

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



Acting City Manager
**Assistant City Manager/
City Clerk, MMC**
Mary Gourley
mgourley@cityofsebastopol.gov

City of Sebastopol

CITY COUNCIL MEETING AGENDA
Meeting of Tuesday, June 17, 2025

Meeting Start Time: 6:00 pm

Meeting to be held in Person and Virtual /Remote Participation

In Person: 425 Morris Street, Sebastopol, CA 95472

Zoom Link Below: Zoom Link can be used for providing public comment/ Vimeo) is utilized for viewing only of meeting

City Council is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting - June 17, 2025

Time: Jun 17, 2025 06:00 PM Pacific Time (US and Canada)

Vimeo Link: <https://vimeo.com/event/4788704>

Join Zoom Meeting

<https://us02web.zoom.us/j/82309599369>

Meeting ID: 823 0959 9369

Passcode: 161428

One tap mobile

+16699006833,,82309599369#,,,,*161428# US (San Jose)

+16694449171,,82309599369#,,,,*161428# US

Dial by your location

• +1 669 900 6833 US (San Jose)

• +1 669 444 9171 US

• +1 719 359 4580 US

Meeting ID: 823 0959 9369

Passcode: 161428

Find your local number: <https://us02web.zoom.us/j/82309599369>

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.

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 Meeting Minutes- Regular Meeting of June 3, 2025**
Responsible Department: Acting City Manager
Fiscal Impact: There is no fiscal impact with approval of this item.
2. **Approval of Agreement with The Sonoma County Community Development Commission (CDC) for the administration of Sebastopol's Mobile Home Rent Stabilization Program. This agreement is due to expire on June 30, 2025. This collaboration includes providing arbitration services for mobile home space rent disputes regarding the administration of City's rent stabilization program. The one-year extension will give both the City of Sebastopol and the CDC time to review the contract terms and bring it back to the Board of Supervisors and the City Council for a longer term.**
Responsible Department: City Attorney
Fiscal Impact: There is no fiscal impact with approval of this item.

3. Approval of Waiving of Second Reading; Adoption of Ordinance of Office of State Fire Marshal Fire Hazard Severity Map
Responsible Department: City Attorney
Fiscal Impact: There is no fiscal impact with approval of this item.
4. Receipt of Informational Item; Update from the June 3, 2025 CIRA Presentation; It should be noted that specific information on any claims related specifically to Sebastopol is confidential and cannot be released.
Requestor: Mayor Zollman
Responsible Department: Acting City Manager
Fiscal Impact: There is no fiscal impact with receipt of the presentation. Of Note: CIRA premiums are included annually in the City's adopted budget. A significant increase in claims could result in future premium increases that may impact the General Fund.
5. Approval of Letter of Support for the Safe Streets and Roads for All (SS4A) FY 2025 Supplemental Planning and/or Demonstration grant application and Authorizing the Acting City Manager to sign Letter.
Responsible Department: City Engineer/Public Works
Fiscal Impact: If awarded, local match of approximately \$20k will be due in FY 26-27. Funding to be allocated from the General Fund.
6. Adoption of Resolution approving SB-1 (Senate Bill 1) List of Streets. Pursuant to the requirements of SB 1, the Road Repair and Accountability Act of 2017, the City must adopt a resolution approving a list of projects proposed to be eligible for receiving fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1. The projected revenue in Fiscal Year 2025-26 RMRA funding from SB 1 that the City would be eligible to receive is \$218,537.
Projects Include:
(Responsible Department: City Engineer/Public Works)
Fiscal Impact: There is no fiscal impact with approval of this item.
7. Approval of Letter of Intent and authorize the City Manager to sign the letter to the Sonoma County Agriculture and Open Space District ("District") for the AmeriCorps Trail Extension Project. The Sonoma County Ag and Open Space District is requesting that the City Execute a Letter of Intent that details the framework and acceptance of the Conservation Easement. The Letter of Intent is a non-binding agreement, meaning that it does not bind the parties to the terms in the Letter, but is intended to be a guidance for drafting the future Conservation Easement Agreement.
Responsible Department: City Engineer/Public Works
Fiscal Impact: There is no fiscal impact for approving the Letter of Intent.
8. Approval of Ratification of Side Letter for Sebastopol Police Officer Association (SPOA); Side Letter is for approval to switch to a full Kelly Schedule. A Kelly schedule is a rotating shift pattern that typically uses a combination of on-duty and off-duty days, along with a "Kelly day" — a regularly scheduled day off — to keep hours worked within limits over a given work period. This arrangement is due to a significant shortage in staffing and will continue unless by mutual agreement, at a minimum until the beginning of the first pay period in 2026. It helps avoid paying overtime after the FLSA threshold (e.g., 171 hours in a 28-day cycle for law enforcement). **This item will not be heard at this meeting and will be continued at future council meeting.**
(Responsible Department: Human Resources Consultant/Administrative Services/Police)
Fiscal Impact: For June, were the schedule to be in place, estimated overtime savings are \$18,800 (241 overtime hours). This translates to a 6 month savings of approximately \$113,00.

