

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
City Manager
Mary Gourley
mgourley@cityofsebastopol.gov
Administrative Services Director
Ana Kwong
akwong@cityofsebastopol.gov

Budget Committee
Vice Mayor Sandra Maurer
Councilmember Phill Carter

Meeting of Monday May 4, 2026

BUDGET COMMITTEE MINUTES FOR MEETING OF May 4, 2026

Call to Order **10:35 am**
Roll Call

Budget Committee:
Sandra Maurer – Vice Mayor
Phill Carter – Councilmember

Staff:
Mary Gourley – Interim City Manager
Ana Kwong – Administrative Services Director

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

CONSENT: The consent agenda consists of items that are routine in nature and do not require additional discussion by the Committee or have been reviewed by the Committee previously.

1. Approval of joint Budget Committee & Enterprise Fund Oversight Committee meeting of April 6, 2026 - **Approved**
2. Approval of joint Budget Committee & Enterprise Fund Oversight Committee meeting of April 28, 2026 - **A correction was noted for a typographical error: wherever “hard top” appeared, it has been corrected to “hard stop”.**

INFORMATIONAL ITEMS/PRESENTATIONS: *Informational Items or Presentations are items that are informational only and do not require action by the Committee. **Presentations should be limited to ten (10) minutes total in length of item (total length includes questions of Committee to presenter).***

3. Q3 – JANUARY – MARCH 2026 FINANCIAL UPDATE – GENERAL FUND & ENTERPRISE FUND

Staff presented a Q3 financial status update for the General Fund and Enterprise Funds through March 2026. General Fund revenues were at 58.8% of the adjusted budget and expenditures were at 65.8%, slightly below the 75% benchmark due primarily to timing. Several Measure U projects, including pavement repairs and the fuel station, will not be fully completed this fiscal year, with approximately \$290,000 of the \$800,000 allocated expected to be completed. Overall, the City’s financial position was reported as good, with anticipated savings carrying forward into next fiscal year’s fund balance.

Councilmember Carter asked about building permit fee revenues, which were shown at under 50% in Q3. Staff indicated that, based on updated information from Building Official Steve Brown, the City is still projected to meet the budgeted amount. The report was received and will be presented to the City Council on May 5, 2026.

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION)

4. BUSINESS IMPROVEMENT DISTRICT (BID)

- a. Letter from BID representatives

The committee discussed with BID representative Jennifer Koelemeijer several downtown revitalization and BID improvements, including enhancing the Downtown Sebastopol website with an events calendar, updated content, and potential business log-ins, possibly managed by a member. Strategies to improve BID engagement focused on clearer communication, combining email outreach with mailed flyers, and establishing a more formal leadership structure.

Broader discussions covered downtown development priorities such as lighting improvements, community clean-ups, marketing, and potential signage or façade support for businesses, including revisiting a past façade improvement program. The committee emphasized the need for greater transparency around BID funding and benefits, improved outreach through regular updates, and more effective use of available resources and grants. Approximately \$17,554 in revitalization funds would be directed toward communication and outreach efforts.

- b. Suggestion list from businesses – The Committee was supportive of the proposed list, with the exception of the parking item, which was not considered feasible to implement.
- c. 2026 Sonoma County Tourism Magazine Downtown Sebastopol weblink [2026 Sonoma County Visitor Guide by sonomacounty - Issuu](#) - Noted

5. CREDIT CARD TRANSACTION FEE ANALYSIS

The item was presented to the Budget Committee, which directed staff to survey other Sonoma County cities—such as Cotati and Cloverdale—to determine whether convenience fees are charged, for which departments (e.g., permits, utility bills, business licenses), and whether such fees apply broadly or only to select services. The Committee requested that the item be brought back later in the year, tentatively in September or October, with the results of that analysis.

6. NEXT STEPS / FUTURE MEETINGS

- Next meeting dates
 - May 11, 2026 – 10:30AM
 - May 18, 2026 – 1:00PM
 - June 8, 2026 – 10:30AM
- Future agenda items for consideration

7. ADJOURNMENT OF MEETING 12:08pm

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 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 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*