

Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: August 4, 2020
To: Honorable Mayor and Honorable City Councilmembers
From: City Administration
Subject: Interview for Vacancy - 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

Recommendation : That the Mayor and City Council Interview Applicant (Recommendation to City Council Liaison Regarding Appointment to be made later in the agenda).

Funding: Currently Budgeted: _____ Yes _____ No XX N/A
Net General Fund Cost: N/A
Amount: \$0

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

INTRODUCTION: This item is to request that the City Council Interview Applicant for Vacancy - 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 and to Provide a Recommendation on Appointment to the City Council Liaison to SCTA/RCPA Councilmember Gurney.

BACKGROUND: At the December 12, 2016 Sonoma County Transportation Authority (SCTA)/Regional Climate Protection Agency (RCPA) Meeting, the Board of Directors, in response to SCTA/RCPA staff’s request, established a Climate Action Advisory Committee to provide expert citizen input on implementation of the climate action initiatives. The purpose of the CAAC is to provide information and advice to the Regional Climate Protection Authority (RCPA) Board, staff and project consultants during the development and implementation of climate action programs.

CAAC members work with RCPA staff to develop and implement GHG reduction programs and measures in Sonoma County communities. This includes reviewing and considering materials, proposals, ideas, and concepts introduced to them by RCPA and jurisdiction staff. CAAC members also foster communication outside of the CAAC regarding progress and outcomes of RCPA initiatives – particularly as they relate to a member’s jurisdiction or sector.

Two representatives are chosen by each RCPA Board member from their respective jurisdictions. The CAAC does not take official votes or make direct recommendations to any hearing body and consists of stakeholders selected by the RCPA Board of Directors, to represent a diversity of viewpoints and areas of technical expertise.

Sectors sought for representation in the Advisory Group include:

- Renewable Energy
- Agriculture
- Viticulture
- Business
- Community Non-profits
- Environmental
- Transportation
- Social Justice
- Environmental Justice
- Real estate
- Health
- Economic Development
- Education
- Open Space
- Waste
- Water
- Building Efficiency

The CAAC meets quarterly on the 2nd Friday in January, April, July, and October.

DISCUSSION:

City Staff initiated the public application process for the vacancy. Opening was noticed in the Sonoma West Times and News; City web site; Facebook and City email distribution list. The noticed was extended to July 21, 2020. As of the deadline the City received one application for consideration. An Interview has been scheduled for Tuesday, August 4, 2020 at 5:30 pm (Virtual zoom meeting platform).

Applicant:

Zeno Swijtink

The Council will discuss and provide a Recommendation on Appointment to the City Council Liaison to SCTA/RCPA Councilmember Gurney.

PUBLIC COMMENT:

No public comments have been received as of the writing of this staff report.

PUBLIC NOTICE:

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

FISCAL IMPACT:

There is no direct fiscal impact associated with the recommended action tonight.

RECOMMENDATION: Staff recommends that the Mayor and Council Interview Applicant for Vacancy - 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.

Attachments:

Application

Regional Climate Protection Authority - Climate Action Advisory Committee Nomination Form

RCPA Board Member Name: Sarah Guerney

NOMINEE INFORMATION

Contact Name: Zeno Swijtink

Organization: Sebastopol Climate Action Group, Soil Subgroup

Address: [REDACTED] Ave, Sebastopol, CA

Postal Code: 95472

Email: [REDACTED]

Telephone #: 707-[REDACTED]

What is the main area or sector of interest concerning climate action? (Please check one)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Agriculture | <input type="checkbox"/> Environmental | <input type="checkbox"/> Social Justice |
| <input type="checkbox"/> Building/Construction | <input type="checkbox"/> Environmental Justice | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Business | <input type="checkbox"/> Health | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Community Non-profits | <input type="checkbox"/> Open Space | <input type="checkbox"/> Viticulture |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Real estate | <input type="checkbox"/> Waste |
| <input type="checkbox"/> Education | <input type="checkbox"/> Renewable Energy | <input type="checkbox"/> Water |
| | | <input type="checkbox"/> Other _____ |

Description of the organizations and individuals within the community with whom the nominee will communicate and disseminate information: Sebastopol Climate Action Subcommittee, Sebastopol Climate Action Group, CAFF (Community Alliance with Family Farmers), Slow Food Russian River, The Climate Center

General Public in West County

Time Commitment

Please check here to indicate that the nominee has read the CAAC charter and understands that membership on the CAAC will require participation in four quarterly meetings each year, and that these meetings will last approximately 2 hours each, with some time required for preparation and follow-up.

