City of Sebastopol

**CITY OF SEBASTOPOL CITY COUNCIL**
**AGENDA ITEM REPORT FOR MEETING OF:** November 17, 2026

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| **To:** | Honorable Mayor and City Councilmembers |
| **Requestor:** | City Manager Mary Gourley |
| **Responsible Department:** | City Manager's Office |
| **Subject:** | Accept the resignation of Fred Engbarth as the City of Sebastopol's representative on the Sonoma County Library Commission and authorize a recruitment to fill the unexpired term ending July 31, 2030 |

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**RECOMMENDATION:** Accept, with appreciation, the resignation of Fred Engbarth as the City of Sebastopol's representative on the Sonoma County Library Commission, effective October 8, 2026; declare the seat vacant; and authorize staff to open a recruitment to fill the remainder of the unexpired term ending July 31, 2030, with interviews and appointment to be considered by the City Council at a future meeting.

**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:** The City of Sebastopol appoints one voting representative to the Sonoma County Library Commission, the governing body of the countywide library system. On September 22, 2026, the City's representative, Fred Engbarth, submitted his resignation effective October 8, 2026 (Attachment 1). The seat is now vacant, and Sebastopol is without a voting member on the Commission until a successor is appointed. The newly appointed representative would also be responsible for appointment of the Sebastopol-associated appointee to the Sonoma County Library Measure Y Citizen Oversight Committee (currently filled by Sarah Gurney). Per the Sonoma County Library Commission, Measure Y Ordinance states in Section D16, it says, "Each member of the Library Commission shall appoint one member of the Committee who shall have a term coinciding with the term of the appointing Library Commission member." The Library Commission has always interpreted this to mean that when there is a vacancy on the commission, it results in a vacancy on the Measure Y Committee.

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**BACKGROUND**: The Sonoma County Library was established in 1975 pursuant to a Joint Powers Agreement (JPA). In 2014, a JPA Review Committee, comprised of representatives from the Sonoma County Board of Supervisors and each incorporated city within Sonoma County, completed a two-year review and approved the First Amended and Restated Joint Powers Agreement governing the countywide provision of library services.

Each of the city councils of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor appoints one library commissioner. The Sonoma County Board of Supervisors appoints one commissioner, and the County and the City of Santa Rosa jointly appoint one additional commissioner, for a total of eleven members on the Sonoma County Library Commission (Commission).

The Commission serves as the governing and administrative body of the Sonoma County Library. It is responsible for operating, managing, and administering the integrated free public library system throughout Sonoma County. The Commission is authorized to exercise all powers granted to the County Library under the JPA and applicable law, including the appointment and evaluation of the Library Director, who is responsible for the day-to-day operation and management of the Library system.

Earlier in 2026, the City Council authorized a recruitment for the Sebastopol seat for the four-year term ending July 31, 2030. Mr. Engbarth served as the City's representative. On September 22, 2026, he notified the Mayor and City Council of his resignation, effective October 8, 2026.

**DISCUSSION:** The Sebastopol-appointed library commissioner serves as a full voting member of the Commission. Applicants are not required to be residents of the City of Sebastopol; eligible candidates may reside within the City, the greater Sebastopol area, or elsewhere within Sonoma County. Applicants will be asked to indicate their understanding that this City representative position advocates for and focuses on the needs, priorities, and interests of the City of Sebastopol within the context of countywide library services. Measure Y Ordinance states in Section D16, it says, "Each member of the Library Commission shall appoint one member of the Committee who shall have a term coinciding with the term of the appointing Library Commission member." The Library Commission has always interpreted this to mean that when there is a vacancy on the commission, it results in a vacancy on the Measure Y Committee. The new Commissioner may reappoint the current individual serving on the committee or can appoint a new representative to serve.

