educational and cultural programs and to coordinate exchanges which will promote lasting friendships. Sebastopol World Friends offers a changing array of programs connected to our two sister cities Takeo, Japan (formerly Yamauchi), and Chyhyryn, Ukraine. We also engage with our community through a variety of events and cultural activities, and offer opportunities to host visitors and travel to our sister cities. They are a member of Sister Cities International.	Mayor McLewis	Councilmember Carter	N/A
8.	Council Liaison to Homeless Service Organizations • No regular meetings. Liaison is available as needed by providers • Location: Connect is via phone, zoom, or email • Notes: The current homeless services providers associated with this liaison role are West County Community Services; HEART/SOUL; County By Names List and St Vincent de Paul. The liaison role is primarily as a resource and connector with WCCS and SVDP, supplementing the efforts of the Chief of Police, who has primary responsibility for homeless service needs in Sebastopol. Issues that have come up have been varied. Recent issues include warming centers (facilitating funding from the County for this program and responding to questions from Supervisor Lynda Hopkins' office), the services of the WCCS Homeless Services Coordinator (HEART/SOUL) that serves Sebastopol (coordinating with WCCS leadership), Village Park, and Elderberry Commons, among others.	Councilmember Zollman	Mayor McLewis	Police
9.	Council Liaison to West County Museum/Farm	Councilmember Zollman	Mayor McLewis	Public Works
10.	Council Liaison to Nonprofits/Collaborative	Councilmember Zollman		N/A
11.	Service Organizations – Liaison	Vice Mayor Maurer		N/A
12.	SAFE	Councilmember Zollman		Police
13.	Council Liaison to Neighbors / Safeway / Analy on Harassment / Racism	Councilmember Carter		N/A
E.	**City Council Created Ad Hoc or Standing Committees**			
Item #	Committee Name	Representative	Alternate	Responsible City Department
1.	Agenda Review Committee Discussion of scheduling of items for agendas/forward calendar for City Council Meetings/Special Council Meetings/Closed Sessions	Mayor Vice Mayor City Manager City Attorney Assistant City Manager City Clerk (Established per City Council protocols.)	N/A	City Manager
2.	Budget Committee Review budget recommendations made by City Manager for one-time special requests or new requests and existing expenditures recommended to City Manager by City Department Heads for city needs. Additionally review in a public process and make recommendations for non-profit Community Grant requests for current budget year based on standing policy for City of Sebastopol community grant policy. Budget Committee members are selected in December annually and they would review the mid-year budget adjustments recommendation from City Manager. Secondly, they would set a meeting schedule with the Administrative Services Director in Spring to review budget recommendations leading up to the approval by the full City Council of its annual budget, generally adopted no later than July 1 of each year.	Vice Mayor Maurer Councilmember Carter Staff Support to be Determined by the City Manager Lead Department: Administrative Services	N/A	Administrative Services