**APPLICATION FOR APPOINTMENT
TO CITY BOARDS/COMMITTEES/AND COMMISSIONS**

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.

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 shall be removed from office upon three affirmative votes of the City Council, based on one of the following grounds:

- At the pleasure of the City Council, without cause:
- If he/she is absent from three consecutive meetings, unless permission by a majority vote of the board, committee or commission had been granted as reflected in the official minutes of the body.
- Or by operation of the City Code if:
- If he/she is convicted of a crime of moral turpitude.
- If he/she ceases to be a qualified board, commission or committee member per the City of Sebastopol Municipal Code.

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

Assistant City Manager/City Clerk, MMC
Mary Gourley
7120 Bodega Avenue
P.O. Box 1776
Sebastopol, CA 95473
Mgourley@cityofsebastopol.org

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. 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.

Board, Commission, or Committee being applied for? SCTA/RCPA Clim. Act. Adv Com.

Name: Zeno Swijtink

Home Address, City, State and Zip Code:
[REDACTED], Sebastopol, CA 95472

Home Phone Number: (707) [REDACTED] _____

If appointed, do you want this number to be visible to the public?
 Yes No

Work Phone Number: na _____

If appointed, do you want this number to be visible to the public?
 Yes No

Facsimile Number: na _____

If appointed, do you want this number to be visible to the public?
 Yes No

E-Mail Address: [REDACTED] _____ 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? 20 y resident but still a EU Citizen _____

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

Yes No

If so, for how long? 6 mon h

Have you attended a meeting of this body? When?

No _____

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

Yes No

If so, when? _____

Present Employer: **Retired from SSU** _____

Job Title: **Professor** _____

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

Sebastopol Sebastopol Citizens Advisory Group on Energy Vulnerability 2006/2007

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

Coastwalk, Atascadero Green Valley Watershed Council (AGVWC), Russian River Watershed Council (RRWC), Sonoma County Conservation Council (SCCC), Sierra Club, Community Alliance with Family Farmers (CAFF), Slow Food Russian River (SFRR), Sebastopol Climate Action Group (SCAG)

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

AGVWC: Founder and President (2000-2014)
Representative of SCCC on RRWC (2003-2015)
SFRR: Board member (2010-2019)
SCAG: Core Group Member (2019-)

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

Interest include Active Transportation, Food Policy and Regenerative Agriculture

Skills include Research and Analysis, Strategy and Tactics, Outreach and Networking, IT

Talents include a balance between analytical and synthetic thinking

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

University of Amsterdam (BA 1970, Philosophy and Mathematical Economics)
University of Amsterdam (MA 1976, Philosophy and Mathematics)
Stanford University (PhD 1982, Philosophy and History of Science, Statistical Inference and Probability Theory)

Please list any special awards or recognition you have received:

Scholarship of the Polish Government (1976)
Scholarship from Stanford University (1977-1982)
Scholarship from the Max Planck Gesellschaft (1982-83)
Scholarship from the Alexander von Humboldt Foundation (1996-1997)

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:

Help shape transformations necessary or useful in drawdown and reduction of GHGs, esp, in transportation and agriculture

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 of organization/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?

From Sebastopol Council Member Sarah Glade Gurney

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?

I was a member of the Technical Advisory Committee of the Climate Protection Campaign (now Climate Center), I am a Fellow of LIFEE, the Leadership Institute for the Economy and the Environment, I taught classes on Philosophical Topics in Climate Change at SSU, I chaired the Sustainability Working Group at SSU.

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

My deep links with the town of Sebastopol, and West County in general
My county-wide connections with thought leaders
My special interests, skills and talents (see above)

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

Inspiring governments, staff and citizens to adopt a bold vision

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

Frequent feedback from community that is made publicly available; assessment how representative comments are of the general public

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

Understand basis of disagreement; find common ground where we disagree, shift attention to areas where we can work together.

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?

See whether my lack of support is based on insights, data or analysis not available to staff; keep a hand on the pulse of the community.

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

Applicant's Signature : Zeno Swijtink  Digitally signed by Zeno Swijtink
Date: 2020 07 28 15:05:13 07 00

Applicant's Name (PLEASE PRINT): Zeno Swijtink

Date: July 28, 2020