The Commission typically meets monthly, with additional special meetings held as needed. Each commissioner also serves as a liaison to a Library Advisory Board (LAB), attending LAB meetings and participating in an ex officio capacity as well as

Commissioners may be asked by the Commission Chair to serve on standing or ad hoc committees, such as advocacy, finance, or Library Director evaluation. Committees generally meet monthly and provide policy recommendations to the full Commission. Commissioners are encouraged to maintain regular

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communication with their appointing authority and to provide periodic or annual updates to the City Council regarding Commission activities.

Measure Y Citizen Oversight Committee. Section 16 of the Sonoma County Library's Measure Y ordinance (the one-eighth cent library sales tax approved by voters in November 2016) requires the Library Commission to establish an 11-member Citizen Oversight Committee to annually review expenditures of Measure Y revenues. Each Library Commissioner appoints one member of the Committee, "who shall have a term coinciding with the term of the appointing Library Commission member" (Attachment 4). The Library has interpreted this provision to mean that a vacancy on the Commission also creates a vacancy on the Oversight Committee (Attachment 3). Accordingly, the term of Sarah Gurney, the Oversight Committee member appointed by Mr. Engbarth, has ended. Once seated, the new Sebastopol commissioner may reappoint Ms. Gurney, if both are agreeable, or appoint another member.

Upon Council authorization, City staff will issue a Call for Applications for the unexpired term ending July 31, 2030. The vacancy will be broadly noticed through multiple outreach channels, including the local newspaper, the City's website, social media platforms (including Facebook), and the City newsletter. Staff proposes an application period of approximately four weeks. Following the application deadline, the City Council will schedule interviews and consider appointment of a commissioner at a subsequent meeting. Staff will also notify individuals who applied during the 2026 recruitment so they may resubmit or update their applications if still interested. (As of today staff has received one unsolicited application for this vacancy which will be a part of the applications submitted to Council for interview).

Interim Library Commission Reports. Sonoma County Library Commissioner Eve Goldberg has volunteered to provide Library Commission reports to the City Council. This will keep the Council informed of Commission activities while allowing the Council time to recruit and interview applicants for the vacant seat.

**STAFF ANALYSIS:** Filling this vacancy promptly restores Sebastopol's vote and voice on the Library Commission, which sets the Library's policies, budget, and direction for the Sebastopol Regional Library and the countywide system, and allows the new commissioner to make the City's Measure Y Oversight Committee appointment. An open, publicly noticed recruitment is consistent with the City's practice for this seat and reinforces transparency and public engagement in the City's appointment process.

**CITY COUNCIL GOALS / PRIORITIES / GENERAL PLAN CONSISTENCY:**
This action supports the City Council's goals and priorities, including:
- Goal 4: High-Performance Organization
- Restoring public trust through transparent and inclusive appointment processes
- Improving public communications and community engagement

**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

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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.

**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. Consistent with the Maddy Act (Government Code Section 54974), a special vacancy notice for this unscheduled vacancy [was posted on (date)].

**FISCAL IMPACT:** There is no fiscal impact associated with accepting the resignation or authorizing the recruitment. Costs for advertising are contained within the current City budget.

**RESTATED RECOMMENDATION:** That the City Council accept the resignation of Fred Engbarth as the City of Sebastopol's representative on the Sonoma County Library Commission, effective October 8, 2026; declare the seat vacant; and authorize staff to open a recruitment to fill the remainder of the unexpired term ending July 31, 2030, with interviews and appointment to be considered by the City Council at a future meeting.

**OPTION(S):**

1. Provide alternative direction regarding the timing or process for the recruitment.

**ATTACHMENTS:**

1. Resignation of Fred Engbarth, dated September 22, 2026
2. Sonoma County Library Commissioner Job Description
3. Sonoma County Library Measure Y Ordinance
4. City of Sebastopol Application

**APPROVALS:**

Department Head Approval: Approval Date: 11/10/2026
CEQA Determination (Planning): Approval Date: 11/10/2026
The proposed action is not subject to review under the California Environmental Quality Act (CEQA).
Administrative Services/Financial Approval: Approval Date: 11/09/2026
Costs authorized in City Approved Budget: ☐ Yes ☐ No
Account Code (f applicable) _____
City Attorney Approval: Approval Date: 11/10/2026
City Manager Approval: Approval Date: 11/10/2026

