

**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

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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

**Attachment A:  
List of Climate Actions for the City of Sebastopol By  
Sebastopol Climate Action**

1. **All Electric Reach Code** - Building ordinance would require new residential construction to use only high-efficiency electric appliances. As new building types have been reviewed and analyzed by the California Energy Commission, the All Electric Reach Code would apply to them.
  - a. Estimated upfront savings of \$6,171 per home (or \$3,361 per multifamily units). Estimates from Santa Rosa city staff report 06/11/2019
  - b. Assuming 36 housing units are built over the next three years, 86 metric tons of carbon dioxide equivalents (CO<sub>2</sub>e) would be avoided which would be a reduction of 2.4 CO<sub>2</sub>e annually for a standard single-family home compared to a 2019 code compliant house.
  - c. Needs State approval for reach codes that go beyond Title 24 regulations. Sonoma Clean Power has a template for State approval documentation.
  - d. Berkeley first city in California to ban natural gas in new buildings
2. **Municipal Solar.** Solar assessment of additional sites.
  - a. Possible new sites include the public parking lots and the city corporate yard.
  - b. Examine the possibility of micro-grid power storage, such as the SRJC has done.
3. **Moratorium on New Fossil Fuel Infrastructure** - Applies to new gas stations
4. **Oversight of Procurement** - "Sustainable purchasing" for the City of Sebastopol.
5. **Data Gathering**
  - a. Annual Reporting of Consumption - Local Gas and Electricity Baseline Data
    - i. The city on an annual basis makes a request to PG&E for a breakdown of consumption based on residential, commercial and industrial sectors for gas and electricity for the 95472-zip code. This data is then posted on the City website. Public energy data request portal
  - b. Evaluation of existing municipal solar.
    - i. Evaluate the savings (KWh, GHG, \$) the city has achieved since installing solar arrays on most of the municipal buildings and water/sewage pumping stations. This could be done with possible assistance of SSU students.
  - c. Evaluation of existing building requirements for residential and commercial solar
    - i. Estimate the savings (KWh, GHG, \$) the solar building requirement has saved. This could be done with possible assistance of SSU students.
    - ii. Pass on lessons learned implementing it to other jurisdictions since all of California is now having to implement solar in new buildings.
6. **Education** - The city embarks on multiple public education initiatives. For example:
  - a. Travelling exhibit based on a 10' x 10' pop up shade structure, display table, graphics and interactive exhibit components that provides community education around action items that citizens can take to reduce GHG emissions, decrease household and business waste and increase resiliency.
  - b. Publicize on the city website and newsletter all available local resources for climate and zero waste actions. Examples include:
    - i. Launch before year end of Sonoma Clean Power's incentives for Heat Pump Water Heaters, Heat Pump Space Heaters and other energy saving devices.
    - ii. Sonoma Climate Challenge
    - iii. Zero Waste best practices for households
  - c. Provide handouts available at city hall for climate best practices.
  - d. Leverage community groups to put on climate education events and help tell the success stories.
    - i. Climate speaker series

- ii. Climate workshops for teachers
- 7. Begin the discussion to create climate committee or expand the scope of the Zero-Waste committee to encompass broader climate actions.**
- 8. Work to accelerate transportation electrification**
  - a. Team with RCPA/CCP (and others) to encourage EV (purchase/lease)
  - b. Address local EV infrastructure enhancements (See RCPA Shift Sonoma County Plan).
    - i. Make electric car charging stations more visible.
    - ii. Increase numbers of DC fast chargers
  - c. Organize EV Rides/shows (include E-bikes).
  - d. Sharing purchase/lease strategies for new buyers. Share info for buying/leasing used EVs.
- 9. Fund a grant writer to find money for climate initiatives, such as:**
  - a. Climate Action Coordinator contract position. This person would be responsible for measuring/monitoring/reporting on progress of any action items that are adopted. Civicspark/Climatecorp provides training to these new hires. For example, the City of Alameda hired a coordinator as intern via Civicsparks or ClimateCorp
  - b. Youth climate corp summer jobs.
  - c. Zero Waste initiatives.
  - d. Conducting free solar evaluations, developing/implementing communication/outreach tools/strategies.
  - e. Stipends for SSU/SRJC students to conduct studies/research/monitoring
  - f. Incentives for converting to electric in homes (fuel switching).
  - g. Energy and/or lighting retrofits in city-owned buildings
  - h. Solar+ battery storage capacity in critical city infrastructure for emergencies and PG&E planned power outages.

CITY OF SEBASTOPOL  
APPLICATION  
CLIMATE ACTION AD-HOC SUB-COMMITTEE

Brief description: The City of Sebastopol seeks applicants for the position of Climate Action Subcommittee member. We seek individuals with an inclusive vision for a resilient and carbon-free future for Sebastopol.

Applicants familiar with the climate crisis, equitable climate action, developing policy, creating public consensus, collective decision-making, community engagement, public education, or who have climate expertise are encouraged to apply.

Evaluation Criteria:

- Criteria 1: Demonstrates an understanding of the need for climate actions to be equitable and how to implement equitable climate action
- Criteria 2: Has a vision for a resilient and carbon-free future that is inclusive of all Sebastopol residents.
- Criteria 3: Has participated in developing policy, changing public consensus, influencing collective decision-making, or engaging the community
- Criteria 4: Understands potential policies the City could enact to address the climate crisis
- Criteria 5: Has experience working on at least one of the following:
  - Climate research, mitigation, drawdown, or adaptation
  - Climate education; climate action
  - Climate justice or environmental justice

APPLICATION FOR APPOINTMENT  
TO CITY OF SEBASTOPOL  
CLIMATE ACTION SUB-COMMITTEE

**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
- Zero Waste Sub-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.
- May be required to fulfill Ethics Training
- May be required to submit Form 700 (Statement of Economic Interest) per the Conflict of Interest 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. Please note your information will not be made public unless otherwise indicated. If appointed, you have a choice whether you wish to have your contact information made public.

Name: \_\_\_\_\_

Home Address, City, State and Zip Code:  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

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

Yes       No

Work Phone Number: \_\_\_\_\_

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

Yes      No

Facsimile Number: \_\_\_\_\_

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

Yes      No

E-Mail Address: \_\_\_\_\_

If appointed, do you want this address to be available 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? \_\_\_\_\_

**Board, Commission, or Committee being applied for?**

**Climate Action Ad Hoc Sub-Committee**

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 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?

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?

Applicant's Signature : \_\_\_\_\_

Applicant's Name (PLEASE PRINT): \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE ANSWER QUESTIONS BELOW AND SUBMIT 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?

**CLIMATE ACTION SUB-COMMITTEE SUPPLEMENTAL QUESTIONS**

What is your involvement with the climate crisis, including ways you have educated yourself and worked to model and promote climate action?

What is your understanding about the urgency of the climate crisis?

What is your experience in working on policy issues – mobilizing public support, changing public consensus, or influencing fellow commissioners, for example?

What is your understanding of the current obstacles to implementing action on Climate Change? How would you suggest overcoming those obstacles?

What should be the City's role in addressing climate mitigation, adaptation, drawdown, and environmental justice? Give examples of policies you think the City should enact to address the climate crisis.

What does a resilient, carbon-free Sebastopol look like in the future and how might we get there?

What do you expect to accomplish as a sub-committee member?

In your role as a climate subcommittee member, how will you ensure that actions to address the climate crisis in Sebastopol are equitable?

How do you feel the role of a sub-committee member relates to the community?