

**City Council**

Mayor Neysa Hinton  
Vice Mayor Diana Rich  
Councilmember Sandi Maurer  
Councilmember Jill McLewis  
Councilmember Stephen Zollman



**City Manager**

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**City of Sebastopol**

**CITY COUNCIL MEETING AGENDA**

**REGULAR MEETING START TIME: 6:00 PM**

**MEETING OF December 20, 2022**

The City Council Regular meeting will be held via teleconference pursuant to AB 361. Pursuant to AB 361 (2021), Teleconference Restrictions of the Brown Act Have Been Suspended, as Well as the Requirement to Provide a Physical Location for Members of the Public to Participate in the Meeting. The City of Sebastopol City Council meeting will not be physically open to the public and all City Council Members will be teleconferencing into the meeting via Zoom.

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City Council is inviting you to a scheduled Zoom meeting.

**Topic: City Council Meeting - December 20, 2022**

**Time: Dec 20, 2022 06:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/81121579589?pwd=T3Z6WENzcXpYay9XeVE0dCsySWdNQOT09>

**Meeting ID: 811 2157 9589**

**Passcode: 872405**

One tap mobile

+16699006833,,81121579589#,,,,\*872405# US (San Jose)

+16694449171,,81121579589#,,,,\*872405# US

Dial by your location

+1 669 900 6833 US (San Jose)

+1 669 444 9171 US

Meeting ID: 811 2157 9589

Passcode: 872405

Find your local number: <https://us02web.zoom.us/j/81121579589>

**6:00 pm Convene City Council Meeting (ZOOM VIRTUAL FORMAT)**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO THE FLAG**

**PROCLAMATIONS/PRESENTATIONS:**

- Certificate of Appreciation – Retirement of Fire Chief Bill Braga

**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.

**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 the consent calendar items; 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 three minutes on the entire consent calendar and request at that time that an agenda item or items be 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 or Mayor Pro Tern.

Councilmembers 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 or Mayor Pro Tern.

1. Approval of Minutes of December 6, 2022 City Council Regular Meeting Minutes (Responsible Department: City Administration)
2. Approval of Local Appointments List (Maddy Act Government Code Sections § 54970- 54975) This is a current list (As of December 31, 2022) of City Commission/Board/Committees: Planning Commission, Design Review, Public Arts and Climate Action Committee (Responsible Department: City Administration)
3. Approval of Award of Contract to California Consulting for City Wide Comprehensive Grant Writing Services in An Amount Not to Exceed \$60,000. This item is to approve based on interview panel recommendations California Consulting to research and apply for grant opportunities, assist with post award grant management, analyze existing unfunded projects to determine the best strategies for funding, and serve as a as a liaison between the City of Sebastopol and County/State/and Federal agencies (Responsible Department: City Administration/City Departments)
4. Approval of the Annual AB 1600 Report. California Government Code sets forth a number of requirements that local governments must follow if they are to collect fees from developers to offset the cost of the construction of public facilities related to development projects. An “AB 1600 Report” (also referred to as a “nexus” study) regarding the jurisdiction’s use of the Developer Fees that have been collected, and expended, must be prepared and approved within 180 days after the end of the fiscal year, i.e., by December 31, 2022 (Administrative Services Director/Engineering)
5. Approval of Utility Collection Policy/Procedures. In an effort to provide City staff the tools to manage the billing of utility services of its citizen accounts accurately, promptly, effectively and in the best practice manner, this policy will help guide staff how to handle events that may arise from billings. (Responsible Department: Administrative Services)
6. Approval of Notice of Completion for the First Street Water Main Replacement Project #0818-20.09 (City Engineer)

**INFORMATIONAL ITEMS/PRESENTATIONS:** *(Please Note: Although informational/presentations items are routinely informational in nature, some informational items may contain request for actions such as support, direction to staff, follow up, or receipt of item based on the presentation/information provided.)*

7. Informational Discussion on Roles /Duties of Committees for 2023 Appointment of Members to Staff Committee Appointments/Assignments and City Council Committee Appointment/Assignments / Discussion and Consideration of City Council Roles as Council Liaison (Responsible Department: City Administration). This item is informational only to discuss and clarify committees to the newly elected Councilmembers. Action on Committee Appointments is Tentatively Scheduled for the January 3, 2023 City Council Meeting

**PUBLIC HEARING(s):** NONE

**REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION):**

8. Climate Action Committee Quarterly Update and Climate Action Committee Workplan Review and Approval by Council (Responsible Department: Planning/Climate Action Committee – Kenna Lee)
9. Discussion and Consideration of Recommendation for Process of Appointments for City Council and City Staff Committee Assignments. The item will be to discuss a proposal from Mayor Hinton on appointment of Councilmembers to Committee Assignments (Requestor: Mayor Hinton)

**PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

Speakers are allowed to speak for a maximum of three minutes so that all speakers have an opportunity to address the City Council. Power point or visual presentations for public comment shall not be permitted unless approved by the Agenda Review Committee two weeks prior to the requested meeting date.

