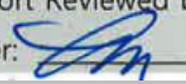


Agenda Report Reviewed by:

City Manager: 

**CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM**

**Meeting Date:** April 21, 2020  
**To:** Honorable Mayor and City Councilmembers  
**From:** Ad Hoc Subcommittee (Mayor Slayter and Councilmember Gurney)  
Responsible Department: Planning Department  
**Subject:** Extension of Application Deadline for Climate Action Sub-committee  
**Recommendation:** That the City Council Extend the Application Deadline  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A

Net General Fund Cost:

Amount: \$

Account Code/Costs authorized in City Approved Budget (if applicable) N/A (verified by Administrative Services Department)  
Signed Electronically – AK

**INTRODUCTION:**

This item is to request approval to extend the application period for the Climate Action Sub-committee

**BACKGROUND:**

At the December 3, 2019 City Council Meeting, the City Council adopted a City Council Resolution Declaring a Climate Emergency and Committing to on-going actions to restore a safe environment. At its January 7, 2020 meeting, the Council then authorized the formation of, and approved the application for, the subcommittee. The initial six week application period ended March 20, 2020, two weeks into the County -wide Shelter In Place order. The application period was extended per City policy to April 6, 2020.

Per City Council’s approval, the Sub-committee will consist of between eleven (11) to thirteen (13 members) from the following backgrounds:

- One City Councilmember
- One Planning Commissioner
- One Member of City Staff (Planning Director or designee)
- Youth (ages 17-23)
- Sebastopol business owner
- Sebastopol Climate Action or other local climate group representative
- Environmental justice/equity background
- Rights of nature background
- Climate background
- Reside within Sebastopol city limits
- Reside outside Sebastopol city limits within the 95472 zip code

The City has received responses that fit within the other categories (Sebastopol Climate Action/local climate group representative; residents from both within the City and within the 95472 zip code. Additionally, the Planning Commission has designated Luke Lindenbusch as its representative to the sub-committee; the City Council will designate a

representative at a later date. However, the City has not received applications from the following categories: youth (ages 17-23); Sebastopol Business owner; “rights of nature”; environmental justice/equity background.

This item is before the Council to authorize an extension of the application period for the Climate Action Ad Hoc Sub-Committee to be 3 weeks after the Shelter in Place order ends (currently scheduled to end May 3).

**DISCUSSION:**

The low response to the initial application period was likely impacted by the Covid-19 Shelter in Place held orders and disruptions that has caused. Both business owners and youth/students have been disrupted from normal activities during this time. Staff therefore recommends extending the deadline for applications to this sub-committee to be after the Shelter in Place has lifted by a certain amount of time, such as two to three weeks, to allow those, and others time to respond to the applications. Alternatively, a deadline Mid-May could be set, and staff will recruit via social media and other outlets, such as the City e-newsletter.

**Recruitment**

If approved, the Planning Department, as delegated by the City Clerk's Office, will notice the new deadline for applications for the recruitment of individuals to the Climate Action Sub-Committee.

**Fiscal Analysis**

There is no fiscal impact as a result of the formation of this sub-committee. The work products developed by the sub-committee may have individual costs but those will be brought to Council for approval and authorization on a case-by-case basis. There may be costs incurred for training the sub-committee but those are unknown at this time.

**RECOMMENDATION:**

That the City Council grant approval to extend the application period for the Climate Action Sub-Committee .

**Attachment:**

January 7, 2020 City Council Agenda report

**CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM**

**Meeting Date:** January 7, 2020  
**To:** Honorable Mayor and City Councilmembers  
**From:** Ad Hoc Subcommittee (Mayor Slayter and Councilmember Gurney)  
Responsible Department: Planning Department  
**Subject:** Consideration and Discussion of Creation of Climate Action Ad Hoc Sub-committee and development of interim milestones  
**Recommendation:** That the City Council Receive the Report and Direct Staff on Sub-Committee Composition  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
Net General Fund Cost:  
Amount: \$

Account Code/Costs authorized in City Approved Budget (if applicable) N/A (verified by Administrative Services Department)

**INTRODUCTION:**

This item is to request approval to establish a Climate Action Ad Hoc Sub-Committee and Approve a New Application specific to this sub-committee.