**From:** Fred Engbarth
**To:** Mary Gourley; Alex Mog; Stephen Zollman; Sarah Gurney (Measure Y Oversight)
**Cc:** Erika Thibault; Sarah Laggos; Lisa Davison; Kee Nethery (SEBA LAB); Susan Fujita (SEBA LAB); Deb Hoadley
**Subject:** Resignation
**Date:** Tuesday, September 22, 2026 12:52:22 PM

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September 22, 2026

Mayor and Members of the City Council
City of Sebastopol
7120 Bodega Avenue
Sebastopol, CA 95472

Dear Mayor and Council Members:

It is with gratitude and some regret that I submit my resignation as the City of Sebastopol's representative to the Sonoma County Library Commission, effective October 8, 2026.

Serving in this role has been a privilege and an opportunity to support an institution that plays a vital role in the educational, cultural, and civic life of our community. I have been honored to represent Sebastopol and to work alongside dedicated commissioners, library staff, and community members committed to public service.

After careful consideration, I have determined that health concerns make it necessary for me to step away from my responsibilities. Although this decision was not easy, I believe it is the right one at this time.

I am grateful for the trust the City Council placed in me and for the support I received throughout my service. I also extend my sincere appreciation to the Sebastopol Regional Library staff for their professionalism, dedication, and unwavering commitment to serving the public.

I remain a strong supporter of the Sonoma County Library and its mission.

As Mahatma Gandhi observed, "*The best way to find yourself is to lose yourself in the service of others*." It has been an honor to serve the people of Sebastopol, and I am thankful for the opportunity to contribute to our community.

Thank you for the opportunity to serve.

I wish the Council, the Commission, the library staff, and the entire Sonoma County Library

system continued success in the years ahead.

Yours Respectfully,

Fred Engbarth
City of Sebastopol Representative
Sonoma County Library Commission

# Sonoma County Library Commissioner Job Description

## Summary

Provides governance for the Sonoma County Library; lends expertise and experience to the organization; establishes policy; sets goals and objectives; hires and evaluates the director; establishes and monitors the annual budget; exercises such other powers, consistent with the law to foster the effective use and management of the library.

## Responsibilities

- Hires, sets salary, evaluates and supervises a qualified Library Director to implement commission decisions and directions and to carry out day-to-day operation of the library and its programs and services
- Determines and adopts written policies to govern the operation and services of the library
- Works with the director to establish short and long range goals for the library
- Attends all regular and special meetings of the Commission and participates in subcommittees as necessary
- Attends appropriate library functions including Library Advisory Board meetings, fundraisers, special events and other activities
- Sets an annual budget and approves expenditure of funds; monitors budget and expenses throughout the year
- Represents the interests and needs of the community; advocates for the countywide library system
- Reports activities to local officials; acts as liaison to inform the public of library services and needs
- Sets parameters and authority level for library management's labor negotiations with the Union; adopts MOU contract; serves as the employer to library staff
- Has an interest in library issues, laws, and trends, and their implications for library use
- Is familiar with the Joint Powers Agreement governing the Library; understands the Brown Act and public meeting requirements

## Qualifications

- Interested in the Library and its services; understands and subscribes to Sonoma County Library mission and values
- Has the willingness and ability to devote time and energy to the role
- Is able to represent varied needs and interests of the community and of the Library
- Has strong interpersonal, listening, and communication skills

- Knows how to build partnerships with governing bodies, agencies, elected officials, library staff and members of the public
- Has the ability to handle opposition and make decisions in the interest of library service
- Demonstrates common sense and sound judgment
- Can work with diverse groups and ideas in a constructive way
- Understands effective decision making processes; can be decisive and comfortable with large-scale decisions
- Values collaboration; works to build consensus