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).*

9. Informational Presentation on Status of Emergency Operations Plan; Emergency Operations Center (EOC) Assessment

Requestor: Mayor Zollman

Responsible Department: Police

Fiscal Impact: There is no fiscal impact with receipt of the presentation. However, funding has been proposed in the FY 25 26 budget in the amount of \$150,000 for an emergency generator and \$40,000 for Assessment and Equipment for the Emergency Operations Center.

10. Informational Presentation on Fire Hazard Severity Map. The California Department of Forestry and Fire Protection (CalFire) recently published Fire Hazard Severity Zone (FHSZ) maps designating certain areas as falling within the Moderate, High, and Very High Fire Hazard Severity Zones. Small portions of the City are designated as within the Moderate Fire Hazard Severity Zone

Requestor: Councilmember Maurer

Responsible Department: Fire

Fiscal Impact: There is no fiscal impact with receipt of the presentation.

PUBLIC HEARING(S):

11. Resolution Declaring Weeds a Public Nuisance

Responsible Department: Fire

Fiscal Impact: There is no fiscal impact with approval of this item; however, if the property owner fails to abate their lots, a contractor hired by the Fire Department will abate the lots and the property owner will be billed for the cost of abatement plus administrative costs.

12. Public Hearing – Continued - City Budget (May Need Resolution Authorizing Continuation of Current Fiscal Year Budget Into New Fiscal Year if FY 25 26 Budget is not adopted at this meeting). Item includes related actions to establish City’s Appropriation Limit and Expenditure Plan for Certain Law Enforcement Funding.

Responsible Department: Administrative Services Department

Fiscal Impact: The impact of the Proposed Budget is discussed in the budget message at the beginning of the budget document.

13. Public Hearing - Continued: Capital Improvement Plan for Fiscal Year 2025-26 and note changes to the CIP, if any, and adopt Resolution.

(Responsible Department: Public Works/Engineering)

Fiscal Impact: The proposed expenditures for the FY 2025-26 Capital Improvement Projects totals \$10,130,200 in total for special funds (see Global Summary Report in the Draft CIP Budget document

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

14. Sebastopol Library Staffing and Facilities Ad Hoc Committee Report Out. The item tonight is to receive the Report from the Ad Hoc Committee and discuss the recommended actions in the report. Recommendations:

- Receipt of Report from current Ad Hoc Committee
- Dissolution of Current Ad Hoc Committee
- Creation of New Ad Hoc Committee Named: Ad Hoc Committee for Building the Commons (Period of Committee: July 1, 2025 through June 30, 2026)
- Approval of Scope of Work of Committee

Requestor: Mayor Zollman; Council Liaison to Library

Fiscal Impact: There is no fiscal impact with receipt and approval of this item; however staff time will be required.

