

City Council

Mayor Stephen Zollman
Vice Mayor Jill McLewis
Councilmember Phill Carter
Councilmember Neysa Hinton
Councilmember Sandra Maurer



Interim City Manager

Mary Gourley
mgourley@Cityofsebastopol.gov

City of Sebastopol

CITY COUNCIL MEETING AGENDA
Regular Meeting of Tuesday, DECEMBER 2, 2025
6:00 pm Start Time

Meeting to be held in Person and Virtual /Remote Participation

In Person Location: 425 Morris Street, Sebastopol, CA 95472

City Council is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting - December 2, 2025

Time: Dec 2, 2025 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89939058307>

Meeting ID: 899 3905 8307

Passcode: 420888

One tap mobile

+16699006833,,89939058307#,,,,*420888# US (San Jose)

+16694449171,,89939058307#,,,,*420888# US

Dial by your location

• +1 669 900 6833 US (San Jose)

• +1 669 444 9171 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

Meeting ID: 899 3905 8307

Passcode: 420888

<https://vimeo.com/event/5018300>

Find your local number: <https://us02web.zoom.us/j/89939058307>

COUNCIL PROTOCOLS FOR MEETING:

This in person and virtual/remote meeting is compliant with the Governor's Executive Order allowing for a deviation of teleconference rules required by the Brown Act. Traditional Brown Act and AB 2449 requirements can be utilized for all City Council meetings as long as required notice and posting is conducted per the Brown Act.

Please Note the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting. "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

PUBLIC COMMENT

Due to the length of recent City Council Meetings, it is strongly encouraged that written comments be submitted to the City Council by sending them by email to: citycouncil@cityofsebastopol.gov with either General Public Comment Written in the Subject Line or the Specific Agenda Item Number or Title Written in the Subject Line. Emails are distributed to the City Council as well as posted to the City Council meeting as public comment. Public Comment questions may be directed to City staff for a response at a later time.

CALL TO ORDER

ROLL CALL

SALUTE TO THE FLAG

REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED): To consider and take action on any request from a Council Member to participate in a meeting remotely due to Just Cause or Emergency Circumstances pursuant to AB 2449 (Government Code Section 549539(f)). Assembly Bill 2302 (2024) ("AB 2302") revises rules for when members of local legislative bodies may participate in meetings remotely. Specifically, it amends the number of meetings that may be attended remotely for just cause and under emergency circumstances and clarifies the definition of the term "meeting," for purposes of remote attendance. AB 2302 caps the number of remote meetings a member can attend each year based on the frequency of a legislative body's meetings: Five meetings per year for those meeting twice a month.

LAND ACKNOWLEDGEMENT: The City of Sebastopol acknowledges that we live and work within the unceded ancestral homelands of the Southern Pomo and the Coast Miwok people. We pay our respect to the past, present, and future generations of these peoples, including the Federated Indians of Graton Rancheria.

PROCLAMATIONS/PRESENTATIONS/INTRODUCTIONS: NONE

STATEMENTS OF CONFLICTS OF INTEREST: Conflicts of interest may arise in situations where a public official deliberating towards a decision, has an actual or potential financial interest in the matter before the Council. In accordance with state law, an actual conflict of interest is one that would be to the private financial benefit of a public official, a relative or a business with which the Councilmember is associated. A potential conflict of interest is one that could be to the private financial benefit of a Councilmember, a relative or a business with which the Councilmember is associated. A Councilmember must publicly announce potential and actual conflicts of interest, and, in the case of actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue and must remove themselves from the dais.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (FIRST COMMENT PERIOD): *Up to Twenty (20) Minute Time Limit (Two Minutes for up to ten speakers). Additional public comment will be held at the end of the discussion and action items for up to an additional twenty (20) minutes. Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers.*

Process for calling on Speakers: Mayor or designee shall ask for public comment as follows: Speakers to be called on in an alternate manner (One speaker in person to be called on first; then one speaker remote to be called on second with additional speakers to be called on in the same manner) based upon the time limit.