**Desired Experience**

- Familiarity with the Sonoma County Library
- Experience working in diverse communities, education, literacy, information technology, finance, human resources, fundraising, public relations, or other relevant field

**Time Commitment**

- The commission meets monthly at a time convenient for members. (Currently, meetings are held the first Wednesday of each month at 6:00 pm). Meetings can last up to four hours, and considerable preparation time is typical prior to each meeting.
- It has been common practice for the Commission to devote 1-2 half-day workshop meetings to budget planning.
- Commissioners may serve on one or more subcommittees or ad hoc task forces in addition to their regular duties.
- Commissioners are expected to attend Library Advisory Board (LAB) meetings of the community they represent and be in communication with LAB chairs and branch managers.
- Under terms of the Joint Powers Agreement, trustees shall hold their office for four years from the date of appointment and until their successors are appointed.
- Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with the open public meeting law.

ENDORSED
FILED
JUL 21 2016
SONOMA COUNTY CLERK



**ORDINANCE NO. 1**

AN ORDINANCE OF THE
SONOMA COUNTY LIBRARY IMPOSING A TRANSACTIONS AND USE (SALES) TAX
TO BE
ADMINISTERED BY THE STATE BOARD OF EQUALIZATION TO MAINTAIN,
RESTORE AND ENHANCE LIBRARY SERVICES
(4/5 VOTE REQUIRED)

Section 1. TITLE. This ordinance shall be known as the Sonoma County Library Maintenance, Restoration and Enhancement Act. The Sonoma County Library, a joint powers agency, hereinafter shall be called "Library." This ordinance shall be applicable in the incorporated and unincorporated territory of the County of Sonoma. The County of Sonoma shall hereafter be called "County." If approved by the voters, this Ordinance will impose a one-eighth of one percent (0.125%) transactions and use tax to be used exclusively to supplement existing funding for library operations, maintaining and enhancing library hours, programs, acquisitions, construction and modernization throughout the incorporated and unincorporated territory of the County.

Section 2. OPERATIVE DATE. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the election approving the imposition of the tax imposed by this ordinance, such election to be held on November 8, 2016. The Operative Date shall be April 1, 2017.

Section 3. PURPOSE. This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code, Section 7285.5 of Revenue and Taxation Code, Government Code section 6508 and sections II.B(8) and VI.A(5) of the First Amended and Restated Joint Powers Agreement for the County-Wide Provision of Library Services which authorizes the Library to adopt this tax ordinance to fund library operations, maintain and enhance library hours, programs and purposes described in the attached Expenditure Plan. This ordinance shall be operative if two-thirds (2/3) of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefor that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

Section 4. USE OF THE TAX; EXPENDITURE PLAN. After the reimbursement for the costs of the election, as provided in Section 15, and payment for any fee charged by the State Board of Equalization for preparing to administer the tax, revenues from the tax shall be deposited into a special fund and used exclusively to fund projects and purposes described in the Expenditure Plan, attached hereto. Such revenues shall be used only to supplement existing Library funding, provided by a portion of the property tax designated for Library purposes, and shall not be used to supplant existing funding for the support of the Library.

Section 5. CONTRACT WITH STATE. Prior to the operative date, the Library shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the Library shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

Section 6. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated and unincorporated territory of the County at the rate of one-eighth of one percent (0.125%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

Section 7. PLACE OF SALE. For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

Section 8. USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the County of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one-eighth of one percent (0.125%) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

Section 9. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

Section 10. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of the Sonoma County Library shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, Victim Compensation and Government Claims Board, State Board of Equalization, State Treasury, or the Constitution of the State of California;

2. The result of that substitution would require action to be taken by or against the Library or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "County" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

Section 11. PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

Section 12. EXEMPTIONS AND EXCLUSIONS.

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the County which is shipped to a point outside the County, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the County shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-County address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-County and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this County of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the County shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the County or participates within the County in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the County or through any representative, agent, canvasser, solicitor, subsidiary, or person in the County under the authority of the retailer.