15. Adoption of a Budget Amendment Resolution for the Fire-Related Building Improvements Project at the Community Center (CIP#0713-24.09) and approval of Contract Change Order #1 (CO1) in the amount of \$12,153 for additional work. This Budget Amendment is needed to increase the project budget from \$70,000 to \$75,000 due to CO1 for additional drywall work at the community center. The original work installed drywall called densglass for fire resistance in the main hall. The community center then reinstalled fabric over the walls to make them look better. The fire department did a walk through at the completion of the original work and noted that the fabric is a fire risk and should be remove. For the walls to be painted they would need a skim coat to make them smoother and give the paint a suitable surface to adhere to. They would also install a trim piece to cover the transition between the drywall and the wood paneling on the upper part of the wall. The painting is not included in this work.

Responsible Department: City Engineer/Public Works

Fiscal Impact: \$5,000 additional appropriation from flood mitigation Fund 127.

16. Approve and Adoption Resolution for Police Support Services Manager:

- a. Approve a Resolution authorizing the City Manager to Retitle and Revise Police Records and Support Services Manager to Police Support Services Manager and make future non-substantive changes to related documents, and
- b. Approve an increase to the associated pay range between 6.94% and 11.16% commensurate with the market data and the increase in duties. Consultant recommends 8%, which represents the increase in scope, effect, and contacts required for the revised position (pay range: \$7,292 to \$8,863).

(Responsible Department: Human Resources Consultant/Administrative Services)

Fiscal Impact: The FY 25-26 total Fiscal impact for this item is based on the Council selected pay range and is reflected at each range below and includes the FY 25-26 budget increased insurance premiums of:

8.92% for Workers' Compensation and

7.87% for General liability, and

are shown below, by option, as follows:

Market Median (no Sheriff) 6.94% \$9,892

Factor Analysis Result 8% \$11,395

SPOA Recommendation 10% \$14,235

Mkt Median with Sheriff 11.16% \$15,905

17. Adopt a Resolution, Amending the Compensation and Benefits Resolution for the Unrepresented Employees/Adopt a Resolution amending Resolution 6457-2022 for the Unrepresented Employees

- 3% COLA upon adoption for three positions effective July 1, 2025
- 2% COLA effective January 1, 2026 for same positions.

(Responsible Department: Human Resources Consultant/Acting City Manager)

Fiscal Impact: There is no fiscal impact associated with approving the proposed pay schedule. The salary increase of \$21,890 has already been incorporated into the FY 2025–26 proposed budget. Additionally, the projected future increases in insurance premiums, including an 8.92% increase in Workers’ Compensation premiums (approximately \$2,556) and a 7.87% increase in General Liability premiums (approximately \$1,120).

18. Amendment to City Pay Rates and Ranges: Compensation and Benefits Resolution for the Unrepresented Employees 3% COLA upon adoption for three positions effective July 1, 2025

- 2% COLA effective January 1, 2026 for same positions.

(Responsible Department: Human Resources Consultant/Acting City Manager)

Fiscal Impact: There is no fiscal impact for approving a Public Pay Schedule. The cost of the increases and related insurance premiums has been presented in Item 18 of this agenda and built into the proposed FY 25 26 Budget

19. Discussion of Amendments to City Council Protocols – Agenda Review Committee Protocol (Authority to Cancel City Council Meetings)

Requestor: Councilmember Hinton

Fiscal Impact: There is no fiscal impact with approval of this item.

ADDITIONAL PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: Two minutes per speaker for up to twenty (20) minutes total for public comments but can be reduced at Mayor’s discretion depending upon the number of speakers or 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.

COUNCILMEMBER(S) REQUESTS FOR FUTURE CITY COUNCIL AGENDA ITEMS

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

20. 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)

- a. Departmental Reports

21. 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)

- a. Council Liaison Elderberry Commons Update/Report Out
- b. Ad Hoc Fire Committee Report Out

22. Council Communications Received (Information/Meetings/Correspondence Received from the General Public to Councilmembers)

CLOSED SESSION: NONE

ADJOURNMENT OF CITY COUNCIL MEETING

June 17, 2025 City Council Regular Meeting will be adjourned to the next Regular City Council Meeting of Tuesday, July 1, 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:

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.

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*