CONSENT CALENDAR: The consent agenda consists of items that are routine in nature and do not require additional discussion by the City Council or have been reviewed by the City Council previously. These items may be approved by one motion without discussion unless a member of the City Council requests that the item be taken off the consent calendar.

The Mayor will read aloud the title of each consent item (either full agenda title or a simplified version of the agenda title), and ask if a Councilmember wishes to remove one or more items from the consent calendar; and then open public comment to the members of the public in attendance. At this time, a member of the public may speak for up to two (2) minutes on the entire consent calendar and request at that time that an item or items removed for discussion.

If an item or items are removed from the consent calendar, the item shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor. Council Members may comment on Consent Calendar items or ask for minor clarifications without the need for pulling the item for separate consideration. Items requiring deliberation should be pulled for separate consideration and shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor.

- 1. Approval of City Council Special Meeting Minutes - Closed Session - of November 17, 2025**
Responsible Department: Interim City Manager
Fiscal Impact: Staff time required to prepare the minutes is covered within existing budgeted salaries. No additional financial impact is anticipated with approval of this item.
- 2. Approval of City Council Regular Meeting Minutes of November 18, 2025**
Responsible Department: Interim City Manager
Fiscal Impact: Staff time required to prepare the minutes is covered within existing budgeted salaries. No additional financial impact is anticipated with approval of this item.
- 3. Receipt of Incoming Mayor's Request for Committee Assignments Submittals from Councilmembers for City Council Committee Assignments and Liaisons. Recommendation and Appointments will be made at the January 6, 2026 City Council Meeting. (Requests to be Submitted to Mayor No Later Than December 20th 2025) (Responsible Department: City Administration/Mayor)**

Responsible Department: Interim City Manager

Fiscal Impact: Staff time required to prepare the agenda report and is covered within existing budgeted salaries. No additional financial impact is anticipated with approval of this item.

4. Adopt a Budget Amendment Resolution, authorize the Interim City Manager to approve increasing the purchase order to Miksis to \$58,309 and Accept improvement and authorize staff to file a Notice of Completion for the Calder Creek Storm Drain Repairs Project. Notice of Completion is a routine item. Budget Amendment for increase of \$10,250 is due to additional work required. Budget amendment was presented to BC at meeting of 11/17/25

Responsible Department: Public Works/City Engineer

Fiscal Impact: Staff time required to prepare the agenda report and is covered within existing budgeted salaries. Budget Amendment for increase of \$10,250 is due to additional work required. Budget amendment was presented to BC at meeting of 11/17/25

5. Approval of Grant of Easement Deed to PG&E for the Village Park Conversion Program and Authorizing the Mayor to sign the Grant Deed on behalf of the City Council. Grant of Easement is required by PG&E before they perform utility upgrade work at Village Park.

Responsible Department: Public Works/City Engineer

Fiscal Impact: Staff time required to prepare the agenda report and is covered within existing budgeted salaries. No additional fiscal impact but may have future savings since PG&E will be responsible for maintaining onsite utility lines.

6. Revised Employee Travel and Reimbursement Policy

Responsible Department: Administrative Services Director

Fiscal Impact: Staff time required to prepare the agenda report and is covered within existing budgeted salaries. No additional fiscal impact. The proposed updates are not expected to increase overall travel expenditures but will improve clarity, compliance, and administrative efficiency and aligning with current standards for reimbursements.

7. Receipt of Preliminary List of CIP Projects developed in the ongoing Water Master Plan Update. This provides Council an early review of the list of projects prior to the Final Draft Water Master Plan to be presented to Council at a future meeting in January/February 2026.

Responsible Department: Public Works/City Engineer

Fiscal Impact: Staff time required to prepare the agenda report and is covered within existing budgeted salaries. No additional fiscal impact. This is a draft list of CIP projects. The final projects would be approved by Council during CIP budget hearing. This item as presented to BC at meeting of 11/17/25.

8. Extension of Contract with 4LEAF for Planning Department Consulting Services.

Responsible Department: Interim City Manager

Fiscal Impact: Staff time required to prepare the agenda report is covered within existing budgeted salaries; no financial impact to the General Fund as contract costs will be covered with salary savings from vacant positions. Recruitment has been underway for positions; but it is not anticipated that the positions will be filled by end of current contract.