7. "A retailer engaged in business in the County" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the County.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a County imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

Section 13. AMENDMENTS. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

Section 14. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the Library, or against any officer of the State or the Library, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

Section 15. ELECTION COSTS. Payment for the costs of the election shall be the responsibility of the Library. If the election is successful, the Library shall be reimbursed for the cost of the election from the proceeds of the tax.

Section 16. ADOPTION OF EXPENDITURE PLAN AND ACCOUNTABILITY FOR EXPENDITURE OF PROCEEDS OF THE TAX. The Library Commission hereby adopts the

Expenditure Plan as set forth in this ordinance. After the reimbursement of the Library for the costs of the election, as provided in Section 15, and payment for any fee charged by the State Board of Equalization for preparing to administer the tax, proceeds of the tax imposed by this ordinance shall be placed in a special account, and shall be spent only to implement the projects set forth in the Expenditure Plan. The Library Commission shall establish an 11 member Citizen Oversight Committee to annually review expenditures and appropriations of the tax revenues to ensure that all such revenues are spent or appropriated for the purposes and uses set forth in the Expenditure Plan. Each member of the Library Commission shall appoint one member of the Committee who shall have a term coinciding with the term of the appointing Library Commission member. The Committee shall receive the assistance of Library staff and shall issue an annual public report on the expenditures and appropriations of the tax revenues.

Section 17. ANNUAL REPORT. The Library Commission shall annually cause to be prepared a report setting forth (a) the amount of funds collected and expended; and (b) the status of any projects authorized to be funded in the Expenditure Plan adopted by the Library in Section 16 herein.

Section 18. INCREASE IN APPROPRIATIONS LIMIT. The appropriations limit of the Sonoma County Library shall be increased by the anticipated amount of revenue generated by the tax to allow spending of the tax for the period allowed by law.

Section 19. COMPLIANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). Pursuant to the State CEQA Guidelines section 15378(b)(4), adoption of this retail transactions and use tax ordinance and Expenditure Plan is not a "project" subject to the requirements of CEQA. Prior to commencement of any project included in the Expenditure Plan, any necessary environmental review required by CEQA shall be completed.

Section 20. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 21. EFFECTIVE DATE. This ordinance relates to the levying and collecting of the Library transactions and use taxes and shall take effect on November 8, 2016 after certification of the vote, if the measure is approved by two-thirds of the electors voting on the measure at the election held that day.

Section 22. TERMINATION DATE. The authority to levy the tax imposed by this ordinance shall expire ten (10) years from the operative date of this ordinance.

PASSED AND ADOPTED by the Library Commission for the Sonoma County Library in the County of Sonoma, State of California, on July 18, 2016, by the following vote:

AYES: Tim Mary, Helena Whistler, Linda Garcia, Reece Foxen, Paul Cori II, David Ebright, Paul Heaverridge, Randall Neff, Hilary Smith, Barbara Mackenzie

NOES: None

ABSENT: Joanne Sanders

Helena D. Whistler

Chair, pro tem

Chairperson

Attest:

(Signature)

Secretary
(Title)

# EXPENDITURE PLAN

A. Proceeds from tax shall be deposited into the County Treasury in a separate, special fund which can only be used to maintain, restore and enhance Library services, materials and facilities in Sonoma County (hereinafter the "Fund"), and not for other purposes.

B. The revenues collected from the tax shall be used only to supplement existing revenue collected for the Library and shall not be used to supplant existing Library funding.

C. Monies deposited into the Fund, together with any interest that accrues thereon, shall be used exclusively for library purposes, including maintaining the existing libraries; reversing the deterioration in services at existing libraries, upgrading of facilities, services and collections and to support libraries in the cities of Cloverdale, Healdsburg, Petaluma, Rohnert Park, Cotati, Santa Rosa, Sebastopol, Sonoma, the Town of Windsor, and libraries and library services in the unincorporated areas of the county. Expenditures are intended to provide the residents of Sonoma County with vital, quality libraries comparable to those operated in other Bay Area communities.

