

## City Council

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



**City of Sebastopol**

## Agenda Item Number 1

Interim City Manager  
Assistant City Manager/City Clerk, MMC  
Mary Gourley  
[mgourley@cityofsebastopol.gov](mailto:mgourley@cityofsebastopol.gov)  
Administrative Services Director  
Ana Kwong  
[akwong@cityofsebastopol.gov](mailto:akwong@cityofsebastopol.gov)

## Budget Committee

Vice Mayor Sandra Maurer  
Councilmember Phill Carter

## Meeting of Monday December 15, 2025

### BUDGET COMMITTEE

### MINUTES FOR MEETING OF DECEMBER 15, 2025

#### Call to Order

#### Roll Call

Sandra Mauer- Vice Mayor  
Phil Carter- Councilmember  
Mary Gourley- Interim City Manager  
Ana Kwong- Admin Services Director  
Erik Billing- Public Works Operations Supervisor  
Toni Bertolero- Interim Engineer Manager

#### Public Comment: None

**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.

#### Agenda Items:

1. Approval of Budget Committee Meeting Action Minutes of November 17, 2025  
Responsible Department: Administrative Services
  - Meeting minutes approved unanimously.
2. List of Proposed Streets for the Digouts and Repairs Pavement Project  
Responsible Department: Public Works
  - Identified a couple of streets as a good candidate for repair:
    - Bodega Avenue in front of the restaurants at the top of the hill has a sinkhole, along with several other problem areas along Ragle Road. We are currently working with the City Engineer and other staff to assess additional roads and categorize them to determine whether they are suitable for full rehabilitation, repair, or slurry seal. Some roads, such as Strout and Live Oak, are in such poor condition that a full restoration will be the only viable solution.
  - Action Item: Receive information from public on what 10x10 digouts should be repaired.
3. Approve a minor scope change and amend the cooperative agreement with SCTCA for Go Sonoma grant funding related to the Bodega Ave. Bike Lanes and Phase 2 project.  
Responsible Department: Public Works

- Council awarded Bodega Ave bike lane & pavement phase two project to Team Ghilotti.
  - SCRCA approved a minor grant scope change to include pavement rehabilitation on Bodega Ave between Valley View Dr and Atascadero Creek Bridge. Only \$50,000 total budget increase, but grant pays for 85%.
4. Approve the purchase of a new backhoe, as falls within the approved budget  
Responsible Department: Public Works
- Council approved the purchase of a new John Deere backhoe at a net cost of \$153,000 after trade-in of two non-compliant units, staying within the approved budget despite a price increase reflected in the updated quote of \$166,152.
5. City Council Goals and Priority Facilitator  
Responsible Department: Interim City Manager
- Interim City Manager will send out a request to several facilitators to get potential cost of a facilitator this year. Last year City Manager set aside \$10,000, but based on budget savings this year, can potentially be done within budget. (informational item)
6. Intern Program for Spring semester  
Responsible Department: Administrative Services
- The two current interns will complete their terms by December 18, 2025. The Analy intern program coordinator is interested in continuing the program in January 2026. Depending on the number of interns recommended, each high school intern costs \$2,500. However, with two new admin techs onboarding, the city may not have the capacity to add interns in the spring.
  - The Department of Restorative Justice has also offered interns at no cost to the city. Additional details are needed to understand what this program entails.
7. Standing Topics – Verbal Report
- a. Budget Related Items – Mid-Year Budget Adjustment  
Responsible Department: Administrative Services
- Budget review from departments due December 30<sup>th</sup>, will have more info on mid budget by next meeting, January 12.
8. Future meeting schedules
- a. January 12, 2026 starting at 10AM  
Responsible Department: Administrative Services
- More budget committee meeting should be set up after the committee assignment.
9. Current Meeting Recap  
Responsible Department: Administrative Services
- Draft minute will be distributed for review via email.