Speakers may not "yield" a portion of their allotted time to others.

The Mayor has the authority to limit or extend the time allowed for speakers dependent on the number of speakers in attendance.

The Mayor can poll the members of the public for an indication of the number of people wishing to speak, then call on individuals to speak. It is the goal of the Council to conclude the public comments portion of the agenda within 20 minutes. If the public comment period exceeds twenty minutes, the presiding officer, typically the Mayor, reserves the right to reduce the time per speaker or carry over public comments to after all business items are completed.

The City Clerk will monitor the time for public comments and inform the speakers when the time limitation has been reached.

The Mayor could survey the members of the public, as appropriate, to move agenda items up or back to address the members of the public items of concern.

Public participation is encouraged on all public agenda items.

Council and staff will treat participants and each other with courtesy. Derogatory or sarcastic comments are inappropriate.

The public will likewise be encouraged by the Mayor to maintain meeting decorum.

In Council meetings when citizens are agitated, the Mayor may call a short recess to calm the situation.

If a member of the public is unable to attend the Council meeting, written communications may be sent to the City Clerk by e-mail or by regular mail. Communications received after distribution of the agenda packet will be made available to the Council at/or as soon after the meeting.

**CITY COUNCIL/CITY STAFF REPORTS/COMMUNICATIONS/ANNOUNCEMENTS/FUTURE MEETINGS:**

10. City Manager-Attorney/City Clerk Reports: (This will be either verbal or written reports provided at or prior to the meeting):
11. 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 or written reports provided at the meeting)
12. Council Communications Received (Information/Meetings/Correspondence Received from the General Public to Councilmembers)
13. Future City Meeting Dates/Events (Informational Only): (See City Web Site for Up-to-Date Meeting Dates/Times)

**CLOSED SESSION:** NONE

**ADJOURNMENT OF CITY COUNCIL MEETING**

December 20, 2022 City Council Regular Meeting will be adjourned to the Regular City Council Meeting to be held January 3, 2023 at 6:00 pm.

American Disability Act Accommodations/Accessibility: If requested, staff will make the agenda and backup materials available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) Section 202 and the federal rules and regulations adopted in

implementation thereof. Any person who requires a disability-related modification or accommodation in order to observe and/or offer public comment may request such reasonable modification, accommodation, aid or service by contacting the City Clerk's Office at [info@cityofsebastopol.org](mailto:info@cityofsebastopol.org) or by telephone at (707) 823-1153 who will contact the ADA Coordinator. The ADA Coordinator will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

Notification: 72-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Please note that minutes are not meant to be verbatim minutes and are meant to be the City's record of a summary of actions that took place at the meeting.

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](mailto:info@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. The Sebastopol City Council welcomes you 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.

City Council Regular Meetings are available in real time and archived on Livestream. Important Notice The City of Sebastopol shows both live broadcasts and Video Archive of City Council Meetings over the Internet. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

- Here is the link: <http://bit.ly/sebcctv>

*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 in the broadcast of the meeting or a disruption within the local agency's control that prevents members*

*of the public from offering public comments via a call-in or internet-based service option, the legislative body shall take no further action until public access via call-in or internet-based service is restored.*

**COUNCIL PROTOCOLS FOR MEETING:**

City staff read the protocols for the meeting.

- This meeting is being conducted utilizing virtual settings for teleconferencing and electronic means consistent with State of California Executive Orders regarding the COVID-19 pandemic and AB 361.
- Live stream and zoom is being utilized for this meeting.
- Members of the public may view and listen to the meeting by use of Zoom as noted on the City's website and as noted on the agenda.
- Members of the public wishing to speak to the City Council may do so during public comment or may comment on agenda items during the discussion of each item and must be logged into Zoom. Live Stream is a viewing only format.
- Anyone using abusive, vulgar, offensive, threatening, or harassing language, personal attacks of any kind or offensive terms that target specific individuals or groups will be muted and removed from the meeting.

*Please Note If the Council Meeting is zoom bombed or disrupted, the City will end the meeting and immediately try to restart it. If that does happen then all remaining items will be continued to the next agenda. If there is a power outage during the meeting, the meeting is considered ended and all remaining items will be continued to the next agenda. if any of our Council Members lose power at their homes and we lose a quorum, the meeting is considered ended and all remaining items will be continued to the next agenda.*