3.	Homeless Coalition Board Voting membership of the CoC, now Homeless Coalition, allows for one vote per organization during the annual Homeless Coalition Board elections in December. Each organization gets one vote in the elections for the seats that are elected by the membership (these terms rotate every other year but are for Homeless Advocacy, service provider, TAY lived experience, licensed health care, and at-large seats). The Sebastopol City Manager is listed as the point of contact for voting, but each year prior to elections, the contact is asked if the City will be submitting a vote, and who will be the designated voter. This is confirmed each year, so a different person could vote each year or it could be the same person.	Councilmember Zollman	Mayor McLewis	City Manager
4.	Climate Action Committee	Councilmember Carter		Planning Department
5.	EIFD Ad Hoc Committee The duties of this committee should be refined, as the last committee's work concluded with the Resolution of Intention the Council recently adopted. Two Councilmembers are appointed to the current committee.	Councilmember Hinton Councilmember Carter		City Manager/Planning
6.	Ad Hoc Committee for Sebastopol Community Cultural Center (SCCC) Building Assessment	Mayor McLewis Councilmember Zollman		Public Works
7.	Current City Council Policy for Council Protocols	Mayor McLewis Vice Mayor Maurer		City Manager
	~~Sebastopol Commons Committee (formerly Library Ad Hoc Committee); approved at the July 15 City Council meeting~~ ~~(Currently has two Councilmembers appointed; duties of the new committee should be defined.)~~ ~~What:~~ ~~"Building the Commons" is a community development project to be located within Sebastopol city limits and inclusive of Sonoma's West County residents. The Commons will be a centralized hub that blends civic, economic, cultural and social resources to foster engagement and economic vitality.~~ ~~How:~~ ~~A Committee made up of Sebastopol and West County community members will explore a range of options for new development or revitalization of existing structures, and will gather community input from the region to inform planning and goal development.~~ ~~Why:~~ ~~Sebastopol plays a central role in West County civic, economic, cultural and social activities. Currently, government and leading community organizations occupy a variety of buildings and locations throughout the larger Sebastopol area. Each independent entity is experiencing a mix of successes and challenges. The Sebastopol Regional Library is too small to serve both the Sebastopol and West County communities that currently access its resources, and the Sebastopol Senior Center is in need of more space to serve a growing population of seniors with an increasingly varied range of services. This committee envisions an inclusive, multi-functional hub that can bring services and resources to Sebastopol and West County citizens, while also supporting community-building and civic participation. This hub will complement a sustainable, walkable and future-focused community plan that addresses the needs of multiple constituents.~~ ~~When:~~ ~~The Building the Commons Committee was appointed by Sebastopol's City Council to give actionable definition to The Commons concept. By Q3 2026, we will identify and assess potential leading occupants, their specific needs, places to locate The Commons, estimated costs, and funding sources. The Committee began discussions in September of 2025, and will continue through August, 2026. All meetings are open to the public and agendas are posted online. The Committee will deliver a first progress report to the Sebastopol City Council in January.~~	~~Councilmember Carter~~ ~~Councilmember Zollman~~		~~Public Works (City Facilities)~~
8.	Oversight Committee for Enterprise Funds; approved at the August 5 City Council meeting	Councilmember Carter		Public Works/Administrative Services
9.	125th City of Sebastopol Anniversary Subcommittee	Vice Mayor Maurer Councilmember Zollman		City Manager

CITY COUNCIL CITIZEN REPRESENTED COMMITTEES

- Sonoma County Library Commission City Representative, Recruitment Underway for City Representative on the Sonoma County Library Commission. Term expires June 30, 2030 (to fill the remainder of the term of Fred Engbarth).
- 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. Currently 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. (Does the Council want to re-open this recruitment?)

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 PROTOCOLS
CITY COUNCIL AND CITY STAFF ANNUAL BOARD AND COMMITTEE ASSIGNMENTS
CITY COUNCIL POLICY NUMBER 9
ADOPTED BY THE CITY COUNCIL AT THEIR CITY COUNCIL MEETING OF NOVEMBER 19, 2024

CITY COUNCIL APPLICATION FOR CITY COUNCIL COMMITTEE ASSIGNMENTS

2025 Committee Preference

APPLICATION FORM

City of Sebastopol

Completed Forms will be Available to the Public for the January 5, 2027 City Council Meeting

CITY COUNCIL APPLICATION FOR
CITY COUNCIL COMMITTEE ASSIGNMENTS

2027 Committee Preference

City Councilmember Name: Click or tap here to enter name **Date:** Click to select a date

Please consider me to serve as a member of the following Committee:

Committee Name: Choose a committee from the list, or type one in

I am requesting to serve as (check one):

☐ Primary Liaison/Representative ☐ Alternate

Reason for Interest in this Committee:

Click or tap here to describe your interest in this committee.

Form is to be returned by email to the City Clerk no later than Thursday, December 17, 2026.

