

## 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  
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## Budget Committee

Vice Mayor Sandra Maurer  
Councilmember Phill Carter

**Joint Meeting of Monday April 6, 2026**

## BUDGET COMMITTEE & ENTERPRISE FUND OVERSIGHT COMMITTEE MINUTES FOR MEETING OF April 6, 2026

**Call to Order 10:35am**

### Roll Call

Sandra Maurer – Vice Mayor  
Phill Carter – Councilmember  
Greg Dabel – EFOC Member  
Kate Haug – EFOC Member  
Oliver Marks – EFOC Member  
Mary Meihaus – EFOC Member  
Mary Gourley – Interim City Manager  
Ana Kwong – Administrative Services Director  
Oriana Hart – Public Works Director  
Torran Korman – Administrative Technician  
Toni Bertolero – Public Works Engineer – attended via zoom  
Sean McDonagh- Police Chief – attended via zoom

**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.

**Public Comment – None**

### Agenda Items:

1. Approval of Budget Committee Meeting Action Minutes of March 30, 2026  
Responsible Department: Administrative Services  
The Committee requested revisions to the minutes to clarify that Option A was approved as a placeholder, pending recommendations from the Enterprise Fund Oversight Committee (EFOC) to the Budget Committee and ultimately the City Council. The Committee also requested a correction to a typographical error, changing the name “Mary Cohn” to “Mary Cone.” The requested changes were unanimously approved.
2. FY26-27 Proposed Enterprise Fund Operating Budget  
Responsible Department: Public Works
  - a. Water Fund (Operating & Capital)
  - b. Wastewater Fund (Operating & Capital)Public Works Director Oriana Hart presented the proposed Water and Wastewater operating budgets. Key discussion items included staffing levels charged directly to the enterprise funds (3.5 FTE for Water

and 3.1 FTE for Wastewater), banking fees, and cost allocation plan charges. Banking fees were described as costs associated with customers paying water and wastewater bills online by credit card; these costs are currently absorbed by the City and not passed on to utility customers. The Committee recommended that staff return with an analysis of the total cost of banking fees incurred citywide, not solely within the enterprise funds. Staff noted that this issue was previously reviewed by the City Council, which opted not to pass these costs on to users.

The Committee also requested additional detail regarding cost allocation charges, including a breakdown of departments charging indirect costs to the enterprise funds. It was noted that legal services are directly budgeted within the enterprise funds, with \$25,000 allocated to the Water Fund and a recommendation to add \$25,000 to the Wastewater Fund.

Questions were raised about projected decreases in water tower sales and utilities costs and staff explained these were based on current usage trends and potential over-projection in previous estimates. The Committee discussed the value and cost-effectiveness of water sales from the commercial tower to water haulers, raising concerns about potential conflicts with drought restrictions and environmental policies.

An additional comment was made by an EFOC member suggesting that Engineering should be direct-billed because it is a contract service. As has been stated in multiple City Council meetings, Sebastopol does not have an Engineering Department; instead, the City contracts for engineering services.

A comment was made for training on Propositions 218 and 26 to ensure a shared understanding of the City's obligations under these laws.

Public Works Director also discussed the Llano Trunk Line repayment plan, noting that the City of Santa Rosa received additional grant funding for future phases of the project. For the completed trunk line, the City of Sebastopol is required to reimburse the City of Santa Rosa, and staff recommended that the City accept a 10-year repayment plan. Staff noted that discussions with the City of Santa Rosa are ongoing regarding the possibility of a reduced interest rate.

No formal action was taken on the proposed enterprise fund budgets.

3. FY26-27 Preliminary Capital Improvement Plan Budget Review and Discussion

Responsible Department: Public Works

The Committee reviewed upcoming Capital Improvement Projects for the Water Fund, including the Water Master Plan, Well 4 replacement, tank condition assessments, and modernization of the core water tracking system. The discussion also included potential funding sources for these projects, such as grants and a revolving water fund, with recommendations to be provided by the feasibility and design consultant.

Public Works Director Oriana Hart also presented the proposed FY 2026–27 Capital Improvement Projects related to pedestrian safety, parks, paving, stormwater, and City-owned buildings. It was noted that the Sunset/Johnson Pedestrian Crossing Enhancements project (page 3) is proposed to be constructed using traffic impact fees rather than an HSIP grant, as currently stated. No formal action was taken.

4. Report out on Animal Control Contract  
Responsible Department: Police/City Administration  
The City received a proposal from Sonoma County Animal Control Services totaling \$33,000 for three months of service. Staff is recommended that the City will not move forward with the proposal and will continue to have the Sebastopol Police Department provide animal control services. The Committee indicated the item should return for further discussion in July. No formal action was taken.
5. Future meeting schedules:  
April 20, 2026 – 10:30AM  
Staff requested BIA to be on this meeting agenda  
May 11, 2026 – 10:30AM  
Responsible Department: Administrative Services
6. Current Meeting Recap  
Responsible Department: Administrative Services

### Adjournment

EFOC - 12:20 PM

Budget Committee - 12:45PM

American Disability Act Accommodations/Accessibility: A request can be made orally or in writing, and submitted to the ADA Coordinator by email: [building@cityofsebastopol.gov](mailto:building@cityofsebastopol.gov) 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.gov](mailto:building@cityofsebastopol.gov) 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.

### 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.

*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 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 Chair of this meeting will request public comment.

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