D. Based on feedback received from residents throughout Sonoma County on their priorities for local libraries, the Sonoma County Library Commission has determined the following library service and facility needs to be essential community priorities to be addressed with the proceeds from this Fund. Specific library services and projects for which the revenues from the transactions and use tax may be expended are as follows:

a. Supporting library collections, educational programs, and classes for Sonoma County's school age and pre-school children.

1. Maintain children's book and material collections;
2. Continue reading clubs for children and teens to encourage reading;
3. Maintain children's classes and services;
4. Provide educational programs, including teen homework help, and computer labs;
5. Maintain children's story times;
6. Provide computer labs/classes at all libraries.

b. Improving access to local libraries – one of the few places left in the community that benefit everyone – and maintaining library collections.

1. Keep qualified librarians;
2. Expand senior and disabled services;
3. Restore and enhance library hours;
4. Maintain book, material and digital collections;

5. Extend library service to underserved communities;

6. Keep the new Roseland Library from being closed.

c. Maintaining aging library facilities – many of which are over forty years old – to make them safe, clean and welcoming.

1. Maintain library facilities;

2. Provide safe places for children after school;

3. Keep libraries safe and clean;

4. Provide computer labs, updated technology, and WiFi at all libraries.

E. As provided in sections 4, 15 and 16 of the Ordinance imposing this transactions and use tax, funds from the tax may be used to reimburse the Library for the share of the cost of conducting the election allocated to this measure, and to pay any fee imposed by the State Board of Equalization to administer tax collection.

# APPLICATION FOR APPOINTMENT
# TO SERVE ON THE BOARD OF TRUSTEES OF THE
# MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT

**City Boards, Commissions, and Committees**

The City Council appoints members to various boards, committees, and commissions as listed below:

- Planning Commission
- Design Review Board
- Public Arts Committee
- Other Miscellaneous Boards/Committees/Commission as Approved by the City Council

The bodies are comprised of community members who volunteer for service and are appointed by the City Council. All committee members serve at the pleasure of the City Council. The primary responsibility of the committees is to implement adopted City policy and advise and make recommendations to the City Council. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the City are the responsibility of the City Council. The City Manager designates as official staff liaison to each committee.

**Application Process**

When a vacancy on a board, committee or commission occurs, the City Clerk prepares a press release that is distributed to local media, including the Sonoma West County Times and News. The vacancy is also announced at City Hall and on the City of Sebastopol's web site http://ci.sebastopol.ca.us/

Applications for vacancies are obtained from the City Clerk's office and completed applications are submitted to the City Clerk's office. Three to four weeks after the vacancy announcement, the completed applications are forwarded to the City Council in a regular agenda packet for public review. The City Council interviews all applicants at a meeting open to the public. The official appointment of Commission, Board or Committee members is made at a City Council meeting.

**Description**

The Board of Trustees is the governing body of the District, with 24 seats available, although it is rare for all the seats to be filled at any given time. The Board sets policy and retains a Manager who oversees the District's operations. Additionally, the Board retains a General Counsel, who works on a contract basis.

The CA Health and Safety Code is the District's main governing law and it specifies that each member of the Board appointed by the governing body of a City or Town shall be an elector of the City or Town from which he/she is appointed, and a resident of that portion of the city/town which is in the District. Each member appointed from a County or portion of a County must be an elector of the county and a resident of that portion of the county which is in the District. Trustees are required to file a Statement of Economic Interest with the State of California, Fair Political Practices Commission, within (30) thirty days after assuming office (and each subsequent year). The District assists trustees by providing the necessary paperwork. Expert assistance in completing the form is also available from the Fair Political Practices Commission staff.

Each Trustee is sworn in, and he or she signs a Loyalty Oath.