CITY COUNCIL PROTOCOLS
CITY COUNCIL AND CITY STAFF ANNUAL BOARD AND COMMITTEE ASSIGNMENTS
CITY COUNCIL POLICY NUMBER 9
ADOPTED BY THE CITY COUNCIL AT THEIR CITY COUNCIL MEETING OF NOVEMBER 19, 2024

SUMMARY SHEET

A.	Separate Formal Agencies		
#	Committee Name	Current Rep.	Current Alt.
1.	Marin/Sonoma Mosquito & Vector Control District (2- or 4-year term; the City has typically appointed for two years) Term Ends: December 31, 2028	(vacant)	None: This is a Stipend Position / One Position Only
2.	Redwood Empire Municipal Insurance Fund (REMIF)/California Intergovernmental Risk Agency (CIRA)	Zollman	Hinton
3.	Sonoma County Transportation & Climate Authority (SCTCA)	Hinton	Zollman
4.	Sonoma Clean Power (SCP) Authority	Carter	Zollman
5.	Zero Waste Sonoma Board	Maurer	Carter
6.	Zero Waste Sonoma SB 1383 Technical Group	Hart	Overton

B.	Countywide Advisory Committees		
#	Committee Name	Current Rep.	Current Alt.
1.	AB 939 Local Task Force	Hart	Billings
2.	Planning Department Commission Cities & Towns Advisory Committee (CTAC)	(Contract Planning Dir.)	Arreola
3.	Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)	Arreola; Gavin Waters (citizen)	(Contract Planner)
4.	GSA Board / Santa Rosa Plain GSA Basin	Hinton	McLewis
5.	MS4 Storm Water Co-Permittee Working Group	Overton	Hart
6.	Russian River Watershed Association Board of Directors RRWA Board of Directors (Elected Officials from Member Agencies).	Maurer	McLewis
7.	RRWA Technical Working Group	Overton / Stone Creek	Hart
8.	Santa Rosa Plain Groundwater Management Plan Basin Technical Advisory Committee	Hart	Overton
9.	Sonoma County Transportation Authority Planning Advisory Committee (SCTA PAC)	(Contract Planner)	Arreola
10.	Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC)	Hart	Overton
11.	Subregional Partners Technical Advisory Committee (TAC)	Hart	Overton
12.	Zone 1A Advisory Committee (Sonoma County Water Agency)	Hart	Overton
C.	Other Governmental Agencies		
#	Committee Name	Current Rep.	Current Alt.
1.	Association of Bay Area Governments (ABAG)	Mayor (voting delegate)	Vice Mayor
2.	League of California Cities (Cal Cities)	Mayor (voting delegate)	Vice Mayor or Council designee
3.	Legislative Committee	McLewis	Maurer
4.	Mayors' and Councilmembers' Association Board; General Membership and City Selection Committee	Mayor	Vice Mayor or designee; then Council alphabetically
D.	Council Liaison		
#	Committee Name	Current Rep.	Current Alt.
1.	Gravenstein Health Action Coalition / Meet Your Neighbor	Zollman	McLewis
2.	Library Advisory Board for Sebastopol Regional Branch	Zollman	N/A
3.	Sebastopol Area Chamber of Commerce	Carter	Zollman
4.	Sebastopol Center for the Arts	Maurer	
5.	Sebastopol Community Cultural Center	McLewis	Maurer
6.	Sebastopol Senior Center	Hinton	Carter
7.	Sebastopol World Friends	McLewis	Carter
8.	Council Liaison to Homeless Service Organizations	Zollman	McLewis
9.	Council Liaison to West County Museum/Farm	Zollman	McLewis
10.	Council Liaison to Nonprofits/Collaborative	Zollman	
11.	Service Organizations – Liaison	Maurer	
12.	SAFE	Zollman	
13.	Council Liaison to Neighbors / Safeway / Analy on Harassment / Racism	Carter	
E.	City Council Created Ad Hoc or Standing Committees		
#	Committee Name	Current Rep.	Current Alt.
1.	Agenda Review Committee	Mayor, Vice Mayor and staff	N/A
2.	Budget Committee	Maurer, Carter	N/A
3.	Homeless Coalition Board	Zollman	McLewis
4.	Climate Action Committee	Carter	
5.	EIFD Ad Hoc Committee	Hinton, Carter	
6.	Ad Hoc Committee for Sebastopol Community Cultural Center (SCCC) Building Assessment	McLewis, Zollman	
7.	Current City Council Policy for Council Protocols	McLewis, Maurer	
	~~Sebastopol Commons Committee (formerly Library Ad Hoc Committee)~~	~~Carter, Zollman~~	
8.	Oversight Committee for Enterprise Funds	Carter	
9.	125th City of Sebastopol Anniversary Subcommittee	Maurer, Zollman	