**BACKGROUND:**

At the December 3, 2019 City Council Meeting, the City Council adopted a City Council Resolution Declaring a Climate Emergency and Committing to on-going actions to restore a safe environment.

As part of that discussion, the City Council directed the staff to establish a Climate Action Ad Hoc Sub-Committee. It is anticipated that the Ad Hoc Sub-Committee would include a cross-section of community members representing all sectors to work together to create a recommendation to the City Council on specific actions discussed below as well as on any proposed future actions and/or the creation of a standing committee. It is recommended that the Ad Hoc Sub-Committee include one Councilmember on this sub-committee, the Planning Director, and a member of the Planning Commission. Having a Councilmember on this sub-committee will maintain consistency of any potential future policy development and implementation based on the full Council direction. Having a Councilmember and the public working on issues together could increase efficiency and effectiveness throughout the process.

The Ad Hoc Sub-Committee would be expected to meet with some regularity, and to discuss the items discussed below as well as well as discuss additional topics, programs, education, outreach, etc. that would be of benefit to the City or a future standing sub-committee.

This item is before the Council to authorize the formation of the new Climate Action Ad Hoc Sub-Committee, approve the focus of the sub-committee, approve the composition of the sub-committee, and approve the application process of the Sub-committee.

**DISCUSSION:**

The City is looking to initiate a creative recruitment for this sub-committee. In addition to the standard City recruitment, City staff will be working with the City Community Outreach Coordinator to create an exciting and informative brochure for applicants to solicit volunteers to work with the City to address climate actions needed.

All members will be appointed by the City Council and must receive a majority of Council support for appointment. As this is a new sub-committee for the City, it is suggested that this Ad Hoc Sub-committee consist of between eleven (11) to thirteen (13 members) from the following backgrounds:

- One City Councilmember
- One Planning Commissioner
- One Member of City Staff (Planning Director or designee)
- Youth (ages 17-23)
- Sebastopol business owner
- Sebastopol Climate Action or other local climate group representative
- Environmental justice/equity background
- Rights of nature background
- Climate background
- Reside within Sebastopol city limits
- Reside outside Sebastopol city limits within the 95472 zip code
- Others?

#### Application

Due to the complex nature of this Sub-committee, the standard application has been updated to include specific questions regarding expertise, knowledge and commitment to Climate actions. The proposed application is included as an Attachment for discussion and direction.

#### Meetings

The sub-committee shall meet at a schedule conducive to the members. Similar to the zero waste sub-committee, it is anticipated that this sub-committee will appoint a person to act as the chair of the sub-committee and work with staff on agendas and preparation of minutes from these meetings.

#### Recruitment

Once discussed and if approved tonight, the City Clerk's Office will commence with recruitment of individuals to the Climate Action Ad Hoc Sub-Committee with application period of six weeks with interviews/appointments to be scheduled at a future City Council Meeting.

#### CEQA:

Not a project as defined by CEQA.

#### Fiscal Analysis

There is no fiscal impact as a result of the formation of this sub-committee. The work products developed by the sub-committee may have individual costs but those will be brought to Council for approval and authorization on a case-by-case basis. There may be costs incurred for training the sub-committee but those are unknown at this time.

#### Duties of Sub-Committee:

The functions of the climate action sub-committee shall include the following powers and duties:

- Formulate a Work Plan for the sub-committee
- Research composition and duties of other cities subcommittees
- Update CAP Document for City
- Prioritize Climate Emergency Resolution Attachment A actions (Attached)
- Create Climate Calendar
- Create Volunteer Appreciation Event/Ideas for Climate Events

In creating the climate action ad-hoc sub-committee, it is not the intent of the council to duplicate or overlap the functions, duties, or responsibilities assigned to any other board or commission. It is likely, however, that the work of the

climate action sub-committee may involve areas of concern of other City boards and commissions. In these situations, City staff may be asked to bring those items to those relevant boards and commissions with a report back to the ad-hoc subcommittee.

As stated above, this ad-hoc subcommittee will be tasked with the specifics as listed above with recommendations to be provided to the City Council.

**RECOMMENDATION:**

That the City Council grant approval to establish a Climate Action Ad Hoc Sub-Committee and to provide direction on the discussion items in the report.

**Attachment:**

Attachment A – Climate Actions from City Council Resolution  
Application