**Board Meetings**

Regular meetings of the Board are held on the second Wednesday of the month, generally at 6:00 p.m., (Minutes 10/9/24) at the District Headquarters 595 Helman Lane Cotati. A light supper and beverages are usually provided just prior to the meeting to assist Trustees who must travel to the meeting during mealtime. On average, Board meetings occur about 8 to 9 times each year. During years when a lot of business has to be addressed, such as the MOU negotiations process, more meetings may be held. Occasionally, when needs dictate, the Board may hold a Special Meeting.

**Expenses**
In lieu of itemized travel or other expenses, an allowance of $100 (one hundred) per month per member will be paid for expenses incurred in attending regular meetings. Payment of $25 per meeting is made to Trustees serving on a Board committee, provided that the $100 maximum is not exceeded in any month. (Minutes 3/09/05)

As a California Special District, the agency strives to serve as one of the best and most responsive forms of local government and operates in the interest of the District residents and visitors. Operating under a cooperative agreement with the CA Dept. of Public Health, the District directly serves the entire population of Marin and Sonoma counties, and maintains close working relationships with other state, federal and local agencies. Much more information about the District can be found on its web site at www.msmosquito.org

**Mission Statement:**
During 2016, the Board held a public workshop, at which it adopted the following mission statement:

"The Marin/Sonoma Mosquito and Vector Control District, founded in 1915, 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.

**Board Policy**
In 2016, the Board approved a new Board Policy Manual.

**Board Committees**
Early each year the Board considers and approves a list of committee assignments and charges. Standing Committees include Executive, Finance & Policy. Meetings of these committees are agendized and noticed in accordance with Brown Act (Open Meeting law) requirements. Ad hoc committees may be appointed to deal with specific subject matter for a limited term. The President may appoint members to committees.

**Terms of Office**
Board, commission, and committee members generally serve two, three, or four-year overlapping terms. There is no monetary compensation or benefits for board, commission, or committee members.
The City Council may reappoint incumbent members or fill vacancies with new appointees. Some bodies limit the number of consecutive terms an individual may serve.

Members are expected to serve their full terms of office; however, when a member must resign, due to personal or professional circumstances, he/she should send a letter to the City Council stating the effective date of the resignation. A member may be removed from office:
- At the pleasure of the City Council, without cause, by a majority of the City Council; or
- Automatically, if he/she fails to attend three consecutive meetings of the Commission, in which case a vacancy shall be deemed to have occurred unless a showing of good cause is presented to the City Council. The City Council shall be the sole judge as to whether good cause is shown.

*General Responsibilities of Boards, Commissions, and Committees*
City boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the Sebastopol Municipal Code and various Resolutions:
- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business for these meetings.
- To use all appropriate techniques in crystallizing and testing public sentiment on major public issues in their respective fields.
- To hold official hearings as required by law or requested by the City Council.

- To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all City policies promulgated by the City Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform such other related functions as may be assigned to them by the City Council.

*Desirable Characteristics in Applicants for Boards, Commissions, and Committees*
While membership on City boards, committees and commissions requires no specific qualifications, with the exception of some seats on the Design Review Board and the Public Arts Committee, there are desirable characteristics for which the Council will be looking as they review applications:

- Familiarity with Community
  The Council would require appointees to be familiar with the physical, social, and economic make-up of the City. Applicants should have demonstrated an active interest and involvement in the community.

*Familiarity with Major Issues*
While it will be assumed that applicants are familiar with the specific issues that are being addressed by the board, committee or commission for which they are applying, it is also expected that applicants be aware of issues which will impact all sectors of City programs and services.
Knowledge of the Board, Commission or Committee
During the application process, applicants should become familiar with the responsibilities and role in the City's policy-making structure of the board, committee or commission for which they are applying.

*Commitment to Serve*
When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in study sessions or serve on subcommittees.

*Relationship with the Community*
As a member of a City board, committee or commission, your actions will reflect on the City of Sebastopol and you are required to relate to the community with impartiality and courtesy.

