

City Council

Mayor Jill McLewis

Vice Mayor Sandra Maurer

Councilmember Phill Carter

Councilmember Neysa Hinton

Councilmember Stephen Zollman



Budget Committee

Vice Mayor Sandra Maurer

Councilmember Phill Carter

City of Sebastopol

Agenda Item Number 1

Interim City Manager

Assistant City Manager/City Clerk, MMC

Mary Gourley

mgourley@cityofsebastopol.gov

Administrative Services Director

Ana Kwong

akwong@cityofsebastopol.gov

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 30th, 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.