INFORMATIONAL ITEMS/PRESENTATIONS: *Informational Items or Presentations are items that are informational only and do not require action by the City Council. Presentations shall be scheduled as necessary for the promotion of an event or service or general information items to the Council and should be limited to ten (10) minutes total in length of item (total length includes questions of Council to presenter and public comment).*

PUBLIC HEARING(s):

9. Public hearing for the proposed adoption by reference of portions of the 2025 Building Code with Local Amendments and Administrative Changes. The Building Department recommend that the Council: 1)

introduce an ordinance adopting by reference the 2025 edition of the California Building Code as adopted and amended by the State of California, repeal existing sections not applicable to new codes and modify Chapters 15.04-15.08 of the City of Sebastopol City Municipal Code to reflect the new model code; and 2) adopt a resolution setting a public hearing on December 2, 2025 for adoption of the ordinance.

Responsible Department: Building Official

Fiscal Impact: Staff time required to prepare the agenda report is covered within existing budgeted salaries; as well as costs for the Code are budgeted within the current building department budget

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION):

10. Resolution of Intent re: EIFD. The purpose of this item is to submit to the City Council a report out from the EIFD Ad Hoc Committee to the City Council. The action for consideration tonight is as follows:

- a) Receive an updated report from Kosmont on EIFD Feasibility Analysis Findings
- b) City Council consideration of a Resolution of Intention to form the Sebastopol EIFD; or
- c) Other direction as Council deems appropriate

Responsible Department: Planning/Consultant: Kosmont

Fiscal Impact: Staff time required to prepare the agenda report is covered within existing budgeted salaries; Consultant work for the EIFD feasibility evaluation is being funded by the \$50,000 County allocation procured by Supervisor Hopkins, and an additional allocation of \$15,000 split evenly between the City and the County. If an EIFD is ultimately established, there would be no decrease in the amount of property tax revenue the General Fund receives; however, a portion of future City property tax increment from within the approved EIFD boundary would be restricted to fund targeted infrastructure investments in the City to catalyze economic development and provide public benefit. Further information regarding fiscal impacts is required to be analyzed as part of the preparation of the ultimate Infrastructure Financing Plan, which would be presented to the City Council, County Board of Supervisors, and EIFD Public financing Authority in future meetings for approval, prior to any binding actions for EIFD formation.

COUNCILMEMBER(S) REQUESTS FOR FUTURE CITY COUNCIL AGENDA ITEMS

CITY COUNCIL/CITY STAFF REPORTS/COMMUNICATIONS/ANNOUNCEMENTS/FUTURE MEETINGS:

- 11. City Manager and/or City Clerk Reports: (This will be either verbal reports at the meeting, or written reports provided at or prior to the meeting)
- 12. City Council Reports/Committee/Sub-Committee Meeting Reports: (Reports by Mayor/City Councilmembers Regarding Various Agency Meetings/Committee Meetings/Sub-Committee Meeting /Conferences Attended and Possible Direction to its Representatives (If Needed) on Pending issues before such Boards. ((This will be either verbal reports at the meeting, or written reports provided at or prior to the meeting)
- 13. Council Communications Received (Information/Meetings/Correspondence Received from the General Public to Councilmembers)

CITY COUNCIL REORGANIZATION/ELECTION OF MAYOR AND VICE MAYOR/MAYOR PRO TEMPORE

Each year the City Council conducts a reorganization by selecting from among its members a Mayor and Mayor Pro Tempore (Vice Mayor) to serve for the upcoming year. The Mayor presides at City Council meetings and serves as the official head of the City for ceremonial purposes. The Mayor Pro Tempore (Vice Mayor) performs the duties of the Mayor during the Mayor's absence or disability. This reorganization usually takes place at the first regular meeting in December or upon certification of the Election if it is an election year.