*Commitment to City Policy:*
The City Council has adopted ordinances and policies following an appropriate public process. As an appointed board, committee or commission member, your duty is to abide by such policies rather than implement personal preferences.

**Tips for Applying for a City Board, Commission, or Committee**
Type or neatly print your application. Due to the quantity of applications the Council must review, a neat application is appreciated.

Answer all questions on the application. Council reviews your application to gain an understanding of your background and experience, and what skills and talents you believe you could bring to a particular board, committee or commission. Don’t forget to sign and date your application.

Attend one or two meetings of the board, committee or commission for which you are applying. Find out what the current issues are, and what issues may be coming in the future. Review the minutes of past meetings, available on the City web site or at City Hall depending on the appointment being applied for.

Talk to a current member. Current members can share with you their experience, they can give you an estimate of the time commitment involved, and they can discuss with you what they see as current and future issues for the City.

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee

or commission you are applying for. The City Clerk can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

Find out City Council's priorities and interests. Attend City Council meetings and review meeting minutes. Council meeting videos are archived on the City's website http://ci.sebastopol.ca.us/ and are available for purchase on DVD from the City Clerk's Office.

Review the Code of Ethics for Appointed and Elected Officials (the Brown Act), available by request from the City Clerk's Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

Prepare for the interview. Although we do not know what specific questions Council will ask, we suggest that you clarify for yourself why you are applying for a specific board, committee or commission, understand its role and function, and be familiar with the current issues it is examining.

Treat the interview with City Council as a business or job interview. Understand that the City Council is not only considering what experience, skills and talents you bring, they are interested in how you will represent the City.

## APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES

Contact Information

Administrative Technician
7120 Bodega Avenue
Sebastopol, CA 95473
zhiggins@cityofsebastopol.gov

phone: 707-823-1153
fax: 707-823-1135

Office Hours: Monday - Thursday - 7:00 am - 5:30 pm (closed 12:00 pm - 1:00 pm for lunch) Closed every Friday

**Instructions:**

Use this form to apply to serve on any of the City of Sebastopol's Boards, Committees or Commissions. Please complete the entire form and either print and mail it to the address above, or email your completed application to zhiggins@cityofsebastopol.gov. If a question does not apply, please note as not applicable. Please deliver completed form, by the date and time due, to the City Clerk. All applications will be reviewed by the City Council. If appointed, you have a choice whether you wish to have your contact information visible to the public; however, your information may be made public upon request by (a) member(s) of the public.

Name: _____

Home Address, City, State and Zip Code:

_____

_____

Phone Number: _____

If appointed, do you want this number to be visible to the public?

□Yes □No

Work Phone Number:_____

If appointed, do you want this number to be visible to the public?

□Yes □No

E-Mail Address:_____

If appointed, do you want this address to be visible to the public?

□Yes □No

Are you a registered voter in Sebastopol?

□Yes □No

If so, for how long? _____

Do you hold a current business license from the City of Sebastopol?

□Yes □No

If so, for how long? _____

Have you attended a meeting of this body? When?

_____

Have you served on, interviewed for, or applied for this body previously?

□Yes □No

If so, when? _____

Present Employer:_____

Job Title:_____

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

Please list civic or charitable organization to which you belong or have belonged:

Have you been an officer in any of these organizations? If so, please list position held and dates:

What special interests, skills and talents would you bring to this board, commission, or committee?

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

Please list any special awards or recognition you have received:

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

□Yes □No

If yes, please state name oforganization/employment:_____

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

□Yes □No

How did you hear about this opening?

Is there any other information that you feel would be useful to the City Council in reviewing your application and materials provided with the application?

What do you think qualifies you to be appointed to this board/committee/commission?

Are there particular issues you think the board/committee/commission should concentrate on?

How should community comments be integrated into the board/committee/commission decision-making process?

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

☐ I certify that I have thoroughly read and understand all material in this application.

Applicant's Signature :_____

Applicant's Name (PLEASE PRINT): _____

Date:_____