

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, July 1, 2025

Meeting Start Time: 6:00 pm

TELECONFERENCING

In accordance with the Government Code, 54953(b)(3) Councilmember Carter will be participating through both audio and visual technology for this meeting from a remote location.

The following conference location will be open and accessible to the public during this meeting:

11443 Marine View Dr SW, Seattle WA, 98146

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

Topic: City Council Meeting - July 1, 2025

Time: Jul 1, 2025 06:00 PM Pacific Time (US and Canada)

Vimeo Link: <https://vimeo.com/event/5018201>

Join Zoom Meeting

<https://us02web.zoom.us/j/83441975876>

Meeting ID: 834 4197 5876

Passcode: 547865

One tap mobile

+16694449171,,83441975876#,,, *547865# US

+16699006833,,83441975876#,,, *547865# US (San Jose)

Dial by your location

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 360 209 5623 US

Meeting ID: 834 4197 5876

Passcode: 547865

Find your local number: <https://us02web.zoom.us/j/kcZR91aQl6>

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:

- Certificates of Recognition and Pins to Sebastopol Fire Volunteers Upon the Merger from Sebastopol Volunteer Fire Department to Gold Ridge Fire District

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 – Special Meeting/Closed Session Meeting of June 16, 2025

Responsible Department: Acting City Manager

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

2. Approval of City Council Meeting Minutes – Regular Meeting of June 17, 2025

Responsible Department: Acting City Manager

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

3. Adopt a Resolution Revising the City's Publicly Available Pay Schedule, Effective July 1, 2025

(Responsible Department: Human Resources Consultant/Administrative Services)

Fiscal Impact: There is no fiscal impact with adding the position to the salary schedule

4. Approval of Ratification of Side Letter for Sebastopol Police Officer Association (SPOA); Side Letter is for a change in the Patrol Schedule for Police Officers and Sergeants. The schedule includes a changed pattern of 12-hour rotating shift assignments and days off to allow for greater assigned shift coverage and fewer "open" or unassigned shifts. "Open" or unassigned shifts occur when there are more required shifts needed and schedule across the week than there are officers to cover them. "Open" shifts result in overtime. Reducing open shifts reduces overtime. This arrangement is due to a significant shortage in staffing and will continue, temporarily and unless by mutual agreement until the beginning of the first pay period in 2026. At that time, the department's staffing, overtime costs, and coverage will be analyzed in relations to overtime and the FLSA threshold (e.g., 171 hours in a 28-day cycle for law enforcement).

(Responsible Department: Human Resources Consultant/Administrative Services/Police)

Fiscal Impact: If the Council approves the side letter for the pilot Police Staffing Program included on the July 1st agenda, the Police Department anticipates a reduction in overtime expenditures. The currently proposed overtime budget for FY 2025–26 is \$150,000, which includes:

- *\$67,000 for guaranteed overtime*
- *\$43,000 for coverage of open shifts*
- *\$30,000 for the dispatcher's unit*
- *\$10,000 for emergency contingencies*

As a comparison to the current fiscal year 24-25, the estimated actual overtime expenditures have reached approximately \$275,000. The pilot program is expected to improve operational efficiency and reduce reliance on overtime compared to current spending levels. This adjustment reflects the department's commitment to fiscal responsibility while maintaining public safety and reducing dependence on overtime.

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). **NONE***

PUBLIC HEARING(s):

5. Public Hearing – Continued - City Budget: Approval of related actions:

Associated Items Include:

- I. Adoption of the following Resolutions:

- a. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL ADOPTING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2025–2026
- b. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025–2026 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION (THE GANN LIMIT)
- c. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING THE USE OF SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF) / CITIZENS’ OPTION FOR PUBLIC SAFETY (COPS) GRANT FUNDS FOR FISCAL YEAR 2025–2026

II. Approval for Acting City Manager to execute annual contracts listed below as approved in the FY 25 26 City Budget.

- a) Outreach Communications Coordinator Holly Hansen Public Media Relations
- b) Marin IT – IT Services
- c) Phillips Seabrook Associates – Building Official Consulting Services
- d) GHD – Engineering Services
- e) Stone Creek Environmental

III. Adoption of City Council Conferences/Trainings Use of Funds Policy: (Excerpt)

- Each Council member will receive an annual budget of \$3,500 to cover costs related to attending conferences, meetings, and training sessions. This budget will apply to travel within California and is designed to ensure that Council members can participate in essential events without financial barriers. If a Council member exceeds their allocated \$3,500 annual budget, adjusted annually based on the Consumer Price Index (CPI), they must either cover the excess expenses themselves or formally request additional funding from the City Council.
- A Council member may voluntarily transfer their unused funds to another member, subject to approval by the Council at a publicly noticed meeting. This allows for flexibility and mutual support among Council members.

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.

6. Public Hearing - Continued: Capital Improvement Plan for Fiscal Year 2025-26 and note changes to the CIP, if any, and adoption of 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):

7. 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 Committee Named: Committee for Building the Commons (Period of Committee: July 1, 2025 through June 30, 2026)
- Approval of Scope of Work of Committee
- Committee Composition and Appointment to be Returned to a future Council meeting for consideration of approval

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.

8. 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.

9. Consideration of Creation of Standing Committee for Water/Sewer Fund Oversight

Requestor: Councilmember Carter/Vice Mayor McLewis: Responsible Department(s): City Engineer/Public Works and Administrative Services

Fiscal Impact: There is no fiscal impact with creation of this item other than staff time to recruit for applicants and staff the oversight committee meetings.

10. Discussion and Consideration of Agreement with West County Community Services for Homeless Outreach Services within the City of Sebastopol. This item includes a presentation from West County Community Services (WCCS) on Scope of Work and Services Provided to the City of Sebastopol for homeless outreach.

Requestor: Agenda Review Committee/Responsible Department: Police

Fiscal Impact: \$40,000 recommended in proposed budget

11. Appointment of Interim City Manager. Item is to appoint the current Acting City Manager Mary Gourley to Interim City Manager for a period as follows: Until January 31, 2026, or until the City Council appoints a full-time City Manager, whichever is first.

Responsible Department: City Personnel Attorney

Fiscal Impact: There is No Fiscal Impact. Interim City Manager will not be taking any increase in City Salary or benefits and will retain current salary as Assistant City Manager/City Clerk

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:

12. 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)
13. 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))

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

CLOSED SESSION: NONE

ADJOURNMENT OF CITY COUNCIL MEETING

July 1, 2025 City Council Regular Meeting will be adjourned to the next Regular City Council Meeting of Tuesday, July 15, 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*