

**CITY OF SEBASTOPOL
BUILDING THE COMMONS STANDING COMMITTEE
AGENDA ITEM REPORT**

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Subject: Standing Committee Make-Up and Revision to Committee Formation

Recommendation:

That the Standing Committee review current committee make-up and provide input regarding potential revisions to membership structure for Council consideration.

Background:

The Sebastopol Commons Standing Committee was initially formed with members representing key community organizations. Current membership includes representatives from the following:

- Community Center
- Community Foundation
- Center for the Arts

Discussion:

Committee members availability has prompted consideration of revising the committee's formation to ensure full participation and representation. Any proposed changes to committee membership or structure require City Council approval.

RESOLUTION NUMBER 6702-2025

A Resolution of the City Council of the City of Sebastopol Establishing a Standing Committee
Titled: Sebastopol Commons: Committee for Building the Commons.

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WHEREAS, the City of Sebastopol City Council formed the former Library Staffing and Facilities Ad Hoc Committee to explore the feasibility of a modern library facility to serve both the Sebastopol community and the broader West County region; and

WHEREAS, the former committee engaged in research, stakeholder engagement, and visioning work that led to a broader proposal: the development of the Sebastopol Commons: Committee for Building the Commons—a shared civic space anchored by the Sebastopol Regional Library and enhanced through partnerships with community-based organizations, service providers, businesses, and local institutions; and

WHEREAS, the former committee recommends transitioning its work toward this expanded vision through the formation of a new Committee: Sebastopol Commons: Committee for Building the Commons; and

WHEREAS, the City Council desires to create a standing committee titled: Sebastopol Commons: Committee for Building the Commons—a multi-use civic space envisioned as a dynamic hub for education, arts, health, senior services, and community engagement; and

WHEREAS, the concept aligns with emerging best practices in community development and addresses key Council goals, including equity, resilience, and innovation in service delivery. It also supports the mission of the Sonoma County Mayors and Councilmembers Association to promote shared services and regional cooperation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sebastopol that the Sebastopol Commons: Committee for Building the Commons is hereby established as a standing committee, with the following structure and responsibilities:

1. **Establishment.** There is hereby established the Sebastopol Commons: Committee for Building the Commons.

2. **Composition and Qualifications.** The Committee shall be composed of no more than twelve (12) members who are at least 18 years of age, reside or have a business in Sebastopol, or work for one of the organizations as listed below:

- a) Two members of the City Council
- b) One representative from each of the organizations listed below:
 - Sebastopol Center for the Arts;
 - Senior Center;
 - Community Center;
 - Gravenstein Health Action Coalition;

- Sonoma County Library
- Sonoma County Library Foundation
- Community Foundation

- c) Member of the Business Community
- d) City of Sebastopol Library Commissioner
- e) Representative from Measure W Oversight Committee

3. Initial Appointments: For this newly created meeting, the former ad hoc committee is recommending the following appointments:

- a) Two members of the City Council
 - Mayor Zollman
 - Councilmember Carter
- b) One representative from each of the organizations listed below:
 - Sebastopol Center for the Arts;
 - Senior Center;
 - Community Center;
 - Gravenstein Health Action Coalition;
 - Sonoma County Library
 - Sonoma County Library Foundation
 - Community Foundation
- c) Member of the Business Community
 - Recommended RM Horrell, Copperfields
- d) City of Sebastopol Library Commissioner Fred Engbarth
- e) Representative from Measure W Oversight Committee Sarah Glade Gurney

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

4. Application/Recruitment Process (after initial appointments as recommended above):

Whenever there are vacancies on the Sebastopol Commons: Building the Commons Committee, the Lead Staff Department shall advertise an invitation for individuals to apply to serve on the committee for the business and members of the public vacancies. Notice of any vacancies will be advertised in the Press Democrat and on the City's website and social media outlets. The applications received shall be reviewed for selection criteria and shall be submitted to the full City Council for interviews and selection by the full City Council.

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

- Developing a detailed project concept and funding plan for the Proposed Sebastopol Commons;

- Exploring grant, foundation, and public-private funding partnerships; and
 - Quarterly reporting to Council on progress. The committee will develop and provide the council with quarterly reports on the status of our work in the following areas: Identify and secure membership; Develop a list of needs and a list of shared needs; Compile research on similar projects; Explore and define the project concept; and determine the scope of work of a feasibility study
 - Performing such other related duties as assigned by the City Council.
6. **Staff Liaison:** The Public Works Director, or other appropriate individual designated by the City Manager, will be the lead staff department and will provide staffing support for the committee. Documents shall be provided by staff to the Committee a minimum of two weeks prior to the Committee meeting.
7. The Committee meetings shall be in compliance with the Ralph M. Brown Act. All members may be required to complete financial disclosure forms (Form 700) Statements of Economic Interest.
8. The Terms shall be no more than one year; expiring on June 30, 2026 or termination of committee whichever is earlier. Members shall serve at the pleasure of the City Council.
9. Vacancies after the initial appointments, other than by the expiration of a term, shall be filled by appointment for the unexpired portion of said term, in the same manner as original appointments are made.
10. Regular meetings shall be held monthly. Additional meetings may be held as necessary.
11. A quorum of the Committee shall consist of a minimum of seven (7) members. A quorum must be present in order for the Committee to hold a meeting.
12. The Officers of the Committee shall be a Chairperson and Vice-Chairperson, who shall be selected by the membership for the duration of the committee or until June 30, 2026 whichever comes first. The Chairperson shall preside at all meetings.

The above and foregoing Resolution was duly passed, approved and adopted at a meeting by the City Council on the 2nd day of September, 2025.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

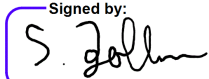
VOTE:

Ayes: Councilmembers Carter, Hinton, Maurer, Vice Mayor McLewis and Mayor Zollman

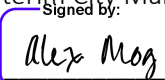
Noes: None

Absent: None

Abstain: None

Signed by: 
APPROVED: _____
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Mayor Stephen Zollman

Signed by: 
ATTEST: _____
44C0774260FE430...
Mary Gourley, Interim City Manager/City Clerk, MMC

Signed by: 
Approved as to Form: _____
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Alex Mog, City Attorney