Rotation of Vice Mayor/Years on Council: *Vice Mayor shall assume the role of Mayor and the most *senior member of the Council who has not served as Vice Mayor would become Vice Mayor. Councilmembers would be rotated through as Mayor and Vice Mayor, with their position in the rotation determined by their consecutive years on the Council, and councilmembers with equal years of service placed in the rotation based on *total vote count received in the election. Under this rotation system, the Vice Mayor would automatically be advanced to Mayor.*

Per this protocol; Vice Mayor McLewis would become Mayor and Councilmember Maurer would become Vice Mayor.

- Presentation of Plaque to Outgoing Mayor
- Message from Outgoing Mayor (Mayor Zollman)
- Message from Incoming Mayor (Former Vice Mayor McLewis)
- Cake and Coffee for Outgoing Mayor

CLOSED SESSION: NONE

ADJOURNMENT OF CITY COUNCIL MEETING

December 2, 2025 City Council Regular Meeting will be adjourned to the next Regular City Council Meeting of Tuesday, December 16, 2025 at **6:00 pm**, Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA.

American Disability Act Accommodations/Accessibility: A request can be made orally or in writing, and submitted to the ADA Coordinator by email: building@cityofsebastopol.org or to the City Clerk's Office so as to avoid delay in reviewing and processing the request. Requests can be made by contacting the ADA Coordinator's Office at (707) 823-8597, via email at building@cityofsebastopol.org or by mailing such a request to the ADA Coordinator's Office located at 7425 Bodega Avenue, Sebastopol, CA. Note that if you contact the ADA Coordinators Office, via mail, you need to make the request early enough that a response can be timely provided.

NOTICE: All Resolutions and Ordinances introduced and/or adopted under this agenda are waived of all reading of entire resolution(s) and ordinance(s). The City of Sebastopol is a general law city formed under the laws of the State of California. With respect to adoption of ordinances and resolutions, the City adheres to the requirements set forth in the Government Code. Unless otherwise required, the full reading of the text of standard ordinances and resolutions is waived.

SB 751 Legislative bodies of local agencies must publicly report: (1) any action taken and (2) the vote or abstention on each action taken by each member present for the action at a meeting.

If you have any questions regarding this meeting, please contact the City at Email: info@cityofsebastopol.org or citycouncil@cityofsebastopol.org or please call: 707-823-1153. The public is advised that pursuant to Government Code section 54957.5 all writings submitted to the City Council are public records and will be made available for review at City Hall during normal business hours. The Sebastopol City Council welcomes you in person or remotely to its meetings that are generally scheduled for the 1st and 3rd Tuesday of every month. Your interest and participation are encouraged and appreciated.

Government Code Section 54953.

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b)

(1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

There are times that the City Council open meetings may not be live streamed due to technical issues; if that is the case, the meeting will be video-taped and uploaded as soon as possible to the City Web Site. In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

COUNCIL PROTOCOLS FOR MEETING RESTATED:

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Please Note the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting.

Prior to removing an individual, the presiding member or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The presiding member or their designee may then remove the individual if they do not promptly cease their disruptive behavior. This paragraph does not apply to any behavior described in subparagraph (B) of paragraph (1) of subdivision (b).

(b) As used in this section:

(1) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

(A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.

(B) Engaging in behavior that constitutes use of force or a true threat of force.

(2) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

How can I provide Public Comment on Zoom?

The Mayor will request public comment during the Public Comment period on the agenda and during each Public Hearing and Regular Calendar Item. Once the Mayor has announced the public comment period, please do one of the following.

USING A COMPUTER OR SMART PHONE:

- Click on the “Raise Hand” feature in the webinar controls. This will notify City staff that you have raised your hand and you would like to speak.*
- City staff will unmute your microphone when it is your turn to provide public comment.*
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have two minutes to provide public comment.*
- Once your public comment has ended, you will be muted again.*

USING A REGULAR PHONE:

- Dial *9 (star 9), this will notify City staff that you have “raised your hand” for public comment.*
- City staff will unmute your microphone when it is your turn to provide public comment. *6 (star 6) is used to mute/unmute.*

- You will hear “you are unmuted” and then you will have two minutes to provide public comment.*
- Once your public comment has ended, you will be muted again*